

PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 25 May 2023
at Pitstone Pavilion commencing at 7.30pm

General Matters:

30/23 ELECTION OF CHAIR FOR FORTHCOMING YEAR

Cllr Nicholls was nominated as Chairman. There being no other nominations, Cllr Nicholls, was duly elected unopposed.

The Chairman completed and signed a Declaration of Acceptance of Office for the role of Chair, in the presence of, and countersigned by, the Clerk/RFO.

31/23 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies & Absence

It was **RESOLVED** to accept apologies for absence from Cllr Saintey (personal commitment), Cllr Mitra (annual leave), Cllr Blunt (unwell) and Cllrs Dr Frearson, Heyman and Hawkins (all detained with work commitments).

3. Others present

Buckinghamshire Councillors Derek Town and Peter Brazier.

32/23 ELECTION OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR

Cllr Saintey was nominated as Vice Chairman. There being no other nominations, Cllr Saintey, was duly elected unopposed.

33/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS FOR MATTERS TO BE CONSIDERED AT THE MEETING

- Cllr Mrs Crutchfield declared an interest as a tenant of Pitstone Allotment Association – no related agenda items.
- 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.
- No other declarations nor dispensations were received.

34/23 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No members of public in attendance so no matters tabled for discussion.

35/23 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 Brazier provided updates on Thames Valley Police local team staffing, the airfield planning application, the issues surrounding Whistlebrook and the proposed roundabout planters.

TVP had advised the Buckinghamshire Councillors of some ASB in Pitstone involving young people with sling shots. TVP were requesting residents report any incidents witnessed to them via the normal email.

A walk from Westfield Road to College Lake to scope any potential footpath was discussed and agreed.

36/23 MINUTES OF THE MEETING held on 27/4/23

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 27 April 2023 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

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.

4. 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. Legal issue re parcel of land ownership to be resolved before can progress.
 - Castlemead Lighting: BC advised that purchase of LED lanterns needing to be re-costed & approved due to change in highways contract at BC.
- 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.
- Croudace 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. Currently with legals as Section 38 agreement not currently adopted to enable transfer.
- Croudace 'un-specified' S106 – BC advised the process would be reviewed but currently no changes.
- Croudace/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 – have not required funding.
- 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. Section 38 agreement not currently adopted to enable transfer.
- NKH/Buckinghamshire Council highways: £37k contribution to Pitstone Safety Scheme to be defined by BC.
- NKH/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." Is due to include review of options to deliver bus to Tring station.
- NHK 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.
- NKH replacement car park: Illuminated car park will pass to the parish council along with the MUGA in due course.
- NKH MUGA: BC liaising with NKH.
- NKH commercial areas / conversion to residential: NKH escalated first planning application to Planning Inspectorate on grounds of non-determination, who subsequently allowed the appeal and granted approval. NKH's second set of planning applications remain outstanding with BC.
- NKH open space: Transferring to "Ravensmoor (Pitstone) Management Co Ltd" and not Pitstone Parish Council.
- Land off Westfield Road/'The Mounds': with Taylor Wimpey.
- Buckinghamshire Highways 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/resurfacing – BC hoping to add to capital maintenance program.
 - Cheddington Road repeater signs – awaiting TRO then can install signage. Also see agenda item.
 - Westfield Road grass cutting – BC have carried out the first cut of the verges.
 - Pedestrian safety under Cheddington Road railway bridge – arranging to repaint the markings and patch the failing road surface. Also see agenda item.
 - Signage: replacement Pitstone sign for Westfield Road to be supplied; replacement sign (excluding canal cruises) for Cooks Wharf turning to be supplied; replacement cul-de-sac sign for Chequers Lane to be supplied; old 'new 30mph speed limit sign' in Vicarage Road to be removed; old 'new road layout ahead' sign on Marsworth Road to be removed.
 - Hedgerows/grass: overgrown trees/hedges obliterating signs on Upper Icknield Way to be cut back; vision splay at junction of Vicarage Road/Upper Icknield Way reported as needing re-cutting; verge on Marsworth Road from Westfield Road to railway bridge (particularly the crossing point at the top) reported as needing cut to improve visibility.
 - Ivinghoe Freight Strategy – trial underway.
 - 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.
 - Cycle improvements to Tring station (HCC/CRT/BC): BC & HCC working out how can approach the proposals to deliver the alternative option to the unviable straight-line cycle/ped route to Tring Station. Both councils are investigating issues via development management and legal colleagues.
 - Project Groundwater – BC created dedicated website. Aldbury included within scope.
 - 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
 - Buckinghamshire Council Open Space – BC Asset Management Team yet to provide a full response, yet another new 'interim' person appointed.
 - Fibre Broadband – in progress by both Trooli and Openreach but neither can provide a date.
5. Within the scope of the parish council:
- Double lane practice cricket nets – (a) Installation date tbc, possible ETA July (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.
 - Commemorative tree for Cllr May Everton – tree planted 18/3/23. Plaque being arranged.
 - Solar panels for pavilion –Community Board carried grant request over to this new financial year. This request is due to be considered by senior management in the coming weeks, however the community board funding policy is also currently being discussed separately. Will advise in due course.
 - Volunteer of the Year – presented at Annual Assembly.
 - Town Lands Charity re leisure land – waiting for response from the charity.

