

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 22 October 2020
via electronic log-in commencing at 7.30pm

General Matters:

209/20 ATTENDANCE AND APOLOGIES

1. Council present via video conferencing

Cllr Nicholls (Chair), Cllr Saintey (Vice Chair), Cllr Mrs Crutchfield, Cllr McCarthy, Cllr Hawkins, Cllr Dr Frearson plus the Parish Clerk Mrs Eagling.

2. Others present

Buckinghamshire Councillor C Poll.

3. Apologies

It was **RESOLVED** to accept apologies from Cllr Mitra (poor health) and Cllr Blunt (personal commitment).

4. Absent

Cllr Weber and Cllr Mrs Stoddart.

210/20 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 (relevant to agenda item on Pitstone Hill hedge).

211/20 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No public were present. No councillors with declared interests wished to speak about those matters during the public session.

212/20 REPORTS FROM UNITARY COUNCILLORS

Buckinghamshire Councillors Chris Poll provided updates on activity at Buckinghamshire Council, the increase in local Covid cases, the new coronavirus walk-in testing centre at the Gateway and the new BC coronavirus posters.

213/20 MINUTES OF THE MEETING held on 24/9/2020.

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 24 September 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

214/20 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: 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 (estimated £65k liability for cost of upgrade). 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. Woodland walk cleared of fly-tipping.
- Rushendon Furlong Street Lighting: the parish council has agreed with Croudace to adopt the street lighting and illuminated bollards 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. 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 (following 12m maintenance period) prior to PPC adopting lighting. Replacement columns have been installed but are not yet illuminated.
- Vicarage Road footpath (Bellway site entrance to Marsworth Road bus stop): Bellway/BC to liaise.
- 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: Replacement woodland to be planted in 2021 planting season.
- Land off Westfield Road/'The Mounds': with Taylor Wimpey.
- 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.
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.
Collapsed Queen Street footpath – on list with Queen Street carriageway works estimated to be carried out in 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. Checking with Community Board.
- Safety Scheme works along Marsworth Road: BC to advise if allocated funding from Active Transport Scheme funding or HS2 Road Safety Fund.
- 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.
- Double Cricket Nets: Under investigation between I&PUCC and S&L committee.

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.
- 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.
- 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 or drawing competition to deter littering. Consider & implement at start of 2021.
- Tree Risk Assessment: Rescheduled for 27/10/2020.
- Windsor Road Swings: Order placed. Installation date tbc.
- Volunteer of the Year: Certificate presented to Mrs G Arney 13/10/20. Publicity issued.
- Huck Teck play space: Maintenance manual and certificate of destruction received. Missing labels outstanding.

215/20 CORRESPONDENCE

1. The list of correspondence received was noted.
2. The correspondence regarding the condition of local Right of Ways was noted. It was **RESOLVED** to pass the concerns to the two associated landowners and provide the resident with the contact details for Buckinghamshire Council who are the RoW authority.

Committee Matters:

216/20 PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE

1. Applications

No applications had been received in time for the agenda. It was noted that applications had since been received relating to 18 Old Farm and 3 Tun Furlong, so a planning committee meeting was being convened for November.

2. Decisions notified by Buckinghamshire Council

6 Warwick Road (householder certificate issued), Pitstone Pavilion floodlights (approved) and 13 Glebe Close (approved).

3. Applications outstanding with Buckinghamshire Council

The Rear of the Bell/Haldi, Land adjacent to the Duke of Wellington PH, Land at 140 Vicarage Road, 11 The Pightle, 4 The Pightle, 36 Albion Road and 7 Church Road.

It was **RESOLVED** to enquire with Buckinghamshire Councillor D Town if there was any update on progress with the first two applications listed.

4. Enforcement outstanding with Buckinghamshire Council

7 Church Road (20/00102/CON3), Land to the Rear of 140 Vicarage Road (20/00179/CON3) & 27 Campbell Lane (20/00443/CONB).

217/20 SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes of the Sports & Leisure Committee meeting held on 8/10/2020.

2. Pavilion Redevelopment Phase II

a. Progress Updates

- It was **RESOLVED** to note receipt of the progress reports, photographs, and certificates. Community room furniture was delivered 19/10/20. Kitchen & cleaning equipment being delivered w/c 19/10/20 tbc. Elec meter installation 24/10/20. Openreach tbc.
- Contracts Work Insurance cover was extended by 30 days with no additional charge.

- Contractors cannot get access to measure for racking to external stores or external signage until w/c 26/10/20 or 2/11/20.
- Fire Equipment being installed 21/10/20. Independent Fire Risk Assessment being undertaken 23/10/20.
- Legionella - Independent risk assessment w/c 19/10/20.
- Waste/Recycling – bins ordered, delivery date tbc. Clerk to provide a copy of the waste bin risk assessment undertaken for the planning application to Buckinghamshire Council.
- Premises licence issued.
- See full list in S&L draft minutes.

3. Other Pavilion Matters – Coronavirus Risk Assessment

Before an operator can open their community building, they must undertake a Covid risk assessment and carry out measures to make the building Covid secure eg installation of hand sanitisers and floor markings etc.

