


PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 25 June 2020
via electronic log-in commencing at 7.30pm

Date	Topic
75/20	<p>ATTENDANCE AND APOLOGIES</p> <p>Council present via video conferencing: Cllr Nicholls (Chair), Cllr Sainley (Vice Chair), Cllr Mrs Crutchfield, Cllr Mrs Stoddart, Cllr McCarthy, Cllr Blunt, Cllr Weber, Cllr Hawkins and Cllr Dr Fearson (from Sports & Leisure onwards) plus the Parish Clerk Mrs Eagling.</p> <p>Cllr Mrs Crutchfield, Cllr Mrs Stoddart, Cllr McCarthy, Cllr Blunt, Cllr Weber, Cllr Hawkins and Cllr Dr Fearson (from Sports & Leisure onwards) plus the Parish Clerk Mrs Eagling.</p> <p>Others present via video conferencing: none.</p> <p>Apoloiges: It was RESOLVED to accept apologies from Cllr Mitra (poor health) and Buckinghamshire Councillor S Jenkins.</p>
76/20	<p>DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS</p> <p>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.</p> <p>Cllr Crutchfield declared interests as an allotment tenant/member of PAA and as a trustee to Pitstone Memorial Hall Charity. Cllr Crutchfield declared that the applicant re 4 Pleasant View Cottages was known to her and requested another councillor Chair this section of the meeting. Cllr Weber declared that the planning application relating to Walnut Barn was opposite his property. Cllr Sainley declared interests as an allotment tenant and Chair of National Trust Ashridge Estates Committee.</p>
77/20	<p>QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS</p> <p>1) No questions were tabled from the public gallery.</p> <p>2) No councillors with declared interests wished to speak about those matters during the public session.</p>
78/20	<p>REPORTS FROM UNITARY COUNCILLORS</p> <p>Neither Buckinghamshire Councillor Derek Town nor Sandra Jenkins were present.</p>
79/20	<p>MINUTES OF THE MEETING held on 21/5/2020.</p> <p>It was RESOLVED that the draft minutes of the Pitstone Parish Council Meeting held on 21 May 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.</p>
80/20	<p>CLERK'S REPORT</p> <p>The following updates to matters arising were noted but not discussed in detail, and are replicated below to aid members of the public:</p> <p>Where third parties are responsible:</p> <ol style="list-style-type: none"> 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. Castlemead Lighting: PFC 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. 2) Castlemead Public Open Space Phase III: TW to AVDC. TW resolving an issue re charge to original landowner. 3) 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 PFC adopting. Not on maintenance yet as unresolved sewerage issue. PFC not required to adopt until close of 12 months maintenance period. 4) Vicarage Road Open Space/EAP: PFC has agreed to adopt the open space within Vicarage Road post completion certificate being issued by AVDC & 2-year maintenance 5) Vicarage Road Open Space/EAP: PFC has agreed to adopt the open space within Vicarage Road post completion certificate being issued by AVDC & 2-year maintenance

