

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 28 January 2021
via electronic log-in commencing at 7.30pm

General Matters:

290/20 ATTENDANCE AND APOLOGIES

1. Council present via video conferencing

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

2. Others present.

Buckinghamshire Councillors Derek Town and Sandra Jenkins. Peter Brazier, Co-ordinator of the Community Board Transport Subgroup. 4 members of the public regarding Westfield Road. 1 member of the public regarding Windmill Pre School. 1 member of the public – new resident.

3. Apologies

It was **RESOLVED** to accept apologies from Cllr Hawkins & Cllr Blunt (work commitments).

4. Absent

Cllr Dr Frearson.

291/20 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 of Pitstone Memorial Hall Charity. Cllr Saintey declared interests as an allotment tenant. The Clerk declared that she was a resident at the end of Castlemead affected by the changes to Westfield Road.

292/20 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

Mr Rabey was a new resident in the parish and keen to become involved, joined the meeting to introduce himself. Mr Rabey was welcomed to the parish.

No members of the public wished to raise any questions relating to items that were not on the agenda. It was **RESOLVED** to take questions relating to Westfield Road at that point in the meeting.

No councillors with declared interests wished to speak about those matters during the public session.

293/20 REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

BC Sandra Jenkins provided an update on briefings, Covid, climate change and the TfB procurement strategy (Queen St, Albion Rd & Glebe Close still hoping to be included within the 2021/22 budget).

BC Derek Town provided an update on the economic recovery and financial investment re Covid.

294/20 MINUTES OF THE MEETING held on 7/1/2021

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 7 January 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

295/20 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. 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 & not received by PPC). 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 associated footpath renovation 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: Works commenced by NKH, eta for completion 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 proposed carriageway resurfacing is 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. BC/TfB to schedule works eta 2021.
- 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 Community Board 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. Otherwise pending Community Board match funding.

- 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.
- 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. PPC resolved, in principle, to provide up to £500 funding to produce A5 leaflets and banners.

Within the scope of the parish council:

- Village web site: Cllr Nicholls creating Whistle Blowing/Safeguarding page.
- Online Pitstone Guide & Pavilion leaflet: being 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. Youth Café currently suspended.
- 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.
- Community Bus investigation: On hold until post-covid.
- Recreation ground tree works: scheduled for February.

296/20 CORRESPONDENCE

The list of correspondence received was noted.

It was **RESOLVED** to add the following items to the February agenda: Draft Parish Charter consultation, the grant application from Windmill Pre School and the potential increase to grass cutting due to change in specification now that the play space had been installed.

Committee Matters:

297/20 PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE

1. Minutes

It was noted that no committee meeting had been required during the month, so no report was due.

2. Applications

It was noted that no application consultations had been received during the month from Buckinghamshire Council, but a consultation relating to 113 Windsor Road had now been received and would be added to the February agenda.

5. Decisions notified by Buckinghamshire Council.

5 Crispin Field, 93 Windsor Road and 11 The Pightle have been approved by Buckinghamshire Council.

6. Other

20/00093/NONDET, Land At 140 Vicarage Road: appeal lodged with Planning Inspectorate re non-determination by Buckinghamshire Council. It was **RESOLVED** that no further comments would be submitted to the Planning Inspector.

7. Applications outstanding with Buckinghamshire Council.

Rear of the Bell (Haldi), Land adjacent to the Duke of Wellington PH, Land at 140 Vicarage Road, 36 Albion Road, Portland House on Westfield Road and 9 Bolebec End.

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).

298/20 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 14/1/2021.

2. Pavilion Redevelopment Phase II Progress Updates

Additional updates to those detailed in the Sports and Leisure Committee minutes above: Quality of soil replacement being investigated with NSP; Openreach – works still progressing; potential additional CCTV actions required; shelving completed in parish store; ongoing issues with Induction Loop; maintenance gates/fencing eta February; front path works scheduled for the spring.

External signage now erected. Remote keypad now installed in ground-keeping store and replacement control panel installed in main corridor.

9. Leisure Development on the Recreation Ground

a. Multi Use Ball Court

Nicholas King Homes commenced construction. eta end March 2021.

b. Skate Park

Draft documents returned from Beacon Surveying Services, but further work required by the project team. Zoom meeting to be arranged.

10. Other

- The chair of the committee thanked the Buckinghamshire Councillors for the support received via the LRSG for the pavilion.
- It was noted that the slide in Windsor Road was rusting in several places and potentially reaching the end of its life. Contractor has been asked to assess.

