

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF the meeting of the full Parish Council to be held at Pitstone Pavilion on Thursday 6 January 2022 at 7.30pm

The parish council must have due regard for the safety of our members and the public when holding meetings and ensure that our venue is covid compliant. In line with our risk assessment for this meeting and current government guidance:

- **No-one should attend the meeting if they have been feeling unwell, recently been in contact with someone with covid-19 or been contacted by Track & Trace.**
- **The wearing of face masks in community buildings is now mandatory, especially whilst moving around.**
 - We encourage attendees to scan our QR code and use hand sanitiser upon arrival.
- We encourage all attendees to maintain social distancing whilst on our premises & grounds. Seating will be arranged with at least 1m distance between attendees where possible.
- To keep you safe, our facilities will be cleaned prior to your arrival and again on departure. Doors & windows will be open to improve ventilation. Please be considerate of other attendees.

Requirements and procedures for each meeting may vary, in line with government guidance at the time.

Please check our website before attending if government guidelines change before the meeting.

Please remember that the council can be reached by telephone, email, in writing, via the website or via our Facebook and Twitter accounts at any time and these methods will enable us to respond to you much quicker response.

Laurie Eagling, Clerk to the Council
Pitstone Pavilion, Pitstone, LU7 9AP
Tel: 01296 767261

Signed *L Eagling*
Date: 30 December 2021

A G E N D A

1. ATTENDANCE AND APOLOGIES

2. REGISTER & DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

To consider declarations & dispensation requests from councillors on matters to be considered at the meeting.

3. QUESTIONS FROM MEMBERS OF THE PUBLIC AND PRESS

The monthly opportunity for members of the public to put questions or provide information to the parish council.

4. QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

The monthly opportunity for members of the public to put questions to Buckinghamshire Councillors, and for those Councillors to provide updates to the Parish Council and public.

5. MINUTES OF PREVIOUS MEETING

To resolve that the minutes of the previous meeting held on 25 November 2021 are a true and accurate record of the meeting.

6. TO NOTE RECEIPT OF THE REPORT ON ONGOING ITEMS/MATTERS ARISING (for information only)

7. TO NOTE THE CORRESPONDENCE RECEIVED

COMMITTEE MATTERS

8. PLANNING COMMITTEE MATTERS

1. Minutes

To note that no planning committee meeting had been held during the month so no minutes/report due.

2. Application Consultations

66 Windsor Road; 21/04594/APP; householder application for conversion of one side of a double garage to an office.

3. Decisions notified by Buckinghamshire Council

- Land Off Church Road (B488) Ivinghoe, 21/03577/APP, Provision of 72 C3 residential dwellings, including provision of vehicular and pedestrian access, highways improvements to the B488 / B489 junction, green and blue infrastructure provision and management with associated infrastructure and landscaping: BC refused.
- Land at Portland House Westfield Road, 20/04139/APP, four industrial starter units and a retail unit, together with associated works: BC refused.

4. Applications outstanding with Buckinghamshire Council

Rear of the Bell (Haldi), Mill View on Groomsby Drive, Land to The South of Marsworth Road and The West Of Vicarage Way (PDA commercial areas), 1 Beacon Court and Plot C on Westfield Road.

5. Enforcement

27 Campbell Lane (20/00443/CONB) – Enforcement notice issued. Must be restored to original conditions by 1/2/22 (see appeal below).

6. Appeals outstanding with Planning Inspectorate

Land off Cheddington Road, Pitstone; 21/00908/APP; Appeal Ref: 21/00064/NONDET; Planning Inspectorate Ref: APP/J0405/W/21/3276552. Appeal to be determined by Planning Inspectorate (PI) for non-determination.

27 Campbell Lane; Enforcement ref: 20/00443/CONB, Appeal ref: 21/00078/ENFNOT; Planning Inspectorate Ref: APP/J0405/C/21/3285648. Appeal to be determined by Planning Inspectorate (PI) relating to the issue of the enforcement notice.

9. SPORTS AND LEISURE COMMITTEE / MATTERS

1. To note receipt of the draft minutes of the committee meeting held on 9/12/21.
2. To consider/approve the mesh protection for the gutter and serving hatch and consider/approve submitting an S106 release application in relation to these works.
3. To consider/approve replacement steel carbine hooks for ball stop netting.
4. To consider/approve the replacement of the air conditioning filters at the pavilion (works identified by Ambivent following annual service).
5. To consider/approve any necessary ACE/BT line upgrade for pavilion re BT analogue switch off.
6. To consider procedures for dealing with snow & ice at pavilion to ensure safety of hirers and approve associated costs of consumables, equipment and PPE.
7. To consider/approve proposals for advertising opportunities inside Pavilion car park.
8. To note the minor remedial works that had needed to be undertaken during the month.
9. To consider/approve donation of memorial bench for Recreation Ground.
10. To consider if wish to take part in Village Halls week 24-30/1/22.

10. STAFFING COMMITTEE AND RECRUITMENT MATTERS

1. To note that no staffing committee meeting had been held during the month so no minutes/report due.
2. To consider applications for parish councillor vacancy.
3. To note that the potential volunteer PPP editor has withdrawn their application, post being re-advertised.

