

# PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 31 March 2022  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### 374/21 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chairman), Cllr Weber, Cllr Mrs Dragon, Cllr Heyman and Cllr Hawkins plus the Parish Clerk Mrs Eagling & Parish Assistant Mr Davies.

2. Apologies

It was **RESOLVED** to accept apologies for absence from Cllr Saintey (medical appointment), Cllr Blunt (unwell), Cllr McCarthy (alternative appointment), Cllr Mitra (health reasons) and Cllr Mrs Crutchfield (health reasons).

3. Absent

Cllr Kirk was absent.

6. Others present.

Buckinghamshire Councillors D Town & P Brazier. Mrs New re Brookmead grant. Mr S Bailey of TSEL.

Cllr Mrs Dragon was welcomed to the parish council and thanked for attending.

### 375/21 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.
- The Clerk expressed a pecuniary interest in the NJC salary scales & overtime, did not participate in the discussions and never has a vote.
- No other declarations nor dispensations were received.

### 376/21 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

Mr S Bailey provided an update on the current performance of the P&IUFC and their future ambitions.

### 377/21 BRING FORWARD OF AGENDA ITEMS

It was **RESOLVED** to bring forward two agenda items (grant request from Friends at Brookmead School and the sound absorbing panels for the pavilion) so that the representatives attending the meeting could depart after their items if required.

### 378/21 GRANT REQUEST FROM FRIENDS AT BROOKMEAD SCHOOL

The Chair of the PTA, Louise New, explained some background behind the foundation stage garden, the issues arising and the remedial works they hoped to put in place. Parish Councils are unable to fund works that are the responsibility of another government tier, in this case Buckinghamshire Council as Education Authority, and some questions around this issue were raised.

Buckinghamshire Councillors D Town and P Brazier agreed to make some enquiries with the Education Department and with the BC Community Board in the first instance, to determine if there is a more suitable funding route. Mrs New agreed to make enquiries with the school regarding the origins of the original garden funding & works specified.

Mrs New was thanked for attending and then departed the meeting.

### **379/21 SOUND ABSORBING PANELS FOR PAVILION**

3. It was **RESOLVED** to appoint SoundSorba to supply sound absorbing panels suitable for mounting onto the ceiling in the community room at the pavilion, approximate cost £996 + VAT.
4. It was **RESOLVED** to order Adobo colour to match the ceiling colour as closely as possible.
5. It was **RESOLVED** to compare costs of (a) 4 large panels + moving 2 PIR sensors and (b) 6 panels & no need to relocate the ceiling sensors.
6. It was **RESOLVED** to also approve installation of the panels by a local contractor.
7. Once installed, if the sound improvements were not sufficient, further panels could be considered for the walls.

### **380/21 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS**

Buckinghamshire Councillor Derek Town provided an update on the increase in children being offered their first choice of secondary school, the adoption of the new licencing policy (parish councils will now be notified of applications), private fostering, electric refuse vehicles, removal of illegally parked cars, grant support for struggling households, the prosecution of fly-tippers and the new protection for the Chiltern Beechwoods SAC.

Buckinghamshire Councillor Peter Brazier also provided an update on the council's support for Ukrainian refugees in the county.

### **381/21 MINUTES OF THE MEETING held on 24/2/22**

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 24 February 2022 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### **382/21 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): BC and TW liaising. Most TW remedials now complete (removal of advertising, 40mph post signs, some lighting issues and some extra remedials (including part of Warwick Road to be resurfaced) remaining) and BC hope to commence proceedings to adopt these areas with an eta now March. Will supply copy of adoption certificate once finalised. BC speed monitoring strips to follow in approx. 3 months (also requires highway to have been adopted) – BC to supply new contact details as previous person that offered the strips has now retired. Phase V of Castlemead & business park to follow later.
- 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. Lighting issues to continue to be reported to TW unless adoption certificate received, then report to BC.
- 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 road marking: query raised with Buckinghamshire Council. Traffic Management advise that policy prevents road markings at this location. Development Management to supply a copy of the policy.
- 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. 12 Still resolving sewerage issues, will be few months yet.
- 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 was approved by BC in Sept 2020. S106 also provides for maintenance monies (£tbc). Eta therefore Sept 2022.