Separate draft suite of draft documents and updated terms & conditions approved, including a draft list of signs and equipment etc that we will need to purchase.

Neville's facilitating a site visit by the clerk and chairman w/c 19/10/20 to carry out the assessment so the necessary items can be purchased ahead of opening.

4. Leisure Development on the Recreation Ground

a. Multi Use Ball Court

To be installed by Nicholas King Homes eta end March 2021. It was noted that NKH had requested use of the council car park land from now until completion (whilst noting that they had already been using the council land as a site compound).

b. Skate Park

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

5. Other Play Space Matters

None arising this month.

218/20 STAFFING COMMITTEE

1. It was noted that the next Staffing Committee meeting was scheduled for 2/11/20. No report due.
2. It was noted that a long-standing employee had sadly stepped down due to ill health and **RESOLVED** to procure a card and small leaving gift. It was **RESOLVED** to recruit for a replacement litter picker and a replacement asset inspector (could be the same person or two people).
3. It was **RESOLVED** to include a provision within the forthcoming budget for training eg legionella, tree risk assessment and RoSPA playground assessment.
4. It was noted that recruitment for a cleaner/caretaker for the pavilion was underway, closing date 6/11/20.

Charity Matters:

219/20 PITSTONE PARISH CHARITY

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

220/20 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:

221/20 YOUTH CAFÉ

1. It was noted that Brookmead School would not permit indoor access at the site until at least 2021, reviewing after Christmas 2020.
2. It was **RESOLVED** not to hold skate-and-scoot sessions, which would be outdoor only, due to concerns relating to the weather during this winter term (the skate ramps can't be used in the rain) and the lack of indoor facilities in the event of an emergency.
3. It was **RESOLVED** that the recreation ground would not be a suitable venue due to concerns about restricting the bubble to 15 in an open access area.
4. It was **RESOLVED** to explore whether the pavilion could provide a temporary home to the youth café whilst it operated with capped bubbles. Café Manager to visit site w/c 2/11/20. It was further **RESOLVED** to delegate authority for any proposals and risk assessment arising to be considered at the sports and leisure committee meeting on 12/11/20.

222/20 HIGHWAYS AND PATHS

1. Ivinghoe & Pitstone Safety Scheme Works – Brookmead
The further updated PID was considered. It was **RESOLVED** to increase the Parish Council contribution from £5,250 to £7,332 as requested. Clerk to advise both IPC and BC.
2. Community Board Transport Group
Enquiry lodged with CB re funding for feasibility study into derestriction of Marsworth Road as B road & transferring the B status to Westfield Road.
3. mVAS
It was **RESOLVED** to procure service agreements for both the mVAS units (as the second unit is now approaching the end of its warranty period) from December 2020 onwards (cost £228.83 + VAT per unit).

223/20 PITSTONE DEVELOPMENT AREA

1. Car Park Lighting
NKH agreed to install the additional column requested. Lighting dispersal charts to be drawn up and provided to the parish council. Electricity to be unmetered so can be added to the parish council inventory once adopted. Adjoining lighting will be maintained by a management company.
2. Pitstone Memorial Hall Charity Car Park
The quotation provided by NKH was discussed. As the value was very high, the charity may wish to obtain comparison quotes and/or consider alternatives. Buckinghamshire Councillor Poll provided some useful contacts as Edlesborough had recently replaced their car park.
It was **RESOLVED** to ask NKH to provide temporary assistance by infilling the potholes whilst the charity investigated further, and to provide contact details for Clubb based in Long Marston.

224/20 COMMUNITY AND PUBLIC TRANSPORT

1. Community Bus
On hold pending lifting of Covid restrictions.
2. Community Car Scheme
No car scheme matters for consideration this month.

Other Matters:

225/20 DEVOLVED SERVICES

1. Hedge Cutting Notices
It was **RESOLVED** to issue a hedge cutting notice to Cock Sparrow Cottage on Marsworth Road and to escalate through TfB if once again not cut back to boundary providing unimpeded use of the path and access to the fire hydrant.
2. BC Place Based Devolved Service Pilots
The initial meeting with BC was discussed. The BC officers attending did not have any firm offers nor any background information on the assets under consideration, which was

a disappointment. BC wished to talk about devolving care of playground equipment, but they do not own any in the parish and therefore this had never been on the parish council expression of interest. BC to revert to the parish council in November.

226/20 MEMBERSHIPS AND SUBSCRIPTIONS

1. Parish Online

It was **RESOLVED** to renew annual membership of the mapping software service (discounted rate of £52.50 per annum).

2. Local Councils Update

It was **RESOLVED** to renew annual membership of Local Councils Update (£75 per annum).

3. Chiltern Society

It was **RESOLVED** to renew annual membership of the Chiltern Society (£30 per annum).

227/20 CONSULTATIONS

1. It was **RESOLVED** to respond to the London Luton Airport Consultation re their proposed increase from 18mppa to 19mppa, echoing the sentiments expressed in Rachael Webb's response for BMKALC.
2. It was noted that a second LLA consultation had now been received relating to arrival flight paths. This would be added to the November agenda.

