

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 24 September 2020  
via electronic log-in commencing at 7.30pm

## General Matters:

### 182/20 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, Cllr Hawkins, Cllr Dr Frearson plus the Parish Clerk Mrs Eagling.

2. Others present

7 members of the public plus Parish Assistant S Davies. Buckinghamshire Councillors D Town and S Jenkins.

3. Apologies

It was **RESOLVED** to accept apologies from Cllr Mitra (poor health).

4. Absent

Cllr Weber.

### 183/20 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 of Pitstone Memorial Hall Charity. Cllr Saintey declared interests as an allotment tenant and Chair of National Trust Ashridge Estates Committee. Neither had related agenda items.

Cllr Hawkins declared an interest in the planning application for 140 Vicarage Road as the applicant was known to him. Cllr Hawkins did not participate in the debate or voting for this agenda item.

### 184/20 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

It was **RESOLVED** to permit representations relating to planning applications at the appropriate point during the meeting. No other questions were tabled from the public gallery. No councillors with declared interests wished to speak about those matters during the public session.

### 185/20 REPORTS FROM UNITARY COUNCILLORS

Buckinghamshire Councillors Derek Town and Sandra Jenkins provided updates on the planning consultations, changes to planning legislation, community board meetings, committee meetings and full council meetings. They also took questions about the school bus to Cottesloe and enforcement of 20mph zones.

### 186/20 MINUTES OF THE MEETING held on 17/9/2020.

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 17 September 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### 187/20 CLERK'S REPORT ON MATTERS ARISING

The following updates were noted by the council but were not discussed in detail.

Where third parties are responsible:

- Castlemead Issues: Resurfacing of Westfield Road undertaken. BC and TW liaising.
- 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.
- Castlemead Public Open Space Phase III: TW to transfer to BC. TW resolving an issue re charge to original landowner.

- 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. BC 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.
- Bellway Open Space & LEAP: PPC has agreed to adopt the open space within Vicarage Road post completion certificate being issued by BC & 2-year maintenance period by developer. Playground opened to public at end August 2020. Copies of Post Installation Inspection, Remedial Actions and Annual Inspection provided to BC by Bellway. S106 also provides for maintenance monies (£tbc). Monitor drainage problem to ensure resolved.
- 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.
- Vicarage Road footpath (Bellway site entrance to Marsworth Road bus stop): Bellway/BC advise that proposals continue to be developed.
- 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 (replaces previous column 4 from other side of road). Internal roads will be private and therefore no requirement to adopt lighting.
- PDA Replacement Woodland: NKH asked to provide an update on replacement woodland in Bellfield.
- Land off Westfield Road/'The Mounds': with Taylor Wimpey legal department.
- 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).
- 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. The 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. Collapsed Queen Street footpath – on list with Queen Street carriageway works eta 2021.
- Safety Scheme works by Westfield Road junction: unable to progress until Westfield Road adopted by BC.
- Feasibility Study re declassification of B489: Would require application to LAF Transport Scheme next funding round and 50% match funding. Deadline anticipated to be 31 October 2020, but the Pitstone application may need to relate to Brookmead School works.
- 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.
- Cycle Path to Tring station: Herts County Council investigating possible routes/costs for off-road route.
- Pitstone Allotment Association water project: PAA to provide further details of their proposals in due course.
- Mapping Rights of Way 2026 legal deadline: Pitstone aspect of project being undertaken by local resident volunteer who provided an update for the council.
- 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. Report not yet available.
- BC Winter dog bin emptying – Buckinghamshire Council confirmed that they were able to continue the twice weekly emptying throughout the winter season this year. Collection days should remain as Tuesday and Friday.

