

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 28 November 2019
in the Millennium Room at the Memorial Hall commencing at 7.30pm

245/19 ATTENDANCE AND APOLOGIES

Council present: Cllr Nicholls (Chair), Cllr Mrs Crutchfield, Cllr Dr Frearson, Cllr Saintey and Cllr McCarthy plus the Parish Clerk Mrs Eagling.

Others present: Three members of the public plus District Councillor Derek Town.

Apologies: It was **RESOLVED** to accept apologies from County Councillor Anne Wight, District Councillor Sandra Jenkins and Parish Councillors Mitra, Stoddart, Hawkins, Blunt and Weber.

246/19 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 Crutchfield declared interests as an allotment tenant/member of PAA and as a trustee of Pitstone Memorial Hall Charity. Cllr Saintey declared interests as an allotment tenant and Chair of National Trust Ashridge Estates Committee.

Members did not participate/vote in these discussions. No other interests were declared.

247/19 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- 1) One member of the public raised a query re public participation at meetings, which was answered.
- 2) No councillors with declared interests wished to speak about those matters during the public session.

248/19 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

- 1) County Cllr Wight had provided a written report which had been circulated to members, posted electronically and was in hard copy format for attending members of the public. No questions arose.
- 2) District Cllr Town provided an update on Victor House/Portland House, Unitary plans, Free Parking in Aylesbury on Thursdays before Christmas and confirmed that it was understood that the Vale Lottery would continue post unitary.

249/19 MINUTES OF THE MEETING held on 31/10/19

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 31 October 2019 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

250/19 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. Some residential road remedial works, starting with phases 2 & 3, then 1 & 4, commenced during March 2019. Suggested timescale 6-8 months from commencement.
- 2) Castlemead Lighting: PPC advised BCC and TW that they would be willing to adopt any LED lighting if other conditions also met. Unable to adopt non-LED lighting & associated liability to upgrade due to SOX/SON being discontinued. TW provided data sheets for phases 1-4 (not 5) which includes 109 x SON lanterns of either 50 or 70 watts, which would cost in the region of £65,400 to upgrade to LED. DM at BCC liaising with Street Lighting team & TW re options for upgrading to LED and will advise in due course. Unlikely to require adoption until end of 12-month maintenance period, which won't commence until Westfield Road also on maintenance.
- 3) Castlemead Public Open Space Phase III: TW to AVDC. TW resolving an issue re charge to original landowner.
- 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. Not on maintenance yet as unresolved sewerage issue. PPC not required to adopt until close of 12 months maintenance period.
- 5) Vicarage Road Open Space/LEAP: PPC has agreed to adopt the open space within Vicarage Road post completion certificate being issued by AVDC & 2-year maintenance

period by developer. S106 also provides for maintenance monies (£tbc). Installation commenced. A member of the public advised that residents are being charged £200 per annum per household towards maintenance of open space & street lighting – Clerk to check with BCC DM re double taxation.

- 6) 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. Replacement columns along Vic Rd not yet installed. Won't need to adopt until end of 12-month maintenance period so no action required at present.
- 7) Vicarage Road footpath (Bellway site entrance to Marsworth Road bus stop): Bellway not provided BCC with any update on installation date. Not now anticipated to be undertaken until Spring 2020.
- 8) PDA: £58,800 per hectare open space land; £74k towards enhancing local bus services; £216,584 sports & leisure contribution and £37k contribution to Pitstone Safety Scheme.
- 9) Land off Westfield Road/The Mounds: with Taylor Wimpey
- 10) Community Governance Review/Review of parish councillor numbers: Increase to 11 members approved by AVDC. Won't take effect until next full election (May 2020).
- 11) TfB Issues: BCC to consider reconstruction of Vicarage Road footpath from Tun Furlong towards Church Road for 2020/21 budget. BCC to consider Glebe Close, Queen Street and Albion Road resurfacing for 2020/21 budget. MW/AW meeting in December 2019.

Within the scope of the parish council:

