

# PITSTONE PARISH COUNCIL

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

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## 107/20 ATTENDANCE AND APOLOGIES

Council present via video conferencing: Cllr Nicholls (Chair), Cllr Saintey (Vice Chair), Cllr Mrs Crutchfield, Cllr Mrs Stoddart, Cllr McCarthy plus the Parish Clerk Mrs Eagling.  
Others present via video conferencing: David Frankum & John Groom from I&PUCC (until after the discussion about cricket nets); Resident Mr P Jellis.  
Apologies: It was **RESOLVED** to accept apologies from Cllr Mitra (poor health), Cllr Blunt and Cllr Hawkins (both working).  
Absent: Cllrs Dr Frearson and Cllr Weber.

## 108/20 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 to Pitstone Memorial Hall Charity. Cllr Saintey declared interests as an allotment tenant and Chair of National Trust Ashridge Estates Committee. Cllr Nicholls declared an interest in the planning application for 66 Marsworth Road (a neighbour).

## 109/20 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- 1) No questions were tabled from the public gallery.
- 2) No councillors with declared interests wished to speak about those matters during the public session.

## 110/20 REPORTS FROM UNITARY COUNCILLORS

Neither Buckinghamshire Councillor Derek Town nor Sandra Jenkins were present.

## 111/20 MINUTES OF THE MEETING held on 25/6/2020.

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 25 June 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

## 112/20 CRICKET NETS

It was **RESOLVED** that the parish council was supportive of the installation of double cricket nets on the recreation ground to replace the existing vandalised single net. It was **RESOLVED** that the parish council would be happy to support I&PUCC with the procurement and funding thereof. Council requested that I&PUCC progress via the Sports & Leisure Committee in the first instance, and it is referred to full council as & when necessary.

John Groom and David Frankum departed the meeting.

## 113/20 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:

- 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.
- 5) Bellway 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 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 in June 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) Bellway 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 internal highways prior to PPC adopting lighting. Replacement columns along Vic Rd not yet installed - chased. Council will not need to adopt internal columns 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/BC advise that Bellway will be completing the S278 agreement shorting with 'a view to completing works this year'. A resident has raised concerns about the works proposed outside their property and these have been passed to Buckinghamshire Council for consideration.
- 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) PDA Lighting: The Parish Council has approved the one column on Vicarage Road opposite the new entrance (replaces column 4 which is currently in the middle of their entrance). NKH now removed column 4. Developer & BCC advise that internal roads will be private and therefore no requirement to adopt lighting.
- 10) Multi Use Ball Court: Being installed by NKH on council land by the Memorial Hall, current eta February 2021.
- 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:  
 Reconstruction of Vicarage Road footpath from Tun Furlong towards Church Road added to capital footway program but no works being undertaken in 2020/21 financial year.  
 Glebe Close carriageway resurfacing is currently 2<sup>nd</sup> on priorities list with estimated implementation date of 2021.  
 Parts of Queen Street and Albion Road on list with Glebe Close, hope to undertake in 2021.  
 Flooding under Cheddington Road bridge – ditch excavated, drain jetted & explored with CCTV, minor partial collapse of brick culvert which will be spot repaired in 2-3 weeks but water flowing through well. Will monitor ditch & gullies to ensure does not rebuild up silt. Long term hope to fell willow & pipe ditch right to canal.  
 Flooding on Vicarage Road – Anglian Water issue.  
 Collapsed Queen Street footpath – on list with Queen Street carriageway works estimated date 2021.  
 Repairs and alterations carried out to pipework at junction of Westfield Road to relieve flooding at that location.  
 Rural grass cut along path to Marsworth scheduled.
- 14) Safety Scheme works outside Brookmead: BC advised that IPC had decided to only take forward the element of works by Maud Janes Close at the current point in time, and therefore this ring-fenced funding would not be required during this financial year. IPC deny this and advise that Brookmead is still within scope. The LAF/Community Board have not yet confirmed any funding award for the 2020/21 financial year.
- 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: BC added to list of projects for consideration for their element of the Active Transport Scheme funding. Next round of HS2 Road Safety Funding available shortly to BC, BC to investigate whether this scheme would be eligible and advise.
- 18) Pitstone Allotment Association water project: PAA to provide further details of their proposals in due course.
- 19) Mapping Rights of Way 2026 legal deadline: Pitstone aspect of project being undertaken by local resident volunteer.

