

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Annual General Meeting held on 24 May 2018  
in the Millennium Room at the Memorial Hall, starting at 7.30pm and  
concluding at 22.16pm

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- 35/18     **ELECTION OF A CHAIR FOR THE FORTHCOMING YEAR**  
1.        There being no other nominations, Councillor Dave Nicholls was duly elected as Chairman of the Parish Council for the forthcoming year.  
2.        Cllr Nicholls signed the Declaration of Acceptance of Office for the post of Chairman, which was witnessed by the Proper Officer.
- 36/18     **ELECTION OF A VICE CHAIR FOR THE FORTHCOMING YEAR**  
There being no other nominations, Councillor Bob Saintey was duly elected as Vice Chairman of the Parish Council for the forthcoming year.
- 37/18     **ATTENDANCE AND APOLOGIES**  
  
Council present: Cllr Nicholls (Chair), Cllr Mrs Arney, Cllr Dr Frearson, Cllr Mrs Crutchfield and Cllr Weber, plus the clerk: Mrs Eagling.  
  
Others present: County Councillor Anne Wight; District Councillor S Jenkins; plus 5 members of the public (Cllr McCarthy from Aldbury Parish Council, Mr W Hawkins, Mr J Hawkins, Mr A Mitra plus resident re planning application for Glebe Close).  
  
Apologies: It was **RESOLVED** to accept apologies from Cllrs Saintey, Matthey and Blunt plus District Councillor Derek Town.
- 38/18     **VACANCIES FOR THE OFFICE OF PARISH COUNCILLOR UNTIL MAY 2019**  
1.        AVDC determined that no by-election had been requested.  
2.        It was **RESOLVED** to co-opt both applicants, Mr Jack Hawkins and Mr Anil Mitra, to fulfil the two current vacancies.  
3.        Mr Hawkins and Mr Mitra were in attendance. Both were happy that they had received sufficient information to determine their decision and agreed to accept the positions offered with immediate effect.  
4.        Both Mr Hawkins and Mr Mitra signed their Declarations of Acceptance of Office for Co-opted Parish Councillor, which was witnessed by the Proper Officer.  
5.        It was **RESOLVED** to accept completed Declarations of Interest from the two new councillors within the prescribed 28 days.  
6.        Both councillors left the public gallery, joined the council table and were welcomed by existing members of the council.
- 39/18     **DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**  
It was noted that 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 Frearson declared that he was joining the 1<sup>st</sup> Ivinghoe & Pitstone Scouts committee – Register of Interests to be updated. Cllrs Frearson and Crutchfield declared interests in the allotments. No councillors with an interest wished to speak on associated matters during the public session.
- 40/18     **QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS**  
No questions were tabled from the public gallery.
- 41/18     **RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS**  
1)        County Councillor Anne Wight provided a report on: the Brownlow Bridge closure following a traffic accident that had rendered the bridge unsafe and the recent Healthwatch meeting. Cllr Wight also advised that she was no longer Deputy Cabinet Member for Public Health but had taken up the role of Deputy Cabinet Member for Education.  
2)        District Councillor Sandra Jenkins reminded those present that the last day to submit comments about the proposals for unitary, was 25-5-18.  
3)        District Councillor Derek Town had provided a written report which was distributed to those present.

42/18 **MINUTES OF THE MEETINGS** held on 26/4/18 and 10/5/18

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meetings held on 26 April 2018 and 10 May 2018 were true and accurate records. The Chairman was duly authorised to sign them on behalf of the council.

