

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 20 August 2020
via electronic log-in commencing at 7.30pm

General Matters:

139/20 ATTENDANCE AND APOLOGIES

1. Council present via video conferencing:

Cllr Nicholls (Chair), Cllr Saintey (Vice Chair), Cllr Mrs Crutchfield, Cllr Mrs Stoddart, Cllr McCarthy, Cllr Blunt plus the Parish Clerk Mrs Eagling.

2. Others present via video conferencing:

Residents Mr P Jellis, Mr N Lillitou and Mr R Spiller.

3. Apologies:

It was **RESOLVED** to accept apologies from Cllr Mitra (poor health), Cllr Hawkins (work commitment) and Cllr Dr Frearson (annual leave).

4. Absent:

Cllr Weber.

140/20 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.

141/20 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

142/20 REPORTS FROM UNITARY COUNCILLORS

Neither Buckinghamshire Councillor Derek Town nor Sandra Jenkins were present. It was **RESOLVED** to ask Cllr D Town for his views on the planning bill proposals.

143/20 MINUTES OF THE MEETING held on 30/7/2020.

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 30 July 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

144/20 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. Where third parties are responsible

- a. Castlemead Issues: Last dwelling occupied spring 2014. Still to be brought up to adoptable standard by Taylor Wimpey before BC can adopt.
- b. Castlemead Lighting: PPC advised BC 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 BC 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.
- c. Castlemead Public Open Space Phase III: TW to BC. TW resolving an issue re charge to original landowner.
- d. 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.

- e. 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).
- f. 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. BC to adopt internal highways prior to PPC adopting lighting. Replacement columns along Vic Rd not yet installed - chased. Will not need to adopt internal columns until end of 12-month maintenance period so no action required at present.
- g. 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'.
- h. 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.
- i. 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 & BC advise that internal roads will be private and therefore no requirement to adopt lighting.
- j. Land off Westfield Road/'The Mounds': with Taylor Wimpey legal department.
- k. Community Governance Review/Review of parish councillor numbers: Increase to 11 members comes into effect at next full election (May 2021).
- l. 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 currently 2nd 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 eta 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.
- m. 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.
- n. Safety Scheme works by Westfield Road junction: unable to progress until Westfield Road adopted by BC.
- o. 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.
- p. Safety Scheme works along Marsworth Road: BC added to list of projects for consideration for their element of the Active Transport Scheme funding. Expression of interest re HS2 Road Safety Fund submitted to BC.
- q. Pitstone Allotment Association water project: PAA to provide further details of their proposals in due course.
- r. Mapping Rights of Way 2026 legal deadline: Pitstone aspect of project being undertaken by local resident volunteer.

- s. 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.
 - t. Place Based Devolved Services Pilots: BC provided an update, eta for first parishes in August.
 - u. 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.
 - v. 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.
2. Within the scope of the parish council
- a. 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.
 - b. Village web site: Cllr Nicholls creating Whistle Blowing/Safeguarding page
 - c. Online Pitstone Guide: being reviewed/undertaken by Parish Assistant
 - d. 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.
 - e. Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber.
 - f. The Pightle Open Space: Cllr Weber investigating land ownership.
 - g. WI: New picnic table delivered and will be installed by Huck. Approached re dedicating a replacement commemorative table & replacement plaque - WI have agreed and will provide a new plaque (not yet received).
 - h. Purchase of the Leisure Land: H&J advise that they have now received the Transfer dated 1 July 2020 and have prepared the Land Registry application to register this. They have submitted an invoice for this final piece of work, including the Land Registry fee which is now £40. H&J have previously received some funds on account for this, but they were not quite enough, these have been considered on this final invoice. BACS raised for approval.
 - i. 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.
 - j. Recruitment of Assistant Youth Worker: On hold until September/October when can review how youth café may operate post covid-19.
 - k. 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.
 - l. 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.
 - m. Pavilion Floodlights: Planning application submitted & currently under consultation.
 - n. Recycling scheme information and collection points: On hold. Local volunteer no longer collecting due to Coronavirus.
 - o. 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 in April 2020. PPC is advised that the matter is currently with their legal representatives.
 - p. Environmental/Carbon Audit: on hold until October when new pavilion open.
 - q. Pavilion TV Licence: do not need to apply until September re new pavilion opening October.
 - r. Pavilion New electricity meter: cannot update supply details until installed eta September.
 - s. Pavilion Electricity contract: review once new pavilion in October.

