

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 25 October 2018
in the Millennium Room at the Memorial Hall, starting at 7.30pm and
concluding at 10pm

207/18 ATTENDANCE AND APOLOGIES

Council present: Cllr Nicholls (Chair), Cllr Saintey (Vice Chair), Cllr Blunt, Cllr Dr Frearson, Cllr Mrs Crutchfield, Cllr Mrs Stoddart, Cllr Hawkins, Cllr Mrs Arney, Cllr Mitra plus the clerk: Mrs Eagling.

Others present: District Councillors S Jenkins & D Town; County Councillor A Wight; Cllr R McCarthy from Aldbury parish council; and 1 resident.

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

208/18 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.

Cllrs Saintey & Crutchfield declared interests in the allotments, as tenants. Cllr Hawkins declared a pecuniary interest in the item on allotments as Pitstone Allotment Association had asked him to provide a quotation. Cllr Saintey declared interests as a member of the National Trust Estates Committee, a member of AVALC & a member of the local British Legion.

209/18 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- 1) No questions were tabled by the public.
- 2) No councillors with declared interests wished to speak about those matters during the public session.

210/18 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- 1) County Cllr Wight advised those present of a new school transport survey, the Don't Pay Twice campaign, the budget consultation, the Adult Social Care consultation and the Early Help consultation.
- 2) District Cllr Town advised that AVDC had received the Inspectors report on the VALP which was now under consideration, the proposed constituency changes, provided an update on unitary and provided an update on planning applications that don't appear to be progressing.
- 3) Cllrs Town and Wight provided an update on the non-adoption of the Castlemead highways and lack of any significant works by Taylor Wimpey to date.
- 4) District Cllr Jenkins had no further comments to add.

211/18 MINUTES OF THE MEETING held on 27/9/18

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 27 September 2018 were true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

212/18 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:

Where third parties are responsible:

- 1) Castlemead Issues: Last dwelling occupied spring 2014. BCC advised in May 2017 that hope all will be adopted within 18m ie November 2018. No phases currently brought up to standard or adopted. County Councillor Anne Wight asked to chase.
- 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: being negotiated by AVDC and TW
- 4) 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. BCC to adopt highways prior to PPC adopting lighting.
- 5) Rushendon Furlong/BOAT: Works scheduled for Jan-Feb 2019. Path diversion circulated.
 - 6) Rushendon Furlong Stile: BCC advise that this will be incorporated into the BOAT works in Jan/Feb 19.
 - 7) Vicarage Road Open Space: PPC has agreed to adopt the open space within Vicarage Road post completion certificate being issued by AVDC.
 - 8) 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. BCC to adopt highways prior to PCC adopting lighting.
 - 9) Vicarage Road footpath: proposed to be widened and relayed by Bellway. BCC hope to arrange the works before end October 2018.
 - 10) Primary education provision: Update received from BCC Education. Infrastructure Priority List updated accordingly and submitted to Andrew MacDougal at BCC as per previous resolution.
 - 11) Land off Westfield Road/'The Mounds': awaiting details from Taylor Wimpey's legal department. TW advise re-considering fencing options considering renewed recent activity.
 - 12) First Time Sewerage for Cheddington Road: Anglian Water road closure 7/11-21/12/18 & 2/1-10/1/19 in Cheddington Road plus 11/1-25/2/19 at Wellington Place. Diversion in place. BCC advised bus operators etc.
 - 13) Community Governance Review/Review of parish councillor numbers: AVDC General Purposes Committee were content to recommend the increase in size of Pitstone Parish Council to eleven, as per our submission. There will now be further consultation on the recommendations ahead of consideration by full Council later in the year.
 - 14) BCC Freight Strategy: no further update from BCC.
 - 15) AVDC/BCC initiative re Parking on Pavements: Cllrs Frearson/Crutchfield to undertake site visit with District Cllr Town. Update post next LAF.
 - 16) VAHT lighting: asked VAHT to investigate bollard/path lighting on behalf of residents – response discussed under 'correspondence' agenda item.

