

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Annual Meeting held on 20 May 2021  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### 33/21 ELECTION OF CHAIR FOR FORTHCOMING YEAR

There being only one nomination, Dave Nicholls was elected unopposed to the role of Chairman for the forthcoming year.

Cllr Nicholls completed and submitted his Declaration of Acceptance of Office for the role of Chair, which was duly countersigned by the Proper Officer.

### 34/21 ELECTION OF VICE CHAIR FOR FORTHCOMING YEAR

There being only one nomination, Bob Saintey was elected unopposed to the role of Vice Chairman for the forthcoming year.

### 35/21 DECLARATIONS OF ACCEPTANCE OF OFFICE

Declarations of Acceptance of office for the role of Councillor to Pitstone Parish Council had been received from all eight members accepting office following the election and had been duly countersigned by the Proper Officer.

### 36/21 ATTENDANCE AND APOLOGIES

#### 6. Council present

Cllr Nicholls (Chair), Cllr Mrs Crutchfield, Cllr McCarthy, Cllr Mitra, Cllr Heyman and Cllr Hawkins plus the Parish Clerk Mrs Eagling.

#### 7. Others present.

Buckinghamshire Councillor D Town, Mr K Weber, and Mr A Kirk (both residents).

#### 8. Apologies

It was **RESOLVED** to accept apologies for absence from Cllr Saintey (Vice Chairman) and Cllr Blunt.

### 37/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

- It was noted that full Declarations of Interest had been received from all eight members that had accepted office. These will now be published on both the parish council and Buckinghamshire Council websites.
- 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 Crutchfield declared interests as a member of the Pitstone Allotment Association and trustee of Pitstone Memorial Hall Charity.

### 38/21 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.

### 39/21 REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillors Derek Town attended the meeting. The Chairman congratulated Cllr Town on his appointment. Cllr Town provided an update on (a) the parking prohibition consultation (b) the Ivinghoe freight zone consultation (c) the proposed division of work between the three Buckinghamshire councillors for the cluster of villages (d) BC's proposed surgeries.

Cllr McCarthy raised the issue of water flowing down from Pitstone Hill into Aldbury. Cllr Town requested that Cllr McCarthy provide an email of details so he can follow up.

#### 40/21 **MINUTES OF THE MEETING held on 29/4/2021.**

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 29 April 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

#### 41/21 **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.

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.
- 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 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 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. 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 currently resurfacing 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 eta between 1/6-3/9/21.
- 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.
- 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.
- 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.
- 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.
- Maintenance of Westfield Road roundabout: Marketing Force now offering roundabout for 'adoption' which will increase frequency of maintenance visits. No volunteer input required.
- Nomination of allotment land as Asset of Community Value – nomination application submitted to BC. Awaiting notification of outcome. Eta 8 weeks = 8/7/21.

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.
- Volunteer of the Year: Individual private ceremonies taking place 18 May.
- Switch to gas contract supplier – progressing eta 1/9/21.
- Tree risk assessment for oak and ash – booked for 24/6/21.
- LED streetlight roll out to Albion Road – installation complete. UK Power Networks now issued updated unmetered supply certificate which has been provided to energy supplier who will now reduce billing accordingly.
- Local Wildlife Site information boards – investigating artwork, design, and photography implications prior the applying to Community Board for funding.
- Approved Contractors list – only one contractor applied to date (painter & decorator).
- Spectator Barrier System for Pavilion Senior Pitch – investigations and specification ongoing.
- Pavilion gate sign – awaiting proof from Signs Realm Ltd.
- Occupational Licence with P&ICUFC – with club for completion.
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## 42/21 CORRESPONDENCE

The list of correspondence received was noted.

## Election and Annual Meeting Matters:

### 43/21 PARISH COUNCIL ELECTION AND CO-OPTION

It was noted that 10 members had been elected unopposed, leaving 1 seat vacant.

It was noted that 2 elected members had since had changes in personal circumstances and were now unable to accept their seats.

Buckinghamshire Council will advise whether an opportunity to call a by-election needs to be posted and/or whether the vacancies can be filled by co-option. It was **RESOLVED** to fill the 3 vacancies, with the intention to appoint any co-opted positions at the June meeting.