- Police Speed Check Area signage – in progress.
- Buckinghamshire Councils Local Heritage List – liaising with a resident re a nomination(s).
- HMRC VAT on Sports Hire – claim submitted, awaiting response.
- Please refer to Sports & Leisure Committee minutes for full list of S&L related matters.

38/23 CORRESPONDENCE

- The list of correspondence received was noted.
- The donation from the >60s club was gratefully received and it was **RESOLVED** to write and thank the members, advising that the council would utilise these funds to purchase an additional item to enhance the pavilion facilities for hirers.

Annual Meeting Matters:

39/23 STANDING DISPENSATIONS

It was **RESOLVED** to continue with the standing dispensations currently contained within the Code of Conduct, for the forthcoming year, namely:

“7.3 The following Standing Dispensations have been adopted and will remain in place until the next election unless otherwise resolved:

7.3.1 Where there is an interest common to the majority of inhabitants of the Parish.

7.3.2 Where an interest is so remote that it is not likely to prejudice your judgement of the public interest.

7.3.3 When setting the council tax/precept.

7.3.4 Interests arising from posts within the authority.

7.3.5 Interests arising from membership of a body to which the authority has appointed or proposes to appoint you (where dispensation exists to discuss but not vote)

Council also has standing declarations relating to the affairs of the Pitstone Parish Charity and Pitstone Recreation Ground Charity, for whom the parish council as corporate body is sole trustee.”

40/23 KEY POLICIES

It was **RESOLVED** to adopt the following key policies following their annual review:

- The Code of Conduct (based on the Buckinghamshire Council code)
- Standing Orders (based on the NALC template)
- Financial Regulations (based on the NALC template)
- Risk Management Policy and Risk Assessment

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

Buckinghamshire Councillor Peter Brazier departed the meeting.

41/23 COMMITTEE STRUCTURE, APPOINTMENTS AND TERMS OF REFERENCE

1. Committee and Working Group Structure

It was **RESOLVED** to continue to operate the following committees:

- Planning (ad hoc, as required by Buckinghamshire Council)
- Staffing (ad hoc, approx. once per quarter)
- Sports and Leisure (monthly)
- Pitstone Parish Charity (as necessary)

It was **RESOLVED** to continue to operate the following working parties:

- Pitstone Development Area
- Youth Café

2. Appointments to Committees

The following appointments were made to committees and working parties:

- Planning Committee – It was **RESOLVED** to appoint Cllr Weber as Chair, Cllr Hawkins as Vice Chair, and the following ordinary members: Cllr Mrs Crutchfield, Cllr Blunt, Cllr Nicholls and Cllr Mrs Nash.
- Staffing Committee – It was **RESOLVED** to appoint Cllr Blunt as Chair, and the following ordinary members: Cllr Saintey and Cllr Nicholls.
- Sports and Leisure Committee - It was **RESOLVED** to appoint Cllr Saintey as Chair, Cllr Weber as Vice Chair, and the following ordinary members: Cllr Mrs Crutchfield, Cllr Hawkins, Cllr Heyman and Cllr Nicholls.
- Pitstone Parish Charity Committee - It was **RESOLVED** to appoint Cllr Nicholls as Chair, and the following ordinary members: Cllr Mrs Crutchfield, Cllr Mrs Nash and Cllr Hawkins.

3. Appointments to Working Groups

It was **RESOLVED** to make the following appointments to working groups:

- Pitstone Development Area Working Party – It was **RESOLVED** to appoint Cllr Saintey, Cllr Heyman and Cllr Blunt.
- Youth Café Working Party – It was **RESOLVED** to appoint Cllr Saintey, Cllr Heyman, Cllr Mitra and Cllr Nicholls to attend the café on a rotational basis, plus Cllr Mrs Crutchfield to also participate in meetings with the Café Manager.

4. Appointments to Outside Bodies

It was **RESOLVED** to make the following appointments to outside bodies:

- Pitstone Memorial Hall Charity – no members volunteered to become an individual trustee of Pitstone Memorial Hall Charity. Clerk to check with the members that were not present.
- Buckinghamshire Council Community Board & Sub-Groups – Cllr Saintey, Cllr McCarthy and Cllr Mrs Crutchfield
- AVALC – Cllr Saintey
- BALC / BC Parish Liaison – Cllr Saintey and Cllr McCarthy

5. Appointments for other matters

It was **RESOLVED** to make the following appointments for members who investigate/review matters and submit recommendations to the council:

Pitstone Hill – Cllr Saintey

Allotment Officer – the Clerk

Footpaths – Cllr Mitra and Cllr Hawkins

Web Site – Cllr Nicholls

Waste and Minerals – Cllr Blunt

6. Committee Terms of Reference

It was **RESOLVED** to continue with the following Terms of Reference for the committees:

a. **Planning Committee**

This committee meets once per month if required depending upon the number and timing of deadlines imposed by the planning authority.

- The committee has delegated power to determine standard applications (eg extensions) and advise BC on the outcome of their decision on behalf of the Parish Council. Any correspondence relating to such applications will be circulated to relevant committee members.
- For applications of 5+ developments / where development may be contentious / unusual, full council to be summoned to attend the meeting. Any correspondence relating to such applications to be circulated to full council.
- Meetings must be open to the public and advertised in the same manner as a council meeting.
- The committee has no delegated spending power.
- If any planning committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

b. Sports and Leisure Committee

This committee meets monthly and considers all sports & leisure related issues eg management and development regardless of the site, creation of NEAP by Recreation Ground, management of play space, football pitch allocation, village green etc.