- t. Pavilion Container: consider repaint/repair once successfully moved to new location eta Sept.
- u. Play Space DDA consultation: to be conducted post launch of new play space.
- v. 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.
- w. Double Cricket Nets: Under investigation between I&PUC and S&L committee.
- x. Street Lighting: LED roll out to Crispin Field & Morton Close completed. UK Power now raised updated UMS certificate & supplied to Eon, so savings should be reflected in next invoice.

145/20 CORRESPONDENCE

The list of correspondence received during the month was noted. It was noted that NALC/MHCLG had issued 3 planning consultations, the deadline for the first falling on 17/9/20 which is ahead of the next full council meeting. Members to consider the consultations ahead of planning committee meeting on 17/9/2020.

Committee Matters:

146/20 PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE

1. Minutes

It was noted that no meeting had been held during the month and therefore no report was due.

2. Applications

- a. **14 Williamson Way, 20/02370/APP**, single storey side extension, garage conversion and alteration to fenestration to rear elevation. 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. **Sports Pavilion, Marsworth Road, 20/02578/APP**, installation of floodlighting. The Parish Council is the applicant for this application. Neighbour notifications had been hand delivered to approximately 250 properties. The application had been advertised on the website, Facebook page, Twitter feed and noticeboards. It was noted that several supporting comments had been lodged on the BC portal and a couple of objections which related mainly to hours of use rather than installation. The Parish Council had already made clear within its application that it would welcome a condition being imposed on hours of use & had provided suggested timings.
- c. **13 Glebe Close, 20/02654/APP**, single storey rear and side extension. No objections were received by the parish council following the neighbour notification program. This application amends a previous planning consent, from two-storey to single-storey. 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 Councillor D Town recommend call-in to committee.
- e. New application now received re 4 The Pightle (retrospective re installation of fencing). It was **RESOLVED** to convene a Planning Committee meeting for 17/9/2020.

3. Decisions notified by Buckinghamshire Council

None.

4. Applications outstanding with Buckinghamshire Council

The Rear of the Bell/Haldi, Land adjacent to the Duke of Wellington PH, Colbree Engineering at 10-12 Beacon Court, 66 Marsworth Road and 11 The Pightle.

5. Enforcement outstanding with Buckinghamshire Council

7 Church Road (20/00102/CON3) and Land to the Rear of 140 Vicarage Road (20/00179/CON3).

147/20 SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE

1. Minutes

It was noted that no meeting had been held during the month and therefore no report was due.

2. Pavilion Improvements, Phase II

a. General Update

- i. It was **RESOLVED** to note receipt of progress reports and photographs from the professional team.
- ii. Kitchen Equipment Fit Out
- iii. It was **RESOLVED** to accept a donation/max cost £30 of crockery (dinner plates, tea plates, bowls) from Cllr Crutchfield (saving over £110 + VAT)
- iv. It was **RESOLVED** to utilise the Pitstone commemorative mugs instead of purchasing additional white mugs (saving £46 + VAT)
- v. It was **RESOLVED** to accept a donation of stainless-steel teapots from Cllr Crutchfield (saving £78 + VAT).
- vi. It was **RESOLVED** to purchase the kitchen equipment listed (sugar bowls, milk jugs, half-pint glasses, wine glasses, trays, chopping boards/rack/wall chart, fridge thermometers & log book, lidded jugs, tea towels, cutlery & tray, bread knife and posters from KLS (cost £362.69 + VAT).
- vii. It was **RESOLVED** to purchase a 45l thermal box (for ice creams/ice etc) from Amazon (cost £24.99 + VAT).
- viii. S106 grant funding has been approved for these fit-out costs.

