

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 4 January 2018  
in the Millennium Room at the Memorial Hall, starting at 7.30pm and  
concluding at 9pm

---

## 257/17 ATTENDANCE AND APOLOGIES

Council present: Cllr Saintey (Vice Chair & Acting Chair for this meeting), Cllr Mrs Arney, Cllr Mrs Stack, Cllr Weber, Cllr Blunt, Cllr Dr Frearson and Clerk: Laurie Eagling.

Others present: Resident Mr W Hawkins (present throughout), Mr R McCarthy of Aldbury Parish Council (until close of 279/17), County Councillor Anne Wight (until close of 279/17), District Councillor Derek Town (until close of 279/17), and National Trust General Manager of the Ashridge Estate Susie Mercer (for presentation only).

Apologies: It was **RESOLVED** to accept apologies from Cllrs Matthey (work), Cllr Nicholls (work), Cllr Crutchfield (unwell) and Cllr Starling. Apologies also tendered from District Councillor Sandra Jenkins.

## 258/17 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 Blunt has a standing declaration as Chair of Governors at Brookmead School.

## 259/17 PRESENTATION FROM NATIONAL TRUST ON MONUMENT DRIVE PROJECT

Susie Mercer, General Manager of National Trust Ashridge Estate gave a presentation on their Monument Drive car park project - installing dedicated parking bays and introducing a car park charging system, to reduce the damage caused by the present ad-hoc parking arrangements, improve visitor experience/health & safety and increase out-of-hours security. To date, NT have transformed the events programme, restricted access to sensitive areas and trialled wood banks. NT have appointed a dedicated project manager, undertaken traffic counts, visited other sites/case studies and appointed landscape architects as well as visiting all local parishes that border the estate. The solution must protect the site from damage, enable visitors to enjoy the site as much as they do now, be sensitive to the highly designated area, be durable, provide 450+ spaces plus overflow and consider green travel options. Public consultation February/March 2018 in the Ashridge visitor centre once favoured option identified. Design will then be refined & work through approval, planning and procurement processes with an ambition to install in spring 2019. Will provide an income stream to improve the facilities at the site eg toilets, seating etc; improve member benefits; and attract new members and address the issues identified at the start of the presentation. Susie Mercer answered questions from the members of public and council and provided some general National Trust leaflets, which will be uploaded to the council website for residents.

## 260/17 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled from the public gallery.

## 261/17 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- County Councillor Anne Wight provided a report on Castlemead highway remedial works (Taylor Wimpey apparently setting up a compound); Cheddington Station road closure; a recent visit to College Lake; and the fact that Heathrow airport will be consulting on expansion plans between January and March 2018, which may then have a knock-on effect onto Luton airport airspace.
- District Councillor Derek Town provided a report on a recent planning application for Marsworth airfield south, which is likely to go to committee. Cllr Town to provide the application number so councillors can view/comment if they wish.

## 262/17 MINUTES OF THE MEETINGS held on 30/11/17

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 30 November 2017 were a true and accurate record. The Chairman was authorised to sign them on behalf of the council.

