

# PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 30 June 2022  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### 74/22 ATTENDANCE AND APOLOGIES

#### 1. Council present

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

#### 2. Apologies

It was **RESOLVED** to accept apologies for absence from Cllr Mrs Dragon (annual leave), Cllr Saintey (annual leave), Cllr McCarthy (work commitment), Cllr Mrs Crutchfield (for health reasons) and Buckinghamshire Councillor Derek Town.

#### 3. Others present.

Buckinghamshire Councillor Peter Brazier plus eight members of the public.

### 75/22 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.
- Cllr Blunt advised that he lived close to the Old Farm site listed as currently being subject to Planning Enforcement investigation.
- Cllr Hawkins advised that he owned land close to the Cala Homes planning application site in Ivinghoe and would therefore not participate in related discussions nor vote.
- Cllr Heyman advised that he lived on Marsworth Road, though not close to the site with a planning application on the agenda.
- No other declarations nor dispensations were received.

### 76/22 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

Many of the members of public were in attendance in relation to planning application consultations, so it was **RESOLVED** to take these comments at the appropriate point in the meeting.

No questions were tabled by members of the public of any other matter.

### 77/22 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Derek Town had submitted a written report which had been circulated electronically and would be published online for the benefit of residents.

Buckinghamshire Councillor Peter Brazier advised about two major planning application consultations in neighbouring parishes – 320 homes in Marsworth and 68 homes in Ivinghoe.

No questions were tabled for Cllr Brazier.

### 78/22 MINUTES OF THE MEETING held on 26/5/22

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 26 May 2022 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### 79/22 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:

- BC and TW liaising. TW undertaking further remedial works 20/6/22 for 2 weeks.
- Phase V of Castlemead & business park to follow at a later date.
- Damaged Westfield Road name plate and further shrub clearance still to be undertaken.
- 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.
- Business Park banks opposite Dover Close: currently still within Taylor Wimpey ownership.
- 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.
- PDA MUGA: Discussions continue with NKH, BC and Playdale re remedial works. Playdale undertaking new laser survey of site w/c 27 June to enable more accurate plans, will respond to the parish council in due course with any questions.
- 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) LAT advised: "Ordinarily the rural verges only get cut once a year, but I will see if I can get an additional cut done. With regard to the hedge this would appear to be the responsibility of the adjacent landowner. I will make the necessary searches and notify them of their obligations under the Highways Act. Siding out of this

type of path is not feasible due to it being comprised of unbound material. An alternative would be an herbicide treatment and I will try to arrange this."

- Investigate The Pightle/Castle Close request & Glebe Close disabled parking requests.
- 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
- 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.

## 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 (tbc) of funds that were unused from the shelter/rtpi project. Therefore approx. £17k available from BC. HCC setting up a "Demand Responsive Transport" scheme with a DfT Bus Service Improvement Plan grant which will cover Tring and Berkhamsted.
- Community Car Scheme: Producing a double-sided leaflet appealing for volunteers for both the car scheme and the youth café.
- Double lane practice cricket nets – (a) Working with I&PUCC to determine final order requirements etc, however the contractor does not have availability until March 2023. (b) occupational licence still being finalised with I&PUC.
- Memorial Benches x 2 – now received and installed.
- Dual litter/recycling bins x 2 – now received and waiting for installation.
- Recreation Ground Vicarage Road fence – additional support posts awaiting installation.
- 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.
- Buckinghamshire Council potential open space – chasing response/offer from BC. New member of staff now appointed.
- Pavilion proposals from P&IJFC and P&IUFC – in progress with both parties.

