

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 28 October 2021  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### 216/21 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Others present.

Buckinghamshire Councillors D Town & P Brazier.

3. Apologies

It was **RESOLVED** to accept apologies for absence from Cllr Kirk, Cllr Mrs Crutchfield, Cllr McCarthy, and Cllr Blunt.

### 217/21 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.
- The Clerk declared a pecuniary interest in the quarterly review of staff overtime and did not participate in the agenda item.

### 218/21 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 in attendance so no questions tabled.

### 219/21 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Derek Town provided updates on the S106 funding issue and Portland House planning issues.

### 220/21 MINUTES OF THE MEETING held on 30/9/2021

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 30 September 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### 221/21 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 various 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 conducted 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. Works now undertaken.
- 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 but a number of matters remain unresolved.
- PDA commercial areas: Been on the open market since April 2020.
- PDA open space: Transferring to "Ravensmoor (Pitstone) Management Co Ltd" and not Pitstone Parish Council.
- 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.
- Aldbury flooding – BC exploring expanding flood mitigation project to include run-off from Pitstone into Aldbury
- 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 submit an application for approval by National Trust
- I&PUCC installation of double cricket nets – funding identified. I&PUCC working through some matters arising eg planning permission, orientation etc and will revert to the parish council in due course.
- 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.
- 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.
- Community Board Funding Application re Local Wildlife Site information boards submitted for consideration.
- Community Board Funding Application re B489 derestriction of B-road and 7.5 tonne limit submitted for consideration.
- Bird box project – now ready for installation.
- 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. 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 – tbc.
- PAA – long term aspiration for additional allotment land within the parish.
- Volunteers thank you event 13/1/22 – invitations to be issued in November
- Please refer to Sports & Leisure Committee minutes for full list of S&L related Matters Arising.

**222/21 CORRESPONDENCE**

The list of correspondence received was noted.

**Committee Matters:**

**223/21 PLANNING COMMITTEE**

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the Planning Committee meeting held on 21/10/21.

2. Applications

No new applications received from Buckinghamshire Council.

3. Decisions/other notified by Buckinghamshire Council.  
31 Marsworth Road, 21/02442/APP, part single, part two storey rear extension: BC approved.
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, Land to The South of Marsworth Road and The West of Vicarage Way (PDA commercial areas), Walnut Barn on Cheddington Road and Land off Church Road (in Ivinghoe).
5. Enforcement outstanding with Buckinghamshire Council.  
27 Campbell Lane (20/00443/CONB) – enforcement notice issued. Must be restored to original conditions by 1/2/2022.
6. Appeals outstanding  
Land off Cheddington Road, Pitstone; 21/00908/APP; Appeal Ref: 21/00064/NONDET; Planning Inspectorate Ref: APP/J0405/W/21/3276552. Appeal lodged with Planning Inspectorate (PI) for non-determination.
7. Other
  - Cllr Weber provided feedback from the BC Planning and Enforcement Service Update meeting held on 26/10/21 including information on the new NDP co-ordinator, VIP telephone numbers, department resourcing & case management, and the latest feedback about BC's proposal to remove consultee comments from the portal. Cllr Weber to provide BC Councillors Town & Brazier with the meeting notes.
  - It was **RESOLVED** to submit all the following projects for potential inclusion in the next BC/NKH S106 agreement (should it arise): Purchase of land adjacent to pavilion & development of related leisure facilities on it; Redevelopment of Pitstone Memorial Hall; Further leisure facilities on Pitstone Recreation Ground; Additional improvements to facilities at Pitstone pavilion; Creation of additional allotment site (or extension of existing); Purchase and redevelopment of BC owned land by The Crescent (should it become available).

## 224/21 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. Minutes  
It was **RESOLVED** to note receipt of the draft minutes arising from the Sports & Leisure Committee meeting held on 14/10/21.
2. Award of contract re thermoplastic graphics  
It was noted that the committee had awarded the contract for the burn down of old graphics and installation of new hopscotch and alphabet snake outside the Windsor Road play area to Wicksteed.
3. Blinds at pavilion  
It was **RESOLVED** that council did wish to install black out / fire retardant blinds to all windows in the community room at Pitstone Pavilion. It was **RESOLVED** to award the contract to the cheapest of the current suppliers, or the remaining supplier if they provided the cheapest quote. It was noted that this expenditure was unbudgeted and **RESOLVED** to reallocate funds to facilitate.
4. Sound absorbing panels  
It was **RESOLVED** to investigate the cost of sound absorbing panels for the pavilion to assist with the echo problems.
5. Conversion of roller shutters & maintenance contract  
It was **RESOLVED** to proceed with the quotation of £1,938 + VAT to convert the 3 roller shutters to be electrically operated. It was **RESOLVED** to enquire if this work would come with a 12m warranty and therefore negate the need to take out a maintenance contract for the next 12m. It was noted that this expenditure was unbudgeted and **RESOLVED** to reallocate funds to facilitate.  
  
