

PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 30 March 2023
at Pitstone Pavilion commencing at 7.30pm

General Matters:

301/22 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies & Absence

It was **RESOLVED** to accept apologies for absence from Cllr McCarthy and Cllr Heyman who both had work commitment, and subsequently Cllr Hawkins who had been delayed at work, plus Buckinghamshire Councillor P Brazier who was attending a BC meeting.

3. Others present (each person attended for part of the meeting)

Buckinghamshire Councillor Derek Town, the agent from Laxton Properties re 87 Marsworth Road planning application, two members of the public in relation to 7 Hever Close planning, 1 resident in relation to 87 Marsworth Road planning, 2 residents representing Friends at Brookmead (school PTA) re grant application plus PC Dione Edwards and PC Jake Bye.

302/22 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, Cllr Nash declared an interest in Pitstone Memorial Hall Charity and Cllr Saintey declared an interest in the National Trust.
- Cllr Nicholls declared an interest in the planning application for 87 Marsworth Road (close to his residence). No dispensation was requested or required as Cllr Nicholls would abstain to the public gallery and not take part in any discussion.
- No other declarations nor dispensations were received.

303/22 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

The members of the public present wished to give representation regarding planning applications, and it was therefore **RESOLVED** to take these comments at the appropriate point in the agenda. No general matters were tabled.

304/22 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.

He also provided an update on the Ivinghoe Freight Strategy and the Chilterns Beechwoods SAC and would provide written information for inclusion in the forthcoming edition of PPP.

305/22 QUESTIONS FOR, AND UPDATES FROM, THAMES VALLEY POLICE

PC Dione Edwards and PC Jake Bye introduced themselves as the new Neighbourhood Police Officers for our area, having previously worked as response officers in Aylesbury. At present the team is short staffed, as the PCs are having to provide cover for Aylesbury whilst new members of staff are trained. It is anticipated that this will ease by the summer. An additional PCSO is also due to start in May/June.

They hope to attend a parish council meeting at least once a year and will aim to provide crime updates every three months. During the January to March period there were 39 incidents reported to TVP of which only 5 were of note – relating to burglary and theft/attempted theft of motor vehicles. They are also happy to attend local community events and drop into the youth café (although this was dependent on being about to adjust their rota to accommodate these).

They encouraged residents to report any issues of concern and/or any intelligence (contact details poster for noticeboard will be supplied) as this will help to dictate where their patrols are scheduled.

TVP are working with their cross border partners in HC regarding the quarry, and also arranging planned operations to target any drug/ASB in the village.

The officers were thanked sincerely for attending the meeting and departed to continue their patrols.

306/22 MINUTES OF THE MEETING held on 3/2/23.

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 23 February 2023 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

307/22 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: TW advise “I have had the chance to review properly with our managing agent. By way of update the grass bank to the business park is still within our ownership and we have no intention to dispose of it. Unfortunately we will not accept your proposal to plant trees on this bank to prevent noise from a third party's yard. We would prefer not to have the trees as the maintenance cost and the liability would be too excessive. It would also result in a decreased value/versatility of the land. I hope you can understand our position.”
- 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.
 - Cheddington Road repeater signs – awaiting TRO then can install signage.
 - 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): HC advise that they have a meeting with BC w/c 3/4/23.
 - 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 were holding £8,073.06 re RTPI on Marsworth Road arising from 15/00139/AOP – BC confirmed this arose as the project was delivered under budget and will be returned to the developer
 - Buckinghamshire Council holding £74,000 “towards the enhancement of the existing local 61 and 164 bus services” arising from NKH – BC advised “This still remains planned, but at the moment costs as exceptionally high, this being up to 40% higher than previously, and therefore we have not progressed this any further until such time as we can be sure we’ll get the best value for money.”
 - Buckinghamshire Council holding £10k of funds for “Sustainable Community Transport and Dial-a-Ride” arising from Rushendon Furlong development. See agenda item re electric shared car. South Beds dial-a-ride is our nearest and will try and accommodate any car scheme requests that we are unable to fulfil.
 - Buckinghamshire Council Open Space – BC Asset Management Team yet to provide a full response.
 - 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:
- Double lane practice cricket nets – (a) Order placed, eta ‘spring’ 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 maps for Pavilion Platinum Room – completed.
- Commemorative tree for Cllr May Everton – tree planted 18/3/23. Plaque being arranged between family and Signs Realm.
- Solar panels for pavilion –Community Board carried grant request over to next financial year.
- Community Car Scheme donation – £1,500 received. New leaflet calling for volunteers completed and being distributed. £1,207 funds remaining.
- 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.