Within the scope of the parish council:

- 1) 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.
- 2) 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.
- 3) Village web site: (1) Cllr Nicholls creating a planning section & reviewing architecture of attachments (2) Cllr Nicholls creating Whistle Blowing/Safeguarding page.
- 4) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
- 5) The Pightle Open Space: Cllr Weber investigating land ownership
- 6) Pitstone Guide Review – being progressed by Cllrs Arney and Nicholls
- 7) Quarry signage: Cllr Arney drafting
- 8) Local Green Space by The Crescent: (a) 2 x benches now installed (b) repairs to wooden fencing & fencing adjoining charity field commissioned (c) kissing gate and installation commissioned (c) still waiting final documents from Land Registry
- 9) LED roll out to Yardley Avenue: order placed for the 9 replacement LED lanterns, following council approval of final quotation of £4,788 (1 x back-shield £580 to be considered at later date for alleyway if necessary). Estimated installation December. Assistance provided to resident re hedge cutting notice and works at both properties should be complete by end October.
- 10) Silent Soldiers: Currently waiting for delivery from Royal British Legion
- 11) Councillor GDPR requirements: no applications received from members for secure storage and/or tablet devices. Offer to remain open in case situation changes or new members join. No further matters arising therefore working party can be dissolved.
- 12) **Public Sector Bodies (websites and mobile applications) Accessibility Regulations 2018**: Accessibility Statement with link to Enforcement Procedure needs to be based on standard template which is being issued by central Government in early 2019. Draft to therefore be issued once available.
- 13) **Opt to Tax pavilion**: application ongoing

213/18 CORRESPONDENCE

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

- 1) Westfield Road speeding – it was **RESOLVED** to (a) notify Thames Valley Police and request presence if possible (b) liaise with BCC/TW to review any planned features where the speed limit drops from 60mph to 30mph.
- 2) Yardley Avenue lighting – the response from VAHT was considered and it was **RESOLVED** to respond to VAHT requesting that (a) they survey all 6 affected residents (b) then submit a grant application for the identified solution (c) keep PPC advised on progress.

Cllr Wight departed the meeting

Committee Matters:

214/18 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 18/10/18.
- 2) Applications: It was noted that a planning appeal had been lodged against refusal of householder application at 7 Church Road (application 18/00662/APP, appeal 18/00069/FTHA, planning inspectorate reference number APP/J0405/D/18/3211807) and noted that bodies were not able to submit any further comments.
- 3) Outstanding Applications: The following applications were noted as being outstanding with AVDC: the Pitstone Development Area residential application, 131 Yardley Avenue, the Coach House, and 46 Windsor Road.

215/18 SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE

- 1) It was **RESOLVED** to note receipt of the draft minutes of the Sports & Leisure Committee meeting held on 18/10/18.
- 2) Daffodils: The quotations for daffodil planting were considered and it was **RESOLVED** to appoint Garden Knight at a cost of £1,030 + VAT.
- 3) Pavilion Improvements:
 - a. It was **RESOLVED** to note receipt of the pre-application planning advice received from AVDC and to approve the submission of the full planning application (cost £693).
 - b. Investigation into possible grant funding continues.
- 4) Recreation Ground:
 - a. Trees: Following consideration of the quotations it was **RESOLVED** to appoint Buckland Landscapes to supply & plant 4 x trees on the Recreation Ground (cost £840 + VAT).
 - b. Seating area: It was **RESOLVED** to defer discussions until after the pending meeting with the Memorial Hall charity committee.
 - c. Other: It was noted that several other possible initiatives were currently with I&PUCC for consideration and response.
- 5) Pavilion Car Parking Facilities: It was **RESOLVED** to approve hire of parking provision to Safran during their works to extend their own car park.

216/18 STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE

- 1) It was **RESOLVED** to note receipt of the draft minutes of the Staffing Committee meeting held on 10/10/18. It was **RESOLVED** to support the recommendations to (a) continue to budget for an assistant youth worker (b) hold the annual volunteer event in January (c) keep August as a meeting free month for 2019 (d) pay overtime awarded to the clerk (e) provide proposals to full council to extend the duties of the proposed community car co-ordinator to include other administrative tasks that could be delegated by clerk.
- 2) Salary Budget: It was **RESOLVED** to accept the recommendations to council regarding the annual review of salary budgets for 2019/20.
- 3) Workplace Pensions: It was **RESOLVED** to note the statutory increase in workplace pension contributions effective 6/4/19, to budget accordingly and carry out the necessary associated actions.

217/18 **PITSTONE PARISH CHARITY**: It was **RESOLVED** to note receipt of the draft minutes of the Pitstone Parish Charity held on 3/10/18.

