

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 30 January 2020
in the Millennium Room at the Memorial Hall commencing at 7.30pm

307/19 ATTENDANCE AND APOLOGIES

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

Others present: Two members of the public plus County Councillor Anne Wight

Apologies: It was **RESOLVED** to accept apologies from District Councillors Sandra Jenkins and Derek Town plus Parish Councillors Mitra, Blunt and McCarthy.

308/19 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. Cllrs Weber and Nicholls declared interests in the Whistlebrook Wellfest.

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

309/19 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- 1) One member of the public raised questions relating to:
 - a. Northfield Road cycle path – an update was provided by Cllr Nicholls on the project to date and the next meeting with HCC.
 - b. Westfield Road mVAS – information was provided by Cllr Nicholls on the site approved by BCC Highways Authority and the process of gaining approval from Taylor Wimpey.
- 2) No councillors with declared interests wished to speak about those matters during the public session.

310/19 RECEIVE UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

County Cllr Wight provided updates on the flooding under Cheddington Road railway bridge, freight strategy update & consultation, family centres, unauthorised encampments and rural roads.

311/19 MINUTES OF THE MEETING held on 9/1/2020.

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 9 January 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

312/19 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). Installed. Drainage problem reported to AVDC, who will liaise with Bellway.
- 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. Glebe Close resurfacing currently 2nd on priorities list with estimated implementation date of 2021. BCC to consider parts of Queen Street and Albion Road resurfacing for future budgets.
- 12) Safety Scheme works outside Brookmead: IPC and PPC awaiting result of funding application to LAF.
- 13) Safety Scheme works by Westfield Road junction: unable to progress until Westfield Road adopted by BCC.
- 14) Feasibility Study re declassification of B489: Would require application to LAF Transport Scheme next funding round and 50% match funding. On hold until next invitation to submit proposals.
- 15) Safety Scheme works along Marsworth Road: On hold pending above responses from BCC/LAF.
- 16) Queen Street collapsed footpath: TfB added to program of works in June 2019, date tbc.
- 17) Election/Purdah: AVDC to issue info packs to parishes mid-March. Nomination window estimated as Monday 30/3/2020 until 4pm on Tuesday 7/4/2020. Purdah in force from 30/3/2020.
- 18) Pitstone Allotment Association water project: PAA to provide further details of their proposals in due course.

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 Stoddart 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) Youth Café subscription website: Cllr Nicholls investigating.
- 9) Terracycle/Recycling Points: Resident investigating suitable storage boxes. Will launch to residents in due course, along with other recycling points available to residents for various items.
- 10) PIE container/equipment: PIE moved their equipment into the pavilion container. PIE have a further meeting in January re future and will then update the council.
- 11) WI: Picnic bench now ready. Temporary location to be determined.
- 12) Purchase of the Leisure Land: Parcel 1 completed so now within Parish Council ownership. Progressing through Land Registry (eta 12 weeks – not yet processed eta a further 3 weeks). Parcel 2 to complete at same time as NKH sale.
- 13) PPP Advertising moving to pre-payment: Initially advisory note to advertisers included on recent invoice run. Meeting to be arranged with Editorial/Advertising/Web team. Letter to be drafted and issued to all advertisers.
- 14) Second mVAS: Both unit and hinged bracket now received. Will now be put into rotation and grant claimed.
- 15) GPC: Will need to make eligibility declarations in May. Clerk qualified. At least two thirds of members must be elected not co-opted or appointed.

- 16) Recruitment of Assistant Youth Worker: Not yet actioned.
- 17) Pavilion Floodlighting: Not yet actioned.
- 18) Pavilion Pitch Surround and Advertising: Not yet actioned.
- 19) Environmental audit: Not yet actioned.

313/19 **CORRESPONDENCE**

The list of correspondence received during the month was noted. The following matters were discussed in more detail:

- 1) It was **RESOLVED** that Cllr Dr Frearson and Cllr Mrs Crutchfield would attend the Freight Strategy presentation in Ivinghoe on 4/2/2020. Cllr Mrs Stoddart will attend if Cllr Mrs Crutchfield unavailable.
- 2) It was **RESOLVED** that the parish council would submit an Expression of Interest to the new Buckinghamshire Council relating to Place Based Devolved Services eg amenity land maintenance and/or transfer.
- 3) It was **RESOLVED** that the parish council had no objections to the proposed LAF grant expenditures in Slapton and Cheddington.
- 4) It was **RESOLVED** to place the Great British Spring Clean onto the February agenda.

Committee Matters:

314/19 **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) It was noted that no applications relating to Pitstone had been advised by AVDC since the 9/1/2020 meeting.
- 3) It was noted that AVDC had recently approved the planning applications relating to 4 Railway Cottages, Cheddington Road and 35 Glebe Close.
- 4) The applications outstanding with AVDC (The Bell and 3 Railway Cottages) were noted. It was noted that there was some confusion regarding recent additions to the portal in connection with The Bell application, which AVDC had been asked to resolve.