Within the scope of the parish council:

- 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.
- Village web site: Cllr Nicholls creating Whistle Blowing/Safeguarding page. Parish Assistant created a local reduce/reuse/recycle page with details of recycling points etc.
- Online Pitstone Guide: being reviewed/undertaken by Parish Assistant
- Signage for Local Wildlife Site: Taylor Wimpey yet to approve principal of signage.
- Potential path from railway bridge to college lake: initial investigations being considered by Cllr Weber.
- The Pightle Open Space: Cllr Weber investigating land ownership.
- WI: new picnic table installed. New plaque installed. Project complete.
- Purchase of the Leisure Land: Waiting for final papers from Land Registry. Backlog of 6-8 months. ETA therefore Jan-Mar 2021.
- 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.
- Recruitment of Assistant Youth Worker: On hold due to Covid-19.
- Environmental/Carbon Audit: postponed until after new pavilion operational.
- 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.
- Tree Risk Assessment: Scheduled for 1/10/2020.

#### 188/20 CORRESPONDENCE

1. The list of correspondence received was noted.
2. It was **RESOLVED** that the clerk would only distribute the following general email updates where they directly related to parish council affairs or the local villages: Government daily coronavirus updates, SLCC daily updates, TfB roadworks, Rural Services Network, Buckinghamshire Business First, Public Sector Executive and the Charity Commission weekly updates.

#### Committee Matters:

#### 189/20 PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE

##### 1. Applications

- a. **Land at 140 Vicarage Road, 20/03052/APP**, detached dwelling, car port and access arrangements.

It was **RESOLVED** to permit verbal representations to be made by both the applicants and neighbours. Other comments visible on the Planning Portal and submitted to the parish council were noted. Following consideration, it was **RESOLVED** to advise Buckinghamshire Council that the Parish Council was opposed to this application on the following grounds:

Two previous applications for dwellings in this location have been refused. When refusing the most recent application (20/01028/APP) Buckinghamshire Council cited: "The proposed development, by virtue of its siting and scale, would result in an overbearing and oppressive form of development which would result in significant overshadowing on the rear private amenity space of No. 140 Vicarage Road. The proposed development would therefore have a detrimental impact on the residential amenity enjoyed by that property. The proposed dwelling, by virtue of its siting, form, scale, and design would result in a dominant and incongruous form of development which would be out of character with the pattern of development in the area and wider landscape setting. Furthermore, the scale, design and siting of the development would fail to preserve the character and appearance of the adjacent non-designated heritage assets and setting of the nearby Grade II Listed St Marys Church, and would have a significant impact on views from the AAL to the east. The proposed development would lead to less than substantial harm to the significance of heritage assets and there are considered to be no public benefits that would be sufficient to outweigh this harm. The proposal would therefore conflict with Policy 1 and Policy 6 of the Pitstone Neighbourhood Plan, Policies GP35 and RA8 of the Aylesbury Vale District Local Plan, policies S1, BE1, BE2 and NE4 of the emerging Vale of Aylesbury Local Plan,

section 66 of The Planning (Listed Building and Conservation Areas) Act 1990, and the National Planning Policy Framework.”

Whilst the applicant appears to have made efforts to address some of the concerns relating to point 1 above eg by adjusting the angle of the property, the current application is still for a large residential property in comparison to the neighbouring properties and would have undue impact on the residential amenity of existing properties. The proposal does not address any of the issues highlighted in refusal point 2 above, in that due to its siting, size and scale, it would remain a dominant and incongruous form of development which would fail to preserve the character and appearance of St Mary's Church and would have significant impact on views from the AAL. We therefore believe that the above listed conflicts with planning policy remain. As the previous grounds for refusal remain for the latest application, the parish council resolved to oppose this application. In addition, it was noted that the Highways Authority had not submitted an objection to the proposed access, however as local councillors the parish council did still wish to express concern relating to the ability to safely enter/exit at this location and also wished to express concern relating to the proposed 'dead zone' in the highway.

The residents were thanked for attending and the applicants and some residents then departed the meeting.

b. **7 Church Road, 20/02775/APP**, construction of outbuilding to frontage (retrospective)

It was **RESOLVED** to permit verbal representations to be made by the applicant. Other comments visible on the Planning Portal and submitted to the parish council were noted. Following a debate, council **RESOLVED** to advise Buckinghamshire Council that the Parish Council was opposed to this outbuilding in the format that it had been built.

