

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 27 January 2022  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### 307/21 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies

It was **RESOLVED** to accept apologies for absence from Cllr Saintey (holiday), Cllr Weber (holiday), Cllr Mrs Crutchfield (health reasons), Cllr R McCarthy (health reasons) and Buckinghamshire Councillor D Town (health reasons).

3. Absent

Cllr Kirk was absent.

4. Others present.

Buckinghamshire Councillor P Brazier and C Poll. One resident.

### 308/21 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.

### 309/21 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled from the public gallery.

### 310/21 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Chris Poll provided an update on the community board and the second freight zone consultation. Cllr Peter Brazier investigating highway resurfacing priority procedures and discussed Westfield Road. Clerk enquired if the members could look into the 'priority' members/parish support email service provided by BC, as no acknowledgements or responses are received from this team.

### 311/21 MINUTES OF THE MEETING held on 6/1/22

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 6 January 2022 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### 312/21 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 (including Westfield Road): Most TW remedials (for existing phase) now complete (removal of advertising, 40mph post signs & some lighting issues remaining) and BC hope to commence proceedings to adopt these areas with an eta of end Jan/mid Feb. BC speed monitoring strips to follow in approx. 3 months. Phase V of Castlemead & business park to follow at a later date.
- 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. Latest delays caused by legal complications (original landowner requesting BC enter a Deed of Covenant). Review again April 2022.

- 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 (asked BC to confirm what this can be spent on; they will investigate and advise in January) and £37k contribution to Pitstone Safety Scheme.
- PDA Lighting: The Parish Council has approved the one column on Vicarage Road opposite the new entrance (replaced previous column 4 from other side of road). UK Power Networks were due to connect on 10/2/22. Internal roads will be private and therefore no requirement to adopt lighting.
- PDA Replacement Woodland: Replacement woodland planted.
- 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. BC continue to chase.
- PDA commercial areas: NKH submitted 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 (eta 2024)
  - Glebe Close carriageway resurfacing (possibly now 2022)
  - Parts of Queen Street and Albion Road (possibly now 2022)
  - Collapsed Queen Street footpath (as above)
  - Marsworth Road resurfacing (no date)
  - Cut back overgrowth along path from Westfield Road to Marsworth (being programmed)
- Safety Scheme works by Westfield Road junction: unable to progress until Westfield Road adopted by BC.
- 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 liaise with 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. 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.
- Tennis/Netball/5-aside floodlit court: meeting with landowner in February.
- 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

- Parking restrictions near quarry – BC progressed to next stage. Update due by end January 2022.
  - Whistlebrook – BC Peter Brazier to progress and advise PPC if require any further action.
  - B489 derestriction of B-road and 7.5 tonne limit: BC/TfB advised that this could not be considered until the proposed Ivinghoe freight strategy has been implemented.
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 – requested clarification of eligible expenditure.
  - Community Car Scheme – no matters for resolution this month.
  - Community Board Funding Application re Local Wildlife Site information boards – waiting for confirmation and funding offer from the Board.
  - Bird box project – units being delivered on 28/1/22, local contractor to erect.
  - MUGA bins/litter – once facilities/land handed back to PPC may wish to consider additional litter bins for this location.
  - PAA – long term aspiration for additional allotment land within the parish.
  - Photography Competition – complete. Presentation took place on 13/1/22 and was well received by attending families.
  - Memorial Bench for Will Rutt (local centenarian) – discussions ongoing.
  - Potential extra bench for Glebe Close – enquiring with landowner.
  - Volunteer PPP Editor – recruitment ongoing.
  - Her Majesty's Platinum Jubilee 2022 – tree & plaque, rename room & plaque, in progress.
  - Sound absorbing panels for pavilion – under investigation and will be tabled on a future full council agenda due to the cost.
  - Bus shelters on Westfield Road – long term aspiration. TW previously refused permission. Revisit once BC adopted the highway.
  - Community Speed watch – revised once Westfield Road adopted by Buckinghamshire Council.
  - Additional trees on Recreation Ground – longer term aspiration. Review once skate park and footways installed.
  - Buckinghamshire Council initial expression of interest – discussions to be held in February.
  - Confidential matter referred by Recreation Ground Charity – ongoing.
  - Please refer to Sports & Leisure Committee minutes for full list of S&L related Matters Arising.

### 313/21 CORRESPONDENCE

The list of correspondence received was noted including 2 further grant proposals from the Community Board with a response date of 2/2/22, members to advise if any concerns.