- 218/18 **PITSTONE RECREATION GROUND CHARITY:**
- 1) It was noted that Horwood & James had not supplied the necessary draft papers and therefore the item regarding the application to the Charity Commission was carried over to November.
 - 2) The various applications for banner advertising permits relating to the Recreation Ground fence were noted and approved.

Matters Raised by the Working Groups:

- 219/18 **YOUTH CAFÉ:**
- 1) New equipment:
 - a. It was **RESOLVED** to submit the application to New Homes Bonus Micro Grant for £800 towards new equipment on behalf of the Youth Café, and Cllrs Blunt & Nicholls were authorised to sign on behalf of the parish council.
 - b. It was **RESOLVED** that the parish council would support the application with a contribution of up to £180.00.
 - c. It was noted that the young people were organising a fundraising event with a target of £20+.
 - 2) It was noted that over 140 new youngsters had registered over the last 12 months and that over 725 young people had benefitted since the launch in November 2011. Over 7,700 volunteer hours had also been contributed by residents to date.

- 220/18 **HIGHWAYS AND PATHS**
- 1) Pitstone & Ivinghoe Safety Scheme:
 - a. It was noted that the LAF had confirmed a contribution to the next study of £7,535.50 for Pitstone.
 - b. It was noted that the scheme required a contribution from Pitstone Parish Council of £11,288.96 and **RESOLVED** that the Council would make this commitment.
 - c. It was **RESOLVED** that the Chairman could sign the official order on behalf of the Parish Council.
 - 2) Cycle-path to Tring: No update provided by Herts County Council.

- 221/18 **PITSTONE DEVELOPMENT AREA:** It was noted that the S106 was still awaiting signature by all parties and AVDC would not grant planning until this agreement was complete.

- 222/18 **COMMUNITY AND PUBLIC TRANSPORT**
- 1) Terms of Reference: It was **RESOLVED** that the terms of reference for this working party would provisionally be:
 - Investigating establishing a community bus, including liaising with other Parishes.
 - Investigating establishing a bus route to Tring train station.
 - Acting as a forum for Pitstone Parish public bus users and liaise with the bus provider/s as required.
 - Acting as a forum for Pitstone Parish train users and liaise with the Tring/Cheddington train station re parking and accessibility.
 - Carry out periodic survey of the Pitstone Parish residents and business community re how they use public transport, how satisfied they are and what changes they would like to see made.The precise terms to be confirmed following local publicity and the first meeting of the group.
It was **RESOLVED** that the parish council would invite people in the community to become involved via notice boards, PPP, electronic media and personal invites – to be timed to coincide with the January/February edition of PPP.

District Councillors Town and Jenkins departed the meeting.

- 2) Community Bus Transport Survey: Cllr Nicholls liaising with Chris Poll ahead of another joint parish meeting.
- 3) Infrastructure Improvements: the new bus shelter has now been installed. Real-time information panels will be completed during November (currently being tested).
- 4) Investigating bus to Tring station: further information provided by Bucks County Council re Flexible Local Bus Services and Special Restricted Licences. Potential partner(s) to be investigated.
- 5) Car Share Scheme: It was **RESOLVED** to promote the nationwide car share platform <https://liftshare.com/uk> which enables people to post details of car sharing opportunities and find like-minded local people to share with.
- 6) Community Car Scheme: Council to consider extended duties proposal, see 'Staffing Committee' section. The Chairman to undertake a series of meetings around the village to appeal for volunteer drivers and further appeals have been posted to notice-

boards and electronic media. DBS checks in progress.

Other Matters:

223/18 DEVOLVED SERVICES

- 1) The parish council is waiting for the draft contract from BCC for 2019-2023.
- 2) It was noted that works for the duration of the new contract would need to be subject to a new tender process. Work to commence with the preparatory documents.
- 3) No further devolved services remedials were noted.

224/18 **BCC CONSULTATION ON EARLY HELP:** It was **RESOLVED** that no response was necessary by the parish council but that the parish council would repeat our publicity of this via website, electronic media and notice-boards.

225/18 **BALC TRAINING:** It was **RESOLVED** to meet the costs associated with Cllr Mitra attending "Agenda and Minutes" and "Risk Management" training courses that occurred during the month in line with the council's policy on training for members.

226/18 **MVAS MAINTENANCE AGREEMENT:** It was **RESOLVED** to renew the maintenance agreement with SWARCO for a further 12 months (cost £220 + VAT) and the Chairman was duly authorised on sign on behalf of the council.

