

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 25 November 2021  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### 245/21 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Others present.

Buckinghamshire Councillor D Town plus 3 members of the public.

3. Apologies

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

### 246/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS FOR MATTERS TO BE CONSIDERED AT THE MEETING

- 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.
- No other declarations nor dispensations were received.

### 247/21 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- A member of the public wished to voice concerns that the remedial works promised by Buckinghamshire Council (BC) for Westfield Road had still not been installed and expressed frustration that the parish council could not do more to force BC/Taylor Wimpey (TW) to deliver a more timely installation. Both PPC and Buckinghamshire Councillor Town expressed similar frustrations with the lack of delivery. The council advised that the latest information from BC was that the works were being completed as part of the current TW remedials, which have already commenced. However, none of the updates provided over the last few months have proved to be accurate, so the parish council has fears that not all works may be delivered. PPC will continue to chase BC until all the promised elements are correctly installed. Buckinghamshire Councillor Derek Town also agreed to re-escalate this, along with other outstanding BC highway issues, via cabinet members.
- The resident complained that the Buckinghamshire Council Community Board staff had not responded to him following a meeting to which they invited him, nor adequately prepared before they attended that meeting. Unfortunately, the parish council has no control over the actions, or behaviour, of members of staff employed by Buckinghamshire Council, who are a completely separate corporate body. The resident was therefore recommended to pursue any such grievances direct with the BC staff members concerned or their line managers.
- The member of the public also raised concern that the signage and lighting on Westfield Road roundabout had still not been repaired by Buckinghamshire Council. BC had recently advised that work had commenced on site, but these do not appear to have been completed as yet. The parish council will continue to push BC for complete resolution, as is the case for all outstanding BC highways works. Buckinghamshire Councillor Town explained about some of the county wide issues with TfB delivery.
- The member of the public remained dissatisfied that PPC would continue to chase but could not force BC/TW to complete the installation/repairs any quicker.
- Given that other members of the public were waiting to speak relating to different agenda items, the amount of question time already lapsed, and that there was no further new information for discussion, a motion was moved to proceed to the next item of business. The resident remained dissatisfied and departed.
- Whilst present, the member of public had felt there had been a lack of information provided by the parish council in relation to this matter. Updates have only been issued in council minutes and not via social media over the last few months as the council is not confident that information provided by BC/TW is accurate, as none of the promised installation dates have been met, and there has been little to be gained by

sharing this. However, the council will now issue an update for residents in case this is beneficial.

- The remaining two residents wished to speak about the planning application for Plot C on Westfield Road but needed to depart the meeting shortly. To accommodate this, those present **RESOLVED** to bring forward this agenda item so that the residents could participate.

**248/21 PLANNING APPLICATION CONSULTATION FOR PLOT C, WESTFIELD ROAD, 21/04390/APP, 8 NO. BUILDINGS COMPRISING CIRA 20,835 SQ M (224,266 SQ FT) OF CLASS B2 AND B8 USES OF THE TOWN AND COUNTRY (USE CLASSES) ORDER 1987, WITH ANCILLARY CLASS E (G)(II) WITH ACCESS OFF WESTFIELD ROAD AND TUNNEL WAY, ASSOCIATED SITE INFRASTRUCTURE INCLUDING SERVICE YARD AND CAR PARKING**

It was **RESOLVED** to take comments from the residents, who expressed concerns about the impact on wildlife that currently benefit from the site, and the negative impact on the properties opposite the development site in terms of noise disturbance, loss of view and impact of deliveries etc.

It was **RESOLVED** to advise BC that the parish council wished to submit 'no objections' to the application as the business use proposed matched that required within the Pitstone Neighbourhood Plan, however to request that BC give considerations to imposing conditions that would (a) provide raised bunding and tree planting to screen the development from the properties opposite and help to prevent noise disturbance (b) impose delivery restriction times to prevent noise disturbance from early deliveries (c) request that BC ensures that the current wildlife are adequately accounted for during the construction process to ensure rehomed etc.

The residents thanked the parish council for their support and assistance and departed the meeting.

**249/21 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS**

Buckinghamshire Councillor Derek Town provided a written report which will be shared with members of the public and provided updates on gully cleaning and the covid situation. Cllr Town took questions from members relating to 20mph zones and the Parish/Town Charter.

**250/21 MINUTES OF THE MEETING held on 28/10/2021**

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 28 October 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

