

PITSTONE PARISH COUNCIL

Minutes of the Annual Meeting of Pitstone Parish Council held on 26 May 2022
at Pitstone Pavilion commencing at 7.30pm

General Matters:

27/22 TO ELECT A CHAIR FOR THE FORTHCOMING YEAR

There being no other nominations, Cllr Nicholls was duly elected as Chairman for the forthcoming year. Cllr Nicholls completed the associated Declaration of Acceptance of Office, which was duly countersigned by the Clerk.

28/22 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies

It was **RESOLVED** to accept apologies for absence from Cllr Mrs Dragon, Cllr Heyman and Cllr Blunt (all with work commitments) plus Cllr Mrs Crutchfield (for health reasons).

3. Others present.

Buckinghamshire Councillor D Town plus one member of the public.

29/22 TO ELECT A VICE CHAIRMAN FOR THE FORTHCOMING YEAR

It was **RESOLVED** to appoint Cllr Saintey as Vice Chairman for the forthcoming year.

30/22 TO APPOINT A CO-OPTED MEMBER TO FILL VACANCY

It was noted that no byelection had been called and the parish council was free to co-opt.

It was noted that several applications had been received for the role. It was **RESOLVED** to arrange interviews over the forthcoming few weeks and postpone electing a member until the June meeting.

31/22 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 overtime, did not participate in the discussions and never has a vote.
- No other declarations nor dispensations were received.

32/22 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled by the member of the public.

33/22 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Derek Town talked through his report, which would also be published on the website and via social media.

Cllr Town also answered questions on enforcements, planning changes, brownfield sites and the Buckinghamshire Council owned land by The Crescent.

34/22 MINUTES OF THE MEETING held on 28/4/22

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 28 April 2022 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

35/22 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:
 - Traffic monitoring pneumatic strips installed 6/5/22. Remained in place for 7+ days and were then uplifted. Data will be analysed via BCs database, with results then supplied.
 - Westfield Road grass verges. TfB confirmed that maintenance will be carried out by TfB during the current season for the areas they have adopted. Details added to their urban grass cutting programme and will be undertaken next time their contractors are in Pitstone. Pitstone PC may be able to undertake this for subsequent seasons, as part of any updated devolved service offering.
 - BC and TW liaising. Most TW remedials now complete (removal of advertising, 40mph post signs, some lighting issues and some extra remedials (inc part of Warwick Road to be resurfaced) remaining).
 - Phase V of Castlemead & business park to follow at a later date.
 - TW to provide update on transfer of business park grass slope opposite Dover Close now highways extent adopted.
- 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. Complications arising from legal charge in favour of Sancem Group which have yet to be resolved and classified as exempt disposals by TW/Sancem. Chase again in November 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 was approved by BC in Sept 2020. S106 also provides for maintenance monies (£tbc). Eta therefore Sept 2022. Bellway producing legal documents via Land Registry etc.
- 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) – BC investigating options over the summer (including possible route to Tring station) and will revert to PPC in the autumn. £37k contribution to Pitstone Safety Scheme.
- PDA Lighting: The Parish Council has approved the one column on Vicarage Road opposite the new entrance. 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. Column near vehicular access now rotated 90 degrees to cover carriageway.
- PDA MUGA: Discussions continue with NKH, BC and Playdale re remedial works.
- PDA commercial areas / conversion to residential: NKH escalating first planning application to Planning Inspectorate on grounds of non-determination, no papers yet provided by the PI. NKH's second set of planning applications remain outstanding with BC.
- 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)
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: BC advised unable to progress until Ivinghoe Freight Strategy implemented.
- Safety Scheme works along Marsworth Road: BC advised unable to progress until Ivinghoe Freight Strategy implemented.
- B489 derestriction of B-road and 7.5 tonne limit: BC advised that this could not be considered until the proposed Ivinghoe freight strategy has been implemented.
- Cycle Path to Tring station (HCC/CRT/BC): Still under investigation by HCC/BC/CRT.
- 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.
- 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
- Party in the Park final documentation to be submitted June 2022
- Brookmead School/FAB grant request: Buckinghamshire Councillors to investigate options and respond
- Rushendon Furlong 'un-ringfenced' S106 – no further confirmation from Buckinghamshire Council but this issue was discussed at the Parish Liaison meeting and is now being investigated.
- Whistlebrook: BC Cllr Peter Brazier working with Brookmead school and Ivinghoe parish council re clearance of the trees. Grant application submitted to BC community board.