- 1) 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.
- 2) Village web site: (1) Cllr Nicholls creating a planning section & reviewing architecture of attachments (2) Cllr Nicholls creating Whistle Blowing/Safeguarding page
- 3) 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 issued by government on 21/5/19. Cllr Nicholls in the process of adapting for our website.
- 4) Online Pitstone Guide: being reviewed/undertaken by Cllrs Stoddard and Nicholls
- 5) Signage for Local Wildlife Site: Cllr Stoddard producing draft.
- 6) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber
- 7) The Pightle Open Space: Cllr Weber investigating land ownership
- 8) PIE container/equipment: PIE moved their equipment into the pavilion container. Long term discussion to take place after their last meeting in December.
- 9) Youth Café subscription website: Cllr Nicholls investigating.
- 10) WI: BCC granted permission & daffodils being planted by end of October at the end of Glebe Close & Yardley Avenue. Picnic bench on order, WI will advise upon receipt.
- 11) Purchase of the Leisure Land: Parcel 1 completed so now within Parish Council ownership. Progressing through Land Registry. Parcel 2 to complete at same time as NKH sale. S106 claim submitted to AVDC for £37,090 (ex VAT) and funds received.
- 12) PPP Advertising: No issues raised by Advertising Manager or Editor regarding move to prepayment. Initially advisory note to advertisers included on recent invoice run. Letter to be drafted and issued to all advertisers.
- 13) Allotment Track: Second 20 tonnes of type one stone ordered. PAA liaising with JCB contractor re additional date.

251/19 **CORRESPONDENCE**

The list of correspondence received during the month was noted.

Committee Matters:

252/19 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

- 1) It was noted that no meeting had been held during the month so no report due.
- 2) Applications: None received.
- 3) Decisions:
 - a. **38 Glebe Close, 19/03499/APP**, Replacement front porch: AVDC approved (PPC tendered no objection)
 - b. **30 Vicarage Road, 19/03387/APP**, alteration of front elevation fenestration and render finish to first floor front elevation: AVDC approved (PPC tendered no objection)
- 4) Applications outstanding with AVDC: Rear of the Bell/Haldi.
- 5) Other:
 - a. 19/00074/REF, APP/J0405/D/19/3239370, 19/02354/APP, Appeal lodged with Secretary of State against decision in respect of The Laurels, Old Farm, Two

- storey side extension and single storey rear extension. No opportunity to submit further comments as proceeding under Householder Appeals Service.
- b. It was **RESOLVED** that the clerk should lodge an enquiry re 10 Castle Close garage conversion.

253/19 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTÉY, CHAIR OF COMMITTEE**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the Sports and Leisure Committee held on 14/11/19.
- 2) Pavilion Improvements, Phase II:
 - a. It was **RESOLVED** to note receipt of the notes from the initial all-party design meeting and approve the content thereof. Work continues between the design team and the s&l committee to specify the building requirements and a further meeting is being held after the council meeting.
 - b. Following the evaluation & scoring of the 10 EOIs received (22 companies approached & also published on Contracts Finder/website/Facebook/Twitter), it was **RESOLVED** to approve the selection of the top 5 scoring contractors to be invited to submit full tender packs. Full Employers Requirements to be issued after Christmas (once in receipt of Geotech), with view to appointing contractor by end of March.
 - c. It was noted that AVDC had granted approval to appoint and it was therefore **RESOLVED** to ratify the electronic decision to appointment of WDE Consulting to undertake urgent Geotechnical report (cost £5,600 + VAT).
- 3) Leisure Development on the Recreation Ground:
 - a. **Play Space:** Huck Tech advised that the play equipment was currently being manufactured and would be delivered in the new year. Works anticipated to commence in March. JCT contract and updated health & safety files to be provided shortly.
 - b. **Skate Park:** Tendering process to commence once timescales for play space confirmed.

254/19 **STAFFING COMMITTEE – CLLR BLUNT**

- 1) The annual review of salary budget was undertaken, and it was **RESOLVED** to provision for an increase in salary budget for all staff in line with proposed National Minimum Wage increases potentially being introduced after the election and NJC notifications for 2020/21.
- 2) The update on plans for the annual volunteer thank you event was noted. Invitations being issued.

Charity Matters:

255/19 **PITSTONE PARISH CHARITY**

No meeting had been held during the month and therefore no update was due.

256/19 **PITSTONE RECREATION GROUND CHARITY**

- 1) It was **RESOLVED** to note receipt of the draft minutes of the Recreation Ground Charity meeting held on 31/10/19.

Working Group Matters:

257/19 **YOUTH CAFÉ**

- 1) Volunteers/Staff:
 - a. It was noted that the Café Manager had sent hard copy letters home with attendees and sent emails out to all parents on database to appeal for volunteers. No response to date.
 - b. It was **RESOLVED** that the Parish Council wished to re-employ an Assistant Youth Worker (financial provision already contained within the budget). Advertisements to be issued in the new year.
- 2) Instagram: It was noted that a Youth Café Instagram account had been created to ensure that users/parents could interact with the café better, as more young people had Instagram accounts than Facebook accounts. The standard terms of our Social Media Policy to apply. Necessary permissions to be obtained from attendees before any photographs published.
- 3) Grant: It was **RESOLVED** to approve the terms and conditions associated with the £2,080 grant offer from LAF. Orders to now be placed for basketball hoops, skateboards, scooters and outdoor table tennis table (which replaced the proposed

trips which LAF were unable to fund). PPC to reclaim the grant funded proportion after purchase/upon submission of evidence.

