

PITSTONE PARISH COUNCIL

**NOTICE IS HEREBY GIVEN OF the meeting of the full Parish Council
to be held at Pitstone Pavilion on Thursday 24 June 2021 at 7.30pm**

The government elected not to extend the legislation which permitted parish councils to hold meetings remotely. A High Court hearing has ruled that original legislation does not permit remote meetings. Therefore, parish council meetings are required to return to physical meetings. The parish council must also have due regard for the safety of our members and the public when holding such 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.
 - All attendees will be required to scan our QR code or provide contact information for Track & Trace.
- All members of the public will be required to wear a face covering throughout the meeting. Members of the council may elect not to wear their covering when speaking, seated or drinking if they wish and to help members of the public to hear them clearly.
 - All attendees must use hand sanitiser on arrival.
- 8 members of the public can be seated in the public gallery at any one time. Members of the public should phone 01296767261 to book a seat and advise the council of any particular agenda items that they wish to be present for. 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.
- Social distancing must be observed. Seating will be arranged with 2m distance between attendees. Please also observe social distancing when moving about our building and car park.
 - 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 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: 18 June 2021

A G E N D A

1. ATTENDANCE AND APOLOGIES

2. REGISTER & DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

To receive completed Register of Interests from all elected members and 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 20 May 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

ELECTION/VACANCIES

8. PARISH COUNCIL ELECTION AND CO-OPTION

1. To note Buckinghamshire Council advised that no local by-election had been called and the parish council is free to co-opt to fill the 3 vacancies.
2. To consider applications received from those seeking to be co-opted as members and appoint.
3. To receive Declarations of Acceptance of Office from those appointed and present.
4. To receive Register of Interests from those appointed and present.
5. To consider/confirm any committee/working party applications from co-opted members.
6. To determine if a replacement member can be nominated to attend the BALC/BC Parish Liaison meetings.

COMMITTEE MATTERS

9. PLANNING COMMITTEE MATTERS

1. Minutes

To note that no committee meeting had been held during the month. No report due.

2. Application Consultations

- a. **4 Railway Cottages, Cheddington Road, 21/02032/APP, part two, part single and part first floor side extension and two storey side and part single rear extension**

3. Decisions notified by Buckinghamshire Council

- a. **18 Church Road, 21/01120/APP, two storey side extension – refused.**
- b. **51 Rushendon Furlong (21/00307ACL - 21/00227/CONB) – BC advised falls within permitted development.**

4. Appeals allowed by the Planning Inspectorate

21/00020/FTHA, 4 The Pightle: appeal lodged with Planning Inspectorate following Buckinghamshire Council's refusal.

5. Applications outstanding with Buckinghamshire Council

Rear of the Bell (Haldi), Land adjacent to the Duke of Wellington PH, Portland House on Westfield Road, 9 Bolebec End, 27 Campbell Lane and Land off Cheddington Road (opposite 61/63).

6. Enforcement outstanding with Buckinghamshire Council

- a. **27 Campbell Lane (20/00443/CONB) – erected fence despite refusal of planning (see planning application section)**
- b. **9 Bolebec End (21/00252/CONB) – loft conversion and single storey rear extension - work commenced but planning not yet granted.**

7. VAHT/Cooks Wharf

To note the response submitted to VAHT.

10. SPORTS AND LEISURE COMMITTEE MATTERS

1. To note receipt of the draft minutes of the committee meeting held on 10/6/21.
2. To consider Annual Playground Inspection Reports and determine actions arising.

11. STAFFING COMMITTEE MATTERS

1. To note that next committee meeting is scheduled for July so no report due.

CHARITY MATTERS

12. PITSTONE PARISH CHARITY MATTERS

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

13. PITSTONE RECREATION CHARITY MATTERS

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

WORKING PARTY MATTERS

14. PITSTONE YOUTH CAFÉ WORKING PARTY MATTERS

3. To note that current guidelines will remain in place until the end of term as the easing of Covid regulations has been delayed by government.
4. To note the sessions organised for year 6 Brookmead students.

15. PITSTONE DEVELOPMENT AREA WORKING PARTY MATTERS

1. To consider/approve the bicycle racks NKH wish to install on council land by the MUGA.
2. To note the ongoing discussions with NKH relating to the MUGA and the replacement car park.
3. To note the current situation regarding 'proposed' extra parking spaces for Pitstone Memorial Hall Charity.
4. To note response to NKH re pre-application enquiry.
5. To note future consideration for litter bins near the MUGA.

OTHER MATTERS

16. DEVOLVED SERVICE MATTERS

To consider any response from Buckinghamshire Council re placed Phase 1 Devolution Pilots.

17. 2021 CHILDREN'S COMPETITION

To consider/determine any 2021 children's competition & actions arising or postpone until 2022.

