

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF the annual meeting of the Parish Council to be held at Pitstone Pavilion on Thursday 20 May 2021 at 7.30pm

The government has 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.
 - All 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: 14 May 2021

A G E N D A

1. **TO ELECT A CHAIR FOR THE FORTHCOMING YEAR and receive completed Declaration of Acceptance of Office**
2. **TO ELECT A VICE CHAIR FOR THE FORTHCOMING YEAR**
3. **TO RECEIVE DECLARATIONS OF ACCEPTANCE OF OFFICE FROM ALL MEMBERS**
4. **ATTENDANCE AND APOLOGIES**
5. **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.
6. **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.
7. **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.
8. **MINUTES OF PREVIOUS MEETING**

To resolve that the minutes of the previous meeting held on 29 April 2021 are a true and accurate record of the meeting.

9. TO NOTE RECEIPT OF THE REPORT ON MATTERS ARISING (for information only)

10. TO NOTE THE CORRESPONDENCE RECEIVED

ELECTION AND ANNUAL MEETING MATTERS

11. PARISH COUNCIL ELECTION AND CO-OPTION

To note number of seats awarded and taken up plus resolve to co-opt to fill remaining vacancies.

12. TO RECONFIRM STANDING DISPENSATIONS FOR THE FORTHCOMING YEAR

13. TO CONDUCT ANNUAL REVIEW AND ADOPT THE FOLLOWING KEY POLICIES

1. The Code of Conduct
2. Standing Orders
3. Financial Regulations, and determine if wish to amend the delegated spending limits
4. Risk Management Policy and associated Risk Assessment

14. COMMITTEE STRUCTURE, APPOINTMENTS AND TERMS OF REFERENCE

1. To determine the committee and working group structure for the forthcoming year
2. To appoint members to each committee determined under point 14.1 and elect a Chairman for each committee.
3. To appoint members to each working party determined under point 14.1.
4. To appoint parish council members to other bodies
5. To appoint parish council members for other matters
6. To review and approve the terms of reference for committees and working parties
7. To review and approve delegation arrangements

15. TO RE-APPROVE ELECTRONIC DISTRIBUTION OF MATERIALS TO MEMBERS

COMMITTEE MATTERS

16. PLANNING COMMITTEE MATTERS

1. Minutes

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

2. Application Consultations

- a. **27 Campbell Lane, 21/01413/APP, change of use of land to garden land and erection of fence (retrospective)**
- b. **Anglers Retreat Ph And 30 Startops, Startops End, Lower Icknield Way, Marsworth, 21/01520/AOP, Change of use for Public House to residential use and conversion of public house to two flats with two storey rear extension and single storey side extension and demolition of existing conservatory, demolition of existing outbuildings and erection of 4 houses, change of boundary location with 30 Startops, change of access for 30 Startops and erection of carport for two vehicles and enclosed store, two storey side extension for 30 Startops (out of parish, not official consultee)**

3. Decisions

None notified by Buckinghamshire Council.

4. Appeals outstanding with 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, 18 Church Road 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. 4 The Pightle (20/02682/APP) – fence remains despite refusal of planning (see appeals section)
- c. 51 Rushendon Furlong (21/00307ACL - 21/00227/CONB) – lawful development certificate for single storey brick and block side extension. Certificate not yet approved but construction commenced.

17. SPORTS AND LEISURE COMMITTEE MATTERS

1. Minutes

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

2. Huck Teck Ground Remedials

To note feedback from site visit and approve actions arising.

3. Remedial & other works

- To consider/approve the purchase/installation of 3 additional concrete half-height support posts for the fence at the pavilion.
- To consider/approve the installation of a section of footpath at the pavilion to provide access between the hirers store and container and help with footfall towards the pitch.
- To consider feedback from BC's ecologist following site visit to Pavilion to assess badger issues and approve actions arising.
- To consider/approve the revised quotation for the painting of the container roof.
- To note repair required to pavilion car park lighting.

4. Skate park

To note tender submissions received and approve the short list of contractors to progress to the next tender stage.

5. Windsor Road Alphabet Snake & Hopscotch

To consider feedback from residents and actions arising.

18. STAFFING COMMITTEE MATTERS

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

CHARITY MATTERS

19. PITSTONE PARISH CHARITY MATTERS

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

20. PITSTONE RECREATION CHARITY MATTERS

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

WORKING PARTY MATTERS

21. PITSTONE YOUTH CAFÉ WORKING PARTY MATTERS

To consider any feedback from initial youth café session on 19/5/21.