However, if necessary, it was **RESOLVED** to take out an annual maintenance contract with UK Roller Shutters at a cost of £550 + VAT.
6. Tables for community room  
It was **RESOLVED** to purchase an extra 5 x almond rectangular tables for pavilion community room and a rubber mat to balance them on. Cost approx. £90 per table. It

was noted that this expenditure was unbudgeted and **RESOLVED** to reallocate funds to facilitate.

7. Windsor Road slide

It was **RESOLVED** to approve remedial welding to the support leg of the Windsor Road slide, approx. cost £150.

**225/21 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

- Interviews for the Facilities Manager role being held w/c 1/11/21. It was **RESOLVED** to delegate power to the Staffing Committee to appoint a successful candidate without the need to refer to full council.
- Obtaining quotations from further commercial cleaning firms as an alternative route for the pavilion cleaning as well as continuing to seek a cleaner.
- A potential new Editor for PPP may have been identified and will shadow the existing Editor during production of the next edition to assess what workload is involved.
- Two new volunteers commenced with the car scheme. Further volunteers for the car scheme and youth café would still be beneficial.

3. Parish Councillor vacancy

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

4. Staff Christmas Thank You

It was **RESOLVED** to provide members of staff (including any new starters) with small thank you gift, as per previous years. Approx cost £10 per person.

**Charity Matters:**

**226/21 PITSTONE PARISH CHARITY**

It was noted that no charity meeting had taken place during the month, so no report / draft minutes were due. Next meeting scheduled for 11/11/21.

**227/21 PITSTONE RECREATION GROUND CHARITY**

It was noted that no charity meeting had taken place during the month, so no report / draft minutes were due. Next meeting scheduled for 11/11/21.

**Working Group Matters:**

**228/21 YOUTH CAFÉ**

No matters for discussion this month.

**229/21 PITSTONE DEVELOPMENT AREA**

It was noted the discussions were ongoing between Nicholas King Homes, Pitstone Memorial Hall Charity, Buckinghamshire Council and Pitstone Parish Council regarding several issues relating to the MUGA, car park and hall car park.

**Other Matters:**

**230/21 DEVOLVED SERVICES**

1. Buckinghamshire Council developing new revised devolved service offering to tie in with new highways strategy but will not be ready until 2023.
2. Buckinghamshire Council intend to offer to extend the existing Devolved Service contracts for a further 12-month period. No additional funding confirmed at this point. Once received the parish council will need to consider entering the agreement and how to ensure/contract fulfilment.
3. It was **RESOLVED** to approve the Beacon Choir request to display a banner on Pitstone Recreation Ground fence for Yvinghoe Tales event in November.

**231/21 CHILDREN'S COMPETITION**

Submitted photographs circulated to enable judging. It was **RESOLVED** to accept the associated costs of artwork production and prizes, in the region of £150-250.

Buckinghamshire Councillor Peter Brazier departed the meeting.

#### **232/21 SKATE PARK**

1. It was noted that Bendcrete and PEP were still working on an acceptable drainage proposal. CDMPC now also involved.
2. It was noted that the project had been delayed due to concrete supply issues arising from HS2. Bendcrete are working to resolve their supply chain requirements and should then be able to confirm a revised timetable. Pre-construction contract meeting scheduled for 11/11/21.

#### **233/21 COMMUNITY AND PUBLIC TRANSPORT**

It was noted that no resolutions were required this month.

#### **234/21 COMMUNITY BROADBAND / FIBRE TO CABINET**

It was noted that no resolutions were required this month. Waiting for draft introductory materials from member of the working party.

#### **235/21 COUNCIL POLICIES AND HARDWARE**

1. Consideration of a revised Code of Conduct was carried forward to November.
2. It was **RESOLVED** to provide members with a parish council owned iPad & cover (cost approx. £368 inc VAT) if such equipment was required to enable them to access parish council materials and emails.

#### **236/21 ALLOTMENTS**

It was **RESOLVED** to note receipt of the draft Pitstone Allotment Association Annual General Meeting minutes.