- i. The Committee has delegated power to manage all day-to-day decisions, taking advice from external representatives on the committee, as necessary.
- ii. The committee has delegated power in line with Financial Regulation 4.1, up to £5,000.
- iii. All items of major expenditure or decisions of a strategic nature (such as final approval of capital projects towards the redevelopment of the pavilion site) would require referral back to full council for consideration and approval.
- iv. All correspondence relating to sports and leisure matters to be circulated to members of the committee.
- v. Meetings must be open to the public and advertised in the same manner as a council meeting.
- vi. If any sports & leisure committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

c. Staffing Committee

To be convened, when necessary, generally quarterly.

- i. The committee has delegated power to determine routine staffing matters such as holiday leave/cover, training, sickness, appraisals, pensions, PAYE/NI, overtime etc.
- ii. Meetings must be advertised and minuted in the same manner as a council meeting, but public may be excluded for privacy reasons.
- iii. No member of staff should be present at Staffing Meetings but may be requested to submit a report.
- iv. The committee has no delegated spending power over-and-above matters related to staffing.
- v. Final decision on appointments should be referred to full council for approval.
- vi. If any staffing committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

d. Pitstone Parish Charity Committee

- i. The parish council as a corporate body is sole trustee to this charity.
- ii. To preserve integrity, Council manages the affairs of the charity via a committee.
- iii. The committee has delegated power to make day-to-day decisions.
- iv. Charity meetings do not need to be open to the public and only trustees should attend.
- v. If any parish charity committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

42/23 DELEGATION ARRANGEMENTS

It was **RESOLVED** to continue with the following delegation arrangements and delegated powers:

- The clerk has delegated power to incur expenditure on office stationery, equipment, sundries, consumables (eg sacks for litter pickers), training or reference books as deemed necessary; timely maintenance requirements for property & assets eg replacement roof tiles at the pavilion or playground repairs, DBS checks, plus emergency expenditure on behalf of the parish council up to a value of £500 (eg to clear fallen trees). In cases of extreme risk to the delivery of council services, and in conjunction with the Chairman, the Clerk has delegated authority to spend up to £750. Any expenditure incurred under the last two categories should be reported to council at the earliest opportunity.
- The pavilion cleaner and litter pickers have delegated authority to incur minimum expenditure on replacement gloves etc.

Delegated Powers

- The council has accepted devolved powers from BC to undertake grass verge maintenance, right of way maintenance and minor works.

43/23 ELECTRONIC DISTRIBUTION OF MATERIALS TO MEMBERS

It was **RESOLVED** to continue with the following:

All information to be disseminated electronically unless a member specifically requests a hard copy of a specific document via the clerk, in which case it will be home delivered. Magazines/periodicals are available for circulation and can be collected when attending a meeting or via arrangement with the clerk.

Committee Matters:

44/23 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 there had been no committee meeting during the month and therefore no draft minutes had been due.

2. Application Consultations

- 82 Marsworth Road, 23/01410/APP, householder application for single storey front extension. No objections had been received from residents following 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 an application consultation for 1 Windsor Road had now been received and would be tabled for a later agenda.

3. Decisions notified by Buckinghamshire Council

- 47 Albion Road, 23/00776/APP, householder application for replacement of flat garage roof with pitched roof and enclosure of existing open porch: Approved by Buckinghamshire Council.
- 58 Tun Furlong, 23/00873/APP, householder application for single storey rear extension with skylight: Approved by Buckinghamshire Council.
- 93 Windsor Road, 23/00758/APP, Householder application for two storey side extension: Approved by Buckinghamshire Council.
- 72A Vicarage Road, 23/00867/APP, householder application for single storey front and side extension: 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, Land to the rear of 87 Marsworth Road (5 dwellings), 18 Church Road, 31 Crispin Field and Duncombe Farm Cottage on Stocks 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.

7. Appeals approved by the Planning Inspectorate but now subject to Judicial Review

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. Decision: appeal allowed, and planning granted by the Planning Inspectorate. Now subject to Judicial Review by Buckinghamshire Council.

Cllr Nicholls re-took the Chair.

45/23 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. Minutes

It was noted that there had been no committee meeting during the month and therefore no draft minutes had been due.

2. Bellway Public Open Space and LEAP S106 Maintenance Monies

It was **RESOLVED** to note receipt of the draft monies likely to arise if the open space and LEAP was adopted by the Parish Council. Commuted Sum A is based on the total size of the areas to be adopted (currently 0.157ha) and would equate to £15,332.77. Commuted Sum B is based on specific elements contained within these areas, so can not be defined until Bellway has specified what fencing etc is included, but would likely be in the region of £31,485 (including the play equipment).

3. Queries re Bellway Public Open Space and LEAP

Bellway has acknowledged receipt of the queries raised by the parish council but is not yet in a position to respond. Carry forward to June meeting.

4. Rope Traverse

It was noted that a repair had been needed to the rope traverse within the Recreation Ground play space trim trail as this had broken away from its support at one end. Contractor attended; new metal fixing made & fitted. It was **RESOLVED** to accept the associated costs.