3/7/20



- 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. Bellway advise that they anticipate being back on site after the bank holiday weekend to complete the seeding etc around the play area, and will then look to open it to the public (under the care of their maintenance company).
- 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): No visibility of work date.
- 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. 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) Land off Westfield Road/The Mounds: with Taylor Wimpey legal department.
- 11) 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).
- 12) TFB issues: BCC to consider reconstruction of Vicarage Road footpath from Tun Furlong towards Church Road for 2020/21 budget. Globe 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.
- 13) Safety Scheme works outside Brookmead: IPC and PPC awaiting result of funding application to LAF.
- 14) Safety Scheme works by Westfield Road junction: unable to progress until Westfield Road adopted by BCC.
- 15) 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.
- 16) Safety Scheme works along Marsworth Road: On hold pending above responses from BCC/LAF.
- 17) Pitstone Allotment Association water project: PAA to provide further details of their proposals in due course.
- 18) Mapping Rights of Way 2026 legal deadline: Pitstone aspect of project being undertaken by local resident volunteer.
- 19) Luton Airport Noise Monitoring program: Pitstone was due to be monitored during October/November 2019 but no location identified. Put on monitoring program for January-March 2020 but located at a farm in Wilstone (apparently the closest available location). Cannot re-collect the monitor until lockdown eased. Then report will need to be compiled and published.
- 20) Place Based Devolved Services Pilots: Buckinghamshire Council provided an update and will be in touch in August.
- 21) Quarry 2: The quarry itself and Northfield Road fall within Hertfordshire. Any criminal activity or parking issues in these locations should be reported to Hertfordshire Constabulary. Buckinghamshire Council owns and maintains the grass verge on Upper Icknield Way. They have installed a parking suspension and are patrolling and ticketing any vehicles that do not comply. They are also investigating installing a rural clearway (see correspondence section). BC advise they will increase litter picking (currently every 4-months). Criminal activity within Buckinghamshire eg anti-social behaviour, drink/drug driving etc should be reported to Thames Valley Police. Trespas into the quarry is a civil and not criminal offence, requiring prosecution to be brought by the landowner. Complaints relating to people trespassing, litter, insecure site, signage etc should be directed to the landowner.
- 22) HS2 road safety fund: awaiting response from BC.
- 23) Sustainable Transport fund: asked both BC and HCC to consider applying for funding towards the Tring station cycle path and Pitstone Safety Scheme.
- 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) Youth Cafe subscription website: Cllr Nicholls investigating.
- 4) Public Sector Bodies (websites and mobile applications) Accessibility Regulations 2018: Accessibility Statement with link to Enforcement Procedure needs to be based on

Within the scope of the parish council:

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- 1) It was noted that no meeting had been held during the month and therefore no report was due.
- 2) Applications:
 - a. **Walnut Barn, Cheddington Road, 20/01702/APP**, side and rear lean-to additions to existing outbuilding. Cllr Weber withdrew from any discussion relating to this application. The parish council had received no objections from residents. Following consideration, it was **RESOLVED** to advise Buckinghamshire Council that the parish council had no objections to this application.
 - b. **Honeysuckle Lodge, Groomsby Drive, 20/01687/APP**, remove old wooden door in rear of double garage and replace with wooden window to match existing and

82/20 PLANNING COMMITTEE - CLLR CRUTCHFIELD, CHAIR OF COMMITTEE

Committee Matters:

- 1) The draft information provided by Buckinghamshire Council relating to a rural clearway near the quarry was discussed. It was **RESOLVED** to advise BC that they were grateful for their support but were concerned that vehicles would park along Northfield Road unless the measures were taken in conjunction with Hertfordshire County Council installing a similar prohibition at the same time.

81/20 CORRESPONDENCE

- 25) External Audit of Accounts for year ending 31/3/2020: submitted to PKF Littlejohn and Exercise of Public Rights information published.
- 24) Design a Sign: only outstanding action is to post the winners a copy of PPP publicly once PPP printed.
- 23) Windsor Road Playground Gate: now installed.
- 22) Allotment track: complete.
- 21) Noticeboards: renovation commissioned. Vicarage Road complete (except Perspex replacement). Cheddington Road complete.
- 20) Devolved Service/groundworks: siding out of Green Lane will be undertaken by contractor when guidelines permit.
- 19) Sports Pitch Occupational Licences: P&CUFC now completed. Football Foundation requested amendment to P&UFC licence (see later agenda item).
- 18) Rights of Way: Buckinghamshire Council to advise if they wish to continue as is, or if they would like the Parish Council to liaise with landowners.
- 17) Environmental/Carbon Audit: On hold due to Covid-19 & pavilion works. Review October. Company advise that it is undertaken shortly after hand-over of new pavilion so can influence hire behaviour.
- 16) Potential Lease of land to 1st Ivinghoe & Pitstone Scouts: Draft Heads of Terms produced by Horwood & James and supplied to 1st Ivinghoe & Pitstone Scouts for consideration. No feedback received to date.
- 15) Recycling scheme information and collection points: On hold. Local volunteer no longer collecting due to Coronavirus.
- 14) Pavilion Pitch Surround and Advertising: To be progressed in due course. Rates to be determined. Full proposal to be developed by end of year, to apply for FF March 2021 funding round.
- 13) Pavilion Floodlighting: Liaising with P&UFC and FF. Planning application to be prepared. Full proposal to be developed by end of year, to apply for FF March 2021 funding round.
- 12) Recruitment of Assistant Youth Worker: On hold due to Covid-19. Review again once know what new normal for youth cafe may be.
- 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.
- 10) Purchase of the Leisure Land: Parcel 2 to complete at the same time as the PDA sale (delayed).
- 9) The Fightle Open Space: Cllr Weber investigating land ownership.
- 8) WI: Contractor agreed to hold the table until play space completed. WI have agreed to supply a replacement plaque so one of the new benches can be commemorated.
- 7) Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber.
- 6) Signage for Local Wildlife Site: liaising with Taylor Wimpey re possibility
- 5) Online Pitstone Guide: being reviewed/undertaken by Parish Assistant documents for approval to appear on July agenda.
- 4) issued by government on 21/5/19. Cllr Nicholls in the process of adapting for our website. Must legally be fully compliant by September 2020. Full update and draft of standard template which is being issued by central Government in early 2019. Draft