308/22 CORRESPONDENCE

- The list of correspondence received was noted.

Committee Matters:

309/22 PLANNING COMMITTEE AND RELATED MATTERS

This section of the meeting was Chaired by Cllr Weber, Chair of the Planning Committee. Cllr Nicholls sat in the public gallery throughout and made no contribution to the discussion nor voting re 87 Marsworth Road.

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 9/3/23.

2. Application Consultations

- 93 Windsor Road, 23/00758/APP, householder application for two storey side extension. It was **RESOLVED** to permit the applicant to speak in support of their application. It was noted that there were two objections from residents on the BC portal. It was **RESOLVED** to advise Buckinghamshire Council that the Parish Council has no objections to the current two-storey proposal if taken in isolation. However:
 - the parish council would like Buckinghamshire Council to consider whether the proposal could result in loss of privacy and light for immediate neighbours; and
 - it was noted that the plans submitted did not incorporate the existing grant of permitted development for the conversion of the loft, which the applicant advised they still intend to carry out in due course. If both the loft conversion and this extension were undertaken, it was felt that this would create an unacceptable scale/massing to the property. Therefore, Buckinghamshire Council should please take the loft conversion into consideration when determining the current application, to the extent relevant and material, and incorporate any restrictions arising to either.

The applicant then departed the meeting.

- Land to the rear of 87 Marsworth Road, 23/00757/APP, demolition of existing structures and erection of 5 dwellings including access and all ancillary works. It was noted, following comments from members of the public, that some near neighbours were unaware of the application. A second set of notification letters would therefore be delivered. It was **RESOLVED** to permit the applicant's agent to speak in support of their application. He did so, and addressed questions raised by members of the public and councillors. It was **RESOLVED** to permit members of the public to speak in opposition to the application, and they likewise did so. Lengthy discussions took place amongst councillors and with the agent and members of the public present, focusing in particular on (i) the extent of the proposals' compliance with the Neighbourhood Plan and (ii) material planning considerations which, in councillors' views, were adverse to the proposals. It was **RESOLVED** to advise Buckinghamshire Council that the Parish Council was opposed to the application on the following grounds:
 - non-compliance with policy 6.iv of the Neighbourhood Plan (effect on hedgerows and trees);
 - access and traffic congestion; and

- potential loss of privacy, scale and massing, general overdevelopment of the site; with (if the application is nonetheless approved):
- mitigation for ecological loss to be based on a prudent assessment of the value of all trees on the site prior to any felling works having taken place;
- mitigation for any impact on the Chiltern Beechwoods SAC to be applied within the parish; and
- sufficient off-street parking (per current Local Plan requirements) for no.87 itself to be resolved and put in place as part of this application.

The agent and member of the public then departed the meeting.

