

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 26 August 2021  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### 156/21 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chairman), Cllr Saintey (Vice Chairman), Cllr Mitra, Cllr Weber, Cllr Hawkins, and Cllr Mrs Crutchfield plus the Parish Clerk Mrs Eagling.

2. Others present.

Buckinghamshire Councillor P Brazier and D Town.

3. Apologies

It was **RESOLVED** to accept apologies for absence from Cllrs Blunt, McCarthy and Heyman.

4. Absent

Cllr Kirk.

### 157/21 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.
- Cllrs Saintey & Crutchfield declared an interest as allotment tenants.
- Cllr Crutchfield declared an interest as a trustee for Pitstone Memorial Hall Charity.

### 158/21 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 relating to other matters.

### 159/21 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Derek Town had submitted the Buckinghamshire Councillors report for August which has been published via the parish council media channels for the benefit of residents. He also provided updates on the Afghanistan refugee situation, the community boards & sub meetings and the parish support service.

The proposals for Buckinghamshire Councillor surgeries were discussed. The parish council **RESOLVED** that it would be willing to support these and provide use of the Pavilion facilities if they were available (Saturday afternoons during football season would not be available). The parish council was also happy to attend if required. Buckinghamshire Councillors to respond in due course once dates etc known.

### 160/21 MINUTES OF THE MEETING held on 24/6/2021

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 19 August 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### 161/21 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. Work in progress.
- 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 tbc (triggered by 50% of dwellings being sold).
- PDA MUGA: Works commenced by NKH, eta for completion and handover tbc (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.
  - Glebe Close carriageway resurfacing (possibly now 2022)
  - Parts of Queen Street and Albion Road (possibly now 2022)
  - Collapsed Queen Street footpath (as above)
  - Cut back overgrowth along path from Westfield Road to Marsworth.
  - Solution to parking problem by Glebe Close far car park – bollard on order.
  - Replacement of Westfield Road roundabout street lighting/signage following collision damage – parts on order and will be installed upon receipt, county wide bollard/sign work due to commence in 'next few weeks'.
- 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. TfB advised 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 may be willing to install cycle channels by steps at station end of towpath. Awaiting confirmation of project details.

- 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.
  - Footpath 2: Buckinghamshire Council completed the resurfacing works. Lots of positive feedback from residents.
  - 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
  - I&PUCC installation of double cricket nets – funding now identified & work to commence shortly.
  - Parking restrictions near quarry – BC progressed to next stage.
  - Freight strategy – BC consultation period ended
  - Westfield Road amends – BC advise signage corrections and road markings should be installed during August, along with remedial works to Phase 1 and Phase 4. BC arranging separate meetings with resident who raised petition eta first half of September.
  - Vicarage Road/St Mary's Church RoW – BC RoW investigated and agreed to arrange for the RoW team to install a step or two into the bank to assist with the slope down to the road. They will also carry out a bit of clearance around the sign so that it is more visible to motorists.
2. Within the scope of the parish council:
- Village web site: Cllr Nicholls creating Whistle Blowing/Safeguarding page.
  - 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.
  - Local Wildlife Site information boards – investigating artwork, design, and photography implications prior the applying to Community Board for funding.
  - Bird box project – boxes being made. Best installed during autumn.
  - Noticeboard repairs – contractor appointed.
  - MUGA bins/litter – once facilities/land handed back to PPC may wish to consider additional litter bins for this location.
  - Commemorative picnic bench – on order.
  - Huck Teck remedials – all completed. 12-month remedial invoice to be submitted. Groundkeeper to water grass seed until germinates.
  - Please refer to Sports & Leisure Committee minutes for full list of S&L related Matters Arising.
  - External Audit – responded to enquiry from PKF Littlejohn.
  - PPC noticeboard for pavilion – ordered, eta October.
  - Queens Platinum Jubilee (2-5/6/22) – review in February 2022. Potentially plant a commemorative tree and/or rename pavilion community room.
  - Changes to bank signatories – ongoing.

## 162/21 CORRESPONDENCE

The list of correspondence received was noted.

It was **RESOLVED** to a grant a full discount to Pitstone <60s club for 12 months, to use Pitstone Pavilion on third Thursday of each month from 1.30pm to 4.00pm.

## Committee Matters:

### 163/21 PLANNING COMMITTEE – CLLR CRUTCHFIELD

#### 1. Minutes

It was noted that no planning committee meeting had been held during the month, so no report or draft minutes were due.

#### 2. Applications

It was noted that one planning application consultation (21/03417/APP), relating to condition variation to permit a security fence at Safran, had been received today. No details of the fence were included.