- 20) 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 recollect the monitor until lockdown eased. Then report will need to be compiled and published.
- 21) Place Based Devolved Services Pilots: Buckinghamshire council provided an update, eta for first parishes in August.
- 22) Quarry 2 – BC officially introduced ‘No Stopping or Waiting at any time” on verges/paths around the quarry from 13/7/2020 for 18 months. HCC were a consultee and PPC encouraged HCC to install a similar mechanism for Northfield Road.
- 23) HS2 Road Safety Fund – chased response from BC.
- 24) Cycle path to Tring/Tring station – provided HCC with letter of support from PPC re applying for Active Travel Fund contribution towards the Northfield Road cycle path scheme.
- 25) Winter dog bin emptying – BC still to confirm if can fulfil twice weekly emptying throughout the winter (as well as summer) season. Not due to revert until October. BC will respond in August/September.
- 26) Rights of Way: Buckinghamshire Council advised that they did not wish the parish council to liaise with landowners regarding the RoW BC maintain. No further action required.

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 has been issued by central Government. Cllr Nicholls in the process of adapting for our website. Must legally be fully compliant by September 2020. Full update and draft of documents for approval to appear on August agenda.
- 4) Online Pitstone Guide: being reviewed/undertaken by Parish Assistant
- 5) Signage for Local Wildlife Site: Taylor Wimpey have transferred their land management contract from Savills to S D Forbes. New contact had a meeting with TW in June. Chased Forbes for an update.
- 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) WI: Contractor agreed to hold the table until play space completed. Approached re dedicating a replacement commemorative table & replacement plaque - WI have agreed and will provide a new plaque.
- 9) Purchase of the Leisure Land: Parcel 2 completion dated 1/7/2020. SA Law issued papers to H&J so they can progress through Land Registry.
- 10) 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.
- 11) Recruitment of Assistant Youth Worker: On hold until September/October when can review how youth café may operate post covid-19.
- 12) Pavilion Pitch Surround and Advertising: To be progressed in the autumn. Rates to be determined. Full proposal to be developed by end of year, to apply for FF March 2021 funding round.
- 13) Pavilion Premises Licence Application: Submitted 27/7/2020. Blue notices displayed at site, plus advertised on our website/Facebook/twitter and in Bucks Herald. Statutory consultees notified. Applications take 1-3 months to be processed.
- 14) Recycling scheme information and collection points: On hold. Local volunteer no longer collecting due to Coronavirus.
- 15) Potential Lease of land to 1<sup>st</sup> Ivinghoe & Pitstone Scouts: Draft Heads of Terms produced by Horwood & James and supplied to 1<sup>st</sup> Ivinghoe & Pitstone Scouts for consideration. No feedback received to date.
- 16) Environmental/Carbon Audit: on hold until October when new pavilion open.
- 17) Pavilion TV Licence: do not need to apply until September re new pavilion opening October.
- 18) Pavilion New electricity meter: cannot update supply details until installed eta September.
- 19) Pavilion Electricity contract: review once new pavilion in October.
- 20) Pavilion Container: consider repaint/repair once successfully moved to new location.
- 21) Sports Pitch Occupational Licences: complete.
- 22) Play Space DDA consultation: to be conducted post launch of new play space.
- 23) Noticeboards: renovation continues.
- 24) Design a Sign: only outstanding action is to post the winners a copy of PPP publicity once PPP printed.

- 25) Children's Competition for 2021: consider scarecrow in hi-vis to deter speeding. Members to submit other suggestions over coming months. Consider & implement at start of 2021.
- 26) External Audit of Accounts for year ending 31/3/2020: Submitted to PKF Littlejohn and Exercise of Public Rights information published. Awaiting response.

114/20 **CORRESPONDENCE**

The list of correspondence received during the month was noted.