- 7 Hever Close, 23/00734/APP, householder application for conversion of garage to habitable room. 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. The applicants then departed the meeting.
 - 47 Albion Road, 23/00776/APP, householder application for replacement of flat garage roof with pitched roof and enclosure of existing open porch. 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.
 - 58 Tun Furlong, 23/00873/APP, householder application for single storey rear extension with skylight. 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.
 - 72a Vicarage Road, 23/00867/APP, householder application for single storey front and side extension. 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 has no objections to the principle of the proposed development, however it was felt that the roof line of the first extension on the front left side of the house is too blunt, should step back from the existing pitch and should meet the new front extension behind its ridge not in front of it, in accordance with good principles of planning design (document to be uploaded to the portal to illustrate the point).
3. Decisions notified by Buckinghamshire Council
- 24 Albion Road, 23/04275/APP, householder application for hip to gable loft conversion with front and back dormer windows and side and rear extensions: Approved by Buckinghamshire Council.
4. Applications outstanding with Buckinghamshire Council.
- Plot C on Westfield Road, Land to The South of Marsworth Road And The West Of Vicarage Way (restaurant/pub site only), Land Adjacent to Allotment Gardens (nursery site only), land to the rear of 12 Marsworth Road, Portland House on Westfield Road (6 industrial starter units), 10 Quarry Court and 29 Cheddington Road.
5. Enforcement outstanding with Buckinghamshire Council.
- 27 Campbell Lane (20/00443/CONB) – Enforcement notice issued. Must be restored to original conditions by 1/2/22. Now awaiting outcome of appeal, see below.
6. Appeals 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 Nash provided feedback from Planning Application Response training on 7/3/23. Cllr Nicholls returned from the public gallery to sit at the council table, and re-took the Chair.

310/22 GRANT APPLICATION BY FRIENDS AT BROOKMEAD SCHOOL

It was **RESOLVED** to bring forward consideration of the grant application agenda item to avoid any further unnecessary delay for the two representatives in attendance, and they provided information in support of their application towards a large sandpit as part of their Outdoor Play and Learning Programme.

The parish council noted that it is unable to fund projects that are the responsibility of another authority (e.g. Education and Highways) per its grants policy. The parish council has previously advised of this requirement in an earlier grant application during 2022 and is required to ensure where grant awards are made utilising public money, the project is viable.

It was **RESOLVED** to ring-fence a grant of £1,870 (the remainder of the available grant funds for the current financial year) towards the project, to be paid at the point that the project can progress. Overall target in the region of £10k.

The members of FAB were thanked for their attendance and then departed the meeting, along with Buckinghamshire Councillor Derek Town.

311/22 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

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

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting that took place on 9/3/23.

2. Painting of Platinum Room

It was **RESOLVED** to engage the in-house Facilities Manager re repaint the Platinum Room walls with Dulux Easy-care Brilliant White Vinyl Matt Emulsion, approx. £100 for 20l, miscellaneous items such as brushes & rollers, plus the member of staff's usual hourly rate.

3. Pavilion car park signage

It was **RESOLVED** to approve the draft car parking signage for the pavilion, to read: "Welcome! This is a free private car park for the users of Pitstone Pavilion. Non-Pavilion users may exceptionally be permitted to park here, but charges may apply: contact xxx. The car park is locked when the Pavilion is closed. Cars still on-site at this time will no longer be able to exit the car park. If you require early release of your vehicle, the fee will be £50 and you should contact xxxxxxxx. Your vehicle is parked at your own risk, and parking here constitutes acceptance of these terms." Three signs to be installed, at the gate and along the two wings.

4. Pavilion Fence

It was **RESOLVED** to note and ratify the repair of the section of wooden fence that blew down during the 13/3/23 storm. The contractor had attended and determined that 5 new concrete spurs were required at a cost of £430 to supply, fit and re-secure site. The quotation had been approved by the Chairman & Vice Chairman as emergency expenditure.

5. PRS/PPL Music Licence

It was **RESOLVED** to new the annual music licence for the Pavilion at a cost of £411.02 + VAT.

6. Non-Domestic Rate Bill

It was noted that Buckinghamshire Council had applied a 100% small business relief rate to the non-domestic rate bill for 2023-24, so no payment was due.

312/22 STAFFING COMMITTEE AND RELATED MATTERS

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting that took place on 22/3/23.

2. Year-End Payroll

It was noted that the year-end payroll tasks had been completed, P11's had been reviewed for all employees, the year-end EPS had been submitted to HMRC, and P60's produced and distributed to staff.

