

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 30 September 2021  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### 186/21 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chairman), Cllr Mitra, Cllr Weber, Cllr Heyman, Cllr McCarthy and Cllr Blunt plus the Parish Clerk Mrs Eagling.

2. Others present.

Buckinghamshire Councillor D Town.

3. Apologies

It was **RESOLVED** to accept apologies for absence from Cllr Saintey (Vice Chairman), Cllr Hawkins, Cllr Kirk, and Cllr Mrs Crutchfield plus Buckinghamshire Councillor P Brazier.

### 187/21 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 and Cllr Heyman declared known entrants in the photographic competition but would not be involved in judging these entries.
- Cllr Weber declared interests as residing close to both Walnut Barn and the Land off Cheddington Road.

### 188/21 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.

### 189/21 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Derek Town was submitting the Buckinghamshire Councillors report for September for publication to the residents. He highlighted that the Vale of Aylesbury Local Plan had been adopted by Buckinghamshire Council, that further issues had been encountered with the planning application for redevelopment of the land by Portland House and provided updates on the Community Board.

### 190/21 MINUTES OF THE MEETING held on 26/8/2021

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 26 August 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### 191/21 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. The remedials anticipated during August have not been carried out by TW.
- 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.
- PDA MUGA: Works commenced by NKH, eta for completion and handover tbc.
- 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.
- 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 was due to finish by the end of September. However now advise that this has not yet been undertaken. Installation now not anticipated until 2023. 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 (potential inclusion in Community Board grant application).
- Feasibility Study re declassification of B489: See Community Board grant application.
- 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: PMH investigating with NKH.

- 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.
  - Ivinghoe Freight strategy – BC advised that they were having to re-examine the possible inclusion of the B440 and would need to re-drawn plans and re-consult.
  - Westfield Road amends – BC advise signage corrections and road markings should have been installed during August, along with remedial works to Phase 1 and Phase 4.
  - Vicarage Road/St Mary's Church Right of Way – BC Right of Way department now installed the steps in the verge.
  - Whistlebrook – BC Peter Brazier to progress and advise PPC if require any further action.
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.
  - Community Board Funding Application re B489 derestriction of B-road and 7.5 tonne limit submitted for consideration.
  - Bird box project – boxes being made. Best installed during autumn.
  - Noticeboard repairs – completed.
  - MUGA bins/litter – once facilities/land handed back to PPC may wish to consider additional litter bins for this location.
  - Commemorative picnic bench – Now providing 2 x rectangular picnic benches instead of 1 x round bench (at same cost, as already held). Will also repair BBQ damaged bench in Huck Teck play space.
  - 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.
  - PAA – long term aspiration for additional allotment land within the parish.
  - Allotments – tenancy renewals ongoing.
  - Please refer to Sports & Leisure Committee minutes for full list of S&L related Matters Arising.

## 192/21 CORRESPONDENCE

The list of correspondence received was noted including the update on Pitstone & Ivinghoe Safety Scheme and the delays with the Freight Strategy implementation.

It was **RESOLVED** that no response was required to the BC bus strategy survey.

It was **RESOLVED** that PPC would be in support of 20mph zones within the villages.

## Committee Matters:

### 193/21 PLANNING COMMITTEE

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

Walnut Barn, Cheddington Road, 21/03576/APP, Construction of an in ground swimming pool and associated outbuilding within the curtilage of a GII listed barn. No objections had arisen as a result of the neighbour notifications & publicity. It was **RESOLVED** to advise Buckinghamshire Council that PPC had no objections to the application.

A new application consultation had now been received re Cala homes in Ivinghoe. It was **RESOLVED** to convene a Planning Committee meeting for 21 October 2021.

3. Decisions/other notified by Buckinghamshire Council.

113 Windsor Road, 21/02807/ACL, Certificate of lawfulness application for the existing loft conversion which comprises of two rear dormer windows and three rooflights to the front roof slope: BC approved.

11 The Pightle, 21/02858/APP, Single storey side extension (amended scheme to 20/02302/APP) : BC approved.

50 Albion Road, 21/02898/APP, single storey side extension to replace existing porch: BC approved.

72 Vicarage Road, 21/02864/APP, dropped kerb to provide disabled vehicular access to rear of the property (previously granted): BC advised "Upon review of the application it was considered that the development (dropped kerb) would benefit from permitted development rights and there is no requirement to apply to the LPA for planning permission. As such, the applicant was advised of this, and the application has now been withdrawn."