**Committee Matters:**

115/20 **PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

- 1) It was noted that no meeting had been held during the month and therefore no report was due.
- 2) Applications:
  - a. **Colbree Engineering Group, 10-12 Beacon Court, 20/02089/APP**, proposed single storey rear extension to existing industrial unit. No objections were received by the parish council following the neighbour notification program. The Parish Council **RESOLVED** to advise Buckinghamshire Council that it had no objections to this application.
  - b. **66 Marsworth Road, 20/02226/APP**, conversion of existing outbuilding to ancillary use to main building. Cllr Nicholls did not take part in this discussion as he had declared an interest. No objections were received by the parish council following the neighbour notification program. The Parish Council **RESOLVED** to advise Buckinghamshire Council that it had no objections to this application.
  - c. **11 The Pightle, 20/02302/APP**, single storey side extension. No objections were received by the parish council following the neighbour notification program though it was noted that one neighbour had raised a concern with BC re tree root protection. The Parish Council **RESOLVED** to advise Buckinghamshire Council that it had no objections to this application.
  - d. None of these applications required the parish council to request Buckinghamshire Councilor D Town recommend call-in to committee.
  - e. New application now received re 14 Williamson Way, single storey side extension, garage conversion and alteration to fenestration to rear elevation. This application will appear on the 20/8/20 full council agenda.
- 3) Decisions:
  - a. **49 Old Farm, 20/01038/APP**, single storey front extension and conversion of garage to habitable accommodation: BC approved (PPC tendered no objections if parking capacity still met).
  - b. **Walnut Barn, Cheddington Road, 20/01702/APP**, side and rear lean to. Application withdrawn by applicant.
  - c. **4 Pleasant View Cottages, Marsworth Road, 20/01953/APP**, first floor rear extension. Application withdrawn by applicant.
  - d. **Honeysuckle Lodge on Groomsby Drive, 20/01687/APP**, replace old wooden door at the back end of garage with new window to top and brick up the bottom: BC approved (PPC tendered no objections).
  - e. **Land to the Rear of 140 Vicarage Road, 20/01028/APP**, Erection of detached dwelling, car port and associated access arrangements, BC refused (PPC opposed on numerous grounds).
- 4) Applications outstanding with Buckinghamshire Council: The Rear of the Bell/Haldi 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).

116/20 **SPORTS AND LEISURE COMMITTEE – CLLR SAINTLEY, CHAIR OF COMMITTEE**

- 1) It was noted that no meeting had taken place in July, so no report was due. No meeting will take place in August.
- 2) Pavilion Improvements, Phase II:
  - a. **Funding**:
    - i. It was **RESOLVED** to enter into the updated New Homes Bonus grant agreement (reflecting the change from AVDC to BC) and the Chairman was granted authority to sign on behalf of the council.

- ii. It was noted that the Football Foundation had approved the press release, so this had now been issued by PPC and P&IUFC.
- iii. It was noted that Claim 3 for S106 release had been submitted to BC, payment was anticipated on 31/7/2020. Claim 2 for grant release from FF had been submitted & no remittance date had yet been provided.

b. **Contract Works and Revisions:**

1. It was **RESOLVED** to note receipt of the progress updates, reports, and photographs.
2. Aerial  
It was **RESOLVED** to accept the quotation of £525 + VAT to install an aerial and signal booster to the gable end of the changing room extension.
3. Benches  
At the June meeting, council had resolved to commission new benches throughout at an estimated cost of £2,200 + VAT. It was **RESOLVED** to approve the final confirmed cost of £2,390 + VAT.
4. Value Engineering  
It was **RESOLVED** to accept the identified value engineering cost savings related to change to ventilation system in changing room extension (£10,000 + VAT), removal of wash down gully from kitchen floor (£300 + VAT) and retaining original floor screed in existing building (£2,000 + VAT).
5. Roller Shutter to Pitch Side  
It was **RESOLVED** to accept the quotation of £6,300 + VAT to add external roller shutters (to match that utilised for kitchen serving hatch) to the pitch side door access to the main building and changing room complex.
6. Window Glass  
It was **RESOLVED** to accept the quotation of £350 + VAT to increase the thickness of the toughened safety glass to the community room windows. It was noted that these were Secured by Design standard.
7. External Protection of Community Room Windows  
It was **RESOLVED** to accept the advice of the professional team and not install roller shutters, grills, or security mesh at the present point in time. Council may review whether ball stop netting would be beneficial between overhang and handrail in due course.

3) Other Pavilion Matters:

a. **Independent Fire Risk Assessment:**

Suppliers advised that this could not be carried out until they could inspect the building. Brief to be updated and revised quotations obtained.

b. **Floodlights:**

Following consideration of the issues, it was **RESOLVED** to:

1. Apply for planning permission for a system involving 6 x 15m columns (as opposed to 4 x 18m columns) as this would reduce the impact on neighbouring properties (more downward direction & less throwing of light).
2. It was further **RESOLVED** to apply for permission for back illumination on the eastern columns to also illuminate half the junior pitch to enable training sessions throughout the year (these lights to be separately controlled to the main lights).
3. To leave the existing 4 x 5m column lights in situ to provide some additional illumination near the building if/when required (to be separately controlled to either new set of lights) and not to relocate these lights to the eastern boundary.
4. It was **RESOLVED** to approve the draft planning documents and accept the associated costs of the planning application.

