

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 26 November 2020
via electronic log-in commencing at 7.30pm

General Matters:

236/20 ATTENDANCE AND APOLOGIES

1. Council present via video conferencing
Cllr Nicholls (Chair), Cllr Saintey (Vice Chair), Cllr Mrs Crutchfield, Cllr McCarthy, Cllr Blunt plus the Parish Clerk Mrs Eagling.
2. Others present
Buckinghamshire Councillors C Poll, S Jenkins and D Town.
3. Apologies
It was **RESOLVED** to accept apologies from Cllr Mitra (poor health), Cllr Dr Frearson, Cllr Hawkins and Cllr Mrs Stoddart.
4. Absent
Cllr Weber.

237/20 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.

238/20 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.

239/20 REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Derek Town provided an update on the Covid position in Buckinghamshire and the Tier 2 designation after lockdown. Tiers will be reviewed again in mid-December.

Councillor Chris Poll provided an update on the reduction in rough sleeper / homeless volumes in Buckinghamshire.

Councillor Derek Town provided an update on the Community Board meeting last week and 20mph zones by schools.

240/20 MINUTES OF THE MEETING held on 22/10/2020.

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 22 October 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

241/20 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.
- 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. Bell Field been marked out.
- PDA replacement car park: Illuminated car park will pass to the parish council along with the MUGA. Extra lighting column agreed by NKH.
- PDA MUGA: To be installed by NKH, eta end March 2021.
- 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 Brookmead School. PPC resolved to contribute £7,332 to the scheme. The BC Community Board approved their match funding at their November meeting. BC/TfB will schedule in due course.
- 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.
- 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. HCC advised did not qualify for Sustainable Transport Fund grant. HCC are waiting for a response from Canal & River Trust re Marshcroft Lane 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: I&PUCC to mark out.

- Tennis/Netball/5-aside floodlit court: No action can be taken by the parish council at this point. Unable to progress until the landowner confirms able to negotiate.
- Pitstone Memorial Hall Charity car park: trustees to investigate alternative car park solutions and respond to the parish council in due course.

Within the scope of the parish council:

- 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: options include: scarecrow in hi-vis to deter speeding or anti-litter poster competition. Consider & implement at start of 2021.
- Windsor Road Swings: Site survey undertaken. Report and risk assessment received. Installation w/c 30/11/20.
- Huck Teck play space: Complete.
- Litter bin for layby: On order eta 2 weeks.
- Community Bus investigation: On hold until post-covid.
- Christmas lights: Recreation Ground lights will be installed and switched on for first Sunday in Advent. Pavilion lights will be installed as soon as can be arranged & then switched on. Hopefully doing both sites on Friday 4 December.
- Christmas cards: ordered.
- Pitstone Hill hedge: due to be cut in January 2021.

242/20 CORRESPONDENCE

The list of correspondence received was noted including the resident comments relating to footpath 2 (which have been passed to the landowner).

It was **RESOLVED** to respond to the National Highways and Transport Services (NHT) survey re satisfaction with TfB, and to add this to the end of January agenda.

Committee Matters:

243/20 PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE

1. Minutes

It was **RESOLVED** to note receipt of the draft committee minutes from 17/11/20 meeting.

2. Applications

No applications had been received in time for the agenda. It was noted that an application had since been received relating to 5 Crispin Field. It was **RESOLVED** to convene a planning committee for Tuesday 15/12/20.

3. Decisions notified by Buckinghamshire Council

3 Tun Furlong and 18 Old Farm both approved by Buckinghamshire Council.

4. Applications outstanding with Buckinghamshire Council

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, Walnut Barn on Cheddington Road, 6 Castle Close and 93 Windsor Road.

5. Enforcement outstanding with Buckinghamshire Council

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

244/20 SPORTS AND LEISURE COMMITTEE – CLLR SAINTLEY, CHAIR OF COMMITTEE

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes of the Sports & Leisure Committee meeting held on 12/11/2020.

