

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF the meeting of the full Parish Council
to be held at Pitstone Pavilion on Thursday 30 March 2023 at 7.30pm

Laurie Eagling, Clerk to the Council
Pitstone Pavilion, Marsworth Rd, Pitstone, LU7 9AP
Tel: 01296 767261

Signed *L Eagling*
Date: 24 March 2023

A G E N D A

1. ATTENDANCE AND APOLOGIES

To note attendance and consider/approve any tendered apologies for absence from the meeting.

2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

To consider declarations & dispensation requests from councillors on matters to be considered at the meeting.

3. PUBLIC PARTICIPATION SESSION - QUESTIONS FROM MEMBERS OF THE PUBLIC AND PRESS

The monthly opportunity for members of the public to put questions or provide information to the parish council.

4. QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

The monthly opportunity for members of the public to put questions to Buckinghamshire Councillors, and for those Councillors to provide updates to the Parish Council and public.

5. QUESTIONS FOR, AND UPDATES FROM, THAMES VALLEY POLICE

PC Dionne Edwards will be attending to provide a crime update and answer any questions from members of the public and/or council.

6. MINUTES OF PREVIOUS MEETING

To resolve that the minutes of the previous meeting held on 23 February 2023 are a true and accurate record of the meeting.

7. TO NOTE RECEIPT OF THE REPORT ON ONGOING ITEMS/MATTERS ARISING (for information only)

8. TO NOTE THE CORRESPONDENCE RECEIVED

COMMITTEE MATTERS

9. PLANNING COMMITTEE MATTERS

1. Minutes

To note receipt of the draft minutes arising from the committee meeting held on 9/3/23.

2. Application Consultations

- 7 Hever Close, 23/00734/APP, householder application for conversion of garage to habitable room.
- 93 Windsor Road, 23/00758/APP, householder application for two storey side extension.
- 47 Albion Road, 23/00776/APP, householder application for replacement of flat garage roof with pitched roof and enclosure of existing open porch.
- Land to the rear of 87 Marsworth Road, 23/00757/APP, demolition of existing structures and erection of 5 dwellings including access and all ancillary works.
- 58 Tun Furlong, 23/00873/APP, householder application for single storey rear extension with skylight.
- 72a Vicarage Road, 23/00867/APP, householder application for single storey front and side extension

3. Decisions

- 24 Albion Road, 23/04275/APP, householder application for hip to gable loft conversion with front and back dormer windows and side and rear extensions: Approved by Buckinghamshire Council.

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, Portland House on Westfield Road (6 industrial starter units), 10 Quarry Court and 29 Cheddington Road.

5. Enforcement outstanding with Buckinghamshire Council

27 Campbell Lane (20/00443/CONB) – Enforcement notice issued. Must be restored to original conditions by 1/2/22. Now awaiting outcome of appeal, see below.

6. Appeals outstanding with Planning Inspectorate

- 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.
- 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). Planning Inspectorate Ref: APP/J0405/W/22/3292202; Appeal Ref: 22/00058/NONDET; original planning 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

- Receive feedback from Planning Application Response training 7/3/23 – Cllr Mrs Nash

10. SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. To note receipt of the draft minutes arising from the committee meeting held on 9/3/23.
2. To consider/approve re-painting of the Platinum Room walls.
3. To consider/approve car park signage draft wording.
4. To ratify repair to storm damage to fence at pavilion.
5. To approve renewal of PRS/PPL Music Licence for pavilion.

11. STAFFING COMMITTEE AND RELATED MATTERS

1. To note receipt of the draft minutes arising from the committee meeting held on 22/3/23 and resolutions arising.
2. To note completion of payroll year-end tasks.
3. To note update on vacancy created following the resignation of Councillor A Dragon and consider appointment by co-option to fill the vacancy for the remaining term of office.

CHARITY MATTERS

12. PITSTONE PARISH CHARITY MATTERS

To note that no charity meeting took place during the month so no minutes due.

13. PITSTONE RECREATION CHARITY MATTERS

To note that no charity meeting took place during the month so no minutes due.

WORKING PARTY MATTERS

14. PITSTONE DEVELOPMENT AREA

To note update from Buckinghamshire Council regarding enforcement actions against NKH.

15. YOUTH CAFÉ

- To consider/approve PAT testing of all electrical equipment during the Easter holidays.
- To note receipt of Safeguarding Training renewal certificate for Café Manager.
- To note progress with youth café equipment sale.