The original application 18/00662/APP was allowed on appeal. The building constructed did not reflect the application granted and the planning enforcement officer stated that the building constructed has an increased ridge height, changes from half-hipped roofs to gable ends, changes the fenestration and removes the visible brick plinth which materially alter the appearance of the building. Minor amendments were refused, and a new full application had to be submitted. The result of the construction changes mean that the structure is now more dominant and visually imposing in the street scene than the roof structure for which permission was granted would have been, thus causing more impact on both the neighbours and general aspect of Church Road.

The applicant and remaining members of the public then departed the meeting.

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

2. Decisions notified by Buckinghamshire Council

None.

3. Applications outstanding with Buckinghamshire Council

The Rear of the Bell/Haldi, Land adjacent to the Duke of Wellington PH, 13 Glebe Close, Floodlights at the Pavilion, 11 The Pightle, 4 The Pightle, 36 Albion Road and 6 Warwick Road.

4. Enforcement outstanding with Buckinghamshire Council

7 Church Road (20/00102/CON3) and Land to the Rear of 140 Vicarage Road (20/00179/CON3). Both now have new planning applications submitted, so no enforcement will be determined until these have been determined.

27 Campbell Lane (20/00443/CONB) – erection of fence.

**190/20 SPORTS AND LEISURE COMMITTEE – CLLR SAINTY, CHAIR OF COMMITTEE**

1. Minutes

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

2. Pavilion Redevelopment Phase II

a. Progress Updates

The progress reports and photographs were noted. Completion anticipated 1 week + late, therefore now 16/10/20. Clubs had been advised. The updates to kitchen equipment order, TV licence application, premises licence application, IT fit out and

padded chairs were noted. It was **RESOLVED** to place the order for Lifetime community room furniture (cost 2,929 Euros). It was **RESOLVED** to accept the costs of employing a contractor to erect all the wall fixtures eg soap and hand gel dispensers and noticeboards.

b. Electricity

It was noted that the increased electricity supply to 130KVA meant a new HH COP 5 meter had to be installed via IMServ requiring ongoing MOP and DCDA services for a 5-year term. Cost for year 1 = £633.14 and cost for years 2-5 = £211.50 per annum. Cost to return and remove old meter = £128. It was **RESOLVED** to accept these costs.

The increased supply and meter type require council to enter a new contract with Opus (current supplier). Minimum term 12 months. No price options available. It was **RESOLVED** to accept these costs but note council's intention to seek market comparisons at point of termination.

c. Racking for External Stores

Two local contractors will measure and quote for bespoke shelving (to compare to off-the-shelf) once access is available to the site.

d. External Signage

Contractor will measure and quote for bespoke 'main entrance' and 'ticket office' signage once access is available to the site. Council noted that the cladding contractor had advised that nothing should be attached to the cladding and could only be attached to the batten behind. It was **RESOLVED** to include details in the Pavilion Terms and Conditions, so hirers were aware.

3. Other Pavilion Matters

a. Fire Risk Assessment and Fire Equipment

The quotations for the independent fire risk assessment were considered and it was **RESOLVED** to appoint the contractor offering the most beneficial terms to the council ie Combat Fire (£525) who had already undertaken a comprehensive desk-based assessment.

It was noted that one further quotation was pending regarding the supply of fire equipment and it was **RESOLVED** to appoint the contractor offering the cheapest supply & installation costs.

b. Waste and Recycling

Council has applied to Buckinghamshire Council for both general waste and recycling wheelie bins. Costs tbc and to be approved at the sports and leisure committee meeting. Neville Special Projects to order and fit refuse compound gates that will enable both containers to be easily accessed and removed by Buckinghamshire Council to assist waste uplifts (costs already approved as part of contract).

c. Environmental Health

Registration with Environmental Health as Food Business re kitchen for hire in community building had to be undertaken 4-weeks before opening. No associated costs. Kitchen plans were previously approved by Environmental Health. Any hirer intending to prepare or sell food or drink during their hire period must independently register as a Food Business with Environmental Health. Included in Terms and Conditions of Hire.

d. Covid-Secure

Before an operator can open a community facility to the public, they must undertake a Covid Risk Assessment and carry out measures to ensure the building is Covid-secure including the provision of hand sanitisers and social distancing reminders. Desk based assessment undertaken and will be reviewed and updated once able to access the site. It was **RESOLVED** to approve the measures identified and the associated costs.