4) Leisure Development on the Recreation Ground:

a. **Play Space:**

1. It was **RESOLVED** to note receipt of progress photographs. Works commenced 6/7/20 and are progressing well, currently ahead of schedule.
2. Lift Tree Canopies  
It was noted that the parish council had granted permission during the month for the lower canopies of 4 trees to be lifted, as summer

growth meant they would have been too low to new equipment and therefore **RESOLVED** to meet the associated cost of £880.

3. Site Access

It was noted that one branch of a tree at the entrance to the Memorial Hall car park had needed to be felled to provide access for the shipping container of play equipment (£65) and an access key to the Memorial Hall external store had been required for power/water (£5), and therefore **RESOLVED** to meet the associated costs.

4. Electrical Works

It was noted that minor electrical works were required where the floodlight had been removed. Vita Electrical to attend & invoice direct to parish council.

5. Extension of Footpath

It was **RESOLVED** to extend the footpath by 9m to just past the 2<sup>nd</sup> gate, and to lay slabs in both gateways (so they could be uplifted if/when the gate needed replacing) at a cost of £2,100.

6. Lighting column/lantern

The column has been removed as planned. The column has been disposed of and the lantern uplifted by Lamps & Tubes who will store and re-utilise when required for any of the other exiting columns by the recreation ground.

7. Funding

It was **RESOLVED** that the parish council would meet the cost of tree works, electrical works and key but would seek additional S106 funding for the footpath extension if possible.

b. **Skate Park:**

Project currently on hold due to Covid-19 and associated implications on neighbouring developments.

5) Other Open Space Matters:

a. **Re-opening of Playgrounds post Covid-19:**

1. It was **RESOLVED** to approve the purchase of replacement net and ties for the Hever Close goal before it is returned (£56.93).
2. It was noted that the Hever Close and Windsor Road playgrounds were operating well and not very busy. No changes were proposed to the existing measures in place. The updated Risk Assessment was given consideration and it was **RESOLVED** to approve. The Chairman was granted authority to sign on behalf of the council.

b. **Printable Family Hunt:**

It was **RESOLVED** not to participate in the Buckinghamshire Council printable family hunt.

117/20 **STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE**

- 1) It was **RESOLVED** to note receipt of the draft minutes arising from the Staffing Committee held on 30/6/20.
- 2) It was noted that a replacement litter picker and hoop had been required for a member of staff during the month.

**Charity Matters:**

118/20 **PITSTONE PARISH CHARITY**

It was **RESOLVED** to note receipt of the draft minutes following the meetings held on 25/6/2020 and 29/6/2020.

119/20 **PITSTONE RECREATION GROUND CHARITY**

It was **RESOLVED** to note receipt of the draft minutes following the meeting held on 25/6/2020.

## Working Group Matters:

### 120/20 YOUTH CAFÉ

- 1) It was **RESOLVED** to contract with D Rollins as Café Manager for the period of August 2020-July 2021 and enter into the associated Service Level Agreement.
- 2) It was noted that the ambition remained to re-open the youth café in September if it was safe to do so. A further meeting would be required in August when updated Covid-19 guidance for clubs was available from the Government.

### 121/20 HIGHWAYS AND PATHS

- 1) Tring Station - Cycle-path: It was noted that there were no matters for discussion this month.

### 122/20 PITSTONE DEVELOPMENT AREA

- 1) Nicholas King Homes advised that they estimated that the MUGA and replacement car park (illuminated) should be complete by approximately February 2021.
- 2) The Parish Council has reached out to Pitstone Memorial Hall Charity requesting an updated brief relating to their remaining areas of car park.

### 123/20 COMMUNITY AND PUBLIC TRANSPORT

- 1) Community Bus: Project progression on hold until post Covid-19.
- 2) Community Car Scheme: It was **RESOLVED** to adopt the Covid-19 Supplementary Risk Assessment and the Chairman was duly authorised to sign on behalf of the council.

## Other Matters:

124/20 **DEVOLVED SERVICES**: It was noted that there were no matters for discussion this month.

