

PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 1 September 2022
at Pitstone Pavilion commencing at 7.30pm

General Matters:

127/22 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chairman), Cllr Saintey (Vice Chair), Cllr Weber, Cllr Mrs Crutchfield, Cllr Hawkins, Cllr Mrs Nash and Cllr McCarthy plus the Parish Clerk Mrs Eagling.

2. Apologies

It was **RESOLVED** to accept apologies for absence from Cllrs Blunt and Mitra (annual leave) and Cllr Heyman (for health reasons). Apologies were subsequently tendered by Cllr Mrs Dragon (work commitment).

3. Others present.

Buckinghamshire Councillor Derek Town (from youth café item) and Buckinghamshire Councillor Peter Brazier.

128/22 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.

129/22 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No members of the public were present, so no questions were tabled.

130/22 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Derek Town will submit a written report.

Buckinghamshire Councillor Peter Brazier provided an update on Castlemead ground/highways maintenance/adoption, and the change of use proposed for the Kings Head in Ivinghoe.

131/22 MINUTES OF THE MEETING held on 28/7/22

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

132/22 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 undertook further remedial works at end of June.
 - Street light column 3 in Warwick Road remains out after 13 months re TW/UKPN issue. Current eta 1/9/22.
 - Phase V of Castlemead & business park to follow – date tbc.
- 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. See agenda item.
- PDA commercial areas / conversion to residential: NKH escalated first planning application to Planning Inspectorate on grounds of non-determination. 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) part TfB and part Safran.
 - Glebe Close access to parking area – TfB investigating adding an additional post/bollard without having to relocate the existing bollard, but still have to allow access by wheelchairs, prams etc. Can't provide an installation date as need to prioritise actual defects within their highway assets.
 - Glebe Close disabled parking – TfB advised that no TRO was in force and the previous bays had been shown the incorrect size. Parking Team are consulting with the residents to determine who requires a disabled space, then raising the necessary TRO, and will then mark out. Once complete, will then be enforceable.
 - Castle Close – TfB advised "as we only maintain the footway, I was thinking of installing 2 bollards at the Pightle end of the path. However, I cannot promise that these will be installed any time soon as we have to prioritise actually defective assets in our works programmes."
- Safety Scheme works by Brookmead School – installation in progress.
- 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
 - Rushendon Furlong 'un-ringfenced' S106 – no further confirmation from Buckinghamshire Council.
 - Whistlebrook: BC Cllr Peter Brazier advised that Brookmead had been allocated a Community Board grant and were now managing the clearance of the brook.
 - Fibre Broadband (a) all data submitted to Openreach and awaiting response (b) Trooli in process of laying infrastructure.
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. BC to confirm. 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 poster for surgeries – draft artwork circulated.
 - 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.
 - Bus shelters on Westfield Road – long term aspiration. TW previously refused permission. Investigating options and potential funding.
 - 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 – BC are awaiting the result of an external valuation of the land.
 - 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.
 - Weekday parking at pavilion – applicant negotiating with landlord of local building. Will revert to PPC in due course.
 - Hedgehog Highway Surrounds – Still plenty of units for sale.
 - Information Panels for Wildlife Site – information provided by Environmental Records Office so now need to draft artwork.
 - Platinum Jubilee Village Hall Improvement Grant Fund – review eligibility once details released.
 - Pitstone pavilion floodlights – minor variation to planning withdrawn at request of BC and full planning application scheduled for discussion at September s&I.
 - Pavilion GPR survey – first survey undertaken by MK Surveys 24/8/22 and second visit scheduled for 6/9/22. Report approx. 1 week later.

- Pavilion irrigation – first contractor visited 27/8/22 provided some initial costing options. Likely to need a new separate 2” water supply from mains to rear of site. AW undertaking survey and will quote for necessary water supply.
- Zip wire on recreation ground – repair completed 11/8/22
- Recreation Ground additional litter bin (received and awaiting installation) and dog bin (eta for installation end of September)
- Playground Inspection remedial works – wet pour repairs booked eta September. Ground works to be undertaken in autumn.
- Please refer to Sports & Leisure Committee minutes for full list of S&L related matters.
- Fire safe – to be purchased once annual shredding undertaken.

133/22 CORRESPONDENCE

The list of correspondence received was noted.

Committee Matters:

134/22 PLANNING COMMITTEE AND RELATED MATTERS

Cllr Weber, as Chair of the Planning Committee, Chaired this agenda item.

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes of the planning committee meeting held on 18/8/22.

2. Application Consultations – none received.

3. Decisions notified by Buckinghamshire Council – none received.

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), 12 Marsworth Road, Safran Power UK Ltd (fence), Land off Church Road in Ivinghoe, Walnut Barn on Cheddington Road, Mill View on Groomsby Drive, 74 Vicarage Road and 8 Warwick Road.