- 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. See above, eta Oct 22. Bellway aware & preparing information.
- PDA: £74k towards enhancing existing local bus services (61 and 164) (asked BC to confirm what they intend to spend this on & how consulting) 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 car park: Illuminated car park will pass to the parish council along with the MUGA. Asked if column near vehicular access can be rotated 90 degrees to cover carriageway.
- PDA MUGA: Discussions continue with NKH and BC re remedial works. Playdale site visit 29/3/22.
- PDA commercial areas: NKH now submitted second set of planning applications to BC to try and convert use to residential.
- PDA open space: Transferring to "Ravensmoor (Pitstone) Management Co Ltd" and not Pitstone Parish Council. Asked for whole in fence between open space and PPC playground to be repaired.
- PDA public transport contribution: (£74,000.00) towards the enhancement of the existing local bus services through Pitstone (services 61 & 164). BC to confirm how they intend to spend these funds. Can't be used for community bus.
- 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, Queen Street and Albion Road carriageway resurfacing – complete  
Collapsed footpath in Queen Street - outstanding
- Marsworth Road resurfacing (no date visible)  
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 tightly drawn between them and the developers (advised that it is not progressing very fast). 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: Pitstone aspect of project being undertaken by local resident volunteer, 2026 deadline been abolished.
- 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 apply for approval by National Trust
- Parking restrictions near quarry – BC final adoption and response due shortly.
- 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.
- Party in the Park final documentation to be submitted June 2022

2. Within the scope of the parish council:

- Village web site: Cllr Nicholls creating Whistle Blowing/Safeguarding page.
- Community Bus investigation: Believe 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.
- Tennis/Netball/5-aside floodlit court: TLC to respond to the parish council.
- MUGA bins/litter – once facilities/land handed back to PPC may wish to consider additional litter bins for this location.
- Double lane practice cricket nets – (a) planning application awaiting determination (b) occupational licence with I&PUCC.
- Memorial Bench for Will Rutt, to be located at junction Glebe Close/Marsworth Road. VAHT granted permission. Residents advised. See agenda item.
- Volunteer PPP Editor – Editor currently exploring with Cllr Mitra.
- Gutter & kitchen protection at pavilion – being installed on 11/4/22.
- Bus shelters on Westfield Road – long term aspiration. TW previously refused permission. Revisit once BC adopted the highway.
- Additional trees on Recreation Ground – long term aspiration. Review once skate park and footways installed.
- PAA – long term aspiration for additional allotment land within the parish.
- Volunteer of the Year – to be presented to recipient at Annual Assembly.
- Pavilion building – all remedials undertaken, certificate issued and 12m retention payment released – project complete.
- Annual Playground inspections – booked, current eta 9/6/22.
- Please refer to Sports & Leisure Committee minutes for full list of S&L related Matters Arising.
- Pitstone Community Car Scheme – no resolutions required this month.
- Buckinghamshire Council open space – waiting for response/offer from BC.
- Pavilion proposals from P&IJFC and P&IUFC/TSEL – waiting for response from both parties.
- Town Lands Charity NDP land enquiry – waiting for response from the Charity. BC confirmed that purchase of the land, and the provision of extra sports facilities upon it, would be permissible projects for a drawdown of S106 funding from the PDA application (£216,584 available).
- NPower complaint – waiting for response from NPower. Billing currently suspended.

**383/21 CORRESPONDENCE**

The list of correspondence received was noted including the introductory letter from the new VAHT Neighbourhood Manager whose proposals were welcomed.

**Committee Matters:**

**384/21 PLANNING COMMITTEE**

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes of the committee meeting that took place on 10/3/22.

2. Application Consultations

12 Williamson Way; 22/00704/APP; householder application for conversion of existing garage into habitable accommodation including changes to fenestration. No objections were received as a result of the notification program. It was **RESOLVED** to advise BC that the parish council wished to tender no objection to this application.

3. Decisions notified by Buckinghamshire Council.

None were notified ahead of the agenda, but one has now been received relating to 78 Marsworth Road, which will affect Orchard Way. It was **RESOLVED** to convene a

planning committee meeting for 14 April 2022 ahead of the Sports & Leisure Committee meeting.

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), 1 Beacon Court, Plot C on Westfield Road, Morton House at 9 Beacon Court, cricket practice nets on Pitstone Recreation Ground, 33 Chequers Lane, 50 Albion Road, 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).

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

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 information currently received.