brick up bottom half with brick to match existing. The parish council had received no objections from residents. Following consideration, it was **RESOLVED** to advise Buckinghamshire Council that the parish council had no objections to this application.

4 Pleasant View Cottages, Marsworth Road, 20/01953/AP, first floor rear extension. Cllr Crutchfield withdrew from all discussion relating to this application and Cllr Nicholls chaired this agenda item. The parish council had received no objections from residents. Following consideration, it was **RESOLVED** to advise Buckinghamshire Council that the parish council had no objections to this application. Cllr Crutchfield resumed chair of the planning section of the meeting.

None of these applications required the parish council to request Buckinghamshire Councillor D Town recommend call-in to committee.

Unit 5 Quarry Court, 20/01130/AP, installation of first floor mezzanine: BC approved (PFC tendered no objections).

7 Queen Street, 20/00566/AP, 2 storey and single storey rear extension: BC approved (PFC tendered queries and deferred to BC).

140 Vicarage Road, 20/01029/AP, side porch extension: BC approved (PFC tendered no objections)

Robin Cottage, 26 Chequers Lane, 20/01254/AP, replacement of orangery with single storey rear extension: BC approved (PFC tendered no objections)

Portland House, Westfield Road, 20/00752/AP & 20/00753/ALB, Refurbishment of the existing building to include replacement of existing single glazed to double glazed windows, replacement of external air-conditioning condenser units and minor alterations to the internal partition layouts: BC approved (PFC tendered no objections)

Applications outstanding with Buckinghamshire Council: The Rear of the Bell/Haldi, 49 Old Farm, Land to the Rear of 140 Vicarage Road and Land adjacent to the Duke of Wellington PH.

Enforcement outstanding with Buckinghamshire Council: 7 Church Road (20/00102/CON3) and Land to the Rear of 140 Vicarage Road (20/00179/CON3).

SPORTS AND LEISURE COMMITTEE – CLLR SAINTY, CHAIR OF COMMITTEE

It was **RESOLVED** to note receipt of the draft Sports & Leisure Committee minutes relating to the meeting held on 11/6/2020.

It was further **RESOLVED** to counter-approve the agreed revisions to the Neville's contract work and the insurance implications for both the contract works and full council insurance.

3) Pavilion Improvements, Phase II:

a. Funding:

Following the earlier consultation of members electronically, it was formally **RESOLVED** to accept all the terms within the Football Foundation grant offer of up to £35,924/4% of relevant invoices. Two members of council were duly authorised to sign on behalf of the council.