**251/21 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 (now including Westfield Road & removal of unauthorised advertising): BC and TW liaising. Remedial works due to commence 15/11/21 & last approx. 6 weeks.
- 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.
- 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.
- PDA: £74k towards enhancing local bus services 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: Discussions continue with NKH and BC re remedial works.
- PDA commercial areas: NKH submitting planning application to BC to try and convert use to residential.
- 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.
- 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 (HCC/CRT/BC): Canal & River Trust have developed some ideas for the cycle access improvements onto the towpath from Marshcroft Lane. They don't have any drawings to share at present. HCC trying to get hold of BC to discuss what they need to approach the developers to provide approval of the works as the agreement was fairly tightly drawn between them and the developers. Re vegetation cutting on Northfield Road HCC are pursuing investigations into increasing the verge grass cutting to make it a little easier for those walking to and from the Station.
- 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.
- VAHT remedial works to path between Yardley Avenue & Queen Street: "instructed contractor to take on these works and awaiting a quote for approval"
- Tennis/Netball/5-aside floodlit court: PPC awaiting a response from the landowner.
- Pitstone Memorial Hall Charity car park: PMH investigating with NKH.
- 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 – S106 funding approved by BC. I&PUCC to confirm exact scope of works.
  - 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.
  - 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. BC 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. Therefore approx. £17k available from BC. PDA contribution tbc. Raised query with BC.
  - Community Board Funding Application re Local Wildlife Site information boards passed due diligence stage with BC and out for approval amongst members.
  - 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 – installed
  - 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 – in progress.
  - PAA – long term aspiration for additional allotment land within the parish.
  - Pavilion sound absorbing panels – carry forward to next meeting.
  - Voluntary PPP Editor – potential candidate to provide update following publication of the next edition.
  - Please refer to Sports & Leisure Committee minutes for full list of S&L related Matters Arising.

## 252/21 CORRESPONDENCE

The list of correspondence received was noted. This included the consultation from the Community Board re the latest funding proposals that have passed due diligence, where it was **RESOLVED** that no concerns were raised and therefore no response was required.

## Committee Matters:

### 253/21 PLANNING COMMITTEE

#### 1. Minutes

It was noted that no planning committee meeting had been required during the month and therefore no minutes/report were due.

#### 2. Application Consultations

- See above re Plot C on Westfield Road.
- 1 Beacon Court (R H Hall), 21/04209/APP, single storey front extension to existing industrial unit. The council had received no objections relating to this application from residents. The council **RESOLVED** to advise BC that it had no objections to the application.

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

Walnut Barn on Cheddington Road, 21/03576/APP, Construction of an in ground swimming pool and associated outbuilding within the curtilage of a GII listed barn: BC approved.

4. Applications outstanding with Buckinghamshire Council.  
Rear of the Bell (Haldi), Land at Portland House on Westfield Road, Mill View on Groomsby Drive, Land to The South of Marsworth Road and The West Of Vicarage Way (PDA commercial areas) 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. Applicant now raised an Appeal against the enforcement notice with the Planning Inspectorate. It was **RESOLVED** that no further comments needed to be submitted.
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.  
  
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. See above.
7. Other  
The parish council had been supplied with details of the proposed “Marshcroft: a new garden suburb for Tring” development from Harrow Estates. Consultation events are currently being held in Tring and had been attended by Cllr McCarthy. As this was at pre-application stage, it was **RESOLVED** not to submit comments until the full application had been received.

#### **254/21 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 11/11/21.
2. Premises Licence  
It was **RESOLVED** to renew the annual premises licence for the pavilion with Buckinghamshire Council.

#### **255/21 STAFFING COMMITTEE AND RECRUITMENT MATTERS**

1. Minutes  
It was **RESOLVED** to note receipt of the draft minutes arising from the Staffing Committee meeting held on 1/11/21.
2. Recruitment update
  - It was noted that the Facilities Manager / Cleaner position had been filled and the new member of staff commenced duties.
  - Three new volunteers commenced with the car scheme.
  - No applications for the parish councillor vacancy to consider this month.

#### **Charity Matters:**

##### **256/21 PITSTONE PARISH CHARITY**

It was **RESOLVED** to note receipt of the draft minutes arising from the charity meeting held on 11/11/21. Further charity meeting convened for 25/11/21.

##### **257/21 PITSTONE RECREATION GROUND CHARITY**

1. It was **RESOLVED** to note receipt of the draft minutes arising from the charity meeting held on 11/11/21. Further charity meeting convened for 25/11/21.
2. It was **RESOLVED** to provide £1,580 of financial assistance to Pitstone Recreation Ground Charity to enable them to meet anticipated legal costs arising from the disposal of land to the Memorial Hall Charity.

#### **Working Group Matters:**

##### **258/21 YOUTH CAFÉ**

No matters for discussion this month.

## **259/21 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. Site visit scheduled for 30/11/21.

### **Other Matters:**

#### **260/21 DEVOLVED SERVICES**

1. It was **RESOLVED** to accept an extension of the existing Devolved Services contract from Buckinghamshire Council, for a further 12-month period, with an associated 3% increase in funding. It was further **RESOLVED** to enter the contract once BC provided the papers and the Chairman was duly authorised to sign on behalf of the council.
2. It was **RESOLVED** to approach the existing contractors and enquire if they would be interested in extending their existing fulfilment contracts by a further 12-months, with the existing terms and conditions.

#### **261/21 CHILDREN'S COMPETITION**

The winning entries had been selected by members. Presentation event and certificates to be organised. Winners to be notified.