- 4) A few minor incidents were noted.
- 5) It was **RESOLVED** to send a thank you card to the departing Headmistress in recognition of her previous support for the youth of the parish.

258/19 HIGHWAYS AND PATHS

- 1) Pitstone & Ivinghoe Safety Scheme:
 - a. The Parish Council is waiting for a response from BCC re commissioning a separate feasibility study to consider the de-registration of the B489 Marsworth Road and the registration of Westfield Road as the B road.
 - b. It was **RESOLVED** to review the timing of any further public consultation in May 2020, post the election.
- 2) Cycle-path and/or public transport to Tring:
It was **RESOLVED** to note the feedback provided by Cllr McCarthy on the 2 recent Station Travel Plan meetings. It was **RESOLVED** that the clerk should seek an update from HCC on any actions arising from the report.
- 3) Non-Official Slow Down signs: Results to be announced in due course. It was **RESOLVED** that the clerk should post an update to the website.
- 4) 2nd MVAS: It was **RESOLVED** to approve the terms and conditions associated with the grant offer for £1,681 from LAF. Orders to now be placed and then PPC can reclaim the grant funded proportion upon submission of evidence.

259/19 PITSTONE DEVELOPMENT AREA

It was noted that Nicholas King Homes had submitted a draft MUGA agreement which the Parish Council would need to enter. AVDC had supplied their comments, which would be needed to bring this agreement into line with the Section 106 agreement already entered between NKH and AVDC. The draft is currently with Horwood & James for further legal amendments on behalf of the Parish Council. It was **RESOLVED** that once Horwood & James were happy with the agreement that the Parish Council would be willing to enter into the agreement and grant authority for two members to sign on behalf of the council. Should this position be reached before the next council meeting, it was **RESOLVED** that members would submit their agreement electronically.

260/19 COMMUNITY AND PUBLIC TRANSPORT

- 1) Community Bus Transport Survey: Ivinghoe Parish Council requested an extension of the closing date to the end of November. Full discussion therefore next month.
- 2) Community Car Scheme: There were no matters for discussion this month.

Other Matters:

261/19 DEVOLVED SERVICES

- 1) BCC to provide further details of proposed contract extension in due course.
- 2) Payment for extra VAHT grass cutting undertaken this year still outstanding from BCC and the Clerk has been chasing.

262/19 POLICY REVIEW

- 1) It was **RESOLVED** to rework the draft Environmental Policy to reflect the current position (eg roll out LED lighting, recycling, cycleways, trees) and aspiration to carry out a carbon footprint audit.
- 2) It was **RESOLVED** to contact Chesham TC for recommendation on which firm carried out their audit & seek to obtain a quotation.

263/19 CONSULTATIONS

- 1) It was **RESOLVED** to respond to the London Luton Airport Expansion Consultation, along similar lines to LLACC & BCC. Draft to be circulated for approval prior to submission.
- 2) It was **RESOLVED** that no response to the VALP Main Modifications consultation was required.

264/19 EVENTS

- 1) Remembrance Day
Cllrs Nicholls and Saintey provided feedback from the service held at the Memorial Hall, attended by approximately 50 members of the public. The local British Legion branch raised £6,400 towards the Poppy Appeal with £4,000 of this having been raised by Joe Marling. It was **RESOLVED** to write and thank Pitstone Memorial Hall Charity for their support of this event.

- 2) VE Day
It was noted that Ivinghoe Church would be organising a service to coincide with the 3pm reading of the Nations Toast. Cllr Saintey advised that the local British Legion were arranging for their Poppy Appeal Supper to take place that evening at the Memorial Hall. Therefore, it was **RESOLVED** that no further activity was required by PPC.
- 3) Post Event Review of Bonfire/Fireworks
It was noted that all had gone well with the event, despite the wet weather on the evening and in the week before. The site had been cleaned well. There was only superficial damage to the grounds. It is understood that PIE have a committee meeting in December and will provide a financial and other update after this event.
- 4) Party in the Park
It was **RESOLVED** to grant permission for Party in the Park on 11/7/20 on the Recreation Ground. It was **RESOLVED** to postpone any decision about applicable fees, any grant request and fencing off the village green to the 9 January 2020 meeting.

