

PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 3 November 2022
at Pitstone Pavilion commencing at 7.30pm

General Matters:

177/22 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies & Absence

It was **RESOLVED** to accept apologies for absence from Cllrs Blunt and Mitra.
Cllr Mrs Dragon was absent.

3. Others present.

Buckinghamshire Councillor Derek Town.

178/22 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 noted that Cllr Crutchfield declared interests in Pitstone Memorial Hall Charity and Pitstone Allotment Association.
- It was noted that Cllr Nash declared an interest in Pitstone Memorial Hall Charity.
- Cllr Hawkins declared that he resided in The Green but had no pecuniary interest in the planning application consultation.
- No other declarations nor dispensations were received.

179/22 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No members of the public were present. No questions were tabled.

180/22 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 on the website for resident's information. A discussion followed about renewable energy.

181/22 MINUTES OF THE MEETING held on 29/9/22

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 29 September 2022 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

182/22 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. Phase V of Castlemead & business currently being scoped.
 - 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)
 - 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.
- 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.
- Marsworth Road roundabout – CuriosiTea investigating sponsorship option via Marketing Force and will respond to PPC in due course.

- Cycle improvements 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 to be finalised with I&PUC to coincide with installation.
 - 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.
 - 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.
 - Pitstone pavilion floodlights & capital development – refer to budget discussion.
 - Pavilion irrigation – refer to budget discussion.
 - Pavilion external storage – investigating making better use of existing space as alternative and will report to council in due course.
 - Playground Inspection remedial works – wet pour repairs booked eta end October. Ground works being scoped by groundkeeper.
 - Skatepark additional signage and installation of additional dog bin on recreation ground – complete.
 - 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.

183/22 CORRESPONDENCE

The list of correspondence received was noted.

Committee Matters:

184/22 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.
- Haven Nook 22 Pitstone Green Cottages The Green; 22/03579/APP & 22/03302/ALB; Planning Application and Listed Building Consent for extend height of chimney, installation of log burner and replacement of front door. No objections were received in respect of this application. It was **RESOLVED** to advise Buckinghamshire Council that the parish council wished to tender no objections.

3. Decisions notified by Buckinghamshire Council

- 8 Warwick Road, 22/02457/APP, loft conversion and gable windows: BC approved.
- 74 Vicarage Road, 22/02287/APP, single storey rear extension: BC approved.
- 21 Windsor Road, 22/03120/APP, single storey rear extension: 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, 12 Albion Road and 31 Cheddington 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 ref: NC/22/00254/OPHH. To be demolished and materials removed within 2m of 1/12/22 unless appeal made.

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

- Cllr Crutchfield provided feedback from the BC Planning and Service Update meeting held 30/9/22 including the Chiltern Beechwood Special Area of Conservation possible mitigation measures. Slides distributed electronically.

185/22 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

Cllr Weber, had Chaired the committee meeting so Chaired this agenda item.

1. Minutes

It was **RESOLVED** to note receipt of the draft committee meetings arising from the meeting held on 13/10/22.

2. Budget and Capital Projects

- It was noted that the committee had referred consideration of the sports and leisure budget, both for general matters and for potential capital projects, to the full council for

consideration given the significance of the costs involved. Council **RESOLVED** to discuss as part of the main budget discussion.

- It was noted that P&IJFC were very pleased with their smaller pitch trials so far this season, on both the recreation ground and at the pavilion.

186/22 STAFFING COMMITTEE AND RELATED MATTERS

1. 2023/24 budget

It was **RESOLVED** to approve including the predicted NJC increase for the clerk, an estimated increase in the minimum wage to £10 for applicable staff, and a minimal increase in hourly rate for other staff.

2. Volunteers thank you event 12/1/23

It was **RESOLVED** to hold a volunteer/staff thank you event on 12/1/23 at the pavilion as per previous year with an approximate budget of £200-250 for printing and refreshments.

3. Christmas 2022

It was **RESOLVED** to repeat the giving of token gift and card to 5 members of part time staff.

Charity Matters:

187/22 PITSTONE PARISH CHARITY

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

188/22 PITSTONE RECREATION GROUND CHARITY

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

Working Group Matters:

189/22 PITSTONE DEVELOPMENT AREA

It was noted that the final drawings from Playdale were anticipated by 17/11/22.

190/22 YOUTH CAFÉ

It was noted that the Café Manager advised: craft sessions are proving to be very popular; attendance averaging 40-50 per week; one parent scheduled each week; training opportunities for volunteers being finalised; board games sale being arranged to clear through equipment that has not been used & raise funds towards some new items.

Other Matters:

191/22 DEVOLVED SERVICES

1. It was noted that Buckinghamshire Council had issued correspondence this week stating that they proposed to extend the existing devolved service agreement by a further year to provide an opportunity to rescope properly the following year. To be added to next agenda for consideration. Quotations to be sought from existing contractors for consideration / to enable discussion with BC.
2. It was noted that PPC may wish to consider adding the section of Marsworth Road from Westfield Road junction to Poultons Meadow.
3. It was noted that the following existing problems with the contract will need to be raised with BC but that they may not address until the following year when they retender the contracts properly: need to include Ship Lane shrubs/trees (aren't grass), Old Farm conifers (aren't grass), Cheddington Rd/Crispin Field alley (not grass), Cooks Wharf verge (not grass), footpath 2 (newly fenced section), remove responsibility for any tree works, no responsibility for 3 x new trees in Marsworth Road verge and resolve Westfield Road verges.