### 125/20 STREET LIGHTING

- 1) It was **RESOLVED** to add additional column in Morton Close to the current LED upgrade program following identification of non-LED lantern (cost £495.38+VAT).
- 2) It was noted that Column 8 in Crispin Field had been discovered to have a faulty cut-out and therefore the lantern could not be changed until Network Power can attend. Call-out submitted to Network Power.

### 126/20 POLICY AND DOCUMENT REVIEW

- 1) It was **RESOLVED** to approve adoption of the Reserves Policy and the Chairman was duly granted authority to sign on behalf of the council.
- 2) It was **RESOLVED** to adopt the updated Street Lighting Policy and the Chairman was duly authorised to sign on behalf of the council.
- 3) It was **RESOLVED** to adopt the updated Play Policy & Strategy; the Play Risk Benefit Assessments plus Parish Play Audit and the Chairman was duly authorised to sign on behalf of the council.
- 4) It was **RESOLVED** to approve the annual review of the Schedule of charges.

### 127/20 CORONAVIRUS

- 1) Covid-19 restrictions still not sufficiently lifted to enable the assembly to take place. Review again next month.
- 2) It was **RESOLVED** that once the telephone number was no longer required by the Covid-19 support group, that the number would be retained by the parish council so that it could be easily redeployed for that/another use again in the future should a need arise. Costs are only incurred if calls are made.

### 128/20 GDPR/DATA PROTECTION FEE

Payment of this fee is a legal requirement. It was noted that the parish council receives a £5 discount for paying by direct debit. Therefore, the payment of £35 will be collected by the ICO on 31/7/20.

129/20 **CONSULTATIONS**

- 1) It was **RESOLVED** that no response was required to the NALC consultation on Proposed National Model Member Code of Conduct.
- 2) It was **RESOLVED** that no response was required to the CAA consultation on reviewing airspace classification.

130/20 **ITEMS RAISED BY THE PUBLIC**

It was noted that no matters had been raised by members of the public this month that had not been resolved.

**Financial Matters:**

131/20 **QUARTERLY GRANT CONSIDATIONS**

It was noted that no applications had been received this quarter.

132/20 **VAT**

- 1) It was noted that the Q1 VAT Return had been submitted and HMRC had refunded £27,434.35 to the Parish Council on 20/7/2020.
- 2) It was noted that HMRC had accepted the Parish Council application to move to monthly VAT Returns with effect from July 2020, which will assist with cashflow during the pavilion and play space capital works.

The member of the public departed the meeting.

133/20 **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, Neville's 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.

134/20 **INTERNAL CONTROLS**

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

**Reports and Reminders:**

135/20 **OTHER REPORTS**

- 1) Cllr Saintey and Cllr McCarthy provided feedback from the BC Community Board meeting held 14/7/2020.
- 2) Cllr Saintey advised that the BALC Exec/Parish Liaison meeting scheduled for 29/7/2020 had been cancelled.
- 3) Cllr McCarthy provided a briefing on the Official Opening of the new lifts at Tring Station which took place on 29/7/2020.
- 4) The mVAS service report was noted.
- 5) The update on use of the Recreation Ground by regular hall users was noted.
- 6) It was noted that PAA were supplying a donation to offset the Parish Council 50p per plot increase in fee. This would be communicated to all plot holders with their invoice.
- 7) The other reports were noted.

136/20 **REMINDERS**

The following reminders were noted:

- Parish Council meetings: 20/8/20, 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, 20/5/21, 24/6/21, 29/7/21.
- Sports and Leisure Committee meetings: 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, 8/7/21.
- Staffing Committee: 14/9/20.
- 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 : 21/10/20, AGM 20/11/20 – Cllr Saintey attending.
- Wing & Ivinghoe Community Board meeting: 8/9/20.

137/20 **DATE OF NEXT MEETING**

The next meeting of the Parish Council is scheduled for 20/8/20. It was noted that the following would appear on the August agenda:

- Website Accessibility.
- Annual review of complaints procedure.
- Under devolved services consider if wish to clear alleyway between Cheddington Road and Crispin Field in September.
- Annual review of all GDPR policies, notices etc including social media/comms.
- Youth Café risk assessment & discussions once brief from government and action4youth
- Confirm what hedge cutting required this Autumn

No further agenda items were requested.

138/20 **CLOSURE OF MEETING:** There being no further business to be transacted, the Chairman closed the meeting at 9.02pm.

Signed: D Nicholls \_\_\_\_\_ Date: 20/8/20  
Chairman