## 263/17 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: Last dwelling occupied spring 2014. The BCC remedial works have still not commenced. BCC advised in December "there is no real update on a start date for the works at Pitstone at the present time. I have sent an email chasing but, as you are aware, we cannot insist that they undertake the works." BCC advised in May 2017 that hope all will be 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. David Rowley advised 11/10/17 that plans now workable and hoping to engage legal teams shortly (tree survey not yet undertaken).
- 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 September 2018. Currently investigating planning permission for pumping station.
- 7) Public Transport Contributions arising from Rushendon Furlong & Vicarage Road developments:  
BCC confirm receipt of £22,739 from Vicarage Road for RTI panels at the bus stops by the Recreation Ground, and £40,989.40 from Rushendon Furlong (£30k = 2 x RTI panels and 2 x bus shelters; £10k spent on "the provision of a sustainable community transport and dial-a-ride service"). Andrew Clarke advised that they would contact the parish council again in February re the public transport elements with a few to draw down on funds early in the 2018/19 financial year. The Community Transport element has been referred to Simon Garwood for investigation who will arrange a meeting in February.
- 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 & Rushendon Furlong Open Space: AVDC now holding S106 contributions relating to both developments. PPC has agreed to adopt the open space within Vicarage Road.
- 10) 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 upon conclusion of the development.
- 11) Pending path & highway remedial works –  
Paths: Vicarage Road path proposed to be widened and relayed by Vicarage Road development. BCC advise that they are currently working with Bellway on proposals. The work is due to be undertaken prior to occupation of the site ie prior to January 2018. Removal of sign post for Marsworth Road (eroded at base) pending.
- 12) Roundabout lighting knockdown: TfB passed to BCC lighting dept. (40014955) 24/3/16. Now re-issued under new code (46044853) 18/7/17. 13/12/17 Rob Anderson advised that will need a road space booking in January after the Christmas embargo.
- 13) Village web site: Cllr Nicholls creating a planning section & reviewing architecture of attachments
- 14) Primary education provision: no further updates available from BCC
- 15) Cycle Path along Northfield Road: No update from Hertfordshire County Council.
- 16) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
- 17) mVAS: options being investigated by Cllrs Frearson/Starling
- 18) Memorial Hall Charity membership: Cllr Nicholls investigating with Memorial Hall Charity
- 19) The Pightle Open Space: Cllr Weber investigating land ownership
- 20) 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.
- 21) Dial-a-ride/community transport – Cllr Frearson investigating options in light of pending S106 contribution from Rushendon Furlong & liaising with neighbouring parishes
- 22) Environmental Policy: being investigated by a working party consisting of Cllrs Frearson, Crutchfield and Arney.
- 23) mVAS clock back-up battery – now complete
- 24) Pitstone Guide Review – being progressed by Cllrs Arney and Nicholls

- 25) Community Self Help Plan Review – being progressed by Cllr Crutchfield, Nicholls & Clerk
- 26) Land off Westfield Road/'The Mounds': awaiting details from Taylor Wimpey's legal department.
- 27) GDPR – working party yet to meet
- 28) Crown reduction to Oak – works booked with R Wilson for 8/1/18.
- 29) Playground/asset Inspections – interviews with existing staff being arranged for January
- 30) Staff/volunteer 'thank you' event – preparations progressing by staffing committee
- 31) Snooker table – price had increased to £180. Waiting to see if reduces in the January sale prior to purchase (had not decreased in the Boxing Day sale)
- 32) Sack barrow wheel – being replaced by Café Manager
- 33) Lights & signs for trees – equipment received and site visit being organised re installation. Wire mesh being wrapped around worst affected tree by the cricket nets by Cllr Saintey.
- 34) Noticeboard renovation – commissioned with Abode Solutions. Date tbc.
- 35) LED roll out to Queen Street and The Crescent – scheduled for mid-January 2018
- 36) Christmas lights – L&T confirmed that the £350 fee to remove the lights from the tree includes storage during the year and testing ready for next year
- 37) WI defibrillator project – no further assistance required from the parish council at the moment
- 38) Dog Fouling in Local Wildlife Site – site visit undertaken with BBOWT & Cllrs Nicholls/Arney. BBOWT are supplying details of illustrative signage & suppliers and some text for PPP/website. Once in receipt we will adapt for Pitstone & obtain draft costing for consideration.

## 264/17 **CORRESPONDENCE**

The following correspondence received this month was noted:

### Aylesbury Vale District Council

- Copy of press releases – Circulated and posted electronically where appropriate
- Planning notifications, updates, comments on portal etc – Circulated electronically
- Copy correspondence between AVDC and TW re Anglian Water/Bellway – Circulated electronically
- Chairman's Carol Concert invitation – Circulated electronically for councillors to advise if they wished to attend
- Change to bin collection day due to adverse weather – Circulated electronically
- Christmas message from AVDC – Circulated electronically
- Christmas recycling and refuse information – Circulated and posted electronically
- Updated Register of Electors – retained register for reference, provided associated posters to notice-board manager