1. 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 (tbc) of funds that were unused from the shelter/rtpi project. Therefore approx. £17k available from BC. Tring TC still working with HCC re an 'on demand' community bus, who may request the parishes to coordinate a survey drop.
- Community Car Scheme: staff member held recruitment stand at the Annual Assembly – 3 potential new volunteers. Producing a double-sided leaflet appealing for volunteers for both the car scheme and the youth café.
- Double lane practice cricket nets – (a) planning permission granted by BC. Now working with I&PUCC to determine final order requirements etc. (b) occupational licence still being negotiated with I&PUCC.
- Memorial Benches x 2 – now received. Installation eta 2 weeks.
- Dual litter/recycling bins x 2 – ordered. Awaiting delivery. Eta w/c 6/6/22.
- Volunteer PPP Editor – Editor currently exploring with Cllr Mitra.
- Bus shelters on Westfield Road – long term aspiration. TW previously refused permission. Raised new enquiry with BC now they have adopted the highway. BC to advise if (a) can grant permission (b) if can contribute to the cost (c) if Community Board grant might be available.
- Additional trees on Recreation Ground – long term aspiration.
- PAA – long term aspiration for additional allotment land within the parish as waiting list increasing.

- PAA – new tenant identified for surrendered raised beds. Tenancy agreement issued.
- Buckinghamshire Council potential open space – still chasing response/offer from BC.
- Pavilion proposals from P&IJFC and P&IUFC/TSEL – in progress with both parties. Waiting for written confirmation from both clubs.
- Town Lands Charity NDP land enquiry – the Charity are researching and will respond in due course. 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).
- LED roll out – 14 lanterns booked which will replace all SOX/SON/PLT lanterns in Cheddington Road and Vicarage Road with 19W LED. L&T advised that there would be no benefit to increasing the wattage as the wooden poles were too far apart. Leadtime approx. 6-8 weeks.
- Weekday parking at pavilion – applicant negotiating with landlord of local building. Will revert to PPC in due course.
- Youth Café – 50 young people attending each week. Café Manager will work with the attendees over the course of the last term to identify any equipment required and a funding plan.
- Jubilee – WI to yarn bomb the village. Commemorative “Acer Freemanii ‘Autumn Blaze’ tree planted at pavilion and tree plaque in situ. Details to be uploaded to the Queens Green Canopy website once registration opens again in October. Room plaque on order, finalising proof with supplier.
- Hedgehog Highway Surrounds – Still plenty of units for sale.
- Information Panels for Wildlife Site – the Environmental Records Office have offered to come out and resurvey the site so that they can update their records and provide the best advice on what to put on the signs. A local entomologist has volunteered to assist. Eta mid-June.
- NPower/unmetered electricity complaint – ongoing.
- Please refer to Sports & Leisure Committee minutes for full list of S&L related matters.

36/22 CORRESPONDENCE

The list of correspondence received was noted, including the offer from the local entomologist. Cllr Saintey advised that Ricky Harrington from Ivinghoe Aston may also be a good contact to survey butterflies.

Annual Meeting Matters:

37/22 STANDING DISPENSATIONS

It was **RESOLVED** to continue with the standing dispensations currently contained within the Code of Conduct, for the forthcoming year, namely:

“7.3 The following Standing Dispensations have been adopted and will remain in place until the next election unless otherwise resolved:

7.3.1 Where there is an interest common to the majority of inhabitants of the Parish

7.3.2 Where an interest is so remote that it is not likely to prejudice your judgement of the public interest

7.3.3 When setting the council tax/precept

7.3.4 Interests arising from posts within the authority

7.3.5 Interests arising from membership of a body to which the authority has appointed or proposes to appoint you (where dispensation exists to discuss but not vote)

Council also has standing declarations relating to the affairs of the Pitstone Parish Charity and Pitstone Recreation Ground Charity, for whom the parish council as corporate body is sole trustee.”

