

# PITSTONE PARISH COUNCIL

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**NOTICE IS HEREBY GIVEN** OF the meeting of the full Parish Council  
to be held at Pitstone Pavilion on Thursday 21 March 2024 at 7.30pm

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

Signed     *L Eagling*      
Date: 14 March 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 29 February 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

- 1 Treachers Close; 24/00651/APP; Householder application for loft conversion with pitched dormer extension to rear roofslope and rooflights to front roofslope.

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

## **5. Other**

- 1 Treachers Close; 23/03927/APP; Householder application for loft conversion with dormer extension to rear roofslope and rooflights to front roofslope: withdrawn by applicant.

## **9. SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS**

1. To note receipt of the draft minutes arising from the committee meeting held on 14/3/24.
2. Bellway LEAP transfer – still working through legals.
3. To note feedback from PAA re additional measures for tap on water trough.
4. To consider the 2024 tree risk assessment report from P Stileman and determine actions arising.
5. To approve the annual renewal of the PRS/PPL music licence for the pavilion.
6. To consider the pitch strategy for both the pavilion and recreation ground sites.

## **10. STAFFING COMMITTEE AND RELATED MATTERS**

1. To note that no committee meeting had been held during the month, so no minutes were due.
2. Councillor vacancy – to note ongoing advertising for vacancy.
3. Litter picking vacancy - To note interviews taking place on 22/3/24 and consider the associated issues re coverage etc.
4. To note a temporary volunteer litter picker has come forward as part of their Duke of Edinburgh scheme.
5. To note completion of year-end payroll 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 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 note information provided to the youth café re badminton opportunities.
- To note update on youth café equipment and approve write-off of portable table tennis and snooker tables.
- To note that the fire evacuation drill was undertaken 6/3/24.

## **OTHER MATTERS**

### **15. DEVOLVED SERVICES FROM BUCKINGHAMSHIRE COUNCIL**

- To consider/approve entering the new Devolved Service Contract from Buckinghamshire Council.
- To consider/approve the updated quotes for delivery of the extended areas detailed within the above.

### **16. HIGHWAYS AND RIGHTS OF WAY**

- Possible footpath from Westfield Road to College Lake – consultation analysis to be undertaken.
- Ivinghoe & Pitstone Safety Scheme – to note initial meeting being arranged with Bucks Highways Commissioning.
- Pedestrian crossings – consultation analysis to be undertaken.
- Westfield Road bus shelters – procurement process ongoing.
- Westfield Road frequency of bus service – BC liaising with Safran and PPC.
- mVAS – to note receipt of the mVAS reports for Westfield Road (Warwick Road end) and Marsworth Road.

### **17. EVENTS**

To consider matters raised by Party in the Park and/or HouseMouse organisers.

### **18. POLICIES**

- To consider/approve the annual review of the treasury & investment policy.
- To consider/approve the annual review of the Office Member Protocol.

- To consider/approve the annual review of the Grant Awarding Policy.
- To consider/approve the Schedule of charges.
- To consider/approve the annual review of the Guide to Information Available.

#### **19. OTHER MATTERS**

- To consider/approve the parish council submission for the next edition of Pitstone Parish Post.
- To approve the Annual Parish Assembly agenda for 16/5/24.
- To consider response/further information from Buckinghamshire Council re re-deployable CCTV.
- To note/approve renewal of subscription to Microsoft Business Apps.
- To consider electricity contract quotation comparisons and determine whom to appoint & term.
- To consider if wish to run any children's competition this summer.
- To consider if wish to enter the Best Kept Village competition.

#### **20. ISSUES RAISED BY MEMBERS OF THE PUBLIC**

- To note assistance provided to a resident re garden waste collection queries with BC.
- To consider any requests to be tabled on the next agenda.

### **FINANCIAL MATTERS**

#### **21. GENERAL FINANCIAL MATTERS**

1. To consider the grant application submitted by Pitstone Memorial Hall Charity and note their financial update and energy debt update.
2. To note that there has been no requirement for a submission of year-end chairman's expenses.
3. To ratify the monthly staff overtime payments approved by the staffing committee.
4. To note details of monthly VAT return.
5. To approve payments in accordance with the budget and consider the receipts/reconciliations/ debtor/creditor, budget monitor and detailed monthly summary reports.
6. To conduct all necessary internal controls and determine any issues arising.
7. To note initial feedback from the on-site audit by IAC Ltd on 20/3/24.

#### **22. REPORTS**

1. To note streetlight and name plate issues reported for repair.
2. To note the Community Board held an informal clerks forum on 20/3/24.
3. To note Westfield Road verge damage reported to Buckinghamshire Council for resolution.
4. To note other reports.

#### **23. NEXT MEETING**

1. To note the matters for inclusion on the 25/4/24 Council Meeting 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 CAN ALSO KEEP UP-TO-DATE BY READING THE MINUTES PUBLISHED TO PITSTONE.CO.UK**