

# PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 24 November 2022  
at Pitstone Pavilion commencing at 8.30pm

## General Matters:

### 203/22 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chairman), Cllr Saintey (Vice Chairman), Cllr Weber, Cllr McCarthy, Cllr Heyman, Cllr Mrs Crutchfield, Cllr Mitra and Cllr Blunt plus the Parish Clerk Mrs Eagling.

2. Apologies & Absence

It was **RESOLVED** to accept apologies for absence from Cllr Mrs Nash (holiday), Cllr Hawkins (work commitment) and Buckinghamshire Councillor D Town. Cllr Mrs Dragon was absent.

3. Others present.

Buckinghamshire Councillor Peter Brazier and one member of the public.

### 204/22 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.
- No other declarations nor dispensations were received.

### 205/22 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled by the member of the public, but he did provide some information about the Rapid Relief Team charity who provide food boxes and assistance for schools. The parish council thanked the resident for the information and suggested that they liaise with the Food Bank and Brookmead to make them aware of the opportunities.

### 206/22 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Peter Brazier provided information on the Pride of Bucks Awards, the Queens Award for Voluntary Service and the funding still available via the Community Board.

The parish council will investigate seeking funding for solar panels on the pavilion and bus shelters on Westfield Road.

### 207/22 MINUTES OF THE MEETING held on 3/11/22

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 3 November 2022 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### 208/22 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 park to follow – dates tbc, business park being scoped by TW/BC at present.
- 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.
- 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. BC and Croudace currently liaising.
- 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). 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. 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 due course. £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.
- 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 – to be undertaken.
  - Detailed parish map for Pavilion Platinum Room – to be undertaken.
  - Update of Parish Maps – to be undertaken.
  - Pitstone pavilion floodlights & capital development – projects placed on hold following recommendation by P&IUCF.
  - 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 overdue. Ground works being undertaken by groundkeeper.
  - Fire safe – purchase to be actioned once archiving and shredding complete.
  - PMH grant – PMH advised that they no longer needed to replace the Millennium Room floor because the tap dance instructor had agreed to provide tap mats instead. However, PMH will revert to PPC once they have all the necessary information regarding the element of the grant that they requested towards new curtains.
  - Coronation of King Charles III – potentially plant a commemorative tree and plaque but review once official proposals announced in due course.
  - Buckinghamshire Council Open Space – under discussion. Response being drafted by Cllr Weber.
  - Please refer to Sports & Leisure Committee minutes for full list of S&L related matters.

## 209/22 CORRESPONDENCE

The list of correspondence received was noted.

It was **RESOLVED** to approve accepting the donation of a commemorative tree and plaque in memory of previous parish councillor May Everton.

## Committee Matters:

### 210/22 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.
- Plot C Westfield Road Pitstone Buckinghamshire; 22/03723/APP; 8 no. buildings of Class B2 and B8 uses of the Town and Country (Use Classes) order 1987, with ancillary Class E(g)(ii), with access off Westfield Road and Tunnel Way, associated site infrastructure including service yard and car parking. No objections were received in respect of this application. It was **RESOLVED** to advise Buckinghamshire Council that the parish council wished to submit no objections to this application but to ask Buckinghamshire Council to check there was sufficient landscape screening on the Westfield Road boundary for the residents of Lancaster Way that overlook the application site.
- Autumn House, 5 Treachers Close; 22/03840/APP; householder application for storm porch. No objections were received in respect of this application. It was **RESOLVED** to advise Buckinghamshire Council that the parish council wished to submit no objections to this application.

#### 3. Decisions notified by Buckinghamshire Council

- 12 Albion Road, 22/02337/APP, demolition of existing garage and erection of single storey rear extension, loft conversion to living accommodation and insertion of two dormer windows: BC approved.
- Plot C Westfield Road; 21/04390/APP; 8 no. buildings comprising circa 20,835 sq.m. (224,266 sq. ft.) of Class B2 and B8 uses of the Town and Country (Use Classes) order 1987, with ancillary Class E(g)(ii), with access off Westfield Road and Tunnel Way, associated site infrastructure including service yard and car parking. Withdrawn / not proceeded with.
- 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: BC approved.
- Mill View Groomsby Drive Ivinghoe; 22/01928/APP; Variation of condition 4 (changes to screening) relating to application 21/02346/APP (Demolish existing rear conservatory and raised patio. Erect single storey rear extension in place of conservatory and new office at lower ground level with patio above. Replace all existing windows and add solar panels on rear elevation)

#### 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, 12 Albion Road and Haven Nook 22 Pitstone Green Cottages.

#### 5. Enforcement outstanding with Buckinghamshire Council.

- 27 Campbell Lane (20/00443/CONB) – BC waiting for outcome of appeal to Planning Inspectorate – see below.