It was **RESOLVED** to make the necessary amendment to the Occupational Licence for P&L/F&C requiring the parish council to commit to maintaining the senior football pitch to FA 'good' standard for the duration of the clawback period ie 10 years. A member of council was duly authorised to sign on behalf of the council.

b. Assets and Write Off:

Following the clear out of the pavilion site, it was **RESOLVED** to write-off: The following items, listed on the asset register, either disposed of as part of the pavilion clear out or will be disposed of as part of the construction process:

i. 10 x plastic chairs, purchased 2008, value £123 (write-off immediately)

ii. 1 x round picnic table purchased in 2017 with donation supplied by WI, value £164 (write off immediately) The WI have confirmed that they would be happy to supply a new plaque and for it to be mounted on one of the new picnic tables going into the Huck play space, so that the sentiment can be continued.

3) Decisions:

a. Unit 5 Quarry Court, 20/01130/AP, installation of first floor mezzanine: BC approved (PFC tendered no objections).

b. 7 Queen Street, 20/00566/AP, 2 storey and single storey rear extension: BC approved (PFC tendered queries and deferred to BC).

c. 140 Vicarage Road, 20/01029/AP, side porch extension: BC approved (PFC tendered no objections)

d. Robin Cottage, 26 Chequers Lane, 20/01254/AP, replacement of orangery with single storey rear extension: BC approved (PFC tendered no objections)

e. Portland House, Westfield Road, 20/00752/AP & 20/00753/ALB, Refurbishment of the existing building to include replacement of existing single glazed to double glazed windows, replacement of external air-conditioning condenser units and minor alterations to the internal partition layouts: BC approved (PFC tendered no objections)

4) Applications outstanding with Buckinghamshire Council: The Rear of the Bell/Haldi, 49 Old Farm, Land to the Rear of 140 Vicarage Road and Land adjacent to the Duke of Wellington PH.

5) Enforcement outstanding with Buckinghamshire Council: 7 Church Road (20/00102/CON3) and Land to the Rear of 140 Vicarage Road (20/00179/CON3).

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- a. **Premises Licence**
1. It was **RESOLVED** to apply for the Premises Licence and waiver of DPS requirement, acknowledging that the Parish Council would therefore take on responsibility for alcohol sales at the premises. It was further **RESOLVED** that to help manage this risk, that the Parish Council would require any hirer wishing to sell alcohol to have a Personal Licence holder on site throughout their hire period.
 3. It was **RESOLVED** that no permission would be granted for any alcohol to be stored at the site at any time.
 4. It was **RESOLVED** that the council would charge for both the hire of the premises and for storage of any items at the site if permission were so granted.

4) **Other Pavilion Matters:**

- c. **Contract Works and Revisions:**
1. It was **RESOLVED** to note receipt of the progress updates and photographs. It was noted that the container would not now be relocated until September.
 2. The feedback regarding the condition of the existing benches was considered. It was **RESOLVED** to approve the purchase and installation of new benches throughout. Estimated cost in the region of £2.2k but exact figure to be confirmed by Neville Special Projects (NSP).
 3. It was noted that the building had been confirmed as compliant by Bucks Fire and Planning despite inward opening doors. Maximum capacity of function room suite to be no more than 60 to meet fire regulations. It was noted that the premises licence may determine a lower figure.
 4. The aerial specialist had visited the site and a full proposal was anticipated but not yet available.
 5. UK Power Networks had supplied new MPAN details, but these could not be provided to the supplier until post installation. NSP to take all necessary meter readings from old and new meter and advise the parish council.
 6. It was **RESOLVED** to approve the final kitchen layout, providing that Environmental Health raised no objections.

- iii. 1 x additional door, purchased 2015, value £579.17 (write-off once work commences on existing building)
- iv. 1 x kitchen water heater, purchased 2015, value £265 (write-off once work commences on existing building)
- v. NB The building itself is listed on the asset register with a £1 community asset value (full value on insurance). This will be replaced with the new-build value upon completion.
2. The following item was disposed of, following prior resolution by the council:
 - i. 1 x youth shelter, purchased in 2007, original value £9,445. Contractor took this to A G Evans Ltd scrap metal merchants where it received a value of £29,40 + VAT. The cost for the contractor making 2 x trips to Evans, equalled the same amount as the scrap value.
 3. The following items, which all have an individual value under £100 so were not included on the asset register, but which are included on the insurance, were also disposed of (or will be disposed of as part of the refit of the existing building):
 - i. Various self-adhesive/plastic signs eg fire door, mind the step/wash hands etc
 - ii. 61 x plastic chairs and 15 x padded chairs previously donated to the council.
 - iii. 2 x dummy CCTV cameras and 1 x anti-vandal CCTV cage
 - iv. 1 x dummy alarm box
 - v. 4 x toilet brush/holders
 - vi. 1 x washing up bowl
 - vii. Stock take also revealed that of the 40 mugs, only 9 remained; that of the 5 plates, only 3 remained; of the 10 tea-towels, only 3 remained.
 4. Other equipment, such as legionella testing kit, first aid kits, posters, kettle, urn, soap dispensers, sanitary bag dispensers, vacuum etc have all been placed into storage and will be re-used in the new building.