2. Pavilion Redevelopment Phase II

a. Progress Updates

- It was **RESOLVED** to note the completion of construction, snagging undertaken, fire equipment installation and risk assessment undertaken, receipt of wheelie bins, air test completion, legionella risk assessment completion, fit out undertaken,
- It was noted that Contract Works Insurance now expired. Building valued by Beacon Surveying Services and insurance increased accordingly. Insurance increased to reflect fit out costs and will continue to be amended as deliveries received.
- It was noted that the car park could not be resurfaced, the rear ground renovated nor the memorial bench reinstated until the spring due to the weather conditions.
- It was noted that the following minor fit out was outstanding: some extra keys from original supplier, door mats, reflective strips for lamp posts

b. Shelving and Racking

- It was **RESOLVED** to accept the quotation of £90 to supply and fit shelving to ticket office from Abode Solutions.
- It was noted that one unit of donated shelving had been relocated to the container, the remaining shelving units are in the hirers store.
- Further shelving may be required for the container in due course, once council is aware of the volume of items to be stored there.
- Quotations for bespoke shelving to 2 x cleaners stores and parish store outstanding. It was **RESOLVED** to agree in principle and for council to consider quotations electronically.
- S106 fit out funding currently available.

c. Office Furniture

- It was **RESOLVED** to purchase 1 x tambour cupboard with 3 shelves & 3 filing rows, 2 x 80cm lockable cupboards and 1 x 3 drawer under desk pedestal from Bisley Direct. Approximate cost £1,800 + VAT. S106 fit out funding available.
- It was **RESOLVED** to purchase other minor office fit out that may be required eg chair.

d. Legionella

- Independent Risk Assessment undertaken by First Environment and record file received.
- NSP undertaken remedial works to cleaning sink and water heater, and confirmed location/distance of TMVs.
- It was **RESOLVED** that the Parish Council, as Duty Holder, would re-nominate the clerk at the Responsible Person until the appointment of a caretaker. It was **RESOLVED** to approve renewal/undertaking of online training for clerk and caretaker.

e. Signage

- It was **RESOLVED** to accept the quotation of £140 for Signs Realm to supply and fit 'Main Entrance' and 'Ticket Office' signage. S106 fit out funding available.

f. Access Systems

- The initial problems experienced with the access and cctv systems were explained. Surveyor attended. Waiting for quote. Remedial works to be undertaken, waiting for date.

- It was **RESOLVED** to approve in principle, with quotations for the remote access box and separate panel for the garage to be considered at either the s&l or full council meetings.
- g. ACE maintenance agreements
- Will need to enter into in due course once all systems fully functioning and specified.
- h. Gates / fence
- New pedestrian gate required for junction with Marsworth Road, new double maintenance gates required, new section of fencing required. Quotes to be obtained for consideration at the sports and leisure committee meeting in December.
3. Other Pavilion Matters – Coronavirus
- Lockdown 2 closed the pavilion again. Risk Assessment will be reviewed once measures for each tier fully announced.
4. Leisure Development on the Recreation Ground
- a. Multi Use Ball Court
- To be installed by Nicholas King Homes eta end March 2021.
- b. Skate Park
- It was **RESOLVED** to appoint CDMPC to act as Principal Designer/Health and Safety Rep to the skate park project (£1,000).
 - It was **RESOVLED** to defer approval of the draft tendering documents to the sports and leisure committee meeting in December to provide additional time for the QS to provide comments.
 - The complications re paving and fencing were noted and it was **RESOLVED** to seek advice from the QS before re-submitting the S106 request.
5. Other Play Space Matters
- 'Assistance Dogs Only' signs on order for Recreation Ground play space.
 - It was **RESOLVED** to defer consideration of quotations to undertake the tree works defined in the tree risk assessment to the sports and leisure committee meeting in December.
 - It was noted that the Memorial Hall Charity tree that normally houses the parish council Christmas lights required felling during 2021. Lighting contractor attending to identify if there is a suitable alternative tree, near a lamp column that power could be sourced from and will provide a quotation for consideration at the budget meeting.