4. Leisure Development on the Recreation Ground

a. Huck Teck Play Space

Installation complete, RoSPA post installation inspection report received, and snagging issues completed. Play space opened to the public 10/9/20 and has proved very popular. Asset checks reinstated. Grass cutting reinstated. Litter picking reinstated.

The area is attracting huge quantities of litter, despite litter picking several times a week. The young people are often attending unaccompanied and not adhering to social distancing or capacity guidelines. There appears to be some confusion amongst this age group relating to school bubbles and their applicability outside the school environment. It was **RESOLVED** to advise Thames Valley Police and ask them to speak to young people where necessary.

Maintenance file write off certificate and equipment stickers to follow.

Completion invoice (minus 2.5% retention) received, including discount from Huck of £2,268. S106 claim submitted. Financial reports circulated to all members.

b. Multi Use Ball Court

To be installed by Nicholas King Homes eta Spring 2021.

c. Skate Park

The parish council to review and finalise the tendering documents during October. Installation aspiration summer 2021.

5. Other Play Space Matters

a. Windsor Road Play Space Swings

Following frame failure, it was **RESOLVED** to replace both the flat seat and the cradle seat swings (frames, chains, and seats). It was **RESOLVED** to postpone consideration of the quotations to the sports and leisure committee meeting on 8/10/20. It was noted that this was unbudgeted and would need to be funded via contingencies and re-allocation of budget from other projects.

**191/20 STAFFING COMMITTEE**

1. It was **RESOLVED** to note receipt of the draft minutes of the Staffing Committee held on 14/9/20 and the resolutions therein.
2. It was **RESOLVED** to adopt the National Joint Council SCP pay scale prescribed rates for 2020/21 for both the clerk and assistant. It was further **RESOLVED** to backdate to 1/4/20 in line with NJC instruction. To be actioned within October payroll.

**Charity Matters:**

**192/20 PITSTONE PARISH CHARITY**

It was **RESOLVED** to note receipt of the draft minutes of the Pitstone Parish Charity meeting held on 20/8/20.

**193/20 PITSTONE RECREATION GROUND CHARITY**

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

**Working Group Matters:**

**194/20 YOUTH CAFÉ**

1. It was noted that one long standing volunteer had stepped down. Thank you card sent.
2. Following consideration of the draft risk assessment and policies it was **RESOLVED** to instruct the Café Manager to work with Brookmead to seek to make café Covid-secure and re-open youth café after October half term. Maximum group size 15. 2 sessions each Wednesday 6.16-7pm for year 7's and 7.15-8pm for year 8+. Cleaning in between. Pre-book sessions. Reduced range of activities.
3. It was noted that only 2 volunteers had indicated they would be able return to café at present. Café Manager has indicated that he could bring additional volunteers to ensure café could run. Cllr Dr Frearson volunteered to help at café in the short term to ensure it could re-open. It was **RESOLVED** to advertise for new volunteers that may be able to assist during the ongoing pandemic.
4. It was noted that one young person would be undertaking Duke of Edinburgh Silver Award volunteering at the Pitstone Youth Café.

**195/20 HIGHWAYS AND PATHS**

1. Ivinghoe & Pitstone Safety Scheme Works – Brookmead

The updated PID was considered. It was **RESOLVED** to support Ivinghoe Parish Council and ring-fence the additional £250, increasing the parish council contribution to £5,250, to enable the safety scheme works proposed outside Brookmead School on the Pitstone

side of the parish boundary to progress. IPC and BC to determine whether this could be undertaken in this financial year or next.