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

6 Williamson Way, 21/02409/APP, Conversion of garage to habitable room and alteration to fenestration to front and rear elevations and provision of 1 additional parking space: BC approved.

4 Railway Cottages on Cheddington Road, 21/02032/APP, Part two & part single and part first floor side extension and two storey side and part single rear extension: BC approved.

#### 5. Applications outstanding with Buckinghamshire Council.

Rear of the Bell (Haldi), Portland House on Westfield Road, 27 Campbell Lane, Land off Cheddington Road (opposite 61/63), Mill View on Groomsby Drive, 31 Marsworth Road, 50 Albion Road, 72 Vicarage Road, 11 The Pightle, 113 Windsor Road and Land to The South of Marsworth Road and The West Of Vicarage Way (PDA commercial areas).

#### 6. Enforcement outstanding with Buckinghamshire Council.

27 Campbell Lane (20/00443/CONB) – erected fence despite refusal of planning (see above planning application).

#### 7. Other

- Cllr Mitra had circulated feedback from the BMKALC Planning Demystified training on 3/8/21.
- It was **RESOLVED** to liaise with BC Leisure re possible projects for any S106 funding arising from latest Nicholas King Homes planning application. It was further **RESOLVED** to seek clarity from I&PUCC regarding their aspirations for modification to Pitstone Memorial Hall.

### 164/21 SPORTS AND LEISURE COMMITTEE – CLLR SAINTHEY, CHAIR OF COMMITTEE

#### 1. Minutes

It was **RESOLVED** to note receipt of the draft minutes of the Sports & Leisure Committee meeting that took place on 12/8/21.

#### 2. P&IJFC

It was **RESOLVED** to grant permission for P&IJFC to display recruitment banners at the recreation ground and pavilion sites four times per annum.

### 165/21 STAFFING COMMITTEE

#### 1. Minutes

It was noted that no Staffing Committee meeting had taken place during the month, so no report / draft minutes were due.

#### 2. Recruitment update

- It was **RESOLVED** to re-advertising the Facilities Manager and Cleaner roles further afield and by using a wider range of media eg via Job Centre etc.
- It was **RESOLVED** to seek quotations from some cleaning companies as an alternative.
- It was **RESOLVED** not to recruit an additional litter picker for the time being, as both existing members of staff are happy with their current duties. The new estates have been incorporated into the existing routes.
- It was **RESOLVED** to advertise for a replacement volunteer PPP Editor.

3. Parish Councillor vacancy

It was **RESOLVED** to thank the applicant for their interest but advise that it would not be possible to change the meeting dates.

### **Charity Matters:**

**166/21 PITSTONE PARISH CHARITY**

It was **RESOLVED** to note receipt of the draft charity minutes following the meeting that took place on 19/8/21.

**167/21 PITSTONE RECREATION GROUND CHARITY**

It was **RESOLVED** to note receipt of the draft charity minutes following the meeting that took place on 19/8/21.

### **Working Group Matters:**

**168/21 YOUTH CAFÉ**

- It was **RESOLVED**, unless further covid restrictions reintroduced, to revert to single youth café session, 6.30-8.00pm on Wednesday evenings during term time, £2 per child, no need to book.
- It was **RESOLVED** to approve the updated suite of youth café policies and risk assessments and the Chairman was duly authorised to sign on behalf of the council.

**169/21 PITSTONE DEVELOPMENT AREA**

- It was noted that Nicholas King Homes have agreed to install 2 bollards at the junction of Windsor Road and the cycle/foot path to prevent vehicular access.
- It was noted the discussions were ongoing between Nicholas King Homes, Pitstone Memorial Hall Charity, and Pitstone Parish Council regarding several issues relating to the MUGA, car park and hall car park.

### **Other Matters:**

**170/21 DEVOLVED SERVICES**

1. BC Place Based Devolved Service Pilots

No further update received from Buckinghamshire Council.

**171/21 CHILDREN'S COMPETITION**

Banners now erected. Closing date for entries 6/9/21.

**172/21 SKATE PARK**

1. The designs had been revised following the consultation feedback. It was noted that the professional team had approved the amended skate park design and no further feedback had been received from the public.
2. It was **RESOLVED** to submit the designs to RoSPA for the pre-installation inspection.
3. It was therefore **RESOLVED** to approve the updated design and associated costs, subject to satisfactory ROSPA report.

