

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF THE ANNUAL GENERAL MEETING of the Parish Council to be held in the Millennium Room of the Memorial Hall on Thursday 24 May 2018 at 7.30pm

Laurie Eagling, Clerk to the Council
9 Warwick Road, Pitstone, LU7 9FE
Tel: 01296 767261

Signed _____
Date: 18 May 2018

A G E N D A

1. **TO ELECT A CHAIR FOR THE FORTHCOMING YEAR** and receive completed Declaration of Acceptance of Office
2. **TO ELECT A VICE CHAIR FOR THE FORTHCOMING YEAR**
3. **ATTENDANCE AND APOLOGIES**
4. **VACANCIES FOR THE OFFICE OF PARISH COUNCILLOR UNTIL MAY 2019:** consider applicants for current vacancies and offer co-option to successful candidates
5. **TO NOTE DECLARATIONS OF INTEREST AND CONSIDER DISPENSATION REQUESTS** from councillors on matters to be considered at the meeting
6. **TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS** – residents monthly opportunity to raise their questions or concerns with the parish council
7. **TO RECEIVE ANY UPDATES FROM COUNTY AND DISTRICT COUNCILLORS**
8. **MINUTES** - To resolve that the minutes of the parish council meetings held on 26 April and 10 May 2018 be signed as correct records
9. **CLERK'S REPORT** – to note updates to the ongoing matters, for information only
10. **RECONFIRM STANDING DISPENSATIONS FOR THE FORTHCOMING YEAR**
11. **TO CONDUCT ANNUAL REVIEW AND ADOPT THE FOLLOWING KEY POLICIES:**
 - 11.1 The Code of Conduct
 - 11.2 Standing Orders
 - 11.3 Financial Regulations
 - 11.4 Social Media and Communications Policy
 - 11.5 Risk Management Policy and associated Risk Assessment
12. **COMMITTEE STRUCTURE AND APPOINTMENTS**
 - 12.1 To determine the committee and working group structure for the forthcoming year
 - 12.2 To appoint members to each committee determined under point 11.1 and elect a Chairman for each standing committee
 - 12.3 To appoint members to each working party determined under point 11.1
 - 12.4 To appoint parish council members to other bodies etc
13. **TO REVIEW AND APPROVE THE TERMS OF REFERENCE**
14. **TO REVIEW AND APPROVE THE DELEGATION ARRANGEMENTS**
15. **CORRESPONDENCE** - Consider correspondence received & receive notification of any additional items

Committee Reports:

16. **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
 - 16.1 To consider the following planning applications:
 - a) **13 Glebe Close, 18/01631/APP**, two storey rear and side extension
 - b) **Barley End, Stocks Road, 18/01404/APP**, replacement of septic tank with sewage treatment plant to serve replacement dwelling
 - 16.2 To note applications outstanding with AVDC and BCC
17. **SPORTS & LEISURE COMMITTEE – CLLR WEBER, VICE-CHAIR OF COMMITTEE**
 - 17.1 To note receipt of draft minutes of the sports & leisure committee meeting held on 10/5/18
 - 17.2 To note receipt of QS report in relation to Phase II redevelopment of the sports pavilion site
 - 17.3 Following minor amends, to consider/approve instructing Woods Hardwick to move forwards towards applying for planning permission

- 17.4 To consider/approve drawing up a funding plan including grant application to release some S106 and potential grant applications to New Homes Bonus and Football Foundation Stadia Improvement Fund
- 17.5 To approve requesting that Pitstone Memorial Hall Charity provide the parish council with an update on their re-development plans so that any impact on S106 might be considered
- 17.6 To approve consulting with the community and interested parties in the above
- 18. **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**
 - 18.1 To approve the adoption of the National Joint Council (NJC) agreement on the 2018 pay award as per the NJC contract for the parish clerk:
 - a) SCP35 rate increases from £16.001 to £16.321 per hour
 - b) To be backdated to 1/4/18
- 19. **PITSTONE PARISH CHARITY & PITSTONE RECREATION GROUND CHARITY COMMITTEES** – no reports due, no meetings held

