

# PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 23 February 2023  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### 277/22 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chairman), Cllr McCarthy, Cllr Mrs Crutchfield, Cllr Weber and Cllr Hawkins plus the Parish Clerk, Mrs Eagling.

2. Apologies & Absence

It was **RESOLVED** to accept apologies for absence from Cllr Saintey (Vice Chairman), Cllr Heyman, Cllr Mrs Nash, Cllr Blunt and Cllr Mitra plus Buckinghamshire Councillor P Brazier.

It was noted that Cllr Mrs Dragon had resigned.

4. Others present.

Buckinghamshire Councillor Derek Town (part) plus two members of the public (part).

### 278/22 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.
- No other declarations nor dispensations were received.

### 279/22 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No members of the public were present at this point of the meeting, so no questions were tabled. Two members of the public arrived during the Buckinghamshire Councillors update and it was **RESOLVED** to invite their comments relating to Cheddington Road planning at that point on the agenda.

### 280/22 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

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

Buckinghamshire Councillor Peter Brazier had also submitted thanks for the parish councils support of the Ivinghoe & Pitstone Repair Café initiative, and invited any comments relating to the community board's support for the clearance of the section of Whistlebrook under the care of Brookmead school.

### 281/22 MINUTES OF THE MEETING held on 26/1/23.

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 26 January 2023 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### 282/22 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: BC advised that order placed for conversion to LED. Installation date tbc.
- 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: 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. Comments submitted to Croudace.
- 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: BC to instruct legal.
- 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 – completed.
  - Glebe Close disabled parking – completed.
  - Cheddington Road repeater signs – see agenda item.
  - Westfield Road grass cutting – LAT advises "I have requested that Westfield Road be put at the top of the list when the urban grass cutting starts"
- Ivinghoe Freight Strategy – BC commenced installation of signage.
- 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 – Advertiser to respond re Marketing Force sponsorship scheme; BC approval for planters not yet granted

- Cycle improvements to Tring station (HCC/CRT/BC): Still under investigation by HCC/BC/CRT.
- Aldbury flooding – Project Groundwater update circulated. New dedicated website. Aldbury included. Signed up for update newsletters.
- 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 – BC advised the process would be reviewed but currently no changes
- 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.
- Buckinghamshire Council Open Space – chasing BC Asset Management Team.
- Fibre Broadband – in progress by both Trooli (currently experiencing technical and resource difficulties but hope to resume later in Spring 2023) and Openreach (no update).

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 – in progress.
- Update of Parish Maps – to be undertaken.
- Commemorative tree for Cllr May Everton – Crategus St Pauls Scarlet Hawthorn being ordered and planted by Groom Grounds Maintenance on the Recreation Ground between the front car park and the bench. Plaque being arranged between family and Signs Realm.
- 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. New leaflet calling for volunteers in production.
- Volunteer of the Year – to be presented at Annual Assembly.
- Town Lands Charity re leisure land – waiting for response from the charity.
- Please refer to Sports & Leisure Committee minutes for full list of S&L related matters.

**283/22 CORRESPONDENCE**

- The list of correspondence received was noted.
- The invitation to attend the initial Repair Café was noted.
- It was noted that the Great British Spring Clean has been set for 17/3-2/4/23 and **RESOLVED** to issue the usual publicity and support.

**Committee Matters:**

**284/22 PLANNING COMMITTEE AND RELATED MATTERS**

This section of the meeting was Chaired by Cllr Weber, Chair of the Planning Committee.

## 1. Minutes

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

## 2. Application Consultations

- Portland House on Westfield Road; 23/00331/APP; erection of 6 no. industrial starter units for industrial use (B2), storage and distribution (B8) and include ancillary office space within (E(g)(i) with associated works on land at Portland House. No objections had been received from residents as a result of the neighbour notifications nor publicity. It was **RESOLVED** to advise Buckinghamshire Council that the Parish Council wished to tender no objections.
- 29 Cheddington Road; 23/00486/APP; dropped curb for off street parking. It was **RESOLVED** to permit the applicants to speak in support of their application. No objections had been received from residents as a result of the neighbour notifications nor publicity. It was **RESOLVED** to advise Buckinghamshire Council that the Parish Council wished to tender no objections.
- It was noted that a new consultation had been received relating to 10 Quarry Court and **RESOLVED** to convene a planning committee meeting for 9/3/23 ahead of the Sports & Leisure Committee meeting.