### 44/21 STANDING DISPENSATIONS FOR THE FORTHCOMING YEAR

It was **RESOLVED** to adopt the previous standing dispensations ie:

The Code of Conduct currently states the following standing dispensations:

7.3 The following Standing Dispensations have been adopted and will remain in place until the next election unless otherwise resolved:

7.3.1 Where there is an interest common to the majority of inhabitants of the Parish.

7.3.2 Where an interest is so remote that it is not likely to prejudice your judgement of the public interest.

7.3.3 When setting the council tax/precept.

7.3.4 Interests arising from posts within the authority.

7.3.5 Interests arising from membership of a body to which the authority has appointed or proposes to appoint you (where dispensation exists to discuss but not vote)

Council also has standing declarations relating to the affairs of the Pitstone Parish Charity and Pitstone Recreation Ground Charity, for whom the parish council as corporate body is sole trustee.

### 45/21 KEY POLICIES

It was **RESOLVED** to adopt the following documents. The Chair was granted authority to sign on behalf of the parish council.

- The Code of Conduct
- Standing Orders
- Financial Regulations – with a **RESOLVED** amendment to increase the emergency spending limit from £500 to £750.
- Risk Management Policy and associated Risk Assessment.

### 46/21 COMMITTEE STRUCTURE, APPOINTMENTS AND TERMS OF REFERENCE

#### 1. Committee and Working Group Structure

It was **RESOLVED** to operate the following committees:

- Planning (ad hoc if planning matters cannot be accommodated within the main council meeting timetable)
- Staffing (ad hoc, quarterly on average)
- Sports and Leisure (monthly)
- Pitstone Parish Charity

It was **RESOLVED** to operate the following working parties:

- Pitstone Development Area
- Youth Café (ad hoc meetings with café manager and visits into the youth café)

#### 2. Appointment of members to above committees

It was **RESOLVED** to appoint the following members to committees:

- Planning Committee - Chair = Cllr Mrs Crutchfield. Other members: Cllr Blunt, Cllr Hawkins and Cllr Nicholls.

- Sports and Leisure Committee - Chair = Cllr Saintey. Other members: Cllr Crutchfield, Cllr Heyman and Cllr Nicholls.
- Staffing Committee - Chair = Cllr Blunt. Other members: Cllr Nicholls and Cllr Saintey.
- Pitstone Parish Charity Committee - Chair = Cllr Nicholls. Other members: Cllr Crutchfield and Cllr Hawkins

3. Appointment of members to above working parties

It was **RESOLVED** to appoint the following members to committees:

- Pitstone Development Area Working Party - Cllr Saintey, Cllr Heyman and Cllr Blunt.
- Youth Café Working Party - Cllrs Saintey, Mitra, Heyman and Nicholls.

4. Appointment of members to other bodies

It was **RESOLVED** to appoint the following members to other bodies:

- Pitstone Memorial Hall Charity - Cllr Mrs Crutchfield.
- Community Board and Sub-Groups – Cllr Saintey, Cllr McCarthy, and Cllr Mrs Crutchfield
- AVALC – Cllr Saintey
- BALC/BC Parish Liaison – Cllr Saintey
- Pitstone Church – to be reviewed if the need arises in the future

5. Appointment of members for other matters

It was **RESOLVED** to appoint the following members for other matters:

- Pitstone Hill – Cllr Saintey
- Allotment Officer (legally required to appoint one) - the Clerk to be the appointed Allotment Officer and main contact point, with other councillors willing to attend PAA meetings as and when required.
- Footpaths – Cllrs Mitra and Hawkins
- Web Site – Cllr Nicholls
- Waste & Minerals – Cllr Blunt

6. Terms of Reference

It was **RESOLVED** to operate the following terms of reference for committees:

a. Planning Committee

This committee meets once per month if required depending upon the number and timing of deadlines imposed by the planning authority.

