

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 24 June 2021  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### 81/21 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chair), Cllr Saintey (Vice Chairman), Cllr Blunt, Cllr McCarthy, Cllr Mitra, Cllr Heyman, Cllr Weber (once appointed) plus the Parish Clerk Mrs Eagling.

2. Others present.

Buckinghamshire Councillors D Town & P Brazier plus Mr K Weber (subsequently appointed to be a member of the parish council).

3. Apologies

It was **RESOLVED** to accept apologies for absence from Cllr Mrs Crutchfield and Mr A Kirk.

4. Absent

Cllr Hawkins.

### 82/21 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.
- The Clerk declared that she was a resident at the end of Castlemead affected by the changes to Westfield Road but has no pecuniary interest.
- Cllr Saintey declared an interest as an allotment tenant.

### 83/21 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- No councillors with declared interests wished to speak about those matters during the public session.
- No members of the public wished to table any questions.

### 84/21 REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillors Derek Town & Peter Brazier attended the meeting. They provided updates on (a) the geographical areas being covered by each (b) the committees they had been appointed to (c) vaccination roll out (d) planning update (e) parking by beauty areas consultation update (f) the training sessions & briefings attended as part of their induction. Cllr Town is sending across a report for publication in PPP and on the website.

### 85/21 MINUTES OF THE MEETING held on 20/5/2021

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 20 May 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### 86/21 CLERK'S REPORT ON MATTERS ARISING

This section provides updates on issues that are ongoing. Resolutions cannot be passed on items in this section of the agenda as insufficient detail will have been provided to councillors to satisfy the legal requirements, therefore minor updates will only be noted. This information is provided to keep members of the public up to date on the numerous ongoing matters.

1. Where third parties are responsible

- Castlemead Highways Issues: BC and TW liaising. Latest eta for adoption by BC is end of 2021.
- 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.
- Castlemead Public Open Space Phase III: TW to transfer to BC.

- Taylor Wimpey/Anglian Water transfer/management of balancing pond: TW to advise.
- 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 within the development. BC to adopt internal highways (following 12m maintenance period) prior to PPC adopting lighting.
- Vicarage Road footpath (Bellway site entrance to Marsworth Road bus stop): Agreement between Bellway and BC. Eta now Summer 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. ETA end July 2021 (triggered by 50% of dwellings being sold).
- PDA MUGA: Works commenced by NKH, eta for completion and handover late July 2021 (triggered by 50% of dwellings being sold).
- PDA commercial areas: Been on the open market since April 2020.
- Land off Westfield Road/'The Mounds': with Taylor Wimpey.
- 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.
  - Replacement of Westfield Road roundabout street lighting/signage following collision damage – parts on order and will be installed upon receipt.
- 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 issued a TTRO to cover the period 1/6-3/9/21. TfB attended the Ivinghoe Parish Council annual assembly and explained that the detailed design work will start 13<sup>th</sup> July and is due to finish by the end of September. Final details and timings will be available after the design work is complete, there could be a change to the cost although the figures agreed already include a 15% contingency costing.
- 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: On hold until funding can be identified.

- Cycle Path to Tring station: Canal & River Trust and Hertfordshire Council to undertake site visit on 26/4/21 to determine feasibility & cost of improvements to Marshcroft Lane route as potential leisure route improvement. Feedback eta June.
- Mapping Rights of Way 2026 legal deadline: Pitstone aspect of project being undertaken by local resident volunteer.
- 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 had confirmed that residents had no legal authority to use the land. Seeking confirmation from BC of their long-term plans. No response anticipated until after Community Asset application conclusion (8/7/21)
- 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.
- Footpath 2: Buckinghamshire Council carrying out remedial works to the surface of the footpath within the fenced area during summer of 2021/22.
- Nomination of allotment land as Asset of Community Value – nomination application submitted to BC. BC requested additional photographic evidence – sourcing. Notification of outcome estimated as 8 weeks = 8/7/21.
- HS2 advised Pitstone is not on official construction route although lorries may pass this way if they have additional deliveries etc. Monitor volumes.
- Unauthorised roadside advertising – TW seeking to address.
- PAA investigating potential provision of water tap at site & will provide further details in due course so that PPC can apply for approval by National Trust.