43/18 **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. BCC advised in May 2017 that hope all will be adopted within 18m ie November 2018. TW advise that UK Power roadworks have been put back to w/c 11/6/18 (should have been complete by end April) and they hope to re-commence S38 works the following week.
- 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 and confirm the land transfer
- 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 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 can negotiate.
- 6) First Time Sewerage for end of Cheddington Road – Anglian Water ETA September 2018. Planning application for pumping station approved by Bucks County Council.
- 7) 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.
- 8) 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.
- 9) 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.
- 10) Pending path & highway remedial works –  
Paths: Vicarage Road path proposed to be widened and relayed by Vicarage Road development. BCC advised that they are still working with Bellway on proposals, but the delay has been at the BCC end due to capacity issues. BCC anticipate that the works will be undertaken during the school summer holidays.
- 11) Village web site: Cllr Nicholls creating a planning section & reviewing architecture of attachments
- 12) Primary education provision: no further updates available from BCC
- 13) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
- 14) mVAS: later in the agenda it was agreed to remove this item from matters arising
- 15) The Pightle Open Space: Cllr Weber investigating land ownership
- 16) Pitstone & Ivinghoe Safety Scheme: Workshop with BCC took place 13/9/17. LAF have ring fenced £11,643 from 2017/18 budget & potential provision in 2018/19 budget. Project Initiation Document anticipated from BCC w/c 21/5/18.
- 17) Pitstone Guide Review – being progressed by Cllrs Arney and Nicholls
- 18) Land off Westfield Road/'The Mounds': awaiting details from Taylor Wimpey's legal department.
- 19) Allotments –1 plot vacant, 2 plots changed tenants
- 20) Quarry signage: pending
- 21) Lease of land to Memorial Hall Charity: pending receipt of draft lease from Horwood & James
- 22) Safeguarding Officer Recruitment: pending
- 23) Review of Youth Café Staffing: pending
- 24) Pitstone-Marsworth Path: Official opening walk took place on 12/5/18. NHB funding signs in place. BCC confirmed works inspected and approved. Completion triggers the Stage 3 Road Safety Audit which will offer an independent assessment of works vs specification. Contractor liable for remedials in first 12 months, after which BCC will accept ongoing responsibility for path.

- 25) Local Green Space between Marsworth Road and The Crescent: purchase of the land completed on 23/5/18. Awaiting receipt of Land Registry documentation. S106 refund received. Press release to be issued. Walk around to be arranged. It was agreed to write and inform/thank Mrs Gregory, without whose help the land may not have been designated as Local Green Space within the Neighbourhood Plan and therefore this purchase may not have been successful.
- 26) Cycle path to Tring station: meeting to be arranged for June with HCC

#### 44/18 **RECONFIRM STANDING DISPENSATIONS FOR THE FORTHCOMING YEAR**

It was **RESOLVED** to continue with the standing dispensations contained within The Code of Conduct:

- “7.3 The following Standing Dispensations have been adopted and will remain in place until the next election unless otherwise resolved:
- 7.3.1 Where there is an interest common to the majority of inhabitants of the parish
  - 7.3.2 Where an interest is so remote that it is not likely to prejudice your judgement of the public interest
  - 7.3.3 When setting the council tax/precept
  - 7.3.4 Interests arising from posts within the authority
  - 7.3.5 Interests arising from membership of a body to which the authority has appointed or proposes to appoint you (where dispensation exists to discuss but not vote)”

It was also **RESOLVED** to continue with the standing declarations relating to the affairs of the Pitstone Parish Charity and Pitstone Recreation Ground Charity, for whom the parish council as corporate body is sole trustee.

#### 45/18 **ANNUAL REVIEW AND ADOPTION OF KEY POLICIES**

Draft updates had been circulated in advance. It was **RESOLVED** to adopt all the following policies for the forthcoming year and the Chair was duly authorised to sign on behalf of the council:

- 1) The Code of Conduct
- 2) Standing Orders
- 3) Financial Regulations
- 4) Social Media and Communications Policy
- 5) Risk Management Policy and the associated Risk Assessment

#### 46/18 **COMMITTEE STRUCTURE AND APPOINTMENTS**

##### 1) Committees and Working Parties

It was **RESOLVED** to operate the following committees, but for the Pitstone Recreation Ground Charity to meet as the full trustee board:

- a. Planning
- b. Staffing
- c. Sports and Leisure
- d. Pitstone Parish Charity

It was **RESOLVED** to operate the following working parties (who have no delegated power but act as investigative groups who refer matters back to full council):

- a. Pitstone Development Area
- b. Highways and Paths
- c. Youth Café
- d. GDPR
- e. Community transport

##### 2) Committee Membership and Chairmen

It was **RESOLVED** to appoint the following memberships and chairs:

- a. Planning Committee  
Membership: Cllr Crutchfield, Cllr Blunt, Cllr Arney, Cllr Nicholls and Cllr Hawkins. Chair: Cllr Crutchfield

- b. Sports and Leisure Committee  
Membership: Cllr Saintey, Cllr Frearson, Cllr Weber and Cllr Crutchfield.  
Chair: Cllr Saintey.
- c. Staffing Committee  
Membership: Cllr Blunt, Cllr Nicholls and Cllr Saintey. Chair: Cllr Blunt.
- d. Pitstone Parish Charity Committee  
Membership: Cllr Nicholls, Cllr Crutchfield and Cllr Arney. Chair: Cllr Nicholls.

3) Working Party Membership

It was **RESOLVED** to appoint the following memberships:

- a. Pitstone Development Area Working Party  
Membership: Cllr Saintey, Cllr Blunt and Cllr Weber.
- b. Highways & Paths Working Party  
Memberships: Cllr Weber, Cllr Arney, Cllr Saintey and Cllr Mitra.
- c. Youth Café Working Party  
Membership: Cllrs Saintey, Nicholls and Mitra call into the café on a rotational basis. Cllrs Saintey, Nicholls, Mitra or Crutchfield meet with the Youth Café manager when required.
- d. GDPR working party  
Membership: Cllrs Nicholls and Weber.
- e. Community Transport  
Membership: Cllr Frearson to advise at appropriate time and further appointments to then be made

4) Membership to Other Bodies

It was **RESOLVED** to appoint the following memberships to outside bodies:

- a. **Chiltern Conservation Board & other ecological issues** – Cllr Dr Frearson and Cllr Arney
- b. **Pitstone Memorial Hall Charity** - Cllr Crutchfield on a trial basis
- c. **Pitstone Church Committee** – Cllr Arney
- d. **Local Area Forum** – any three from Cllr Blunt, Cllr Saintey, Cllr Dr Frearson and Cllr Mrs Crutchfield
- e. **Local Area Forum Traffic Calming Sub Group** – as per LAF members
- f. **Local Council Planning Liaison Group** – Cllr Weber
- g. **AVALC** – Cllr Saintey

The parish council currently has certain members who investigate/review related matters and submit recommendations to council, or who fulfil a specific role for the council. It was **RESOLVED** to make the following appointments:

- a. **Pitstone Hill & Trees** – Cllr Arney and Cllr Saintey
- b. **Allotment Officers** – Legally required to appoint one. Cllr Mrs Crutchfield
- c. **Footpaths** – Cllr Mrs Arney
- d. **Noticeboard Manager** – Cllr Mrs Arney
- e. **Web Site** – Cllr Nicholls
- f. **Waste & Minerals** – Cllr Blunt
- g. **Street Lighting** – Cllr Dr Frearson
- h. **Public Transport** – Cllr Mrs Arney
- i. **Community Self Help Plan** – Cllr Mrs Crutchfield

47/18 **TERMS OF REFERENCE**

It was **RESOLVED** to adopt the following terms of reference for each committee:

1) Planning Committee

- a. This committee historically meets once/twice per month depending upon the number and timing of deadlines imposed by the planning authority.
- b. The committee has delegated power to determine standard applications (eg extensions) and advise AVDC on the outcome of their decision on behalf of the Parish Council. Any correspondence relating to such applications will be circulated to relevant committee members.
- c. For applications of 5+ developments / where development may be contentious or at the discretion of the AVDC Planning Committee, full council to be summoned to attend the meeting. Any correspondence relating to such applications to be circulated to full council.
- d. Meetings must be open to the public and advertised in the same manner as a council meeting.

