

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF the Annual Meeting of the Parish Council
to be held at Pitstone Pavilion on Thursday 25 May 2023 at 7.30pm

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

Signed L Eagling
Date: 19 May 2023

A G E N D A

1. **TO ELECT A CHAIR FOR THE FORTHCOMING YEAR and receive completed Declaration of Acceptance of Office**
 2. **ATTENDANCE AND APOLOGIES**
 - To note attendance.
 - To consider/approve any tendered apologies for absence from the meeting.
 3. **TO ELECT A VICE CHAIR FOR THE FORTHCOMING YEAR**
 4. **DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

To consider declarations & dispensation requests from councillors on matters to be considered at the meeting.
 5. **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.
 6. **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.
 7. **MINUTES OF PREVIOUS MEETING**

To resolve that the minutes of the previous meeting held on 27 April 2023 are a true and accurate record of the meeting.
 8. **TO NOTE RECEIPT OF THE REPORT ON ONGOING ITEMS/MATTERS ARISING (for information only)**
 9. **TO NOTE RECEIPT OF THE CORRESPONDENCE DETAILED**
- ANNUAL MEETING MATTERS**
10. **TO RECONFIRM STANDING DISPENSATIONS FOR THE FORTHCOMING YEAR**
 11. **TO CONDUCT ANNUAL REVIEW AND ADOPT THE FOLLOWING KEY POLICIES**
 - The Code of Conduct
 - Standing Orders
 - Financial Regulations
 - Risk Management Policy and associated Risk Assessment
 12. **COMMITTEE STRUCTURE, APPOINTMENTS AND TERMS OF REFERENCE**
 - To determine the committee and working group structure for the forthcoming year.
 - To appoint members to each committee determined under point 12.1 and elect a Chairman/Vice Chairman (if appropriate) for each committee.
 - To appoint members to each working party determined under point 12.1.
 - To appoint parish council members to other bodies.

- To appoint parish council members for other matters.
- To review and approve the terms of reference for committees and working parties.

13. TO REVIEW AND APPROVE DELEGATION ARRANGEMENTS

14. TO RE-APPROVE ELECTRONIC DISTRIBUTION OF MATERIALS TO MEMBERS

COMMITTEE MATTERS

15. PLANNING COMMITTEE MATTERS

1. Minutes

To note that there had been no committee meeting during the month, so no minutes were due.

2. Application Consultations from Buckinghamshire Council

- 82 Marsworth Road, 23/01410/APP, householder application for single storey front extension.

3. Decisions notified by Buckinghamshire Council

- 47 Albion Road, 23/00776/APP, householder application for replacement of flat garage roof with pitched roof and enclosure of existing open porch: Approved by Buckinghamshire Council.
- 58 Tun Furlong, 23/00873/APP, householder application for single storey rear extension with skylight: 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, 93 Windsor Road, 72a Vicarage Road, Land to the rear of 87 Marsworth Road (5 dwellings), 18 Church Road, 31 Crispin Field and Duncombe Farm Cottage on Stocks 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 approved by the Planning Inspectorate

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. Decision: appeal allowed and planning granted by the Planning Inspectorate.

7. 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.

16. SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. To note that there had been no committee meeting during the month, so no minutes were due.
2. To note the provisional S106 maintenance monies arising from the Bellway open space and LEAP.
3. To note any response from Bellway to the queries raised by the parish council re the open space and LEAP.
4. To note repair required to rope balance within trim trail on Recreation Ground.

17. STAFFING COMMITTEE AND RELATED MATTERS

1. To note that there had been no committee meeting during the month, so no minutes were due.
2. To note that a young person has expressed interest in volunteering with the parish council as part of their Duke of Edinburgh award.

CHARITY MATTERS

18. PITSTONE PARISH CHARITY MATTERS

To note receipt of the draft minutes arising from the Parish Charity meeting held on 4/5/23.

19. PITSTONE RECREATION CHARITY MATTERS

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

WORKING PARTY MATTERS

20. PITSTONE DEVELOPMENT AREA

- To note updates regarding the Multi Use Games Area.
- To note update from BC re Planning Inspectorate decision in relation to the Chiltern Beechwoods SAC.

21. YOUTH CAFÉ

- To approve training requirements for the volunteers and young leaders.
- To note update re proposed year-6 events for 2023.
- To note the general update re youth café activities.

OTHER MATTERS

22. DEVOLVED SERVICES

- To note any update on executed copy of Devolution Agreement Variation from Buckinghamshire Council.
- To approve event banner for the Beacon Community Choir concerts in June.

23. HIGHWAYS AND RIGHTS OF WAY

- To note initial feedback re potential footpath from Westfield Road to Colledge Lake.
- To note any feedback from BC re proposed Westfield Road bus shelters.
- To consider response re planters for Marsworth Road roundabout.
- To consider feedback from BC re Cheddington Road issues.
- To consider quotations/feedback re any weed clearance options.