- 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 Nicholas King Homes development.
- LED roll out – complete with exception of Column 2 in Cheddington Road which was found to have no fuse fitted so UK Power Networks need to attend and make safe before L&T return to do lantern. Fault reported to UKPN eta by 21/7/22.
- Streetlight structural tests – eta end of June 2022.
- Weekday parking at pavilion – applicant negotiating with landlord of local building. Will revert to PPC in due course.
- Youth Café – 50-60 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 yarn bombed the village. Commemorative “Acer Freemanii ‘Autumn Blaze’ tree planted at pavilion (but since suffered damage) and tree plaque in situ. Replacement tree pre-ordered for delivery 31 August 2022. Details to be uploaded to the Queens Green Canopy website once registration opens again in October. Awaiting delivery of the room plaque.
- 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. Matthew Harrow, local entomologist has offered to some and survey the site for invertebrates and moths. Site meeting with Matt and Fiona took place on 15/6/22. Fiona will send over a list of species they think we could include and some example boards. Matt will feed in any survey results and check our draft artwork.
- NPower/unmetered electricity complaint – now resolved.
- Platinum Jubilee Village Hall Improvement Grant Fund – review eligibility once details released.
- Please refer to Sports & Leisure Committee minutes for full list of S&L related matters.

## 80/22 CORRESPONDENCE

The list of correspondence received was noted.

It was **RESOLVED** to add the self-build consultation to the July agenda.

## 81/22 TO APPOINT A CO-OPTED MEMBER

All applicants were thanked for their interest in the role. It is never an easy choice when there are more strong candidates than there are vacancies to fill.

It was **RESOLVED** to appoint Mrs Frances Nash to the appointment of (voluntary) co-opted parish councillor to serve the remaining term of office until the next election. Mrs Nash was not in attendance, so would be contacted with the offer by the Clerk.

## Committee Matters:

### 82/22 PLANNING COMMITTEE

Cllr Weber, as Chair of the Planning Committee, gave an introduction into how the planning process works.

#### 1. Minutes

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

#### 2. Application Consultations

- Land to the rear of 12 Marsworth Road – demolition of detached garage and erection of a dwelling – 22/01852/APP.  
The applicant was present and was invited to speak in support of their application. The immediate neighbours were present and invited to speak in opposition of the application. Views were sought from councillors. It was **RESOLVED** (passed by majority) to advise Buckinghamshire Council that the Parish Council was opposed to the development. It was acknowledged that the site lay within the Pitstone settlement boundary, but contravened Policy 6 of the Neighbourhood Plan in

relation to scale, mass and density. Would be an overdevelopment of the site. Would lead to an unacceptable level of loss of light & privacy for the adjacent property. That the site was not 'infill' as there were no other properties facing onto Marsworth Road at this location. There were concerns about the parking proposals for both the new dwelling and number 12. There were no mitigating measures detailed in regard to the Chiltern Beechwoods SSSI.

2 members of the public departed.

- Land Off Church Road (B488) Ivinghoe; 22/01783/APP; Provision of 68 C3 residential dwellings, including provision of vehicular and pedestrian access, highways improvements to the B488 / B489 junction and pedestrian footways along Church Road and High Street, green and blue infrastructure provision and management with associated infrastructure and landscaping.

It was **RESOLVED** (unanimously), that the application did not address any of the previous concerns raised to the prior application for this site by this developer, and therefore to advise Buckinghamshire Council that the Parish Council was opposed to this development on the same grounds as previously expressed by the parish council.

- Safran Power UK LTD, Pitstone Green Business Park, Westfield Road; 22/01963/PVN; Determination pursuant to Schedule 2, Part 14 (Class J) of the Town and Country Planning (General Permitted Development) (England) Order 2015 as to whether prior approval is required for the installation of solar photovoltaic equipment (PV) to roof.

Two representatives of Safran were present and were invited to speak in support of their application. No objections had been received as a result of the Neighbour Notification program. It was **RESOLVED** (unanimously) to advise Buckinghamshire Council that the parish council had no objection to this application.

- Safran Power UK LTD, Pitstone Green Business Park, Westfield Road; 22/01972/APP; erection of fencing to the front of the site.

Two representatives of Safran were present and were invited to speak in support of their application. No objections had been received as a result of the Neighbour Notification program. The council recognised the need for additional security at this site. There was some confusion about the proposed location of the fence, that the representatives were unable to clarify. It was **RESOLVED** (unanimously) to advise Buckinghamshire Council that the parish council had no objection to this application so long as "at no point the new fence is closer to the road than the existing posts but recognise the need for it to align with the gatehouse". The applicant was encouraged to clarify the proposals with their architect and upload clear drawings to the portal to assist both consultees and planning officers.