### Bucks County Council and Transport for Bucks

- Road work / road closure alerts / major works – circulated and posted electronically where appropriate
- Consultation on Link Road Plans (deadline 8/12/17) – Circulated electronically for councillors to submit their individual comments as the deadline was very tight
- Highways Comments on PDA planning application – Circulated electronically
- Notes from parish liaison meeting – Circulated electronically
- Winter survival advice kit info – Circulated and posted electronically
- Collective switching scheme info – Circulated and posted electronically
- Weather warnings – Circulated electronically
- County Councillors report – Circulated electronically
- Prevention Matters e:newsletter – Circulated electronically
- My Bucks e:newsletters – Circulated electronically
- Health care partner e:newsletter – Circulated electronically
- Christmas recycling and refuse information – Circulated and published electronically
- Drink drive campaign details – Circulated and posted electronically
- Update on Station Road Cheddington road closures – 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, inc safeguarding info and revised AR18 annual return reporting requirements – circulated electronically

- Community Impact Bucks e:newsletters – Circulated electronically
- Chiltern Society e:newsletter – Circulated electronically
- Chiltern Conservation Board e:newsletter – Circulated electronically
- Buckinghamshire Business First e:newsletters – circulated electronically
- Public Sector Executive e:newsletters – circulated electronically
- Public Sector Today e:newsletters – Circulated electronically
- Sale One e:newsletters & updates – Circulated electronically
- B&MKALC Weekly Updates & training opportunities – Circulated electronically and DEFRA notification passed to PAA as requested. Included info on Luton Airport 2050 vision (consultation anticipated in 2018)
- NALC larger councils conference information – Circulated electronically
- War Memorial e:newsletter – Circulated electronically
- SLCC e:newsletters/updates/training – circulated electronically
- Fields in Trust e:newsletter – Circulated electronically
- Sport England e:newsletter – Circulated electronically
- Aylesbury Town Council events posters – passed to notice board manager
- Action4Youth e:newsletters and info re Young Leaders Scheme – Circulated electronically
- Hertfordshire County Council “Meeting Hertfordshire’s Challenges” conference slides – Circulated electronically
- Replies from volunteers re January event – noted
- Oxfordshire Clinical Commissioning Group consultation on doctors surgeries and services in Oxfordshire – Circulated electronically (deadline 17/12/17)
- Enquiry from Community Chest on progress with skate park project – responded with update on PDA planning application consultation deadline
- Updated training certificate from café manager – circulated to youth café working party members & retained in file
- Street light reports – collated and passed information to Taylor Wimpey and Bucks County Council where appropriate
- Chiltern magazine Issue 226 – for circulation
- Enquiry from McMillan/NHS re consultation they will be launching in January – responded
- Woods Hardwick revised drawings and correspondence – Circulated electronically to s&l committee
- Rural Crime Update from TVP – Circulated and posted electronically
- Luton airport update from R Webb – Circulated electronically
- Copy of Aldbury Parish Council submission re VALP – Circulated electronically
- Hertfordshire County Council correspondence re emergency planning – Circulated electronically
- RDS IT advert cancellation – Circulated electronically & actioned
- Notification of staff changes from Pitstone Memorial Hall – Circulated electronically
- Police & Crime Commission e:updates & e:newsletters – Circulated electronically
- Opus Energy e:newsletter – Circulated electronically
- Memorial Hall key update – retained for info
- SLCC branch meeting minutes – Circulated electronically
- Notification from NatWest of closure of Tring branch – for information
- Anglian Water letter of apology & £20 credit – Circulated electronically
- Came & Co Christmas opening times – Circulated electronically
- Alpha Fence correspondence re postponement of works at pavilion – Circulated electronically to s&l members
- Ridgeway e:newsletter – Circulated electronically
- Wicksteed e:newsletter – Circulated electronically
- BALC notification that no council tax referendum for parish councils for 2018/19 – Circulated electronically
- Your community, your care events from Bucks NHS – Circulated and posted electronically and passed to PPP editor, posters passed to notice-board manager
- Details of beacon lighting event to mark end WW1 – Circulated electronically
- Christmas greetings from A Davies – Circulated electronically
- Town Lands Charity leaflet for publication on website – posted electronically. A5 poster version passed to notice-board manager. Charity providing leaflets for insertion into welcome packs.
- Correspondence from New Homes Bonus re Marsworth path – Circulated electronically
- New Homes Bonus info re parish council endorsement for local third party groups – Circulated electronically
- Inform e:newsletter from Luton Airport – Circulated electronically
- Correspondence with AVDC/BCC and Scouts re tree planting – see reports
- SLCC Christmas opening hours – Circulated electronically
- Confirmation of phone conversation with Bidwells – Circulated electronically