5. The other draft terms and conditions were noted, and it was **RESOLVED** to adopt these once the final amendments had been made.
 - b. **Independent Fire Risk Assessment**
It was **RESOLVED** to commission an independent fire risk assessment, quotations to be obtained for consideration.
 - c. **Electricity Contract**
Given the instability in the utility market, it was **RESOLVED** to postpone considerations of a new contract until October/November.
- Leisure Development on the Recreation Ground:
- a. **Play Space:**
1. It was **RESOLVED** to approve the revised installation program, commencing on 6/7/2020 and running for approximately 8 weeks. All relevant bodies have been advised. CDMPC have approved health & safety.
2. The VAT implications of this work falling at the same time as the pavilion works was discussed (see later agenda item re VAT returns).
3. It was **RESOLVED** that the council wished to retain any surplus bow top fencing so it could be re-used at the skate park etc.
 - b. **Skate Park:**
Project currently on hold due to Covid-19 and associated implications on neighbouring developments.
- Other Open Space Matters:
- a. **Annual playground inspections:**
1. The annual playground inspections for Hever Close and Windsor Road had been undertaken by Wicksteed and the clerk had met with the inspector regarding Covid-19. It was **RESOLVED** to note receipt of the reports arising. All playground equipment was in sound working order and safe.
2. It was **RESOLVED** to commission the clearance of brambles and weeds from both play areas prior to re-opening, from whichever contractor was the cheapest of the quotations sought.
3. It was **RESOLVED** to tighten the base plate of the Hever Close bike springer in due course.
4. It was noted that the Recreation Ground had, in line with the previous resolution, not received an annual inspection as all the equipment was being removed on 6/7/2020 and this playground would not re-open prior to this date.
 - b. **Re-opening of playgrounds & halls:**
1. It was noted that the Government had advised that playgrounds could re-open from 4/7/2020 if they were safe to do so.
2. As per point 4. above, the Recreation Ground playground will remain closed. Signage will be erected, and website/social media posts issued advising residents of the reason.
3. Hever Close and Windsor Road have been safety checked and the parish council **RESOLVED** to work towards re-opening of these sites from 4/7/2020.
4. Initial risk assessment and draft signage were considered, based on the current available guidance provided within "Safer Public Spaces". It is anticipated that further dedicated advice will be issued by the Government prior to 4/7/2020.
i. It was **RESOLVED** to erect signage on all gates – final artwork to be approved prior to issue once all guidelines received – and advise residents of the restrictions via website/social media as well.
ii. It was **RESOLVED** not to install hand washing or sanitising stations due to the costs, timescales, vandalism, and theft.
iii. It was **RESOLVED** to re-commence weekly asset checks from 4/7/2020 and to remind staff of the safety precautions they needed to take when handling equipment.

