

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 28 September 2017
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 9.31pm

160/17 ATTENDANCE AND APOLOGIES

Council present: Cllr Nicholls (Chairman), Cllr Saintey (Vice Chair), Cllr Mrs Arney, Cllr Mrs Crutchfield, Cllr Starling, Cllr Stack, Cllr Weber (from 161/17), Cllr Dr Frearson, Cllr Matthey (from 162/17) and Clerk: Laurie Eagling.

Others present: Present until close of the public meeting: residents Mr W Hawkins and Mrs A Hawkins; Mr R McCarthy of Aldbury Parish Council (until 179/17); District Councillors Derek Town (from 161/17 to 179/17) and Sandra Jenkins (from 164/17 to 179/17) and County Councillor Anne Wight (until 179/17). PC P Duthie (until end 161/17).

Apologies: It was **RESOLVED** to accept apologies from Cllr Blunt (work commitment).

161/17 POLICING MATTERS

It was **RESOLVED** to move the update from Thames Valley Police up to this point in the agenda to enable the constable to return to duties. PC Duthie provided an update on priorities for the area, crime levels for the Wing area and Pitstone (both decreasing), plus recent/current operations (both individually and between neighbouring forces). The new rota system and current staffing issues were discussed. A number of questions were answered from councillors and members of the public. PC P Duthie was thanked for his attendance and departed the meeting.
Following discussion of the associated issues, it was **RESOLVED** not to further investigate part funding of PCSO's at the present.

162/17 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

- All councillors have standing declarations of interest as the council, as a corporate body, is trustee of the Recreation Ground Charity and Pitstone Parish Charity.
- Cllr Saintey declared an interest as a member of the National Trust Estate Committee.

163/17 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

A complaint was received regarding overgrown conifer trees blocking the footpath in Marsworth Road. It was **RESOLVED** that the parish council would issue a hedge cutting notice.

164/17 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- County Councillor Anne Wight provided updates on the B488/B489 road closures (full details circulated electronically), David Bowie statue in Aylesbury, and aircraft noise.
- District Councillor Derek Town provided updates on the recent tour of approved developments, the scrutiny committee for the latest draft VALP and lack of progress with devolution.
- Questions were taken from members of the public and council.

165/17 MINUTES OF THE MEETINGS held on 7/9/17

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 7 September 2017 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

166/17 CLERK'S REPORT

The following updates to matters arising were noted but not discussed in detail, and are replicated below to aid members of the public:

- 1) Castlemead Issues: TDS advise that remedial works will concentrate on Westfield Road in the first instance, they hope to commence work in September. BCC advised in May that hope all adopted within 18m ie November 2018.
- 2) Castlemead Lighting: Requirements for Phase V, and Phases I-V, submitted. BCC advise that adoption can't take place until post Westfield Road adoption (of which there has been no progress). BCC to adopt Westfield Road and industrial estate lighting in due course.