- The committee has delegated power to determine standard applications (eg extensions) and advise BC on the outcome of their decision on behalf of the Parish Council. Any correspondence relating to such applications will be circulated to relevant committee members.
- For applications of 5+ developments / where development may be contentious / unusual, full council to be summoned to attend the meeting. Any correspondence relating to such applications to be circulated to full council.
- Meetings must be open to the public and advertised in the same manner as a council meeting.
- The committee has no delegated spending power.
- If any planning committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

b. Sports and Leisure Committee

This committee meets monthly and considers all sports & leisure related issues eg management and development regardless of the site, creation of NEAP by Recreation Ground, management of play space, football pitch allocation, village green etc.

- i. The Committee has delegated power to manage all day-to-day decisions, taking advice from external representatives on the committee, as necessary.
  - ii. The committee has delegated power in line with Financial Regulation 4.1, up to £5,000.
  - iii. All items of major expenditure or decisions of a strategic nature (such as final approval of capital projects towards the redevelopment of the pavilion site) would require referral back to full council for consideration and approval.
  - iv. All correspondence relating to sports and leisure matters to be circulated to members of the committee.
  - v. Meetings must be open to the public and advertised in the same manner as a council meeting.
  - vi. If any sports & leisure committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.
- c. Staffing Committee
- To be convened when necessary, generally quarterly.
- i. The committee has delegated power to determine routine staffing matters such as holiday leave/cover, training, sickness, appraisals, pensions, PAYE/NI, overtime etc.
  - ii. Meetings must be advertised and minuted in the same manner as a council meeting, but public may be excluded for privacy reasons.
  - iii. No member of staff should be present at Staffing Meetings but may be requested to submit a report.
  - iv. The committee has no delegated spending power over and above matters related to staffing.
  - v. Final decision on appointments should be referred to full council for approval.
  - vi. If any staffing committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.
- d. Pitstone Parish Charity Committee
- i. The parish council as a corporate body is sole trustee to this charity.
  - ii. To preserve integrity, Council manages the affairs of the charity via a committee.
  - iii. The committee has delegated power to make day-to-day decisions.
  - iv. Charity meetings do not need to be open to the public and only trustees should attend.
  - v. If any parish charity committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

#### 7. Delegation Arrangements & Devolved Powers

- a. It was **RESOLVED** to delegate power to the clerk to incur expenditure on office stationery, equipment, sundries, consumables (eg sacks for litter pickers), training or reference books as deemed necessary; timely maintenance requirements for property & assets eg replacement roof tiles at the pavilion or playground repairs, plus emergency expenditure on behalf of the parish council up to a value of £750 (eg to clear fallen trees). Any expenditure incurred under the last two categories should be reported to council at the earliest opportunity.
- b. It was **RESOLVED** to delegate power to the pavilion cleaner, litter pickers & asset checkers for minimum expenditure on replacement gloves etc.
- c. Devolved Powers

The council has accepted devolved powers from Buckinghamshire Council to undertake grass verge maintenance, right of way maintenance and minor works.

#### 47/21 **ELECTRONIC DISTRIBUTION OF MATERIALS**

It was **RESOLVED** that all council materials, including summons and meeting papers, would be distributed to members electronically. Should any member require a hard copy, this can be requested from the clerk and the relevant papers will be printed and hand delivered.

Magazines and periodicals can be hand delivered if requested or are available to view by calling into the pavilion office.

## **Committee Matters:**

### **48/21 PLANNING COMMITTEE – CLLR CRUTCHFIELD, CHAIR OF COMMITTEE**

#### 1. Minutes

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

#### 2. Applications

- a. 27 Campbell Lane, 21/01413/APP, change of use of land to garden land and erection of fence (retrospective). It was **RESOLVED** not to submit any response to Buckinghamshire Council.
- 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. It was noted that this application was out-of-parish, however the informative website and Facebook posts by the parish council had attracted over 2,000 engagements. It was therefore **RESOLVED** to advise Buckinghamshire Council that the volume of responses showed there was a strength of feeling within the parish that it would be sad to lose this local amenity.

#### 3. Decisions notified by Buckinghamshire Council.

None.

#### 4. Appeals outstanding with Planning Inspectorate.

21/00020/FTHA, 4 The Pightle: appeal lodged with Planning Inspectorate following Buckinghamshire Council's refusal. Under Householder Appeals Service there is no opportunity to submit further comments.