38/22 KEY POLICIES

It was **RESOLVED** to adopt the following key policies following their annual review:

continue with the standing dispensations currently contained within the Code of Conduct, for the forthcoming year, namely:

- The Code of Conduct (based on the Buckinghamshire Council code)
- Standing Orders (based on the new NALC template)
- Financial Regulations (based on the NALC template)
- Risk Management Policy and Risk Assessment

The Chairman was duly authorised to sign on behalf of the council.

39/22 COMMITTEE STRUCTURE, APPOINTMENTS AND TERMS OF REFERENCE

1. Structure

It was **RESOLVED** to continue to operate the following committees:

- Planning (ad hoc, as required by Buckinghamshire Council)
- Staffing (ad hoc, approx. once per quarter)
- Sports and Leisure (monthly)
- Pitstone Parish Charity (as necessary)

The was **RESOLVED** to continue to operate the following working parties:

- Pitstone Development Area
- Youth Café

2. Appointments

The following appointments were made to committees and working parties:

- Planning Committee – It was **RESOLVED** to appoint Cllr Weber as Chair, Cllr Hawkins as Vice Chair, and the following ordinary members: Cllr Mrs Crutchfield, Cllr Blunt, Cllr Nicholls.
- Staffing Committee – It was **RESOLVED** to appoint Cllr Blunt as Chair, and the following ordinary members: Cllr Saintey and Cllr Nicholls.
- Sports and Leisure Committee - It was **RESOLVED** to appoint Cllr Saintey as Chair, Cllr Weber as Vice Chair, and the following ordinary members: Cllr Mrs Crutchfield, Cllr Hawkins, Cllr Heyman and Cllr Nicholls.
- Pitstone Parish Charity Committee - It was **RESOLVED** to appoint Cllr Nicholls as Chair, and the following ordinary members: Cllr Mrs Crutchfield and Cllr Hawkins.
- Pitstone Development Area Working Party – It was **RESOLVED** to appoint Cllr Saintey, Cllr Heyman and Cllr Blunt.
- Youth Café Working Party – It was **RESOLVED** to appoint Cllr Saintey, Cllr Heyman, Cllr Mitra and Cllr Nicholls to attend the café on a rotational basis, plus Cllr Mrs Crutchfield to also participate in meetings with the Café Manager.

It was **RESOLVED** to make the following appointments to outside bodies:

- Pitstone Memorial Hall Charity – Cllr Mrs Crutchfield
- Buckinghamshire Council Community Board & Sub-Groups – Cllr Saintey, Cllr McCarthy and Cllr Mrs Crutchfield
- AVALC – Cllr Saintey
- BALC / BC Parish Liaison – Cllr Saintey and Cllr McCarthy

It was **RESOLVED** to make the following appointments for members who investigate/review matters and submit recommendations to the council:

- Pitstone Hill – Cllr Saintey
- Allotment Officer – the Clerk
- Footpaths – Cllr Mitra and Cllr Hawkins
- Web Site – Cllr Nicholls
- Waste and Minerals – Cllr Blunt

3. Committee Terms of Reference

It was **RESOLVED** to continue with the following Terms of Reference for the committees:

a. Planning Committee

This committee meets once per month if required depending upon the number and timing of deadlines imposed by the planning authority.

- i. The committee has delegated power to determine standard applications (eg extensions) and advise BC on the outcome of their decision on behalf of the Parish Council. Any correspondence relating to such applications will be circulated to relevant committee members.
- ii. For applications of 5+ developments / where development may be contentious / unusual, full council to be summoned to attend the meeting. Any correspondence relating to such applications to be circulated to full council.
- iii. Meetings must be open to the public and advertised in the same manner as a council meeting.
- iv. The committee has no delegated spending power.
- v. If any planning committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

b. Sports and Leisure Committee

This committee meets monthly and considers all sports & leisure related issues eg management and development regardless of the site, creation of NEAP by Recreation Ground, management of play space, football pitch allocation, village green etc.