- 3) Castlemead Public Open Space Phase III: work continues between AVDC and Taylor Wimpey to bring the Phase III open space (from Castle Close to Dover Close) up to acceptable adoptable standard. Another full tree survey is now due, as over 3 years has lapsed since the last one.
- 4) Leisure Land by the Recreation Ground, including Skate Park and Play Space: No action can be taken by the Parish Council at this point. Parish Charity is unable to negotiate until such time as planning permission has been granted & therefore sale of the PDA has completed.
- 5) Tennis/Netball/5-aside floodlit court: No action can be taken by the parish council at this point. Unable to progress until the landowner is in a position to negotiate.
- 6) First Time Sewerage for end of Cheddington Road – Anglian Water ETA 2019/2020
- 7) Rushendon Furlong S106: AVDC previously published details of the legal agreement including amenity land, £40,000 public transport contribution (index linked) with £30k to be spent on 2 x real time information display panels and 2 x bus shelters plus £10k spent on “the provision of a sustainable community transport and dial-a-ride service”, a travel plan to encourage residents of the scheme to utilise sustainable transport & £5k (index linked) for BCC to monitor the travel plan, sport & leisure contribution confirmed as £137,217 (payable to AVDC prior to first occupation).
Andrew Clarke at BCC advised 6/4/17 that they were pursuing the transport contribution and would be back in touch in due course to work with the parish council on delivery.
- 8) Rushendon Furlong Street Lighting: the parish council has agreed with Croudace to adopt the street lighting and illuminated bollards within the proposed new development on provision that the stipulated conditions and contributions are met.
- 9) Vicarage Road Development Open Space: AVDC published details of the legal agreement for 68 dwellings provides public open space (POS) and LEAP (local equipped area of play) to be provided & certified prior to 50% of dwellings constructed; the parish council has subsequently agreed to adopt the 3 areas of open space (by LEAP, by woodland & by pedestrian path to Church Road; a commuted sum of £58,800 per hectare plus a commuted sum equivalent to the Schedule of Rates in the Good Practice Good (index linked) will be payable; the owners shall pay any stamp duty land tax & reasonable costs associated with the transfer detailed above; off-site Sports & Leisure Contribution now paid to AVDC;
- 10) Vicarage Road transport contribution: £22,500 payable prior to commencement of development to fund Real Time Passenger Information (RTPI) at 2 bus stops by Recreation Ground.
- 11) Vicarage Road Development Street Lighting: the parish council has resolved that it would be willing to adopt the street lighting along Vicarage Road and within the development. Feedback provided to Bellway and currently waiting for revised plans.
- 12) Pending path & highway remedial works – Paths: Vicarage Road path proposed to be widened and relayed by Vicarage Road development. Highways: Marsworth Rd up to Ivinghoe hope to go on resurfacing list for 2016/17. Glebe Close on future resurfacing list (not 2017). Bus box at Rushendon Furlong junction to be considered as part of resurfacing. Removal of sign post for Marsworth Road (eroded at base) pending.
- 13) Roundabout lighting knockdown: TfB passed to BCC lighting dept. (40014955) 24/3/16. Now re-issued under new code (46044853) 18/7/17
- 14) Hedge Extension: on the recreation ground – still waiting for confirmation from the cricket club re hedge vs nets
- 15) Village web site: Cllr Nicholls creating a planning section & reviewing architecture of attachments
- 16) Primary education provision: no further updates available from BCC
- 17) Cycle Path along Northfield Road: HCC continue to investigate. BCC assisting.
- 18) Marsworth/Pitstone path: BCC progressing engineering report. BCC waiting for info from BT prior to confirming final details. Marsworth parish council chasing BCC for the promised meeting to confirm costs.
- 19) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
- 20) Noticeboard: Cllr Arney investigating potential relocation/renovation options
- 21) BCC Land by The Crescent: awaiting final Heads of Terms from BCC. Carter Jonas confirm that draft papers will be provided shortly, and that BCC placing adverts before end September. Anticipate will be concluded by end calendar year.
- 22) mVAS: options being investigated by Cllrs Frearson/Starling
- 23) Freight Strategy: BCC 6 week public consultation in the autumn on the full draft strategy, which will include a feedback opportunity for parish councils.
- 24) Council priorities: no nominations received by clerk from committees, members or working parties. Propose to remove from the matters arising list.
- 25) Memorial Hall Charity membership: Cllr Nicholls investigating with Memorial Hall Charity
- 26) The Pightle Open Space: Cllr Weber investigating land ownership
- 27) Street Lighting:
 - a. Policy being reviewed and updated by Cllr Frearson & Mr Ginda
 - b. Unmetered electricity supply certificate issues being investigated/resolved by Cllr Frearson/Mr Ginda

- c. Handover meeting being arranged between Cllr Frearson & Mr Ginda
- d. Following meeting, proposal to be submitted re remaining LED roll out budget for this financial year
- 28) Pitstone & Ivinghoe Safety Scheme: Workshop with BCC took place 13/9/17. Minutes circulated electronically. Awaiting response from BCC. LAF have ring fenced £11,643 from this year's budget (2017/18). Simon Garwood adding a potential provision towards construction costs to the LAF 2018/19 grant application proposals for consideration by the LAF.
- 29) Recreation Ground Charity: no meeting this month. Considering advice from Horwood & James.
- 30) Pitstone Parish Charity: no meeting this month. No matters referred to full council.
- 31) Staffing Committee: no meeting this month. No matters referred to full council.
- 32) Dial-a-ride/community transport – Cllr Frearson investigating options in light of pending S106 contribution from Rushendon Furlong & liaising with neighbouring parishes
- 33) Environmental Policy: being investigated by a working party consisting of Cllrs Frearson, Crutchfield and Arney.
- 34) mVAS clock back-up battery – Cllr Nicholls investigating
- 35) PAA proposals re bee keeping and poly tunnels – National Trust and PPC granted permission. PAA to provide feedback from survey of allotment holders prior to implementing.
- 36) Pitstone Guide Review – being progressed by Cllrs Arney and Nicholls
- 37) Community Self Help Plan Review – being progressed by Cllr Crutchfield & Clerk
- 38) NatWest Reserve Account Mandates- awaiting confirmation from NatWest
- 39) Land off Westfield Road: awaiting details from Taylor Wimpey. Taylor Wimpey have confirmed the lifting of confidentiality and are comfortable with the proposition being discussed at council meetings.