#### 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.

#### **211/22 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS**

Cllr Saintey, Chair of the committee meeting, Chaired this agenda item.

It was **RESOLVED** to note receipt of the draft committee meetings arising from the meeting held on 3/11/22.

It was noted that the P&IUFC were not pursuing promotion this season and had advised the parish council that all capital development required for Step 6 should be placed on hold until further notice.

It was **RESOLVED** to progress with the purchase of racking for the storage container once the specification has been refined.

It was noted that the committee had resolved to cancel the December meeting as there were no urgent matters for discussion.

Buckinghamshire Councillor Peter Brazier departed the meeting.

#### **212/22 STAFFING COMMITTEE AND RELATED MATTERS**

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

#### **Charity Matters:**

##### **213/22 PITSTONE PARISH CHARITY**

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

##### **214/22 PITSTONE RECREATION GROUND CHARITY**

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

#### **Working Group Matters:**

##### **215/22 PITSTONE DEVELOPMENT AREA**

It was noted that the correspondence to Buckinghamshire Council was being finalised.

##### **216/22 YOUTH CAFÉ**

The general update from the Café Manager was noted.

#### **Other Matters:**

##### **217/22 DEVOLVED SERVICES**

1. It was noted that parishes were still waiting for the contracts & proposed funding levels from Buckinghamshire Council in relation to their proposed 12-month extension.
2. It was **RESOLVED** to approve the quotations from Ross Lawry Agricultural Services in relation to grass cutting, right of way maintenance, hedge cutting and shrub clearance for both devolved services and direct parish council works, presuming that the parish council enters into the extended agreement.
3. It was noted that the following existing problems with the contract will not be addressed by BC until the whole contract is renegotiated ie: 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.

##### **218/22 HIGHWAYS AND RIGHTS OF WAY**

1. It was noted that Buckinghamshire Council Rights of Way had confirmed that they had assessed the BOAT between Queen Street and Grange Road and had determined that "there's no effect on path users and with the Council not owning the land and in the absence of any known landowner it would be down to [the resident] to remedy any situation that is affecting his property. This is not a Rights of Way issue." The resident has been advised.

It was **RESOLVED** to double check that the trees were not owned by Fairhive as they were along the boundary with the Yardley Avenue bungalows.

2. It was **RESOLVED** to re-enter an annual service agreement with Swarco for the two mVAS units approve renewal of annual subscription to Local Councils Update (£499.55).

#### 219/22 HALLMASTER

It was **RESOLVED** to renew the annual licence to the hall booking system (£145 + VAT).

#### 220/22 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:

#### 221/22 FINANCIAL MATTERS

##### 1. Staff Overtime

It was **RESOLVED** to ratify approval of the payment of 2.5 hours of overtime for the parish clerk. No overtime incurred by the Parish Assistant during October. Already reviewed and approved by the staffing committee.

##### 2. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC to refund PPC £473.05.

##### 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. 3rd Draft budget for 2023/24

It was **RESOLVED** to accept the recommendations submitted by the prior working party meeting and reissue the next edition of the budget papers to reflect the capital expenditure discussed.

### Reports & Other:

#### 222/22 REPORTS

- It was noted that the damaged tree in Crispin Field open space (opposite 89, by balancing pond) had been reported to Buckinghamshire Council who had agreed to ensure made safe and would add to future consideration for replanting.
- It was noted that a resident whose parent has passed away but used to use our car scheme, would like to make a donation to the parish council specifically to help support the car scheme. It was **RESOLVED** to accept the generous donation and utilise to produce & distribute more leaflets appealing for volunteers to help ensure more requests could be fulfilled.
- Feedback was received on the Remembrance Day services from Cllrs Saintey, Blunt and Nicholls.
- The feedback from 1<sup>st</sup> Ivinghoe and Pitstone Scouts re their future aspirations for a scout hut were noted.
- Other minor reports were noted.

#### 223/22 OTHER

##### 1. Date and Time of Next Meeting

It was noted that the next full Parish Council meeting would take place on 5 January 2023 at 7.30pm.

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

- Approve the budget and the precept request to be submitted to BC
- PPP submission
- PPP alternative print quotes

- Annual review of the Events and Open Space Hire Policy
- 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, 4/1/24.
- Sports and Leisure Committee meetings: 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).
- 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
- BC Parish Liaison Meetings: 18/1/23, 19/4/23, 19/7/23, 18/10/23
- Community Board meeting 6/12/22 – Cllr Crutchfield

**224/22 CLOSURE OF THE MEETING**

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.15.

Signed *D Nicholls*

Date: 13/1/23

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Chairman