

PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 26 January 2023
at Pitstone Pavilion commencing at 7.30pm

General Matters:

250/22 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies & Absence

It was **RESOLVED** to accept apologies for absence from Cllr Weber and Cllr Mitra, plus Buckinghamshire Councillors P Brazier and C Poll. Cllr Mrs Dragon was absent.

3. Others present.

Buckinghamshire Councillor Derek Town.

251/22 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 the usual pecuniary interest in the overtime, which is approved by the staffing committee, and the clerk 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 interests in Pitstone Memorial Hall Charity.
- It was noted that Cllr Saintey declared an interest in National Trust Ashridge Estates Committee (re quarry restoration).
- Both Cllr Nicholls & Cllr Hawkins declared interests as the owners of 87 Marsworth Road are known to them. Neither participated in the discussion.
- No other declarations nor dispensations were received.

252/22 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No members of the public were present, so no questions were tabled.

253/22 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Derek Town had previously circulated a report, which will be published on the parish council website for the benefit of residents.

Cllr Town also provided an update on the potential application relating to the restoration of the quarry, and the Local Cycling and Infrastructure plan.

It was **RESOLVED** to nominate the last three winners of the Pitstone Volunteer of the Year award as candidates for the Buckinghamshire Council Pride of Bucks award.

254/22 MINUTES OF THE MEETING held on 5/1/23.

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 5 January 2023 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

255/22 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.
- 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. BC investigating 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.
- Business Park banks opposite Dover Close: awaiting update from Taylor Wimpey.
- 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. 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 speed humps – BC hoping to add to capital maintenance program.
 - Glebe Close access to parking area – TfB adding an additional post/bollard, eta January/February
 - 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.
 - Cheddington Road repeater signs – tbc
 - Confirm re Westfield Road grass cutting for 2023.
- 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 – Marketing Force sponsorship scheme & BC approval for planters being sought.
 - 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.
 - Buckinghamshire Council holding £8,073.06 re RTPI on Marsworth Road arising from 15/00139/AOP – BC to clarify eligible use given RTPI already installed at this location.
 - Buckinghamshire Council holding £74,000 “towards the enhancement of the existing local 61 and 164 bus services” arising from NKH – BC to clarify proposals.
 - Fibre Broadband – both Trooli and Openreach in process of laying cables.
2. Within the scope of the parish council:
- Community Bus: BC holding £10k of funds for “Sustainable Community Transport and Dial-a-Ride” arising from Rushendon Furlong development.
 - Double lane practice cricket nets – (a) Order placed, eta March 2023. (b) occupational licence to be finalised with I&PUC to coincide with installation.
 - Additional trees on Recreation Ground – long term aspiration.
 - PAA – long term aspiration for additional allotment land within the parish.
 - Hedgehog Highway Surrounds – Still plenty of units for sale.
 - Information Panels for Wildlife Site – in progress via local volunteer.
 - Detailed parish map for Pavilion Platinum Room – to be undertaken.
 - Update of Parish Maps – to be undertaken.
 - Pavilion external storage – refining design, quote and stored items.
 - Fire safe – purchase to be actioned once shredding complete.
 - PMH grant – no longer need to replace Millennium Room floor as instructor is providing tap mats. Will revert to PPC once have all necessary information re the curtains.
 - Coronation of King Charles III – potentially plant a commemorative tree and plaque but review once official proposals announced in due course. See correspondence section re latest information from the Royal household.
 - Buckinghamshire Council Open Space – waiting for further details from BC.
 - Commemorative tree for Cllr May Everton – details to be confirmed.
 - PPP update – charge for 36-page full colour publication via Hartgraph = £659 vs income of £643.75. Complimentary copy being provided to all advertisers. Two have already agreed to upgrade to colour advertising.
 - Solar panels for pavilion – Community Board asked PPC to submit a grant application ahead of 31/1/23 deadline for consideration (actioned) and they will respond about whether any other grant opportunities exist that they are aware of.
 - Community Car Scheme donation – £1,500 received, resident thanked. New leaflet calling for volunteers in progress.