299/20 STAFFING COMMITTEE

1. It was **RESOLVED** to note receipt of the Staffing Committee meeting held on 11/1/2021. Cllr Nicholls provided a summary in Cllr Blunt's absence.
2. It was noted that one member of staff has resigned and **RESOLVED** to initiate a recruitment process.

Charity Matters:

300/20 PITSTONE PARISH CHARITY

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

301/20 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:

302/20 YOUTH CAFÉ

It was noted that the youth café contract has now been suspended until such time as the Covid pandemic permits re-opening.

1 resident departed the meeting.

303/20 HIGHWAYS AND PATHS

1. Westfield Road

It was noted that as part of the adoptions process between Buckinghamshire Council and Taylor Wimpey that the 30/60mph commencement point had been moved from the white gates to the junction of Warwick Road. It has been raised to both BC Highways Development Management (adoptions) and the Community Board as being unacceptable to double the speed limit, especially without consultation, and to locate the new point so close to the Warwick Road junction.

Having initially stated that no changes could be made, it was noted that Highways DM were now reviewing what measures they could put into place, that would be DfT compliant and that would enable the 30/60mph start point to move back closer to the gates. The details of this, and the timescale, were as yet unknown as Highways DM continued to negotiate with Taylor Wimpey and explore options with contractors.

It was noted that the parish council had asked for additional speed mitigation measures to be considered as part of the review process, such as 30mph paint markings in the highway at the point of change in speed limit and countdown markers painted in the road on the approach to the gates. To provide as many visual prompts for traffic to slow as were permitted.

It was also noted that the parish council had requested a full breakdown of potential speed mitigation measures for Westfield Road that may either be considered as part of the adoptions process or possibly able to be taken forward through the Community Board. A brief response to this from Highways DM was shared at the meeting. It was **RESOLVED** to seek permission to publish this information on the website, along with the anticipated statement from Highways DM on what remedial works they plan to reverse the 30/60mph relocation.

The 4 residents in attendance with an interest in this issue spoke about their concerns relating to the change in location and their desire for the signs to be returned to the original location whilst the remedial works were considered. The parish council has been told on numerous occasions by Highways DM that TVP will not approve their relocation back to the original position, nor for them to be covered over in their current location.

Buckinghamshire Councillor Town confirmed that he was also opposed to the sudden change in location.

It was **RESOLVED** that the parish council would continue to push Highways DM for a resolution via the adoptions process. It was **RESOLVED** to seek further information relating to a TRO. It was also noted that the parish council had requested this be tabled on the Community Board Transport Subgroup meeting (supported by BC Derek Town and Co-ordinator Peter Brazier) and noted that Highways DM had been asked to attend that meeting next week. Cllr Saintey is in attendance on behalf of Pitstone Parish Council. Residents are welcome to attend.

2 residents departed the meeting.

2. Footpath 2

It was noted that Buckinghamshire Council Rights of Way Officer had agreed to attend a site visit on 1/2/2021 with the landowner and parish council to identify if any access / surface improvements could be made.

3. mVAS

It was **RESOLVED** to note receipt of the mVAS reports for Cheddington Road and Marsworth Road.

304/20 PITSTONE DEVELOPMENT AREA

No actions arising this month.

305/20 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:

306/20 DEVOLVED SERVICES

1. BC Place Based Devolved Service Pilots

No further update received from Buckinghamshire Council.

2. Outstanding matters

It was noted that the flowering planters by the junction of The Crescent and Cheddington Road had been moved back from the kerb. It was noted that Buckinghamshire Council were still to undertake their site visit and review of the Marsworth Road hedge.

307/20 DOG BIN BY THE CRESCENT

It was noted that during the month the dog bin by the junction of The Crescent had suffered a post failure. The unit had to be removed. A replacement has been ordered (£280.30), utilising emergency powers of expenditure, as this is one of the busiest locations for the deposit of dog waste. The parish council is waiting for delivery and it will then be installed asap. Residents have been made aware and asked to take their bags to an alternative bin, or home with them.

308/20 CONSULTATIONS

It was **RESOLVED** no response to the National Highways and Transport Services survey re satisfaction with TfB was required.

The parish council had independently thanked the local TfB team for the extensive drainage works undertaken beneath the Cheddington Road bridge, at the junction of Westfield Road/Marsworth Road and at the junction of The Pightle/Vicarage Road.

309/20 EVENTS AND OPEN SPACE POLICY

It was **RESOLVED** to approve the updated Events & Open Space Policy with no changes to terms or charges for the forthcoming year. The Chairman was duly authorised to sign on behalf of the council.

310/20 ISSUES RAISED BY MEMBERS OF THE PUBLIC

It was noted that there were no outstanding items raised by members of the public this month.