- Two applications had subsequently been received relating to Walnut Barn in Cheddington Road, which would appear on the next agenda.

### 3. Decisions notified by Buckinghamshire Council.

None notified by BC.

### 4. Applications outstanding with Buckinghamshire Council.

Rear of the Bell (Haldi), 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).

2 members of the public departed the meeting.

### 5. Enforcement outstanding with Buckinghamshire Council.

- 27 Campbell Lane (20/00443/CONB) – BC waiting for outcome of appeal to Planning Inspectorate.
- 35 Old Farm – garage extension erected without planning permission – enforcement reference NC/22/00254/OPHH. Under investigation by BC.

### 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.

- 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. Planning Inspectorate Ref: APP/J0405/W22/3292202. Appeal ref: 22/00058/NONDET. Original application ref: 21/02999/APP.

It was **RESOLVED** (unanimously) to submit further comments to the Planning Inspectorate in relation to this appeal, to reinforce that the previous objections submitted by the parish council still stand; that the developer had not proved that the community/commercial parcels of land were not viable, as stipulated in the Pitstone Neighbourhood Plan; and to highlight the mitigating measures now required by the Chilterns Beechwoods Special Area of Conservation, which had not been provided.

#### 7. Other

- Cllr Weber declared an interest in this agenda item.

It was **RESOLVED** to ratify attendance for Cllr Weber on “An Introduction to Planning Reform” webinar (£25 + VAT) hosted by TCPA and receive feedback from the event.

- It was **RESOLVED** that no response was required to the Buckinghamshire Council “Wider Call for Sites”.
- It was **RESOLVED** that no response was required to the Buckinghamshire Council “Help us shape a new Design Code for Buckinghamshire” consultation.

3 members of the public and Buckinghamshire Councillor Peter Brazier departed the meeting.

### 83/22 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 9/6/22.

#### 2. Planning Application re Floodlights

It was **RESOLVED** to submit an application for a non-material amendment to the planning application for floodlights to reflect the change from Halide to LED and to meet the associated cost of £234 + VAT (hopefully to be discount by 50% for parish councils).

#### 3. P&IUFC and P&IJFC Proposals for Forthcoming Season

- It was noted that P&IUFC would only be fielding one team this season, with an aspiration to return to two teams in subsequent years.
- It was noted that P&IJFC intended to trial smaller pitches, dual marked over both the junior pitch at the pavilion and the recreation ground pitch.
  - Club and groundkeeper to investigate storage options at both sites re tamba goals and advise of any actions arising.
  - Groundkeeper to advise of costs associated with lining additional pitches.
  - Club to advise of any additional requirements eg extra corner flags, keys etc.
  - Additional pitches created via Hallmaster.

#### 4. Pitch Barriers and P&IUFC Fundraising

It was noted that council was struggling to obtain accurate installation quotations because the contractors were concerned about an absence of accurate underground utility data, and the impact this might have on the installation process/risks.

After careful consideration, it was **RESOLVED** that the parish council really needed to commission a GPR (Ground Penetrating Radar) survey of the site to accurately establish the location and depth of the underground pitch drainage system network before making any further decision relating to the purchase of the pitch barriers. This survey would also be beneficial for the floodlight and irrigation system installations. Estimated cost £650 + VAT.

It was noted that P&IUFC had not provided any detailed proposals or draft literature for their anticipated sponsorship event at the pavilion on 9/7/22.

#### 5. Remedials and Repairs etc

It was noted that graffiti continued to be an issue throughout the village & neighbouring villages. It was **RESOLVED** not to remove the Cheddington Road noticeboard but to display signage to advise that it was now being monitored by CCTV.

It was noted that the aerial runway/zipwire had been temporarily removed requiring repair to both the spring and the seat attachment mechanism. Neither local contractor nor Wicksteed were able to fix, so quotation being sought from the supplier. It was **RESOLVED** to proceed with repair of the equipment as soon as possible, the quotation to be circulated electronically.

