

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN of the meeting of the full Parish Council to be held at Pitstone Pavilion on Thursday 29 July 2021 at 7.30pm

The parish council must have due regard for the safety of our members and the public when holding meetings and ensure that our venue is covid compliant. In line with our risk assessment for this meeting and current government guidance:

- No-one should attend the meeting if they have been feeling unwell, recently been in contact with someone with covid-19 or been contacted by Track & Trace.
 - We encourage all attendees to scan our QR code or provide contact information for Track & Trace.
 - We encourage all members of the public to wear a face covering throughout the meeting.
 - All attendees must use hand sanitiser on arrival.
- A limited number of people can be seated in the public gallery at any one time. Members of the public may need to wait under the outside covered walkway until the relevant agenda item is being discussed if more members of the public wish to attend than capacity regulations permit.
- We encourage all attendees to still maintain social distancing whilst on our premises & grounds. Seating will be arranged with at least 1m distance between attendees.
 - Our facilities will be cleaned prior to your arrival and again on departure.
 - No tables, refreshments or papers/pens will be provided. Please bring any materials you require.
 - Doors and windows will be open to improve ventilation so come suitably dressed.
- Please be considerate of all other attendees, some of which may have been shielding, as the country carefully moves forward out of lockdown.

Requirements and procedures for each meeting may vary, in line with government guidance at the time.

Please remember that the council can be reached by telephone, email, in writing, via the website or via our Facebook and Twitter accounts at any time and these methods will enable us to respond to you much quicker response.

Laurie Eagling, Clerk to the Council
Pitstone Pavilion, Pitstone, LU7 9AP
Tel: 01296 767261

Signed *L Eagling*
Date: 23 July 2021

A G E N D A

1. ATTENDANCE AND APOLOGIES

2. REGISTER & DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

1. To note receipt of completed Register of Interests from newly appointed members.
2. To consider declarations & dispensation requests from councillors on matters to be considered at the meeting.

3. QUESTIONS FROM MEMBERS OF THE PUBLIC AND PRESS

The monthly opportunity for members of the public to put questions or provide information to the parish council.

4. QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

The monthly opportunity for members of the public to put questions to Buckinghamshire Councillors, and for those Councillors to provide updates to the Parish Council and public.

5. MINUTES OF PREVIOUS MEETING

To resolve that the minutes of the previous meeting held on 24 June 2021 are a true and accurate record of the meeting.

6. TO NOTE RECEIPT OF THE REPORT ON ONGOING ITEMS/MATTERS ARISING (for information only)

7. TO NOTE THE CORRESPONDENCE RECEIVED

COMMITTEE MATTERS

8. PLANNING COMMITTEE MATTERS

1. Minutes

To note receipt of the draft minutes of the planning committee meeting held on 15/7/21.

2. Application Consultations

- a. **113 Windsor Road, 21/02807/ACL, certificate of lawfulness application for existing dwelling with building works to create two bedrooms and one shower room at loft level incorporating two pitched roof dormers to the rear roofslope and three rooflights to the front roofslope.**
- b. **11 The Pightle, 21/02858/APP, single storey side extension (amended scheme to 20/02302/APP).**
- c. **72 Vicarage Road, 21/02864/APP, dropped kerb to provide disabled access to rear of the property (previously granted).**
- d. **50 Albion Road, 21/02898/APP, single storey side extension to replace existing porch**

3. Decisions notified by Buckinghamshire Council

- a. **None.**

4. Applications outstanding with Buckinghamshire Council

Rear of the Bell (Haldi), Land adjacent to the Duke of Wellington PH, Portland House on Westfield Road, 27 Campbell Lane, 4 Railway Cottages on Cheddington Road, Land off Cheddington Road (opposite 61/63), Mill View on Groomsby Drive, 6 Williamson Way and 31 Marsworth Road.

5. Enforcement outstanding with Buckinghamshire Council

- a. **27 Campbell Lane (20/00443/CONB) – erected fence despite refusal of planning (see planning application section)**

6. Other

- To note feedback from the Planning Demystified BMKALC training course attended by Cllr Weber & associated cost.
- To consider if wish to submit any comments to Cala Homes consultation relating to 75 proposed new homes in Ivinghoe (closing date 30/7/21).
- To note receipt of link to new NPPF.

9. SPORTS AND LEISURE COMMITTEE MATTERS

1. To note that no meeting took place during July and therefore no report or draft minutes were due.
2. To approve entering Sub-Contractor Collateral Warranty for Employer 2016 with Ambivent.

10. STAFFING COMMITTEE MATTERS

1. To note receipt of the draft minutes of the Staffing Committee meeting that took place on 5/7/21.
2. To note resignation of cleaner and approve recruitment of replacement member of staff.
3. To discuss if the parish council wishes to recruit an additional litter picker and/or extend litter picking duties and/or provide extra litter bins by recreation ground/MUGA.