- Please refer to Sports & Leisure Committee minutes for full list of S&L related matters.

256/22 CORRESPONDENCE

- The list of correspondence received was noted.
- The updated information from Buckingham Palace relating to the Coronation Big Lunch and the Big Help Out was noted. It was **RESOLVED** to enter initial discussions with Pitstone Memorial Hall and CuriosiTea regarding the Big Lunch, and to canvas opinion from local community groups about the Big Help Out, so that more detailed discussion could take place at the February meeting.
- The pre-application information from Laxton Properties relating to 87 Marsworth Road was noted (they have distributed to neighbours). It was **RESOLVED** to provide the usual pre-application response to direct developers to the requirements of the NDP and submit full comments once the planning application consultation is received. Cllr Nicholls (declared interest) did not participate in the discussion.

Committee Matters:

257/22 PLANNING COMMITTEE AND RELATED MATTERS

1. Minutes

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

2. Application Consultations

None received this month.

3. Decisions notified by Buckinghamshire Council

Autumn House at 5 Treachers Close, 22/03840/APP, householder application for storm porch: Buckinghamshire Council 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, 30 Chequers Lane, 32 Campbell Lane and 24 Albion Road.

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 with the 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

SCOP/30/22; EIA Scoping Opinion request for revised working of chalk extraction and restoration of Pitstone Quarry with importation of inert waste materials to secure landscaping and biodiversity enhancement, and provision of a new outdoor recreation facility with visitor facilities, network of footpaths, outdoor swimming area, site entrance and car park; Pitstone Quarry, Upper Icknield Way, Pitstone, LU7 9GL. Following discussion with Buckinghamshire Councillor Derek Town, it was **RESOLVED** to (a) request a discussion with the case officer (b) request an extension of time for the scoping opinion until post such a discussion (c) request a public presentation once the planning application is submitted.

258/22 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 19/1/23.

259/22 STAFFING COMMITTEE AND RELATED MATTERS

1. Minutes

It was noted that no committee meeting had taken place during the month, so no minutes were due. The next meeting will be scheduled for February.

2. Volunteers Event 12/1/23

It was noted that the event had been well received and well attended. It was **RESOLVED** to trial a summer event so that guests could take advantage of the outdoor space.

3. Pensions Regulator Re-enrolment Declaration and Duties

It was noted that the cyclical legal duties had been complied with and declaration submitted.

Charity Matters:

260/22 PITSTONE PARISH CHARITY

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

261/22 PITSTONE RECREATION GROUND CHARITY

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

Working Group Matters:

262/22 PITSTONE DEVELOPMENT AREA

Buckinghamshire Council in the process of instructing legal to take enforcement action.

263/22 YOUTH CAFÉ

The general update re volunteer position, training and equipment sale from the Café Manager was noted. Cllr Saintey also provided feedback from his week on the rota.

It was **RESOLVED** to list the equipment for sale via Facebook and the parish council's website and social media, as well as via correspondence with the parents of attendees.

Other Matters:

264/22 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 and that BC had advised that this would not be available until at least 22/2/23.
2. It was **RESOLVED** to re-approach BC to seek reassurance regarding the Westfield Road grass verges and/or permission for PPC to maintain them.
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.

265/22 HIGHWAYS AND RIGHTS OF WAY

1. Westfield Road Bus Shelters

It was noted that the parish council was still waiting for a response from Public Transport/Community Board Manager to determine how to proceed and what funding is available.

2. Marsworth Road Roundabout

It was noted that MarketingForce had agreed to add the Marsworth Road roundabout to the Buckinghamshire Council sponsorship scheme and quoted a fee of £2,500 + VAT per annum (could be paid in interest free monthly payments) to produce/install the sponsorship signage facing each junction and to maintain the roundabout throughout the year. The information had been passed to CuriosiTea (who expressed the initial interest), who were yet to comment.

It was noted that a resident had expressed an interest in providing planters for the roundabout. Permission had been re-sought from Buckinghamshire Council who had expressed concerns and not yet granted approval.