### Committee Matters:

#### 314/21 PLANNING COMMITTEE

##### 1. Minutes

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

##### 2. Application Consultations

- Morton House, 9 Beacon Court, 22/00078/AAD; Display of 2 fascia signs: Formerly Ashby's. No objections were received. It was **RESOLVED** to advise BC that the parish council wished to tender no objections to this application.

3. Decisions notified by Buckinghamshire Council.
  - 66 Windsor Road; 21/04594/APP; householder application for conversion of one side of a double garage to an office (part retrospective): BC approved.
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 outstanding with Buckinghamshire Council.

27 Campbell Lane (20/00443/CONB) – enforcement notice issued. Must be restored to original conditions by 1/2/2022 (also see appeal below).
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.
7. Other
  - It was **RESOLVED** to note receipt of the feedback provided by Cllr Mrs Crutchfield on the BC Planning and Environment Service Update meeting held 26/1/22. Presentation slides and meeting notes also circulated to all members.
  - It was **RESOLVED** to postpone consideration of any Pitstone Neighbourhood Plan review to a subsequent month, whilst more information was collected.

## 315/21 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. Minutes

It was noted that no committee meeting had been required during the month and therefore no minutes/report were due.
2. BT Analogue Switch Off

ACE still investigating whether the pavilion alarm systems might be affected by the BT analogue switch off and whether any line upgrade is required.
3. Gas meter upgrade

It was noted that Regent Gas had advised that a gas meter upgrade was required at the pavilion site. They would carry out this work at no charge to the parish council.
4. Double cricket practice nets
  - It was noted that the parish council was waiting for (a) confirmation from BC that planning was required (b) confirmation from BC of the planning application fee value (c) tree protection information from the supplier, before the application could be submitted.
  - Information provided to I&PUCC re routing of vehicles, health and safety implications, Pitstone Memorial Hall charity permissions etc.
  - Increase to S106 value requested from BC and awaiting a response.
  - Occupational licence re net footprint in progress.
5. APLH training

It was **RESOLVED** to approve for Cllr Heyman to undertake the APLH (Award for Personal Licence Holders) training to enable monitoring of hirers at site (£125).

It was further **RESOLVED** to subsequently apply for the associated personal licence from Buckinghamshire Council (£37) and DBS (£12) once above accreditation gained.
6. Cold water disinfection and retesting

It was **RESOLVED** to approve the quotation to disinfect and retest the cold-water supply (mains fed) at the pavilion site (£520 + VAT).

## **316/21 STAFFING COMMITTEE AND RECRUITMENT MATTERS**

### **1. Minutes**

It was noted that no committee meeting had taken place during the month and therefore no minutes were due.

### **2. Parish Councillor vacancy**

A discussion took place with the resident who was attending the meeting with a view to applying.

### **3. Annual volunteer event**

Over 100 people volunteer with the parish council such as helping at the youth café, monitoring streetlights, producing and distributing Pitstone Parish Post, driving for the car scheme, running the allotment site, assisting our committees or projects etc. It was noted that the event held on 13/1/22 had been well received by those that were able to attend.

## **Charity Matters:**

### **317/21 PITSTONE PARISH CHARITY**

It was **RESOLVED** to note receipt of the draft minutes arising from the charity meeting held on 6/1/22.

### **318/21 PITSTONE RECREATION GROUND CHARITY**

- It was **RESOLVED** to note receipt of the draft minutes arising from the charity meeting held on 6/1/22.
- It was **RESOLVED** to note the confidential matter referred to the council as Local Authority.

## **Working Group Matters:**

### **319/21 YOUTH CAFÉ**

It was **RESOLVED** to invite the Year 6 children from Brookmead to attend for the whole of the last year, rather than just the last half term.

### **320/21 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:**

### **321/21 DEVOLVED SERVICES**

1. It was **RESOLVED** to enter the Local Council Devolution Agreement Variation for 2022-23 with Buckinghamshire Council, and the Chairman & Clerk were duly authorised to sign on behalf of the council.
2. It was **RESOLVED** to note the partial funding from Buckinghamshire Council of £3,658.85, with the remainder to be generated via parish council precept.
3. It was **RESOLVED** to enter into 12-month contract extensions with J Leonard Ltd and Ross Lawry Agricultural Contractors, for fulfilment of the above contract. All other terms remain.
4. It was **RESOLVED** to grant permission for a banner on the fence by the roundabout for Sabat Mater in April.
5. It was noted that a resident had raised an enquiry re the hedge obstructing the footpath near the letterbox on The Crescent. Members to visit site prior to the February meeting, to enable consideration of issue of a Hedge Cutting Notice.
6. Cllr Brazier requested details of any land which had not been included within the Devolved Service agreement, but BC had since required the parish to undertake.