- e. The committee has no delegated spending power.
  - f. If any planning committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.
- 2) Sports and Leisure Committee
- a. This committee meets monthly and considers all sports & leisure related issues eg management and development, regardless of the site eg redevelopment of the pavilion site, creation of NEAP by Recreation Ground, management of play space, football pitch allocation, allotments, village green etc.
  - b. The Committee has delegated power to manage all day-to-day decisions, taking advice from external representatives on the committee as necessary.
  - c. The committee has delegated power in line with Financial Regulation 4.1, up to £5,000.
  - d. All items of major expenditure or decisions of a strategic nature (such as final approval of redevelopment of the pavilion site) would require a written referral back to full council for consideration and approval.
  - e. All correspondence relating to sports and leisure matters to be circulated to members of the committee.
  - f. Meetings must be open to the public and advertised in the same manner as a council meeting.
  - g. If any sports & leisure committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.
- 3) Staffing Committee
- a. To be convened when necessary.
  - b. The committee has delegated power to determine routine staffing matters such as holiday leave/cover, training, sickness, appraisals, pensions, PAYE/NI, overtime etc.
  - c. Meetings must be advertised and minuted in the same manner as a council meeting, but public may be excluded for privacy reasons.
  - d. No member of staff should be present at Staffing Meetings but may be requested to submit a report.
  - e. The committee has no delegated spending power over and above matters related to staffing.
  - f. Final decision on appointments should be referred to full council for approval.
  - g. If any staffing committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.
- 4) Pitstone Parish Charity Committee
- a. The parish council as a corporate body is sole trustee to this charity.
  - b. To preserve integrity, Council manages the affairs of the charity via a committee.
  - c. The committee has delegated power to make day-to-day decisions.
  - d. Charity meetings do not need to be open to the public and only trustees should attend.
  - e. As the charity currently has no finances, any issues relating to expenditure or of a strategic nature, should be referred to full council (as sole trustee) for approval.
  - f. If any parish charity committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

48/18

## DELEGATION ARRANGEMENTS

It was **RESOLVED** to adopt the following delegation arrangements and note the powers:

- 1) The clerk has delegated power to incur expenditure on office stationery, equipment, sundries, commodities (eg sacks for litter pickers), training or reference books as deemed necessary; timely maintenance requirements for property & assets eg replacement roof tiles at the pavilion or playground repairs, plus emergency expenditure on behalf of the parish council up to a value of £500 (eg to clear fallen trees). Any expenditure incurred under the last two categories should be reported to council at the earliest opportunity.
- 2) The pavilion cleaner and litter pickers have delegated authority to incur minimum expenditure on replacement gloves etc.
- 3) Delegated Powers

The council has accepted devolved powers from BCC to undertake grass verge maintenance, right of way maintenance and minor works. This is the last year of the current agreement with BCC.

#### 49/18 **CORRESPONDENCE**

The long list of correspondence received during the month was noted. Three items were discussed in more detail:

- 1) AVDC have notified that refuse collection rounds were being redesigned to improve capacity and fuel efficiency following investment in new state-of-the-art waste vehicle fleet. This may result in change to collection days for residents (no change to frequency). Letters will be issued in August. Any changes would take effect September.
- 2) An enquiry had been received from Safran re pedestrian crossing on Westfield Road. This highway has yet to be adopted. It was **RESOLVED** to refer Safran to Taylor Wimpey and Bucks County Council. The parish council would, in principle, be supportive of such a crossing.
- 3) AVDC were inviting parish councils to make proposals should they wish to change their number of councillors or minor boundary changes as part of their Community Governance Review ahead of the next elections. Clerk to clarify parameters. Add to agenda for June.