#### **237/21 MEMBERSHIPS AND SUBSCRIPTIONS**

1. It was **RESOLVED** not to renew membership with the Chiltern Society this year.
2. It was **RESOLVED** to renew the annual subscription to Parish Online mapping services (£60 + VAT following £90 long subscriber discount).
3. It was **RESOLVED** to renew the annual subscription to Local Councils Update as this provides legal updates to the sector (£75 per annum).
4. It was **RESOLVED** to trial membership of the Town & Country Planning Association for one year (£90 fee for first year of membership).
5. It was noted that the Sage Accounting subscription was due to increase to £24 + VAT. Sage have discounted the price back to £18 + VAT per month for a further 4 months to February 2022. New price will be effective March 2022. It was **RESOLVED** to accept this increase if no further discount could be negotiated.

#### **238/21 ISSUES RAISED BY MEMBERS OF THE PUBLIC**

It was noted that there were no unresolved matters for discussion this month.

### **Financial Matters:**

#### **239/21 FINANCIAL MATTERS**

1. S106 Issue raised by Buckinghamshire Council

It was noted that Buckinghamshire Council were considering potential reallocation of S106 funds arising from the Rushendon Furlong Croudace development. The parish council has raised strong objections, as contracts have been entered based on prior Buckinghamshire Council approval for release of these funds towards the skate park and double cricket nets. Issue has been escalated to Buckinghamshire Councillor Derek Town. Awaiting update from Buckinghamshire Council leisure department and will escalate again if necessary.

2. Quarterly consideration of grant applications

It was noted that no grant/donation applications had been received.

3. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC to refund £980.52 to PPC in relation to the 1-30/9/21 period.

## 2. Financial Summaries and Expenditure

The bank reconciliation, 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 two councillors were granted approval to enact the bacs transfers. The Chairman was granted authority to sign the financial papers on behalf of the council.

Buckinghamshire Councillor Derek Town departed the meeting.

## 8. Internal Controls

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

## 8. Budget for 2022/23

No further projects submitted for consideration. Full draft budget to be reviewed at November 2021 meeting.

## **Reports & Other:**

### **240/21 REPORTS**

1. Cllr Nicholls provided feedback from the Buckinghamshire Council Parish Liaison meeting held on 13/10/21 including devolution, parish charter, domestic abuse, HS2 marshals and election costs.
2. Cllr Nicholls provided feedback from the Wing & Ivinghoe Community Board meeting held on 19/10/21.
3. The update from Pitstone Memorial Hall Charity re community consultation about future aspirations for the hall was noted.
4. The feedback from Buckinghamshire Council re assessment of footpath seven was noted.
5. It was noted that the asset inspector had now completed his RoSPA playground inspection training course.
6. The feedback from the Buckinghamshire Council Clerks Forum meeting held on 20/10/21 was noted.
7. The other minor reports were noted but not discussed in detail.

### **241/21 OTHER**

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

The next meeting of the full Parish Council is scheduled for 25 November 2021.

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

- Renewal of mVAS annual maintenance contract

#### 3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 25/11/21, 6/1/22, 27/1/22, 3/3/22, 31/3/22, 28/4/22, 26/5/22, 30/6/22, 28/7/22, 1/9/22, 29/9/22, 3/11/22, 24/11/22, 5/1/23.
- Sports and Leisure Committee meetings: 11/11/21 and 9/12/21. 20/1/22 (instead of 13/1/22), 10/2/22, 10/3/22, 14/4/22, 12/5/22, 9/6/22, 14/7/22, 11/8/22, 8/9/22, 13/10/22, 10/11/22 and 8/12/23.
- Volunteers thank you evening: 13/1/22
- PPP Publication dates: April, July, October, and January
- BMKALC/BC Parish Liaison meeting dates: 18/1/22.
- Christmas lights: first Sunday in Advent through to twelfth night, 3pm to 1am, both sites.
- 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
- 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.

**242/21 CLOSURE OF THE PUBLIC SECTION OF THE MEETING**

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the public section of the meeting at 21.30.

**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 were excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted.**

**243/21 CONFIDENTIAL STAFFING MATTERS**

1. It was **RESOLVED** to pay the Parish Assistant for 29 hours of overtime worked at the request of the parish council between July and September, at the contracted rate (October payroll).
2. It was **RESOLVED** to pay the Parish Clerk for 107 hours of overtime worked at the request of the parish council between July and September, at the contracted rate (November payroll).
3. It was **RESOLVED** to increase the Parish Assistant hourly rate to £12 per hour, it was further **RESOLVED** to backdate the increase to 1 July 2021.

**244/21 CLOSURE OF THE MEETING**

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.40.

Signed: *D Nicholls*

Date: 26/11/21

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Chairman