3. Vacancy arising from the resignation of Cllr Mrs Dragon

It was noted that no by-election had been called and PPC had been advised by Buckinghamshire Council to fill the vacancy via co-option. The position had been

advertised on noticeboards, website and social media channels (with reminders issued) and previous applicants had been supplied with the current vacancy details. Information packs had been supplied to all residents that expressed an interest. It was **RESOLVED** to co-opt Dave Frearson to the Parish Council. Dr Frearson was not in attendance at the meeting, so the Clerk is to follow through to ensure completion of the Declaration of Acceptance of Office and Register of Interests.

Charity Matters:

313/22 PITSTONE PARISH CHARITY

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

314/22 PITSTONE RECREATION GROUND CHARITY

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

Working Group Matters:

315/22 PITSTONE DEVELOPMENT AREA

It was noted that Buckinghamshire Council had advised Nicholas King Homes that they would take legal action if the MUGA specified within the planning permission was not installed.

316/22 YOUTH CAFÉ

1. It was **RESOLVED** to approve the annual PAT testing all the youth café electrical equipment by Vita Electricals.
2. It was noted that the updated Safeguarding Training for the Café Manager had been undertaken and certificate supplied.
3. Café Manager still to supply details of any training requirements for the volunteers.
4. Ex-youth café equipment (PlayStation, 2 monitors, and a number of board games) now listed on the website, Facebook, Twitter and Facebook Marketplace. No buyers at present.

Other Matters:

317/22 DEVOLVED SERVICES

1. It was noted that Buckinghamshire Council had confirmed a budget provision of £3,988.15 towards the delivery of Devolved Services. This amount would not fully fund the works but was an increase over last year.
2. It was noted that the council had signed and returned the Devolution Agreement Variation from Buckinghamshire Council, in line with the resolution passed at the last meeting, but the countersigned copy has been delayed by BC and is not now anticipated until mid-April.
3. As a reminder, the above Variation does not include any of the additions, removals or amendments requested by the Parish Council, which Buckinghamshire Council advise that they can't consider until the contracts are fully reconsidered over the next 12-months, rather than just extended as they've resolved to do for this financial year.
4. It was noted that therefore Ross Lawry Agricultural Services had been officially engaged to carry out the above works (along with the PPC works) in line with the previous resolution and specification. It was anticipated that the first cut would be carried out in April.
5. It was noted that council had electronically granted permission for event banners for Doctor Doolittle and the Pitstone Memorial Hall Easter Market.

318/22 HIGHWAYS AND RIGHTS OF WAY

1. Ivinghoe Freight Zone

The concerns raised by Chiltern Transport were noted. It was noted that Graham Hilary of Buckinghamshire Council will be raising these at the Marsworth Airfield Routing Meeting on 4/4/23, which Cllr Nicholls agreed to attend. The Parish Council wished to continue to protect the village from HGV traffic and will support any reasonable actions agreed with Buckinghamshire Council to help Chiltern Transport deliver this.

2. Footpath from Westfield Road roundabout to College Lake

It was **RESOLVED** to raise the possibility again with both Hertfordshire and Buckinghamshire Councils, and see if a Feasibility Study could be undertaken to scope the potential issues eg the railway bridge.

3. Westfield Road bus shelters

It was noted that the Parish Council was still waiting for a response and advice from Buckinghamshire Council's Public Transport division.

4. Marsworth Road Roundabout

It was noted that the parish council was still waiting for a response from both Buckinghamshire Council (and Buckinghamshire Councillors) re planters and the potential sponsor re sponsorship scheme.

5. "Police Speed Check Area" signage

Due to time constraints, it was **RESOLVED** to carry this item forward to the April meeting.

6. Cheddington Road – Cooks Wharf to Chequers Close

Due to time constraints, it was **RESOLVED** to carry this item forward to the April meeting.

7. Transition to Buckinghamshire Highways

Cllr Nicholls provided feedback on the Buckinghamshire Council "Town and Parish Council briefing: The transition to Buckinghamshire Highways" that took place earlier in the evening. BC will circulate the presentation materials.