## 2. Within the scope of the parish council

- Village web site: Cllr Nicholls creating Whistle Blowing/Safeguarding page.
- Recruitment of Assistant Youth Worker: On hold.
- Community Bus investigation: On hold pending lifting of Covid-19 restrictions. BCC holding £10k of funds for Sustainable Transport arising from Rushendon Furlong development, plus approx. £7k of funds that were unused from the shelter/rtpi project (figure provided by BCC). Therefore approx. £17k available from BC.
- Switch to gas contract supplier – progressing eta 1/9/21.
- Tree risk assessment for oak and ash – booked for 24/6/21.
- Local Wildlife Site information boards – investigating artwork, design, and photography implications prior the applying to Community Board for funding.
- Bird box project – liaising with supplier.
- Please refer to Sports & Leisure Committee minutes for full list of S&L related Matters Arising.

## **87/21      CORRESPONDENCE**

The list of correspondence received was noted.

## Election and Vacancies:

### 88/21 PARISH COUNCIL ELECTION. CO-OPTION AND APPOINTMENTS

1. It was noted that Buckinghamshire Council had advised that no by-election had been called and the parish council should co-opt to fill the 3 vacancies.
2. It was **RESOLVED** to appoint the 2 applicants (Mr Kris Weber and Mr Alistair Kirk) to fill 2 of the vacancies. The remaining vacancy to be re-advertised.
3. Mr Weber signed his Declaration of Acceptance of Office, witnessed by the Proper Officer of the council, and took up a seat at the council table. Mr Kirk was not present at the meeting, so the relevant papers will be sought. Warm welcomes were extended to both new members.
4. It was noted that both Cllr Weber and Cllr Kirk would need to supply completed Registers of Interests for publication on both the parish council and Buckinghamshire Council websites.
5. It was **RESOLVED** to appoint Cllr Weber to both the Sports & Leisure and Planning Committees. Clerk to speak to Cllr Kirk to establish which committees he wished to join.
6. It was noted that Cllr Saintey wished to step down from attending the BALC/BC Parish Liaison meetings and **RESOLVED** to check with Cllrs Kirk, Hawkins & Crutchfield if they wished to take up the post. Cllr Nicholls offered to fill the post if necessary.

## Committee Matters:

### 89/21 PLANNING COMMITTEE – CLLR NICHOLLS IN CLLR CRUTCHFIELD'S ABSENCE

1. Minutes

It was noted that no committee meeting had been held during the month, so no minutes/report was due.
2. Applications
  - a. 4 Railway Cottages, Cheddington Road, 21/02032/APP, part two, part single and part first floor side extension and two storey rear extension. No comments had been received following the neighbour notification program. It was **RESOLVED** to advise Buckinghamshire Council that the parish council wished to submit no objections.
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.
3. Appeals allowed by the Planning Inspectorate.

21/00020/FTHA, 4 The Pightle: Planning Inspectorate allowed planning permission.
4. 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, Land off Cheddington Road (opposite 61/63), 27 Campbell Lane.
5. Enforcement outstanding with Buckinghamshire Council.
  - 27 Campbell Lane (20/00443/CONB) – erected fence despite refusal of planning (see above planning application).
  - 9 Bolebec End (21/00252/CONB) – loft conversion and single storey rear extension - work commenced but planning not yet granted.
6. VAHT preliminary correspondence re Cooks Wharf

It was noted that both Cheddington and Pitstone Parish Council's had responded to VAHT opposing their initial proposals.
7. Next Planning Committee Meeting

Application consultations had now been received from Buckinghamshire Council relating to 6 Williamson Way and Mill View on Groomsby Drive. It was therefore **RESOLVED** to arrange a Planning Committee meeting for 7.30pm on Thursday 15 July at Pitstone Pavilion.

## 90/21 SPORTS AND LEISURE COMMITTEE – CLLR SAINTLEY, CHAIR OF COMMITTEE

### 3. Minutes

It was **RESOLVED** to note receipt of the draft minutes of the committee meeting held on 10/6/21. Thanks were expressed to Cllr Hawkins for standing in to ensure the meeting was quorate.