#### **262/21 SKATE PARK**

1. It was **RESOLVED** to approve the amended drainage proposals if the council's professional advisers had approved.
2. It was **RESOLVED** to approve the additional £11,844 cost of the access track across the recreation ground as the replacement car park entrance had not yet been provided by Nicholas King Homes.
3. It was noted that Buckinghamshire Council had agreed to release an additional £10k of S106 funding towards the above cost.
4. Construction timetable still outstanding from Bendcrete.

#### **263/21 COMMUNITY AND PUBLIC TRANSPORT**

It was noted that no resolutions were required this month.

#### **264/21 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.

#### **265/21 COUNCIL POLICIES**

It was **RESOLVED** to approve the revised Code of Conduct, being the adopted Buckinghamshire Council Code with a prologue relating to the unique circumstances for Pitstone. The Chairman was duly authorised to sign on behalf of the council.

#### **266/21 PLAY AROUND THE PARISHES**

It was **RESOLVED** to book just one x 2 hr session for summer 2022 (cost £370).

#### **267/21 MVAS**

It was **RESOLVED** to enter the maintenance contract with Swarco for the 2 x mVAS units (£485 + VAT).

#### **268/21 MEMBERSHIPS AND SUBSCRIPTIONS**

It was **RESOLVED** to renew the annual Hallmaster subscription used for customers to book our leisure facilities (£137 + VAT).

#### **269/21 ISSUES RAISED BY MEMBERS OF THE PUBLIC**

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

### **Financial Matters:**

#### **270/21 FINANCIAL MATTERS**

1. Quarterly consideration of grant/support applications

It was **RESOLVED** to extend prior support for Party in the Park to the proposed event to be held in July 2022. It was further **RESOLVED** to increase the provision to fund the hire of the stage from £1,200 to £2,000 as requested by their committee.

Buckinghamshire Councillor Derek Town departed the meeting.

2. S106 Issue raised by Buckinghamshire Council

Carry forward to 6/1/22 meeting pending further update from Buckinghamshire Council.

3. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC to refund £2,015.42 to PPC in relation to the 1-31/10/21 period.

2. Financial Summaries and Expenditure

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

3. 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. Updated draft documents provided to all members re forecasts and precept impact.

- Salary budgets recommended by the Staffing Committee and ground-keeping cost increases advised by the groundkeeper now included.
- It was **RESOLVED** to remove the budget allowance for an assistant youth worker and additional litter picker.
- It was **RESOLVED** to remove provision for the return of the youth café to Brookmead school, and to continue operation from the pavilion site.
- It was **RESOLVED** to provision for a higher increase in utility costs (currently 3%).
- It was **RESOLVED** to review PPP publication to see if cost savings could be obtained by reducing frequency to 3 volumes or publishing predominantly online.
- It was **RESOLVED** to reduce the provision for Play around the Parishes to £400 per annum.
- It was **RESOLVED** to include a provision of £1k towards the information boards for the Local Wildlife Site.
- It was **RESOLVED** to postpone the consideration of an electric vehicle charging point for a period of 12-months and then review again.

Members to feed back any other comments/queries ahead of the next meeting on 6/1/22.

BC to issue the tax base figures on 6/12/21.

9. Greensleeves

It was **RESOLVED** to cancel all future advertising and write-off the previous bad debt relating to advertising in the last edition of PPP.

## Reports & Other:

### 271/21 REPORTS

1. Cllr Nicholls provided feedback from the Pitstone Memorial Hall Charity AGM held on 8/11/21.
2. The other minor reports were noted but not discussed in detail.

### 272/21 OTHER

1. Date and Time of Next Meeting

The next meeting of the full Parish Council is scheduled for 6 January 2022.

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

- Next draft of budget
- Pay fee to Memorial Hall for wheelie bin usage (4 (quarters) x £55 = £220)
- £1 per annum lease payment due from Memorial Hall

- Annual review of Events and Open Space Hire Policy due
- Quarterly review of staff hours/overtime
- PPP submissions
- Anglian Water sewerage rebate runs out 5/12/20. Renegotiate for next 12 months.
- Youth café 6-month contract runs out in January. Review & renew.

### 3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 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: 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
- P&IJFC vinyl banners: 7-21/9/21, 23/10-6/11, 19/4-3/5, 30/8-13/9.
- Party in the Park 2022, provisional date 16 July 2022.

#### 273/21 **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 21.15.

**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.**

#### 274/21 **TSEL**

The proposed integration of P&IUFC and TSEL was discussed. It was **RESOLVED** that whilst a lease of the facilities would not be possible, that the parish council would continue to look to support the club(s) in alternative ways.

#### 275/21 **BUCKINGHAMSHIRE COUNCIL EXPRESSION OF INTEREST**

It was **RESOLVED** to advise Buckinghamshire Council that the Parish Council would be interested in taking over ownership of the parcel of land, however given the history, would need an opportunity to discuss this with the affected residents first. It was noted that BC had indicated they were minded to transfer the land for nominal consideration but would require PPC to meet their legal costs. PPC to revert to BC fully in the new year.

#### 276/21 **CLOSURE OF THE MEETING**

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 22.10.

Signed:

\_\_\_\_\_

Date:

DRAFT