b. Community Room Furniture Fit Out

- i. It was **RESOLVED** to purchase rectangular and circular Lifetime commercial folding tables in white granite (cost approx. £1,250 + VAT).
- ii. It was **RESOLVED** to purchase 1 x Lifetime table cart (cost approx. £173 + VAT).
- iii. It was **RESOLVED** to purchase 32 x Lifetime commercial folding chairs in white granite along with the associated chair trolley (cost approx. £1k + VAT) assuming these prove to be comfortable and sturdy.
Cllr Nicholls to purchase a sample pack of 4 from Costco to evaluate. Similar chairs to be sourced if these prove unsuitable.
- iv. It was **RESOLVED** to purchase 16 x padded chairs for use at longer meetings etc (cost approx. £560 + VAT).
- v. S106 grant funding has been approved for these fit-out costs.

c. External Store Fit Out

- i. It was **RESOLVED** to purchase racking for the shipping container, hirers store and parish store either via rapid racking (eg £315 for 5 shelf adjustable unit that measures 1830W x 455D x 2440H) or built to fit via a local contractor – prices to be obtained for comparison.
- ii. It is anticipated that users will be allocated x shelf space and requested to store their items neatly in storage boxes.

d. IT Fit Out

- i. Meeting held with professional team to understand parameters.
- ii. Tender documents drawn up & quotations will follow, to be considered at subsequent meeting.

e. External Signage

'Main Entrance' and 'Ticket Office' signage required. Quotations to follow.

f. Fold Up Bar

It was **RESOLVED** to grant permission to P&IUFC to store 1 x fold up bar unit in the hirers store. Permission form to be drawn up and issued.

3. Other Pavilion Matters

a. Independent Fire Risk Assessment

Further quotations being obtained. Carry forward to next meeting.

b. Badgers

It was **RESOLVED** to treat the football pitches with nematodes to help combat the leather jacket and chafer grub infestation (Cost £300-500). It was noted that the cost

centre would be over-budget and **RESOLVED** to meet the costs from reserves and contingencies.

4. Heart CIBO

It was **RESOLVED** to treat the football pitches with nematodes to help combat the leather jacket and chafer grub infestation (Cost £300-500).

5. Leisure Development on the Recreation Ground

a. Huck Teck Play Space

- i. Work commenced 6/7/2020. Post installation inspection scheduled for w/c 24/8/2020. Eta for soft opening is early September, following completion of any snagging. 'Official' opening to be arranged for approximately 1 week later.
- ii. Second gate had to be relocated further north, so path extension increased from 9m to 12 (extra £500). Electrical works re removed column complete (£245). Covid-19 signage printed via Almar for gates (£15).
- iii. New permanent playground signs required, obtained quote from Signs Realm.
- iv. Nicholas King Homes confirmed that the hedge & chain link fence on the boundary was now within their ownership and they would maintain ongoing. No further actions arising.
- v. It was noted that the table supplier has 2 x 'Pitstone Parish Council' rectangular picnic benches spare. It was **RESOLVED** that Cllr Crutchfield would make enquiries re the council's fenced area outside the Memorial Hall, otherwise council would ask the supplier if they could hold until the skate park was installed.

b. Skate Park

Project currently on hold due to Covid-19 restrictions and associated implications on neighbouring developments. Review position in September.