#### 6. Annual Playground Inspections

The independent inspection reports from Wicksteed were considered:

- Recreation Ground:
  - Aerial runway & springer already removed for repair.
  - Wood splits – monitor.
  - Rope fray already resolved.
- Hever Close:
  - It was **RESOLVED** to accept the Wicksteed quotation of £989 + VAT to carry out remedial works to the wet pour surface around the roundabout. S106 funds are held to fund this work.
  - A frames ropes, continue to monitor.
  - Springers – it was **RESOLVED** to tighten baseplates.
  - Grass growth around edges/by benches for both of the Castlemead play areas – it was **RESOLVED** to commission removal.
- Windsor Road:
  - Swing joint – correspondence with supplier & Wicksteed last year held on file to confirm that no action should be taken.
  - Wet pour surfacing around see-saw and slide – monitor.
- All sites:
  - Hedges to be cut in the autumn but brambles to be kept under control by asset checkers in the meantime.
  - Ground erosion and matting to be checked and remedied in the autumn.

#### 7. Play Space Risk Benefit Assessments, Play Policy and Play Audit

It was **RESOLVED** to approve annual review of the above documents and the Chairman was granted approval to sign on behalf of the council.

#### 8. Recreation Ground Football Pitch

It was **RESOLVED** to approve the quotation of £850 + VAT from Groom Ground Maintenance to renovate the bald patch of football pitch via laying of turf. It was further **RESOLVED** to continue to raise these renovation issues with Bendcrete, as they had arisen as a result of the failed Bendcrete reinstatement works.

#### 9. Recreation Ground Noise Disturbance

It was noted that some near neighbours continued to be disturbed by loud music sometimes being played around the skatepark/ball court/recreation ground. Photographic evidence of the offenders has now been supplied to Thames Valley Police. It was **RESOLVED** to install additional permanent signage, appealing to users to be respectful and not play loud music or use foul language.

#### 10. Smoke Free Playgrounds

It was **RESOLVED** not to participate as parents generally refrained from smoking in the playgrounds anyway.

### 84/22 STAFFING COMMITTEE AND RECRUITMENT MATTERS

#### 1. Minutes

It was **RESOLVED** to note receipt of the draft minutes of the committee meeting held on 15/6/22.

2. Parish Assistant

It was **RESOLVED** to ratify the increase in hourly rate for the Parish Assistant, by 50pph to £12.50 per hour.

3. PPP

It was **RESOLVED** to ratify the decision to bring the production of PPP in house, as the council had not been able to recruit a voluntary editor. Clerk to receive a briefing from the outgoing editor to understand the work involved. It was noted that council may also review the printer to help reduce costs and may review the timing/frequency of the magazine. Further update to be provided once the workload is understood.

**Charity Matters:**

**85/22 PITSTONE PARISH CHARITY**

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

**86/22 PITSTONE RECREATION GROUND CHARITY**

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

1 member of the public departed.

**Working Group Matters:**

**87/22 PITSTONE DEVELOPMENT AREA**

Playdale to resurvey the site at the end of the month and then respond with updated plans.

**88/22 YOUTH CAFÉ**

It was **RESOLVED** that the Café Manager should contact all parents of users and advise of the need to assist with the supervision rota and manage this element ongoing.

**Other Matters:**

**89/22 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 Music on the Lawn 3/7/22.
- It was **RESOLVED** to avoid utilising the pavilion for charity banners due to the nature of the hedge and noted that if permissions were granted relating to this site that it was likely that temporary stakes would be required.
- It was noted that J Leonard Ltd had tendered their immediate resignation from the devolved service grass cutting contract due to ill health. It was **RESOLVED** to appoint Ross Lawry Agricultural Services as an immediate replacement to fulfil the remainder of the contract for this calendar year at a cost of £700 per cut.
- It was noted that J Leonard Ltd had tendered their immediate resignation from the devolved service right of way strimming contract due to ill health. It was **RESOLVED** to appoint Ross Lawry Agricultural Services as an immediate replacement to fulfil the remainder of the contract for this calendar year at a cost of £250 per cut.