## 3. Decisions notified by Buckinghamshire Council

- 30 Chequers Lane, 22/04002/APP, Householder application for single storey front and side extension and garage conversion: BC approved.
- 32 Campbell Lane, 22/04126/APP, Householder application for garage conversion into habitable room, single storey rear extension, and new side access gate: 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 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

- Cllr Crutchfield provided feedback from the Buckinghamshire Council Planning Forum held 30/1/23.
- It was **RESOLVED** to log each property that receives a hand delivered neighbour notification (previously delivered but not logged).
- It was **RESOLVED** to postpone consideration/approval of a response to the BC Local Plan Infrastructure and Services consultation to the Planning Committee meeting convened for 9/3/23 but to circulate a draft for consideration ahead of the meeting.

The two members of the public were thanked for attending and departed the meeting.

## **285/22 SPORTS AND LEISURE 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. Repairs and Maintenance

- Graffiti on Hever Close bench – staff removed.

- It was **RESOLVED** that no further action was required re mice nor turnstile.
- It was noted that the turnstile had been serviced this week as part of the annual contract.
- Pedestrian gate onto Marsworth Road at pavilion was sticking – adjusted by member of staff and latch added.
- It was noted that 4 quotations were still outstanding in relation to: 2 sections of wooden fence wobbling – 1 on the recreation ground and 1 on land by The Crescent; fixing the gate on the metal fencing by PMH; the new green bin by the sports entrance to PMH has been uprooted, including the concrete base; and replacing the yellow hatching on the emergency access to recreation ground from the PMH car park. These items to carry forward to the Sports and Leisure Committee meeting on 9/3/23.

### 3. TMVs

It was **RESOLVED** to approve the Ambivent quotation of £300 + VAT to remove and disinfect 11 TMVs to comply with the Legionella Risk Assessment requirements.

### 4. Painting of the Platinum Room

It was **RESOLVED** to obtain a clearer estimate of the likely costs involved and reconsider at either the March Sports & Leisure or full council meeting.

### 5. Repair Café

It was **RESOLVED** to support this new initiative by (a) awarding the 'regular hirer' rate and (b) providing the first three sessions free-of-charge (in lieu of providing a grant).

### 6. Potential change to HMRC VAT for Sporting Fees

The information provided by BALC, the Parkinson Partnership and IAC was noted. It was **RESOLVED** to wait for the official guidance from HMRC to establish exactly which sporting activities might be included and how any process might work.

### 7. Container Shelving Units

It was **RESOLVED** to accept the quotation provided by J&L Carpentry of £320 per unit to supply and fit 3 x 3-shelf shelving modules plus £132 for the ladder solution for the container at the pavilion site (total £1,192).

## 286/22 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.

### 2. Resignation of Cllr Mrs Dragon

It was noted that Cllr Dragon had resigned following a change in personal circumstances.

Buckinghamshire Council have been notified and the stipulated Notice of Vacancy published. If no election is called by residents by 9/3/23 then this casual vacancy will be filled by co-option.

Publicity inviting interested residents to apply to the parish council has also been issued.

### 3. Model Councillor-Officer Protocol

It was **RESOLVED** to adopt a Councillor-Officer Protocol as drafted as part of the Civility & Respect government project. Draft to be presented for consideration/approval at the March meeting.

## Charity Matters:

### 287/22 PITSTONE PARISH CHARITY

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

### 288/22 PITSTONE RECREATION GROUND CHARITY

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

## Working Group Matters:

### 289/22 PITSTONE DEVELOPMENT AREA

It was noted that Buckinghamshire Council were still waiting for their legal advice in respect of the MUGA.

## 290/22 YOUTH CAFÉ

No items were tabled for discussion this month.

### Other Matters:

## 291/22 DEVOLVED SERVICES

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.

Given that grass cutting may need to commence ahead of the 30/3/23 council meeting, it was **RESOLVED** that the parish council would enter the 12-month extension (presuming the same terms, and increased financial provision) if the papers should be issued by BC imminently (they were waiting for their budget meeting on 22/2/23 to confirm funding) and the Chairman was duly authorised to sign the agreement on behalf of the council.

## 292/22 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 the parish council was still waiting for a response from both Buckinghamshire Council re planters and the potential sponsor re the Marketing Force roundabout sponsorship scheme.

### 3. mVAS Reports

It was **RESOLVED** to note receipt of the mVAS reports for both Westfield Road (Windsor Road site) and Marsworth Road. Both reports showed a reduction in both the 85<sup>th</sup> percentile and average speeds from their previous report. Both reports have been uploaded to the website.

It was **RESOLVED** to investigate whether "Police Speed Check Area" signage might be approved for Westfield Road.

### 4. Cheddington Road Repeater Signs

The feedback from the Buckinghamshire Council Local Area Technician was noted. It was **RESOLVED** to continue exploring options and implications.

## 293/22 ANNUAL ASSEMBLY 18/5/2023

It was noted that the youth café and Buckinghamshire Council had agreed attendance. Still waiting for responses from Thames Valley Police, the Towns Land Charity and AA Environmental.