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.

7. Other

- It was noted that the parish council had withdrawn the application for a non-material amendment to the existing planning permission relating to the conversion of the floodlights at the pavilion to LED on the advice of the planning officers at Buckinghamshire Council. A discussion regarding a full planning application is scheduled to take place at the sports and leisure committee meeting in September.
- It was **RESOLVED** to approve attendance on Planning Framework course for Cllr Mrs Nash on 8/12/22.

135/22 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

Cllr Saintey, as Chair of the Sports & Leisure Committee, Chaired this agenda item.

1. Minutes

It was noted that no committee meeting had taken place in August, so no minutes/report were due.

2. ASB by Recreation Ground

- It was noted that Thames Valley Police had spoken to two groups of young people and the anti-social behaviour had now decreased.
- It was **RESOLVED** to approve the draft additional signage for the skate park area, with minor amendments, and to order two the same and place them back-to-back on the existing sign (if possible).
- It was noted that Play Around the Parishes on 18/8/22 had been well attended.

136/22 STAFFING COMMITTEE AND RELATED MATTERS

1. It was noted that no meeting took place during the month, so no minutes/report was due.
2. It was **RESOLVED** to approve attendance on the Positive Community Action Climate Conference on 25/10/22 for Cllr Nash.

Charity Matters:

137/22 PITSTONE PARISH CHARITY

It was **RESOLVED** to note receipt of the draft minutes arising from the charity meetings on 28/7/22 and 18/8/22.

138/22 PITSTONE RECREATION GROUND CHARITY

It was **RESOLVED** to note receipt of the draft minutes arising from the charity meeting on 28/7/22.

Working Group Matters:

139/22 PITSTONE DEVELOPMENT AREA

1. The updated quotations and visuals received from Playdale were noted. The sports & leisure committee were working through the proposal vs the original specification.
2. The correspondence between Nicholas King Homes and Buckinghamshire Council was noted. It was **RESOLVED** to seek an updated from BC.
3. It was noted that the parish council may need to commission a full engineering/structural/civils report of the MUGA and car park for submission to legal representation should the matter escalate.

140/22 YOUTH CAFÉ

1. It was **RESOLVED** to note the feedback from the meeting between the working party and the Café Manager on 16/8/22.
2. It was **RESOLVED** to note receipt of the general and coronavirus risk assessments submitted by the Café Manager.
3. It was **RESOLVED** to approve the draft communications regarding the new parent volunteer rota system, to be issued by the Café Manager.
4. It was **RESOLVED** to approve the annual review of all the youth café policies including the update relating to the new parent volunteer rota.
5. It was **RESOLVED** to approve a return to a full 12-month contract with the Café Manager, and further **RESOLVED** to approve the contract and service level agreements for 2022/23.
6. It was **RESOLVED** to note the draft rota for the September to December term and noted that a new regular local volunteer was joining the team who wished to hold some craft sessions with the young attendees.
7. It was noted that the parish council was investigating the potential purchase of an additional shipping container. Quotations to be considered at the next meeting. A recommendation was made to obtain a quotation from Mr Box based in Lowestoft.

Other Matters:

141/22 DEVOLVED SERVICES

1. It was noted that the parish council was waiting for a response from Buckinghamshire Council re the Ship Lane hedge.
2. It was noted that council had granted permission for the temporary event banner for the Ivinghoe and Pitstone Horticultural Show on 3/9/22.

142/22 HIGHWAYS

1. Speed Indicator Devices (SID)

- It was noted that the supplier had carried out a site survey and visit but the quotation was yet to be received.
- It was noted that the Community Board would consider a grant application but that a financial contribution would need to be made by the parish council.
- It was **RESOLVED** to consider further at the September meeting once in receipt of the quotation.

2. Community Speedwatch

It was noted that no residents had expressed an interest in volunteering for a community speedwatch scheme. The opportunity had been advertised extensively via PPP, the website, noticeboards, Twitter and Facebook. Therefore, this would not be progressed.

3. Other

- It was **RESOLVED** to note receipt of the mVAS reports for Vicarage Road and Cheddington Road.
- It was **RESOLVED** to note the update from Buckinghamshire Council regarding the Marsworth Road roundabout. It was further noted that CuriosiTea had expressed an interest in sponsoring the roundabout and been provided with the relevant details for Marketing Force who operate the scheme on behalf of Buckinghamshire Council. CuriosiTea have been asked to provide an update to the parish council in due course (in case a separate application needed to be made to BC regarding horticultural licencing/planters).