- Correspondence from a resident re Memorial Hall car park – passed to the Memorial Hall Charity with approval of the resident
- Correspondence from resident re development by hall – provided to all councillors by the resident. The parish council responded to the resident acknowledging receipt of the correspondence and his view of the decisions reached by AVDC.
- HMRC Employers Bulletin – Circulated electronically
- CAA airspace design guide – Circulated electronically
- Parish Online e:newsletter – Circulated electronically
- Pensions Regulator e:newsletter – Circulated electronically
- NALC legal briefing confirming that clerks/RFOs should not be appointed as Data Protection Officer – Circulated electronically
- BALC correspondence re Royal Garden Party – Circulated electronically
- Local Councils Update Issue 213 – for circulation
- Thank you/Santa float update from Rennie Grove – Circulated electronically
- BALC Battles Over guide – Circulated electronically
- UK Power Networks roadshow info – Circulated electronically
- Police & Crime Commissioner survey re increase in council tax to protect operational levels of policing (£12 per annum per band D property) – Circulated and posted electronically
- Lloyds Bank notification re ring-fencing plans – retained for reference
- Thank you email from employee – Circulated electronically
- Correspondence from local volunteer re Restoring the Record – Circulated electronically to LAF members
- Update from contractor on site works – Circulated electronically to sports & leisure committee members
- Youth Café reports for November & December – Circulated electronically to youth café working party
- Information from youth café manager - Circulated electronically to youth café working party
- PAA information re allotment plots for the less able – Circulated and posted electronically
- Clarification from Unity Trust Bank that PPC still eligible for FSCS scheme – confirmed
- Update on Marsworth airfield from Cllr D Town – Circulated electronically
- BALC re Cllr I Fraser – Circulated electronically
- CAA airspace change portal information – Circulated electronically
- UK Power Networks e:update re Storm Eleanor – Circulated electronically
- Chiltern Conservation Board announcement of new members – Circulated electronically

#### Committee Matters:

- 265/17 **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 19/12/17.
  - 2) The planning application for 14 Church Road, 17/04701/APP, single storey rear extension, garage conversion and internal alterations was considered. No objections had been received from members of the public. It was **RESOLVED** to advise AVDC that the parish council had no objection to this application.
- 266/17 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTHEY, CHAIR OF COMMITTEE**
- 1) It was **RESOLVED** to note receipt of the minutes of the Sports & Leisure Committee meeting held on 13/11/17 as being a true and correct record.
  - 2) Cllr Weber provided an update to the parish council on Phase I redevelopment at the pavilion (fencing contractors now back on site following adverse weather, pitch works planned for April) and progress with Woods Hardwick relating to Phase II redevelopment proposals.

#### Matters Raised by the Working Groups:

- 267/17 **YOUTH CAFE**
- 1) The position of Safeguarding Officer was discussed further. Matter ongoing.

#### Other Matters:

- 268/17 **DEVOLVED SERVICES**
- The updates on outstanding matters were noted.
  - It was **RESOLVED** to investigate ownership of a strip of trees in the Old Farm car park
  - It was **RESOLVED** to report blocked drained along Cheddington Road from No. 50 to Chequers Close to TfB.