Financial Matters:

311/20 FINANCIAL MATTERS

1. VAT Return

It was noted that the December VAT return had been submitted. £5,181.74 to be refunded by HMRC.

2. Financial Summaries and Expenditure

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.

1 resident departed the meeting.

4. Budget and Precept for 2021-22

- It was noted that a working party comprising of 4 members of the parish council had considered the budget proposals line-by-line at the meeting held on 21/1/21.
- The list of budgeted potential projects and expenditure was noted.
- It was **RESOLVED** to approve the recommendation of the working party that the budgeted expenditure be set at £299,577.70 (excluding additional S106 relating to the skate park tender).

- It was **RESOLVED** to approve the recommendation of the working party that the budgeted income be set at £77,602.64 (excluding additional S106 relating to the skate park tender).
- It was therefore **RESOLVED** to set the precept demand at £155,000, which is an increase of £15k or £9.41 per Band D property per annum.

5. Quarterly review of grant applications

It was noted that no applications had been received in time for the meeting, but that an application has since been received from Windmill Pre School for outdoor equipment for their extended premises (leased the adjoining old Children's Centre) which would be included on the February agenda.

The Chair of the Windmill Pre School introduced herself and confirmed that they were also approaching Ivinghoe Parish Council for funding (the school being in Ivinghoe, but most children in attendance are from Pitstone). The Chair was thanked for her attendance at the meeting, and then she departed.

312/20 REPORTS

1. It was **RESOLVED** to note the report from BC Clerks Forum held on 12/1/21.
2. The LLA Community Noise Monitoring Report for Wilstone was noted (relocated to Wilstone as they had not identified a suitable location in Pitstone).
3. The other minor reports were noted.

313/20 OTHER

1. Date and Time of Next Meeting

The next meeting of the full Parish Council is scheduled for 25/2/21. The forthcoming agenda items were noted as:

- Undertake annual review of internal controls & annual internal audit
- Consider date for annual assembly and agenda items
- Review the categories of information & charges within the publication scheme
- Annual review of licence to PAA
- Annual review of grant awarding policy
- Annual review of community engagement strategy
- Annual review of occupational licence to I&PUCC
- Book internal auditor visit
- Reissue recreation ground contract to groundkeeper
- Annual review of policy on the reporting of meetings
- Obtain quotes for unmetered street light electricity
- Annual review of car scheme policies
- Re-issue playground inspection rotas.
- Parish Charter consultation
- Windmill Pre-School grant application
- 113 Windsor Road planning
- Increase in grass cutting prices

Councillors requested no additional items be tabled.

2. Reminders and Forthcoming Events

The following reminders were noted:

- Parish Council meetings: 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: 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: 12/4/21.
- PPP Publication dates: April (deadline 1/4), July (deadline 1/7) and October (deadline 30/9) and January (deadline 30/12)
- Election 6/5/21.
- BC Clerks Forums: 6/4/21.
- 2021 Census: 21/3/21 (<https://census.gov.uk/>)
- Local Community Board Environment and Green Spaces Action Group 10/2/21 – Cllr Frearson attending

- Local Community Board Transport subgroup 4/2/21 at 6.30pm – Cllr Saintey attending
- Play around the Parish sessions booked for Tues 10/8/21 and Thursday 19/8/21 (both 10-12)
- Covid legislation re remote meetings remains in force for meetings held before 7/5/21.
- Additional Queen’s Platinum Jubilee bank holiday 3/6/22 (late May bank holiday moved to 2/6/22)
- Floodlight planning permission valid until 3-8-2023

314/20 CLOSURE OF PUBLIC SECTION OF THE MEETING

Due to the sensitive and personal nature of the subject being discussed in the remaining agenda item, the public and press were not able to join. The Chairman therefore closed the public section of the meeting and thanked Buckinghamshire Councillors Derek Town and Sandra Jenkins, Community Board Transport Sub-Group Coordinator Peter Brazier, and the remaining member of the public for their time and attendance. These individuals then departed. Public meeting closed at 21.12.

315/20 PITSTONE VOLUNTEER OF THE YEAR

The parish council was delighted to have received many nominations this year. Given the unprecedented year we have all endured, it was **RESOLVED** to appoint two winners this year. It was **RESOLVED** to accept the associated costs of £50 cheque, card, and framed certificate for each. It was **RESOLVED** to offer each the opportunity to receive their award at the annual assembly or in a private ceremony. It was further **RESOLVED** to continue as previous years and advise those who had submitted a nomination of the success/otherwise of their candidate but not to write to or publicise this list of individuals.

316/20 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked the members for their attendance and closed the meeting at 21.42.

Signed: *D Nicholls*

Date: 25-2-21

Chairman