315/19 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE**

- 1) Pavilion Improvements, Phase II: The updated tender timetable was noted.
- 2) Leisure Development on the Recreation Ground:
 - a. **Play Space**: Commencement date of 2/3/2020. Huck to update the Health and Safety files and provide information to Principal Designer/CDMC by 7/2/2020.
 - b. **Skate Park**: It was noted that Local Council Consultancy (LCC) would prepare and present draft tender documents in due course.

316/19 **STAFFING COMMITTEE – CLLR BLUNT**

- a. It was noted that no meeting was held during January and therefore no report was due. The next Staffing Committee has been convened for 18/2/2020.
- b. It was noted that the Volunteer Thank You Event took place on 16/1/20. Over 90 people who volunteer for the Parish Council in some capacity were invited and approximately 40 has accepted the invitation. Full review to take place at next Staffing Committee.
- c. It was noted that the 3-yearly workplace pension declaration had been completed and submitted to the Pensions Regulator.

Charity Matters:

317/19 **PITSTONE PARISH CHARITY**

No meeting had been held during the month and therefore no update was due. A charity meeting is scheduled for later 30/1/2020.

318/19 **PITSTONE RECREATION GROUND CHARITY**

It was **RESOLVED** to note receipt of the draft minutes of the meeting held on 9/1/2020. No matters had been referred to the Parish Council, as Local Authority.

Working Group Matters:

319/19 **YOUTH CAFÉ**

The updates on the grant expenditure and potential volunteers were noted. It was noted that no work had yet commenced to recruit an assistant youth worker.

320/19 **HIGHWAYS AND PATHS**

- 1) Tring Station - Cycle-path, public transport, lift share:
 - a. It was noted that the next meeting with HCC regarding the cycle path has been arranged for 12/3/2020.
 - b. No further update from WMT/Dacorum Community Transport re any potential scheme for Tring station that may be able to encompass Pitstone.
- 2) Non-Official Slow Down signs: The winners have been notified and 4 of the 6 have responded. Artworks have been submitted to the contractor and 42 signs ordered. Production date tbc. Presentation date tbc. Contractor commissioned to erect signage. Brookmead school granted permission for 1 x sign on their gate.

321/19 **PITSTONE DEVELOPMENT AREA**

It was **RESOLVED** to enter the "MUGA Agreement" with Nicholas King Homes regarding their delivery of a MUGA on land owned by the Parish Council and their delivery of alternative car parking on adjacent land. It was further **RESOLVED** to grant two councillors' authority to sign the Agreement on behalf of the council, witnessed by the Proper Officer.

322/19 **COMMUNITY AND PUBLIC TRANSPORT**

- 1) Community Bus Transport Survey: IPC deadline 6/3/2020. Data to be updated in due course. List of interim alternatives still to be compiled.
- 2) Community Car Scheme: There were no matters for discussion this month.

1 member of the public departed the meeting.

Other Matters

323/19 **DEVOLVED SERVICES**

- 1) Agreement of Variation in Respect of Local Council Devolution Scheme Agreement for the period 2020-2022 was signed and sent back to BCC for countersignature. Awaiting completed contract to be returned.
- 2) J Leonard Ltd confirmed that they would be willing to extend their existing contract for the delivery of devolved services on behalf of PPC with no increase in associated costs. Confirmation notice, confirming extension of Deed of Indemnity and clarification of terms, produced. It was **RESOLVED** to grant authority for the Chairman to sign on behalf of the parish council. Will now be issued to J Leonard Ltd for countersignature.
- 3) It was noted that R Porter was retiring and did not wish to extend the existing contract. Therefore, quotations being invited from potential contractors for a range of right of way maintenance, hedge cutting and grass cutting. Information available on our website via Facebook/Twitter and emailed to contractors who had previously expressed an interest. Quotations to be submitted by 17 February and determined at 27 February 2020 full council meeting.

324/19 **POLICY REVIEW**

- a. Council undertook an annual review of internal controls and annual internal audit. It was **RESOLVED** to approve the review summary with no matters identified for amendment. It was **RESOLVED** to grant authority for the Chairman to sign on behalf of the parish council.
- b. It was **RESOLVED** to approve the reviewed Grants Policy (no amendments from previous year). It was **RESOLVED** to grant authority for the Chairman to sign on behalf of the parish council.
- c. It was **RESOLVED** to approve the reviewed Community Engagement Strategy (no amendments from previous year). It was **RESOLVED** to grant authority for the Chairman to sign on behalf of the parish council.