#### **196/20 PITSTONE DEVELOPMENT AREA**

##### 1. Car Park Lighting

The feedback provided by Buckinghamshire Council was considered. It was **RESOLVED** to uphold their comments and request Nicholas King Homes provide an additional lighting column at the junction of the existing Memorial Hall Charity car park and the new replacement car park. Enquire into the management proposals for the lighting column on the highway.

##### 2. Pitstone Memorial Hall Charity Car Park

Awaiting proposals from Nicholas King Homes.

#### **197/20 COMMUNITY AND PUBLIC TRANSPORT**

##### 1. Community Bus

On hold pending lifting of Covid restrictions.

##### 2. Community Car Scheme

It was noted that booking requests were increasing but that a shortage of volunteers that can assist, due to Covid, had meant that fulfilment was down. It was **RESOLVED** to ask the Covid team to enquire if any volunteers would be willing to sign-up. It was **RESOLVED** to advertise for more volunteers that may be able to assist during the Coronavirus pandemic.

Buckinghamshire Councillor S Jenkins departed the meeting.

#### **Other Matters:**

#### **198/20 DEVOLVED SERVICES**

##### 1. Hedge Cutting Notices

It was noted that the Crispin Field resident had advised that works would be carried out by 12/10/20.

##### 2. BC Place Based Devolved Service Pilots

It was noted that BC had confirmed that Pitstone had been selected to enter negotiation to explore and progress a devolution pilot as part of Phase 1. BC will arrange a meeting to discuss (1) assets – re the land by The Crescent (2) parks – shrubs (3) green spaces – grass cutting.

#### **199/20 CORONAVIRUS (ANNUAL ASSEMBLY)**

It was noted that the latest government guidance was anticipated to remain in force for 6 months and therefore it would not be possible to hold the annual assembly. It was **RESOLVED** to defer the assembly until 2021/22, advise residents and invite them to submit questions instead. It was further **RESOLVED** to offer to carry out a socially distanced presentation of the Volunteer of the Year Award, or to postpone until 2021, whichever the recipient prefers.

#### **200/20 PITSTONE PARISH POST**

Cllr Nicholls declared an interest as both the outgoing and new editors were known to him. Cllr Saintry chaired this agenda item.

1. It was noted that the Editor, Stephanie Nicholls, had stepped down to go to university and **RESOLVED** to send a thank you card.
2. It was noted that Sue Nicholls (previous Editor) had offered to fill the post and **RESOLVED** to appoint Sue as Editor.
3. It was **RESOLVED** to approve the draft parish council submissions for the forthcoming edition, with the addition of the items identified during the meeting.

#### **201/20 PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) ACCESSIBILITY REGULATIONS 2018**

1. Cllr Nicholls provided feedback on the BALC website accessibility training.
2. It was noted that whilst council documents were considered accessible, that council was moving towards improving navigation via the use of pre-set headers and formatting.
3. It was **RESOLVED** to approve the Accessibility Statement and Enforcement Procedures.
4. It was noted that documents now only needed to be uploaded in accessible pdf.
5. It was **RESOLVED** that the Parish Council would accept ownership and management of the website (previously a village website).

#### **202/20 MEETING DATES FOR 2021**

- Draft dates for full parish council meetings in 2021: 7/1/21, 28/1/21, 25/2/21, 25/3/21, 29/4/21, 20/5/21 (to fall within 4-18 days of election), 24/6/21, 29/7/21, 26/8/21, 30/9/21, 28/10/21 (half term spans 25-29/10/21), 25/11/21, 7/1/22.
- Draft dates for sports & leisure committee meetings in 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, 9/9/21, 14/10/21, 11/11/21, 9/12/21.
- Planning committee & staffing committee meetings to be arranged as and when required.
- Annual volunteer event: draft date 21/1/21. To be reviewed next month.
- Annual Assembly must be held between 1 March and 1 June. No meeting has taken place this year due to the pandemic. Postpone decision regarding date until 2021 to take latest coronavirus regulations into account.

#### **203/20 REMEMBRANCE DAY**

Cllr Saintey declared an interest, as a member of the local British Legion, and did not vote in the matters under consideration for this agenda item.

