

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF the meeting of the Parish Council to be held via remote log-in (details below) on Thursday 30 April 2020 at 7.30pm.

To join the Zoom Meeting via a laptop or desktop:

<https://us02web.zoom.us/j/87697967534?pwd=bWpNWdGQWgwYjRITzR5dWxLYVloQT09>

Meeting ID: 876 9796 7534 and Password: 288373

To join the Zoom meeting via one tap mobile:

+442034815237,,87697967534#,,#288373# United Kingdom or +442034815240,,87697967534#,,#288373# United Kingdom

To join the Zoom meeting via your telephone: (dial by your location)

+44 203 481 5237 United Kingdom or +44 131 460 1196 United Kingdom

Meeting ID: 876 9796 7534 and Password: 288373

Or find your local number here: <https://us02web.zoom.us/j/87697967534?pwd=bWpNWdGQWgwYjRITzR5dWxLYVloQT09>

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

Signed _____
Date: 24 April 2020

A G E N D A

1. **ATTENDANCE AND APOLOGIES**
2. **TO NOTE DECLARATIONS OF INTEREST AND CONSIDER DISPENSATION REQUESTS** from councillors on matters to be considered at the meeting.
3. **TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS** – residents' monthly opportunity to raise their questions or concerns with the parish council.
4. **TO RECEIVE REPORTS FROM UNITARY COUNCILLORS**
5. **MINUTES** - To resolve that the minutes of the parish council meeting held on 26 March 2020 be signed as a true and correct record of the meeting.
6. **CORONAVIRUS LEGISLATION:**
 - 6.1 To approve use of the new Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 arising from the Coronavirus Act 2020.
 - 6.1.1 To approve use of remote meetings.
 - 6.1.2 To determine any new associated standing orders eg how voting will take place.
 - 6.1.3 To consider if wish to hold 'annual' meeting in May along with associated review of appointments and confirm date of meeting.
 - 6.1.4 To consider what actions wish to take re Annual Assembly/Volunteer of the Year.
 - 6.1.5 To consider if a discounted subscription to Zoom is required.
 - 6.2 To ratify and approve all previous 'resolutions'/decisions made at the Parish Council meetings on 24 and 26 March 2020 now that the legislation is fully enabled.
7. **CLERK'S REPORT** – to note updates to the ongoing matters, for information only.
8. **CORRESPONDENCE:** To note correspondence received and consider any actions arising.
Committee Reports:
9. **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**
 - 9.1 To note receipt of the draft minutes of the Planning Committee meeting held on 16/4/2020.
 - 9.2 Applications:
 - a) **Unit 5 Quarry Court (Zafara/Xcaliba), Quarry Road, 20/01130/APP**, Installation of first floor mezzanine in connection with the existing B8 use. Removal of 3 existing ground floor window openings and installation of 3 window openings at first floor level. Installation of 3 no. air conditioning units.
 - b) **Robin Cottage, 26 Chequers Lane, 20/01254/APP**, replacement of orangery with single storey rear extension.