#### **Committee Matters:**

#### 50/18 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

- 1) Applications:
  - a. **13 Glebe Close, 18/01631/APP**, two storey rear and side extension. No objections had been received as part of the publicity program. Following consideration of the application it was **RESOLVED** to advise AVDC that the parish council wished to tender no objections.
  - b. **Barley End, Stocks Road, 18/01404/APP**, replacement of septic tank with sewage treatment plant to serve replacement dwelling. No objections had been received as part of the publicity program. Following consideration of the application it was **RESOLVED** to advise AVDC that the parish council wished to tender no objections.
- 2) The following applications were noted as being outstanding with AVDC: the Pitstone Development Area residential application, 7 Church Road, Duncombe Farm Cottage on Stocks Road and 16 Williamson Way.
- 3) It was noted that BCC had now approved the application from Anglian Water for the pumping station to allow first time sewerage to Cheddington Road.

#### 51/18 **SPORTS AND LEISURE COMMITTEE – CLLR WBER, VICE CHAIR OF COMMITTEE**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the Sports & Leisure Committee meeting held on 10/5/18.

District Councillor Sandra Jenkins and County Councillor Anne Wight departed the meeting.

- 2) Receipt of the QS Estimation of Costs from Goodrich was noted, along with the additional information supplied by the Project Manager.
- 3) It was **RESOLVED**, pending some minor adjustments, to instruct Woods Hardwick to progress an application for planning permission.
- 4) It was **RESOLVED** to apply for a S106 grant towards the build costs, equal to the sum remaining from the Castlemead development.
- 5) It was **RESOLVED** to submit an Expression of Interest in a New Homes Bonus grant and if successful to submit a full application ahead of the July deadline.
- 6) It was **RESOLVED** to submit a grant application to the Football Foundation Stadia Improvement Fund.
- 7) It was **RESOLVED** to investigate other funding opportunities.
- 8) It was **RESOLVED** to communicate with the public and other interested stakeholders in the site.
- 9) It was **RESOLVED** to seek an update from the Memorial Hall Charity on potential improvements to their site and any likely impact on S106.

52/18 **STAFFING COMMITTEE – CLLR NICHOLLS (IN CLLR BLUNT’S ABSENCE)**

It was **RESOLVED** 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 ie an increase in hourly rate for SCP35 from £16.001 to £16.321, and to backdate this to 1/4/18 as directed by NJC.

53/18 **PITSTONE PARISH CHARITY AND PITSTONE RECREATION GROUND CHARITY COMMITTEES**

No meetings had been held. No reports due.

**Matters Raised by the Working Groups:**

54/18 **YOUTH CAFÉ**

Draft updates had been circulated in advance. It was **RESOLVED** to adopt all the following policies for the forthcoming year and the Chair was duly authorised to sign on behalf of the council:

- 1) Safeguarding
- 2) DBS Data handling
- 3) Data Protection Policy
- 4) Data Management by Café Manager
- 5) Equality and diversification
- 6) Confidentiality
- 7) Risk policy
- 8) Whistle blowing

It was **RESOLVED** to note receipt and approve both the general Risk Assessment and the Individual Risk Assessments prepared by the Café Manager.

55/18 **GDPR (comes into force 25/5/18)**

- 1) A suite of draft policies, privacy statements, consent forms etc had been circulated and it was **RESOLVED** that the parish council would adopt the SLCC templates wherever possible, with a few amendments to reflect the NALC templates where these reflected matters not covered by SLCC. Adapted drafts to be circulated for the next meeting.
- 2) It was **RESOLVED** to move to central dedicated email addresses for all councillors. Cllr Nicholls to investigate options and create.
- 3) It was **RESOLVED** to issue encrypted USB drives to all councillors (Cost on Amazon at date of meeting = £34.18 x 10 members = £341.80). All electronic council materials to be stored on the encrypted drive in future. Cllr Nicholls to assist members to set up.
- 4) It was **RESOLVED** to introduce tokenisation of confidential data transmitted via email. Cllr Nicholls to set up.