46/23 STAFFING COMMITTEE AND RELATED MATTERS

1. Minutes

It was noted that there had been no committee meeting during the month, so no draft minutes were due.

2. Duke of Edinburgh

It was noted that a young person had asked to volunteer to pick litter as part of their Duke of Edinburgh award. Equipment, safety advice and general guidance provided. Cllr Heyman will liaise with the family and approve the associated timesheets.

Charity Matters:

47/23 PITSTONE PARISH CHARITY

It was **RESOLVED** to note receipt of the draft minutes arising from the Parish Charity meeting held on 4/5/23.

48/23 PITSTONE RECREATION GROUND CHARITY

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

Working Group Matters:

49/23 PITSTONE DEVELOPMENT AREA

- It was noted that Nicholas King Homes had applied for retrospective planning permission for the MUGA as built, see later section of minutes.
- It was noted that Buckinghamshire Council had commenced Judicial Review proceedings in respect of the Planning Inspectorate decision re residential housing on the remaining two NKH plots in relation to the impact on the SAC Chiltern Beechwoods. Reference: CO/1805/2023 - Buckinghamshire Council -v- (1) SSLUHC & Ors - Land to the south of Marsworth Road and the west of Vicarage Way, Pitstone, Bucks. Update to be published to the website.

50/23 YOUTH CAFÉ

1. It was **RESOLVED** to approve £540 of expenditure for First Aid and Food Hygiene training for 9 volunteers/young leaders.
2. It was **RESOLVED** to progress with the Café Manager giving a talk to the current Year 6 intake and two taster sessions on 12 and 19 July 2023.
3. General update: it was noted that the old youth café equipment that had not sold had now been passed to PACE who had thanked the parish council for their fundraising contribution, the Big Coronation Picnic meal for the youth café had been very well attended and received, and TVP had been unable to attend the youth café on 17/5/23 due to workload on the evening but they would try to reschedule.

Other Matters:

51/23 DEVOLVED SERVICES

1. It was noted that the countersigned copy had not yet been received from BC.
2. It was **RESOLVED** to approve the event banner for the Beacon Community Choir concerts in June.
3. It was noted that BC had reduced cutting of rural verges (outside the 30mph) to once per year, but Councillor Town advised that they still had a duty to maintain vision splays, so where the reduction in service was causing a safety issue these should still be reported to BC via Fix my Street portal. The parish council will report both the pedestrian path along Marsworth Road from Westfield Road to the railway bridge, and the junction of Vicarage Road and Upper Icknield Way. Rural services fall outside the scope of Devolved Services and BC have declined to grant permission to the parish council to cut grass in these locations.
4. It was noted that BC had reduced cutting of urban verges (inside the 30mph) to twice per year. The only affected verge within Pitstone was the Westfield Road verge where BC had previously declined to pass Devolved Service responsibilities to the parish council. BC has now agreed that the parish council can cut these verges to provide a higher level of service, but no funding will be available. It was **RESOLVED** to accept the quotation of £140 per cut from Ross Lawry Agricultural Services to add these verges to the existing devolved service fulfilment contract.
5. It was **RESOLVED** to arrange cleaning of the 'pedestrians in road' warning triangle sign by the Cheddington Road bridge, and to arrange for the right-hand bend sign on Cheddington Road to be straightened, and to accept the associated costs.
6. It was **RESOLVED** to report the 'new 30mph speed limit' sign that has been in Vicarage Road for approximately 10-years and see if it is still supposed to be there.

52/23 HIGHWAYS AND RIGHTS OF WAY

1. Potential footpath from Westfield Road to College Lake

The response from Hertfordshire County Council re land ownerships and responsibilities was noted. The response from Buckinghamshire Council's Community Board re any potential process and/or funding for any schemes via the new Buckinghamshire Highways still being scoped, was noted. It was **RESOLVED** to walk the potential route with Buckinghamshire Councillor Derek Town.
2. 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 & Community Board.
3. Marsworth Road roundabout planters and/or sponsorship

It was noted that the informal advice from Buckinghamshire Council was 'just do it' and put associated risk assessments into place. It was **RESOLVED** to speak to the resident that had previously expressed an interest in making planters.

It was noted that a Pitstone Memorial Hall committee member had mentioned that they had several hirers that may be interested in sponsorship at this site. It was not clear if this comment related to formal sponsorship via the Marketing force/BC roundabout sponsorship scheme, or a more informal sponsorship of the planters to fund the cost etc. It was **RESOLVED** to speak to the hall charity to clarify.
4. Cheddington Road – Cooks Wharf to Chequers Close and Pedestrian Safety under the Railway Bridge
 - **Pedestrian safety beneath the railway bridge** – our Local Area Technician (LAT) is recommending patching a section of highway either side & under the bridge to resolve the road surface issue, siding out the two sides beneath the bridge to clear debris and reinstate pedestrian space, re-paint the pedestrian zone in the carriageway on the cottages side and to install a second pedestrian warning triangle with post on the opposite side of the carriageway as you approach from Cheddington. The parish council is able, under devolved services, to clean the existing pedestrian warning triangle (see 51/23). The LAT will submit the proposals for approval.
 - **Speed/Lack of TRO** – LAT progressing request for the missing section of TRO to be implemented and can then install additional 30 repeater signs (hopefully in the carriageway) along the unlit section from the cottages to Chequers Close. If the TRO will take a long time to implement, the LAT would recommend re-installing bigger terminal 30mph sign on the gate (could potentially repair or replace) & previous pole, but this may also require installing derestricted/60mph signs at the other end of the

missing section of TRO. LAT to seek advice and to respond to the parish council with proposals for consideration before anything is implemented.