#### 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.

- 27 Campbell Lane (20/00443/CONB) – erected fence despite refusal of planning (see above planning application).
- 4 The Pightle (20/02682/APP) – fence remains despite refusal of planning (see above appeal).
- 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. BC advised that certificate would be withdrawn, and full application submitted, however work continues.
- 9 Bolebec End (21/00252/CONB) – loft conversion and single storey rear extension - work commenced but planning not yet granted.

#### 7. VAHT preliminary correspondence re Cooks Wharf

It was noted that Marsworth parish council had responded direct to VAHT but that representatives from Cheddington and Pitstone PCs would be having a zoom meeting next week before responding.

#### 8. Neighbour Notification Letters

The correspondence regarding non-issue of hand delivered neighbour notification letters during periods of pandemic lock down was noted. Should a further lockdown be announced, council to review if there are means of maintaining this service as it is valued by residents.

## 49/21 SPORTS AND LEISURE COMMITTEE – CLLR SAINTEY, CHAIR OF COMMITTEE

### 1. Minutes

It was noted that no committee meeting had taken place during May and therefore no minutes/report were due.

### 2. Huck Teck ground remedials

It was noted that Huck Teck had attended a site meeting and would be (a) rounding the exposed wooden surfaces (b) infilling under the double slide (c) lifting & infilling the safety mat depressions (d) adding an extra set of ropes to the end of the high rope tunnel (e) coming up with proposals to tackle the ground erosion on the mound.

### 3. Remedial and other works

- It was **RESOLVED** to approve the purchase & installation of 3 additional concrete half height support posts to reinforce the bowing fence at the pavilion (cost £150, J Leonard Limited).
- It was **RESOLVED** that a tarmac path would be preferable at the pavilion and therefore further **RESOLVED** to appoint T Clubb & Son Ltd at a cost of £1,365 + VAT.
- The feedback following the ecologists visit was noted. It was **RESOLVED** to purchase a night vision camera to determine the main access points and better establish badger numbers (approx. cost £50-70). It was also **RESOLVED** to make enquiries with the scouts as to whether they had any continued interest in the site and/or plans for clearing the mound.
- It was **RESOLVED** to accept the quotation of £520 from J Leonard Limited to supply materials and paint the container roof with waterproof coating.
- It was noted that the column car park lighting at the pavilion was currently not functioning correctly. Neville Special Projects arranging for a replacement light sensor.

### 4. Skate Park

The tender submissions received were noted, along with the scoring matrix from the evaluation. Currently seeking clarifications from contractors and it was **RESOLVED** to approve the proposed short list. Council due to appoint successful contractor at June meeting.

### 5. Windsor Road alphabet snake and hopscotch

The feedback from residents was noted and it was **RESOLVED** that the parish council would meet the cost of installing thermoplastic replacement decals on the Buckinghamshire Council land (approx. cost £350-400 for the snake and £180-380 for the hopscotch).

## 50/21 STAFFING COMMITTEE

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

### Charity Matters:

#### 51/21 PITSTONE PARISH CHARITY

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

#### 52/21 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:

#### 53/21 YOUTH CAFÉ

It was noted that the first youth café session had taken place on Wednesday evening. Just 4 young people attended but it is hoped that this will start to pick up again.

#### 54/21 HIGHWAYS AND PATHS

##### 1. Westfield Road

It was noted that the street light columns had been installed and Buckinghamshire Council have advised that Taylor Wimpey have the new road signs on order so these will be



installed as soon as possible. Painted road markings will follow later in 'summer' as are not durable if be applied during poor weather.

2. mVAS

The mVAS reports for both the flashing unit and the non-flashing unit on Westfield Road were noted. Both have been uploaded to the website for resident information.

3. HS2 construction traffic

It was noted that HS2 had responded to say that Pitstone was not on any of their approved construction routes, although some vehicles may pass through the village if they have additional deliveries in the area. It was **RESOLVED** that therefore the parish council was not eligible for HS2 road safety grant funding towards the Pitstone Safety Scheme at present.