192/22 SUBSCRIPTIONS

1. It was **RESOLVED** to approve renewing the annual subscription to Parish Online mapping software (£67.50 + VAT).
2. It was **RESOLVED** to approve renewal of annual subscription to Local Councils Update (£80).
3. It was **RESOLVED** to approve renewal of annual membership to TCPA (£90).

193/22 CORONATION OF KING CHARLES III

It was **RESOLVED** to include a budget of approximately £400 in the 2023/24 budget to plant a commemorative tree & plaque to mark the coronation of King Charles. Potentially an oak or beech. However it was noted that the King may run a specific recommended scheme nearer the time.

194/22 PITSTONE MEMORIAL HALL CHARITY

It was **RESOLVED** to advise PMH trustees that the parish council would have some concerns about a double storey ex-shipping container unit located in the front PMH car park including aesthetics at this prominent village location and health & safety concerns about young people accessing the roof. PMH to please keep PPC advised.

195/22 CONSULTATIONS

It was **RESOLVED** to respond to the Buckinghamshire Council Home to School Transport Policy Consultation in favour of a flat rate charge where necessary otherwise (a) forces parents to choose suitable schools based on the bus fair that they can afford and (b) as BC operates a grammar school system, and these are the furthest schools from Pitstone, it means that parents selecting these schools end up paying the most.

196/22 HIGHWAYS

1. mVAS

It was **RESOLVED** to note receipt of the reports relating to Westfield Road and Marsworth Road. The website has been updated for residents.

2. Speed Indicator Devices (SID)

Following consideration of the technical difficulties, it was **RESOLVED** not to pursue the purchase of a SID at the present point in time. The existing two mVAS owned by the parish council will continue to rotate between the four approved locations. By rotating the two existing mVAS units between the four approved sites (a) all residents are treated fairly and receive the same level of benefit and support (b) as drivers are proven to be more likely to take remedial action if the signs are temporary (drivers are more likely to ignore permanent signs), each location benefits from the rotation cycle.

It was **RESOLVED** to alternate between the approved site & the Warwick Road site when it was Westfield Road's turn in the rotation cycle.

3. BOAT by Queen Street

It was noted that BC RoW would be visiting the BOAT to determine if any applicable issues with the trees that they could assist with. Feedback not yet received.

197/22 ISSUES RAISED BY MEMBERS OF THE PUBLIC

- It was noted that a landlord had raised a query re trees in alleyway next to Crispin Field. The matter had been referred to Buckinghamshire Council who had provided feedback to the agent.
- 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:

198/22 FINANCIAL MATTERS

1. Quarterly Consideration of Grants

It was noted that no grant applications had been received this quarter.

2. Staff Overtime

It was **RESOLVED** to ratify approval of the payment of 25 hours of overtime for the parish clerk and 9 hours of overtime incurred by the Parish Assistant during September already reviewed and approved by the staffing committee.

3. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC to refund PPC £552.48.

3. Financial Summaries and Expenditure

The bank reconciliation, financial summary, confidential salary payments, pavilion, skate park & allotment monthly summaries, 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.

4. Internal Controls

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

5. 2nd Draft budget for 2023/24

It was **RESOLVED** to re-circulate all the capital projects and financial sheets and all members must come to the next meeting having ranked the projects in ascending order to enable a constructive discussion.

It was **RESOLVED** to hold a budget meeting 7.30-8.30 on 24 November, pushing the main council meeting back to an 8.30pm start.

It was **RESOLVED** to include a provision for updating the 3 x parish maps and to print/frame a more detailed parish map for the pavilion platinum room now that the major development areas had been completed.

Reports & Other:

199/22 REPORTS

- Cllr Crutchfield provided feedback from the PAA AGM 18/10/22.
- Cllr Saintey provided feedback from BC Parish Liaison meeting 19/10/22 including information about the new highways contract and refuse collection issues.
- Cllr Nash provided feedback from BC Community Board meeting 13/10/22 which included discussions about the highways contract and warm hubs.
- Cllr Nash provided feedback from the excellent Climate Conference 25/10/22 that had included potential NDP initiatives and environmental policies.
- Further complaints submitted to BC re lack of grass cutting and weed removal along Westfield Road and Castlemead.
- Other minor reports were noted.

200/22 OTHER

1. Date and Time of Next Meeting

It was noted that the next full Parish Council meeting would take place on 24 November 2022 at 8.30pm.

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

- mVAS service agreement.
- 3rd draft of budget.
- No other items were raised for inclusion.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 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.
- Sports and Leisure Committee meetings: 10/11/22, 1/12/23, 19/1/23, 9/2/23, 9/3/23, 13/4/23, 11/5/23, 8/6/23, 13/7/23, 10/8/23, 14/9/23, 12/10/23, 9/11/23 and 14/12/23.
- Annual volunteer event: 12/1/23.
- PPP Publication dates: April, July, October, and January (briefing deadline 1/1/23).
- Halide floodlight planning permission valid until 3-8-2023
- The Planning Framework training webinar 8/12/22 – Cllr Nash
- Pension re-enrolment deadline 14/1/23
- CIB Tips for Retaining Volunteers workshop – 30/11/22 Parish Assistant
- BALC AGM 16/11/22

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 were excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted.

201/22 BUCKINGHAMSHIRE COUNCIL OPEN SPACE

It was **RESOLVED** to respond to BC and request a more detailed explanation and justification for their change in strategic direction.

202/22 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.35.

Signed *D Nicholls*

Date: 5/12/22

Chairman