Safran, application to vary condition 3 of previous application to permit a boundary fence: withdrawn.

27 Campbell Lane, 21/01413/APP, change of use of land to garden land and erection of fence: BC refused.

4. Applications outstanding with Buckinghamshire Council.

Rear of the Bell (Haldi), Portland House on Westfield Road, Land off Cheddington Road (opposite 61/63), Mill View on Groomsby Drive, 31 Marsworth Road and Land to The South of Marsworth Road and The West of Vicarage Way (PDA commercial areas).

5. Enforcement outstanding with Buckinghamshire Council.

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

6. Other

Land off Cheddington Road (opposite 61/63), applicant lodged appeal with Planning Inspectorate re non-determination by Buckinghamshire Council. It was **RESOLVED** to add this to the planning committee agenda on 21/10/21 to determine if need to submit any further comments.

### 194/21 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. Minutes

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

2. Other

It was noted that a wooden picnic bench in the recreation ground play area had been badly burned following portable BBQ use – replacement slats on order. The Rolling Log in Hever Close play space had become very stiff – contractor attended and greased. The government had removed the need for drivers to pass a trailer test and therefore the driving school had cancelled their use of the pavilion car park.

## 195/21 STAFFING COMMITTEE AND RECRUITMENT MATTERS

### 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

- Advertising for the Facilities Manager and Cleaner roles runs until 15/10/21. Some interest in the former but low response to the latter.
- Obtaining quotations from several commercial cleaning firms as an alternative route for the pavilion cleaning.
- One enquiry re voluntary PPP Editor which is currently being explored. No response to call for volunteers for youth café. Also very much in need of volunteers for car scheme.

### 3. Parish Councillor vacancy

One vacancy remains on the council. No applications received this month.

### 4. Volunteer Event

It was **RESOLVED** to return to a physical volunteer thank you event. To be arranged for 13 January 2022. It was **RESOLVED** to meet the associated costs of invitations, nibbles & refreshments.

It was **RESOLVED** not to send Christmas cards.

## Charity Matters:

### 196/21 PITSTONE PARISH CHARITY

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

### 197/21 PITSTONE RECREATION GROUND CHARITY

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

## Working Group Matters:

### 198/21 YOUTH CAFÉ

It was noted that the number of attendees was slowly increasing, but the café was still struggling to find enough adult volunteers.

### 199/21 PITSTONE DEVELOPMENT AREA

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:

### 200/21 DEVOLVED SERVICES

1. No further update received from Buckinghamshire Council re Place Based Devolved Services.
2. No information supplied from Buckinghamshire Council regarding any extension/replacement/new Devolved Service offering for 2022 onwards. Urgently needed for budgeting purposes.
3. It was **RESOLVED** to accept the quotation of £225 to side out the shrub in the alley between Cheddington Road and Crispin Field.
4. It was **RESOLVED** to accept the quotation of £275 to side out the weeds growing through the footpath at the end of Glebe Close.

### 201/21 CHILDREN'S COMPETITION

Submitted photographs to be circulated with all entrant details removed to enable judging.

## 202/21 SKATE PARK

1. It was **RESOLVED** to note receipt of the RoSPA pre-installation inspection report.
2. It was **RESOLVED** to note the resulting response from Bendcrete: Bendcrete confirmed (1) edge tables would be grass banded so comply with fall height requirements (2) can paint vertical face between ramp 3 & 4 (3) brick imprinted will be level with surrounding rolling surface (4) draft signage – see below (5) bin can be 2m+ from seating (6) emergency vehicle access ok as open on 2 sides and can access from recreation ground maintenance point (7) shade – would require separate investment if want canopy etc but shade is available elsewhere on recreation ground via trees and walkway and therefore no action at present.
3. It was noted that Bendcrete had confirmed the skate park is situated 32m from property boundaries & 37m from buildings, over 10m from pitch and under 4m in height and therefore fulfilled all the permitted development, Fields in Trust and football league requirements.
4. It was **RESOLVED** to approve the draft skatepark signage.
5. It was noted that Beacon Surveying Services and Bendcrete were still to confirm construction timetable and pre-construction meeting.