167/17 CORRESPONDENCE

The following correspondence received this month was noted:

Aylesbury Vale District Council

- Press release re voter registration forms – circulated and posted electronically
- Enquiry re forthcoming events from AV Times – passed to PIE/Church etc
- Latest draft VALP & consultation details – Circulated electronically
- Information re Parish Liaison Officers – Circulated electronically & retained for reference
- Recycling week information – Circulated and posted electronically

Bucks County Council and Transport for Bucks

- Road work / road closure alerts / major works – circulated and posted electronically where appropriate
- Copy correspondence between BCC and TDS re Castlemead road adoption – Circulated electronically
- Extension to 0-19years consultation – Circulated and posted electronically
- Buckinghamshire Parking Guide for LAFs – Circulated electronically
- Prevention Matters e:newsletters and updates – Circulated electronically
- LAF agenda – Circulated electronically

Other

- Thames Valley Police neighbourhood alerts, updates, press releases & newsletters – circulated & posted (where appropriate) electronically
- Rural Services Network e:newsletters & updates etc – circulated electronically
- Charity Commission e:updates and newsletters – circulated electronically
- Buckinghamshire Business First e:newsletters – circulated electronically
- Public Sector Executive e:newsletters – circulated electronically
- Public Sector Today e:newsletters – Circulated electronically
- Fields in Trust e:newsletters & updates – Circulated electronically
- B&MKALC Weekly Updates and info re UK Power Networks roadshows – Circulated electronically
- SLCC e:newsletters – circulated electronically
- Action4Youth e:newsletters/event info – Circulated electronically
- Chiltern Conservation Board e:newsletters and events – Circulated electronically
- Chiltern Society e:newsletters and updates – Circulated electronically
- War Memorial e:newsletter – Circulated electronically
- Community Impact Bucks e:newsletters – circulated electronically
- Aylesbury Town Centre event posters – passed to notice board manager

- Resident report of Castlemead light out – reported to TDS for repair
- Correspondence between P&IUF&C & Football Foundation re grant – Circulated electronically to sports & leisure committee
- Correspondence from resident re Croudace construction traffic – responded to resident and wrote to Croudace
- Copy correspondence between Wakelin & AVDC – Circulated electronically
- MUGA proposals from Wakelin – Circulated electronically
- Minutes of Pitstone & Ivinghoe Safety Scheme Workshop – Circulated electronically
- Local Councils Update Issue 210 – for circulation
- Charity Finance magazine Sept 17 – for circulation
- Enquiry from resident re NDP designations – responded to resident & supplied link to NDP on web site
- NatWest confirmation of where council is tax resident form – completed and returned to NatWest following confirmation/signature by chairman
- Report from Patrick Stileman – Circulated electronically and added to agenda
- Training certificates from D Rollins – retained on file & copied to Chairman for info
- Correspondence with Sergeant Emily Dover – Circulated electronically and presentation added to agenda
- Correspondence from Neighbourhood Inspector James Davies – Circulated electronically and added to the agenda
- BMKALC AGM 10/11/17, 2 councillors can attend – Circulated electronically for councillors to advise the clerk if they wished to attend however no-one available.
- Robin McCarthy Dacorum Local Plan Issues & Options comments – Circulated electronically
- Update from LLACC from Rachel Webb – Circulated electronically
- Community Impact Bucks e:newsletter – Circulated electronically
- Minutes of SLCC branch meeting including details of deposit streams available to parish councils – Circulated electronically. Clerk requested that if any councillors wished council to investigate such deposit schemes, to advise the clerk as a presentation could be arranged.
- NALC Legal Topic Notes on GDPR, provided by BMKALC – Circulated electronically. It was noted that the parish council will need to form a working party to investigate and action the requirements of GDPR. It was **RESOLVED** to appoint Cllrs Weber, Matthey and Nicholls to that working party.
- GDPR information from Cllr Weber - Circulated electronically (comments as above)
- Correspondence re local business signage erected without permission – Circulated electronically to Chair of Planning Committee
- Change of editor for Beacon – Circulated electronically
- The Clerk magazine – for distribution
- Wendover Assistant Clerk vacancy – Circulated electronically
- LCR Autumn 2017 – for circulation
- Minor revisions to Bellway lighting plan – Circulated electronically for consideration. It was **RESOLVED** to accept the revised proposals submitted by Bellway.
- Enquiry from PAA regarding funding streams - responded

Committee Matters:

168/17 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the planning committee meeting held on 14/9/17.
- 2) Cllr Crutchfield updated council on the forthcoming PDA planning committee on 3/10/17.