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- 6) It was **RESOLVED** to arrange a meeting with the cafe manager in July to discuss the contract renewal for August 2020-July 2021 and Covid-19 implications for the cafe. It was **RESOLVED** to arrange a meeting with the cafe manager in July to discuss the for detailed guidance from Action4Youth.
- 5) It was noted that the Risk Assessment would need to be updated and reviewed in line with the Governments Covid-19 advice to youth groups. The Cafe Manager is waiting
 i. Confidentiality Policy
 ii. Data Protection Policy
 iii. Data Handling / DBS policy
 iv. Equality & Diversity policy
 v. Safeguarding policy
 vi. Secure Data Management by Cafe Manager
 vii. Trips & Visits policy
 viii. Whistle Blowing
- 4) It was **RESOLVED** to adopt the following policies following their annual review:
 i. Confidentiality Policy
 ii. Data Protection Policy
 iii. Data Handling / DBS policy
 iv. Equality & Diversity policy
 v. Safeguarding policy
 vi. Secure Data Management by Cafe Manager
 vii. Trips & Visits policy
 viii. Whistle Blowing
- 3) It was noted that Brookmead had requested a safety check of the basketball hoops & our contractor is attending at the weekend. They will carry out any minor repairs whilst on site (as access is strictly controlled by Brookmead) and revert to the parish council if any major works are required.
- 2) It was noted that the youth cafe information, website sign up link and introductory video would be issued to all year 6 children by Brookmead school before the end of term.
- 1) It was **RESOLVED** that cafe would remain closed until September as the government guidelines did not permit opening until too close to the end of term, and the initial requirements were very prohibitive.

8/7/20 YOUTH CAFE

Working Group Matters:

It was noted that there had been no committee meeting during the month and therefore no report due. It was noted that a charity meeting was scheduled to take place later on 25/6/2020.

86/20 PITSTONE RECREATION GROUND CHARITY

It was **RESOLVED** to note receipt of the draft charity minutes following the meeting held on 21/5/2020. It was noted that a further charity meeting was scheduled to take place later on 25/6/2020.

85/20 PITSTONE PARISH CHARITY

Charity Matters:

- 1) It was noted that the next staffing committee meeting was scheduled for 30/6/2020 therefore no report was due.
- 2) It was noted that litter picking, and asset checking had resumed as outdoor employment was now permitted under government guidelines. Litter picking of the verge by the quarry had been re-instated after hot summer weeks.

84/20 STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE

Following consideration of the limited offering that Buckinghamshire Council were able to provide due to Covid-19 it was **RESOLVED** to cancel this years' events (booked for July and August) and advise residents accordingly. No payment had been made.

c. Play around the Parishes

- 5. It was noted that community halls had also been granted permission to re-open if they could follow covid-19 safety guidelines. It was noted that parish councils were unable to limit the number of members of public attending a meeting, and that some members/public may still be isolating or shielding. It was therefore **RESOLVED** to continue with virtual meetings.
- iv. It was **RESOLVED** to re-commence litter picking and bin emptying from 4/7/2020 and to increase the frequency of bin emptying to weekly.
- v. It was **RESOLVED** to erect the Hever Close goal and display suitable signage, at some point after 4/7/2020.

88/20	HIGHWAYS AND PATHS	1) <u>Tring Station - Cycle-path</u> – It was RESOLVED to respond to Tring Town Council and fully endorse the Aldbury Parish Council comments submitted in relation to the Draft Tring Local Station Plan 'Tring Station as Places Opportunity Prospectus' prepared by London Northwestern Railway.
89/20	PITSTONE DEVELOPMENT AREA	1) 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. 2) The NKH draft routing proposals were noted. It was RESOLVED to advise NKH that the parish council would prefer construction traffic utilised the Upper Icknield Way and Westfield Road where possible, to reduce the impact on residents.
90/20	COMMUNITY AND PUBLIC TRANSPORT	1) Community Bus - Project progression on hold until post Covid-19. 2) <u>Community Car Scheme</u> – Returned to operation, with reduced capacity.
91/20	DEVELOPED SERVICES	It was noted that there were no matters for discussion this month.
92/20	CHILDREN'S COMPETITION	It was RESOLVED to add a possible scarecrow competition to the list of possibilities for 2021 (dressed in hi-vis to promote careful driving). If members have any other suggestions, please feed them into the parish council for consideration.
93/20	STREET LIGHTING	It was RESOLVED to accept the quotation of £7,926 + VAT to roll out LED lanterns to 16 columns (15 in Crispin Field and 1 in Morton Close).
94/20	POLICY AND DOCUMENT REVIEW	1) It was RESOLVED to approve the updated mVAS policy, procedure and risk assessment, and the Chairman was duly authorised to sign on behalf of the council. 2) It was RESOLVED to adopt the updated Equal Opportunities Policy, and the Chairman was duly authorised to sign on behalf of the council.
95/20	PPP	1) It was noted that the April edition of PPP had not been printed due to various Covid-19 issues. Articles and adverts had been published to our website/Facebook/writer. All paid advertising space had been carried forward to the next edition. 2) It was RESOLVED to approve the parish council submissions to the July edition of PPP, and to include information on the cancellation of Play around the Panshes.
96/20	ANNUAL ASSEMBLY	Covid-19 restrictions still not sufficiently lifted to enable the assembly to take place. It was RESOLVED to cancel the previous Volunteer of the Year cheque as the redemption period was drawing close, and to re-issue at the appropriate time.
97/20	ALLOTMENTS	1) Cllrs Crutchfield and Sainley withdrew from voting in relation to this agenda item. It was RESOLVED to approve the Pitstone Allotment Association price freeze, remaining at £6.50 per quarter plot. 3) Following a debate, it was RESOLVED to increase the parish council tenancy fee by 50p from £8.50 to £9 per quarter plot. 4) It was noted that fees needed to be advertising during August, for payment by the close of September. 5) It was RESOLVED to congratulate Mr Hawkins and the PAA volunteers for their work completing the allotment track.