22. HIGHWAYS AND PATHS WORKING PARTY MATTERS

1. To note updates on Westfield Road amendments by Buckinghamshire Council and Taylor Wimpey.
2. To note latest mVAS data for Westfield Road.
3. To note confirmation from HS2 at Pitstone is not on approved construction route.

23. PITSTONE DEVELOPMENT AREA WORKING PARTY MATTERS

To consider responses received re MUGA, replacement car parking and 'proposed' extra parking for Pitstone Memorial Hall Charity queries and determine any actions arising.

24. COMMUNITY AND PUBLIC TRANSPORT WORKING PARTY MATTERS

To consider feedback from Tring TC re Tring station bus service funding from West Midlands Trains.

OTHER MATTERS

25. DEVOLVED SERVICES

1. To consider any response from Buckinghamshire Council re placed Phase 1 Devolution Pilots.
2. To consider/approve granting a banner permit for Beacon Community Choir Music on the Lawn event 11-7-21.
3. Consider/approve for Taylor Wimpey to write to roadside advertisers asking for removal of A-frames which contravene Outdoor Advertising Regulations.

26. ANNUAL ASSEMBLY 2021

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

27. POLICY REVIEW

To consider/approve the annual update of the Policy on the use of the Recreation Ground / Village Green for regular hall hirers.

28. MEMBERSHIPS

To consider/approve renewing annual membership to NALC / BALC / LCR.

29. CONSULTATIONS

1. Determine any response to Buckinghamshire Council's Ivinghoe Freight Strategy Consultation.
2. Determine any response to Buckinghamshire Council's Prohibition of Waiting, Loading and Stopping Order 2021 consultation re parking by Pitstone Quarry.
3. Determine any response to Buckinghamshire Council's Licencing consultation.

30. INSURANCE

To approve the annual renewal of insurance with Ecclesiastical (in long term agreement).

31. RECORDING / PUBLICATION OF MEETINGS AND RETURN TO PHYSICAL MEETINGS

1. To note receipt of latest guidance on return to physical meetings, and latest guidance on making meetings covid-secure. Risk assessment to be updated each month as restrictions ease.
2. To consider if the Parish Council wishes to record and/or publish online recordings of all council and committee meetings.

32. 2021 CHILDREN'S COMPETITION

To consider/determine the 2021 children's competition and actions arising.

33. BAT/BIRD BOX PROJECT

To discuss the feedback and advice received and determine actions arising/scope of project.

34. QUEEN'S PLATINUM JUBILEE (JUNE 2022) & THE DUKE OF EDINBURGH (1921-2021)

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

35. ISSUES RAISED BY MEMBERS OF THE PUBLIC

To consider if wish to plant more daffodil bulbs, or alternative plants, and to determine preferred locations.

36. ANNUAL REVIEW OF FINANCIAL AFFAIRS

1. To confirm ongoing direct debit and standing order arrangements.
2. To confirm payments arising as a result of continuing contract, statutory duty or obligation.
3. To confirm ongoing use of bank account and credit cards and determine mandates changes
4. To approve ongoing use of BACS & confirm bacs/cheque signatory requirements.
5. To confirm entitlement to use of General Power of Competence.
6. To consider if wish to operate a Parish Basic Allowance Scheme for members.
7. To consider if wish to operate a Chairman's Allowance scheme.
8. To re-confirm land and asset register.
9. To note review of supplier banking details undertaken last month.

37. FINANCIAL MATTERS

1. To note any feedback re I&PUCC S106 release application for Double Cricket Nets and consider if any grant from PPC is required.
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 pavilion monthly summary.
4. To conduct all necessary internal controls and determine any issues arising.
5. To note/consider the first draft of annual return, year-end accounts and year-end report (internal audit in June).
6. To resolve to accept the associated costs of external audit from PKF Littejohn.

38. REPORTS

1. To note other reports.

39. OTHER

1. To note the matters for inclusion on the June 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

IN LIGHT OF THE ONGOING CORONAVIRUS PANDEMIC, PLEASE REFER TO THE INFORMATION SECTION AT THE TOP OF THE AGENDA FOR DETAILS ON WHAT WILL BE REQUIRED, HOW WE WILL KEEP YOU SAFE, AND HOW TO BOOK YOUR SEAT IN THE PUBLIC GALLERY