7. Other

- It was **RESOLVED** to check the status of the planning appeal for the PDA first application with the case officer as no initial paperwork had been received from the Planning Inspectorate.
- It was **RESOLVED** to check that the PDA case offer had uploaded the parish council comments to the planning portal.
- It was **RESOLVED** to note receipt of the new planning guidelines in relation to the Chiltern Beechwoods Special Area of Conservation. It was further **RESOLVED** to submit a further objection to the PDA applications based on these new guidelines.
- It was **RESOLVED** to submit the same list of potential S106 sports and leisure users to Buckinghamshire Council for consideration, should they be minded approving the PDA applications.

**385/21 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS**

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes of the committee meeting held on 10/3/22.

2. BT Analogue Switch Off

ACE have been unable to confirm if there are any implications for the parish council. It was **RESOLVED** to postpone any decision until BT could provide further information.

3. Roller Shutter service

It was **RESOLVED** to appoint Royal Industrial Doors to carry out the annual service of the roller shutters later this year. Approx. cost £195 + VAT. No service contract required.

4. Cold water at pavilion

- It was noted that Anglian Water were attending site on Monday to conduct water quality tests.
- It was noted that 2 x TMVs had failed. Enquiries being made with Ambivent as to whether still under guarantee. If not, it was **RESOLVED** to approve the quotation for replacement valves.

5. Tree works on the Recreation Ground

It was noted that the full quotation would follow next week, but to avoid delaying works further it was **RESOLVED** to approve the cost of minor remedial works to raise the bottom branches of the boundary trees by Groom Ground Maintenance so long as the cost was minimal. NB The parish council manages this land under its open space program on behalf of Pitstone Recreation Ground Charity.

#### 6. Summer renovation of football pitches

- It was **RESOLVED** to approve the works recommended by the sports & leisure committee for the 2 pavilion pitches ie approx. £5.5k for 20 x bags of fertiliser, 15 bags of grass seed and 30 tonnes of top dressing plus labour, to be undertaken by Groom Ground Maintenance. This will renovate the key areas only eg centre lines.
- No specific works required for the recreation ground pitch.
- Pavilion pitches to be closed from 22 May to 5 August inclusive, re-opening on 6 August. Clubs notified. No concerns raised.
- Mr Bailey asked if the pitch extension would be carried out at the same time. The parish council confirmed that the groundworks had already been completed. The goal sockets would be moved out to the extended point once the club were promoted to Step 6, to allow the ground sufficient time to bed in. P&IUFC were not moving to Step 6 next season and had not confirmed that they required the goal sockets moved this summer.

#### 7. Non-Domestic Rates

It was noted that Buckinghamshire Council had provided 100% small business relief to discount the rate bill (£2,020.95 for 2022/23) to zero.

#### 8. Weekday Parking Capacity at Pitstone Pavilion

- It was **RESOLVED** to respond to the applicant that the Parish Council would be willing to provide weekday parking capacity for approximately 10 vehicles at the pavilion.
- The applicant would need to be responsible for locking and unlocking the car park gate.
- Vehicles to be parked at the far ends of the car park, to leave the nearest parking spaces available for pavilion hirers.
- It was **RESOLVED** to enquire if the applicant had a particular hire fee in mind, but the Parish Council discussed and agreed the type of figure that they would find acceptable.

Buckinghamshire Councillors D Town and P Brazier departed the meeting.

#### 9. Ambivent Service Contract

It was **RESOLVED** to renew the annual service contract for the pavilion heating / water / air conditioning with Ambivent (cost £675 + VAT).

#### 10. Financial Summary for the Pavilion

It was **RESOLVED** to note receipt of the financial summary for the pavilion, along with the various cost/benefit profiles of the different hirer types.

### 386/21 **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. NJC Pay Award for 2021-22

It was **RESOLVED** to adopt the NJC pay award for 2021-22 (current financial year) increasing SCP32 from £18.58 to £18.90ph. It was noted that the back pay arising (£499.20) for the 1/4/21-31/3/22 period, would be processed in the April 2022 payroll.

#### 3. SCP Incremental Grade

It was **RESOLVED** that, as performance had been more than satisfactory, that the clerk would be granted the contracted one spinal column point increase with effect from 1/4/22. SCP33 equates to £19.53ph.

#### 4. National Living Wage

It was noted that the increased rate of National Living Wage (from £8.91 to £9.50) becomes effective 1/4/22. Council has previously **RESOLVED** to adopt. Applicable staff have been informed.