- i. The Committee has delegated power to manage all day-to-day decisions, taking advice from external representatives on the committee, as necessary.
- ii. The committee has delegated power in line with Financial Regulation 4.1, up to £5,000.
- iii. All items of major expenditure or decisions of a strategic nature (such as final approval of capital projects towards the redevelopment of the pavilion site) would require referral back to full council for consideration and approval.
- iv. All correspondence relating to sports and leisure matters to be circulated to members of the committee.
- v. Meetings must be open to the public and advertised in the same manner as a council meeting.
- vi. If any sports & leisure committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

c. Staffing Committee

To be convened, when necessary, generally quarterly.

- i. The committee has delegated power to determine routine staffing matters such as holiday leave/cover, training, sickness, appraisals, pensions, PAYE/NI, overtime etc.
- ii. Meetings must be advertised and minuted in the same manner as a council meeting, but public may be excluded for privacy reasons.
- iii. No member of staff should be present at Staffing Meetings but may be requested to submit a report.
- iv. The committee has no delegated spending power over-and-above matters related to staffing.
- v. Final decision on appointments should be referred to full council for approval.
- vi. If any staffing committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

d. Pitstone Parish Charity Committee

- i. The parish council as a corporate body is sole trustee to this charity.
- ii. To preserve integrity, Council manages the affairs of the charity via a committee.

- iii. The committee has delegated power to make day-to-day decisions.
- iv. Charity meetings do not need to be open to the public and only trustees should attend.
- v. If any parish charity committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

40/22 DELEGATION ARRANGEMENTS

It was **RESOLVED** to continue with the following delegation arrangements:

- The clerk has delegated power to incur expenditure on office stationery, equipment, sundries, consumables (eg sacks for litter pickers), training or reference books as deemed necessary; timely maintenance requirements for property & assets eg replacement roof tiles at the pavilion or playground repairs, DBS checks, plus emergency expenditure on behalf of the parish council up to a value of £500 (eg to clear fallen trees). Any expenditure incurred under the last two categories should be reported to council at the earliest opportunity.
- The pavilion cleaner and litter pickers have delegated authority to incur minimum expenditure on replacement gloves etc.
- Delegated Powers
The council has accepted devolved powers from BC to undertake grass verge maintenance, right of way maintenance and minor works.

41/22 ELECTRONIC DISTRIBUTION OF MATERIALS TO MEMBERS

It was **RESOLVED** to continue with the following:

All information to be disseminated electronically unless a member specifically requests a hard copy of a specific document via the clerk, in which case it will be home delivered. Magazines/periodicals are available for circulation and can be collected when attending a meeting or via arrangement with the clerk.

Committee Matters:

42/22 PLANNING COMMITTEE

1. Minutes

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

2. Application Consultations

None notified by Buckinghamshire Council.

3. Decisions notified by Buckinghamshire Council.

- Single storey rear extension - 33 Chequers Lane - 22/00598/APP - Approved by BC.
- Single storey front extension - 50 Albion Road - 22/00618/APP – Approved by BC.
- Single storey front extension to existing industrial unit - 1 Beacon Court - 21/04209/APP - Approved by BC.
- Display of 2 fascia signs - Morton House, 9 Beacon Court – 22/00078/AAD - Advert Consent granted by BC.

It was also **RESOLVED** to note the submission regarding 'Appropriate Assessment' re Chiltern Beechwoods re Marsworth Road/Orchard Way development of 1 additional new dwelling.

4. Applications outstanding with Buckinghamshire Council.

Rear of the Bell (Haldi), Land to The South of Marsworth Road and The West Of Vicarage Way (PDA both commercial areas), Plot C on Westfield Road, 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), The Cottage on Cheddington Road, 16 Rushendon Furlong and 78 Marsworth Road (affecting Orchard Way).