143/22 POLICIES

1. It was **RESOLVED** to approve the annual review of the Code of Practice for Handling Complaints and the Chairman was duly authorised to sign on behalf of the council.
2. It was **RESOLVED** to approve the annual review of the full suite of GDPR policies, forms and schedules including the Social Media and Communications Policy. The Management of Transferrable Data Policy to be updated with the amendments discussed prior to approval. The Chairman was duly authorised to sign on behalf of the council.

144/22 CONSULTATIONS

1. It was **RESOLVED** that no response was required to The Local Government Boundary Commission consultation on ward boundary changes in Bucks.
2. It was **RESOLVED** that no response was required to the Hertfordshire Minerals and Waste Local Plan draft plan consultation.

145/22 PITSTONE PARISH POST

- It was **RESOLVED** that an advertising price increase was probably required in 2023.
- It was **RESOLVED** to investigate moving to full colour production, in line with other local publications to offer advertisers better value for money.
- It was **RESOLVED** to write to advertisers and seek any views on future production, colour advertising, opportunities etc.

146/22 ISSUES RAISED BY MEMBERS OF THE PUBLIC

1. It was noted that Buckinghamshire Council had granted permission for the Pace fundraising stand at the junction of The Crescent and Cheddington Road to remain in situ. The items are put out each morning and cleared away each evening, when weather is fair.
3. It was noted that a resident had raised an issue about weeds between the footpath & edge curbs, plus uneven path surface, in Long Hale. Details had been passed to Buckinghamshire Council as this highway has been adopted.
4. No other matters raised by residents for consideration or to be tabled on the next agenda.

General Financial Matters:

147/22 FINANCIAL MATTERS

1. SAAA central audit appointment arrangements

It was **RESOLVED** not to opt out of the SAAA audit appointment arrangements.

2. Staff Overtime

It was **RESOLVED** to approve the payment of 19 hours of overtime for the parish clerk and 21.75 hours of overtime incurred by the Parish Assistant during July.

3. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC to refund PPC £599.92.

Buckinghamshire Councillor Peter Brazier departed the meeting.

5. Financial Summaries and Expenditure

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

It was **RESOLVED** to make the payments outlined in the financial summary and two councillors were granted approval to enact the bacs transfers. The Chairman was granted authority to sign the financial papers on behalf of the council.

6. Internal Controls

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

7. External Audit

It was **RESOLVED** to note that PKF Littlejohn had completed the external audit and not raised any questions or queries.

8. Notice of Conclusion of Audit

It was **RESOLVED** to note that the notice of conclusion of audit had been published on the website (for 5 years), noticeboards (for 14 days), Facebook and Twitter.

9. Internal Audit

It was **RESOLVED** to note receipt of the correspondence from IAC re internal audit arrangements for 2022/23.

Reports & Other:

148/22 REPORTS

- The feedback from the Community Impact Bucks Community Building meeting on 10/8/22 provided by the clerk was noted.
- Cllr Weber provided feedback on the BALC Rights of Way training on 1/9/22.
- Ongoing lack of grass cutting in Westfield Road and Marsworth Road continues to be raised with Buckinghamshire Council.
- Broken Corfe Road and Harlech Road nameplates reported to Buckinghamshire Council.
- Marsworth Road leaning speed limit signs reported to Buckinghamshire Council.
- Streetlights:
 - 11 streetlights and 3 bollards reported to Buckinghamshire Council to repair.

- 5 streetlights reported to Taylor Wimpey for repair.
- No other minor reports to note.

149/22 OTHER

1. Date and Time of Next Meeting

It was noted that the next full Parish Council meeting would take place on 29 September 2022.

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

- To receive feedback from Cllrs Weber & Crutchfield on BC Planning & Service Update meeting 14/9/22.
- First thoughts for budget & 3-year plan (provision for 3% inflation and 30% energy uplift)
- Determine xmas lights for recreation ground & pavilion
- PPP submissions
- Confirm meeting dates for following year
- Confirm if wish silent soldier to be erected for 2 weeks before & 2 weeks after Remembrance Day, determine donation to British Legion and consider purchase of new wreath.
- Determine if wish, under devolved services, to clear alleyway between Cheddington Road and Crispin Field.
- No other items were raised for inclusion.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 29/9/22 (apologies tendered by Cllr Nash), 3/11/22, 24/11/22, 5/1/23.
- Sports and Leisure Committee meetings: 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
- PAA AGM 18/10/22 at pavilion.
- BC Parish Liaison meeting 19/10/22
- National Allotment Society Allotment Officers Forum 20/9/22 – Parish Clerk
- Community Board meeting 20/9/22
- BC Planning & Service Update meeting – Cllr Weber & Cllr Crutchfield 14/9/22
- Climate Conference 25/10/22 – Cllr Nash
- The Planning Framework training webinar 8/12/22 – Cllr Nash
- Community Board meeting 20/9/22

150/22 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 20.50.

Signed *D Nicholls*

Date: 16/10/22

Chairman