

PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 29 September 2022
at Pitstone Pavilion commencing at 7.30pm

The meeting commenced with 1 minute's silence to commemorate the sad passing of Queen Elizabeth II on 8 September 2022.

General Matters:

152/22 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies

It was **RESOLVED** to accept apologies for absence from Cllr Blunt (work commitment), Cllr Dragon (work commitment), Cllr Saintey (personal commitment), Cllr Mrs Nash (annual leave), Cllr McCarthy (annual leave) and Cllr Heyman (for health reasons).

3. Others present.

Buckinghamshire Councillor Derek Town plus two members of the public.

153/22 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.
- It was **RESOLVED** to grant a dispensation to Cllr Weber, as Chair of the Planning Committee, to both speak and to Chair the agenda item for 31 Cheddington Road (same road as the councillor resides). No dispensation was sought, nor granted, to vote. No pecuniary interest exists.
- It was noted that Cllr Crutchfield declared interests in Pitstone Memorial Hall Charity and Pitstone Allotment Association, but no agenda items are tabled for discussion, so no dispensation required.
- No other declarations nor dispensations were received.

154/22 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

The two members of the public were the applicants for 31 Cheddington Road planning application consultation, and it was **RESOLVED** to invite their comments at the appropriate point in the agenda.

155/22 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Derek Town discussed his written report which had been circulated to councillors and would be reproduced in Pitstone Parish Post, and posted to the website, for resident's information.

156/22 MINUTES OF THE MEETING held on 1/9/22

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 1 September 2022 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

157/22 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.
 - Street light column 3 in Warwick Road now resolved.
 - 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: 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 – complete.
 - 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 that it would not be possible to install a bollard & leave sufficient space for mobility scooter/wheelchair access.
 - Safety Scheme works by Brookmead School – complete.
 - 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.
 - SID (Speed Indicator Device) – working with contractor re logistics and quotation. Will represent to full council in due course.
 - Marsworth Road roundabout – CuriosiTea investigating sponsorship option via Marketing Force and will respond to PPC in due course.
 - 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 apply for approval by National Trust
 - Rushendon Furlong 'un-ringfenced' S106 – no further confirmation from Buckinghamshire Council.
 - Fibre Broadband – both Trooli and Openreach in process of laying cables.
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.
 - Double lane practice cricket nets – (a) Order placed, eta 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.
 - Buckinghamshire Council potential open space – BC provided a response which is likely to be tabled for consideration at the next full council meeting.
 - 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 – in progress.
 - 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 October s&I.
- Pavilion GPR survey – undertaken by MK Surveys. 3 visits. Only main pipes, and not the spur pipes, detected despite three visits.
- Pavilion irrigation – investigations continue with Anglian Water and Evergreen Irrigation, will revert to PPC for consideration in due course.
- Pavilion additional containers – under investigation. Will revert to PPC in due course.
- Recreation Ground additional 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.
- Skatepark additional signage – waiting for delivery.
- Allotment tenancy renewals – progressing. Waiting list now reduced to 4.
- Fire safe – purchase to be actioned once archiving and shredding complete.
- PMH grant – no longer need to replace Millennium Room floor as instruction is providing tap mats. Will revert to PPC once have all necessary information re the curtains.
- Please refer to Sports & Leisure Committee minutes for full list of S&L related matters.

158/22 CORRESPONDENCE

The list of correspondence received was noted.

Committee Matters:

159/22 PLANNING COMMITTEE AND RELATED MATTERS

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

1. Minutes

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

2. Application Consultations

- All application consultations are advertised on the parish council website, Facebook page, Twitter feed and noticeboards. Notifications are hand delivered to near neighbours. The planning consultation process was outlined to members of the public present.
- 31 Cheddington Road, 22/03256/APP, Householder application for two storey side extension, single storey side extension, change flat roof to pitched over porch, extend detached garage to form home office. The applicants were invited to provide context to their proposals. No objections had been received by the parish council, nor were visible on the BC Planning Portal. Cllr Weber abstained from voting, in line with the dispensation granted. It was **RESOLVED** (unanimously) to advise Buckinghamshire Council that the Parish Council had no objection to this application.
- 21 Windsor Road, 22/03120/APP, proposed single storey rear extension. No objections had been received by the parish council, nor were visible on the BC Planning Portal. It was **RESOLVED** (unanimously) to advise Buckinghamshire Council that the Parish Council had no objection to the application as currently described. It was noted that the plans were labelled as 'general arrangements' and therefore **RESOLVED** to ask Buckinghamshire Council to re-consult on any material amendments.
- 12 Albion Road, 22/03227/APP, Householder application for demolition of existing garage and erection of single storey rear extension, loft conversion to living accommodation and insertion of two dormer windows. No objections had been received by the parish council, nor were visible on the BC Planning Portal. It was **RESOLVED** to advise Buckinghamshire Council that the Parish Council had no objection to the application.
- The two members of the public departed.