**55/21 PITSTONE DEVELOPMENT AREA**

1. Concerns have been raised to Nicholas King Homes regarding the surface, gradient and fencing of the MUGA and the need for a boundary fence between car park and ball court. The damage to the surface from the filler has not been removed. NKH advised they are arranging a RoSPA inspection and will provide feedback in due course.
2. Nicholas King Homes have been asked to confirm that the angle of access to the replacement car park, from the NKH road, is not too difficult to manoeuvre and whether any changes are required. No response yet received.
3. Nicholas King Homes have been asked to confirm what terms would be associated with the transfer of land for 'proposed' extra car parking adjoining Pitstone Memorial Hall Charity land. No response yet received.
4. It was noted that NKH had started to install the footpath that would connect with the Recreation Ground but that this did not go up to their boundary. No response yet received.
5. It was noted that NKH had not provided confirmation that they had not installed any structures or utilities beneath parish council owned land, nor confirmed whether it is a bike rack they propose to install on our land, nor confirmed why one lighting column remains in our land.
6. It was noted that NKH construction traffic continued to use the Memorial Hall Charity car park.
7. It was **RESOLVED** to write, again, to NKH.

**56/21 COMMUNITY AND PUBLIC TRANSPORT**

The feedback from Tring Town Council regarding the proposed bus service for which West Midland Trains funding had been sought was noted. It was noted that this would not be available to the general public and therefore did not resolve the issues for Pitstone.

**Other Matters:**

**57/21 DEVOLVED SERVICES**

1. BC Place Based Devolved Service Pilots

No further update received from Buckinghamshire Council.

2. Banners and Roadside Advertising

- It was **RESOLVED** to approve issue of an advertising permit (for the wooden fence at the recreation ground) for Beacon Community Choir Music on the Lawn event 11/7/21.
- It was **RESOLVED** to approve issue of an advertising permit for Sweaty Mama (on the metal railings by the Memorial Hall) for a period of 2 weeks only, to support the hall charity with this new hirer.
- It was **RESOLVED** to grant permission to Taylor Wimpey to write to the roadside advertisers asking for removal of A-frames which contravene Outdoor Advertising Regulations.

**58/21 ANNUAL ASSEMBLY 2021**

It was **RESOLVED** that carry forward consideration of any potential annual assembly until covid restrictions were lifted further.

**59/21 POLICIES**

It was **RESOLVED** to adopt the Policy on the use of the Recreation Ground / Village Green for regular hall hirers. The Chairman was duly authorised to sign on behalf of the council.

## **60/21 MEMBERSHIPS**

It was **RESOLVED** to approve renewal of annual membership to BALC/NALC/LCR who provide legal advice and training to parish councils (£544.43).

## **61/21 CONSULTATIONS**

1. It was **RESOLVED** to respond to Buckinghamshire Council's Ivinghoe Freight Strategy consultation and express support for the resulting reduction in HGV traffic through the village that the proposals will bring.
2. It was **RESOLVED** to respond to the Buckinghamshire Council's (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) Order 2021 (Amendment No 1) Order 202 consultation and express support for the no-parking zones around Pitstone Quarry.
3. It was **RESOLVED** that no response was necessary to the Licencing consultation from Buckinghamshire Council.

## **62/21 INSURANCE**

It was **RESOLVED** to approve the insurance renewal (£3,896.45). Council is currently in a long-term agreement with Ecclesiastical, so no comparison of the market required.

## **63/21 RECORDING / PUBLICATION OF MEETINGS AND RETURN TO PHYSICAL MEETINGS**

1. The latest guidance on the return to physical meetings and covid secure premises was noted, along with the risk assessment for operating council meetings at the pavilion.
2. It was noted that this would be updated and reviewed regularly, in line with government changes to coronavirus guidelines (next announcement due 14/6/21).
3. It was **RESOLVED** not to invest in the necessary technological infrastructure that would enable streaming of council meetings from a physical venue now that face-to-face meetings have returned.

Buckinghamshire Councillor D Town and Mr K Weber departed the meeting.

## **64/21 CHILDREN'S COMPETITION**

It was **RESOLVED** that Cllr Heyman would put forward some ideas that would be popular amongst school age children for consideration at the next meeting.

## **65/21 BAT & BIRD BOX PROJECT**

It was **RESOLVED** to purchase the 12 bird boxes for installation on parish council owned land.

