

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF the meeting of the full Parish Council to be held at Pitstone Pavilion on Thursday 27 June 2024 at 7.30pm

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

Signed L Eagling
Date: 20 June 2024

A G E N D A

1. ATTENDANCE AND APOLOGIES

- To note the sad passing of Cllr Anil Mitra and hold one minute of quiet reflection
- 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 23 May 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 receipt of the draft minutes arising from the committee meeting held on 6/6/24.

2. Application Consultations from Buckinghamshire Council

No applications for consideration at this meeting.

3. Decisions notified by Buckinghamshire Council

None.

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), Unit C on Westfield Road (business units) and Icknield in The Green.

5. Other

- To note response sent to Greg Smith MP re Ravensmoor.
- To receive feedback from the BC Planning Forum on 10/6/24.

9. SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. To note receipt of the draft minutes arising from the committee meeting held on 13/6/24.

2. Bellway LEAP transfer:
 - a. To approve signing the TP1 – not to be dated until completion of outstanding matters.
 - b. To note update on playground inspection and other remedial works and S106 confirmation.

10. STAFFING COMMITTEE AND RELATED MATTERS

1. To note receipt of the draft minutes arising from the committee meeting held on 18/6/24.
2. To consider/approve the recommendations put forward by the staffing committee in relation to the Facilities Manager and Parish Assistant.
3. Councillor vacancies
 - To consider any expressions of interest received this month re outstanding vacancy.
 - To note new vacancy arising from the passing of Cllr Mitra with 26/6/24 closing date for electors to request an election.
4. To note update on new litter picking members of staff.

CHARITY MATTERS

11. 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 July 2024.

12. PITSTONE RECREATION GROUND CHARITY MATTERS

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

WORKING PARTY MATTERS

13. YOUTH CAFÉ

- To consider Café Manager report and actions arising.
- To consider feedback from BC Community Board re potential craft event/family fun day.
- To appoint other members to attend the youth café on a rotational basis.

OTHER MATTERS

14. DEVOLVED AND AGENCY SERVICES

- To note permits issued for charitable event signage.
- To note delay in provision of editable grass cutting maps by BC asset team.
- To note that National Trust had advised that the parish council should leave the 1m strip beside the hedge at Pitstone Hill uncut as they are unable to carry out hedge works at present due to the nesting season.

15. HIGHWAYS AND RIGHTS OF WAY

- Possible footpath from Westfield Road to College Lake – to consider consultation analysis.
- Ivinghoe & Pitstone Safety Scheme – To consider response from Jonathan Fuller, BC Transport Strategy.
- Westfield Road bus shelters – To consider feedback from Safran.
- Pedestrian Barriers for Windsor Road – To consider feedback from Buckinghamshire Council and note other actions taken.
- mVAS - To note receipt of mVAS reports for Marsworth Road and Westfield Road.

16. ALLOTMENTS

- To consider response from National Trust re permission for water taps.
- To consider request from Pitstone Allotment Association for the council to purchase stone to enable repair of the track (PAA will supply voluntary labour to lay).
- To note any update on the installation of the non-return valve by the main stop cock.

17. EVENTS

- To consider updated information re P&IUGC Family Fun Day 27/7/24.

18. POLICIES

- To consider/approve the annual review of the Equal Opportunities policy.
- To consider/approve the annual review of the mVAS procedures manual and risk assessment.

19. OTHER MATTERS

- CCTV - To note Teams meeting arranged with Buckinghamshire Council.
- Noticeboards – To consider/approve annual noticeboard renovation proposals.
- Croudace Street Lighting – To note current position with regard to potential transfer of street lighting.
- Street Lighting Electrical Safety Inspections –
 - To consider reports arising from ESIs undertaken 6/5/24 and note that the next review is recommended to take place in 5 years.
 - To consider/approve the quotation from Lamps & Tubes to undertake the C2 works arising from the above.
 - To consider/approve the quotation from UKPN to undertake the C3 works arising from the above.
- Westfield Road/Tring Station bus service – BC Passenger Transport liaising with potential route operators.
- Office Equipment - To consider/approve the purchase of replacement office equipment for the Clerk and Facilities Manager.
- Dog Bin for Crispin Field - To officially ratify purchase, installation and emptying of additional dog bin for the balancing pond area in Crispin Field, approved last month.
- Pitstone Parish Post - To consider/approve the parish council submissions for the forthcoming edition of PPP including the annual report & accounts, bi-annual disability consultation re play spaces, and matters raised at the annual assembly.
- Annual Registration with the Information Commissioners Office – To approve annual renewal and payment of Data Protection Fee.
- Fire Evacuation – To note annual reminder of pavilion emergency evacuation drill.

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

- To consider any requests to be tabled on the next agenda, none at time of writing.

FINANCIAL MATTERS

21. 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. To consider/approve the months amendments to the asset register and/or insurance.
6. To consider/approve the updated schedule of charges to reflect the pavilion/event price increases effective 1/8/24.
7. To note the changes to Lloyds Bank Corporate Card terms and conditions.
8. To note receipt of £100 donation from the Over 60's club.

22. 31-3-24 YEAR END AUDIT AND REPORTING

1. External Audit
To note that all required papers for the Intermediate Level external audit were submitted to PKF Littlejohn on 29/5/24.
2. Notice of Electors Rights
To note that the Notice of Electors Rights plus guidance, Annual Internal Audit Report, Annual Governance Statement and Annual Accounting Statement have been published.

23. REPORTS

1. To note no streetlight issues required reporting for repair this month.
2. To note water leak in Williamson Way reported to Anglian Water for remedial action.
3. To note feedback from Ashridge Protecting our Roots consultation event 25/5/24 – Cllr Mrs Nash
4. To note the BC Community Board meeting scheduled for 13/6/24 had been cancelled.
5. To receive feedback from the BC Town and Parish Council Forum 10/6/24 – Cllr Saintey.
6. To note that a further three allotment plots have changed tenancy.
7. To note other reports.

24. NEXT MEETINGS

1. To note the matters for inclusion on the July 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 ANYTIME VIA TELEPHONE, EMAIL, POST OR SOCIAL MEDIA
AND CAN KEEP UP-TO-DATE BY READING THE MINUTES PUBLISHED TO PITSTONE.CO.UK**