### **322/21 SKATE PARK AND CONNECTING PATHS**

1. It was noted that construction had commenced and was progressing on schedule. Site progress meeting 28/1/22. Completion date estimated as 6/4/22.
2. It was **RESOLVED** to organise an 'opening' event. Liaise with Bendcrete re best timing, to allow for any slippage due to weather etc. Liaise with Roll In who are qualified to provide skateboarding lessons and local resident who arranged donation of goods.

### 323/21 COMMUNITY BROADBAND / FIBRE TO PROPERTY

Associated web page now in testing phase. Advisory leaflet being amended and redrafted for distribution to residents. Openreach now suspended registrations, but we have an existing registration in the system that can be utilised.

### 324/21 HIGHWAYS

#### 1. Pitstone and Ivinghoe Safety Scheme works by Brookmead School

It was noted that the next presentation had been scheduled for 9/2/22. Cllrs Weber and Heyman attending.

#### 2. Castlemead and Westfield Road remedials

- It was noted that Taylor Wimpey had completed most of the current residential & Westfield Road remedial work, with some signage at the bottom of Westfield Road and some lighting issues remaining.
- It was noted that the current remedials excluded the business park and phase 5 residential, both of which would follow later.
- It was noted that Buckinghamshire Council would install the traffic monitoring strip approximately 3 months after the installation of the remedials.
- It was noted that Buckinghamshire Council had completed the remedial work to the lighting and signs on the Westfield Road roundabout.

#### 3. mVAS reports

- The mVAS reports for the pre-installation period were noted. Both units showing a slight decrease in traffic speeds.
- Both the mVAS units had been reset to monitor data now the changes had been installed. Contractor to provide a download after 4 weeks.
- It was noted that the other roads, which the mVAS units had not been able to rotate around as were deployed on Westfield Road, were keen for the rotation to return to normal.

### 325/21 CONSULTATIONS

1. It was **RESOLVED** to respond to the Boundary Commission Review for Buckinghamshire to say would be in support of retaining 3 members instead of decreasing to 2.
2. It was **RESOLVED** that no response was required to the current phase of Buckinghamshire Council Local Plan consultation, relating to brown field sites.
3. It was further **RESOLVED** that no response was necessary to the CAA Consultation on a draft of the Airspace Modernisation Strategy for 2022-2040.
4. It was **RESOLVED** to respond to Buckinghamshire Council in support of the revised Ivinghoe Freight Strategy consultation.

### 326/21 POLICIES

1. It was **RESOLVED** to approve the annual review of the Grant Policy, adding in the need for applicants to submit their Environmental, Safeguarding and Inclusivity policies. The Chairman was duly authorised to sign on behalf of the council.
2. It was **RESOLVED** to approve the annual review of the Community Engagement Strategy. The Chairman was duly authorised to sign on behalf of the council.

### 327/21 PITSTONE MEMORIAL HALL CHARITY

1. It was **RESOLVED** to approve the annual payment to Pitstone Memorial Hall Charity for use of the wheelie bins for litter picking (£220 per annum).
2. It was **RESOLVED** to note receipt of the annual peppercorn rent (£1) from Pitstone Memorial Hall Charity to Pitstone Parish Council (via a £1 deduction to above invoice).

### 328/21 ANNUAL PARISH ASSEMBLY

1. It was **RESOLVED** to try and hold an Annual Assembly this year (previous 2 years having been cancelled due to Coronavirus). Date set for 19/5/22. Venue: Pitstone Pavilion. Refreshments to be provided.
2. It was **RESOLVED** to concentrate on local updates from PPC, BC, TVP and local charities rather than invite external guest speakers this year. Buckinghamshire Councillors confirmed that they would be able to attend on this date. Invitation to be extended to TVP to provide a crime update plus Williamson Trust/Town Lands Charity.
3. It was **RESOLVED** that the draft agenda should include leisure updates (play space, skate park, pavilion, play equipment replaced etc); PDA update; charity updates (TLC/WT/Parish Charity); TVP; BC.