8. Weeding/Curbs/Roundabouts/Leaf fall etc

It was noted that no confirmation had yet been received from BC re the inclusion/exclusion of the above within the new contract.

9. Other reports

- It was **RESOLVED** to raise with BC concerns relating to pedestrian safety under the Cooks Wharf railway bridge, as the paint markings had worn away, and to request discussions regarding other possible approaches to safety.
- It was **RESOLVED** to report to BC that the 30mph signs as you enter Great Gap from the north appear to be too small.

319/22 COMMUNITY TRANSPORT

Due to time constraints, it was **RESOLVED** to carry this item forward to the April meeting.

320/22 ANNUAL ASSEMBLY 18/5/2023

It was **RESOLVED** to approve the draft agenda and the Chairman was duly authorised to sign. Councillors were thanked for volunteering to help with hand delivery of the agenda, the remainder to be distributed by Clerk and Assistant.

321/22 CORONATION 6-8/5/23

Sunday 7 May 2023 – Big Coronation Picnic

- It was **RESOLVED** to order Coronation Water Bottles as the prize for the children's trail, and to meet the associated cost of prizes and leaflet printing. Estimated requirement = approx. 200.
- It was **RESOLVED** to approve Cllr Mitra providing a free Indian Coronation Picnic meal for the children that attend the youth café, approx. cost £60. Pitstone Memorial Hall Charity willing to loan their kitchen facilities free-of-charge for the day. Cllr Nicholls to loan a gazebo. Cllr Weber to assist on the day. To be promoted via the youth café only and tickets provided for redemption (so that general attendees at the event don't request a free meal).
- It was noted that general publicity had been agreed with PMH and CuriosiTea and subsequently issued; PMH had decided to run a Children's Fancy Dress competition on the day; staff member had agreed to carry out extra litter picking/bin emptying after the event; bunting purchased. Bunting in store ready to be erected.
- Commemorative plaque for tree purchased and installed.

Monday 8 May – Big Help Out

- Different publicity materials to be issued each day in the run up to the event to promote local opportunities.

322/22 PITSTONE PARISH POST

- It was **RESOLVED** to approve the draft parish council submission for inclusion in the upcoming edition of Pitstone Parish Post.

- It was noted that over half of the existing advertisers had upgraded to colour advertising, providing a closer breakeven point.

323/22 LIGHTING

- It was **RESOLVED** to approve the conversion of the two Recreation Ground Charity lighting columns that overlook Pitstone Memorial Hall rear car park, at a cost of £990.26 + VAT, in line with the other lighting in the village.
- It was **RESOLVED** to commission the cyclical structural surveys of the two wooden poles owned by the Parish Council located at 3 Vicarage Road and 23 Chequers Lane, due every 12 years, at a cost of £798.12 + VAT.

324/22 ALLOTMENTS

It was **RESOLVED** to note receipt of the annual risk assessment supplied by Pitstone Allotment Association. No issues arose for the parish council to action.

325/22 POLICY AND DOCUMENT REVIEW

- It was **RESOLVED** to approve the Councillor-Officer Protocol and the Chairman was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to approve the annual review of the Treasury and Investment Policy and the Chairman was duly authorised to sign on behalf of the council.

326/22 SUBSCRIPTIONS

- It was **RESOLVED** to renew the annual subscription to CIB Community Buildings service (£65).
- It was **RESOLVED** to renew the annual membership of SLCC (£222).
- It was **RESOLVED** to renew the annual Microsoft licences.

327/22 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:

328/22 FINANCIAL MATTERS

1. Staff Overtime

It was **RESOLVED** to ratify approval of the payment of 9.5 hours of overtime worked by the Parish Clerk during February and 9.25 hours of overtime worked by the parish assistant for that month. Already reviewed and approved by the staffing committee for inclusion in the March payroll.