6. Other Open Space Matters

a. Tree Risk Assessment

It was **RESOLVED** to appoint Patrick Stileman to undertake the 3-yearly tree risk assessment of all parish council owned trees at the Recreation Ground, Local Green Space, and allotments. (Cost £800 + VAT).

b. Hedge Cutting

- i. PPC previously appointed R Lawry to carry out hedge cutting for 2020/21, with specific requirements to be confirmed in the autumn.
- ii. It was **RESOLVED** to request the following hedge cutting: recreation ground/Marsworth Road (£100), Local Green Space/Marsworth Road (£70), Windsor Road play area (£90) and all pavilion hedges post October (£200).
- iii. It was noted that no hedge cutting was required between the play area and NKH site as this hedge falls within the ownership of NKH.
- iv. It was **RESOLVED** that Pitstone Allotment Association should commission the cutting of the hedge between the allotment site and Marsworth Road as they could obtain a more favourable quotation.
- v. It was **RESOLVED** to meet the cost of cutting the Pitstone Hill hedge this year as National Trust were unable to accommodate. NT request this is not undertaken until the new year. Cllr Saintey to attend site with contractor to advise on extent of works required.

148/20 STAFFING COMMITTEE – CLLR BLUNT, CHAIR OF COMMITTEE

It was noted that no meeting had been held during the month and therefore no report was due.

Charity Matters:

149/20 PITSTONE PARISH CHARITY

It was noted that no meeting had been held during the month and therefore no report was due from the charity. Next meeting scheduled for 20/8/2020.

150/20 PITSTONE RECREATION GROUND CHARITY

It was noted that no meeting had been held during the month and therefore no report was due from the charity.

Working Group Matters:

151/20 YOUTH CAFÉ

The latest government guidance was considered. It was **RESOLVED** that the Covid-19 restrictions would still make the youth café very difficult in its previous format.

It was **RESOLVED** to ask the Café Manager to work on re-opening plans with Brookmead School along with the associated risk assessment and a virtual café alternative in time for consideration at the September council meeting, with a view to re-opening in October.

It was **RESOLVED** to advise the existing attendees, volunteers etc via social media etc.

It was noted that Pitstone Parish Council had registered for updates (free) with the National Youth Agency (NYA) who were the governments partner re Covid compliant youth services.

152/20 HIGHWAYS AND PATHS

It was noted that there had been no updates from HCC re the cycle path to Tring station this month.

153/20 PITSTONE DEVELOPMENT AREA

1. Car park lighting

NKH had supplied proposals for consideration. Lamps & Tubes had provided comments. PPC is waiting for comments from Buckinghamshire Council before responds. Carry forward to September meeting.

2. Pitstone Memorial Hall Charity car park

NKH are open to liaising with PMH and PPC regarding the PMH Charity car park. The project will be progressed during September and quotation provided by NKH.

154/20 COMMUNITY AND PUBLIC TRANSPORT

1. Community Bus

Project progression on hold until post Covid-19.

2. Community Car Scheme

No matters for discussion this month.

Other Matters:

155/20 DEVOLVED SERVICES

1. It was noted that some complaints had been received regarding the quality of the grass verge cutting. This was investigated and upheld. The issues have been discussed with the contractor, who has since returned to rectify.
2. Permission was granted during the month for one event banner for Tots Togz on 26/9/2020.
3. It was **RESOLVED** to side out the alleyway between Cheddington Road and Crispin Field again this year. It was further **RESOLVED** that no remedial actions needed to be taken at the Cooks Wharf vision splay this year as BC had been addressing.
4. It was **RESOLVED** to issue a hedge cutting notice to a property in Crispin Field.

156/20 POLICY AND DOCUMENT REVIEW

1. Policy for Handling Complaints

It was **RESOLVED** to approve adoption of the Policy for Handling Complaints and the Chairman was duly granted authority to sign on behalf of the council.

2. GDPR Policies

It was **RESOLVED** to approve adoption of the suite of GDPR policies listed below and the Chairman was duly granted authority to sign on behalf of the council.

