

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF the Meeting of the full Parish Council
to be held at Pitstone Pavilion on Thursday 25 April 2024 at 7.30pm

Laurie Eagling, Clerk to the Council
Pitstone Pavilion, Marsworth Rd, Pitstone, LU7 9AP
Tel: 01296 767261

Signed L Eagling
Date: 19 April 2024

A G E N D A

1. ATTENDANCE AND APOLOGIES

- To note attendance.
- To consider/approve any tendered apologies for absence from the meeting.

2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

To consider declarations & dispensation requests from councillors on matters to be considered at the meeting.

3. PUBLIC PARTICIPATION SESSION - QUESTIONS FROM MEMBERS OF THE PUBLIC AND PRESS

The monthly opportunity for members of the public to put questions or provide information to the parish council.

4. QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

The monthly opportunity for members of the public to put questions to Buckinghamshire Councillors, and for those Councillors to provide updates to the Parish Council and public.

5. MINUTES OF PREVIOUS MEETING

To resolve that the minutes of the previous meeting held on 21 March 2024 are a true and accurate record of the meeting.

6. TO NOTE RECEIPT OF THE REPORT ON ONGOING ITEMS/MATTERS ARISING (for information only)

7. TO NOTE RECEIPT OF THE CORRESPONDENCE RECEIVED

COMMITTEE MATTERS

8. PLANNING COMMITTEE MATTERS

1. Minutes

To note that no committee meeting had been held during the month so no minutes were due.

2. Application Consultations from Buckinghamshire Council

- None notified.

3. Decisions notified by Buckinghamshire Council

- None notified.

4. Applications outstanding with Buckinghamshire Council

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 87 Marsworth Road (5 dwellings), Land to the rear of 12 Queen Street (4 dwellings), Portland House on Westfield Road (6 industrial starter units) and 1 Treachers Close.

9. SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. To note receipt of the draft minutes arising from the committee meeting held on 11/4/24.
2. Bellway LEAP transfer – still progressing through legals.
3. To note feedback from PAA re additional measures for tap on water trough.
4. To consider quotation for tree works recommended within the 2024 Tree Risk Assessment report.
5. To note that Buckinghamshire Council has applied 100% small business relief to the annual National Non-Domestic Rate Bill for 2024-25 for pavilion once again.

6. To approve replacement of broken litter bin in the Recreation Ground play space.

10. STAFFING COMMITTEE AND RELATED MATTERS

1. To note that no committee meeting was held during the month so no minutes due.
2. Councillor vacancy – To note ongoing advertising for vacancy and consider any expressions of interest received this month.
3. Litter picking vacancy – To ratify employment of two new litter picking members of staff.
4. To note completion of year-end payroll and start of new payroll year tasks.

CHARITY MATTERS

11. PITSTONE PARISH CHARITY MATTERS

To note receipt of the draft minutes arising from the charity meeting held on 14/3/24.

12. PITSTONE RECREATION GROUND CHARITY MATTERS

To note that no charity meeting has taken place during the month, so no minutes due.

WORKING PARTY MATTERS

13. PITSTONE DEVELOPMENT AREA

No matters for consideration this month.

14. YOUTH CAFÉ

- To approve renewal of annual membership with Action4Youth.
- To note Café Manager updates on Year 6 events, end-of-term events, basketball hoops & new equipment.

OTHER MATTERS

15. DEVOLVED SERVICES FROM BUCKINGHAMSHIRE COUNCIL

- To note receipt of countersigned Devolved Service Contract and funding from Buckinghamshire Council.
- To consider/approve the updated quotes for delivery of the extended areas detailed within the above.
- To note permits issued for charitable event signage.

16. HIGHWAYS AND RIGHTS OF WAY

- Possible footpath from Westfield Road to College Lake – consultation analysis to be undertaken.
- Ivinghoe & Pitstone Safety Scheme – to receive feedback from initial meeting with Buckinghamshire Highways Commissioning held on 22/4/24.
- Pedestrian crossings – to consider consultation analysis.
- Westfield Road bus shelters – consider the quotations and determine preferred supplier.
- Westfield Road Local Wildlife Site parking issues:
 - To consider/approve the draft signage for the gate.
 - To consider/approve the updated draft of advisory notes for vehicles witnessed parked on the footpath or cycle path.
 - To consider the quotation/option for grass mounding by the verge.
- National Trust permissive paths by the windmill – to note deposits lodged with BC under the Highways & Commons Acts.

