

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 7 January 2021  
via electronic log-in commencing at 7.30pm

## General Matters:

### 264/20 ATTENDANCE AND APOLOGIES

1. Council present via video conferencing

Cllr Nicholls (Chair), Cllr Saintey (Vice Chair), Cllr Mrs Crutchfield, Cllr McCarthy, Cllr Blunt, Cllr Dr Frearson, Cllr Mitra and Cllr Mrs Stoddart plus the Parish Clerk Mrs Eagling.

2. Others present.

2 members of the public.

3. Apologies

It was **RESOLVED** to accept apologies from Cllr Hawkins (work commitment).

4. Absent

Cllr Weber.

### 265/20 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.

### 266/20 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No members of the public wished to raise any questions at this point of the meeting. No councillors with declared interests wished to speak about those matters during the public session.

### 267/20 REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

No Buckinghamshire Councillors were present.

### 268/20 MINUTES OF THE MEETING held on 26/11/2020.

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 26 November 2020 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### 269/20 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). PPC and DM at BC liaising 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 on Vicarage Road now illuminated and the council is just waiting for some technical spec before can adopt the Vic Rd ones. The parish council has reported the streetlight footpath issues to Buckinghamshire Council.
- Vicarage Road footpath (Bellway site entrance to Marsworth Road bus stop): Agreement between Bellway and BC. Eta Spring 2021.
- 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.
- 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.
- PDA commercial areas: Been on the open market since April 2020.
- 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 in November 2020. BC/TfB to schedule works.
- 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. Old nets removed. Grants under investigation.
- 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.
- BC land by The Crescent: BC reinvestigating.
- Community Broadband / Fibre to Cabinet: resident investigating and will advise 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 sufficient data re pavilion usage.
- 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: Complete.
- Litter bin for layby: Complete.
- Community Bus investigation: On hold until post-covid.
- Christmas lights & cards for volunteers: Complete.
- Pitstone Hill hedge: complete
- Recreation ground tree works: scheduled for February.

**270/20 CORRESPONDENCE**

The list of correspondence received was noted.

**Committee Matters:**

**271/20 PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

1. Minutes

It was **RESOLVED** to note receipt of the draft committee minutes from 15/12/20 meeting.

2. Applications

**9 Bolebec End, 20/04384/APP**, loft conversion and single storey rear extension. No objections had been submitted to the Parish Council. The applicant was present at the meeting but did not wish to comment. It was **RESOLVED** to advise BC that the parish council wished to tender no objections.

5. Decisions notified by Buckinghamshire Council.

6 Castle Close, 5 Crispin Field and Walnut Barn on Cheddington Road have been approved by Buckinghamshire Council.

6. Other

36 Albion Road, minor amended plans circulated by BC but BC not re-consulting.

7. 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, 36 Albion Road and 93 Windsor Road.

It was **RESOLVED** to write to Cllr Tett and Wright to see if any update could be provided on the application relating to the Haldi.

8. Enforcement outstanding with Buckinghamshire Council.

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

The applicant for 140 Vicarage Road asked the parish council to clarify the nature of the enforcement request submitted to BC for consideration.

9. VALP Consultation

It was **RESOLVED** that no response was required to the BC Main Modification VALP consultation.

**272/20 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 10/12/2020.

2. Pavilion Redevelopment Phase II

a. Progress Updates

Snagging undertaken by NSP. Door mats installed. Reflective tape for lamp columns installed. Still waiting for Openreach, so IT not completed. Office furniture scheduled for delivery first week in January. Custom shelving for ticket office and small cleaning cupboard complete. Custom shelving for main store and parish store to be undertaken 8 January and 15 January. External signage – still waiting for installation date. CCTV repair still outstanding. Replacement alarm control panel scheduled for 20/1/21. Pedestrian gate installed (but spring needs adjusting). Maintenance gates/fencing on order with eta of end January. Printer to be ordered once furniture installed. 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.

1 member of the public departed the meeting.

b. Front footpath

It was **RESOLVED** to accept the quotation of £8,950 + VAT to replace the bonded gravel surface with tarmac.

c. Intruder Alarm System

- It was **RESOLVED** to accept the quotation to install a new remote keypad in groundkeepers store plus a smartcom for app connectivity £460 + VAT.
- It was **RESOLVED** to accept the amended intruder alarm maintenance agreement £258pa (fixed term rolling contract 36m, thereafter, written notice of 3m to terminate).

10. Leisure Development on the Recreation Ground

a. Multi Use Ball Court

To be installed by Nicholas King Homes eta end March 2021. It was **RESOLVED** to write to NKH as the council land was still being used as a car park by NKH and there was no sign of MUGA construction work. It was noted that Pitstone Memorial Hall (PMH) Charity car park was also being utilised by NKH without their permission, contact details for NKH have been passed to PMH.

b. Skate Park

Council is waiting for the draft documents to be returned from Beacon Surveying Services.

11. Coronavirus Local Restrictions Support Grant

- The council has applied for the LRSG in respect of Tier 4 restrictions in December, and the associated BC match funding.
- Council has also applied for LRSG in relation to the new national lockdown in January.
- No response has yet been received from Buckinghamshire Council.