5. Weed killing/grip clearance/road sweeping

- As Buckinghamshire Council would not carry out any weed spraying / clearing this year, the parish council considered quotations to contract with an alternative supplier for the main problematic areas. It was **RESOLVED** to accept the quotation of £30ph for a 2-man team from Ross Lawry Agricultural Services to strim/hand clear/remove debris from the pedestrian refuges by Westfield Road roundabout, Marsworth Road roundabout and along Marsworth Road; the built-out islands along Marsworth Road and the Marsworth Road roundabout.
- It was noted that the contractor was unable to hand clear grass/weeds from block paving.
- road sweeping – BC had carried out the first cyclical road sweeping of adopted highways for 2023. Some of the roads adopted by BC last year had not been added to the drivers schedule by the BC Street Scene department and the parish council has worked with BC to identify the issues and put new procedures in place so that hopefully it is more efficiently handled for subsequent adoptions. BC apologised and sent the road sweeper to clean the previously omitted roads.

53/23 COMMUNITY TRANSPORT

- The feedback from Haddenham relating to how they had assessed viability for their Electric Vehicle Car Club scheme was noted, along with informal feedback about the popularity of the scheme from a resident. Cllr Hawkins to provide feedback to a subsequent meeting about the hire experience.
- The feedback from Dial a Ride was noted. They have been successfully assisting parish residents where we have been unable to fulfil requests to our own car scheme.

54/23 POLICY AND DOCUMENT REVIEW

It was **RESOLVED** to approve the updated policy on the use of the Recreation Ground/Village Green and the Chairman was duly authorised to sign on behalf of the council. Copy to be provided to Pitstone Memorial Hall charity.

55/23 CONSULTATIONS AND OPPORTUNITIES

- It was **RESOLVED** that no response was required to the Buckinghamshire Council draft charitable collections policy consultation. The operators of the PACE stall have been provided with the necessary details for the consultation and licensing.
- It was **RESOLVED** not to apply to the Local Authority Treescapes Fund (LATF) due to insufficient council owned land to plant the volume of trees that would be required.

56/23 EVENTS – CORONATION AND ANNUAL ASSEMBLY

- It was noted that the Coronation Big Picnic, Children's Trail and the Youth Café coronation lunch had all been very well received and successful. Almost 200 children had completed the trail and collect their free Coronation water bottle from CuriosiTea (the parish council wished to extend their thanks to CuriosiTea for their help and support). A number of youth café attendees, volunteers and the café manager had all attended and enjoyed the youth café lunch.
- It was noted that 16 opportunities had been featured as part of the Big Help Out local volunteering scheme.
- The following feedback arising from the Annual Assembly was considered:
 - **Question raised re anti-social motoring offences eg speed of traffic on Westfield Road and donut spinning in business park**
BC have installed a number of physical measures along Westfield Road. The parish council utilises the mVAS to monitor speeds at both the Warwick Road and Bolebec End locations, in rotation with the other approved sites in the parish. Data is published to the website and shows that speed of traffic can be an issue in other roads eg Cheddington Road, and is not unique to Westfield Road (which was originally designed and built as a 40mph road for business park access). Drivers may be particularly sensitive to traffic speed in one location but exceed the limit in another. Further flashing devices (SID or mVAS) were previously considered and not progressed as caused knock-on issues for rotation and didn't offer resolution to the issue. TVP already carry out regular speed van enforcement, in rotation with other approved sites. TVP/BC not supportive of speed enforcement cameras. The parish council has promoted the Community Speed watch scheme on several occasions but insufficient level of interest from residents had been received. The

parish council had sought, and been declined, permission to plant screening trees in either the BC verge or the TW business park banks opposite Dover Close. The parish council has gained permission to install 'Police Speed Check Area' signage at either end of Westfield Road – awaiting delivery. TVP/BC monitor road safety and prioritise physical interventions in areas across the county where there is a poor accident record, and there have been few accidents in Westfield Road since constructed (less that could be attributed to road design) so this location is not a priority for them at present. TVP encouraged residents to report all instances of ASB via their email so that they could build intelligence and better target patrols. It was **RESOLVED** that the Parish Council would: issue updates to the community, re-promote the community speed watch scheme, encourage residents to be mindful of their speed, continue to explore other opportunities that may arise eg Think! campaigns, erect the 'police speed check area' signage when received, and re-promote the TVP request for incidents to be reported.