Robin McCarthy of Aldbury Parish Council departed the meeting.

- 5) It was **RESOLVED** to seek GDPR training for the whole council and extend the invitation to our associated bodies eg PPP, PAA. Quotes to be considered at the next meeting.

56/18 **HIGHWAYS AND PATHS**

No meeting held. No report due.

**Other Matters:**

57/18 **DEVOLVED SERVICES**

- 1) VAHT advised that the hedge in Yardley Avenue had been cut to their satisfaction and would be monitored ongoing.
- 2) Resident advised that the nettle growth along BOAT by Brookmead was getting tall. PPC to remind contractor that first cut of Rights of Way due.

58/18 **ANNUAL ASSEMBLY 2018**

Draft minutes circulated to all members. TVP asked to include inappropriate parking within their patrols. Public transport infrastructure improvements already an agenda item. No other matters arising for council.

59/18 **RECEIPT OF COUNCIL INFORMATION**

It was **RESOLVED** to adopt the following practice for the forthcoming year:

- all correspondence and meeting information circulated electronically to councillors as soon as available during the month
- all summons/notices/financial information/clerks report etc, where applicable, circulated electronically to all councillors for main council meetings and committee meetings
- all councillors to receive a hand delivered hard copy of summons and clerks report for full council meetings unless opted out (currently Cllr Arney only receives financial information electronically, and Cllrs Matthey & Nicholls only receive all materials electronically)
- all summons/notices/clerks report for committee meetings to be circulated electronically to relevant councillors
- Councillors to request hard copies to be printed of any document if they wish.

60/18

#### **STREET LIGHTING**

- 1) Electrical Safety Inspections  
Lamps & Tubes had concluded the inspections and advised that several columns needed remedial works before a pass certificate could be issued. L&T to supply a list of works along with the associated quotation for consideration. It was noted that some works would need to be placed with UK Power Networks eg missing fuses.
- 2) Chequers Lane  
Following the consultation it was **RESOLVED** not to pursue an additional column at the present point in time but that the council reserved the right to reconsider in the future. Residents to be advised.
- 3) Cheynes Close  
Following consultation with the residents it was **RESOLVED** to formally adopt the light columns in Cheynes Close and continue with their maintenance/electricity supply. It was **RESOLVED** not to replace with LED at the present point in time.
- 4) It was noted that further general repair requirements had been reported to L&T for remedial action.
- 5) It was noted that the LED's already commissioned for The Green and Chequers Lane had been delayed by the supplier and would now be installed in July.

61/18

#### **PUBLIC TRANSPORT INFRASTRUCTURE IMPROVEMENTS**

- 1) Cllr Hawkins declared an interest and moved to the public gallery.
- 2) Following further debate, it was **RESOLVED** to request a site visit with the BCC representative.

62/18

#### **COMMUNITY CAR SCHEME**

- 1) Cllrs Arney and Nicholls provided feedback from the volunteer meeting held 3/5/18. Clerk to follow up with attendees re return of forms.
- 2) It was noted that no interest had still been received re the co-ordinator role. It was **RESOLVED** to consider alternative delivery options, and potentially a financial contribution.

63/18

#### **COMMUNITY TRANSPORT**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the meeting held on 10/5/18 and prepared by BCC.
- 2) The actions arising with CIB and for the parishes were noted. Cllr Frearson to work with CIB on this project.