266/22 SUMMER PLAY ACTIVITIES

It was noted that Buckinghamshire Council were no longer offering Play around the Parishes. The significantly more expensive offer from MKPA was considered but it was **RESOLVED** not to book any sessions for the forthcoming summer and reassess next year.

267/22 CONSULTATIONS

It was **RESOLVED** that no response was required to the CAA Airspace Change Process Consultation.

268/22 ANNUAL ASSEMBLY 2023

- It was **RESOLVED** to schedule the Annual Parish Assembly for Thursday 18 May at 7.30 at Pitstone Pavilion.
- It was **RESOLVED** to make enquiries with AA Environmental if timing might work for a presentation to the village about their Pitstone Quarry Restoration proposals. It was also **RESOLVED** to approach the youth café manager to see if the young people may like to do a brief presentation.
- Otherwise format and agenda similar to last year.

269/22 POLICY AND DOCUMENT REVIEW

- It was **RESOLVED** to approve the annual review of Internal Controls and Annual Internal Audit.
- It was **RESOLVED** to approve the annual review of Grant Awarding Policy.
- It was **RESOLVED** to approve the annual review of the Community Engagement Strategy.

The Chairman was duly authorised to sign all three on behalf of the council.

270/22 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:

271/22 FINANCIAL MATTERS

1. Grant Applications

It was noted that there were no grant applications for consideration this month.

2. Staff Overtime

It was **RESOLVED** to ratify approval of the payment of 10.4 hours of overtime worked by the Parish Assistant during December. No overtime required for the clerk. 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 £356.76.

4. Financial Summaries and Expenditure

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

5. Internal Controls

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

Cllr Hawkins joined the meeting.

Reports & Other:

272/22 REPORTS

- The feedback from the following BALC "Free January" training sessions was noted:
 - BALC Charing Skills training webinar 10/1/23 – Cllr Weber

- BALC Community Support training webinar 19/1/23 – Clerk. Slides circulated electronically.
- BALC Responsible Investing training webinar 24/1/23 – Clerk – Slides circulated electronically.
- 6 streetlights report to BC for repair and 1 reported to Taylor Wimpey. L&T called back to re-look at Crispin Field which still wasn't working properly.
- Other minor reports were noted.

273/22 OTHER

1. Date and Time of Next Meeting

It was noted that the next full Parish Council meeting would take place on 23 February 2023 at 7.30pm.

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

- Annual review of the Policy on the Reporting of Meetings of the Council
- Review and update all car scheme policies.
- PAA 6-monthly risk assessment due
- No other items were raised for inclusion.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 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.
- PC Dionne Edwards of TVP attending the PPC meeting on 30/3/23 to provide a crime update.
- Sports and Leisure Committee meetings: 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.
- Staffing committee: tbc, March 2023
- Summer volunteer event: date tbc.
- PPP Publication dates: April (briefing deadline 31/3/23), July, October, and January.
- BC Parish Liaison Meetings: 1/3/23 (moved from 18/1/23), 19/4/23, 19/7/23, 18/10/23.
- BC Community Board meeting: 1/3/23
- BC Planning Liaison Meeting: 30/1/23 – Cllr Crutchfield
- BALC Planning Application Responses training webinar 28/2/23 – Cllr Weber
- BALC Future Nature training webinar 27/1/23 – Clerk
- Solar panels on Community Buildings CIB webinar 31/1/23 – Parish Assistant

Cllr Town departed the meeting.

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.

274/22 VOLUNTEER OF THE YEAR

The nominations were considered, and a winner appointed. It was **RESOLVED** to meet the associated costs of cheque, certificate and frame etc.

275/22 TOWN LANDS CHARITY

It was **RESOLVED** to advise the Town Lands Charity that PPC would wish to pursue the purchase (as opposed to lease) the 1.5 acres (approx.) of land, for the rate to be determined by an up-to-date independent evaluation. It was **RESOLVED** to confirm that the parish council would be willing to meet reasonable TLC legal costs.

276/22 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.03.

Signed *D Nicholls*

Date: 23/2/23

Chairman