3. Decisions notified by Buckinghamshire Council

- Land off Church Road in 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: BC refused.

- Safran, Westfield Road, 22/01972/APP, erection of fencing to the front of the site: BC approved.
 - Land to the rear of The Bell (now Haldi) / 80 Marsworth Road, 19/00942/APP, Erection of two new 2-bed semi-detached dwellings to the rear of the site with associated parking and amenity space to the rear of the site: BC refused.
 - Walnut Barn, Cheddington Road, 22/02089/APP & 22/02090/ALB, Householder application to convert the existing garage from ancillary accommodation to primary habitable accommodation and vary location of the proposed in ground swimming pool (approved 21/03576/APP): BC approved.
4. Applications outstanding with Buckinghamshire Council.
- 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), land to the rear of 12 Marsworth 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 – see below.
 - 35 Old Farm – garage extension erected without planning permission – enforcement reference NC/22/00254/OPHH. Enforcement in progress.
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; Construction 21 no. dwellings (8 flats and 13 houses), including associated works, car parking and landscaping, Appeal grounds - non determination.
7. Other
- It was noted that the BC Planning and Service Update meeting had been postponed until 30/9/22.

160/22 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. Minutes
- It was noted that no committee meeting had taken place in September, so no minutes/report were due.
2. ASB by Recreation Ground
- It was noted that some parents had made their children return to the skate park and scrub off the graffiti they had been witnessed creating. The council expressed thanks to those parents, for their support.
 - It was noted that someone had set a fire inside the play tunnel at the Recreation Ground playground and caused damage to the base. Local contractor unable to repair. Supplier attended site, agreed a repair solution, and will carry out the identified works. It was **RESOLVED** to meet the associated costs.
3. Legionella Risk Assessment
- It was **RESOLVED** to appoint First Environment to conduct the bi-annual legionella risk assessment at the pavilion and carry out associated water sample tests (£395 + VAT)

161/22 STAFFING COMMITTEE AND RELATED MATTERS

It was noted that no meeting took place during the month, so no minutes/report due. Next meeting scheduled for 3/10/22.

Charity Matters:

162/22 PITSTONE PARISH CHARITY

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

163/22 PITSTONE RECREATION GROUND CHARITY

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

Working Group Matters:

164/22 PITSTONE DEVELOPMENT AREA

1. The response from Buckinghamshire Council planning department was noted.
2. It was **RESOLVED** that the revised Playdale proposals accurately reflected the last discussions.
3. It was **RESOLVED** to respond to Buckinghamshire Council leisure department regarding the Playdale proposals and identify next actions.

165/22 YOUTH CAFÉ

- The latest position re recruitment of volunteers and the parent rota was noted.
- Youth attendance figures were noted.
- It was noted that the Café Manager was arranging suitable training for volunteers and young leaders, PPC previously resolved to provide training so no new resolution required.
- It was **RESOLVED** to reconfirm the provision of a £30 float for craft materials.

Other Matters:

166/22 DEVOLVED SERVICES

1. It was noted that Buckinghamshire Council believed there should just be a grass strip in Ship Lane, not a hedge. It was further noted that residents had cut back the hedge (PPC had extended their thanks to those residents), and PPC had requested that BC administer to their own asset in future. Clarify BC position should any devolved services offering become visible for 2023/24.
2. It was **RESOLVED** to arrange for the following to be sided out this autumn by Ross Lawry Agricultural Services:
 - a. Junction at Cooks Wharf.
 - b. Alleyway between Cheddington Road and Crispin Field.
3. It was noted that Councillor Town requested that PPC send an email to him, outlining the issue with lack of visibility of any Devolved Service offering for 2023 onwards.

167/22 HIGHWAYS

1. Speed Indicator Devices (SID)
Investigations continue with the supplier into the technical issues.

168/22 PITSTONE PARISH POST

1. It was **RESOLVED** to approve the draft parish council submission for the next edition of PPP.
2. It was **RESOLVED** to feature a memorial cover dedicated to Queen Elizabeth II.

169/22 CHRISTMAS LIGHTING

1. It was **RESOLVED** to employ Lamps & Tubes Illuminations to remove the two sets of Christmas lights from storage, test, reinsert into the tree at the recreation ground and the tree at the pavilion, remove post season and return to storage. It was further **RESOLVED** to illuminate from the first Sunday in Advent through to twelfth night, from 3pm to midnight.
2. It was **RESOLVED** to adjust the pavilion car park floodlights to switch off earlier in the evening to help save electricity. It was noted that this would also mean that the Christmas lights switched off earlier.