**173/21 ALLOTMENTS**

It was noted that neither of the local landowners approached by the parish council believed they may have land available to enable additional allotment plots in the short term. PPC to explore any other opportunities that may arise to enable the long-term aspirations of PAA.

**174/21 COMMUNITY AND PUBLIC TRANSPORT**

It was noted that no resolutions were required this month. Tring Town Council still to arrange proposed meeting.

**175/21 COMMUNITY BROADBAND / FIBRE TO CABINET**

It was noted that the proposed Zoom scoping meeting is being re-arranged eta mid-September.

**176/21 POLICY AND RISK ASSESSMENT REVIEW**

1. It was **RESOLVED** to approve the annual update of the Policy for the Handling of Complaints and the Chairman was duly authorised to sign on behalf of the council.
2. It was **RESOLVED** to approve the annual update of all the GDPR policies and forms, and the Chairman was duly authorised to sign on behalf of the council.

**177/21 PITSTONE PARISH POST SUBMISSIONS**

It was **RESOLVED** to submit the draft submission to the PPP Editor, but to update prior to submission as the deadline had moved to mid-month.

**178/21 WHISTLEBROOK**

It was noted that Brookmead School were dealing with the pest control. It was noted that Buckinghamshire Council and Cllr Brazier were looking into assistance to clear the vegetation/silt. IPC advised no longer needed to write to Environment Agency.

**179/21 BUCKINGHAMSHIRE COUNCIL CODE OF CONDUCT**

It was **RESOLVED** to adopt the Buckinghamshire Council Code of Conduct, with adaptations to reflect the local position. Revised draft to be circulated.

**180/21 COMMUNITY BOARD FUNDING OPPORTUNITIES**

1. It was **RESOLVED** to re-submit to the Community Board for funding towards information boards for the Local Wildlife Site off Westfield Road. PPC to seek assistance from BBOWT or Mr Trowbridge.
2. It was **RESOLVED** to submit to the Community Board for funding towards a feasibility study to declassify the B489 between Station Road and Westfield Road, and to include a 7.5 tonne weight restriction along this stretch of road. PPC to liaise with IPC.
3. It was **RESOLVED** to support any bid to the Community Board for funding to help clear Whistlebrook and improve the wildlife habitat. PPC to liaise with IPC.

**181/21 ISSUES RAISED BY MEMBERS OF THE PUBLIC**

It was noted that Buckinghamshire Council had agreed to install a bollard at the far end of Glebe Close to prevent parking on the footpath following an accident. It was noted that there were no other unresolved matters for discussion this month.

**Financial Matters:**

**182/21 FINANCIAL MATTERS**

1. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC to refund £253.25 to PPC.

2. Financial Summaries and Expenditure

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

4. Internal Controls

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

**Reports:**

## 183/21 REPORTS

1. Feedback noted re BMKALC Clerks Forum on 5/8/21.
2. It was noted that no members had been able to attend the Community Board Transport Group meeting on 17/8/21.
3. Feedback was noted from Play around the Parishes held on 10 & 19/8/21 – both had been well attended.
4. Exercise of Public Rights concluded 11/8/21 and it was noted that no residents had requested inspection of documents.
5. The other minor reports were noted but not discussed in detail.

## 184/21 OTHER

### 1. Date and Time of Next Meeting

The next meeting of the full Parish Council is scheduled for 30 September 2021.

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

- a. First thoughts for budget for 2022/23
- b. Discuss streetlight roll out requirements for forthcoming year so can include within budget.
- c. Annual insurance renewal falls due in October, approve in September.
- d. Consider hedge cutting requirements for the autumn.
- e. Consider if need to side out alleyway between Cheddington Road and Crispin Field.
- f. Consider Christmas light requirements for recreation ground (following removal of normal tree) and pavilion.
- g. Determine meeting dates for 2022.

### 3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 30/9/21, 28/10/21, 25/11/21.
- Sports and Leisure Committee meetings: 9/9/21, 14/10/21, 11/11/21 and 9/12/21.
- Staffing Committee: 4/10/21
- PPP Publication dates: April, July, October, and January
- BMKALC/BC Parish Liaison meeting dates: 13/10/21, 18/11/22.
- 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 22/9/21
- Asset Inspector attending RoSPA outdoor play equipment inspection training on 1/10/21
- PAA committee meetings – 6/9/21 AGM, 18/11/21 @ 7pm
- BMKALC Annual Conference 22/9/21 – Cllr Mitra attending
- CIB Safeguarding for Village Halls & Community Buildings (free webinar) 8/9/21 – Clerk attending

## 185/21 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.02.

Signed:

Date:

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Chairman