### 329/21 LOCAL HERITAGE LIST

It was noted that the project information had been circulated electronically for members of the public. It was **RESOLVED** to forward the information direct to the museum in case they wished to list the roller etc, and to National Trust.

The two Buckinghamshire Councillors departed the meeting.

### 330/21 ISSUES RAISED BY MEMBERS OF THE PUBLIC

1. It was noted that a request had been received in relation to open space land near Hever Close. This land is not within the ownership of the parish council, so the request has been passed to Taylor Wimpey / Buckinghamshire Council for consideration.
2. It was noted that a concern had been raised about parking too close to the junction at Crispin Field and Old Farm. It was **RESOLVED** to pass the information to Thames Valley Police and request their assistance.
3. It was **RESOLVED** to raise the issue of no line markings in Rushendon Furling with Buckinghamshire Council Development Management.
4. No other matters raised by residents.

## Financial Matters:

### 331/21 FINANCIAL MATTERS

#### 1. Quarterly consideration of grant applications

It was noted that no grant applications had been received. It was understood that several may be pending.

#### 2. Rushendon Furlong S106

Buckinghamshire Council advised that they were still reviewing any implications relating to S106 funds that were not specifically allocated to a site/project within their legal agreements.

#### 3. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC to refund £954.60 to PPC in relation to the 1-31/12/21 period.

#### 4. Financial Summaries and Expenditure

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

5. Internal Controls

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

6. Budget for 2022/23

The updated budget was reviewed.

- It was **RESOLVED** to budget for a total expenditure (including capital projects) during 2022/23 of £286,746.
- It was **RESOLVED** to budget for a revenue (excluding precept) during 2022/23 of £53,151.

7. Precept for 2022/23

It was **RESOLVED** to submit a precept demand of £161,000 to Buckinghamshire Council. This equates to £115.89 per year per band D property (an increase of £3.39 per household per year/3% over the previous year).

8. Annual Review of the Internal Controls and Internal Audit

It was **RESOLVED** to approve the Annual Review of Internal Controls & Internal Audit with no further amendments arising. The Chairman was duly authorised to sign on behalf of the council.

9. Internal Audit

It was noted that the requested in-year audit documents had been submitted to IAC Ltd.

## Reports & Other:

### 332/21 REPORTS

1. It was noted that 2 further streetlights on Cheddington Road had been reported for repair. Column 8 had since been determined to have no incoming power supply (arising from UKPN works to the pole) so had now been reported to UK Power for resolution.
2. It was noted that a number of streetlights within Castlemead had been reported to TW for repair.
3. The feedback provided by Cllr Saintey following the BMALC/BC Parish Liaison meeting was noted.
4. The feedback provided by the Clerk following the BC Clerks Forum meeting was noted.
5. It was noted that there had been no further changes to Coronavirus guidance.
6. It was noted that Pitstone Allotment Associated had advised that all the hedgerows had now been cut.
7. The other minor reports were noted but not discussed in detail.

### 333/21 OTHER

1. Date and Time of Next Meeting

It was **RESOLVED** to set the next full Parish Council meeting for 24 February 2022.

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

- Review contract for ground keeping of Recreation Ground for 22/23.
- Annual review of the Policy on the Reporting of Meetings of the Council.
- Review and update all car scheme policies
- PAA risk assessment.
- No other items were raised for inclusion.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 24/2/22, 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: 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.



- Annual Assembly: 19/5/22 7.30pm
- PPP Publication dates: April (briefing deadline 21/3/22), July (briefing deadline 2/6/22), October (briefing deadline 1/9/22), and January (briefing deadline 5/12/22).
- 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
- Party in the Park 16 July 2022.
- Play around the Parishes 10-12 on Thurs 18/8/22.
- Luton Rising (new name for London Luton Airport Limited) online meeting 1/2/22 ahead of statutory consultation – Cllr McCarthy attending
- BC Clerks Forum: 5/4/22.

**334/21 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 21.05. The member of the public departed.

**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.**

**335/21 PAVILION SITE PROPOSALS FROM P&IUFC/TSEL AND P&IJFC**

It was **RESOLVED** to postpone the discussion until the February meeting to enable more information to be collated.

**336/21 PITSTONE VOLUNTEER OF THE YEAR**

Following consideration of the nominations, the winner was determined. It was **RESOLVED** to accept the associated costs of frame certificate and £50 donation.

**337/21 CLOSURE OF THE MEETING**

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.22.

Signed: *D Nicholls*

Date: 27/2/22

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Chairman