**90/22 ALLOTMENTS**

- It was **RESOLVED** to note receipt of the minutes of the last Pitstone Allotment Association committee meeting.
- It was **RESOLVED** to note the tenancy changes and allotment eviction.
- It was noted that PAA were utilising the surplus stone/soil removed from the recreation ground to assist with the production of raised beds. Cllr Hawkins liaising with PAA to move the stone at the weekend.
- It was **RESOLVED** to approve the display of temporary signage to promote the produce sale at the allotments during National Allotment Week 8-14/8/22.

**91/22 COMMUNITY BROADBAND / FIBRE TO PROPERTY**

Data being input and submitted to Openreach.

## 92/22 CHILDREN'S COMPETITION

Deadline for submissions passed on 6/6/22. Winning entries selected and the parents contacted. Artwork provided to printers for creation (approx. cost £300). Presentation event being organised for 7pm on 14/7/22. It was **RESOLVED** to meet the associated costs.

## 93/22 HIGHWAYS

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

The feedback from the update meeting held on 29/6/22 was noted.

It was noted that the refresh of the Keep Clear sign (plus some additional adjacent markings), the amendments to the extent of the yellow zigzags, new clearway/no stopping signs either end of the zigzag as well as new & bigger pole mounted school signs could all be incorporated into the proposal, within budget and with July implementation.

It was also **RESOLVED** to support the inclusion of thermoplastic school decals on the carriageway at either end of the zone, also available within budget, whilst noting that the parishes would need to fund the replacement of these items if/when they wear, if they are proved to be beneficial.

It was noted that the pencil bollards would be available to view at the Ivinghoe parish council meeting.

It was noted that implementation was currently still on schedule for July, during the school holidays.

### 2. mVAS/Pneumatic Strips

- It was **RESOLVED** to note receipt of the mVAS reports from the Westfield Road location. Data published electronically.

It was noted that the decrease in speeds evident immediately following the introduction of the new measures had now returned to normal levels. 85%ile 35.3mph reducing to 34.6mph then returning to 35mph from the main location installed by Harvington Park. 85%ile 39.7mph reducing to 38.6mph then returning to 39.7mph for the secondary unit installed by the Quarry Road junction.

- It was **RESOLVED** to note receipt of the mVAS annual service reports from Swarco.
- It was **RESOLVED** to note receipt of the report arising from the Buckinghamshire Council pneumatic strips across Westfield Road, just inside the 30mph limit, providing both classification and speed data. Data published electronically. 85%ile 45mph, Mean average 37/38mph.
  - The parish council had referred the results to the Buckinghamshire Council Road Safety team who had reviewed and advised that they would not look to install further additional remedial measures at this location due to an absence of any road traffic accidents, which is one of the required criteria.
  - The data had been referred to Thames Valley Police, who had since attended to carry out speed enforcement activity, and the parish council would continue to push for regular enforcement.
  - The parish council had referred the report to the Community Board to request their review and possible consideration of further remedial measures.
  - Taylor Wimpey had been instructed to cut back the shrubbery in front of the village gates.
  - Council had also recently relaunched an appeal to see if residents wished to participate in a Community Speed watch scheme. See below.
  - It was noted that a resident had enquired about a permanent vehicle activated sign and noted that unfortunately the location did not meet the Department for Transport criteria.
- Contractor - the immediate resignation of the mVAS contractor was noted. It was **RESOLVED** to accept Cllr Hawkins kind offer to utilise his vehicle to collect & move the mVAS equipment between sites. It was **RESOLVED** to enquire if the Parish Assistant would be willing to manage the download of the data / charging of replacement batteries etc, otherwise the Clerk to accompany Cllr Hawkins.
- It was **RESOLVED** to approve the annual review of the mVAS policies, procedures and risk assessment. The Chairman was duly authorised to sign on behalf of the council.

3. Community Speed watch

It was noted that the appeal for volunteers to operate a Community Speed watch scheme was live. Has been posted to the website, Facebook and Twitter feeds both independently and as part of the Westfield Road update. Will be included in the next edition of PPP and receive further social media updates until mid-August to provide the maximum chance of reaching any interested residents.