#### 5. New Councillor

It was noted that Councillor Mrs Amy Dragon had returned her Declaration of Acceptance of Office and Register of Interests. Welcome publicity has been issued. Cllr Dragon was warmly welcomed to the council.

6. PPP Vacancy

Editor currently exploring options with one individual. However, the council continues to promote this vacancy in the meantime.

7. Litter Picking Holiday Cover

- It was **RESOLVED** to enquire if the Facilities Manager might be willing to empty the Recreation Ground bins just for holiday cover, as other staff were unable to take on this extra duty.
- If this was not a feasibility, it was **RESOLVED** to explore options with local temp firms.
- See later minute re additional bins near the skate park / ball court.
- It was **RESOLVED** to review any need for additional staff at the next meeting.
- It was also **RESOLVED** to consider ways that we might be able to encourage users to use the recycling & refuse bins rather than drop their litter, perhaps in conjunction with CuriosiTea. Also see later minute re kids' competition.

8. Year End Payroll

It was noted that the year-end payroll statutory requirements were in hand and would be completed on schedule when the year ends on 5/4/22.

### Charity Matters:

**387/21 PITSTONE PARISH CHARITY**

It was **RESOLVED** to note receipt of the draft minutes of the charity meeting held on 24/2/22. No matters were referred to the parish council as local authority.

**388/21 PITSTONE RECREATION GROUND CHARITY**

It was **RESOLVED** to note receipt of the draft minutes of the charity meeting held on 24/2/22. No matters were referred to the parish council as local authority.

### Working Group Matters:

**389/21 YOUTH CAFÉ**

- It was noted that the Café Manger would be presenting to Year 6 at Brookmead on 6/4/22.
- It was **RESOLVED** to approve the purchase of a replacement sandwich toaster (approx. cost £30).
- It was **RESOLVED** to approve the commission of PAT tests for youth café equipment from Vita Electricals.

**390/21 PITSTONE DEVELOPMENT AREA**

1. 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.
2. It was noted that the Playdale site visit / survey had taken place on 29/3/22. Proposals and quotation to follow on 26/4/22.

Mr S Bailey departed the meeting.

### Other Matters:

**391/21 DEVOLVED SERVICES**

1. It was **RESOLVED** to issue a hedge cutting notice to 2 The Pightle re Vicarage Road as instructed by Transport for Bucks.
2. Wilder Grass Verges
  - The feedback and presentation meetings from BC's Creating Wilder Road Verges presentation on 17/3/22 was noted.
  - It was **RESOLVED** to make enquiries with existing three parish council grass contractors as to their ability to cut & collect any areas for the forthcoming year to identify possible trial sites.
  - It was **RESOLVED** to liaise with Maids Moreton parish council clerk, who is coordinating the parish response for interested parishes.

- It was **RESOLVED** to liaise with Christopher Anousis of BC who is heading up the wilder verges project about delivery options.

### 392/21 SKATE PARK AND CONNECTING PATHS

1. It was noted that installation was complete, and the skate park was open.
2. It was **RESOLVED** to try and schedule the skate park event for Saturday 23/4/22. 2-4.30pm. Beginner session 2.30-3 and girls only session 3.30-4. General/professional skaters at other times. Freebies. Competitions. Lessons. Approx. cost £200. Supported by local banners, posters and social media publicity approx. cost £150 + VAT.
3. It was noted that the area was seeing a huge uplift in litter which had generated some complaints. It was **RESOLVED** to purchase 2 x additional litter bins for the skate park / ball court area of the recreation ground, and further **RESOLVED** to upgrade these to joint litter/recycling bins. Approx. cost therefore in the region of £800 per unit.
4. It was **RESOLVED** to accept the kind donation of a memorial bench for Jake & Matt to be located on the recreation ground facing into the skate park. The parish council **RESOLVED** to meet the cost of the plinth, installation, and ongoing maintenance.
5. It was noted that the skate park and benches had been added to the insurance policy.
6. It was **RESOLVED** to write-off one old metal bench removed from the old play space area as part of the skate park construction.
7. It was **RESOLVED** to note receipt of the skate park project financial summary.

### 393/21 COMMUNITY BROADBAND / FIBRE TO PROPERTY

It was noted that this project was currently live. Deadline for expressions of interest 30/4/22. Weekly reminders to be posted to social media.