#### **Financial Matters:**

64/18

#### **ANNUAL REVIEW OF FINANCIAL AFFAIRS**

- 1) Direct Debits and Standing Orders  
It was **RESOLVED** to continue with the following direct debits:
  - a. utility provision (water, gas, electric and unmetered electricity)
  - b. financial services (NEST, credit card and bank charges)
  - c. software subscriptions (Sage accounting and payroll, Office 365, 1password)
 The council operates no Standing Orders.
- 2) Payments arising as a result of continuing contract, statutory duty or obligation  
It was **RESOLVED** to continue with the following payments arising as a result of continuing contract, statutory duty or obligation etc:
  - a. employment matters eg contracts, PAYE/NI, NEST
  - b. HMRC VAT
  - c. part-spent contracts for utilities
  - d. part-spent contract for street light maintenance
  - e. contract with J Groom & Son as ground-keeper at pavilion



- f. part-spent contract with J Leonard and R Porter to fulfil devolved services and move mVAS
- g. contract with R Haynes re bus shelter cleaning
- h. use of Almar (Tring) Ltd to print PPP
- i. reduced rate stationery supplies via Staples Advantage
- j. part-spent contract with D Rollins to supply Youth Café Management services
- k. part-spent contract with AVDC re dog bin emptying

3) Bank Accounts and Mandates

It was **RESOLVED** to continue with the following bank mandates/accounts:

- a. Unity Trust current account. Main account. Electronic banking with the clerk raising payments and any two councillors individually approving online before payment released. Cheques optional, signed by two councillors. All councillors except Cllrs Crutchfield signatories.
- b. Nat West current account. NatWest maintain at £10 balance. Cheques only. At least 2 councillors must sign cheque. All councillors except Cllrs Crutchfield signatories.
- c. Nat West reserve account. Linked to Nat West current account. Transfers can only be made into the NatWest current account where normal signatory rules apply to associated cheques. Clerk and Chairman to both sign any transfer requests. Holds reserves and accruals.
- d. Nat West S106 reserve account. Transfers can only be made into the NatWest current account where normal signatory rules apply to associated cheques. Clerk and Chairman to both sign any transfer requests. Holds S106 maintenance funds for Castlemead play areas.
- e. Council currently holds no long-term investments or bonds.

It was further **RESOLVED** to request the necessary signatory amendments to accounts a. and b. above to reflect the outgoing and incoming councillors.

4) BACS and Cheque Signatory Requirements

All payments are enacted by BACS whenever possible, with the Clerk only permitted to raise payments and two other councillors required to authorise online transactions before being processed by Unity. In exceptional circumstances payments can be issued by cheque eg Volunteer of the Year, requiring signature of cheque and counterfoil by 2 members of council. It was **RESOLVED** to continue with these requirements.

5) General Power of Competence

Council was reminded that it resolved that the necessary conditions were still met following the election in 2015 and therefore the General Power of Competence remains in force until the next election in 2019.

6) Allowances

Council does not operate an allowance scheme for members or chair. Members are permitted to reclaim valid expenses upon receipt of a claim form and associated evidence/receipt. No allowance scheme was budgeted. It was **RESOLVED** to continue with this position.

65/18 **FINANCIAL YEAR END**

- 1) Council considered the following reports arising from Internal Audit by IAC on 18/5/18:
  - a. The Annual Governance and Accountability Return Annual Internal Audit report
  - b. The detailed Annual Internal Audit report
  - c. The additional observations. It was noted that these had now been actioned.
- 2) It was **RESOLVED** to approve the year end bank reconciliation to 31-3-18 and the Chairman was duly authorised to sign on behalf of the council.
- 3) Council reconsidered the Annual Governance Statements (previously reviewed on 25/1/18) following internal audit and compilation of year-end statements, in conjunction with the JPAG Governance and Accountability for Smaller Authorities in England. It was **RESOLVED** that the council could answer YES to all points raised.
- 4) It was **RESOLVED** to approve the drafted Annual Governance Statement and grant permission to the Chairman and Clerk to sign on behalf of the council.
- 5) The drafted Annual Accounting Statement for 2017/18 had been signed and dated by the clerk and presented to council for approval. Following consideration, it was **RESOLVED** to approve the Accounting Statement and grant authority for the Chairman to sign on behalf of the council.
- 6) Following consideration, it was **RESOLVED** to approve the associated Explanation of Variances for 2017/18.