- **Question raised to TVP re parking near junctions in Old Farm & Rushendon Furlong (at school time)**
Like the above, this is a difficult issue to resolve, as requires a change to individual behaviour/mindfulness rather than a physical solution. TVP agreed to check these locations if they were patrolling the area and issue advice letters to any offending vehicles. TVP encouraged residents to report all instances of ASB via their email so that they could build intelligence and better target patrols. It was **RESOLVED** that the parish council would publish information to raise awareness and repromoted the request from TVP for residents to provide intelligence.
- **Question raised to BC re potholes**
BC advised that the budget had been increased to try and address the backlog and encouraged residents to report any issues identified via Fix my Street so they could be addressed. Category 1 issues would necessitate a faster repair than more minor issues reported in cul-de-sacs. Information is already provided in PPP and on the website. It was **RESOLVED** that the parish council would re-publish Fix my Street information.
- **Question raised to BC re Marsworth Road resurfacing**
BC has already included Marsworth Road on their list of roads requiring attention, but scheduling will depend on county wide priorities, so no date yet advised. It was **RESOLVED** that the parish council would re-publish the information on all the BC outstanding highways matters.
- **Question raised to BC re highways weed killing**
See 53/23.5 above.
- **Question raised to BC re road sweeping**
See 53/23.5 above.
- **Question raised to BC re zebra crossings (both instead of pedestrian refuges along Marsworth Road, and for Westfield Road)**
BC have previously advised that both the Vicarage Road crossing and the crossing by the pavilion did not qualify for zebra crossings (hence the provided island refuges). The parish council had requested a zebra crossing on Westfield Road as part of the planning application feedback for the retail unit at Portland House but the planning had been refused by BC and thus the crossing not progressed. Traffic Calming Guide (each zebra costing approx. £80k and needing to meet specified criteria) provided by BC. The last BC proposals re the safety scheme, in respect of Westfield Road junction, included coloured tarmac at the crossings. It was **RESOLVED** to re-raise the issue with BC and the Community Board to see if they could assess if any locations along Marsworth Road or Westfield Road would meet the criteria for zebra crossings and if not, if any locations qualified for coloured tarmac to enhance visibility.
- **Question raised to PPC re tidying of Ravensmoor community plots**
It was **RESOLVED** that the parish council would write to Nicholas King Homes and ask if they could please tidy the areas now that the planning inspectorate decision is subject to judicial review.
- **Question raised to BC/PPC re the possibility of making the roundabout more attractive**
The parish council has been working with Buckinghamshire Council, Marketing Force, a local volunteer and a local business for some time. See 53/23.3 above.
- **Question raised to BC/PPC re alley to pre-school**
Councillor P Brazier to liaise with the pre-school as this location falls within the parish of Ivinghoe and not Pitstone.

- **Question raised re grass cutting at Glebe Close**
It was **RESOLVED** that the parish council would escalate with Fairhive.
- **Town Lands Charity and Ivinghoe & Pitstone Repair Café**
It was **RESOLVED** to re-promote both via the parish council channels.
- **Repair Café and Youth Café link**
It was **RESOLVED** to introduce the two groups so they could liaise and see if any linkups were possible.
- **General**
It was **RESOLVED** to publish updates via web/PPP/social media to thank those that attended and participated, and provide responses to the questions raised / what has happened in recent past / what actions are ongoing or being taken forward.

57/23 NOTICEBOARD MAINTENANCE

It was **RESOLVED** to approve the proposed maintenance of the council noticeboards via the Parish Assistant at approx. cost of £144.

58/23 75 YEARS OF THE NHS (JULY 2023)

It was **RESOLVED** to feature an article in PPP/Web/Social Media and to produce 2 x vinyl banners for display at the pavilion and the Recreation Ground.

59/23 WHISTLEBROOK

It was **RESOLVED** to try and make contact with the Environment Agency and the Internal Drainage Board regarding ownership and maintenance of the brook.

60/23 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.

Buckinghamshire Councillor Derek Town departed the meeting.

Financial Matters:

61/23 GENERAL FINANCIAL MATTERS

1. Quarterly Grant Consideration – Pitstone Memorial Hall Charity

It was understood that the charity was officially in dispute with Eon. Further update to be provided by the trustees in due course.

2. Staff Overtime

It was **RESOLVED** to ratify approval of the payment of 30 hours of overtime worked by the Parish Clerk during April and 0.95 hours of overtime worked by the parish assistant for that month. Already reviewed and approved by the staffing committee for inclusion in the May payroll.

3. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC refunded PPC £451.48 for the 1-30/4/23 period.

6. Financial Summaries and Expenditure

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

7. Internal Controls

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

8. Budget Monitor

It was **RESOLVED** to approve the budget monitor and the following adjustments (as shown in the adjustments column) to the budget arising from projects completed prior to the year-end or carried forward to the current year:

- -£1,092 from the extraordinary maintenance at the pavilion site as the container shelving had been completed and paid for prior to the year-end

- +£7,870 to the grants stream, pledged during 2022/23 but not completed by the relevant local groups and therefore carried forward to the current year.
- +£2,829 accrual carried forward arising from the previous uncontested election and held for the forthcoming election.
- +£500 accrual carried forward for expenditure on office equipment, carried forward to current financial year.
- +£1,000 accrual as contingency in case ever need to replace RFO/Clerk, not required during previous financial year.
- +£320 noticeboard maintenance accrual carried forward as works not scoped and approved until May 23.
- +£481 accrual towards street furniture and local wildlife site boards carried forward. Artwork for boards currently at illustration phase.
- +£792 funding towards street lighting wooden pole safety tests that were booked in 22/23 and not invoiced until 23/24.
- +£1,243 of accrued funds towards cyclical tree risk assessment carried forward.
- +£186 of funding remaining in the S106 maintenance provision for the Hever Close playground carried forward (originally forecast to be zero).
- +£1,000 towards the irrigation project at the pavilion carried forward as scoping nor works completed in 22/23.
- +£5,000 contribution towards bus shelters for Westfield Road carried forward as Buckinghamshire Council had not granted permission during 22/23.
- +£1,207 of funds remaining from donation to the car scheme carried forward towards relevant projects in 23/24.