### 4. Annual Playground Inspections

- It was **RESOLVED** to note receipt of the independent annual inspections for Hever Close, Windsor Road and the Recreation Ground playgrounds.
- Hever Close: It was **RESOLVED** to appoint the local contractor to carry out the minor remedial works identified (cut back brambles, grease bearings, repaint cross rails, secure springs, lift tree canopy above bench and remove grass growth at edge of wet pour).
- Windsor Road:
  - It was **RESOLVED** to appoint local contractors to carry out the minor remedial works identified (cut back brambles, remove grass growth at edge of wet pour, secure slats on clatter bridge, repair ground erosion by springers).
  - The points raised regarding the swing joints in the new swings had been raised with Creative Play who deny any risk. Correspondence to be retained on file. Joints to be monitored.
- Recreation Ground
  - It was **RESOLVED** to raise the issues identified with Huck Teck and establish what works could be carried out under guarantee (adjust cable stop, replace dampening spring, raise viking rope, renovate grass mound, repair ground erosion)
  - It was **RESOLVED** to appoint local contractors for any minor works that were not covered (e.g., ground erosion and cutting back brambles)

## 91/21 STAFFING COMMITTEE

It was noted that there had been no meeting during the month and therefore no report was due. Next meeting scheduled for 5/7/21.

### Charity Matters:

#### 92/21 PITSTONE PARISH CHARITY

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

#### 93/21 PITSTONE RECREATION GROUND CHARITY

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

### Working Group Matters:

#### 94/21 YOUTH CAFÉ

It was noted that the number of attendees currently remained low, but that the café was operating well from the pavilion site with no issues arising.

Taster sessions for year 6 at Brookmead arranged for 30 June, 7 & 14 July first sessions only. Introductory video recorded by Café Manager, and this is being issued by Brookmead this week along with necessary information from the parish council.

Cllr Mitra attended youth café this week. Issues associated with awareness of where the building was, and the state of the BC public footpath were discussed.

## 95/21 PITSTONE DEVELOPMENT AREA

1. It was **RESOLVED** to respond to Nicholas King Homes and approve the proposed Stainless Steel (not Steel) bicycle racks for installation on council land by the ball court, but to raise concerns regarding the proposed method of installation – bolting down to tarmac would not be permissible.
2. It was noted that NKH had supplied a RoSPA post installation inspection report for the MUGA.
3. It was noted that NKH had provided brief answers to some of the questions raised (including that the footpath would be extended to their boundary, that no water control apparatus had been installed on council land, that the lamp column would be removed and that the scrub would be removed), but that ongoing discussions were taking place relating to both the MUGA and the car park.
4. It was noted that Nicholas King Homes had advised that they were not currently able to discuss any potential terms associated with any desired transfer of land for 'proposed' extra car parking adjoining Pitstone Memorial Hall Charity land.
5. It was noted that the parish council had responded to NKH's pre-application enquiry, stating it would be opposed to any such application by NKH and raising several legal points.
6. It was noted that once the land was transferred back to the parish council, that council may wish to consider installing additional litter bins by the MUGA.

## Other Matters:

### 96/21 DEVOLVED SERVICES

1. BC Place Based Devolved Service Pilots

No further update received from Buckinghamshire Council. However, Buckinghamshire Councillor Peter Brazier is chasing.

2. Banners and Roadside Advertising

It was **RESOLVED** to approve issue of an advertising permit (for Marsworth Road) for Ford End Watermill milling days during the 2021 season.

3. Siding Out and BOAT maintenance

It was **RESOLVED** to establish verge ownerships and arrange (if BC owned) the required siding out for the Cooks Wharf junction.

It was noted that the contractor had been asked to trim the BOATs (By-Ways Open to All Traffic) by Whistlebrook & Grange Road as the nettles have had a growth spurt due to the weather. Work had initially been planned for July.

### 97/21 CHILDREN'S COMPETITION

It was **RESOLVED** to organise a 'Love Pitstone' photography competition for local children. Split into age categories. With the winning artwork (a) used to decorate the pavilion (b) to appear on PPP/website/social media pages (c) printed & presented as a prize to the winning entrants.

Cllr Nicholls to create an upload tool via the website for entrants to be submitted by.

Cllr Heyman and the Clerk to produce publicity/details etc for issue before the school holidays so we can ask Brookmead to help distribute.