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 approve attendance for Cllr Weber on “How to Review your Neighbourhood Plan Policies” BALC training course on 7/7/22 (£70).

43/22 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 5/5/22.

2. P&ICU FC

It was noted that the above club had confirmed that they would not be fielding a team for the forthcoming season.

3. Graffiti

It was **RESOLVED** to continue to remove all instances of graffiti on council owned property as soon as possible, and review on a monthly basis.

4. Air Conditioning Filters

It was **RESOLVED** to approve the annual replacement of the air conditioning filters at the next Ambivent service visit (£70 + VAT).

It was **RESOLVED** to investigate the installation of a short section of raised platform in the loft void to improve access to the filter system equipment.

5. Skatepark track renovations

It was **RESOLVED** to ratify the purchase of 60/40 mix topsoil to complete the track renovations (£615 + VAT) plus labour cost for the groundkeeper to apply (£185 + VAT).

It was noted that all the stones had been raked off and were currently stored in 4 grab bags, approximately 0.5 tonne in each. It was **RESOLVED** to enquire if PAA required any stones for track renovation, if not, to temporarily locate them at the dis-used mound area at the pavilion. Cllr Hawkins volunteered to help move the stones to the necessary location.

6. Pavilion summer renovation

It was noted that the groundkeeper had changed the soil mix for the pavilion from 50/50 to 60/40 (soil/sand).

7. Recreation Ground fence

It was **RESOLVED** to install 3 additional fence supports on the section of Vicarage Road Recreation Ground fence where 3 panels are now wobbly (approx. £200).

44/22 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. Next meeting convened for 15/6/22.

Charity Matters:

45/22 PITSTONE PARISH CHARITY

It was noted that no meeting had taken place during the month, so no minutes/report was due.

46/22 PITSTONE RECREATION GROUND CHARITY

It was noted that no meeting had taken place during the month, so no minutes/report was due.

Working Group Matters:

47/22 PITSTONE DEVELOPMENT AREA

It was noted that comments had been submitted to Playdale on their draft proposals. Awaiting response.

Other Matters:

48/22 DEVOLVED SERVICES

It was **RESOLVED** to approve the charity event request for a permit to erect a banner on the recreation ground fence by the roundabout for Alice in Wonderland at Pitstone Church. Normal Buckinghamshire Council conditions to apply.

49/22 ANNUAL ASSEMBLY

It was noted that the Pitstone Annual Parish Assembly had taken place on 19/5/22. No issues had arisen that required consideration by the parish council.

50/22 COMMUNITY BROADBAND / FIBRE TO PROPERTY

Deadline for expressions of interest expired on 30/4/22. Approximately 30% of eligible properties responded. Data being input and submitted to Openreach.

51/22 CHILDREN'S COMPETITION

Deadline for submissions is 6/6/22. Posters in noticeboards. Banners at the Recreation Ground and Pavilion. Entry forms provided to Brookmead. Reminders being issued by social media on a weekly basis.

52/22 HIGHWAYS

1. Pitstone and Ivinghoe Safety Scheme works by Brookmead School

It was **RESOLVED** to note the latest consultation response, and the subsequent reply from Buckinghamshire Council/TfB.

It was noted that the Parish Council had enquired again whether the Keep Clear on Orchard Way could be repainted as part of the scheme.

It was **RESOLVED** to note the response from Brookmead school re writing to parents and re-launching the walk-to-school initiative.

It was **RESOLVED** to note receipt of the revised project timetable from Buckinghamshire Council.

2. mVAS

It was **RESOLVED** to return the two mVAS units back into normal rotation, now that the Westfield Road amendments and the Buckinghamshire Council pneumatic strips had both been actioned. Other residential roads have been without any monitoring for over a year whilst both units were deployed to Castlemead.

3. Community Speed watch

It was **RESOLVED** to re-appeal to residents to see if there was any interest in setting up a community speed watch scheme now that Westfield Road has (partly) been adopted and could therefore be included.