Total revised expenditure budget therefore £263,098 and receipts budget £188,328.

9. Public Sector Deposit Fund

It was **RESOLVED** to postpone determination of the matters arising from opening a PSDF to the June parish council meeting.

62/23 ANNUAL REVIEW OF FINANCIAL AFFAIRS

1. Direct debit and standing order arrangements

It was noted that the Parish Council does not operate any Standing Orders and **RESOLVED** to continue with the following Direct Debits:

- utility provision (water (at allotments and pavilion), gas, electric and unmetered electricity, IMServe electricity meter costs)
- financial services (NEST, credit card and bank charges)
- software subscriptions (Sage accounting and payroll, Office 365, 1password)
- telephony (Sipgate for clerk, assistant & Covid-19; Clicksend for car scheme; mobile phone for Facilities Manager)
- refuse & recycling bin hire & emptying at the pavilion site.

2. Payments arising as a result of continuing contract, statutory duty or obligation

It was **RESOLVED** to continue with payments arising from ongoing contracts or duties, as listed below:

- employment matters eg staff contracts/payments, PAYE/NI, NEST
- HMRC VAT
- part-spent contracts for utilities, telephony etc
- rolling contract with Lamps & Tubes Illuminations for street light maintenance
- rolling contract with Groom Grounds Maintenance for ground keeping at pavilion
- part-spent contract with Groom Grounds Maintenance re ground keeping at village green.
- part-spent contract with Ross Lawry Agricultural Services to fulfil devolved services.
- rolling agreement with R Haynes re bus shelter cleaning

- part-spent contract with Roll In to supply Youth Café Management services.
- part-spent contract with Buckinghamshire Council re dog bin emptying and waste collection
- use of Horwood & James solicitors as/when required.
- 3-year long term agreement re Arthur J Gallagher re insurance
- 3-year long term agreement with IAC re internal audit
- part-spent contract with Tanswell Technology for IT services at the pavilion
- part spent maintenance contract with Ambivent re heating/water at pavilion.
- Software/password subscriptions/licences etc

3. Bank account and credit cards with associated mandates/terms

It was **RESOLVED** to continue with the following bank accounts, requiring no immediate changes to the mandates:

- Unity Trust current account. Main account. Electronic banking with the clerk raising payments and any two councillors individually approving online before payment released. Cheques optional, signed by two councillors.
- Nat West current account. NatWest maintain at £10 balance. Cheques only. At least 2 councillors must sign cheque.
- Nat West reserve account. Linked to Nat West current account. Transfers can only be made into the NatWest current account where normal signatory rules apply to associated cheques. Clerk and Chairman to both sign any transfer requests. Holds reserves and accruals.
- Nat West S106 reserve account. Transfers can only be made into the NatWest current account where normal signatory rules apply to associated cheques. Clerk and Chairman to both sign any transfer requests. Holds S106 maintenance funds for Hever Close play area only.
- Public Sector Deposit Fund – see 61/23.9 above.

It was **RESOLVED** to continue with the following credit card:

- Lloyds Bank multi-payment card through Unity Trust Bank. Direct debit in place to clear full balance at end of each month. Only the clerk to hold a card. Card to only be utilised for sundries or online purchases etc.

It was noted that the council currently holds no long-term investments or bonds.

4. Investments and Interest

- NatWest Reserve Accounts pay interest. No charges. Interest is reported on each monthly summary.
- Unity Trust Account generates charges, no interest.
- Council resolved at the April meeting to open a Public Sector Deposit Account, which attracts a higher level of interest, see 61/23.9 above.
- No long-term investments nor income.
- It was **RESOLVED** that no changes were required to any of the above.

5. BACS & confirm bacs/cheque signatory requirements

It was **RESOLVED** to continue with the current practice, with no amendments required. All payments are enacted by BACS whenever possible, with the Clerk only permitted to raise payments and two other councillors required to authorise online transactions before being processed by Unity. In exceptional circumstances payments can be issued by cheque eg Volunteer of the Year, requiring signature of cheque and counterfoil by 2 members of council.

6. General Power of Competence

It was noted that the General Power of Competence remains in force for the parish council until the next election.

7. General and Chairman's Allowances

Council has always previously resolved not to provide any general allowances to members, nor any specific allowance to the Chairman. It was **RESOLVED** to continue with this practice for the forthcoming year.

63/23 ANNUAL REPORTING AND AUDIT

1. Internal Audit by IAC

- The Annual Internal Audit Report 2022/23 (page 3 of AGAR), the covering letter and explanation of 'not covered' responses were considered by the council. No issues requiring a negative response on the AGAR had been identified.
- The minor observations identified during the site visit had been considered at last month's meeting. The acknowledgement and response sheet containing details of the parish council's actions was approved and the Chairman was duly authorised to sign on behalf of the council.

