

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 30 April 2020
via electronic log-in commencing at 7.30pm

Date	Topic
1/20	ATTENDANCE AND APOLOGIES Councilors present via video conferencing: Cllr Nicholls (Chair), Cllr Sainley (Vice Chair), Cllr Mrs Crutchfield, Cllr Stoddart, Cllr McCarthy, Cllr Blunt (from the VE Day item onwards), Cllr Dr Fearson and Cllr Hawkins plus the Parish Clerk Mrs Eagling. Others present via video conferencing: Buckinghamshire Councilors S Jenkins and D Town. Three members of the public joined the electronic log-in (no visual links) including the agent for the application relating to the Duke of Wellington Public House. Apologies: It was RESOLVED to accept apologies from Cllr Mitra (poor health). Absent: Cllr Weber.
2/20	DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS It was noted that all councilors 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 to Pitstone Memorial Hall Charity. Cllr Sainley declared interests as an allotment tenant and Chair of National Trust Ashridge Estates Committee. No agenda items related to these matters. Cllrs Hawkins and Nicholls declared that they knew the applicant for the planning application relating to the Duke of Wellington public house site, neither had a pecuniary interest. Cllr Sainley declared that he knew the applicant for the Windmill Pre-School grant but had no pecuniary interest.
3/20	QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS 1) None of the members of the public attending the meeting wished to table any questions. 2) No councilors with declared interests wished to speak about those matters during the public session.
4/20	RECEIVE REPORTS FROM UNITARY COUNCILLORS Buckinghamshire Council councillor Sandra Jenkins advised that the garden waste collection service was re-commencing from 11 May and the Aston Clinton refuse site would be able to re-open once government legislation permitted (police guidelines count tips to the trip as non-essential and therefore residents could be stopped and fined if the tip opens before the government guidelines change. Councilors had now been allocated to their various committees for the forthcoming year.
5/20	MINUTES OF THE MEETING held on 26/3/2020. It was RESOLVED that the draft minutes of the Pitstone Parish Council Meeting held on 26 March 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.
6/20	REMOTE MEETINGS / CORONAVIRUS LEGISLATION 1) It was RESOLVED 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. 2) It was RESOLVED to approve use of remote meetings enabled by the above legislation. 3) It was RESOLVED to set the following associated standing orders for this period: a. Most members can access meetings via both audio and visual links, therefore voting will take place via a show of hands and/or verbal confirmation.

- 1) Castlemead Issues: Last dwelling occupied spring 2014. Still to be brought up to adoptable standard by Taylor Wimpey before Bucks County Council can adopt.
- 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 will not 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 within 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 (£10k). Installed.
- 5) Drainage problem reported to AVDC, who are liaising with Bellway. Bellway appointed a maintenance company to care for the play space for the 24-month period.
- 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. BCC to adopt highways prior to PPC adopting lighting. Replacement columns along Vic Rd not yet installed. Will not 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 – last eta Spring 2020.

Where third parties are responsible:

The following updates to matters arising were noted but not discussed in detail, and are replicated below to aid members of the public:

CLERK'S REPORT

7/20

- b. Where issues arise, and it is unclear how a member may be voting, the Chairman will specifically ask individuals to confirm how they are voting.
- c. If a member wishes to speak, and has visual link, they will raise their hand. If the member has no visual link, they should 'unmute' or raise a comment within the chat stream.
- d. If a member needs to withdraw from the meeting due to an interest, the Chairman will be able to move that individual to the 'breakout room' on a temporary basis and then collect them again and enable that member to re-join the meeting once that agenda item has been concluded.
- e. If there are agenda items that need to be debated in confidential session, then these should be tabled at the end of the agenda wherever possible, to enable members of the public to be moved to the breakout room or to depart if they wish.
- f. Members will receive all papers electronically only.
- 4) It was **RESOLVED** to continue with the 'annual' meeting in May along with associated review of appointments etc.
- 5) It was **RESOLVED** to postpone consideration of the Annual Assembly until more details of any potential lifting of current restrictions was known. Therefore, reconsider in May.
- 6) It was **RESOLVED** that no dedicated Zoom account was required at present. It was **RESOLVED** 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.
- a. In particular the previous decisions relating to capital expenditure of redevelopment of the pavilion site were re-resolved via a unanimous vote.
- b. There were no previous decisions that the Parish Council wished to amend, all were reconfirmed, with the exception that invoices would now be passed to Cllr Nicholls for checking when the clerk passes across the minutes and signature paperwork.