## 203/21 COMMUNITY AND PUBLIC TRANSPORT

It was noted that no resolutions were required this month. Tring Town Council still to arrange proposed meeting re community bus for Tring station. Hospital appointment requests increasing but can currently only fulfil about 30% due to shortage of active drivers. Have re-leaflet dropped most of Pitstone (utilising previous leaflet stock) and include leaflet in all Welcome Packs for new residents. No success via Community Impact Bucks volunteer recruitment.

## 204/21 COMMUNITY BROADBAND / FIBRE TO CABINET

Zoom meeting held with interested Castlemead volunteers.

PPC to create website page with details of scheme and form to register interest so that personal data can be protected. PPC to work with volunteers to design & print initial leaflet (PPC previously budgeted £500 of support) which will be hand delivered to Castlemead houses & business park by the volunteers. Estimate will need approx. 40-50 to sign up to cover the estimated cost. May need to utilise PPC text message service and/or an email group to keep those that registered updated with progress. Likely to take at least 12 months to work through process. Webpage and leaflet to be generic so can re-utilise for other areas of the village if residents come forward to coordinate.

## 205/21 CONSULTATIONS

It was **RESOLVED** that no response was required to the Buckinghamshire Council bus strategy survey.

## 206/21 REVISED CODE OF CONDUCT

Carry forward to next meeting.

## 207/21 HEDGE CUTTING

Ross Lawry Agricultural Services were previously awarded the contract for hedge cutting which runs until the end of the current financial year, therefore prices still fixed.

It was **RESOLVED** to request: recreation ground/Marsworth Road (£100), Local Green Space/Marsworth Road (£70), Windsor Road play area (£90) and all pavilion hedges (£200).

It was noted that PAA will commission the cutting of the allotment hedge. NKH now own the hedge between their site and the play space/skate park.

It was **RESOLVED** that PPC could not cut the Pitstone Hill hedge on behalf of the National Trust this year.

## 208/21 REMEMBRANCE

It was **RESOLVED** to display the parish council wreaths at both Pitstone Pavilion and Pitstone Memorial Hall.

It was **RESOLVED** to display the parish council silent soldier at Pitstone Memorial Hall and the WI silent soldier on Marsworth Road, and accept the associated labour cost.

It was **RESOLVED** to make a donation to British Legion in lieu of a fresh wreath of £150.00.

## 209/21 CHRISTMAS LIGHTS

1. As Pitstone Memorial Hall Charity had needed to remove their tree, which previously housed the Christmas lights, it was **RESOLVED** to accept the quotation from Lamps & Tubes Illuminations to install a new electrical feed from the wooden pole on Vicarage Road and illuminate the larger tree nearer the roundabout. It was **RESOLVED** to accept the associated costs of £509 for the infrastructure to the pole and £738.60 for an extra 150m of lights due to the larger tree size.
2. It was **RESOLVED** to accept the quotations of £600 for the Recreation Ground and £550 for the pavilion to check the 2 sets of Christmas lights currently in storage, mount into the 2 trees, return to remove both sets from the trees and then store both sets for the following 12 months.
3. It was noted that all the above costs were lower than anticipated in the budget.
4. It was **RESOLVED** to illuminate the trees from the first Sunday in Advent through to twelfth night, from 3pm to 1am nightly.

## 210/21 MEETING DATES FOR 2022

It was **RESOLVED** to set the following full council meeting dates for 2022:

- 30 December 2021 meeting to move to 6 January 2022
- 27 January 2022
- 3 March 2022 (to avoid half term)
- 31 March 2022
- 28 April 2022
- 26 May 2022
- 30 June 2022
- 28 July 2022 (note this remains in the school holiday)
- 1 September 2022 (to avoid school holiday)
- 29 September 2022
- 3 November 2022 (to avoid school holiday)
- 24 November 2022
- 29 December 2022 meeting to move to 5 January 2023

## 211/21 ISSUES RAISED BY MEMBERS OF THE PUBLIC

It was noted that there were no other unresolved matters for discussion this month, but a request had now been received relating to Footpath 7 which would be raised with Buckinghamshire Council Right of Way team.