170/22 REMEMBRANCE

1. It was **RESOLVED** to re-display the WI silent soldier in the grass verge on Marsworth Road, and to request that the Memorial Hall re-display the parish council silent soldier on the Remembrance Garden wall at the hall, for 2 weeks before and 2 weeks after Remembrance Sunday.
2. It was **RESOLVED** to order a new artificial wreath for use at Pitstone Memorial Hall from British Legion, and to re-display the pavilion wreath for the 2 weeks before and 2 weeks after Remembrance Sunday. Wreath to include logo and ribbon. Approx cost £25.
3. It was **RESOLVED** to make a £150 donation to British Legion in lieu of a fresh wreath.

171/22 MEETING DATES FOR 2023

It was **RESOLVED** to set the following dates for full council meetings in 2023:

- December 2022 meeting would theoretically fall on 29 December – previously resolved to move this to 5 January 2023
- January – 26th
- Feb – 23rd (not half term)
- Mar – 30th
- Apr – 27th (not Easter hols)
- May – 25th (not half term)
- June – 29th
- July – 27th (summer holidays starts on 24th, review closer to time)
- Aug – 31st (in summer holidays)
- Sept – 28th
- Oct – 26th (this is in half term, review closer to time)
- Nov – 30th
- Dec – meeting would theoretically fall on 28 December – move to 5 January 2024.

172/22 ISSUES RAISED BY MEMBERS OF THE PUBLIC

It was noted that there were no other outstanding matters raised by residents for consideration or to be tabled on the next agenda at present.

General Financial Matters:

173/22 FINANCIAL MATTERS

1. Staff Overtime

It was **RESOLVED** to approve the payment of 21 hours of overtime for the parish clerk and 10 hours of overtime incurred by the Parish Assistant during August.

2. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC to refund PPC £1,104.70.

3. Financial Summaries and Expenditure

The bank reconciliation, financial summary, confidential salary payments, pavilion & allotment monthly summaries, budget monitor, debtors and creditors were noted. No change to the skate park capital summary this month.

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.

4. Internal Controls

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

Buckinghamshire Councillor D Town departed the meeting.

5. Grants and Donations

It was **RESOLVED** to award Ivinghoe and Pitstone United Cricket Club a grant of £2,000.00 towards the double lane cricket practice net project.

6. Draft budget for 2023/24

The first draft had been circulated, allowing for a general 3% increase in costs and 30% increase in utility costs. The staffing committee will provide recommendations for salary budget, and the sports & leisure committee will provide recommendations for this budget.

All members to please review the forecasts and provide feedback to the clerk prior to the next meeting about any errors, suggested changes, capital projects for inclusion or exclusion etc.

Reports & Other:

174/22 REPORTS

1. National Allotment Society Allotment Officers Forum 20/9/22 – Parish Clerk – nothing of importance arose for the parish council. Information circulated to members and PAA.
2. Fallen tree in woodland walk reported to Buckinghamshire Council for resolution and subsequently cleared.
3. Damaged water meter cover in Vicarage Road footpath reported to Buckinghamshire Council for resolution and subsequently replaced.
4. Recreation Ground charity bollard (located between PMH front car park and recreation ground) found knocked down, probably from vehicle collision. Reported to contractor for clearance and subsequently cleared.
5. Tree inspection of BOAT between Queen Street and Grange Road requested of Buckinghamshire Council following concern raised by a resident. Investigations continue due to complications arising from ownership.
6. Tring skate park now finished and open for use.
7. No other minor reports to note.

175/22 OTHER

1. Date and Time of Next Meeting

It was noted that the next full Parish Council meeting would take place on 3 November 2022 (one week later than normal to avoid half term).

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

- Quarterly grant applications.
- 2nd draft of budget.
- Consideration of salary budgets recommended by staffing committee and sports & leisure budgets recommended by sports & leisure committee.
- Parish Online subscription renewal.
- Confidential discussion re the response from BC re open space.
- No other items were raised for inclusion.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings 2022: 3/11/22, 24/11/22.
- Parish Council meetings 2023: 5/1/23, 26/1/23, 23/2/23, 30/3/23, 27/4/23, 25/5/23, 29/6/23, 27/7/23, 31/8/23, 28/9/23, 26/10/23, 30/11/23, 5/1/24 (moved from 28/12/23).
- Sports and Leisure Committee meetings: 13/10/22, 10/11/22 and 8/12/23.
- Staffing committee: 3/10/22
- PPP Publication dates: April, July, October, 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
- Community Board meeting 20/9/22 cancelled, new date 13/10/22 7pm in Wing
- Climate Conference 25/10/22 – Cllr Nash
- The Planning Framework training webinar 8/12/22 – Cllr Nash
- Community Board meeting 20/9/22 – postponed until 13/10/22.

- Pension re-enrolment deadline 14/1/23

176/22 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.13.

Signed *D Nicholls*

Date: 22/11/22

Chairman