## **273/20 STAFFING COMMITTEE**

1. It was noted that the next committee meeting was due to be held on 11/1/21. No report due.
2. The update on staff recruitment was noted. Asset checker now in place, in house training undertaken and formal training booked. Cleaner now in place, following an amendment to the initial hourly rate offer (to reflect the market rate of £10ph) which was approved by the Staffing Committee.

## **Charity Matters:**

### **274/20 PITSTONE PARISH CHARITY**

It was noted that there had been no charity meeting during the month and therefore no report was due. Cllrs Mrs Crutchfield and Mrs Stoddart volunteered to act as additional signatories for the bank account.

### **275/20 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:**

### **276/20 YOUTH CAFÉ**

1. It was noted that the re-worked skate ramps had been relocated to the pavilion. The other equipment remains at Brookmead.
2. It was noted that Covid national lockdown 2, has now prohibited group youth work so any re-opening plans need to be put on hold again.
3. It was **RESOLVED** to review the contract with a view to suspending services until such time as the café can re-open.

### **277/20 HIGHWAYS AND PATHS**

It was noted that the parish council had sent official confirmation to BC that it would be prepared to meet the required level of match funding (£5,250 + potential contingency) for the works outside Brookmead School once undertaken by BC/TfB.

### **278/20 PITSTONE DEVELOPMENT AREA**

No actions arising this month.

### **279/20 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.

It was noted that the nearest Covid vaccination centres were initially going to be in Aylesbury and Hemel Hempstead so residents may require assistance in reaching their appointments. The car scheme has a limited number of drivers available to assist.

It was noted that Masons coaches and a taxi company in Berkhamsted had also mentioned via social media that they may be able to help. Details to be passed to Car Scheme Coordinator for further investigation.

## **Other Matters:**

### **280/20 DEVOLVED SERVICES**

1. BC Place Based Devolved Service Pilots  
No further update received from Buckinghamshire Council who apologise for the delay.
2. Planters along BC/TfB verge at The Crescent  
It was recognised that residents had clearly been trying to improve the aesthetics of the local environment and were probably unaware of the associated liabilities of the planters. The correspondence from BC was noted. It was **RESOLVED** to write to the first 6 properties in The Crescent, i.e., those nearest the planters, in the hope that one of these residents would know who the planters belonged to and make them aware of the associated legal liabilities and recommend they are moved to at least 1m away from the curb. It was noted that neither BC nor PPC could 'grant permission' for the planters to remain in situ, and if they did so this would be at the owner's risk.

## 281/20 2021 ELECTION

It was noted that the next election was currently scheduled for May 2021, although this has not yet been confirmed by BC (due to the pandemic). It was recognised that the January edition of PPP would be the last edition printed before the deadline for people to register to stand for election. Therefore, it was **RESOLVED** to re-issue all the election publicity, via all the normal channels, and amend later if required.

## 282/20 PPP

It was **RESOLVED** to approve the draft PPP submissions from the parish council.

## 283/20 PLAY AROUND THE PARISHES

It was **RESOLVED** to book 2 x sessions for the summer of 2021 on the condition that we would not be charged if they could not take place due to Coronavirus.

## 284/20 EVENTS AND OPEN SPACE POLICY

Item carried forward to 28/1/21 meeting.

## 285/20 ISSUES RAISED BY MEMBERS OF THE PUBLIC

Following debate and consideration, it was **RESOLVED** not to commission any changes to the street light column 17 in Crispin Field (located at the end of the cul-de-sac). The new resident was advised to come back to the parish council if the issue persisted after the installation of black out curtains and/or if they wished to privately fund a back shield.

## Financial Matters:

### 286/20 FINANCIAL MATTERS

#### 1. VAT Return

It was noted that the November VAT return had been submitted. £984.86 refunded by HMRC.

#### 2. Financial Summaries and Expenditure

Cllr Mrs Crutchfield declared an interest in relation to her payment for donated goods and did not take part in the voting.

The bank reconciliation, budget monitor, financial summary, confidential salary payments, pavilion monthly summary, pavilion project financial 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.

#### 3. Internal Controls

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

#### 4. Budget for 2021-22

It was noted that the Council Tax Base information had now been received from Buckinghamshire Council. The fourth draft of the 2021-22 budget, along the precept implications, was discussed. It was **RESOLVED** to set up a working party meeting in January to consider the budget in detail and provide recommendations to the full council for consideration/approval at the 28/1/21 meeting.

### 287/20 REPORTS

1. It was **RESOLVED** to note the report from BALC clerks meeting held on 15/12/20.
2. Other minor reports noted.

### 288/20 OTHER

#### 1. Date and Time of Next Meeting

The next meeting of the full Parish Council is scheduled for 28/1/21. The forthcoming agenda items were noted as:

- Events and Open Space Policy
- Determine response to National Highways and Transport Services (NHT) survey re satisfaction with TfB (circulated at end of November)

Councillors requested no additional items be tabled.

5. Reminders and Forthcoming Events

The following reminders were noted:

- Parish Council meetings: 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: 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.

**289/20 CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman thanked the member of public and members of council for their attendance and closed the meeting at 21.04.

Signed: *D Nicholls*

Date: 29/1/2021

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Chairman