ITEMS RAISED BY THE PUBLIC

It was noted that no matters had been raised by members of the public this month.

Financial Matters:

99/20 AUDIT AND YEAR END FINANCIAL REPORTS

- (1) It was **RESOLVED** to approve the descriptive annual report and accounts for 2019/20 for publication in PPP and on the website.
- (2) It was noted that the result of the external audit was still pending.

100/20 VAT PERIODS

It was **RESOLVED** that in order to meet the VAT payments arising as a result of the pavilion and play space developments over the coming months, that the parish council would apply to HMRC for the ability to submit monthly VAT returns (instead of the current quarterly) to aid cash flow.

101/20 FINANCIAL POSITION AND PAYMENTS

- (1) The council noted the income, expenditure, debtors and creditors' information, bank reconciliation and budget monitor along with the pavilion summary, pavilion project summary and play space summary.
- (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.
- (3) The chairman was duly authorised to sign the documents on behalf of the council.
- (4) It was **RESOLVED** that as the July meeting fell on the last day of the month, that the list of payments would be approved electronically prior to the meeting to ensure no delay to the payroll etc.

102/20 INTERNAL CONTROLS

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

Reports and Reminders:

103/20 OTHER REPORTS

- (1) Clr Saintry provided feedback from the AVALC meeting held 2/6/2020.
- (2) The other reports were noted.

104/20 REMINDERS

The following reminders were noted:

- Parish Council meetings: 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, 29/3/21, 29/4/21, 20/5/21, 24/6/21 and 10/12/20.
- Sports and Leisure Committee meetings: 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, 13/5/21, 10/6/21
- Staffing Committee: 30/6/20
- Annual volunteer event: draft date 21/1/21.
- PPP Publication dates: January, April, July, and October.
- Election now 6 May 2021.
- BALC Exec/Parish Liaison Meeting : 29/7/20, 21/10/20, AGM 20/11/20 – Clr Saintry attending.

105/20 DATE OF NEXT MEETING

The next meeting of the Parish Council is scheduled for 30/7/20. It was noted that the following would appear on the July agenda:

- Quarterly VAT Return
- Quarterly Grant Consideration
- Annual registration with ICO as data controller
- Annual review of street lighting policy

25 June 2020

3/7/20

DS

Signed:

Don McKay

Chairman

Date:

1/8/2020

106/20 CLOSURE OF MEETING: There being no further business to be transacted, the Chairman closed the meeting at 9.10pm.

No further agenda items were requested.

- Annual Review Schedule of Charges on website and update with any new pavilion / PPP charges etc
- Youth Cafe contract (expires at end July)
- Annual review of play policy & risk/benefit assessments (s&l)