CHARITY MATTERS

11. PITSTONE PARISH CHARITY MATTERS

To note receipt of the draft minutes of the Parish Charity meeting held on 25/11/21 and note further charity meeting convened for 6/1/22.

12. PITSTONE RECREATION CHARITY MATTERS

To note receipt of the draft minutes of the Recreation Ground Charity meeting held on 25/11/21 and note further Recreation Ground Charity meeting convened for 6/1/22.

WORKING PARTY MATTERS

13. PITSTONE YOUTH CAFÉ MATTERS

To approve extension of youth café contract for the remaining 6-months of the year.

14. PITSTONE DEVELOPMENT AREA

To note any update from Nicholas King Homes re confirmation of remedial works/timescales re MUGA / Car Park / Pitstone Memorial Hall Charity.

OTHER MATTERS

15. DEVOLVED SERVICE MATTERS

1. To note that BC have postponed issuing Devolved Services contracts for the forthcoming year until January.
2. To note both existing contractors are willing to extend the current contract by 12-months to enable the above and approve issuing contract extensions.
3. To note that banner permit granted to CuriosiTea for 2 weeks prior to opening at Pitstone Memorial Hall.

16. PITSTONE SKATE PARK

1. To note final construction timetable – 11/1/22 to 6/4/22.
2. To approve final Bendcrete contract price (£200,173.80), including small uplifts re improved drainage solution and finalised footpath works.
3. To approve entering JCT Design and Build Contract with Bendcrete re skate park.
4. To consider if wish to retain the concrete blocks from the recreation ground.

17. IVINGHOE & PITSTONE UNITED CRICKET CLUB

1. To consider/approve amended proposals presented by I&PUCC in relation to proposed double cricket nets.
2. To consider/approve applying for planning permission for the nets on behalf of I&PUCC.
3. To consider/approve (a) supporting/submitting an application for further S106 release and/or (b) to providing a grant towards the project and/or (c) purchasing part of the installation ourselves.
4. To consider/approve entering an Occupational Licence with I&PUCC for the cricket net footprint.

18. COMMUNITY BROADBAND / FIBRE TO CABINET

To receive update on project set up and marketing materials.

19. HIGHWAYS

1. Pitstone and Ivinghoe Safety Scheme works by Brookmead School

To consider the information presented by BC/TfB at the presentation on 5/1/22 (including advisory 20mph limit) and if able, determine matters arising.

2. Westfield Road / Castlemead Remedial Works

To note that Taylor Wimpey's contractors are behind schedule and have agreed a revised completion date with Buckinghamshire Council of 10/1/22 (works exclude final residential phase and business park).

3. Cheddington Road/The Green verge

To consider verge parking issues and determine any further actions arising.

20. LITTER AND DOG FOULING

1. To consider/approve entering the dog waste bin emptying contract with BC for 2022-23.
2. To approve increase in litter picking frequency around business park roads and consider any further remedial measures.

21. PPP

To consider/approve the draft submission for the next edition of PPP.

22. CORONAVIRUS

To note latest government guidance re Coronavirus and matters arising.

23. HER MAJESTY'S PLATINUM JUBILEE 2022

1. To consider taking part in the Queen's Green Canopy project and determine scope.

2. To consider the Woodland Trust Free Tree pack proposition and potential uses.
3. To consider renaming the pavilion community room the Platinum Room.

24. ISSUES RAISED BY MEMBERS OF THE PUBLIC

1. To note that a complaint had been received re council/councillor conduct at the November meeting, which had subsequently been considered by other members of the council and a response sent to the resident. No further correspondence received. No contact received from the Monitoring Officer.
2. See agenda item re Cheddington Road/The Green verge, raised by resident.
3. See agenda item re litter in business park, raised by resident.
4. See agenda item re donation of memorial bench for Recreation Ground, raised by resident.

25. FINANCIAL MATTERS

1. To note feedback from BC re ongoing Rushendon Furlong S106 issue.
2. To note details of monthly VAT return.
3. To consider/approve payment of staff overtime for the quarter.
4. To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor/budget monitor (including draft 3-year forecast) and detailed monthly summary reports.
5. To conduct all necessary internal controls and determine any issues arising.
6. To consider further draft of budget, changes arising and precept implications.
7. To note that IAC had advised that the internal audit would be carried out remotely in 2022 due to Covid guidelines for the sector, and in 2 phases, with a deadline for the first phase of 21/1/22.
8. To note potential grant applications from community groups arising in next few months.

26. REPORTS

1. To note that streetlight 9 Cheddington Road reported to L&T for repair.
2. To note that allotment plot 45a has changed tenants.
3. To note Chequers Lane footpath issue reported to BC for repair (ref 40180008), subsequently inspected and added to non-urgent works list.
4. To note that Simply Walks are relocating from Ivinghoe to Pitstone Memorial Hall as the start/finish point.
5. To note other reports.

27. OTHER

1. To note the matters for inclusion on the January meeting agenda and determine any further matters.
2. To note the reminders and forthcoming events.

In accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meeting and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press will be excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted.

28. PAVILION SITE PROPOSALS FROM P&IUFC AND P&IJFC

To note update on discussions with both clubs. Formal proposals due for consideration at 27/1/22 meeting.

The public and press are welcome to attend our meetings, and to address the council during the public participation session. You can also read the subsequent minutes, which will be published to our website.