

PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 26 October 2023 at Pitstone Pavilion commencing at 7.30pm

As the Chairman had been delayed on a work matter, the Vice Chairman opened the meeting as Chair.

General Matters:

180/23 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chairman), Cllr Saintey (Vice Chairman), Cllr Mrs Crutchfield, Cllr Hawkins, Cllr Dr Frearson, Cllr Weber and Cllr Mrs Nash plus the Parish Clerk, Mrs Eagling.

2. Apologies & Absence

It was **RESOLVED** to accept apologies for absence from Cllr Mitra (health reasons), Cllr Heyman, Cllrs Blunt & McCarthy (annual leave) and Buckinghamshire Councillor P Brazier.

3. Others present

Buckinghamshire Councillor D Town plus the Treasurer of Pitstone Memorial Hall Charity.

181/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS FOR MATTERS TO BE CONSIDERED AT THE MEETING

- It was noted that all councillors have standing declarations of interest as the council, as a corporate body, is trustee of the Recreation Ground Charity and Pitstone Parish Charity.
- The Clerk expressed the usual pecuniary interest in the overtime, which is approved by the staffing committee, and the clerk never has a vote.
- No other declarations nor dispensations were received.

182/23 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were raised for the parish council.

183/23 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Derek Town had circulated his report. The clerk has published electronically for the benefit of residents. Cllr Town also discussed the current planning applications that they are hoping to chase up with BC, and the issue of the illegal encampment in Durham Road (raised with Taylor Wimpey as private land).

Cllrs Nicholls and Dr Frearson joined the meeting. Cllr Nicholls took over the role of Chairman.

184/23 MINUTES OF THE MEETING held on 28/9/23

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 28 September 2023 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

185/23 CLERK'S REPORT ON MATTERS ARISING

This section provides updates on issues that are ongoing. Resolutions cannot be passed on items in this section of the agenda as insufficient detail will have been provided to councillors to satisfy the legal requirements, therefore minor updates will only be noted. This information is provided to keep members of the public up to date on the various ongoing matters.

1. Where third parties are responsible

- Castlemead Highways Issues:
 - BC and TW liaising. Phase V of Castlemead & business park to follow – dates tbc, business park being scoped by TW/BC. Legal issue re parcel of land ownership to be resolved before can progress.
 - Castlemead Lighting: BC Development Management advise that the new member of staff has visited site & surveyed the area. They are now preparing a re-quote of the conversion of all the adopted lanterns to LED, installing the columns that are missing and relocating the columns incorrectly installed on private land instead of public land. Eta for quote = mid-

November. In the meantime, many columns have not been working, issue was escalated within street lighting and with BC Cllr P Brazier, and there are now just 2 columns in Westfield Road that are not operational, both of which have power issues and UKPN has 28-days to carry out their element of works before BC return.