2. Year-End Asset Register

The closing asset register had been approved at the last meeting. No further adjustments had been identified as being required as a result of the internal audit. It was **RESOLVED** to approve the register and the Chairman was duly authorised to sign on behalf of the council.

3. Year-End Bank Reconciliation

The year-end bank reconciliation had been approved at the last meeting. No further adjustments had been identified as being required as a result of the internal audit. It was **RESOLVED** to approve the reconciliation and the Chairman was duly authorised to sign on behalf of the council.

4. Review of Effectiveness of Internal Control

It was **RESOLVED** to approve the May 2023 Review of Effectiveness of Internal Control. No actions were identified as arising. The Chairman was granted approval to sign on behalf of the council.

5. Annual Governance Statement

The questions posed by the Annual Governance Statement 2022/23 (Section 1 of AGAR), were considered as part of the review outlined in 63/23.4 above. It was **RESOLVED** to approve the draft Annual Governance Statement and grant approval for the Chair and Clerk to sign on behalf of the council.

6. Annual Accounting Statement

It was **RESOLVED** to approve the draft Accounting Statement 2022/23 (Section 2 of AGAR, signed by the RFO) and grant approval for the Chair to sign on behalf of the council.

7. Explanation of Variances

It was **RESOLVED** to approve the Explanation of Variances for the Year Ending 31/3/23, including the detailed explanation of receipt variations and payment variations, and grant approval for the Chair to initial on behalf of the council.

8. Reconciliation between boxes 7 and 8

It was **RESOLVED** to approve the Reconciliation between boxes 7 and 8 arising as a result of Income & Expenditure accounting and grant approval for the Chair to initial on behalf of the council.

9. Additional Papers

It was noted that no additional papers have been requested by the External Auditor as both income and expenditure for the year were below £200,000.

10. Public Rights

It was **RESOLVED** to approve the period of public rights and publication of unaudited accounts based on the PKF Littlejohn recommended dates of 5 June to 14 July.

11. External Audit

It was therefore **RESOLVED** to submit the completed audit documents to PKF Littlejohn, external auditor.

12. Descriptive Annual Report and Accounts for PPP – carried forward to June meeting.

Reports & Other:

64/23 REPORTS

- It was noted that a number of streetlight and highway issues had been reported to both Buckinghamshire Council and Taylor Wimpey.
- It was noted that grass/weed growth along the Marsworth Road footpath from Westfield Road to the railway bridge had been reported to BC.

- It was noted that an enquiry had been lodged with BC re 'It's 30 for a reason, Think!' signage.
- It was noted that a member of the council had volunteered to have the Luton Airport air traffic volume monitoring equipment located in their garden.
- Other minor reports were noted.

65/23 OTHER

1. Date and Time of Next Meeting

It was noted that the next meeting of the Parish Council would take place on 29 June 2023 at 7.30pm.

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

- Annual review of Equal Opportunities Policy due
- Consideration of playground inspection report and conduct annual review of play policy risk/benefit annual assessments.
- Annual review of mVAS procedures manual and risk assessment
- PPP submissions
- Aldbury May Fair and traffic restrictions along Stocks Road (Cllr Weber)
- No other items were raised for inclusion.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 29/6/23 (AM, FN apologies), 27/7/23 (FN apologies), 31/8/23, 28/9/23, 26/10/23, 30/11/23 (AM apologies), 4/1/24.
- Sports and Leisure Committee meetings: 8/6/23 (7-7.30pm only), 13/7/23, 10/8/23, 14/9/23, 12/10/23, 9/11/23 and 14/12/23 (cancel or move re WI party).
- Staffing Committee meeting: 21/6/23
- Summer volunteer event: 7/9/23
- PPP Publication dates: April, July, October, and January.
- BC Parish Liaison Meetings: 28/6/23 (revised date), 19/7/23, 18/10/23
- Playground & Skatepark Annual Inspections: Wicksteed 31/5/23

In accordance with 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 would have been excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted, however there were already no members of the public still present.

66/23 PITSTONE DEVELOPMENT AREA

Planning application consultation re: Land adjacent to allotment gardens, Marsworth Road; 23/01534/VRC; variation of condition 2 (approved MUGA plan) relating to application 17/01871/APP (residential development comprising 74 dwellings, creation of two new accesses, car parking, leisure facilities, landscaping and associated works) (retrospective).

Following considerable discussion it was **RESOLVED** that the parish council opposed this application on numerous grounds consisting of, at a headline level, the following:

- no ambiguities in Drawing 13F - it clearly requires a Classic AE450 MUGA unit
- NKH fully involved in community discussions which led to this unit becoming the agreed one
- NKH informed during construction phase that they were building the wrong unit but continued regardless
- Policy 2(v) of the PNP is clearly breached by the current ball-court
- its installation is also at odds with the requirements of the Section 106 Agreement
- Policy 6 of the PNP, if relevant, is also breached
- various other technical areas of non-compliance with the agreed specification

- types of other ball-courts and MUGAs in the Aylesbury Vale area of no relevance

It was **RESOLVED** to request, that should BC be minded to approve the application, that it be called-in for committee consideration, and further **RESOLVED** to also request that our three Buckinghamshire Councillors also request call-in.

67/23 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.45.

Signed *D Nicholls*

Date: 29/6/23

Chairman