53/22 SUBSCRIPTIONS

It was **RESOLVED** to renew the annual membership to Action4Youth (£100 per annum).

54/22 NOTICEBOARDS

1. It was **RESOLVED** to approve the extent of annual noticeboard maintenance / renovation to be undertaken by staff (approx. £100 + VAT for materials).

2. It was **RESOLVED** to approve the repairs required to the Windsor Road noticeboards following the vandalism (£350).

55/22 PITSTONE PARISH POST

It was noted that the briefing deadline had been moved to early July, so this item was moved to the June agenda.

56/22 STREET LIGHTING

1. It was **RESOLVED** to approve the quotation (£1596 + VAT) from Lamps & Tubes Illuminations to carry out the structural tests on columns falling due for review this year.
2. It was **RESOLVED** to report the column outside Pitstone Memorial Hall as non-operational and requiring repair.

57/22 LOCAL EVENTS

It was **RESOLVED** not to participate at the Ivinghoe Fete or Party in the Park this year.

58/22 INSURANCE

It was **RESOLVED** to approve the renewal of the annual insurance policy with Ecclesiastical via Arthur J Gallagher broker (£5,378.20). Council is engaged in a long-term agreement, so no market comparison required. Cover values have been checked and amended where necessary.

59/22 ISSUES RAISED BY MEMBERS OF THE PUBLIC

1. Freedom of Information (FOI) request

It was noted that a resident had submitted a Freedom of Information (FOI) request re raw data for Westfield Road mVAS in 2022. Parish Council raw data collated for response. The pdf reports already available on our website.

It was noted that the resident had also requested the Buckinghamshire Council pneumatic strip data in raw format, and the resident will be advised to contact Buckinghamshire Council as data owner. The parish council is not in receipt of this data.

2. Other

No other matters raised by residents for consideration or to be tabled on the next agenda.

Annual Review of Financial Affairs:

60/22 DIRECT DEBITS AND STANDING ORDERS

It was **RESOLVED** to continue with the following direct debits:

- utility provision (water (at allotments and pavilion), gas, electric and unmetered electricity, IMServe elec meter costs)
- financial services (NEST, credit card and bank charges)
- software subscriptions (Sage accounting and payroll, Office 365, 1password)
- telephony (Sipgate for clerk, assistant & Covid-19; Clicksend for car scheme; mobile phone for Facilities Manager)
- refuse & recycling bin hire & emptying at the pavilion site

It was noted that the parish council did not operate any standing orders.

61/22 PAYMENTS ARISING AS A RESULT OF CONTINUING CONTRACT, STATUTORY DUTY OR OBLIGATION

It was **RESOLVED** to continue with the following:

- employment matters eg staff contracts/payments, PAYE/NI, NEST
- HMRC VAT
- part-spent contracts for utilities, telephony etc
- rolling contract with Lamps & Tubes Illuminations for street light maintenance
- rolling contract with Groom Grounds Maintenance for ground keeping at pavilion
- part-spent contract with Groom Grounds Maintenance re ground keeping at village green
- part-spent contracts with J Leonard Ltd and Ross Lawry Agricultural Services to fulfil devolved services
- rolling agreement with J Leonard to move mVAS units
- rolling agreement with R Haynes re bus shelter cleaning
- use of Almar (Tring) Ltd to print PPP
- part-spent contract with Roll In, to supply Youth Café Management services

- part-spent contract with Buckinghamshire Council re dog bin emptying
- use of Horwood & James solicitors as/when required
- long term agreement re Arthur J Gallagher/Ecclesiastical re insurance
- long term agreement with IAC re internal audit
- part-spent contract with Tanswell Technology for IT services at the pavilion
- part-spent contract with Buckinghamshire Council for bin hire and emptying at the pavilion
- maintenance contracts with ACE re technology and with Ambivent re heating/water at pavilion
- 12m retention fee with Bendcrete falling due in Spring 2023
- Software/password subscriptions/licences etc

Buckinghamshire Councillor Town departed the meeting.