18. PITSTONE SKATE PARK

1. Following the evaluation of all tenders submitted, the subsequent clarifications and the recommendation of the professional team, to consider/approve appointment of skate park contractor and funding envelope, subject to a number of requirements.
2. To approve associated delegations / approvals to ensure the smooth running of the project.
3. To consider/approve proposals for physical design consultation event with users and residents.
4. To consider/approve proposals for landscaping treatment.

19. ALLOTMENTS

1. To consider/approve the annual review of the licence between Pitstone Allotment Association and the parish council.
2. To consider/approve a change in orientation of polytunnels and associated rules.
3. To consider any basic amount that the parish council would be happy to hold in the allotment cost centre.
4. To note receipt of the updated PAA handbook and rules.
5. To approve purchase of signage for water troughs to confirm that water is not suitable for drinking.
6. To note receipt of latest PAA committee minutes & treasurers report.

20. COMMUNITY AND PUBLIC TRANSPORT MATTERS

To note feedback from Tring Town Council Community Bus meeting held 17/6/21 regarding proposals for a community bus service to assist disabled residents (not general public) to reach the station.

21. HIGHWAYS AND PATHS MATTERS

1. To note updates on Westfield Road installations by Buckinghamshire Council and Taylor Wimpey.
2. To note receipt of mVAS service report from Swarco.

22. ANNUAL ASSEMBLY 2021

To discuss options & determine proposals for any 2021 Annual Assembly or postpone discussion until covid restrictions lifted further.

23. POLICY REVIEW

1. To consider/approve the annual review of the Equal Opportunities Policy.
2. To consider/approve the annual review of the mVAS procedures manual & risk assessment.
3. To consider/approve the annual review of the Play Policy, Risk/Benefit Assessment and Parish Play Audit.

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

To have initial discussion regarding any proposals wish to consider commemorating the above.

25. TO APPROVE REPAIRS TO VANDALISED NOTICEBOARD

26. DONATION FOR BENCH / PICNIC BENCH

To note the donation of £250 and determine product and location.

27. FLOWERS/DAFFODILS

To determine if any requirement to consider further options & approve any actions arising.

28. PPP

1. To note proposals to identify new advertisers and identify any further actions.
2. To consider offering a further incentive for advertising in PPP.
3. To consider draft editorial submission for the forthcoming edition of PPP.

29. ISSUES RAISED BY MEMBERS OF THE PUBLIC

No unresolved matters for discussion this month.

30. ANNUAL REPORTING AND AUDIT

1. To note conclusion of Internal Audit by IAC, to consider/approve Annual Internal Audit and accompanying report and consider/determine any actions arising.
2. To consider/approve updated asset register to include 12m retention payment accruals to NSP and Huck Teck.
3. To undertake/approve the June 2021 Review of Effectiveness of Internal Control and grant approval for the Chair to sign on behalf of the council.
4. To consider/approve the Annual Governance Statement 2020/21 (Section 1 of AGAR) and grant approval for the Chair and Clerk to sign on behalf of the council.
5. To consider/approve the Accounting Statement 2020/21 (Section 2 of AGAR, signed by the RFO) and grant approval for the Chair to sign on behalf of the council.
6. To consider/approve the Bank Reconciliation for the Year Ending 31/3/21 and grant approval for the Chair to sign on behalf of the council.
7. To consider/approve the Explanation of Variances for the Year Ending 31/3/21 and grant approval for the Chair to initial on behalf of the council.
8. To consider/approve the Reconciliation between boxes 7 and 8 arising as a result of Income & Expenditure accounting and grant approval for the Chair to initial on behalf of the council.
9. To approve additional requested papers for all those subject to intermediary audit to provide proof of registration with HMRC as employer.
10. To consider/approve the period of public rights and publication of unaudited accounts.
11. To consider/approve the annual report and accounts for publication to residents.

31. FINANCIAL MATTERS

1. To note that Buckinghamshire Council approved £5,500 of S106 release to I&PUCC for the Double Cricket Nets and therefore no further grant funding is required from PPC.
2. To consider/approve extension of time for Pitstone Memorial Hall Charity grant expenditure.
3. To note details of monthly VAT return.
4. To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor/budget monitor and detailed monthly summary reports.
5. To conduct all necessary internal controls and determine any issues arising.

32. REPORTS

1. To receive feedback from Cllr Heyman re BALC Councillor Induction Training 26/5/21.
2. To note feedback from Lantra Tree Risk Assessment training undertaken by staff member 15/6/21.
3. To note that Party in the Park 2021 has been cancelled due to ongoing Coronavirus restrictions.
4. To note other reports.

33. OTHER

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

THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR MEETINGS AND TO ADDRESS THE COUNCIL DURING THE PUBLIC PARTICIPATION SESSION