

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF the meeting of the full Parish Council
to be held at Pitstone Pavilion on Thursday 29 August 2024 at 7.30pm

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

Signed *L Eagling*
Date: 23 August 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 25 July 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

8. TO CONSIDER/APPROVE ANY APPLICATIONS RECEIVED IN RELATION TO THE CO-OPTION OF A NEW COUNCILLOR TO FULFIL THE REMAINING TERM OF OFFICE

COMMITTEE MATTERS

9. PLANNING COMMITTEE MATTERS

1. Minutes

To note that no committee meeting had taken place during the month, so no minutes were due.

2. Application Consultations from Buckinghamshire Council

- Land adjacent to the Duke of Wellington Public House on Cheddington Road, Marsworth; 24/02222/AOP; Outline planning application with all matters reserved except access and layout for the erection of 9 dwellings with associated parking and access.
- Plot C, Westfield Road; 24/01437/VRC; Variation of condition 3 ,7 ,8 and 9 (plans) attached to 03/A2081/NON relating to application 03/02081/ADP for the erection of office and production facilities - approval of reserved matters pursuant to 01/02241/AOP). Updated application.
- Land To The Rear Of 12 Marsworth Road; 24/01969/APP; Demolition of detached garage and erection of a self-build dwelling (further revisions submitted by developer)

3. Decisions notified by Buckinghamshire Council

- 49 Tun Furlong; 24/01821/APP; householder application for single storey rear extension: approved by Buckinghamshire Council.
- Icknield, The Green; 24/01460/APP; Householder application for conversion of existing double garage building into a habitable space: approved by Buckinghamshire Council.

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), Portland House on Westfield Road (6 industrial starter units), 12 Queen Street (3 dwellings), Land to the rear of 12 Marsworth Road (1 dwelling) and Woodlands in Orchard Way.

10. SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. To note receipt of the draft minutes arising from the committee meeting held on 8/8/24.
2. Bellway LEAP transfer: to note updates on progress.
3. To note update from Network Rail re damage to council parcel/post box 17/7/24.
4. To consider/approve purchase of a Motion Picture Licensing Company Limited Television and Film Licence for the pavilion.
5. To consider/approve for the family of Cllr Mitra to provide a memorial bench on the Recreation Ground.

11. STAFFING COMMITTEE AND RELATED MATTERS

1. To note that no committee meeting had taken place during the month, so no minutes were due
2. To note the resignation of a member of Asset Checking staff, effective 23/8/24, and reallocation of these duties to an alternative member of staff.
3. To note the update on the office IT equipment purchase and approve the associated matters arising.

CHARITY MATTERS

12. PITSTONE PARISH CHARITY MATTERS

To note that no charity meeting had taken place during the month, so no minutes were due. Next meeting scheduled for 19/9/24.

13. PITSTONE RECREATION GROUND CHARITY MATTERS

To note that no charity meeting had taken place during the month, so no minutes were due. Next meeting scheduled for 12/9/24.

14. PITSTONE TOWN LANDS CHARITY AND WILLIAMSON TRUST

To approve re-nomination and appointment of trustees (G Lowe and K Smethers).

WORKING PARTY MATTERS

15. YOUTH CAFÉ

- To note revised contract review meeting and matters arising.
- To consider/approve all updated youth café policies and risk assessments.

OTHER MATTERS

16. DEVOLVED AND AGENCY SERVICES

- To note permits issued for charitable event signage, and unauthorised signs where removal was requested.
- To note updates regarding hedge cutting notices.
- To determine siding out requirements for this autumn.

17. HIGHWAYS AND RIGHTS OF WAY

- Ivinghoe & Pitstone Safety Scheme – awaiting feedback from Buckinghamshire Council in autumn re potential inclusion in their 2025/26 proposals.
- Westfield Road bus shelters – To note that Buckinghamshire Council has approved the submitted plans and prepared the stat plans. Liaising with the supplier regarding order and installation.
- Highway parking by the Local Wildlife Site:
 - To note vandalism of gate sign less than 24 hours after erection and consider actions arising.
 - To note feedback from those who have received advisory letters.
 - To note further information and determine actions arising re both sign and letters.
- Speeding in Yardley Avenue:
 - To consider feedback from BC Local Area Technician.
 - To consider feedback from site visits and determine actions arising.

- mVAS theft and damage:
 - To note that TVP has been unable to identify a potential suspect and are therefore unable to progress the investigation any further.
 - To consider quotations and options for repair and enhanced security for mVAS units.