## 98/21 SKATE PARK

1. Following the thorough evaluation of the tenders submitted and the clarification of the specification and associated costings with the suppliers, it was **RESOLVED** to appoint Bendcrete Leisure Ltd as the preferred contractor for the installation of the concrete skatepark and associated works e.g., drainage, paths, landscaping.
2. It was **RESOLVED** to re-confirm the previously approved project budget and available funding, with a maximum of £170k available to the skate park construction.
3. It was **RESOLVED** that the appointment would be subject to the following:
  - a. Final design & layout subject to one final round of consultation with user groups and residents.
  - b. Satisfactory references.
  - c. Signing of relevant JCT Contract.
  - d. Positive RoSPA pre installation inspection report; and
  - e. Final contract sum being agreed.
4. It was **RESOLVED** to approve the following delegations to ensure the successful smooth running of the project:
  - a. agreement of final design following user consultation to be agreed by the sports and leisure committee unless a full council meeting is scheduled prior to the s&l meeting in which case full council to approve,
  - b. agreement of any contract variations to be approved by the sports & leisure committee unless a full council meeting is scheduled prior to the s&l meeting in which case full council to approve,
  - c. agreement of stage payments, subject to associated certification by Beacon Surveying Services to be approved electronically by 2 members so long as they fall within the pre-determined budgeted & stage payment parameters previously approved by full council. Such payments to be reported to the full council at the next meeting.
5. It was **RESOLVED** to approve the proposals submitted by the supplier for the public consultation event (to be held on the skate park site) and the costs associated with publicising this e.g., banners on the fence of the recreation ground. It was hoped that information would be available before the close of the school term so that Brookmead might be asked to help disseminate.
6. It was **RESOLVED** to retain the proposed grass seeded mounds rather than rubber mulch and to investigate suitable shrubbery for the border in due course.
7. Peter Brazier departed the meeting.

## 99/21 ALLOTMENTS

1. It was **RESOLVED** to approve the updated licence between Pitstone Allotment Association and the parish council, and the Chairman and Clerk were duly authorised to sign on behalf of the Parish Council.
2. It was **RESOLVED** to approve the request to remove the orientation restriction for polytunnels.
3. It was **RESOLVED** that the parish council did not have a specific minimum financial holding relating to the allotment cost centre but that the parish council would continue to work closely with PAA, to monitor the financial position and to review as and when necessary.
4. It was **RESOLVED** to note receipt of the updated PAA handbook and rules.
5. It was **RESOLVED** to approve purchase of signage for water troughs to confirm that water is not suitable for drinking.
6. It was **RESOLVED** to note receipt of latest PAA committee minutes & treasurers report.

## 100/21 COMMUNITY AND PUBLIC TRANSPORT

It was noted that Tring Town Council had resolved following their Community Bus meeting held on 17/6/21 that it was not able to apply for grant funding from West Midlands Trains for a community bus service to assist disabled residents (not general public) to reach the station as some of the outlying villages had not yet undertaken a survey to assess demand. Parishes to formulate a single survey to be issued to all communities, with responses to be collated by Christmas.

#### **101/21 HIGHWAYS AND PATHS**

1. It was noted that Taylor Wimpey's contractors had incorrectly installed the signage along Westfield Road, that replacement signs were on order and remedial works would be carried out in due course.
2. It was noted that Swarco had serviced mVAS unit 1 and were returning to service mVAS unit 2.

#### **102/21 ANNUAL ASSEMBLY 2021**

It was **RESOLVED** that an annual assembly was still not possible due to ongoing covid restrictions and decided to include an explanation in the next edition of PPP along with the annual report for 2020/21.

#### **103/21 POLICIES**

1. It was **RESOLVED** to approve the annual review of the Equal Opportunities Policy, and the Chairman was duly authorised to sign on behalf of the council.
2. It was **RESOLVED** to approve the annual review of the mVAS procedures manual & risk assessment, and the Chairman was duly authorised to sign on behalf of the council.
3. It was **RESOLVED** to approve the annual review of the Play Policy, Risk/Benefit Assessment and Parish Play Audit, and the Chairman was duly authorised to sign on behalf of the council.
4. Derek Town departed the meeting.

#### **104/21 QUEEN'S PLATINUM JUBILEE 2-5 JUNE 2022**

It was noted that Party in the Park were not proposing to move any 2022 event to coincide with the Jubilee.