- c) **Land adjacent to the (previous) Duke of Wellington Public House, Cooks Wharf, Cheddington Road, Marsworth, 20/01291/AOP**, erection of 19 new dwellings and the creation of access for the neighbouring boat club for disabled, refuse & drainage access.
- 9.3 **Decisions:**
 - a) **35 Glebe Close, 20/00664/APP**, amendment to 19/04405/APP single storey rear extension: BC approved (PPC tendered no objections).
- 9.4 **Applications outstanding with Buckinghamshire Council:** The Rear of the Bell/Haldi, 7 Queen Street, Portland House, 49 Old Farm, 140 Vicarage Road, Land to the Rear of 140 Vicarage Road.
- 9.5 **Enforcement outstanding with Buckinghamshire Council:** 7 Church Road (20/00102/CON3) and Land to the Rear of 140 Vicarage Road (20/00179/CON3)
- 10. **SPORTS & LEISURE COMMITTEE & RELATED MATTERS – CLLR SAINTEY, CHAIR OF COMMITTEE**
 - 10.1 To note that no committee meeting was held in April, therefore not report due.
 - 10.2 To note that the play areas had to be secured with padlocks/chains following vandalism of initial cable ties.
 - 10.3 To note that P&IUFC have been re-issued with Occupational Licences for the forthcoming season.
 - 10.4 To consider/approve trimming of tree base shoots.
 - 10.5 **Pavilion Phase II:**
 - a) To note update with Football Foundation grant application and approve the proposed way forward.
 - b) To note updated S106 submitted to Buckinghamshire Council requesting authority for provisional funding towards potential contingency costs and assistance with fit-out of function room & office.
 - c) To note that NHB claim 1 for £24,700 net submitted to Buckinghamshire Council.
 - 10.6 **Leisure Development on Recreation Ground:**
 - a) **Play Space:**
 - i. Huck Teck works postponed due to Covid-19. Revised commencement date to be determined once government restrictions permit.
 - ii. To note S106 claim 1 for £40,055.13 net submitted to Buckinghamshire Council and concerns arising.
 - b) **Skate Park:** On hold during as a result of Covid-19 and the associated implications for tendering and the neighbouring developments.
- 11. **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE:** To note receipt of the draft Staffing Committee minutes from 23/4/2020.
- Charity Matters:**
 - 12. **PITSTONE PARISH CHARITY:** To note receipt of the draft Parish Charity minutes from 26/3/2020.
 - 13. **PITSTONE RECREATION GROUND CHARITY:** No meeting held during the month. No report due.
- Working Group Matters:**
 - 14. **YOUTH CAFÉ:** To note general updates.
 - 15. **HIGHWAYS/PATHS:**
 - 15.1 **Cycle Path and/or public transport to Tring Station:** To note receipt of minutes and slides from Hertfordshire County Council, now also published on the website.
 - 15.2 **HS2 Road Safety Fund:** To note that enquiry submitted to Buckinghamshire Council.
 - 16. **PDA:** MUGA & Car Park timescales tbc by Nicholas King Homes in due course.
 - 17. **COMMUNITY AND PUBLIC TRANSPORT:**
 - 17.1 **Community Bus:** No matters for discussion this month. On hold.
 - 17.2 **Community Car Scheme:** No matters for discussion this month.
- Other Matters:**
 - 18. **DEVOLVED SERVICES:** No matters for discussion this month.
 - 19. **CHILDREN'S COMPETITION:** To discuss any ideas for a Children's Competition for 2020/21.
 - 20. **STREET LIGHTING:** Postpone LED roll out as supplier closed due to Covid-19.
 - 21. **NOTICEBOARDS:** To consider annual repair & maintenance for noticeboards.
 - 22. **POLICIES:** To approve annual review of Community Self-Help Plan.
 - 23. **MEMBERSHIPS:**
 - 23.1 To approve renewal of annual membership to BMKALC/NALC/LCR.
 - 23.2 To approve renewal of annual membership to SLCC.
 - 23.3 To approve renewal of annual membership to CIB Community Buildings Forum.
 - 24. **VE DAY:** To approve display of the silent soldiers.
 - 25. **ITEMS RAISED BY PUBLIC:** No matters raised this month that have not been resolved.

Financial Matters:

26. **QUARTERLY CONSIDERATION OF GRANT APPLICATIONS:** To consider/approve the grant request from SCAS to fund a full kit for an additional First Responder for Pitstone.
27. **QUARTERLY VAT RETURN:** To note Q4 VAT return submission - £13,117.67 refunded by HMRC.
28. **AUDIT AND YEAR END FINANCIAL REPORTS:**
 - 28.1 Year End: To approve the year-end asset register, accounting notes, creditors & debtors, draft financial submissions, and bank reconciliations, explanation of variances and draft AGAR submission for submission to the internal auditor.
 - 28.2 Internal Audit: To note that IAC will now conduct the audit remotely.
 - 28.3 External Audit: To note The Accounts & Audit (Coronavirus)(Amendment) Regulations 2020 and associated implications for the external audit.
29. **BANK TRANSFERS:** To approve the year end transfer of S106 account funds to Unity Bank.
30. **ANNUAL REVIEW OF ELECTRONIC BANKING PAYMENT DETAILS:** To note undertaken.
31. **FINANCIAL POSITION AND PAYMENTS:** To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor/budget monitor, pavilion project information and Play Space project information for the month.
32. **INTERNAL CONTROLS:** Conduct all necessary internal controls and determine any issues arising.

Reports:

33. To note receipt of mVAS reports for Cheddington Road and Vicarage Road to March 2020.
34. To note difficulties experienced with Westfield Road mVAS.
35. To note that TfB confirm that they will be conducting weed spraying this year.
36. To note quarterly review of information on the website underway.
37. Note other reports, reminders, forthcoming events and agenda items for 21 May 2020.

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR MEETING VIA REMOTE LOG-IN
AND TO ADDRESS THE COUNCIL DURING THE PUBLIC PARTICIPATION SESSION**