62/22 BANK ACCOUNTS AND CREDIT CARD

It was **RESOLVED** to continue with the following bank accounts, with no mandate changes arising:

- Unity Trust current account. Main account. Electronic banking with the clerk raising payments and any two councillors individually approving online before payment released. Cheques optional, signed by two councillors.
- Nat West current account. NatWest maintain at £10 balance. Cheques only. At least 2 councillors must sign cheque.
- Nat West reserve account. Linked to Nat West current account. Transfers can only be made into the NatWest current account where normal signatory rules apply to associated cheques. Clerk and Chairman to both sign any transfer requests. Holds reserves and accruals.
- Nat West S106 reserve account. Transfers can only be made into the NatWest current account where normal signatory rules apply to associated cheques. Clerk and Chairman to both sign any transfer requests. Holds S106 maintenance funds for Hever Close play area only.

It was **RESOLVED** to continue with the following credit card, with no mandate changes arising:

- Lloyds Bank multi-payment card through Unity Trust Bank. Direct debit in place to clear full balance at end of each month. Only the clerk to hold a card. Card to only be utilised for purchases where no invoice can be issued eg online shopping for refuse sacks or Amazon.

It was noted that the council does not hold long-term investments or bonds.

63/22 BACS

It was **RESOLVED** that all payments should continue to be enacted by BACS whenever possible, with the Clerk only permitted to raise payments and two other councillors required to authorise online transactions before being processed by Unity. In exceptional circumstances payments can be issued by cheque eg Volunteer of the Year, requiring signature of cheque and counterfoil by 2 members of council.

64/22 GENERAL POWER OF COMPETENCE

It was noted that the council's ability to utilise the General Power of Competence (GPC) would remain in place until after the next election.

Annual Reporting and Audit:

65/22 INTERNAL AUDIT 2021-22

1. It was **RESOLVED** to note the conclusion of Internal Audit by IAC Ltd.
2. It was **RESOLVED** to note IACs Annual Internal Audit, accompanying report and observations.
3. It was noted that the bank statement has now been supplied by NatWest and forwarded to IAC, and that the typographical error has been amended. No other issues identified.

66/22 ASSET REGISTER

It was **RESOLVED** to approve the closing asset register for 2021/22 and the Chairman was duly authorised to sign on behalf of the council.

67/22 REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL

It was **RESOLVED** to approve the review of effectiveness of internal control, with no amendments required, and the Chairman was duly authorised to sign on behalf of the council.

68/22 ANNUAL ACCOUNTS 2021-22

1. Annual Governance Statement 2021/22 (Section 1 of AGAR)
 - Having undertaken the Review of Effectiveness of Internal Control and reviewed the Annual Government Statement, it was **RESOLVED** to approve the Annual Governance Statement.
 - It was further **RESOLVED** to grant approval for the Chair and Clerk to sign on behalf of the council.
2. Accounting Statement 2021/22 (Section 2 of AGAR)
 - a. The accounting statement had been signed by the RFO prior to circulation.
 - b. It was **RESOLVED** to approve the Annual Accounting Statement as a correct reflection of the 2021/22 position.
 - c. It was further **RESOLVED** to grant approval for the Chair to sign on behalf of the council.
3. Bank Reconciliation for the Year Ending 31/3/22
 - It was **RESOLVED** to approve the Bank Reconciliation as a correct reflection of the 2021/22 year-end position.
 - It was further **RESOLVED** to grant approval for the Chair to sign on behalf of the council.
4. Explanation of Variances for the Year Ending 31/3/22
 - It was **RESOLVED** to approve the Explanation of Variances for the financial year as a correct reflection of the activity undertaken.
 - It was further **RESOLVED** to grant approval for the Chair to initial on behalf of the council.
5. Reconciliation between boxes 7 and 8 arising because of Income & Expenditure accounting
 - It was **RESOLVED** to approve the Reconciliation between Boxes 7 and 8, which arises due to Income & Expenditure accounting.
 - It was further **RESOLVED** to grant approval for the Chair to initial on behalf of the council.
6. Additional requested papers for all those subject to intermediary audit relating to charitable trusts
 - It was **RESOLVED** to supply the requested proof of submission to the Charity Commission of the annual charitable trust reports.
7. Period of public rights and publication of unaudited accounts

It was **RESOLVED** to set the period of public rights as 13 June to 22 July 2022.