169/17 **SPORTS AND LEISURE COMMITTEE**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the Sports & Leisure Committee meeting held on 14/9/17. Next meeting changed to Wed 18/10/17 at the pavilion.
- 2) Full council had been circulated information about the proposals for the multi-use games area within the Pitstone Development Area. Discussions continue with Nicholas King.
- 3) Cllr Saintey advised that a successful first site meeting had taken place with the appointed architects.
- 4) It was noted that a meeting with Pitstone Memorial Hall Committee regarding a joint parish consultation event to determine required development at each site is due to take place on Saturday.

Matters Raised by the Working Groups:

- 170/17 **PITSTONE DEVELOPMENT AREA**
It was noted that Nicholas King had provided confirmation that they would be willing to work with the Parish Council/Memorial Hall Charity, at the appropriate time, regarding the resurfacing of the hall car park as part of the redevelopment of the site.

Other Matters:

- 171/17 **CAA NOISE SURVEY**
It was **RESOLVED** to carry forward this item to the meeting at the start of November.
- 172/17 **DEVOLVED SERVICES**
- It was **RESOLVED** to continue with devolved services from Bucks County Council in 2018.
 - It was **RESOLVED** to issue a hedge cutting notice to the property in Church Road. Other updates were noted.
- 173/17 **PARTY IN THE PARK 2018**
Cllr Mattey provided an update on the discussions with the existing committee and other associated bodies. There is a willingness from all parties to be involved, but a concern about a lack of volunteers to organise and run the event. It was **RESOLVED** to appeal for volunteers to assist over the next few weeks. It was **RESOLVED** to arrange an initial meeting with PIE/Party in the Park Committee.
- 174/17 **REMEMBRANCE DAY 2017**
Cllr Saintey advised that there will be a short remembrance service at Pitstone Memorial Hall at noon on 12/11/17. It was **RESOLVED** to advertise this event in PPP. The Chairman advised that he would be honoured to lay the wreath on behalf of the Parish Council. It was **RESOLVED** to make a donation to the Royal British Legion of £150.00 in lieu of purchasing a fresh wreath.
- 175/17 **HEDGE CUTTING REQUIREMENTS FOR 2017**
It was **RESOLVED** to undertake the following hedge cutting and accept the associated costs (approx. £750+VAT via Reg Porter):
Full cuts at the following locations: the new allotment site Marsworth Road hedge (requested by PAA), Recreation Ground hedge (managed under open space program), hedge between Recreation Ground and old allotments (on behalf of Pitstone Parish Charity), the old allotment hedge (on behalf of Pitstone Parish Charity), hedge fronting Marsworth Road on BCC land by The Crescent, Windsor Road play area (S106 funded) plus the pavilion road hedge & hedges round football field/joining charity field.
It was noted that National Trust would cut the hedge at Pitstone Hill.
It was **RESOLVED** to ask Taylor Wimpey to cut the hedge around Hever Close playground.
- 176/17 **PARISH ONLINE MAPPING SOFTWARE**
It was **RESOLVED** to renew the annual subscription to Parish Online mapping software tool (£50.40).
- 177/17 **BUCKINGHAMSHIRE PLAYING FIELDS ASSOCIATION**
It was **RESOLVED** that the parish council did wish to renew membership with the organisation & noted that they were moving to a single payment date of 1 April (£20). Unfortunately no councillors were available to attend the forthcoming AGM.
- 178/17 **OAK TREE**
The report from Patrick Stileman was noted. It was **RESOLVED** to obtain three quotations for the recommended work.

Financial Matters:

- 179/17 **CONSIDERATION OF GRANT/DONATION REQUESTS**
- 1) Consideration was given to the grant request from Pitstone Memorial Hall Charity. It was **RESOLVED** to provide the requested 50% funding towards installation of an external defibrillator at Pitstone Memorial Hall (£813.75).
 - 2) Consideration was given to the grant request from 1st Ivinghoe & Pitstone Rainbows & Brownies. It was **RESOLVED** to provide 50% funding towards the cost of two new banners, one for each troop, to be used at events such as Remembrance Day (£120).