### 394/21 HIGHWAYS

1. Pitstone and Ivinghoe Safety Scheme works by Brookmead School

Cllr Weber provided feedback from the presentation held on 23/3/22. It was noted that Head of Highways had declined the advisory 20mph zone. It was noted that discussions continued regarding the style of the bollard – IPC to provide further information. The drawings for the area had now been received and could be issued to residents / via social media in conjunction with IPC.

2. TfB Stakeholder Event 22/3/22

It was **RESOLVED** to note the feedback relating to winter gritting, extent of their estate, progress with the new contract etc.

3. LED Streetlight Rollout for 2022/23

Cllr Weber declared a non-pecuniary interest as a resident of Cheddington Road.

It was **RESOLVED** to continue the 19W roll out by converting all Cheddington Road and as many of Vicarage Road as the £7k budget for 22/23 will permit during the forthcoming year. L&T to advise if they believe any specific locations would benefit from 29W.



#### **395/21 CONSULTATIONS**

1. It was **RESOLVED** that no response was required to the Luton Rising consultation about the expansion of Luton airport passenger numbers.
2. It was **RESOLVED** that no response was required to The Boundary Commission consultation on proposed constituencies.
3. It was **RESOLVED** to respond to NALC smaller councils' body and request that they continue to pursue the option of remote/dual council meetings for our sector.

#### **396/21 POLICIES**

1. It was **RESOLVED** to approve the annual review of the Investment Policy. The Chairman was duly authorised to sign on behalf of the council.
2. It was **RESOLVED** to approve the annual review of the Guide to Information Available and associated charges. The Chairman was duly authorised to sign on behalf of the council.
3. It was **RESOLVED** that the Major Projects Leaflet was not currently required as all the major housing developments had been completed and the information was freely available on the website.
4. It was **RESOLVED** to approve the annual review of the Environmental Policy. The Chairman was duly authorised to sign on behalf of the council.
5. Asset Register review to carry forward to the next meeting.

#### **397/21 SUBSCRIPTIONS**

It was **RESOLVED** to renew the annual membership to Community Impact Bucks / Community Buildings Network (£65).

#### **398/21 PITSTONE PARISH POST**

1. It was **RESOLVED** to approve the parish council submission for the forthcoming edition of Pitstone Parish Post.
2. It was **RESOLVED** to note receipt of the financial summary for PPP.

#### **399/21 CHILDREN'S COMPETITION**

- It was **RESOLVED** to run a Keep Pitstone Tidy poster campaign – promoting anti-littering and anti-dog fouling. Posters to be erected around the recreation ground, open space, and key roads. Winners to receive a copy of their printed posters & a certificate. Involve the school & local clubs.
- It was **RESOLVED** to remove the historic temporary anti-speeding signs erected after the last children's competition.

#### **400/21 ANNUAL PARISH ASSEMBLY - 19/5/22**

It was **RESOLVED** to amend the agenda to schedule the tea break after the MP had spoken, then to print and supply for distribution with PPP.

#### **401/21 JUBILEE**

1. It was **RESOLVED** to approve the request from I&P Women's Institute for them to be able to decorate features around the village eg recreation ground, and further **RESOLVED** to ask that they include the pavilion/front tree.
2. It was **RESOLVED** to order a platinum plaque to be mounted above the entrance to the function room, rededicating this as The Platinum Room to commemorate the jubilee.
3. It was **RESOLVED** to order the Maple to plant in front of the pavilion as part of the Queens Green Canopy (approx. £100 + VAT). Cllr Hawkins volunteered to assist with the planting. It was further **RESOLVED** to purchase the associated commemorative plaque with mounting spike (£35.50 + VAT).

#### **402/21 HEDGEHOG HIGHWAY**

It was **RESOLVED** to participate in the HedgeHogsRUs Hedgehog Highway project and purchase 1 x box of 50 hedgehog highway surrounds with explanatory leaflet, which should be sold to members of the public for £5 per unit. Further boxes to be ordered if demand is high. Cost £150 per box + postage.

#### 403/21 INFORMATION PANELS FOR LOCAL WILDLIFE SITE

The council was delighted to have been awarded a £2,500 grant from the Community Board towards the cost of 4 information panels for the main entrances to the Local Wildlife Site off Westfield Road. It was **RESOLVED** to accept the associated terms and conditions.