- 269/17 **POSSIBLE SUMMER CONCERT EVENT 2018/19**  
Cllr Matthey was not present and therefore it was **RESOLVED** to carry this item forward to the next agenda.
- 270/17 **PITSTONE-MARSWORTH FOOTPATH**  
The revised information provided by TfB/BCC was considered, along with financial/VAT advice, and the following **RESOLUTIONS** were made:
- a) to grant approval to commission the scheme for final quoted cost of £207,023.06 from TfB/BCC (NB Marsworth PC will need to submit their own approval as well) with an exposure for Pitstone parish council of £195,339.69 (£188,848 funded by NHB grant, £4,500 held by the parish council for this project, £1,150 grant provided by Cllr Davies)
  - b) to request that Marsworth PC are invoiced direct for all their payments/vat (£10,000 funds they hold plus £1,683.37 being two thirds the extra cost) - Marsworth PC to advise TfB/BCC of any timing requirements
  - c) to meet the additional liability for Pitstone PC of £841.69 (ie one third of the additional cost, over and above that for which we currently have funds approved)
  - d) to reallocate this £841.69 from the reserve the parish council currently holds as a contribution for the cycle/footpath to Tring station as this project is not yet at a point of implementation
  - e) to make the associated transfer from NatWest accrual account to Unity Trust account for the £4,500 contribution held by Pitstone PC plus the £1,150 contribution from the Community Leaders grant plus the £841.69 additional funds approved above = £6,491.69
  - f) to request a single invoice for the Pitstone/NHB element (£188,848 NHB, £4500 PPC, £1150 A Davies's grant, £841.69 extra cost = £195,339.69), raised by TfB/BCC and provided to Pitstone on 1/3/18, for payment by end of March - this will provide sufficient time for us to pass the invoice to NHB & them to transfer funds to PPC (this process can take 10 days) before settling the invoice and provide the shortest amount of time related to the parish council exposure for the VAT payment of £39,067.94 prior to refund from HMRC. The parish council may need to make further inter-account transfers closer to the time to ensure funds are available to cover this large exposure. Paying at the end will also hopefully mean that the majority of the works have been completed & NHB will be willing to release the funds - if they need to hold x% back until final completion we may have to advise TfB/BCC accordingly in March.
  - g) to contact the HMRC public bodies team to advise them that this large claim will be coming, to reduce the likelihood of it being flagged as a query and refund being delayed
- 271/17 **BCC LAND BY THE CRESCENT**  
Carry forward to next meeting.
- 272/17 **COMMUNITY CAR SCHEME**  
Following consideration of the information, it was **RESOLVED** to work with Community Impact Bucks who have both funding and professional support to help us re-launch the community car scheme, DBS check volunteer drivers, provide safeguarding training, provide policy templates etc.
- 273/17 **BCC CONSULTATION ON CHANGES TO THE COST OF ADULT SOCIAL CARE SERVICES:** It was **RESOLVED** that no response was required by the council.
- 274/17 **HERTFORDSHIRE COUNTY COUNCIL CONSULTATION ON THE DRAFT MINERALS LOCAL PLAN:** It was **RESOLVED** that no response was required by the council.
- 275/17 **HERTFORDSHIRE COUNTY COUNCIL DRAFT TRANSPORT PLAN CONSULTATION:** It was **RESOLVED** to permit Mr R McCarthy of Aldbury Parish Council to address the council. It was further **RESOLVED** to respond to the consultation in support of the emphasis on sustainable travel but state that this will require improvements to solve the Tring station parking problems and provide the foot/cycle path to the station.

