

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN of the meeting of the full Parish Council to be held at Pitstone Pavilion on Thursday 26 May 2022 at 7.30pm

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

Signed *L Eagling*
Date: 20 May 2022

A G E N D A

1. **TO ELECT A CHAIR FOR THE FORTHCOMING YEAR and receive completed Declaration of Acceptance of Office**
2. **ATTENDANCE AND APOLOGIES**
3. **TO ELECT A VICE CHAIR FOR THE FORTHCOMING YEAR**
4. **TO APPOINT CO-OPTED MEMBER TO FILL VACANCY AND SERVE REMAINING TERM OF OFFICE**
5. **REGISTER & DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**
To consider declarations & dispensation requests from councillors on matters to be considered at the meeting.
6. **PUBLIC PARTICIPATION SESSION - 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.
7. **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.
8. **MINUTES OF PREVIOUS MEETING**
To resolve that the minutes of the previous meeting held on 28 April 2022 are a true and accurate record of the meeting.
9. **TO NOTE RECEIPT OF THE REPORT ON ONGOING ITEMS/MATTERS ARISING (for information only)**
10. **TO NOTE THE CORRESPONDENCE RECEIVED**

ANNUAL MEETING MATTERS

11. **TO RECONFIRM STANDING DISPENSATIONS FOR THE FORTHCOMING YEAR**
12. **TO CONDUCT ANNUAL REVIEW AND ADOPT THE FOLLOWING KEY POLICIES**
 - The Code of Conduct
 - Standing Orders
 - Financial Regulations
 - Risk Management Policy and associated Risk Assessment
13. **COMMITTEE STRUCTURE, APPOINTMENTS AND TERMS OF REFERENCE**
 1. To determine the committee and working group structure for the forthcoming year.
 2. To appoint members to each committee determined under point 14.1 and elect a Chairman/Vice Chairman (if appropriate) for each committee.
 3. To appoint members to each working party determined under point 13.1.
 4. To appoint parish council members to other bodies.
 5. To appoint parish council members for other matters.

6. To review and approve the terms of reference for committees and working parties.

14. TO REVIEW AND APPROVE DELEGATION ARRANGEMENTS

15. TO RE-APPROVE ELECTRONIC DISTRIBUTION OF MATERIALS TO MEMBERS

COMMITTEE MATTERS

16. PLANNING COMMITTEE MATTERS

1. Minutes

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

2. Application Consultations

None notified.

3. Decisions notified by Buckinghamshire Council

- Single storey rear extension - 33 Chequers Lane - 22/00598/APP - Approved by BC.
- Single storey front extension - 50 Albion Road - 22/00618/APP – Approved by BC.
- Single storey front extension to existing industrial unit - 1 Beacon Court - 21/04209/APP - Approved by BC.

4. Applications outstanding with Buckinghamshire Council

Rear of the Bell (Haldi), Land to The South of Marsworth Road and The West Of Vicarage Way (PDA both commercial areas), Plot C on Westfield Road, Morton House at 9 Beacon Court, Land To The South Of Marsworth Road And The West Of Vicarage Way (restaurant/pub site only), Land Adjacent to Allotment Gardens (nursery site only), 12 Williamson Way, The Cottage on Cheddington Road, 16 Rushendon Furlong and 78 Marsworth Road (affecting Orchard Way).

5. Enforcement

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

6. Appeals outstanding with Planning Inspectorate

- 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.
- 21/02999/APP, Construction 21 no. dwellings (8 flats and 13 houses), including associated works, car parking and landscaping, Land To The South Of Marsworth Road And The West Of Vicarage Way (the first application to turn the 2 x PDA commercial areas into residential). Appeal – non determination. No other details received.

7. Other

To approve attendance on “How to Review your Neighbourhood Plan Policies” training course for Cllr Weber.

17. SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. To note receipt of the draft minutes arising from the committee meeting that took place on 5/5/22.
7. To note confirmation from P&ICU FC that they will not be fielding a team on the recreation ground for the forthcoming season.
8. To note update on graffiti issues.
9. To approve installation of replacement air conditioning filters at next 6-monthly visit by Ambivent and consider/approve a short section of loft boarding to enable safe access to unit by contractors.
10. To ratify/approve the application of 60/40 top dressing to the skatepark track remedials to aid regrowth & prevent seed loss ahead of the football season.
11. To note change to order for pavilion soil mix for summer renovation.
12. To consider/approve purchase of additional fence support posts for Vicarage Road section of the Recreation Ground wooden fence.

18. STAFFING COMMITTEE AND RELATED MATTERS

To note that no staffing committee meeting had been held during the month so no minutes/report due. Next meeting convened for 15/6/22.

CHARITY MATTERS

19. PITSTONE PARISH CHARITY MATTERS

To note that no meeting had taken place during the month so no report/minutes were due.

20. PITSTONE RECREATION CHARITY MATTERS

To note that no meeting had taken place during the month so no report/minutes were due.

WORKING PARTY MATTERS

21. PITSTONE DEVELOPMENT AREA

To note the updates relating to NKH remedial works re MUGA / Car Park / Pitstone Memorial Hall Charity.