#### 404/21 ISSUES RAISED BY MEMBERS OF THE PUBLIC

1. It was **RESOLVED** to note the response from Buckinghamshire Council (BC) declining permission for additional trees at the end of Hever Close. BC raised concerns about anti-social behaviour if a bench was installed so close to the properties and requested evidence of need and support from all the residents, PPC and TVP before they would consider this further. The Parish Council offered to carry out the necessary consultation. The resident has not requested that this is progressed. Therefore no further action to take at present.
2. It was noted that VAHT were unable to provide any funding towards the bench for the end of Glebe Close but had approved the location of one here. It was noted that the family of Mr W Ruck would very much like to locate their memorial bench at this location, as he very much enjoyed admiring the hills, and will fund the bench. The Parish Council had advised all 6 of the closest properties about the proposal and only 1 objection has been raised. It was therefore **RESOLVED** to progress with the location of a memorial bench to Mr W Ruck at this location. It was further **RESOLVED** that the parish council would meet the cost of the concrete plinth, installation of the bench and ongoing care & maintenance.
3. No other matters raised by residents to be tabled on the next agenda.

#### Financial Matters:

#### 405/21 FINANCIAL MATTERS

1. Chairman's Expenses  
It was noted that the Chairman would not be submitting any year-end expenses for the 2021-22 financial year.
2. Rushendon Furlong S106  
Still waiting for confirmation from Buckinghamshire Council of any implications relating to S106 funds that were not specifically allocated to a site/project within their legal agreements.
3. Staff Overtime  
It was **RESOLVED** to approve the payment of 40 hours of overtime for the parish clerk incurred during February. It was noted that no overtime had been required by the Parish Assistant during February.
4. VAT Return  
It was noted that the monthly VAT return had been submitted. HMRC to refund £26,647.42 to PPC in relation to the 1-28/2/22 period (high due to the skate park payments).
5. Financial Summaries and Expenditure  
The bank reconciliation, financial summary, confidential salary payments, pavilion & allotment monthly summaries, skate park project financial summary, pavilion 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.
6. Internal Controls  
It was noted that the Internal Controls had been undertaken with no issues or actions arising.
7. Year End 'Internal' Audit  
It was **RESOLVED** to note receipt & approve the terms of engagement issued by IAC Ltd. Council is in a long-term agreement with this partner.

#### Reports & Other:

#### 406/21 REPORTS

1. Cllr Nicholls provided feedback from the Windmill Preschool Open Day held on 12/3/22.

2. It was **RESOLVED** to note receipt of the latest PAA risk assessment. No matters had been referred to the parish council for consideration.
3. It was noted that 1 allotment tenant had surrendered their plot. A new tenant would be notified to the parish council by PAA in due course.
4. 16 street light issues, broken tree and broken road sign reported to Taylor Wimpey. 1 non-operational streetlight by Delicious Meals reported to TFB (40189468)
5. The other minor reports were noted but not discussed in detail.

#### 407/21 OTHER

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

It was noted that the next full Parish Council meeting would take place on 28 April 2022.

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

- Year End reconciliation of S106 account and transfer of associated funds.
- Year End review of funds to be held in NatWest reserve account plus transfer of associated funds.
- First draft of year-end figures
- First draft of Annual Report for council.
- First draft of Annual Return, Year End Accounts and Year End Report
- First draft of Trustees Annual Report and Accounts, plus Annual Returns, for Pitstone Parish Charity and Pitstone Recreation Ground Charity
- Quarterly grant application consideration
- Annual check of all electronic banking payment details held for suppliers etc.
- Review and re-issue occupational licence to P&IUCF for pavilion
- Renew membership to Action 4 Youth
- Annual review of community self-help plan
- Annual review of pavilion terms and conditions of hire
- No other items were raised for inclusion.

##### 3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 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: 14/4/22, 5/5/22 (one week early), 9/6/22, 14/7/22, 11/8/22, 8/9/22, 13/10/22, 10/11/22 and 8/12/23.
- PPP Publication dates: April, 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.
- BC Clerks Forum: 5/4/22 – Parish Clerk
- Community Building CIB Zoom Session 26/4/22 12-1.30 – Parish Clerk
- Community Led Housing Collaborative Housing Zoom Briefing 5/4/22 – Cllr Weber.

**408/21 CLOSURE OF THE MEETING**

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 22.28.

Signed: *D Nicholls*

Date: 30/4/22

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Chairman