Buckinghamshire Councillors Derek Town, Sandra Jenkins and Chris Poll departed the meeting. The Chairman thanked them for their attendance. Cllr D Frearson joined the meeting. No members of the public had chosen to join the meeting nor were present for the remainder of the meeting.

245/20 STAFFING COMMITTEE

1. It was **RESOLVED** to note receipt of the draft minutes from the committee meeting held on 2/11/20.
2. It was **RESOLVED** to offer the position of cleaner for the Pavilion to a candidate, on a 3-month trial basis, terms as previously defined, commencing on 7/12/2020 after the first weekend of football. It was further **RESOLVED** to review the health & safety / caretaking requirements for a while (and carry out these duties inhouse) to determine exactly what was required and how long this might take, and then review that appointment in due course.
3. It was **RESOLVED** to offer the position of Asset Inspector to a candidate, on a 3-month trial basis, terms as previously defined, commencing on 7/12/2020. It was further **RESOLVED** to offer the extension of Litter Picker duties to an existing employee.
4. It was **RESOLVED** to include a provision within the forthcoming budget for the wage / salary increases and potential additional staff (youth work assistant and additional litter/assets as village expands) proposed by the staffing committee.
5. It was noted that the next Staffing Committee meeting was scheduled for 11/1/2021.

Charity Matters:

246/20 PITSTONE PARISH CHARITY

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

247/20 PITSTONE RECREATION GROUND CHARITY

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

248/20 PITSTONE MEMORIAL HALL CHARITY

Cllrs Nicholls and Crutchfield provided feedback on the Memorial Hall Charity AGM. It was noted that Mr Clare had resigned from the committee and Mr Aldridge had stepped down as Chairman. It was **RESOLVED** to write and thank both gentlemen for their support of our community over the last few years. It was noted that a new Chair had been appointed, Mrs S Murrell.

Working Group Matters:

249/20 YOUTH CAFÉ

1. It was noted that the council hoped to re-open the youth café after Christmas, operating from the Pavilion, due to the covid bubble limits and the ongoing non-availability of Brookmead school.
2. It was noted that the Café Manager was re-working the skate ramps, which could be used in the tarmac car park. Ramps would be stored in the container. It was noted that the Café Manager would also re-locate the basketball hoops to the Pavilion site.
3. It was **RESOLVED** to write and thank the Café Manager for the donation of shelving, the discounted desk and for re-working the skate ramps.
4. Café Manager to supply updated risk assessments and proposals for the Café once the restrictions that might come into place for our tier after the current lockdown (ending 2/12/2020) ends.

250/20 HIGHWAYS AND PATHS

No resolutions required this month.

251/20 PITSTONE DEVELOPMENT AREA

It was noted that Nicholas King Homes had filled the potholes in the Pitstone Memorial Hall Charity (PMH) car park free-of-charge. PMH will investigate longer term cheaper surfacing options and respond in due course.

252/20 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:

253/20 DEVOLVED SERVICES

1. BC Place Based Devolved Service Pilots

No further update received from Buckinghamshire Council.

2. Graffiti

It was noted that the contractor had been instructed to remove the graffiti from the roundabout road sign.

3. Hedge Cutting Notice

It was noted that the Marsworth Road resident had undertaken some remedial work to their overgrown hedge.

254/20 CONSULTATIONS

1. It was **RESOLVED** that no response was required to the London Luton Airport Consultation relating to arrivals airspace as the impact on Pitstone was minimal.

255/20 CORONAVIRUS

1. National lockdown 2 had commenced in November and runs until 2/12/2020. The Community Room and all football (at both sites) has had to close. Playgrounds remain open. Asset inspections and litter collection continue.
2. It is understood that Buckinghamshire will move into Tier 2, with tighter restrictions, from 3/12/20. Government has proposed that this will involve no socialising indoors with people outside your household, rule of 6 applicable outdoors eg in playgrounds and parks, alcohol to only be served if part of a substantial meal and people to only sit with other people from their household, however football and outdoor sport can resume.
3. The parish council has applied for, and received, a £1,334 Local Restrictions Support Grant in relation to the closed community facility over Lockdown 2.