## **66/21 QUEEN'S PLATINUM JUBILEE IN JUNE 2022 AND THE DUKE OF EDINBURGH (1921-2021)**

It was **RESOLVED** that no memorial was required to HRH the Duke of Edinburgh.

It was **RESOLVED** to enquire with the Party in the Park committee if they might be holding their annual event early next year to coincide with the jubilee celebrations.

It was **RESOLVED** to remind the Party in the Park committee of the submission requirements for papers relating to this years' event taking place on 17/7/21.

## **67/21 ISSUES RAISED BY MEMBERS OF THE PUBLIC**

1. The difficulties with daffodil planting along the Marsworth Road verge were noted. It was **RESOLVED** that councillors would consider whether alternative plants in alternative locations might be more successful, and review at the June meeting eg wildflower areas or flower beds on the recreation ground?
2. It was **RESOLVED** to waive the hire fee associated with the hire of the display boards for the Bucks Art Week as proceeds from the sales made by the hirer were being donated to the Brain Tumour Research charity.

## **Annual Review of Financial Affairs:**

### **68/21 DIRECT DEBIT AND STANDING ORDER ARRANGEMENTS**

1. It was **RESOLVED** to continue with the following Direct Debits:
  - utility provision (water (at allotments and pavilion), gas, electric and unmetered electricity)
  - financial services (NEST, credit card and bank charges)
  - software subscriptions (Sage accounting and payroll, Office 365, 1password)

- telephony (Sipgate for clerk, assistant & Covid-19; Clicksend for car scheme)
- refuse & recycling bin hire & emptying at the pavilion site.

2. It was noted that the parish council operated no Standing Orders.

**69/21 PAYMENTS ARISING AS A RESULT OF CONTINUING CONTRACT, STATUTORY DUTY OR OBLIGATION**

The council **RESOLVED** to approve the following ongoing affairs:

- employment matters eg staff contracts/payments, PAYE/NI, NEST
- HMRC VAT
- part-spent contracts for utilities
- rolling contract with Lamps & Tubes Illuminations for street light maintenance
- rolling contract with Groom Grounds Maintenance as ground keeping at pavilion
- part-spent contract with Groom Grounds Maintenance re ground keeping at village green.
- part-spent contracts with J Leonard and Ross Lawry Agricultural Services to fulfil devolved services.
- rolling agreement with J Leonard to move mVAS units.
- rolling agreement with R Haynes re bus shelter & window cleaning
- use of Almar (Tring) Ltd to print PPP.
- part-spent contract with D Rollins to supply Youth Café Management services
- part-spent contract with Buckinghamshire Council re dog bin emptying
- part-spent contracts in relation free hire of laser printer (will expire when current toner supplies run out)
- use of Horwood & James solicitors
- long term agreement re Came & Co/Ecclesiastical re insurance
- long term agreement with IAC re internal audit
- part-spent contract with Tanswell Technology for IT services at the pavilion
- part-spent contract with Buckinghamshire Council for bin hire and emptying at the pavilion.
- maintenance contracts with ACE re technology and with Ambivent re heating/water at pavilion
- contractual agreements in place with professional team re skate park procurement
- 12m retention fees still outstanding with Huck Teck and Neville Special Projects
- Software subscriptions

**70/21 BANK ACCOUNT AND CREDIT CARDS WITH ASSOCIATED MANDATES/TERMS**

1. It was **RESOLVED** to continue with the following bank accounts:

- Unity Trust current account. Main account. Electronic banking with the clerk raising payments and any two councillors individually approving online before payment released. Cheques optional, signed by two councillors.
- Nat West current account. NatWest maintain at £10 balance. Cheques only. At least 2 councillors must sign cheque.
- Nat West reserve account. Linked to Nat West current account. Transfers can only be made into the NatWest current account where normal signatory rules apply to associated cheques. Clerk and Chairman to both sign any transfer requests. Holds reserves and accruals.
- Nat West S106 reserve account. Transfers can only be made into the NatWest current account where normal signatory rules apply to associated cheques. Clerk and Chairman to both sign any transfer requests. Holds S106 maintenance funds for Hever Close play area only.