2. Chairman's Expenses / Allowance

It was noted that the Chairman did not intend to submit any year-end expenses nor claim any allowance.

3. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC to refund PPC £678.61.

Cllr Mitra departed the meeting.

4. HMRC VAT on Sporting Fees

Due to time constraints, it was **RESOLVED** to carry this item forward to the April meeting.

5. Financial Summaries and Expenditure

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

6. Internal Controls

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

7. Internal Audit

- It was **RESOLVED** to note receipt of the Internal Audit Engagement letter.
- It was **RESOLVED** to note the minor issues raised at the site visit by IAC on 13/3/23 and actions arising:
 - It was **RESOLVED** to approve the amended wording to the Grants Policy (to remove reference to donations) and the Chairman was duly authorised to sign on behalf of the council.
 - It was **RESOLVED** to approve the amended wording to the Financial Regulation 5.2 (to state that the financial records were published on the website) and the Chairman was duly authorised to sign on behalf of the council.
 - It was **RESOLVED** to record any carry forwards etc for the budget for the forthcoming year in the main minutes as well as on the budget monitor.
 - It was **RESOLVED** to carry forward consideration of utilising the Public Sector Deposit Fund to the April meeting due to time constraints.
 - It was noted that one entry on the Schedule of Charges had not been updated and this would be rectified with the publication of the June 2023 price increases in due course.
 - The list of items required for the year-end submission to IAC were noted.
 - It was **RESOLVED** to renew the three-year long-term agreement with IAC at a cost of £395 + VAT per annum.

8. External Audit

It was **RESOLVED** to note receipt of the external audit information from PKF Littlejohn and their submission date of 3/7/23.

Reports & Other:

329/22 REPORTS

- Cllr Saintey provided feedback from the Parish Liaison meeting held 1/3/23.
- Cllr Saintey provided feedback from the BC Community Board meeting held on 14/3/23.
- Cllr Saintey provided feedback from the AVALC meeting.
- Cllr Saintey provided feedback from the National Trust AEC AGM.
- The clerk provided feedback on the Carbon Literacy Project workshop held on 20/3/23.
- It was noted that a number of additional streetlights have been reported to Buckinghamshire Council for repair.
- Other minor reports were noted.

330/22 OTHER

1. Date and Time of Next Meeting

It was noted that the next full Parish Council meeting would take place on 27 April 2023 at 7.30pm.

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

- All the items that were referenced above as being carried forward to April.
- Year End reconciliation S106 account and reserve account and associated bank transfers.
- Prepare descriptive Annual Report for council including details of Devolved Services including (i) how any complaints have been handled and (ii) details of how the funded has been expended for BC.
- Annual Return, Year End Accounts and Year End Report.
- Make end-of-year returns for National Insurance and PAYE.
- Appointment of new councillor.
- Quarterly grant consideration.

- Annual check of all electronic banking payment details held for suppliers etc.
- Annual review of community self-help plan.
- Consider potential noticeboard renovation required this year.
- Consider year 6 youth café events for last half term before summer holiday.
- No other items were raised for inclusion.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 27/4/23 (BS apologies), 25/5/23 (AM apologies), 29/6/23 (AM apologies), 27/7/23, 31/8/23, 28/9/23, 26/10/23, 30/11/23 (AM apologies), 4/1/24.
- Sports and Leisure Committee meetings: 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 meeting: 21/6/23.
- Summer volunteer event: 7/9/23.
- Annual Assembly: 18/5/23.
- PPP Publication dates: April, July, October, and January.
- BC Parish Liaison Meetings: 19/4/23, 19/7/23, 18/10/23.
- BC Planning Forum 20/4/23 – Cllrs Crutchfield and Weber.
- Playground & Skatepark Annual Inspections: date tbc by Wicksteed eta May 2023.
- Marsworth Airfield HGV Routing meeting Cheddington 4/4/23 – Cllr Nicholls/Saintey.

331/22 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 22.40.

Signed *D Nicholls*

Date: 4/5/23

Chairman