Buckinghamshire Councillor D Town departed the meeting.

## Financial Matters:

### 212/21 FINANCIAL MATTERS

#### 1. External Audit for Financial Year Ending 31-3-2021

PKF Littlejohn's External Auditors Report for the financial year ending 31-3-1 was considered. It was noted that there were no matters identified for remedial action.

It was noted that the required publication of audited accounts had been carried out via noticeboards, website, Facebook, and Twitter.

#### 2. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC to refund £464.17 to PPC.

#### 2. Financial Summaries and Expenditure

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

It was **RESOLVED** to make the payments outlined in the financial summary and 2 councillors were granted approval to enact the bacs transfers. The Chairman was granted authority to sign the financial papers on behalf of the council.

## 7. Internal Controls

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

## 8. Budget for 2022/23

The first draft of the budget for 2022/23 and the subsequent 2 financial years was considered. Prior to the next meeting, members & committees to consider:

- What sports & leisure development to include for S106/capital expenditure after the skate park project has concluded and how/when to consult with the community.
- LED streetlight roll out for 2022 – primarily just Cheddington Road and Vicarage Road to convert to LED, with Cheddington Road the next identified road. Both roads are mainly on wooden poles / mounted to properties rather than columns. Approximately £500 per unit = £4,000.
- Consider what to include in the forecasts for pavilion? Still very difficult to determine following coronavirus.
- Annual review of salary budgets – just cost of living increase? Wish to carry forward youth café assistant and/or extra litter picker provision?
- Electric vehicle charging point for pavilion?
- Members to please submit thoughts for any other projects etc that they would like council to consider costing and discussing re inclusion in next years' budget.

## **Reports & Other:**

### **213/21 REPORTS**

1. Cllr Nicholls provided feedback from the Pitstone Allotment Association AGM.
2. The latest mVAS report for Westfield Road was noted, with no significant variances in performance.
3. Broken fence by Windsor Road alphabet snake reported to BC – BC advised will remove fence completely.
4. BC inspected footpath around rear parking area in Glebe Close and determined not in sufficiently bad condition to warrant immediate repair.
5. Broken footpath surface at junction of Queen Street and Yardley Avenue reported to BC who have advised that the path is under the control of VAHT, so forwarded repair request to them.
6. BC already installed bollard at end of Glebe Close and Right of Way improvements at Chequers Lane and Vicarage Road.
7. The other minor reports were noted but not discussed in detail.

### **214/21 OTHER**

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

The next meeting of the full Parish Council is scheduled for 28 October 2021, for which Cllr McCarthy tendered his apologies.

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

- Quarterly consideration of staff overtime
- Second draft of budget for 2022/23
- Quarterly grant consideration
- Chiltern Society membership renewal
- Parish Online renewal
- Potential purchase of additional council hardware
- Potential skate park opening event

#### 3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 28/10/21, 25/11/21, 6/1/22 (moved 1 week to avoid Xmas), 27/1/22, 3/3/22 (moved 1 week to avoid half term), 31/3/22, 28/4/22, 26/5/22, 30/6/22, 28/7/22 (remains in school holiday), 1/9/22 (moved 1 week to avoid school holiday), 29/9/22, 3/11/22 (moved 1 week to avoid school holiday), 24/11/22, 5/1/23 (moved 1 week to avoid Xmas)



- Sports and Leisure Committee meetings: 14/10/21, 11/11/21 and 9/12/21.
- Volunteer Thank You Event: 13/1/22.
- PPP Publication dates: April, July, October, and January
- BMKALC/BC Parish Liaison meeting dates: 13/10/21, 18/1/22.
- 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 19/10/21
- Asset Inspector attending RoSPA outdoor play equipment inspection training on 1/10/21
- PAA committee meetings – 18/11/21 @ 7pm
- P&IJFC vinyl banners: 7-21/9/21, 23/10-6/11, 19/4-3/5, 30/8-13/9.
- Buckinghamshire Council Clerks Forum 20/10/21 – Clerk attending

**215/21 CLOSURE OF THE MEETING**

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.08.

Signed: *D Nicholls*

Date: 28/10/21

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Chairman