- Consent to hold info form
- Data Audit Schedule
- Data Breach Reporting Form
- Data Sharing Agreement & Log
- Document Retention and Disposal Policy
- Information Data Protection Policy

- Management of Transferrable Data Policy
- Social Media and Communications Policy
- Privacy Impact Assessment & Form
- Privacy Impact Assessment Code of Practice
- Privacy Notice – Allotment Gardens
- Privacy Notice – Consultations
- Privacy Notice – General
- Privacy Notice – Hirers
- Privacy Notice – Members, employees, and volunteers
- Privacy Notice – Youth Café
- List of documents for retention
- Subject Access Request Form

157/20 CORONAVIRUS (ANNUAL ASSEMBLY)

Covid-19 restrictions still not sufficiently lifted to enable the assembly to take place. Review again next month.

158/20 PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) ACCESSIBILITY REGULATIONS 2018

1. It was **RESOLVED** to approve Cllr Nicholls attending BACL website accessibility training 26/8/2020 (Cost £41.55).
2. Website migrated to new host to assist compliance.
3. Accessibility Statement and Enforcement Procedure to be completed following the training course.
4. It was **RESOLVED** to include the planning application page on the new website.

159/20 CONSULTATIONS

None received this month.

160/20 SHREDDING

It was **RESOLVED** to approve attendance by Shred Station to dispose of all the documents compiled for disposal since October 2018 (cost approx. £80 + VAT).

161/20 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:

162/20 EXTERNAL AUDIT

1. It was noted that the External Auditor (PKF Littlejohn) Report & Certificate for 2019/20 had been provided with no matters coming to their attention which gave cause for concern.
2. It was noted that the items listed in the 'other matters' box relating to the internal audit had already been addressed via IAC (Internal Auditor) covering correspondence and considered by the parish council.
3. It was **RESOLVED** to approve the Notice of Conclusion of Audit for display on the website, Facebook, Twitter (where it will be displayed indefinitely) and on the noticeboards (where it was **RESOLVED** to publicise for a period of 14 days) along with Sections 1, 2 and 3 of the AGAR.
4. It was noted that the resulting invoice from PKF Littlejohn had been raised for payment

163/20 VAT

It was noted that the July VAT Return had been submitted and HMRC were due to refund £29,742.73 to the Parish Council. It was further noted that the Parish Council had submitted a claim for £10,911.18 of VAT on behalf of Pitstone Parish Charity as the Council is Sole Trustee. Total claim for July therefore £40,653.91.

164/20 FINANCIAL POSITION AND PAYMENTS

1. The council noted the income, expenditure, debtors and creditors' information and bank reconciliation 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.

165/20 INTERNAL CONTROLS

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

Reports and Reminders:

166/20 OTHER REPORTS

1. Resident of Albion Road celebrated his 100th birthday in August. The parish council sent a card and small gift in line with our previous policy.
2. Both Pitstone Memorial Hall Charity and the Pitstone Heritage Park had both been successful with grant applications to Buckinghamshire Council's Covid support fund and been awarded £10k each.
3. The Williamson Trust had notified the Parish Council that they would not be issuing cheque payments this year due to Covid-19.
4. The other minor reports were noted.

167/20 REMINDERS

The following reminders were noted:

- Parish Council meetings: 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, 26/8/21.
- 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, 12/8/21.
- 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: 23/9/2020.

168/20 DATE OF NEXT MEETING

The next meeting of the Parish Council is scheduled for 24/9/20. It was noted that the following would appear on the agenda:

- Discuss first thoughts for budget (& 3-year plan). Councillors were encouraged to ensure they submitted all their proposals to enable discussion.
- Decide which lights plan to upgrade to LED in 2020/21 and include associated figure in budget
- PPP submissions
- Insurance renewal (1 October)
- Confirm meeting dates for following year
- Approve arranging for silent soldier to be erected for 2 weeks before & 2 weeks after Remembrance Day

No further agenda items were requested.

169/20 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman thanked the members of the public for their attendance and closed the meeting at 21.07

Signed: D Nicholls

Date: 27/9/20

Chairman