- 276/17 **ANNUAL REVIEW OF EVENTS/OPEN SPACE POLICY:** It was **RESOLVED** to adopt the updated Events Policy following the inclusion of an additional point regarding the need for near neighbour consultation. The Chairman was duly authorised to sign on behalf of the council.
- 277/17 **TELEPHONY:** It was **RESOLVED** to purchase dedicated parish council telephony equipment, operational via plug in to existing broadband connection. Initial set up cost approx. £70. Ongoing call package approx. £10 per month. Offering operational, customer service and financial benefits to the council.
- 278/17 **VOTING:**
- a) The BALC confirmation was noted, that members could only vote if they had been summoned to attend the committee meeting. If councillors chose to attend a committee meeting where they were not a member, they did so on the same terms as the public and where therefore unable to vote.
  - b) The membership of each committee is outlined in the Terms of Reference for the Committee. Council felt that these were sufficiently clear and **RESOLVED** that no amendments were required at the present point in time. They are always reviewed each May, so will be considered again then.
  - c) It was **RESOLVED** to follow BALC advice and copy the seating arrangements employed by County/District/Town councils etc whereby only members that are able to vote are seated at the main council table. Councillors unable to vote due to membership/conflicts of interest etc should seat themselves within the public gallery for the duration of the item(s)/meeting to which their condition applies. This helps the public to understand who can vote on any given item, it helps councillors be more aware of their legal restrictions for any given item, and helps the chair/clerk to manage & record voting more efficiently.
  - d) It was further **RESOLVED** that to assist, the clerk should clarify at the start of meetings who had been summoned and remind councillors of the new procedures re seating.
- 279/17 **TREE RISK ASSESSMENT:** council considered the report from Patrick Stileman and the following **RESOLUTIONS** were passed:
- a) Crown reduction of oak tree number 20 – work already scheduled for 8/1/18
  - b) To obtain a quotation for the recommended tree works within section 2.4 ie removal of 2 trees, removal of dead work in 2 trees and removal of major lateral branch on further tree.
  - c) To follow the advice of the registered Arboricultural consultant and extend the re-inspection period to 3 years.

#### Financial Matters:

- 280/17 **FINANCIAL POSITION AND PAYMENTS**  
The council noted the bank reconciliation, income, expenditure, debtors and creditors' information plus the monthly budget summary. The payments that had been necessary on 28/12/17 and approved electronically by two members of the council were noted. It was **RESOLVED** to make the new 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.
- 281/17 **INTERNAL CONTROLS**  
The regular internal controls had been conducted with no amendments requested or issues arising.

#### Other Reports:

- 282/17 **OTHER REPORTS**
- 1) The mVAS report for Marsworth Road October-November 2017 was noted.
  - 2) The other reports provided within the clerks report were noted.
- 283/17 **THE FOLLOWING REMINDERS WERE NOTED**
- Parish Council meetings: 25/1/18, 22/2/18, 29/3/18, 26/4/18, 7/6/18, 28/6/18, 19/7/18, 6/9/18, 27/9/18, 25/10/18, 29/11/18 and 3/1/19.
  - Annual Assembly scheduled for Tues 15/5/18
  - Sports and Leisure Committee meetings: 10/1/18, 8/2/18, 8/3/18, 12/4/18, 10/5/18, 14/6/18, 12/7/18, 9/8/18, 13/9/18, 11/10/18, 8/11/18, 13/12/18

- PPP Publication dates: January, April, July and October.
- Play around the Parishes Aug 2018, 1 x am session Tues 7 August and 1 x pm session Wed 22 August.
- AVALC/CPRE Planning Roadshow March 2018 tbc
- Annual staff/volunteer event – 11/1/18, all welcome
- LAF meetings: 27/2/18, 20/6/18, 18/9/18
- LAF traffic calming sub-group: 31/1/18 in Mentmore
- Luton Airport Flight Operations Public Surgery on 18/1/18 4-7pm at hub
- Pitch extension at pavilion w/c 9/4/18
- PIE Summer Festival – Club night confirmed as 30/6/18

284/17 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Thursday 25 January 2018. It was noted that the following would appear on the agenda:

- Annual review of the Licence to Pitstone Allotment Association
- Determine allotment tenancy rates for 2018 & approve PAA subscription rates for 2018 (must legally display on their noticeboard during February)
- Annual review of internal controls and annual internal audit
- Volunteer of the Year – decide 2018 winner (session after the council meeting)
- First thoughts on annual assembly requirements
- Quarterly VAT return
- Quarterly grant/donation consideration
- NAG
- Arrange ESIs for street lights for 2018
- Put daffodil signs along Marsworth Road
- Annual review of Grant Awarding Policy, Communications Policy, and Community Engagement Strategy
- Annual review of standing orders
- Recreation Ground to review occupational licence prior to issue to cricket club for forthcoming summer season

256/17 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 9pm.

Signed: \_\_\_\_\_  
Chairman

Date: 25 January 2018