OTHER MATTERS

22. DEVOLVED SERVICE MATTERS

To note approval for vinyl banner at roundabout to promote Alice in Wonderland at Pitstone Church.

23. ANNUAL ASSEMBLY 2022

To consider any issues arising at the Annual Assembly on 19/5/22 that required consideration by the parish council.

24. COMMUNITY BROADBAND / FIBRE TO PROPERTY

To note that the deadline for expressions of interest expired on 30/4/22. Data being submitted to Openreach for consideration.

25. CHILDREN'S COMPETITION

To note that the competition is live. Deadline for submission of entries is Monday 6 June 2022.

26. HIGHWAYS

1. Pitstone and Ivinghoe Safety Scheme works by Brookmead School

To note status of project and latest consultation feedback.

2. mVAS

To approve the return to normal rotation for the two mVAS units.

3. Community Speedwatch

To consider if wish to re-appeal to see if residents wish to volunteer to operate a Community Speedwatch project now that Westfield Road has been adopted.

27. SUBSCRIPTIONS

To consider/approval renewal of annual membership to Action4Youth.

28. NOTICEBOARDS

1. To consider/approve extent of annual noticeboard maintenance/renovation.
2. To note & approve repairs required to Windsor Road noticeboard following vandalism.

29. PITSTONE PARISH POST

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

30. STREET LIGHTING

To consider/approve the quotation for structural testing of the columns.

31. LOCAL EVENTS

To consider if the parish council wishes to hire a stand at either Party in the Park (16/7/22) or the Ivinghoe Fete (25/6/22) and, if so, for what purpose and who will operate.

32. INSURANCE

To consider/approve the insurance renewal quotation for 2022-23 (in long term agreement).

33. ISSUES RAISED BY MEMBERS OF THE PUBLIC

To note that no issues have been raised for the agenda this month and consider any requests to be tabled on the next agenda.

FINANCIAL MATTERS

34. ANNUAL REVIEW OF FINANCIAL AFFAIRS

1. To confirm ongoing direct debit and standing order arrangements.
2. To confirm payments arising as a result of continuing contract, statutory duty or obligation.
3. To confirm ongoing use of bank account and credit card and determine any mandates changes.
4. To approve ongoing use of BACS & confirm bacs/cheque signatory requirements.
5. To note continuation of ability to use the General Power of Competence.

35. ANNUAL REPORTING AND AUDIT

1. To note conclusion of Internal Audit by IAC, to consider/approve Annual Internal Audit and accompanying report and consider/determine any actions arising.
2. To consider/approve closing asset register for 2021/22.
3. To undertake/approve the May 2022 Review of Effectiveness of Internal Control and grant approval for the Chair to sign on behalf of the council.
4. To consider/approve the Annual Governance Statement 2021/22 (Section 1 of AGAR) and grant approval for the Chair and Clerk to sign on behalf of the council.
5. To consider/approve the Accounting Statement 2021/22 (Section 2 of AGAR, signed by the RFO) and grant approval for the Chair to sign on behalf of the council.
6. To consider/approve the Bank Reconciliation for the Year Ending 31/3/22 and grant approval for the Chair to sign on behalf of the council.
7. To consider/approve the Explanation of Variances for the Year Ending 31/3/22 and grant approval for the Chair to initial on behalf of the council.
8. To consider/approve the Reconciliation between boxes 7 and 8 arising as a result of Income & Expenditure accounting and grant approval for the Chair to initial on behalf of the council.
9. To approve additional requested papers for all those subject to intermediary audit relating to submission of charitable trust reports to the Charity Commission.
10. To consider/approve the period of public rights and publication of unaudited accounts.
11. To consider/approve the annual report and accounts for publication to residents in next PPP.

36. GENERAL FINANCIAL MATTERS

1. To note that a meeting being arranged with Pitstone Memorial Hall Charity, and their grant application will appear on the June agenda.
2. To approve monthly staff overtime payments.
3. To note details of monthly VAT return.
4. To approve payments in accordance with the budget and consider the receipts/reconciliation/debtor/creditor/budget monitor and detailed monthly summary reports.
5. To note receipt of updated asset register for 2022/23.
6. To conduct all necessary internal controls and determine any issues arising.
6. To consider/approve year-end review of funds to be held in NatWest reserve account plus the transfer of associated funds.

REPORTS AND NEXT MEETING

37. REPORTS

1. To receive feedback from BC Pride of Bucks Awards 9/5/22 – Cllrs Saintey & Nicholls.
2. To note that a number of allotment tenancies have changed hands. Tenancy paperwork issued. Waiting list remains in operation.
3. To note criminal damage to Windsor Road noticeboard and Thames Valley Police investigation.
4. To note that fallen tree across right of way reported to landowner to clear.
5. To note receipt of donated litter picking equipment from Buckinghamshire Council.
6. To note other reports.

38. NEXT MEETING

1. To note the matters for inclusion on the June Council Meeting agenda and determine any further matters.
2. To note the reminders and forthcoming events.

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR FULL COUNCIL MEETINGS
AND TO ADDRESS THE COUNCIL DURING THE PUBLIC PARTICIPATION SESSION
YOU CAN ALSO REACH US AT ANY TIME VIA TELEPHONE, EMAIL, POST OR SOCIAL MEDIA**