Working Group Matters:

- 20. **YOUTH CAFÉ:**
 - 20.1 To undertake annual review, and approve, youth café policies and risk assessment
- 21. **GDPR (25/5/18):**
 - 21.1 Consider and approve the suite of policies and privacy notices
 - 21.2 Consider and approve the introduction of central email addresses for all councillors
 - 21.3 Consider and approve the provision of encrypted USB drives for all councillors
 - 21.4 Consider and approve the tokenisation of resident names when shared in email
 - 21.5 Consider training requirements for members and associated bodies
- 22. **HIGHWAYS/PATHS AND PDA:** no reports due

Other Matters:

- 23. **DEVOLVED SERVICES:** no matters for consideration this month
- 24. **ANNUAL ASSEMBLY 2018:** to note receipt of draft minutes of assembly held 15/5/18
- 25. **COUNCIL INFORMATION:** to confirm member requirements re the receipt of information
- 26. **STREET LIGHTING:**
 - 26.1 Consider report arising from street light electrical safety inspections
 - 26.2 Consider responses to consultation re additional light for Chequers Lane and determine council position
 - 26.3 To resolve to formally adopting the street lighting in Cheynes Close
- 27. **PUBLIC TRANSPORT INFRASTRUCTURE IMPROVEMENTS:** consider responses to consultation and determine council position
- 28. **COMMUNITY CAR SCHEME:** Receive feedback from meeting on 3/5/18 and consider alternative models for co-ordinator
- 29. **COMMUNITY TRANSPORT:** Note receipt of minutes of 10/5/18 meeting prepared by BCC and actions arising with CIB

Financial Matters:

- 30. **ANNUAL REVIEW OF FINANCIAL AFFAIRS**
 - 30.1 To confirm ongoing direct debit and standing order arrangements
 - 30.2 To confirm payments arising as a result of continuing contract, statutory duty or obligation
 - 30.3 To confirm ongoing use of bank accounts and mandates
 - 30.4 To approve ongoing use of BACS
 - 30.5 To note ongoing use of General Power of Competence
 - 30.6 To confirm continuance of no allowance scheme for members
- 31. **FINANCIAL YEAR END**
 - 31.1 To consider the report arising from Internal Audit by IAC on 18/5/18 and matters arising
 - 31.2 To approve the year end bank reconciliation to 31-3-18
 - 31.3 To reconsider the annual governance statements following internal audit and compilation of year-end statements
 - 31.4 To approve the Annual Governance Statement and grant permission for the Chair to sign on behalf of the council

- 31.5 To consider and approve the Accounting Statement for 2017/18 and grant authority for the Chairman to sign on behalf of the council
- 31.6 To approve the associated Explanation of Variances for 2017/18
- 31.7 To approve the Reconciliation between Box 7 and Box 8 necessary once converted receipts/payments to income/expenditure accounting
- 31.8 To confirm date of period of elector's rights as Monday 4 June to Friday 13 June inclusive as per external auditor recommendation
- 31.9 Note quarterly review of information available on website undertaken and updated where necessary
- 31.10 Consider/approve year end reconciliation of S106 account and associated bank transfers
- 31.11 Consider/approve year end reconciliation of Reserve account and associated bank transfers
- 32. **FINANCIAL POSITION AND PAYMENTS:** To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor/budget monitor information for the month.
- 33. **DEBTOR:** to consider position re debtor: The Blindman
- 34. **INTERNAL CONTROLS:** Conduct all necessary internal controls

Reports:

- 35. Receive feedback from Healthwatch meeting on 9/5/18 – Cllr Crutchfield
- 36. Receive feedback from LAF Traffic Calming subgroup meeting on 23/5/18 – LAF members
- 37. Receive feedback from official walk of Pitstone-Marsworth path on 12/5/18 – Cllrs Nicholls, Dr Frearson, Weber, Blunt and Arney
- 38. Note other reports, reminders, forthcoming events and agenda items for 28/6/2018