**94/22 POLICIES AND SUBSCRIPTIONS**

1. It was **RESOLVED** to approve the annual review of the Equal Opportunities Policy and the Chairman was duly authorised to sign on behalf of the council.
2. It was **RESOLVED** to renew the annual registration with the Information Commissioners Office as a Data Controller (£35 per annum, once accounting for £5 discount for payment by direct debit).

**95/22 PITSTONE PARISH POST**

It was **RESOLVED** to approve the parish council's submission for the forthcoming edition of Pitstone Parish Post, including the descriptive version of the annual report and accounts.

**96/22 EVENTS**

1. It was **RESOLVED** to approve meeting the costs associated with litter picking and bin emptying for the event by parish council staff.
2. It was noted that the remaining event documents had not yet been supplied by the organisers and would be provided upon receipt.

**97/22 OFFICE EQUIPMENT**

It was **RESOLVED** to purchase a larger, quality, durable, fire safe for legal documents, to be housed in the parish store.

**98/22 ISSUES RAISED BY MEMBERS OF THE PUBLIC**

1. See 93/22.2 re the enquiry regarding permanent vehicle activated signage for Westfield Road.
2. See 83/22.9 re being disturbed by noise by the recreation ground.
3. It was noted that a resident had enquired about the possibility of a bollard to prevent bikes/cars using the footpath between The Pightle and Castle Close. This has been referred to BC/TfB for consideration
4. It was noted that a resident had enquired about an additional bollard to prevent parking on the footpath/blocking disabled access in Glebe Close. This has been referred to BC/TfB for consideration.
5. No other matters raised by residents for consideration or to be tabled on the next agenda.

**General Financial Matters:**

**99/22 FINANCIAL MATTERS**

1. Consideration of Grants

The feedback from the meeting with Pitstone Memorial Hall Charity was discussed.

It was **RESOLVED** that the parish council would be willing to provide a grant of up to £6k towards the currently submitted projects, once PMH could demonstrate a funding plan for the remaining £12k.

It was **RESOLVED** to clarify the grant funding process & criteria with PMH in writing at the same time.

2. Staff Overtime

It was **RESOLVED** to approve the payment of 42 hours of overtime for the parish clerk and 22 hours of overtime incurred by the Parish Assistant during May.

3. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC to refund PPC £2,081.40.

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 new litter/recycling bins and memorial benches, which had also been added to the insurance policy.

7. Internal Controls

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

8. External Audit

PKF Littlejohn not yet supplied result of external audit.

## **Reports & Other:**

### **100/22 REPORTS**

- Report of vision splay needing cutting at junction of Vicarage Road / Upper Icknield Way reported to TfB: 40194846
- No other minor reports to note.

### **101/22 OTHER**

1. Date and Time of Next Meeting

It was noted that the next full Parish Council meeting would take place on 28 July 2022. Cllr Heyman tendered his apologies.

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

- Quarterly grant considerations
- Annual review of Street Lighting Policy
- Annual review of allotment charges. Must be published on board in August. Collect fees Sept.
- Annual review of the Licence to Pitstone Allotment Association
- Annual Review Schedule of Charges.
- Annual review of Youth Café Contract (terminates end of month)
- Review all youth café policies and risk assessments
- Annual review of reserves policy
- No other items were raised for inclusion.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 28/7/22, 1/9/22, 29/9/22, 3/11/22, 24/11/22, 5/1/23.
- Sports and Leisure Committee meetings: 14/7/22, 11/8/22, 8/9/22, 13/10/22, 10/11/22 and 8/12/23.
- Staffing committee: eta September 2022
- PPP Publication dates: April, July, October (briefing deadline 1/10/22), and January (briefing deadline 1/1/23).
- 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: 13/7/22 – Parish Clerk
- How to Review your Neighbourhood Planning Policies training 7/7/22 – Cllr Weber attending
- Induction of Reverend James Grainger-Smith 12/7/22 – Cllr Nicholls attending
- PAA AGM 18/10/22 at pavilion.

**102/22 CLOSURE OF THE MEETING**

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

Signed *D Nicholls*

Date: 28/7/22

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Chairman