- 180/17 **INSURANCE RENEWAL**
The parish council is in a 3 year long term agreement with Hiscox. Consideration was given to the renewal materials provided by Came & Co specialist brokers and it was **RESOLVED** to meet the cost of renewal for the forthcoming year (£2,729.50).
- 181/17 **FINANCIAL POSITION AND PAYMENTS**
The council noted the bank reconciliation, income, expenditure, debtors and creditors' information plus the monthly budget summary and it was **RESOLVED** to make the payments outlined in the monthly financial summary. Two councillors undertook to authorise the transactions for BACS transfer and initialled the corresponding paperwork. The chairman was duly authorised to sign the monthly summaries.
- 182/17 **INTERNAL CONTROLS**
The regular internal controls had been conducted with no amendments requested or issues arising.
- 183/17 **2018-19 BUDGET**
The first draft of the 3 year forecast was noted. AVDC to supply council tax base information during October which will assist precept calculation. Councillors were encouraged to advise the clerk of any further projects they wished costed/included for consideration prior to the next meeting.

Other Reports:

- 184/17 **OTHER REPORTS**
- 1) Cllr Dr Frearson provided feedback from the Parish Liaison meeting on 13/9/17 including: BCC prioritising A & B roads so residential road pothole repairs may take some time, BCC only conducting online surveys from now on so important that the parish council helps to disseminate information to residents, children's centres & SEN in schools both under review, adult social care, community resilience, local enterprise partnerships and winter gritting. The following **RESOLUTIONS** were made:
 - 1) To source 1,500 emergency planning booklets for distribution to households & businesses (and meet any associated cost)
 - 2) To advise Pitstone Memorial Hall committee about the salt grab bag opportunity in case they wished to take advantage
 - 3) To check the grit levels in the 3 bins around the village and advise TfB of any replenishment requirements
 - 4) To add review of the B488/489 traffic count & weight restriction possibility to the 30 November meeting agenda
 - 2) Cllr Arney provided feedback from the PPP volunteer event on 21/9/17.
 - 3) Cllr Matthey advised that the BOAT was still blocked at Grange Road. It was **RESOLVED** to chase Rights of Way for progress.
 - 4) The other reports provided within the clerks report were noted.
- 185/17 **THE FOLLOWING REMINDERS WERE NOTED**
- Parish Council meetings: 2/11/17, 30/11/17 and 4/1/18
 - Sports and Leisure Committee meetings: 18/10/17, 9/11/17 and 14/12/17
 - PPP Publication dates: January, April, July and October.
 - LAF meetings: 5/10/17 (Skewkley) – Cllr Crutchfield attending
 - Chairmanship Skills BALC training 12/10/17 6.30-9pm – Cllr Weber attending
 - Budget & reserves BALC training 11/10/17 – Cllr Dr Frearson attending
 - VALP Parishes Seminar 4/10/17 - Cllrs Crutchfield and Weber attending
 - PIE fireworks & bonfire 4/11/17
 - Play around the Parishes Aug 2018, 1 x am session Tues 7 August and 1 x pm session Wed 22 August.
 - VALP (development to 2033) consultation 2/11-14/12/17
- 186/17 **DATE OF NEXT MEETING**
The next meeting of the Parish Council will be held on Thursday 2 November 2017 (one week later than usual due to half term). It was noted that the following would appear on the agenda:
- Second consideration of budget/projects for 2018/19 and annual review of salary budgets
 - Consider/approve commission of full tree risk assessment survey
 - Details of quarterly VAT return
 - Neighbourhood Action Group
 - mVAS service agreement renewal
 - Confirm arrangements for Christmas lights

- Setting of meeting dates for 2018

Cllr Matthey also requested the following agenda item:

- Possible dissolution of the Recreation Ground Charity

187/17 CLOSURE OF PUBLIC MEETING

There being no further business to be transacted, the Chairman thanked the public for their attendance and closed the public section of the meeting at 9.20pm.

In accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press were excluded from the following item due to the confidential/sensitive nature of the business.

188/17 SUB CONTRACTOR TERMS

Following discussions with the provider and other interested parties no reason to change the current agreement emerged, but the Parish Council should monitor activity more closely in future. It was therefore **RESOLVED** to continue business on the previously agreed terms alongside a review of day to day processes and procedures.

189/17 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 9.31pm.

Signed: _____
Chairman

Date: 2 November 2017