It was noted that the notice must be issued at least 1 day prior to the commencement of the period.

8. Submission to external auditor

It was **RESOLVED** to now submit the suite of documents to the external auditor, PKF Littlejohn.

69/22 ANNUAL REPORT AND ACCOUNTS FOR PUBLICATION TO RESIDENTS

Alongside the official accounts, the parish council likes to offer a more descriptive account of the previous years' activity as some residents prefer this format. To be drafted for the June meeting, for inclusion in the next edition of PPP.

General Financial Matters:

70/22 FINANCIAL MATTERS

1. Consideration of Grants

It was noted that a separate meeting with members of the Pitstone Memorial Hall Charity is being arranged. This grant application will therefore carry forward to the June meeting.

2. Staff Overtime

It was **RESOLVED** to approve the payment of 33 hours of overtime for the parish clerk and 23.25 hours of overtime incurred by the Parish Assistant during April.

3. VAT Return

It was noted that the monthly VAT return had been submitted. PPC to pay HMRC £64.30. Bacs raised.

5. 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.

6. 2022-23 Asset Register

It was **RESOLVED** to approve the updated register, now including the sound absorbing panels plus gutter/kitchen protection fencing. Both items added to insurance policy before renewal.

7. Internal Controls

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

8. Year End Reconciliation of the NatWest Reserve Account

In line with the Investment Policy, it was **RESOLVED** to transfer £87,000 from the Unity Trust Account to the NatWest Reserve Account.

Reports & Other:

71/22 REPORTS

- Cllrs Saintey and Nicholls provided feedback from the BC Pride of Bucks Awards 9/5/22. The donation of litter picking equipment by Buckinghamshire Council was welcomed.
- A number of allotments are currently changing tenant, but a waiting list is still in operation.
- The criminal damage to the Windsor Road noticeboard and subsequent Thames Valley Police investigation was noted. Instances of graffiti around the village are being tackled and removed once identified.

The member of the public departed the meeting.

- A fallen tree across public right of way was reported to the landowner and quickly cleared. Fallen tree/ivy in Crispin Field reported to Buckinghamshire Council for remedial action. Overgrown trees/shrubs/grass outside Windsor Road play area reported to Buckinghamshire Council for remedial action. Uprooted/vandalised sapling reported to Nicholas King Homes for remedial action. Overgrown tree overhanging Castle Close footpath reported to Taylor Wimpey for remedial action.
- Fly-tipped wheelie chair and boards cleared from Recreation Ground.

- The other minor reports were noted but not discussed in detail.

72/22 OTHER

1. Date and Time of Next Meeting

It was noted that the next full Parish Council meeting would take place on 30 June 2022.

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

- Annual review of Equal Opportunities Policy
- Once playground inspection report received, conduct play policy risk/benefit annual assessments
- Annual review of mVAS procedures manual and risk assessment
- Annual review of the Licence to Pitstone Allotment Association
- Draft PPP submissions including annual report for residents and bi-annual DDA consultation re play areas
- No other items were raised for inclusion.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 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: 9/6/22, 14/7/22, 11/8/22, 8/9/22, 13/10/22, 10/11/22 and 8/12/23.
- Staffing committee: 15/6/22.
- PPP Publication dates: April, July, October (briefing deadline 1/9/22), and January (briefing deadline 5/12/22).
- Floodlight planning permission valid until 3/8/23
- Party in the Park 16/7/22.
- D
- Play around the Parishes 10-12 on Thurs 18/8/22.
- BC Clerks Forum: 13/7/22 – Parish Clerk
- How to Review your Neighbourhood Planning Policies training 7/7/22 – Cllr Weber.

73/22 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.17.

Signed *D Nicholls*

Date: 4/7/22

Chairman