1. It was **RESOLVED** to ask Pitstone Memorial Hall Charity to erect the Parish Council's silent soldier and wreath for display at the Memorial Hall for 2 weeks before and 2 weeks after Remembrance Day.
2. It was **RESOLVED** to display the WI Silent Soldier on Marsworth Road for the same timeframe and accept the associated labour costs.
3. It was **RESOLVED** to invite WI to place knitted poppies etc around the feet of the soldiers again this year.
4. It was **RESOLVED** to purchase an artificial wreath from British Legion for display at the new council office at the Pavilion. Type C, with village logo and 'Lest We Forget' ribbon. Approximate donation cost £20.75.
5. It was **RESOLVED** to donate £150 to the British Legion in lieu of a fresh wreath.

#### **204/20 ITEMS RAISED BY THE PUBLIC**

There were no unresolved matters for discussion this month.

#### **Financial Matters:**

#### **205/20 FINANCIAL MATTERS**

##### 1. VAT Return

It was noted that the August VAT return had been submitted. £38,473.11 to be refunded by HMRC.

##### 2. Financial Summaries and Expenditure

The bank reconciliation, budget monitor, financial summary, confidential salary payments, pavilion monthly summary, pavilion project financial summary, Neville's contract summary, play space project financial summary, allotment tenancy renewal summary, debtors and creditors were noted. It was **RESOLVED** to make the payments outlined in



the financial summary and 2 councillors were granted approval to enact the bacs transfers. The Chairman was granted authority to sign the financial papers on behalf of the council.

Buckinghamshire Councillor D Town departed the meeting.

3. Internal Controls

It was noted that the Internal Controls had been undertaken with no issues or actions arising.

4. Budget for 2021-22

The initial budget forecast for the next 3 years was discussed along with capital project assumptions. It was **RESOLVED** to budget for the roll out of LED lighting to Albion Road (9 lanterns). It was **RESOLVED** to include budget provision for tree works if this is identified in the forthcoming Independent Tree Risk Inspection. It was **RESOLVED** to include a budget allocation for a children's competition in 2021. Members were requested to ensure that any capital projects they wished costed, are submitted to the clerk within the next 2 weeks, to enable discussion at the October meeting.

**206/20 REPORTS**

1. Cllrs Saintey and McCarthy provided a report from the BC Community Board meeting on 23/9/20.
2. Cllr Saintey provided a report on the AVALC meeting held 15/9/20.
3. Cllr Dr Frearson provided a report on the BVCL AGM held 19/9/20. He advised that he had joined the committee. Register of Interests updated.
4. Clerk provided a report on both the TfB Stakeholder Conference held 15/9/20 and the BC Clerks Forum held 18/9/20. Presentation slides had been circulated.
5. Remedial works reported to Taylor Wimpey were noted.
6. Local Coronavirus helpline now postponed due to falling demand. Will be reinstated if required in the future.
7. Other minor reports noted.
8. It was reported to the council that graffiti had been sprayed on the bus shelter by The Crescent. It was **RESOLVED** to request the cleaner attend to remove.

**207/20 OTHER**

1. Date and Time of Next Meeting

The next meeting of the full Parish Council is scheduled for 22/10/20. The forthcoming agenda items were noted. Councillors requested no additional items be tabled.

2. Reminders and Forthcoming Events

The following reminders were noted:

- Parish Council meetings: see above.
- Sports and Leisure Committee meetings: see above.
- Annual volunteer event: draft date 21/1/21.
- PPP Publication dates: January, April, July, and October.
- Election: 6 May 2021.
- BALC Exec/Parish Liaison Meeting : 21/10/20, AGM 20/11/20 – Cllr Saintey attending.
- Wing & Ivinghoe Community Board Meeting: 19/11/20 – Cllrs Saintey & Crutchfield.
- Parish Assistant attending Car Scheme Volunteer recruitment & management in Covid webinar 7/10/2020.
- BC Clerks Forums: 12/1/21 & 6/4/21.

**208/20 CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman closed the meeting at 21.55.

Signed:

Date:

*D Nicholls*

Chairman