## 294/22 CORONATION 6-8/5/23

- It was **RESOLVED** to work with Pitstone Memorial Hall Charity and CuriosiTea to jointly promote a Big Coronation Lunch on Pitstone Recreation Ground on Sunday 7 May with PMH opening their bar and toilets and CuriosiTea offering pre-bookable take-away afternoon teas as well as serving tea/coffee/cake/usual menu etc.
- It was noted that both P&IJFC and I&PUCC had been advised that the ground would not be available for sporting activities on that date.
- It was **RESOLVED** that PPC would support PMH if they wished to host a larger scale event with traditional games, fancy dress competition and demonstrations etc but that we didn't have available manpower on that date to assist. Once PMH have decided on the type of event, PPC will consider if they wish to involve the Youth Café manager. It was noted that PPC do not have available manpower to host a stand at the event to promote volunteering opportunities within the council.
- Any local group wishing to promote volunteering opportunities as part of the Big Help Out to be offered a free stand space at the event.
- It was **RESOLVED** that the parish council would be happy to produce & erect laminated trail sheets and to supply small prizes that could be collected from CuriosiTea on the day.
- It was **RESOLVED** to liaise with Cllr Heyman re any tie-in to the annual Children's Competition.

- It was **RESOLVED** that if PMH organise stands/activities etc that they can keep any proceeds arising.
- It was **RESOLVED** that the Parish Council would erect Union Jack bunting around the Recreation Ground. Trial 1 x 40m from Amazon (£8 for 40m) and if not impressed with the quality to order from Lamps & Tubes (or other) (currently £14.99 per 20m). Total distance approximately 570m.
- If PMH decide to apply for a grant towards the event, this can be considered once submitted.
- It was **RESOLVED** to erect a plaque for the Coronation Tree (tree next to the Jubilee Green Canopy tree).
- It was **RESOLVED** to meet the cost of increased litter picking and bin emptying.
- Once PMH have determined the scale of the event they wish to host, PPC to re-write to all the local groups re the Big Help Out support available.

Buckinghamshire Councillor Town departed the meeting.

#### **295/22 POLICY AND DOCUMENT REVIEW**

- It was **RESOLVED** to approve the suite of Community Transport Policies and documents and the Chairman was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to approve the annual review of the Policy on the Reporting of Meetings and the Chairman was duly authorised to sign on behalf of the council.

#### **296/22 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:**

#### **297/22 FINANCIAL MATTERS**

##### 1. Staff Overtime

It was **RESOLVED** to ratify approval of the payment of 25.75 hours of overtime worked by the Parish Clerk during January. No overtime required for the parish assistant for that month. 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 £278.84.

##### 3. Financial Summaries and Expenditure

The bank reconciliation, financial summary, confidential salary payments, pavilion & 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.

##### 4. Internal Controls

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

##### 5. Internal Audit Procedures for 2022/23 Accounts

The internal audit procedures for the current financial year were noted. Site visit by IAC in March followed by electronic year-end submission.

It was noted that approval for the next 3-year long term agreement with IAC Ltd will be tabled for consideration/approval at the next meeting.

##### 6. Pitstone Memorial Hall Charity Grant

It was **RESOLVED** to review payment once in receipt of fully costed proposals for the curtains.

### **Reports & Other:**

#### **298/22 REPORTS**

- The Clerk provided feedback form BALC Future Nature training webinar held on 27/1/23.

- The Parish Assistant had submitted feedback from the Solar Panel training undertaken 31/1/23.
- A number of additional streetlights reported to BC and TW for repair. No call outs required for PPC lighting.
- Other minor reports were noted.

## 299/22 OTHER

### 1. Date and Time of Next Meeting

It was noted that the next full Parish Council meeting would take place on 30 March 2023 at 7.30pm.

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

- Consider and Pay Chairman's year-end expenses.
- First draft of year-end figures
- PAT tests for youth cafe equipment
- Pole safety inspection surveys for 3 Vicarage Road and 23 Chequers Lane are due every 12 years (last completed in 2011, next due in 2023).
- PPP submission for next edition
- Annual review of the treasury & investment policy due
- New 3-year long term agreement for IAC Ltd Internal Audit
- No other items were raised for inclusion.

### 3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 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: 22/3/23
- Summer volunteer event: 7/9/23
- Annual Assembly: 18/5/23
- 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: 14/3/23
- BALC Planning Application Responses training webinar 28/2/23 – Cllr Weber
- Skatepark 12m retention inspection – being arranged.
- Audit 13/3/23

## 300/22 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.25.

Signed *D Nicholls*

Date: 3/4/23

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Chairman