OTHER MATTERS

16. DEVOLVED SERVICES

- To note confirmed budget provision from Buckinghamshire Council of £3,988.15.
- To note update on executed copy of Devolution Agreement Variation from Buckinghamshire Council.
- To note confirmation of engagement of Ross Lawry Agricultural Services to deliver the above.
- To note issue of Event Banner permit for Doctor Doolittle 11-18/4/23.

17. HIGHWAYS AND RIGHTS OF WAY

- To consider complications with Ivinghoe Freight Zone raised by Chiltern Transport and approve actions arising.
- To consider issues raised re requirement for footpath from Westfield Road to College Lake.
- To note any feedback from BC re proposed Westfield Road bus shelters.
- To note any feedback re sponsorship of/planters for Marsworth Road roundabout from BC and interested business.
- To consider feedback re possibility of "Police Speed Check Area" signage.
- To consider feedback re Cheddington Road speeding issue.
- To receive feedback on BC "Town and Parish Council briefing: The transition to Buckinghamshire Highways" 30/3/23 – Cllr Nicholls.
- To note any feedback from BC/Buckinghamshire Highways re weeding / curbs / roundabouts / leaves etc

18. COMMUNITY TRANSPORT

To discuss the new Haddenham Electric Vehicle Car Club model and whether wish to investigate if there would be an interest in Pitstone.

19. ANNUAL PARISH ASSEMBLY 18/5/23 7.30pm

To consider/approve updates to plans for the 2023 Annual Assembly.

20. CORONATION 6-8 MAY 2023

To note updates for activities to support the Big Coronation Lunch and Big Help Out.

21. PITSTONE PARISH POST

1. To consider/approve the Parish Council submission for the next edition of PPP.
2. To note financial update for PPP.

22. LIGHTING

1. To consider/approve quotation to upgrade columns on Recreation Ground that illuminate Pitstone Memorial Hall rear car park.
2. To consider/approve quotation for wooden column structural testing.

23. ALLOTMENTS

To note receipt of annual allotment risk assessment carried out by Pitstone Allotment Association.

24. POLICY AND DOCUMENT REVIEW

1. To approve the new Councillor-Officer Protocol.
2. To approve the annual review of the treasury & investment policy.

25. SUBSCRIPTIONS

1. To consider/approve renewal to CIB Community Buildings service (£65)
2. To consider/approve renewal of SLCC membership (£222).
3. To approve annual renewal of Microsoft licences.

26. ISSUES RAISED BY MEMBERS OF THE PUBLIC

To note that no other issues, not already included on the agenda, have been raised for discussion this month and consider any requests to be tabled on the next agenda.

FINANCIAL MATTERS

27. GENERAL FINANCIAL MATTERS

1. To consider/approve the grant application from Brookmead PTA for contribution towards outdoor sandpit.
2. To approve monthly staff overtime payments.
2. To note the Chairman will not submit a claim for Chairman's expenses for 2022/23.
3. To note details of monthly VAT return.
4. To consider guidance from HMRC, IAC and Parkinson Partnership on sporting fees VAT changes and approve actions arising.
3. To approve payments in accordance with the budget and consider the receipts/reconciliations/debtor/creditor/budget monitor and detailed monthly summary reports including final skate park summary.
4. To conduct all necessary internal controls and determine any issues arising.
5. Internal Audit:
 - a. To note receipt of Internal Audit Engagement Letter.
 - b. To consider feedback from IAC Ltd in-person audit 13/3/23 and consider/approve actions arising.
 - c. To consider/approve the quote for new 3-year agreement with IAC Ltd for internal audit.
6. External Audit:

To note receipt of external audit information from PKF Littlejohn and submission date of 3/7/23.

REPORTS AND NEXT MEETING

28. REPORTS

1. To receive feedback from Parish Liaison meeting 1/3/23 – Cllr Saintey.
2. To receive feedback from BC Community Board meeting 14/3/23 – Cllr Saintey.
3. To receive feedback from the AVALC meeting – Cllr Saintey.
4. To receive feedback from the National Trust meeting – Cllr Saintey.
5. To receive feedback from the AEC AGM – Cllr Saintey.
6. To note feedback from Carbon Literacy Project workshop 20/3/23 – Clerk.
7. To note streetlight outages reported.
8. To note other reports.

29. NEXT MEETING

1. To note the matters for inclusion on the 27 April 2023 Council Meeting agenda and determine any further matters.
2. To note the reminders and forthcoming events.

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR COUNCIL MEETINGS
AND TO ADDRESS THE COUNCIL DURING THE PUBLIC PARTICIPATION SESSION
WE LOOK FORWARD TO MEETING YOU
ALL OUR MINUTES ARE PUBLISHED TO OUR WEBSITE IN CASE YOU ARE UNABLE TO ATTEND IN PERSON**