Handwritten initials/signature

- 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 Pistone Guide: being reviewed/undertaken by Cllrs Stoddard and Nicholls. Council will enlist the assistance of the Parish Assistant.
- 5) Signage for Local Wildlife Site: Cllr Stoddard producing draft. Council will enlist the assistance of the Parish Assistant.
- 6) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber.
- 7) The Fightle Open Space: Cllr Weber investigating land ownership.
- 8) Youth Café subscription website: Cllr Nicholls investigating.
- 9) WI: Contractor agreed to hold the table until play space completed.
- 10) Purchase of the Leisure Land: Parcel 1 now processed by Land Registry. Parcel 2 to complete at the same time as the PDA sale (delayed).
- 11) GPC: Will need to make eligibility declarations in May 2021, after next election. Clerk qualified. At least two thirds of members must be elected not co-opted or appointed.
- 12) Recruitment of Assistant Youth Worker: On hold due to Covid-19. Review again July.
- 13) Pavillion Floodlighting: Pending. Further information supplied by P&IUF&C for the parish council to utilise when formulating a planning application.
- 14) Pavillion Pitch Surround and Advertising: Discussed initially with P&IUF&C. To be progressed in due course. Rates to be determined.
- 15) Recycling scheme information and collection points: On hold until the summer. Local volunteer no longer collecting due to Coronavirus.
- 16) Potential Lease of land to 1st Ivingshoe & Pistone Scouts: Draft Heads of Terms produced by Horwood & James and supplied to 1st Ivingshoe & Pistone Scouts for consideration. No feedback received to date.

Within the scope of the parish council:

- 8) PDA: £58,800 per hectare open space land; £74k towards enhancing local bus services; £216,584 sports & leisure contribution to Pistone Safety Scheme; PDA Lighting: The Parish Council has approved the one column on Vicarage Road opposite the new entrance. Developer & BCC advise that internal roads will be private and therefore no requirement to adopt lighting.
- 10) PDA road names: "Poultons Meadow" and "Icknield Garden" confirmed as new road names.
- 11) Land off Westfield Road/The Mounds: with Taylor Wimpey legal department.
- 12) Community Governance Review/Review of parish councillor numbers: Increase to 11 members approved by AVDC. Will not take effect until next full election (May 2021).
- 13) 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. TFB to resolve flooding under Cheddington Road bridge - works ongoing. Collapsed Queen Street footpath - TFB added to program of works in June 2019, date tbc.
- 14) Safety Scheme works outside Brookmead: IPC and PFC awaiting result of funding application to LAF.
- 15) Safety Scheme works by Westfield Road Junction: unable to progress until Westfield Road adopted by BCC.
- 16) 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.
- 17) Safety Scheme works along Marsworth Road: On hold pending above responses from BCC/LAF.
- 18) Pistone Allotment Association water project: PAA to provide further details of their proposals in due course.
- 19) Mapping Rights of Way 2026 legal deadline: Pistone aspect of project being undertaken by local resident volunteer.
- 20) Luton Airport Noise Monitoring program: Pistone was monitored during October/November 2019. Report not yet available online.
- 21) Place Based Devolved Services Pilots: consideration of applications placed on hold by Buckinghamshire Council.
- 22) Devolved Services extension of contract: signed and returned by Buckinghamshire Council so now in force.

- 1) It was noted that no committee meeting had taken place during the month and no report was due.
- 2) It was noted that the council had been required to replace the play space gate security with bicycle padlocks following vandalism of the initial cable ties. Cost £55,92.
- 3) It was noted that P&UFC have been reissued with Occupational Licences for the forthcoming season for both sites. Will be counter-signed by the parish council in due

SPORTS AND LEISURE COMMITTEE – CLLR SAINTFY, CHAIR OF COMMITTEE

Mr Andrew Whiteley, Agent, left the meeting.

