

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF the Annual Meeting of the Parish Council
to be held at Pitstone Pavilion on Thursday 23 May 2024 at 7.30pm

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

Signed *L Eagling*
Date: 16 May 2024

A G E N D A

1. **TO ELECT A CHAIR FOR THE FORTHCOMING YEAR and receive completed Declaration of Acceptance of Office**
 2. **ATTENDANCE AND APOLOGIES**
 - To note attendance.
 - To consider/approve any tendered apologies for absence from the meeting.
 3. **TO ELECT A VICE CHAIR FOR THE FORTHCOMING YEAR**
 4. **DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

To consider declarations & dispensation requests from councillors on matters to be considered at the meeting.
 5. **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.
 6. **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.
 7. **MINUTES OF PREVIOUS MEETING**

To resolve that the minutes of the previous meeting held on 25 April 2024 are a true and accurate record of the meeting.
 8. **TO NOTE RECEIPT OF THE REPORT ON ONGOING ITEMS/MATTERS ARISING (for information only)**
 9. **TO NOTE RECEIPT OF THE CORRESPONDENCE RECEIVED**
- ANNUAL MEETING MATTERS**
10. **TO RECONFIRM STANDING DISPENSATIONS FOR THE FORTHCOMING YEAR**
 11. **TO CONDUCT ANNUAL REVIEW AND ADOPT THE FOLLOWING KEY POLICIES**
 1. The Code of Conduct
 2. Standing Orders
 3. Financial Regulations
 4. Risk Management Policy and associated Risk Assessment
 12. **COMMITTEE STRUCTURE, APPOINTMENTS AND TERMS OF REFERENCE**
 5. To determine the committee and working group structure for the forthcoming year.
 6. To appoint members to each committee determined under point 12.1 and elect a Chairman/Vice Chairman (if appropriate) for each committee.
 7. To appoint members to each working party determined under point 12.1.
 8. To appoint parish council members to other bodies.
 9. To appoint parish council members for other matters.
 10. To review and approve the terms of reference for committees and working parties.
 13. **TO REVIEW AND APPROVE DELEGATION ARRANGEMENTS**

14. TO RE-APPROVE ELECTRONIC DISTRIBUTION OF MATERIALS TO MEMBERS

COMMITTEE MATTERS

15. PLANNING COMMITTEE MATTERS

1. Minutes

To note that no committee meeting had been held during the month, so no minutes were due. Planning Committee convened for 6/6/24 with full council body summoned.

2. Application Consultations from Buckinghamshire Council

- No applications for consideration at this meeting.
- However, two application consultations received and will be considered at the Planning Committee meeting scheduled for 6/6/24:
 - Unit 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 (erection of office and production facilities – approval of reserved matters pursuant to 01/02241/AOP).
 - Land to the rear of 12 Queen Street; 23/03386/APP; Demolition of existing outbuildings. Erection of three dwellinghouses with associated landscaping, bin store, cycle stores and access (amendment to prior application).

3. Decisions notified by 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: 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) and Portland House on Westfield Road (6 industrial starter units).

5. Other

To note enquiry received from Greg Smith MP re Ravensmoor / local amenities and approve response.

16. SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. To note that no committee meeting had been held during the month, so no minutes were due.
2. Bellway LEAP transfer – awaiting engrossment version of TP1, playground inspection report, completion of remedial works arising and S106 confirmation.
3. Allotment tap on water trough – awaiting completion of installation of non-return valve and results of survey.
4. BC waste collection agreement – to note receipt of annual terms and conditions, waste agreement and price increases from Buckinghamshire Council, along with the discount provided due to late issue of the papers.
5. Goal renovation – To approve purchase of spare parts required for council goals.

17. STAFFING COMMITTEE AND RELATED MATTERS

1. To note that no committee meeting was held during the month so no minutes due. Next meeting set for 18/6/24.
2. Councillor vacancy – To note ongoing advertising for vacancy and consider any expressions of interest received this month.
3. Litter picking vacancy – To note update on new staff members.

CHARITY MATTERS

18. PITSTONE PARISH CHARITY MATTERS

To note that no charity meeting has taken place during the month, so no minutes due. Next meeting scheduled for 20 June 2024.

19. PITSTONE RECREATION GROUND CHARITY MATTERS

- To note receipt of the draft minutes arising from the Charity meeting held on 2/5/24.
- To undertake the annual consideration/confirmation that the Parish Council is willing to undertake the maintenance of the village green/recreation ground under its open spaces scheme on behalf of the Recreation Ground Charity.

WORKING PARTY MATTERS

20. PITSTONE DEVELOPMENT AREA

No matters for consideration this month.

21. YOUTH CAFÉ

- To consider Café Manager report and actions arising.
- To consider feedback from BC Community Board visit to youth café on 15/5/24 to discuss potential craft event/family fun day.

OTHER MATTERS

22. DEVOLVED SERVICES FROM BUCKINGHAMSHIRE COUNCIL

- To note permits issued for charitable event signage.
- To note delay in provision of editable grass cutting maps by BC asset team.