Cllr Mrs Stoddart joined the meeting.

256/20 COMMUNITY BROADBAND / FIBRE TO CABINET

It was noted that a resident was investigating possible schemes to improve the broadband provision for the village. The way the schemes operate was described. Initially, the schemes really required as much education and awareness driving as possible, to encourage residents to sign-up and therefore to increase the value of vouchers that can be used to offset/contribute to the costs. It was **RESOLVED** to provide assistance to any community group formed in respect of increasing awareness etc via PPP, noticeboards, website, social media etc and by ring-fencing up to £500 to cover the cost of a leaflet drop (from Leaflet Frog) and 2 x vinyl banners (from Vistaprint).

257/20 ALLOTMENT TRACK

Cllrs Saintey and Crutchfield declared interests and did not participate in the discussion or voting of this item.

It was **RESOLVED** that the parish council would purchase 20 tonnes of type 1 stone to complete the final section of the track, which has had to be closed due to ground conditions following the excessive rain. It was noted that PAA hoped to be able to refund this cost to the Parish Council in due course when funds were available.

258/20 PRINTER

It was **RESOLVED**, once the new office furniture was installed, to purchase an A4 colour laser printer (approx. cost £250-350) and return the rental printer to Laserlife.

259/20 ITEMS RAISED BY THE PUBLIC

There were no unresolved matters for discussion this month.

It was noted that a Crispin Field resident has raised a query regarding a back-shield for a streetlight, which would be investigated so council could consider the issue next month.

Financial Matters:

260/20 FINANCIAL MATTERS

1. VAT Return

It was noted that the October VAT return had been submitted. £36,241.22 to be refunded by HMRC.

2. Grant Applications

- It was **RESOLVED** to award a grant of £6k to Pitstone Memorial Hall Charity for the repair of the roof. This would utilise all the funding ring fenced for the hall over 2019/20 and 2020/21.
- It was **RESOLVED** that the Parish Council would potentially be willing to support a 2021 Party in the Park by paying for the hire of the stage (£1,200 + VAT), however the council would need to be assured that the event could definitely go ahead (given the Coronavirus situation) before such an expense would be made.

3. Financial Summaries and Expenditure

Cllrs Saintey and Nicholls both declared interests in relation to their individual expense claims.

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

Cllr Frearson requested council consider the purchase/installation a variety of bee/bat/bird boxes on land within the council ownership in 2021/22. Cllr Frearson to try and obtain some guideline costs for inclusion within the budget discussion next month.

Pavilion accrual estimate outstanding from Beacon Surveying.

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

261/20 REPORTS

1. Cllr Saintey provided a report from the AVALC meeting on 10/11/20.
2. Cllr Crutchfield provided a report from the Wing & Ivinghoe Community Board meeting on 19/11/20.
3. It was requested that the clerk report to BC TFB that the streetlight outside Delicious Meals comes on much later than the other columns along Marsworth Road.
4. Other minor reports noted.
5. Members reported knowledge of several incidents of attempted theft/break in to vehicles in the village recently. It was **RESOLVED** to write to TVP and ask if anything being done to tackle and if there is any information they wish us to issue to residents.

262/20 OTHER

1. Date and Time of Next Meeting

The next meeting of the full Parish Council is scheduled for 7/1/21. The forthcoming agenda items were noted as:

- Further draft of budget
- Receive annual copy of allotment risk assessment from PAA
- Payment due to Pitstone Memorial Hall charity re wheelie bin usage, and £1 annual rent due from Pitstone Memorial Hall.
- Annual review of the Events and Open Space Policy.
- PPP submissions.

Councillors requested no additional items be tabled.

2. Reminders and Forthcoming Events

The following reminders were noted:

- Parish Council meetings: 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: 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: 11/1/21.
- PPP Publication dates: January, April, July and October.
- Election 6/5/21.
- BC Clerks Forums: 12/1/21 & 6/4/21.
- Provisional date for Party in the Park: 17/7/21 1-8pm.

263/20 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman closed the meeting at 21.53.

Signed:

Date: 7/1/21

D Nicholls

Chairman