- 3) Decisions: 35 Glebe Close, 20/00664/APP, amendment to 19/04405/APP, single storey rear extension; BC approved (PPC tendered no objection). Applications outstanding with Buckinghamshire Council: The Rear of the Bell/Haldi, 7 Queen Street (it was noted that BC were now consulting on an amended plan, which would be included on the May parish council agenda), Portland House, 49 Old Farm, 140 Vicarage Road plus Land to the Rear of 140 Vicarage Road. Enforcement outstanding with Buckinghamshire Council: 7 Church Road (20/00102/CON3) and Land to the Rear of 140 Vicarage Road (20/00179/CON3).
 - 4) Applications outstanding with Buckinghamshire Council: The Rear of the Bell/Haldi, 7 Queen Street (it was noted that BC were now consulting on an amended plan, which would be included on the May parish council agenda), Portland House, 49 Old Farm, 140 Vicarage Road plus Land to the Rear of 140 Vicarage Road.
 - 5) Enforcement outstanding with Buckinghamshire Council: 7 Church Road (20/00102/CON3) and Land to the Rear of 140 Vicarage Road (20/00179/CON3).
- go to Marsworth but Pitstone would be most affected.
- and Anglian Water sewerage system addressed (g) developer contributions would affordable housing included (e) impact on street scene both from Cooks Wharf under Cheddington Road bridge both prohibiting access to Pitstone (d) no amenity at Cooks Wharf (c) highway concerns re junction with B489 and flooding size of site and the size of the Cooks Wharf settlement (b) lack of residential opposed to this application on the grounds of (a) too many properties both for the following discussion, it was RESOLVED to advise BC that the Parish Council was Buckinghamshire Council. Several objections were noted on the planning portal. was RESOLVED to accept comments from the Agent who provided additional background information and details of the pre-application discussions with boundary it was RESOLVED to consider the application and submit comments. It lies within the parish of Pitstone. As the site is so close to Pitstone's parish parish of Marsworth but is on the boundary line, so the opposite side of the road refuse & drainage access. It was noted that this application site lies within the Wharf, Cheddington Road, Marsworth, 20/01291/AOP, erection of 19 new dwellings and the creation of access for the neighbouring boat club for disabled, application. It was further RESOLVED to ask BC to check if the application site was a listed building and to ensure that the proposals complied if necessary. 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. It was noted that this application site lies within the parish of Marsworth but is on the boundary line, so the opposite side of the road lies within the parish of Pitstone. As the site is so close to Pitstone's parish boundary it was RESOLVED to consider the application and submit comments. It was RESOLVED to accept comments from the Agent who provided additional background information and details of the pre-application discussions with Buckinghamshire Council. Several objections were noted on the planning portal. Following discussion, it was RESOLVED to advise BC that the Parish Council was opposed to this application on the grounds of (a) too many properties both for the size of site and the size of the Cooks Wharf settlement (b) lack of residential amenity at Cooks Wharf (c) highway concerns re junction with B489 and flooding under Cheddington Road bridge both prohibiting access to Pitstone (d) no affordable housing included (e) impact on street scene both from Cooks Wharf and from the canal (f) check any complications arising from Thames Water supply and Anglian Water sewerage system addressed (g) developer contributions would go to Marsworth but Pitstone would be most affected.
- 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. No objections had been received. It was RESOLVED to advise BC that the Parish Council had no objection to this application.
 - b. Robin Cottage, 26 Chequers Lane, 20/01254/APP, replacement of orangery with single storey rear extension. No objections had been received. It was RESOLVED to advise BC that the Parish Council had no objection to this application.
 - 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. It was noted that this application site lies within the parish of Marsworth but is on the boundary line, so the opposite side of the road lies within the parish of Pitstone. As the site is so close to Pitstone's parish boundary it was RESOLVED to consider the application and submit comments. It was RESOLVED to accept comments from the Agent who provided additional background information and details of the pre-application discussions with Buckinghamshire Council. Several objections were noted on the planning portal. Following discussion, it was RESOLVED to advise BC that the Parish Council was opposed to this application on the grounds of (a) too many properties both for the size of site and the size of the Cooks Wharf settlement (b) lack of residential amenity at Cooks Wharf (c) highway concerns re junction with B489 and flooding under Cheddington Road bridge both prohibiting access to Pitstone (d) no affordable housing included (e) impact on street scene both from Cooks Wharf and from the canal (f) check any complications arising from Thames Water supply and Anglian Water sewerage system addressed (g) developer contributions would go to Marsworth but Pitstone would be most affected.

PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE

- 1) It was RESOLVED to note receipt of the draft minutes of the Planning Committee meeting held 16/4/20.
- 2) Applications:

Committee Matters:

The list of correspondence received during the month was noted. It was noted that Buckinghamshire Council was going to erect a parking suspension/cones around the Westfield Road roundabout to deter parking on the verge by the quarry. No matters required further discussion that were not already tabled to the agenda.

CORRESPONDENCE

The meeting was paused for 5 minutes to allow attendees to participate in the 8pm Clap for Carers & The 100th Birthday of Captain Tom Moore, NHS Fundraising Hero.

- 17) Environmental/Carbon Audit: On hold due to Covid-19 & pavilion works. Review October.
- 18) Rights of Way: In due course, review all RoW maintenance with landowners.

DN

- 4) The parish council is waiting for a response from P&ICU to establish if they are fielding a team next season before issuing a licence. It was **RESOLVED** to commission the remove of sprouts near the bases of 5 trees on the Recreation Ground and Local Green Space by The Crescent, when safe working within the government guidelines permitted.
- 5) Pavilion Improvements, Phase II:
- a. The update on the proposed Football Foundation F&SIF grant application was noted, along with the associated timescales, including notification date of 9/6/2020.
 - b. It was **RESOLVED** that the Sports & Leisure Committee had delegated powers, to progress with decisions relating to the contract with Neville's, ahead of the final FF notification, if this could be progressed prior to 9/6/2020.
 - c. It was noted that Buckinghamshire Council had been approached for extra financial assistance with the required contingency level costs and internal fit-out of the function room and office. The parish council is awaiting approval. It was noted that NHB claim 1 for £24,700 net submitted to Buckinghamshire Council for payment.
 - d. The following updates from the professional project team/sports & leisure committee members were noted and it was **RESOLVED** to counter-approve:
 - 1. It was noted that the proposed change to external doors had not passed Building Control and therefore was not being progressed.
 - 2. It was noted that the proposed change to flooring was not being progressed as there were concerns over durability due to the thinner product.
 - 3. It was noted that a proposed change to heating in the existing building was not being progressed due to higher running costs and electrical loading requirements.
 - 4. It was noted that a proposed change to the asphalt construction was not being progressed due to potential wear to surfacing caused by the thinner surface.
 - 5. It was noted that a VE proposal to move from copper to carbon steel pipework had been accepted (£2k saving).
 - 6. It was noted that a VE proposal to replace the ASHP with a gas fired boiler in the changing village extension had been accepted (£20,580 saving) as it would have taken over 20 years to recoup the original costs.
 - 7. It was noted that a revised cellular soakaway structure was under consideration by the structural engineer.
 - 8. It was noted that there may be an opportunity for cost savings from retaining some existing floor screed, but this would not be known until work commenced.
 - f. Kitchen
 - 1. It was noted that the catering company had recently withdrawn from negotiations relating to an Occupational Licence of the kitchen. It was further noted that this would have implications for the kitchen fit-out, which would be investigated and circulated to members.
- 6) Leisure Development on the Recreation Ground:
- a. Play Space:
 - 1. It was noted that works had needed to be postponed due to the Coronavirus outbreak and compliance with the new legislation. New commencement date to be advised once guidelines permit.
 - 2. It was noted that Huck had requested 50% towards the cost of materials held but that this did not comply with the terms of our JCT contract therefore discussions between PPC and Huck were ongoing. Claim 1 of \$106 funding for £40,055.13 had been submitted to Buckinghamshire Council and would be passed for payment once the situation with Huck had been resolved.
 - b. Skate Park:
 - Project currently on hold due to Covid-19 and associated implications on neighbouring developments.
- 11/20 **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 23/3/2020.

- 23/20 MEMBERSHIPS 1) It was RESOLVED to renew the annual membership with BMKALC/NALC/LCR (Cost £553.25 per annum).
- 22/20 POLICIES It was RESOLVED to approve the updated Community Self-Help Plan following the annual review and the Chairman was duly authorised to sign on behalf of the council.
- 21/20 NOTICEBOARDS It was RESOLVED to appoint Abode Solutions to carry out renovation work to all noticeboards, as listed in the quotation, at a cost of £990. It was further RESOLVED to treat all backboards with black flexible paint at an additional cost of £35. It was noted that the black backs would be visible in some instances. It was agreed to try and get an estimate of cost for next years renovation to include within the budget process in October.
- 20/20 STREET LIGHTING It was noted that the roll out of LED lanterns needed to be postponed as both the lantern supplier and lighting contractor were on shut-down due to Covid-19.
- 19/20 CHILDREN'S COMPETITION No ideas submitted for consideration. Members to consider and supply ideas ahead of the next meeting.
- 18/20 DEVOLVED SERVICES It was noted that there were no matters for discussion this month. Annual payment and signed agreement received from Buckinghamshire Council.