227/18 **LOCAL COUNCILS UPDATE:** It was **RESOLVED** to renew the annual subscription (cost £75) which provides details of legislative changes.

228/18 **ALLOTMENT IMPROVEMENTS:** It was noted that Pitstone Allotment Association had withdrawn their previous requests and the agenda item no longer required consideration. PAA will consult with their members and then work with the parish council to prepare a specification for final works identified and seek associated grants and tenders. Will be re-presented to full council in due course.

Financial Matters:

229/18 GRANTS AND DONATIONS:

- 1) It was **RESOLVED** to approve the requested annual donation to AVALC of £25.
- 2) It was **RESOLVED** to donate £150 to the local branch of the British Legion in lieu of a fresh wreath, as per previous years.

230/18 **VAT RETURN:** It was noted that the quarterly VAT return had been submitted and that HMRC had refunded £2,140.75 to the parish council.

231/18 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.

232/18 **INTERNAL CONTROLS:** The regular internal controls had been conducted with no amendments requested or issues arising.

233/18 **BUDGET AND 3-YEAR PLAN:** The second draft of the budget and the first potential impact on the precept was discussed. Council has been utilising a release of reserves to avoid increases in council tax, but no available reserves now remain. All members to review implications and figures carefully and provide feedback to the clerk so that amendments can be incorporated before the next meeting.

Other Reports:

234/18 OTHER REPORTS

- 1) The update from Thames Valley Police was noted.
- 2) Feedback was provided from the Aldbury Parish Council flood matters meeting held on 24/10/18, and it was **RESOLVED** that the parish council would assist with the creation of a map of land ownerships.
- 3) Positive feedback on the BALC Councillor Induction Training course was received from Cllrs Stoddart and Hawkins.
- 4) Positive feedback on the BALC Agenda & Minute and Risk Management courses was received from Cllr Mitra.
- 5) A potential concern regarding inaccurate diversion signs was raised – to be reported to Transport for Bucks.

- 6) It was noted that the current editor of PPP wished to step down from her role and an appeal for volunteer(s) appears in the current edition of PPP. Council members or members of the public interested in taking over this role, should contact the current Editor in the first instance.
- 7) The other reports were noted.

Cllr Mitra departed the meeting.

235/18 **THE FOLLOWING REMINDERS WERE NOTED**

- Parish Council meetings: 29/11/18, 3/1/19, 31/1/19, 28/2/19, 28/3/18, 25/4/19, 23/5/19, 27/6/19, 18/7/19, 5/9/19, 26/9/19, 31/10/19, 28/11/19 & 2/1/2020.
- Sports and Leisure Committee meetings: 8/11/18, 13/12/18, 10/1/19, 14/2/19, 4/4/19, 9/5/19, 13/6/19, 11/7/19, 8/8/19 tbc (potentially no August meeting), 12/9/19, 10/10/19, 14/11/19, 12/12/19.
- Annual parish assembly: 14/5/19
- Annual thank you event for volunteers: 17/1/19
- PPP Publication dates: January, April, July and October.
- Election 2 May 2019 (tbc). First parish council meeting must take place within 21 days.
- Play space planning expires April 2019
- BMKALC AGM 9/11/18 – Cllr Mitra attending
- Action 4 Youth Annual Conference 1/11/18 – Cllr Mitra attending
- Play around the Parishes 2019 – provisionally booked for am on Fri 2/8/19 and pm on Thurs 15/8/19
- PIE bonfire & fireworks at pavilion 3/11/18
- Christmas Lights will be operational from 1st Sunday of Advent, 3pm-1am nightly, to be taken down and put back into storage before 12th night after Christmas.
- Workplace pension contribution increases become effective 6/4/19

236/18 **DATE OF NEXT MEETING:** The next meeting of the Parish Council will be 29/11/18. It was noted that the following would appear on the agenda:

- 3rd pass of budget
- PAA to supply their 6-monthly risk assessment

No further agenda items were requested.

There being no other items of business to transact, this closed the public section of the meeting. The resident departed.

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 section of the meeting due to the confidential/sensitive nature of the business to be transacted.

237/18 **ANY POTENTIAL PHASE III ENHANCEMENTS AT THE PAVILION SITE**

It was **RESOLVED** to postpone further consideration until after the grant of planning permission for the Pitstone Development Area and progress updates from Nicholas King.

238/18 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 10pm.

Signed: _____
Chairman

Date: 29 November 2018