18. ALLOTMENTS

To consider any response from National Trust re permission for water taps.

19. POLICIES

- To consider/approve the annual review of the Procedure for Handling Complaints.
- To consider/approve the annual review of the suite of GDPR policies and risk assessments including the social media policy.

20. CONSULTATIONS

- To note that it had been determined that no response was necessary to the BC Housing Allocations Policy consultation.
- To consider if any response required to Buckinghamshire Fire and Rescue Community Risk Management Plan consultation.
- To note upcoming BC Local Cycling and Walking Infrastructure Plan (LCWIP) consultation, open 2/9/24-13/10/24.

21. OTHER MATTERS

- CCTV - To consider feedback from Buckinghamshire Council following Teams meeting.
- Croudace Street Lighting – To note updates on transfer of 17 street lighting columns.
- Street Lighting –
 - To consider/approve the quotation from UKPN to undertake the C3 works arising from the electrical safety inspections – chased.
 - To approve quotation for 2024 festive lighting based on requirements specified last month.
 - To note the NPower advisory note re P434 unmetered supplies switching to half hourly.
- Westfield Road/Tring Station bus service – BC Passenger Transport liaising with potential route operators.
- Bus Shelter litter/smoking – To consider providing a litter bin by the bus shelter opposite Albion Road and replenishing no-smoking signage throughout all shelters.
- Hedge Cutting – To determine hedge cutting requirements for this autumn.

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

- To note responded to a number of resident enquiries requiring remedial works to be logged with various bodies and BC drain cleaning, and three enquiries relating to Town Lands Charity grants.
- To consider any requests to be tabled on the next agenda, none at time of writing.

FINANCIAL MATTERS

23. GENERAL FINANCIAL MATTERS

1. To ratify the monthly staff overtime payments approved by the staffing committee.
2. To note details of monthly VAT return.
3. To approve payments in accordance with the budget and consider the receipts/reconciliations/debtor/creditor, budget monitor and detailed monthly summary reports.
4. To conduct all necessary internal controls and determine any issues arising.
5. Insurance / Asset Register
 - To note receipt of updated Insurance policy following July amendments.
 - To consider/approve the months amendments to the asset register and/or insurance.
6. To approve updated Schedule of Charges, as of 30/9/24, reflecting the new allotment rental price arising from the PAA increase.
7. To note completion of annual FSCS eligibility criteria for Unity Trust Bank.
8. To consider updated information from Unity Trust Bank re signatories and determine actions arising.

24. 31-3-24 YEAR END AUDIT AND REPORTING

1. External Audit

- To note correspondence with PKF Littlejohn.
- PKF Littlejohn has completed the audit of the Parish Council accounts for the year ending 31/3/2023. To note receipt and consider the external auditors report and certificate – no matters were identified by PKF Littlejohn for the council to consider.

2. Notice of Conclusion of Audit

- To approve Notice of Conclusion of Audit.
- To approve display of the Notice and Sections 1-3 of AGAR on the noticeboards for a period of 14 days and on the website for a period of not less than 5 years.

3. Other Audit Matters

- To note any update on previous expression of interest re electors rights.
- To note and approve the PKF Littlejohn audit fee.

25. REPORTS

1. To note no streetlight issues required reporting for repair this month.
2. To note damaged road sign in the open space by The Crescent has been reported to Buckinghamshire Council for safety inspection and resolution. Two new posts ordered.
3. To note BC repainted white lines & keep clear in Cheddington Road following a highways inspection.
4. To note overgrown vegetation by Westfield Road roundabout reported to BC for resolution.
5. To note tree blocking streetlight in Windsor Road reported to BC for resolution (outstanding since last year) and overgrown shrub bed in same road reported to BC Street Scene for resolution.
6. To note feedback from Exploring citizen science in the Chilterns – Cllr Mrs Nash.
7. To note that fly-tipped wheelbarrow collected and disposed of.
8. To note overgrown shrubs reported to Croudace for resolution.
9. To note fallen tree, and overgrown shrubs, reported to Taylor Wimpey for resolution.
10. To note complaint regarding late night street drain cleaning passed to BC.
11. To note other reports.

26. NEXT MEETINGS

1. To note the matters for inclusion on the September agenda and determine any further matters.
2. 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 ARE ALSO WELCOME TO CONTACT US AT ANY TIME VIA PHONE, EMAIL, POST OR SOCIAL MEDIA
YOU CAN ALSO KEEP UP-TO-DATE BY READING THE MINUTES PUBLISHED TO PITSTONE.CO.UK**