

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF the ANNUAL meeting of the Parish Council to be held in the Millennium Room of the Memorial Hall on Thursday 30 May 2019 at 7.30pm

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

Signed _____
Date: 23 May 2019

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. **TO NOTE DECLARATIONS OF INTEREST AND CONSIDER DISPENSATION REQUESTS** from councillors on matters to be considered at the meeting.
 5. **TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS** – residents' monthly opportunity to raise their questions or concerns with the parish council.
 6. **TO RECEIVE REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**
 7. **MINUTES** - To resolve that the minutes of the parish council meetings held on 25 April 2019 be signed as a true and correct record of the meeting.
 8. **CLERK'S REPORT** – to note updates to the ongoing matters, for information only.
 9. **CORRESPONDENCE:**
 - 9.1 To note correspondence received.
 - 9.2 To consider if wish to undertake any activity to commemorate 75th Anniversary of VE Day
 - 9.3 To note the increase in Memorial Hall charges from 1/9/19.
 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 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 12.1 and elect a Chairman for each standing committee.
 - 12.3 To appoint members to each working party determined under point 12.1.
 - 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**
- Committee Reports:
15. **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE:**
 - 15.1 To note receipt of the draft minutes of the planning committee held 9/4/19.
 - 15.2 Applications:
 - a) **16 Windsor Road, 19/01728/APP**, single storey side extension.
 - b) **6 Old Farm, 19/01840/APP**, conversion of garage to studio gym.
 - 15.3 Decisions:
 - a) **6 Queen Street, 19/01071/APP**, replacement of existing rear conservatory with single storey rear extension and conversion of garage (PPC tendered no objections)
 - b) **Telecommunications Base Station, Pitstone Cement Works, Marsworth Road, 19/01200/APP**, Removal of existing telecommunications mast and associated apparatus and equipment housing and installation of new 30 metre mast including 6 no. antennas, 2 no. 600 millimetre dish antennas and 2 no. 300 millimetre dish antennas and associated apparatus, 13 no. equipment cabinets at ground level and associated ancillary works: AVDC Approved (PPC tendered no objections)

- 15.4 Applications outstanding with AVDC:
131 Yardley Avenue, 43 Marsworth Road, Woodz Pizza x 2, Rear of the Bell/Haldi,
7 Albion Road, 12 Short Hale, 43 Cheddington Road.
- 15.5 Other:
1 Windsor Road, 19/00173/CON3, conversion of double attached garage into residential accommodation - subject to ongoing investigation by AVDC Planning Enforcement as permitted development rights had been removed from this garage.
16. **SPORTS & LEISURE COMMITTEE & RELATED MATTERS – CLLR SAINTLEY, CHAIR OF COMMITTEE**
- 16.1 To note receipt of the draft minutes of the sports & leisure committee held 9/5/19.
- 16.2 Pavilion Phase II:
- a) Planning: To note AVDC approved the planning application & that subsequent S106 claim for £12,926.76 has been submitted & paid.
- b) Funding: applications ongoing.
- 16.3 Leisure Development on Recreation Ground:
- a) **Purchase of land:** To note progress and approve anticipated costs.
- b) **Play Space:** To note progress, approve continuation with preferred supplier and approve updating quotations for removal/supply&installation/CDMC.
- c) **Skate park:** To note updates.
- d) **S106 funds:** To note timescales.
- 16.4 To consider specialist procurement assistance for skate park and pavilion grounds.
- 16.5 To consider potential event request for 20 July 2019 at the pavilion and determine pricing.
17. **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**
- 17.1 No committee meeting held during the month, no report to note.
- Charity Matters:
18. **PITSTONE PARISH CHARITY:**
- 18.1 To note receipt of draft minutes of Parish Charity meeting held 30/4/19. Next meeting scheduled for 30-5-19.
19. **PITSTONE RECREATION GROUND CHARITY:**
- 19.1 No charity meeting held during the month, no report to note.
- 19.2 Charity Commission application: Recreation Ground Charity awaiting a response.
- 19.3 Applications: To note/consider applications received by the charity during the month.
- Working Group Matters:
20. **YOUTH CAFÉ:** To note that Year 6 events being arranged for the last half term.
21. **HIGHWAYS/PATHS:**
- 21.1 Pitstone and Ivinghoe Safety Scheme – Next meeting to be arranged by TfB eta July 2019.
- 21.2 Foot/Cycle Path to Tring: To note that Herts County Council investigation continues and West Midlands Trains survey anticipated mid-June, draft to be supplied.
22. **PDA:** Nicholas King Homes not yet in a position to engage with the parish council re MUGA and replacement parking.
23. **COMMUNITY AND PUBLIC TRANSPORT:**
- 23.1 Community Bus/Transport Survey: To consider revised survey and determine next steps.
- 23.2 Investigating bus to Tring station: Incorporated within West Midlands Station Travel Planning. Survey eta mid-June.
- 23.3 Community Car Scheme: To note update.
- 23.4 Working Party Meeting: Cllr Frearson arranging date of inception meeting.
- Other Matters:
24. **DEVOLVED SERVICES:**
- 24.1 To note no remedial actions/issues arising this month and raise any new issues.
- 24.2 To consider banner requests received this month.
- 24.3 To consider the Vale of Aylesbury Housing Trust grass cutting issue.
25. **OTHER POLICY/DOCUMENT REVIEW:**
- 25.1 Information policy – To consider and approve the revised Information Policy.
- 25.2 Community Emergency/Self-Help Plan: To consider and approve the updated policy following annual review.
- 25.3 Signage for Westfield Road Local Wildlife Site – To consider/discuss draft signage.
- 25.4 Receipt of Council Information – To reconfirm or amend how members wish to receive information.