2. It was **RESOLVED** that the parish council would need to review all bank signatories, on all accounts once the full complement of councillors was appointed.
3. It was **RESOLVED** to continue operating the following credit card:  
Lloyds Bank multi-payment card through Unity Trust Bank. Direct debit in place to clear full balance at end of each month. Only the clerk to hold a card. Card to only be utilised for purchases where no invoice can be issued eg online shopping for refuse sacks or Amazon.
4. It was noted that council currently holds no long-term investments or bonds.

**71/21 BACS & SIGNATORY REQUIREMENTS**

It was **RESOLVED** to continue with the existing signatory requirements : with all payments enacted by BACS whenever possible, with the Clerk only permitted to raise payments and two other councillors required to authorise online transactions before being processed by Unity. In exceptional circumstances payments can be issued by cheque eg Volunteer of the Year, requiring signature of cheque and counterfoil by 2 members of council.

**72/21 GENERAL POWER OF COMPETENCE**

It was **RESOLVED** that the council met the criteria required to operate the GPC as more than two thirds of members had been appointed at election and the clerk held the Certificate in Local Council Administration.  
All councillors had been provided with refresher information on the benefits and terms of GPC.

**73/21 PARISH BASIC ALLOWANCE SCHEME FOR MEMBERS**

It was **RESOLVED** not to operate an allowance scheme for members for the four-year term of office. Members can reclaim relevant expenses supported by receipts.

**74/21 CHAIRMAN'S ALLOWANCE SCHEME**

It was **RESOLVED** not to operate a Chairman's allowance scheme for the four-year term of office.

**75/21 LAND AND ASSET REGISTER**

It was **RESOLVED** to approve the land and asset register.

**76/21 REVIEW OF SUPPLIER BANKING DETAILS**

Reviewed last month, no further action required.

**Financial Matters:**

**77/21 FINANCIAL MATTERS**

1. I&PUCC Double Cricket Nets

It was noted that Buckinghamshire Council would not be able to confirm if S106 grant release had been authorised by the cabinet member until early June. Therefore, it was **RESOLVED** to carry forward any grant requirement from the parish council until the June meeting.

2. VAT Return

It was noted that the March VAT return had been submitted. HMRC to pay PPC £3,515.34.

2. Financial Summaries and Expenditure

The bank reconciliation, budget monitor, financial summary, confidential salary payments, pavilion & allotment monthly summaries, debtors and creditors were noted. No pavilion nor skate park project summaries were due as no payments had been made. 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. 2020-21 Annual Return and Accounts

Documents to be reviewed and approve at June meeting following internal audit.

5. External Audit Costs

It was **RESOLVED** to accept the anticipated costs of external audit by PKF Littlejohn (appointed to the parish council). Fee based on level of income and expenditure. Anticipated cost £2k.

**78/21 REPORTS**

1. The Google report re Pitstone pavilion was noted.
2. The crime update from Thames Valley Police was noted.
3. The other minor reports were noted but not discussed.

**79/21 OTHER**

1. Date and Time of Next Meeting

The next meeting of the full Parish Council is scheduled for 24 June 2021. The forthcoming agenda items were noted as including:

2. Items for June 2021 agenda

- Annual review of Equal Opportunities Policy
- Once playground inspection report received, conduct play policy risk/benefit annual assessments.
- Annual review of mVAS procedures manual and risk assessment
- PPP submissions
- Consider if wish to update the major projects leaflet.
- Annual review of licence to PAA plus other allotment matters
- Co-option of members to fill vacancies.

Councillors requested no additional items be tabled.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 24/6/21, 29/7/21, 26/8/21, 30/9/21, 28/10/21, 25/11/21.
- Sports and Leisure Committee meetings: 10/6/21, 8/7/21, 12/8/21, 9/9/21, 14/10/21, 11/11/21 and 9/12/21.
- Staffing Committee: tbc.
- 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 meeting 20/7/21 & 22/9/21
- BALC new councillor training 26/5/21 (Cllr Heyman)
- Charity football match & family fun day @ pavilion in aid of East of England Ambulance Service 1/8/21 from noon.
- Party in the Park on Recreation Ground 17 July 2021

**80/21 CLOSURE OF THE MEETING**

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 22.05.

Signed: *D Nicholls*

Date: 24/6/21

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Chairman