17. EVENTS

- To consider matters raised by Party in the Park and HouseMouse organisers.
- To grant approval for Brookmead Year 6 Leavers Party on the Recreation Ground.

18. POLICIES

- To consider/approve the annual review of the Community Self Help plan.
- To consider/approve the review of the Pitstone Parish Post Terms & Conditions and consider any amendments required to the pricing structure for advertisements.

19. CONSULTATIONS

- To determine any response to Buckinghamshire Council Draft Street Trading Policy consultation.

20. OTHER MATTERS

- Allotments - To note receipt of the Pitstone Allotment Association annual risk assessments and consider the remedials required for the car park.
- CCTV - To consider response/further information from Buckinghamshire Council re re-deployable CCTV.
- SLCC – To approve renewal of annual membership to SLCC.
- BALC/NALC – To approve renewal of annual membership to BALC & NALC.
- Rural Services Network – To consider if wish to become a member.
- Insurance – To approve renewal of annual insurance.
- Noticeboards – To consider/approve annual noticeboard renovation proposals.
- Croudace Street Lighting – To note publication of Section 228 notice and adoption of street lighting by the parish council.
- Dog Bin Contract – To approve renewal of agreement with Buckinghamshire Council for 2024-25.
- Westfield Road/Tring Station bus service – To note that Safran survey and Parish Council survey data has been supplied to Buckinghamshire Council.

21. ISSUES RAISED BY MEMBERS OF THE PUBLIC, NOT ELSEWHERE ON AGENDA

- To note that a problem with parking across dropped curbs in Old Farm was referred to Thames Valley Police for action.
- To consider any requests to be tabled on the next agenda.

FINANCIAL MATTERS

22. GENERAL FINANCIAL MATTERS

1. Quarterly Consideration of Grant Applications
 - To consider the grant application submitted by Pitstone Memorial Hall Charity and note their financial update and energy debt update.
 - To consider the grant application submitted by 1st Ivinghoe & Pitstone Scouts.
2. To ratify the monthly staff overtime payments approved by the staffing committee.
3. To note details of monthly VAT return.
4. To approve payments in accordance with the budget and consider the receipts/reconciliations/ debtor/creditor, budget monitor and detailed monthly summary reports.
5. To conduct all necessary internal controls and determine any issues arising.
6. To note updates issued to the Joint Panel of Accountability and Governance Practitioners' Guide effective for 2024/25 accounts.
7. To note annual check of all electronic banking payment details held for suppliers.
8. To consider/approve any year-end reconciliation between accounts.
9. To consider/approve the documents for submission to the internal auditor.

23. REPORTS

1. To note streetlight and name plate issues reported for repair.
2. To receive feedback from the Community Board meeting held 26/3/24 – Cllrs Saintey & Mrs Crutchfield.
3. To receive feedback from the BMKALC Parish Liaison Meeting 24/4/24 – Cllr Saintey
4. To note feedback from BC Nature Recovery Strategy Meeting 8/4/24 – Cllr Mrs Nash.
5. To note feedback from BC Clerks Forum 22/4/24.
6. To note potentially unsafe tree reported to Taylor Wimpey for resolution.
7. To note other reports.

24. NEXT MEETINGS

1. To note that the Annual Parish Assembly will take place on 16/5/24.
2. To confirm revised date for the May 2024 Annual Meeting – 23 May 2024.
3. To note the matters for inclusion on the May Annual Meeting agenda and determine any further matters.
4. To note the reminders and forthcoming events.

THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR MEETINGS
AND TO ADDRESS THE COUNCIL DURING THE PUBLIC PARTICIPATION SESSION
YOU CAN ALSO KEEP UP-TO-DATE BY READING THE MINUTES PUBLISHED TO PITSTONE.CO.UK