It was **RESOLVED** that the parish council were not seeking to host an event (due to covid concerns) nor source mass-distributed commemorative items e.g., mugs, but would prefer to support a longer legacy such as a commemorative tree, garden, room/equipment naming etc.

#### **105/21 VANDALISED NOTICEBOARD**

It was **RESOLVED** to approve the quotation of £83 to repair the vandalised Cheddington Road board (replace acrylic and repair frame).

#### **106/21 DONATION FOR BENCH / PICNIC BENCH**

It was **RESOLVED** to thank the Morris family for their kind donation of £250 to provide a picnic bench in the community. It was further **RESOLVED** to site the picnic bench within the grassed area of the Hever Close playground to enhance this space as both the Windsor Road and Recreation Ground play spaces already have picnic tables.

#### **107/21 DAFFODILS**

It was **RESOLVED** not to plant further daffodils, or other flowers, along the Marsworth Road verge during the current financial year due to poor previous results. It was **RESOLVED** to advise the resident and thank them for their previous offer to help plant any such bulbs.

#### **108/21 PPP**

1. It was **RESOLVED** to proactively seek new advertisers for PPP via email if possible but mailshot if no email addresses could be identified.
2. It was **RESOLVED** not to offer a quarter prize draw as an incentive.
3. It was **RESOLVED** to approve the draft council submission for the next edition of PPP.

#### **109/21 ISSUES RAISED BY MEMBERS OF THE PUBLIC**

It was noted that there were no unresolved matters for discussion this month.

### **Annual Reporting and Audit:**

#### **101/21 INTERNAL AUDIT**

1. It was **RESOLVED** to note the conclusion of Internal Audit by IAC Ltd.
2. It was **RESOLVED** to note IACs Annual Internal Audit, accompanying report and observations.
  - a. It was noted that the 12m retention payments had now been included as accruals in the 2020/21 accounts as requested by IAC.



- b. It was noted that the transfer of VAT collected on behalf of Pitstone Parish Charity had now been correctly entered into Sage and therefore represented within the 2020/21 accounts.
  - c. It was noted that guidelines required the period of elector's rights to commence as soon as possible after the approval of the accounts but did require minute references to be included so could not commence until after the minutes were prepared.
  - d. It was **RESOLVED** to approve the updated asset register to reflect the inclusion of the 12m retention payments to Huck Teck and Neville Special Projects.
  - e. It was **RESOLVED** to ensure that bank statements were dated as well as signed by the council member as requested.
3. It was **RESOLVED** to approve the June 2021 Review of Effectiveness of Internal Control
- a. It was **RESOLVED** to note the auditor's requirement for bank reconciliations to be both dated and signed.
  - b. It was **RESOLVED** to grant approval for the Chair to sign on behalf of the council.

## 102/21 ANNUAL ACCOUNTS 2020-21

1. Annual Governance Statement 2020/21 (Section 1 of AGAR)
  - a. Having undertaken the Review of Effectiveness of Internal Control and reviewed the Annual Governance Statement, it was **RESOLVED** to approve the Annual Governance Statement.
  - b. It was further **RESOLVED** to grant approval for the Chair and Clerk to sign on behalf of the council.
2. Accounting Statement 2020/21 (Section 2 of AGAR)
  - a. The accounting statement had been signed by the RFO prior to circulation.
  - b. It was **RESOLVED** to approve the Annual Accounting Statement as a correct reflection of the 2020/21 position.
  - c. It was further **RESOLVED** to grant approval for the Chair to sign on behalf of the council.
3. Bank Reconciliation for the Year Ending 31/3/21
  - a. It was **RESOLVED** to approve the Bank Reconciliation as a correct reflection of the 2020/21 position.
  - b. It was further **RESOLVED** to grant approval for the Chair to sign on behalf of the council.
4. Explanation of Variances for the Year Ending 31/3/21
  - a. It was **RESOLVED** to approve the Explanation of Variances for the financial year as a correct reflection of the activity undertaken.
  - b. It was further **RESOLVED** to grant approval for the Chair to initial on behalf of the council.
5. Reconciliation between boxes 7 and 8 arising because of Income & Expenditure accounting
  - a. It was **RESOLVED** to approve the Reconciliation between Boxes 7 and 8, which arises due to Income & Expenditure accounting.
  - b. It was further **RESOLVED** to grant approval for the Chair to initial on behalf of the council.
6. Additional requested papers for all those subject to intermediary audit to provide proof of registration with HMRC as employer.
  - a. It was **RESOLVED** to supply the presented HMRC proof of registration as employer.
7. Period of public rights and publication of unaudited accounts

It was **RESOLVED** to set the period of public rights as Thursday 1 July to Wednesday 11 August 2021.