Other Matters:

- 17/20 COMMUNITY AND PUBLIC TRANSPORT 1) Community Bus - Project progression on hold until post Covid-19.
2) Community Car Scheme - It was noted that there were no matters for discussion this month. Bookings remain low due to Covid-19. Buckinghamshire Council can now also assist via re-utilised school bus transport network.
- 16/20 PITSTONE DEVELOPMENT AREA Nicholas King Homes to confirm the timescales for the construction of the MUGA, and the construction of the replacement car park & lighting, in due course.
- 15/20 HIGHWAYS AND PATHS 1) Tring Station - Cycle-path
a. HCC provided a copy of the presentation slides from the recent meeting and the arising minutes, which have been circulated to members, attendees of previous meeting, and published on our website.
b. No further update from WMT/Dacorum Community Transport re any potential scheme for Tring station that may be able to encompass Pitstone.
2) HS2 Road Safety Fund
It was noted that an enquiry had been submitted to Buckinghamshire Council, but no response had yet been received.
- 14/20 YOUTH CAFE: It was noted that there were no matters for discussion this month. Café remains closed due to Covid-19, but the Café Manager is investigating weekly on-line activities (commencing with a quiz this Wednesday) and stock-take/clear-out of container once government guidelines permit.

Working Group Matters:

- 13/20 PITSTONE RECREATION GROUND CHARITY 26/3/2020
It was RESOLVED to note receipt of the draft charity minutes following the meeting held on report due.
- 12/20 PITSTONE PARISH CHARITY It was noted that there had been no committee meeting during the month and therefore no report due.

Charity Matters:

- 2) It was noted that Buckinghamshire Council had been unable to assist with the procurement of face masks so PFC had placed an order directly with a supplier so that protection can be issued to employees if/when the government advice changes.

- 2) It was RESOLVED to renew the annual membership with SLC for the Clerk (Cost £202.00 per annum).
- 3) It was RESOLVED to renew the annual membership with CIB Community Buildings Forum (Cost £60 per annum, paid in 2 x £30 instalments).
- Cllr Blunt joined the meeting. One member of the public departed the meeting.
- 24/20 **VE DAY**
 - 1) It was RESOLVED to display the silent soldiers by Pitstone Memorial Hall and in the grass verge on Marsworth Road from 1-14/5/2020, being the 2 weeks either side of VE Day 75th Anniversary on 8/5/20, and to meet the minimal associated cost. It was noted that the WI had knitted poppies mounted onto sticks to display around the feet of the soldiers.
 - 2) It was further RESOLVED to include information on the website/Facebook/Twitter feed re the Buckinghamshire Council, British Legion and Bletchley Park suggestions and programs for virtual VE day celebrations.
- 25/20 **ITEMS RAISED BY THE PUBLIC**
 - It was noted that no matters had been raised by members of the public that had not been resolved during the month.
- Financial Matters:
 - 26/20 **QUARTERLY CONSIDERATION OF GRANT REQUESTS**
 - 1) It was RESOLVED to award of donation of £2,000 to South Central Ambulance Service to enable the procurement of a dedicated second Community First Responder Kit for Pitstone now that an additional responder has come on-line.
 - 2) It was RESOLVED to award a donation to Windmill Pre School for £150 to enable the production of resource packs for parents during the Covid-19 outbreak.
 - 27/20 **QUARTERLY VAT RETURN**
 - It was noted that the Q4 VAT return had been submitted and that HMRC had refunded £13,117.67.
 - 28/20 **AUDIT AND YEAR END FINANCIALS**
 - 1) Year End Following consideration by members, it was RESOLVED to approve the year-end asset register, creditors & debtors, bank reconciliations, year-end financial notes, and draft annual return figures for submission to internal audit.
 - 2) Internal Audit
 - a. It was noted that due to Covid-19 that the internal audit would now be conducted by IAC remotely on 12/5/2020.
 - b. It was noted that IAC had provided a long list of documents required for submission and had subsequently approved for these to be submitted via an encrypted zip file via WeTransfer.com to ensure integrity and confidentiality of data.
 - 3) External Audit
 - a. It was RESOLVED to note the introduction of the Accounts & Audit (Coronavirus)(Amendment) Regulations 2020 and the associated implications for the external audit.
 - b. It was RESOLVED to submit the accounts to the external audit at the earliest opportunity following the internal audit report consideration, and to find a way to fulfill any requests relating to the exercise of public rights if required.
 - 29/20 **BANK TRANSFERS**
 - 1) It was RESOLVED to transfer £2,144.90 from the NatWest Accrual S106 Account to the Unity Trust bank account. It was RESOLVED to approve the letter to NatWest to request the transfer from the S106 account to the NatWest Current Account. Once in the Current Account it was RESOLVED submit the NatWest cheque for the same amount to the Unity Trust Bank account.
 - 2) It was noted that council had already undertaken the transfer of funds from the reserve accrual account. Therefore, no further year end transfer from this account required.
 - 30/20 **ANNUAL REVIEW OF BANKING DETAILS**
 - It was noted that the annual review of banking details held for suppliers had been completed.
 - 31/20 **FINANCIAL POSITION AND PAYMENTS**
 - 1) The council noted the income, expenditure, debtors and creditors' information, bank reconciliation and budget monitor along with the pavilion project summary and play space summary.