CHARITY MATTERS

11. PITSTONE PARISH CHARITY MATTERS

To note that no meeting took place during July and therefore no report or minutes were due.

12. PITSTONE RECREATION CHARITY MATTERS

To note that no meeting took place during July and therefore no report or minutes were due.

WORKING PARTY MATTERS

13. PITSTONE YOUTH CAFÉ MATTERS

1. To consider/approve entering revised 6-month contract with D Rollins re youth café management and the associated costs.
3. To note feedback from the sessions organised for year 6 Brookmead students.
4. To note café manager to review/update all policies for approval at August meeting.

OTHER MATTERS

14. DEVOLVED SERVICE MATTERS

1. To consider any response from Buckinghamshire Council re place-based Devolution Pilots.
2. To note request to BC to look at entrance to RoW off Vicarage Road to Pitstone Church.
3. To note hedge cutting undertaken to improve visibility splays by Cooks Wharf.

15. CHILDREN'S 'LOVE PITSTONE' SUMMER PHOTOGRAPHY COMPETITION 2021

Now launched. To note project update, timescale and approve costs.

16. PITSTONE SKATE PARK

To note initial feedback from Bendcrete design consultation event held 28/7/21.

17. PITSTONE ALLOTMENTS

1. To note receipt of latest PAA draft committee minutes of meeting held 15/7/21 plus treasurers report and copy of insurance renewal documentation.
2. To note PAA's notification of annual subscription charge that PPC must collect from tenants and pass to PAA & confirm PPC's allotment plot rental fees for next 12 months.
3. To confirm non-renewal of tenancy for 2 stated plots.
4. To consider PAA strategic request for further allotment space within the parish.
5. To note that PAA have offered to hand deliver the tenancy agreements.

18. COMMUNITY AND PUBLIC TRANSPORT MATTERS

No resolutions required this month. Tring Town Council have not yet arranged the promised meeting.

19. HIGHWAYS AND PATHS MATTERS

1. To note BC update on Westfield Road as presented at Community Board meeting on 20/7/21.
2. To note receipt of mVAS service reports (May-July).

20. ASSET OF COMMUNITY VALUE – LAND TO THE SOUTH SIDE OF THE CRESCENT

1. To note application was successful and BC re-entered Land to the South Side of The Crescent onto the register.
2. To consider/approve re-approaching BC for confirmation of their proposals for this land and/or to offer to purchase to protect in perpetuity.

21. ELECTRICITY CONTRACT

To consider quotations for electricity contract for Pitstone Pavilion and appoint supplier.

22. RENEWAL OF REGISTRATION WITH ICO

To note/approve annual renewal of registration with the Information Commissioners Office & associated cost.

23. VACANCIES

1. To consider any applications for one remaining parish councillor vacancy.
2. To note resignation of PPP Editor and approve recruiting for replacement volunteer.
3. To note currently recruiting for new cleaner for pavilion.

24. POLICY AND RISK ASSESSMENT REVIEW

1. To consider/approve the annual review of the Street Light Policy.
5. To consider/approve the annual review of the Reserves Policy.
6. To consider/approve the annual review of the Schedule of Charges.
7. To consider/approve the review of Coronavirus risk assessments for playgrounds & pavilion.

25. QUEEN'S PLATINUM JUBILEE (2-5 JUNE 2022)

No resolutions required this month.

26. ALL COUNCILS CHARTER

To discuss/approve signing up to the "All Council's Charter" issued by Buckinghamshire Council.

27. ISSUES RAISED BY MEMBERS OF THE PUBLIC

No unresolved matters for discussion this month.

28. FINANCIAL MATTERS

1. Quarterly opportunity to consider grant requests submitted to the parish council.

2. To note details of monthly VAT return.
3. To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor/budget monitor and detailed monthly summary reports.
4. To conduct all necessary internal controls and determine any issues arising.
5. To consider/approve making changes to bank signatories.

29. REPORTS

1. To receive feedback from Community Board meeting on 20/7/21 – Community Board representatives.
2. To receive feedback from Windmill Fest 24/7/21 – Cllr Heyman.
3. To receive feedback from Parish Liaison meeting 14/7/21 – Cllr Nicholls.
4. To receive feedback on Buckinghamshire Council's Planning & Environment update 13/7/21 – Cllr Crutchfield.
5. To receive feedback on Broadcasting Council Meetings mini summit 29/7/21 – Cllr Nicholls.
6. To note that NKH have agreed to fit grates over the large pipes in the balancing pond.
7. To note other reports.

30. OTHER

1. To note the matters for inclusion on the August meeting agenda and determine any further matters.
2. To note the reminders and forthcoming events.

In accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meeting and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press will be excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted.

31. PITSTONE DEVELOPMENT AREA MATTERS

To note ongoing discussions with NKH regarding progress to date with the site and future steps to conclude its delivery, and to ratify electronic decisions relating to the same.

The public and press are welcome to attend our meetings, and to address the council during the public participation session.