23. HIGHWAYS AND RIGHTS OF WAY

- Possible footpath from Westfield Road to College Lake – to consider consultation analysis and note initial feedback from BC Highways Commissioning.
- Ivinghoe & Pitstone Safety Scheme – To consider initial proposals from Buckinghamshire Highways Commissioning.
- Westfield Road Pedestrian crossings – To consider consultation analysis.
- Westfield Road bus shelters – To consider feedback from Safran and note confirmation from BC Local Area Technician re painting of cycle path decals on the surface by the shelters.
- Westfield Road Local Wildlife Site parking issues:
 - To approve amended 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 possible treatments by the verge.
 - To note confirmation from BC Local Area Technician that he'll arrange painting of cycle path signs in the cycle path either side of the gate crossing.
- mVAS reports – to note receipt of mVAS reports for Cheddington Road and Vicarage Road.

24. EVENTS

- To consider feedback from HouseMouse event on 18/5/24.
- To note feedback from Eclipse stage hire re deposit for Party in the Park and consider/approve provisional re-booking for 12/7/25.
- To consider/approve proposals for Brookmead Year 6 Leavers Party on the Recreation Ground Sat 20/7/24.
- To consider/approve the P&IUC Family Fun Day proposals for 13/7/24.

25. POLICIES

- To consider/approve the annual review of the policy on use of the recreation ground/village green.

26. CONSULTATIONS

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

27. OTHER MATTERS

- Annual Assembly (16/5/24) – To consider matters raised to the parish council at the Annual Parish Assembly and determine any actions arising.
- CCTV - To consider response/further information from Buckinghamshire Council re re-deployable CCTV.
- 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 determine any actions arising.
- Westfield Road/Tring Station bus service – To consider any feedback from BC Passenger Transport.

- Office Equipment:
 - To consider/approve the purchase of replacement laptop
 - To consider/approve purchase of updated Breevy.
- Local Council Transparency Requirements/Model Publication Scheme: To note briefing received from IAC and confirmation of compliance.

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

- To consider any requests to be tabled on the next agenda.

FINANCIAL MATTERS

29. GENERAL FINANCIAL MATTERS

1. To consider/approval request for grant extension by Friends of Brookmead School re the outdoor sandpit project.
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 consider/approve any amendments to the asset register and/or insurance.

30. ANNUAL REVIEW OF FINANCIAL AFFAIRS

1. To confirm ongoing direct debit and standing order arrangements.
2. To confirm payments arising as a result of continuing contract, statutory duty or obligation.
3. To confirm ongoing use of bank accounts and credit card and determine any mandate or signatory changes.
4. To approve ongoing use of BACS and confirm bacs/cheque signatory requirements.
5. To review interest from bank and investment accounts and determine any matters arising.
6. To note continuation of ability to use the General Power of Competence.
7. To note the council has previously resolved not to operate any system of general or chairman's allowance and re-confirm.

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

1. Internal Audit
 - a. To note conclusion of Internal Audit by IAC, and supply of signed Internal Audit Report, with no 'non-compliances' identified that would give rise to a negative response on the Annual Internal Audit Report.
 - b. To note receipt of the Explanation of 'Not Covered' items from IAC.
 - c. To consider the observations raised by IAC and determine responses.
2. To re-confirm and approve the closing asset register for the year ending 31/3/24.
3. To re-confirm the closing bank reconciliation for the Year Ending 31/3/24 and grant approval for the Chair to sign on behalf of the council.
4. To undertake/approve the May 2024 Review of Effectiveness of Internal Control, identify any changes required, and grant approval for the Chair to sign on behalf of the council.
5. To consider/approve the Annual Governance Statement 2023/24 (Section 1 of AGAR) and grant approval for the Chair and Clerk to sign on behalf of the council.
6. To consider/approve the Accounting Statement 2023/24 (Section 2 of AGAR, signed by the RFO) and grant approval for the Chair to sign on behalf of the council.
7. To consider/approve the Explanation of Variances for the Year Ending 31/3/24 and grant approval for the Chair to initial on behalf of the council.
8. To consider/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. To approve additional papers to be submitted to the external auditor arising from Intermediate Review requirements.
10. To consider/approve the period of public rights and publication of unaudited accounts.
11. To consider/approve the annual report and accounts for publication to residents in next PPP.

32. REPORTS

1. To note streetlight issues reported for repair.
2. To note visibility splay issues at junction of Vicarage Road and Upper Icknield Way reported to Buckinghamshire Council for remedial action.
3. To note that four allotment plots have changed tenancy.
4. To note other reports.

33. NEXT MEETINGS

1. To note the matters for inclusion on the June 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 QUESTION TIME
YOU CAN ALSO KEEP UP-TO-DATE BY READING THE MINUTES PUBLISHED TO WWW.PITSTONE.CO.UK
AND CAN CONTACT US AT ANYTIME VIA PHONE / EMAIL / LETTER / SOCIAL MEDIA