228/20 CHRISTMAS LIGHTS

1. It was **RESOLVED** to accept the quotation from Lamps & Tubes Illuminations to return our Christmas lights from storage, erect them in the tree at the front of Pitstone Memorial Hall, test, ensure switch on before the first Sunday in Advent, timed illumination throughout the season from 3pm to 1am, switch off for 12th night, removal from the tree and storage for the following 12 months (£500 + VAT).
2. It was **RESOLVED** that the Parish Council would like to illuminate the tree in the front car park of the pavilion site as this will become the new council office and a community facility. Clerk to arrange for the contractor to visit site as soon as we can get access and provide a quotation for consideration. It was **RESOLVED** to delegate consideration to the sports and leisure committee on 12/11/20 to enable installation for this Christmas if possible.

229/20 LITTER BINS

- It was noted that TfB were supportive of a larger litter bin by the layby opposite Masons so long as it was self-weighted, required no groundworks, was located at the back near the hedge and not near the edge of the highway and the parish council took full responsibility. It was therefore **RESOLVED** to purchase a Glasdon Topsy Jubilee litter bin in green, to match the others in the village, with ballast (either internal or external depending on which is the heaviest). Approximate cost £324 + VAT.
- It was **RESOLVED** to continue to monitor the situation in the new play space by the Recreation Ground rather than purchase additional bins (2 bins have already been provided). Signage is already in place on the outside of the play space. It was **RESOLVED** to add signage to the inside of the gate, reminding users to put their litter in the bin before they left. If additional litter bins are required, it may be possible to relocate one of the old bins removed from the old play space and currently just outside the site. An anti-litter campaign to be added to the list of possible children's competitions for 2021.

230/20 PITSTONE HILL HEDGE

Cllr Saintey declared an interest, as a member of the National Trust Estates Committee, and did not vote in the matters under consideration for this agenda item.

1. It was **RESOLVED** to accept the quotation from Ross Lawry Agricultural Services to cut the hedge by Pitstone Hill car park (cost £200), not to be carried out before January 2021 to ensure the birds could feed on the berries for the next few months.
2. It was noted that the legal agreement relating to this land was very out of date but that National Trust did not currently have the appetite to expend legal costs in bringing it up to date. Review the situation again in 12 months.

231/20 ITEMS RAISED BY THE PUBLIC

There were no unresolved matters for discussion this month.

Financial Matters:

232/20 FINANCIAL MATTERS

1. VAT Return

It was noted that the September VAT return had been submitted. £57,005.32 to be refunded by HMRC.

2. Grant Applications

It was noted that no community groups had applied for funding this month.

3. 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, 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.

4. Internal Controls

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

5. Budget for 2021-22

The second budget forecast was considered.

It was **RESOLVED** to include an accrual provision towards repair/maintenance at the pavilion as this now includes more systems such as CCTV and alarm etc. Clerk to seek advice from Beacon Surveying Solutions.

It was **RESOLVED** that Cllr Nicholls would print the budget spreadsheets onto A3 format to facilitate a line-by-line discussion amongst interested members.

233/20 REPORTS

1. Cllrs Saintey provided a report from the BALC/Parish Exec meeting on 14/10/20.
2. Clerk provided feedback from BALC/Breakthrough Communications webinar on 'Effective Communications and Engagement in a Post-Lockdown World' which took place on 8/10/20. Cllr Nicholls had reviewed the website links suggested and the parish council will try the suggestions arising.
3. The feedback provided by the Parish Assistant on the 'Volunteer Recruitment and Management in Covid' webinar held on 7/10/20 was noted.
4. Buckinghamshire Councillor Chris Poll provided details of the new Wing & Ivinghoe Community Board Facebook page.
5. Other minor reports noted.

234/20 OTHER

1. Date and Time of Next Meeting

The next meeting of the full Parish Council is scheduled for 26/11/20. The forthcoming agenda items were noted as:

- Further draft of budget
- Receive annual copy of allotment risk assessment from PAA
- Review of contract with South Beds Driving once they can assess new parking area
- Consideration of any Christmas holiday children's hunt activities
- New printer

Councillors requested no additional items be tabled.

2. Reminders and Forthcoming Events

The following reminders were noted:

- Parish Council meetings: 26/11/20 then 7/1/21.
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, 30/9/21, 28/10/21, 25/11/21.

- Sports and Leisure Committee meetings: 12/11/20 and 10/12/20.
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, 9/9/21, 14/10/21, 11/11/21 and 9/12/21.
- Staffing Committee: 2/11/20.
- PPP Publication dates: January, April, July and October.
- Election 6/5/21.
- BALC Exec/Parish Liaison Meeting : AGM 20/11/20 – Cllr Saintey attending.
- Wing & Ivinghoe Community Board Meeting: 19/11/20 – Cllrs Saintey & Crutchfield.
- BC Clerks Forums: 12/1/21 & 6/4/21.

235/20 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 21.33.

Signed:

Date: 26-11-20

D Nicholls

Chairman