325/19 **LIGHTING:**

- 1) **Bellway lighting:** It was **RESOLVED** to note receipt of the Tun Furlong layout illustration and test certificates. Further info to follow re lanterns and Vicarage Road replacement columns. PPC not required to adopt until BCC adopted highway.
- 2) **PDA lighting:** It was **RESOLVED** to approve the lighting proposals submitted by JNP (acting on behalf of NKH) regarding one lantern on Vicarage Road to serve the PDA development. It was noted that both JNP and BCC had confirmed that internal roads within the development

326/19 **ANNUAL ASSEMBLY:**

- 1) Given the likely timescales surrounding purdah and the forthcoming election, it was **RESOLVED** to move the Annual Assembly to 25/3/2020 7.30pm in the main hall. It was **RESOLVED** to thank Jazzercise for their co-operation. It was noted that Pitstone Memorial Hall Charity were still able to set up, put away and serve refreshments.
- 2) It was **RESOLVED** that members would distribute the agenda by hand, and that the council would approach the litter pickers to see if they would like some additional

hours to assist if necessary. The agenda would also be published on the website, Facebook page, Twitter feed and noticeboards (legally required to be published by 13/3/2020).

- 3) It was draft agenda was discussed. Final agenda to be signed off at 27/2/2020 meeting. No presentation aids required this year.

327/19 ITEMS RAISED BY MEMBERS OF THE PUBLIC:

- 1) Whistlebook Wellfest
 - a. It was **RESOLVED** to grant permission for leaflets to be distributed with the next edition of PPP if the volunteers were willing to undertake this activity as it was a community event.
 - b. It was **RESOLVED** to grant permission, under devolved services, for banners to be erected on the fence at the recreation ground and in front of the pavilion. It was further **RESOLVED** that the parish council wished to keep the fence by the Westfield Road roundabout clear of banners, as once one was erected a number more tended to be fly posted. No permission therefore granted for this location or the T junction at the end of Vicarage Road.

County Councillor Wight departed the meeting.

Financial Matters:

328/19 QUARTERLY GRANT/DONATION CONSIDERATIONS

- 1) It was **RESOLVED** to award a grant of £1,600 to Party in the Park for the express purpose of funding stage hire for the 2020 event. It was further **RESOLVED** to advise the committee that this was a one-off grant and the event should strive to be self-sufficient for future years.

329/19 QUARTERLY VAT RETURN

It was noted that the quarterly VAT return had been submitted to HMRC and £5,398.87 refunded to the parish council.

330/19 FINANCIAL POSITION AND PAYMENTS

- 1) The bank reconciliation to 31/12/2019 had been approved at the 9/1/2020 meeting.
- 2) The council noted the income, expenditure, debtors and creditors' information along with the pavilion summary and pavilion project 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.
- 3) It was noted that S106 Claim 1 for £28,481.71 had been submitted to AVDC. Payment pending.

331/19 INTERNAL CONTROLS

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

Reports and Reminders:

333/19 OTHER REPORTS

- 1) Cllr Saintey provided feedback from the BALC/BCC Parish Liaison/Exec meeting on 29/1/2020.
- 2) The other reports were noted, including streetlight outages reported for repair and the dog bin emptying.
- 3) The clerk was asked to report a streetlight out on Marsworth Road and a pedestrian crossing road sign that needed tightening to TfB.

334/19 THE FOLLOWING REMINDERS WERE NOTED

- Parish Council meetings: 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: 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.
- Annual parish assembly: now 25/3/2020.
- PPP Publication dates: January, April (deadline for submissions 2/4/20), 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 not yet available.
- Play around the Parishes booked for 10-12 on Fri 31/7/19 and 2-4 on 11/8/19
- Party in the Park 11/7/20
- BALC Exec/Parish Liaison Meeting : 29/4/20, 29/7/20, 21/10/20, AGM 20/11/20 – Cllr Saintey attending.

335/19 **DATE OF NEXT MEETING:** The next meeting of the Parish Council will be 27/2/20. It was noted that the following would appear on the agenda:

- Obtain quote & appoint internal auditor & book date for May/June (PPC)
- Annual review of policy on reporting of meetings of council (PPC)
- Annual review of all car scheme policies (PPC)
- Obtain quote for PAT testing for youth café & pavilion + 6 monthly fire alarm check & annual emergency lighting check (S&L agenda)
- Quarterly financial update from P&IUFC (s&l agenda)
- Review & Issue Occupational Licence to I&PUCC (rec charity)
- Annual review and re-issue of licence to PAA.

No further agenda items were requested.

That concluded the public section of the meeting. One resident departed.

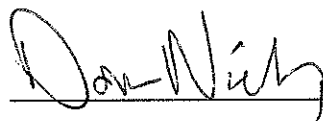
In accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press were excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted.

336/19 **PITSTONE VOLUNTEER OF THE YEAR:**

Following consideration of the nominations the winner of the 2020 Volunteer of the Year award was selected. It was **RESOLVED** to approve the associated cost of framed certificate, card and £50.00 cheque, to be presented to the winner at the Annual Assembly on 25/3/2020.

337/19 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 9.15pm.

Signed:



Chairman

Date: 27 February 2020