24. COMMUNITY TRANSPORT

To consider further feedback re the Haddenham Electric Vehicle Car Club.

25. POLICY AND DOCUMENT REVIEW

To consider/approve the annual review of the policy on use of the recreation ground/village green.

26. CONSULTATIONS AND OPPORTUNITIES

1. To consider if/how wish to respond to the consultation on Buckinghamshire Council draft charitable collections policy.
2. To consider if wish to apply to the Local Authority Treescapes Fund (LATF).

27. EVENTS

1. To consider feedback, and any actions arising, from the Coronation Big Picnic, Children's Trail, and Youth Café lunch (7/5/23) and Big Help Out.
2. To consider feedback, and any actions arising, raised at the Annual Assembly (18/5/23) that fall within the scope of the Parish Council.

28. NOTICEBOARD MAINTENANCE

To consider/approve the extent of annual maintenance required this summer.

29. 75 YEARS OF THE NHS

To discuss options for celebrating the anniversary and approve actions arising.

30. WHISTLEBROOK

To note/consider the correspondence received regarding the above.

31. ISSUES RAISED BY MEMBERS OF THE PUBLIC

To note that no 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

32. GENERAL FINANCIAL MATTERS

1. Quarterly consideration of grants requests: To consider/approve any updated grant request from Pitstone Memorial Hall Charity.
2. To approve monthly staff overtime payments.
3. To note details of monthly VAT return.
4. To approve payments in accordance with the budget and consider the receipts/reconciliations/debtor/creditor and detailed monthly summary reports.
5. To conduct all necessary internal controls and determine any issues arising.
6. To consider/approve the updated budget monitor with carry forward adjustments.
7. To note progress with Public Sector Deposit Fund account and determine values to place in each account.

33. ANNUAL REVIEW OF FINANCIAL AFFAIRS

- To confirm ongoing direct debit and standing order arrangements.
- To confirm payments arising as a result of continuing contract, statutory duty or obligation.
- To confirm ongoing use of bank account and credit card and determine any mandates changes.
- To review interest from bank and investment accounts and determine any matters arising.
- To approve ongoing use of BACS & confirm bacs/cheque signatory requirements.
- To note continuation of ability to use the General Power of Competence.
- To note the council has previously resolved not to operate any system of general or chairman's allowance and re-confirm.

34. ANNUAL REPORTING AND AUDIT

1. To note conclusion of Internal Audit by IAC, to consider/approve Annual Internal Audit and observations and consider/determine any actions arising.
2. To re-confirm the closing asset register for the year ending 31/3/23.
3. To re-confirm the closing bank reconciliation for the Year Ending 31/3/23 and grant approval for the Chair to sign on behalf of the council.
4. To undertake/approve the May 2023 Review of Effectiveness of Internal Control, identify any changes required, and grant approval for the Chair to sign on behalf of the council.
5. To consider/approve the Annual Governance Statement 2022/23 (Section 1 of AGAR) and grant approval for the Chair and Clerk to sign on behalf of the council.
6. To consider/approve the Accounting Statement 2022/23 (Section 2 of AGAR, signed by the RFO) and grant approval for the Chair to sign on behalf of the council.
7. To consider/approve the Explanation of Variances for the Year Ending 31/3/23 and grant approval for the Chair to initial on behalf of the council.
8. To consider/approve the Reconciliation between boxes 7 and 8 arising as a result of Income & Expenditure accounting and grant approval for the Chair to initial on behalf of the council.
9. To note that no additional papers have been requested by the External Auditor as both income and expenditure for the year were below £200,000.
10. To consider/approve the period of public rights and publication of unaudited accounts.
11. To consider/approve the annual report and accounts for publication to residents in next PPP.

REPORTS AND NEXT MEETING

35. REPORTS

1. To note streetlight and highways issues reported to Buckinghamshire Council and Taylor Wimpey.
2. To note other reports.

36. NEXT MEETING

1. To note the matters for inclusion on the 29 June 2023 Council Meeting agenda and determine any further matters.
2. To note the reminders and forthcoming events.

In accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meeting and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press will be excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted.

37. PITSTONE DEVELOPMENT AREA

To determine response to Buckinghamshire Council planning application consultation re: Land adjacent to allotment gardens, Marsworth Road; 23/01534/VRC; variation of condition 2 (approved MUGA plan) relating to application 17/01871/APP (residential development comprising 74 dwellings, creation of two new accesses, car parking, leisure facilities, landscaping and associated works) (retrospective).

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND ALL OUR MEETINGS
AND TO ADDRESS THE COUNCIL DURING THE PUBLIC PARTICIPATION SESSION
WE LOOK FORWARD TO SEEING YOU
IF YOU ARE UNABLE TO ATTEND, YOU CAN READ THE MINUTES THAT ARE PUBLISHED TO THE WEBSITE**