It was noted that the notice must be issued 1 day prior to the commencement of the period i.e., on Wednesday 30 June 2021.

8. Submission to external auditor

It was **RESOLVED** to now submit the suite of documents to the external auditor, PKF Littlejohn.

**112/21 ANNUAL REPORT AND ACCOUNTS FOR PUBLICATION TO RESIDENTS**

Alongside the official accounts, the parish council likes to offer a more descriptive account of the previous years' activity as some residents prefer this format. It was **RESOLVED** to approve the draft report for inclusion in the forthcoming edition of PPP and publication on the website etc.

**Financial Matters:**

**113/21 FINANCIAL MATTERS**

1. I&PUC Double Cricket Nets

It was noted that Buckinghamshire Council had approved £5,500 of S106 release for the double cricket nets and therefore no further grant funding was required from PPC.

2. Pitstone Memorial Hall Charity Grant

It was noted that the Memorial Hall Charity had not yet been able to carry out the roof repairs and **RESOLVED** to grant an extension of 12 months.

3. VAT Return

It was noted that the March VAT return had been submitted. HMRC to pay PPC £1,225.06.

2. Financial Summaries and Expenditure

The bank reconciliation, budget monitor, financial summary, confidential salary payments, pavilion & allotment monthly summaries, skate park & pavilion project summaries, 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.

9. Internal Controls

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

**114/21 REPORTS**

1. Cllr Heyman provided feedback on the BALC New Councillor Induction Training course held 26/5/21.
2. It was noted that the Asset Inspector had now undertaken the Lantra Tree Risk Assessment training on 15/6/21. RoSPA playground inspection training booked for later in the year.
3. It was noted that Party in the Park 2021 had been cancelled due to ongoing Coronavirus restrictions.
4. The other minor reports were noted but not discussed in detail.

**115/21 OTHER**

1. Date and Time of Next Meeting

The next meeting of the full Parish Council is scheduled for 29 July 2021. Cllr Blunt tendered apologies.

2. The following items were noted for inclusion on the July agenda.

- Quarterly grant consideration agenda item
- Renew annual registration with ICO as data controller.
- Annual review of Street Lighting Policy due
- Confirm allotment plot rental for next year (2020), need to publicise it on the allotment notice-board August and collect by end September.
- Receive notification from PAA of annual subscription charge that the council needs to collect from tenants on PAA's behalf.
- Annual Review Schedule of Charges on website and update with any new pavilion / PPP charges etc

- Youth Café management contract terminates end of July so needs renegotiating & renewing.
- Annual review of reserves policy
- Annual review all youth café policies and risk assessments
- Review and amend bank signatories once council membership determined.
- Councillors requested no additional items be tabled.

### 3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 29/7/21, 26/8/21, 30/9/21, 28/10/21, 25/11/21.
- Sports and Leisure Committee meetings: 8/7/21, 12/8/21, 9/9/21, 14/10/21, 11/11/21 and 9/12/21.
- Staffing Committee: 5/7/21
- Planning Committee meeting – 15/7/21
- PPP Publication dates: April, July, October, and January
- BMKALC/BC Parish Liaison meeting dates: 14/7/21, 13/10/21, 18/1/22.
- Play around the Parish sessions booked for Tues 10/8/21 and Thursday 19/8/21 (both 10-12)
- 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
- Wing & Ivinghoe Community Board meetings: 20/7/21 & 22/9/21
- Charity football match & family fun day @ pavilion in aid of East of England Ambulance Service 1/8/21 from noon.
- Buckinghamshire Council Planning & Environment update 13/7/21
- Asset Inspector attending RoSPA outdoor play equipment inspection training on 1/10/21.
- PAA committee meetings – 23/7/21 @ 7pm and 18/11/21 @ 7pm
- BALC Clerks Forum 5/8/21 via remote log in – Clerk attending.

### **116/21 CLOSURE OF THE MEETING**

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.50.

Signed: *R Saintey*

Date: 29/7/21

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Chairman