26. **CONSULTATIONS:**
- 26.1 Civil Aviation Authority consultation on decision making process for Planned & Permanent Redistribution of Air Traffic proposals – To consider if any response required by the parish council.
27. **STREET LIGHTING:** To consider/approve quotation to carry out structural tests x 35 columns.
28. **ANNUAL ASSEMBLY:** To consider issues raised at the Annual Assembly on 14/5/19 including:
- 28.1 To note receipt of the draft minutes of the annual assembly.
- 28.2 To note the matters which arose for Thames Valley Police.
- 28.3 To consider any further ways to tackle drug related ASB in Pitstone.
- 28.4 To consider any ways to tackle inconsiderate behaviour eg poor parking, dog fouling, littering, inappropriate driving etc.
- 28.5 To consider whether to re-canvass support for a Community Speed Watch campaign & note receipt of information from Local Area Forum re signage.
- 28.6 To consider whether to re-investigate mVAS for Westfield Road.
- 28.7 To approve matters to raise with Taylor Wimpey.
- 28.8 To consider subsequent correspondence from resident that had been unable to attend.
29. **ALLOTMENTS:** To consider quotations for fencing adjustments and JCB hire.
30. **ITEMS RAISED BY PUBLIC:**
- 30.1 To consider the issues raised by the youths during their interview with the Chairman and determine any actions arising.
- 30.2 To consider parking within Castlemead concerns and determine any actions arising.
- 30.3 To note request from 1st Ivinghoe and Pitstone Scouts re Community Impact Badge.
- 30.4 To consider request to purchase a toad warning sign for Stocks Road.
- 30.5 To consider issues raised re VAHT/Glebe Close.
31. **VACANCY IN THE OFFICE OF PARISH COUNCILLOR:** To note update.
32. **PRINTER:** To consider/approve entering into a zero-cost rental agreement with LaserLife for a Kyocera printer and approve write-off of existing HP CM2320.

Financial Matters:

33. **ANNUAL REVIEW OF FINANCIAL AFFAIRS**
- 33.1 To confirm ongoing direct debit and standing order arrangements.
- 33.2 To confirm payments arising as a result of continuing contract, statutory duty or obligation.
- 33.3 To confirm ongoing use of bank accounts and mandates.
- 33.4 To approve ongoing use of BACS.
- 33.5 To note ongoing use of General Power of Competence.
- 33.6 To confirm continuance of no allowance scheme for members.
- 33.7 To conduct review of land and asset register.
34. **FINANCIAL YEAR END**
- 34.1 To note schedule of internal and external audit dates for 2018/19.
- 34.2 To consider/approve the draft Annual Report and Accounts for residents.
- 34.3 To note receipt of draft Trustees Annual Reports from Pitstone Recreation Ground Charity and Pitstone Parish Charity.
35. **FINANCIAL POSITION AND PAYMENTS:** To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor information for the month.
36. **INTERNAL CONTROLS:** Conduct all necessary internal controls and determine any issues arising.

Reports:

37. To receive feedback from TVP Community Forum on 1/5/19 – Cllr Crutchfield.
38. To receive feedback from the Pitstone Memorial Hall meeting on 29/4/19 – Cllr Crutchfield.
39. To receive feedback from CasePak Recycling Plant tour 22/5/19 – Cllrs Saintey & Nicholls.
40. To receive feedback from 1st Ivinghoe & Pitstone Scouts District St George's Day Parade 5/5/19 – Cllr Nicholls.
41. Note other reports, reminders, forthcoming events and agenda items for 27 June 2019.

THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR MEETINGS AND RAISE ISSUES WITH THE COUNCIL DURING THE PUBLIC PARTICIPATION SESSION