265/19 **DOG WASTE COLLECTION SERVICE**

It was **RESOLVED** to accept the proposed extension and variation of SLA with AVDC from 20/1/10 to 31/3/20 as they bring the service in-house (currently with Suez). It was noted that no change to collection frequency etc could be considered during this period.

- 266/19 **LAPTOP BATTERY:** It was **RESOLVED** to purchase a replacement battery for the Dell laptop (cost £64.99 + VAT).

District Councillor Town departed the meeting.

267/19 **ITEMS RAISED BY MEMBERS OF THE PUBLIC**

- 1) It was **RESOLVED** to support the BCC Christmas Gift for Children in Care appeal and offer the council premises as a local collection point. County Councillor Wight or Brazier will collect the donations.
- 2) It was **RESOLVED** support the local resident with their Teracycle initiative and purchase lidded plastic containers for up to 2 locations. It was noted that a page on the website for recycling locations would be helpful for residents.

Financial Matters:

268/19 **FINANCIAL POSITION AND PAYMENTS**

- 1) The council noted the bank reconciliation, budget monitor, income, expenditure, debtors and creditors' information. 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.
- 2) As the December meeting is not being held until January, council **RESOLVED** to authorise the December payments and payroll electronically.

269/19 **INTERNAL CONTROLS**

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

270/19 **BUDGET 2020/21**

The third draft of the budget for 2020/21 was considered. It was **RESOLVED** that council wished to aim for a 4% increase year on year. Final version to be presented to next meeting.

271/19 **PITSTONE ALLOTMENT ASSOCIATION NEW HOMES BONUS GRANT APPLICATION**

It was noted that PAA wished to submit a grant application for a New Homes Bonus microgrant in time for their 15/12/19 deadline. As no expenditure was required on behalf of the parish council, and the grant application just needed the support of the parish council, it was **RESOLVED** that members would give consideration and permission electronically, and the Chair would then sign on behalf of the Parish Council.

Reports and Reminders:

272/19 **OTHER REPORTS**

- 1) Cllr Saintey provided feedback from the AVALC AGM 2/11/19 including the discussion about Community Access Points.
- 2) Cllr Crutchfield provided feedback from Pitstone Memorial Hall Charity AGM 11/11/19. It was noted that the charity required new trustees and **RESOLVED** that the Parish Council would be happy to help publicise.
- 3) The other reports were noted.

273/19 THE FOLLOWING REMINDERS WERE NOTED

- Parish Council meetings: 9/1/2020, 30/1/20, 27/2/20, 26/3/20, 30/4/20, 21/5/20 (must be 4-18 days after election), 25/6/20, 30/7/20, 20/8/20 (if required), 24/9/20, 22/10/20, 26/11/20 then 7/1/21.
- Sports and Leisure Committee meetings: 12/12/19, 7/1/20, 13/2/20, 12/3/20, 2/4/20 (one week early to avoid school holiday), 14/5/20, 11/6/20, 9/7/20, 13/8/20, 10/9/20, 8/10/20, 12/11/20 and 10/12/20.
- Date for volunteer event 2020: 16/1/20 (ways to encourage cross volunteering?)
- Annual parish assembly: 1/4/20.
- PPP Publication dates: January, April, July and October
- Unitary "Buckinghamshire Council" established 1/4/2020 with elections (Unitary and Parish) 7/5/2020. Unitary elections 7 May 2020, then 2025, then every 4 years.
- London Luton Airport Noise Monitoring program in Pitstone Oct & Nov 2019. Report available online once data analysed.
- Play around the Parishes booked for 10-12 on Fri 31/7/19 and 2-4 on 11/8/19
- TVP Community Forum 2/12/19 8pm Wing Village Hall – Cllr Crutchfield attending
- Cllr Blunt to give reading at 9 Lessons & Carols church service on 15/12/19
- 5/12/19 Buckinghamshire Council Planning Proposals presentation – Cllr Stoddart attending
- AVALC 7/1/20 – Cllr Saintey

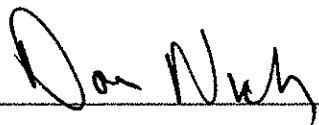
274/19 **DATE OF NEXT MEETING:** The next meeting of the Parish Council will be 9/1/20. It was noted that the following would appear on the agenda:

- Approval of final budget
- PAA will supply completed winter risk assessment
- Review content of Guide to Information Available on web (quarterly) (carried forward)
- Issue reminders re deadline for Volunteer of Year (15/1/20)
- PPP submissions
- Annual review of Events & Open Space Policy
- Quarterly review of staff hours
- Quarterly financial update from P&IUGC (S&L agenda)

No further agenda items were requested.

275/19 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 9.38 pm.

Signed:



Chairman

Date: 9 January 2020