- 7) Following consideration, it was **RESOLVED** to approve the Reconciliation between Box 7 and Box 8 necessary once converted receipts/payments to income/ expenditure accounting
- 8) It was **RESOLVED** to confirm date of period of elector's rights as Monday 4 June to Friday 13 June inclusive as per external auditor recommendation and to undertake the necessary publicity.
- 9) It was noted that the quarterly review of information available on website under the transparency code had been undertaken and updated where necessary.
- 10) The year-end reconciliation of S106 account was noted. It was **RESOLVED** to undertake the associated bank transfer of £1,929.50 out of the NatWest S106 account and into the Unity Trust Account (via NatWest current account as per the bank mandate).
- 11) The year-end reconciliation of reserve account was noted. It was **RESOLVED** to undertake the associated bank transfer of £47,690.09 out of the Unity Trust Account and into the NatWest Reserves account.

66/18 **FINANCIAL POSITION AND PAYMENTS**

The council noted the bank reconciliation, income, expenditure, debtors and creditors' information plus the monthly budget summary. It was **RESOLVED** to make the payments and transfers outlined in the monthly financial summary. Two councillors authorised the transactions for BACS transfer and initialled the corresponding paperwork. The chairman was duly authorised to sign the monthly summaries.

67/18 **DEBTOR**

It was noted that a cheque in full settlement had been received that morning. Therefore, no further action was necessary.

68/18 **INTERNAL CONTROLS**

The regular internal controls had been conducted with no amendments requested or issues arising.

**Other Reports:**

69/18 **OTHER REPORTS**

- 1) Cllr Crutchfield provided feedback from the Healthwatch meeting on 9/5/18 which had been poorly attended. Passenger transport had been discussed. The committee advised that residents could report any healthcare issues to them.
- 2) It was noted that no members had been able to attend the LAF Traffic Calming Sub-Committee on 23/5/18 as member interviews had been taking place.
- 3) Cllrs Nicholls, Frearson, Weber, Blunt and Arney provided feedback on the official walk to commemorate the opening of the path between Pitstone and Marsworth.
- 4) A few knocked down road name plates and signs had been reported to the appropriate bodies.

70/18 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 28/6/18, 19/7/18, 6/9/18, 27/9/18, 25/10/18, 29/11/18 and 3/1/19.
- Sports and Leisure Committee meetings: 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 (deadline 5/7/18) and October.
- Play around the Parishes Aug 2018, 1 x am session Tues 7 August and 1 x pm session Wed 22 August.
- LAF meetings: 20/6/18, 9/7/18, 18/9/18
- PIE Summer Festival – Club night confirmed as 30/6/18, Las Vegas night 29/6/18, WI/Choral event 1/7/18, P&I JFC football match screening 28/6/18.
- Election 2 May 2019. First parish council meeting must take place within 21 days.
- Play space planning expires April 2019
- The Future of Neighbourhood Planning in AVDC area, O Neil Homer on 18/6/18 – Cllrs Saintey and Crutchfield

71/18 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be 28/6/18. It was noted that the following would appear on the agenda:

- Review annual budget for pavilion ground maintenance (July-June) on S&L agenda
- Annual review of Equal Opportunities Policy on full council agenda
- Conduct play policy risk/benefit annual assessments on S&L agenda
- Annual review of mVAS procedures manual and risk assessment on full council agenda
- Annual gas check for pavilion boiler due by 12 July on S&L agenda
- Quarterly review of clerk's hours/overtime on Staffing agenda
- Review youth café contract with Dave Rollins – expires July
- Issue Rec Charity Occupational Licence to P&ICU Football Club for signature prior to season commencing in August/September
- Quarterly finance update from P&IUFC on S&L agenda

72/18 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 22.16pm.

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

Date: 28 June 2018