- Apoint new Chairman/Vice Chairman & Committee Members (Chairman must sign Declaration of Acceptance of Office if appointing)
- Re-approve dd/s/standing order payments and all those which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year
- Annual review of bank mandates & actual banking arrangements
- Annual review of Financial Regulations
- Annual review of Risk Assessment
- Annual review of Risk Assessment
- Annual review maintenance schedule arrangements for pavilion
- Re-confirm electronic receipt of council information
- Annual review youth cafe policies
- Annual review of Standing Orders
- Annual review of assets (by members) and approval of asset register
- Review the policy on use of the recreation ground/village green for regular hall hirers

No further agenda items were requested.

The next meeting of the Parish Council is scheduled for 21/5/20. It was noted that the following would appear on the May agenda:

DATE OF NEXT MEETING:

35/20

- Parish Council meetings: 21/5/20, 25/6/20, 30/7/20, 20/8/20 (if required), 24/9/20, 22/10/20, 26/11/20 then 7/1/21.
- Draft dates for 2021: 7/1/21, 28/1/21, 25/2/21, 25/3/21, 29/4/21.
- Sports and Leisure Committee meetings: 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.
- Draft dates for 2021: 14/1/21, 11/2/21, 11/3/21, 8/4/21.
- Annual volunteer event: draft date 2/11/21.
- PPP Publication dates: January, April, July, and October
- Election now May 2021. Annual meeting of the council now May 2021.
- Play around the Parishes booked for 10-12 on Fri 31/7/19 and 2-4 on 11/8/19
- Roman James Memorial Fun Day 30/8/2020.
- BALC Exec/Parish Liaison Meeting : 29/7/20, 21/10/20, AGM 20/11/20 – Cllr Saintey attending.

The following reminders were noted:

REMINDERS:

34/20

- 1) The mVAS reports for Cheddington Road and Vicarage Road February/March were noted.
- 2) The problems being experienced with the Westfield Road mVAS were noted.
- 3) It was noted that Transport for Bucks were undertaking roadside weed spraying again this year and therefore no action was required from the parish council.
- 4) It was noted that the quarterly review of information on the website was being conducted by the Parish Assistant.
- 5) The last edition of PPP had not been printed and contributors were being asked if they wished to review their material eg if physical events may be converted into virtual events re Covid-19. An update would be provided to the next meeting.
- 6) The other reports were noted.

OTHER REPORTS

33/20

Reports and Reminders:

INTERNAL CONTROLS 32/20
 The regular internal controls had been conducted with no amendments requested or issues arising.

2) It was **RESOLVED** to make the payments and transfers outlined in the monthly financial summary. Two councillors were authorised to make the BACS authorisations. The chairman was duly authorised to sign the monthly summaries.

36/20 CLOSURE OF MEETING: There being no further business to be transacted, the Chairman closed the meeting at 9.20pm.

Signed:

Don N. May

Chairman

Date:

22/5/2020