- LAT/DM to review cycle path signage and install additional signs where required.
- Castlemead Public Open Space Phase III: TW to transfer to BC. Complications arising from legal charge in favour of Sancem Group which have yet to be resolved and classified as exempt disposals by TW/Sancem.
- Croudace Street Lighting: the parish council has agreed with Croudace to adopt the street lighting and illuminated bollards on provision that the stipulated conditions and contributions are met. BC to adopt highways prior to PPC adopting. BC and Croudace currently liaising. PPC corresponding with Croudace re steps required once highways adopted. Currently with BC legals and they will advise when they are in a position to erect a Section 228 notice that will enable adoption of the highway after a period of 3 weeks.
- Croudace 'un-specified' S106 – BC advised the process would be reviewed but currently no changes.
- Croudace/Buckinghamshire Council holding £10k of funds for “Sustainable Community Transport and Dial-a-Ride” arising from Rushendon Furlong development.
- Bellway Street Lighting: the parish council has resolved that it would be willing to adopt the street lighting within the development. BC to adopt internal highways (following 12m maintenance period) prior to PPC adopting lighting. Bellway aware & preparing information. Section 38 agreement not currently adopted to enable transfer – progressing between the two legal departments.
- NKH/Buckinghamshire Council highways: £37k contribution to Pitstone Safety Scheme to be defined by BC.
- NKH/Buckinghamshire Council holding £74,000 “towards the enhancement of the existing local 61 and 164 bus services” arising from NKH – BC advised “This still remains planned, but at the moment costs are exceptionally high, this being up to 40% higher than previously, and therefore we have not progressed this any further until such time as we can be sure we’ll get the best value for money.” Is due to include review of options to deliver bus to Tring station.
- NHK Lighting: The Parish Council has approved the one column on Vicarage Road opposite the new entrance. Internal roads will be private and therefore no requirement to adopt lighting.
- NKH replacement car park: Illuminated car park will pass to the parish council along with the MUGA in due course.
- NKH MUGA: BC liaising with NKH.
- NKH community areas / conversion to residential: NKH escalated first planning application to Planning Inspectorate on grounds of non-determination, who subsequently allowed the appeal and granted approval. Now subject of Judicial Review challenge. NKH’s second set of planning applications remain outstanding with BC.
- NKH open space: Transferring to “Ravensmoor (Pitstone) Management Co Ltd” and not Pitstone Parish Council.
- NKH to (a) repair the hole in their hedge to the toddler play equipment and (b) advise about replanting the hedgerow to the open space (if replanted, the parish council has agreed to protect with a section of green plastic mesh fencing) (c) arrange for Marsworth Road hedge to be cut & vision splays restored (d) to clear and tidy the remaining sites.
- Network Rail to repair their post and rail fence at pavilion.
- Land off Westfield Road/‘The Mounds’: with Taylor Wimpey.
- Buckinghamshire Highways Issues:
 - Reconstruction of Vicarage Road footpath from Tun Furlong towards Church Road added to capital footway program (eta 2024)
 - Collapsed footpath in Queen Street – outstanding.

- Marsworth Road speed humps – BC hoping to add to capital maintenance program.
 - Cheddington Road repeater signs – awaiting TRO then can install signage, plus installed interim signage (It's 30 for a Reason) from road safety team.
 - Pedestrian safety under Cheddington Road railway bridge – BC arranging to side out under the bridge, repaint the markings down one side and install an extra warning sign.
 - Signage: replacement sign (excluding canal cruises) for Cooks Wharf turning to be supplied, forgotten 'new speed limit' & 'new road layout' signs to be collected by BC, replacement cul-de-sac sign for Chequers Lane to be supplied; additional cycle path signs for Westfield Road to be supplied.
 - Marsworth Road roundabout planters – continue to seek to find permanent solution with BC. Commercial sponsorship available via Marketing Force should any commercial companies wish to pursue.
 - Replacement of broken fencing along Brook Lane BOAT.
 - Investigation into edge marker posts by maintenance entrance to Local Wildlife Site.
- Ivinghoe Freight Strategy – trial underway.
 - Safety Scheme works by Westfield Road junction: BC advised unable to progress until Ivinghoe Freight Strategy implemented.
 - Safety Scheme works along Marsworth Road: BC advised unable to progress until Ivinghoe Freight Strategy implemented.
 - B489 derestriction of B-road and 7.5 tonne limit: BC advised that this could not be considered until the proposed Ivinghoe freight strategy has been implemented.
 - Cycle improvements to Tring station (HCC/CRT/BC): HCC advise "we are still working on progressing this with input from the Canal & River Trust and senior colleagues around the developer issues involved. I am sorry that this process seems very slow – it is quite time consuming and complex for what would appear to be a simple matter, but we are pursuing it."
 - Mapping Rights of Way: Pitstone aspect of project being undertaken by local resident volunteer.
 - BC Local Heritage List: residents had been encouraged to nominate local landmarks and features, and a possible candidate on Cheddington Rd had been identified.
 - Pitstone Memorial Hall Charity car park: PMH investigating with NKH.
 - Pitstone Hill Agreement – National Trust may review in early 2024.
 - PAA investigating potential provision of water tap at site & will provide further details in due course so that PPC can apply for approval by National Trust
 - Fibre Broadband – in progress by both Trooli and Openreach but neither can provide a date.
 - Luton Airport Expansion proposals – in progress by Planning Inspectorate.
 - Traffic speeds: SID manufacturer will revert to the parish council once resolved technical issues to make the units more mobile.
4. Within the scope of the parish council:
- Additional trees on Recreation Ground – long term aspiration.
 - PAA – long term aspiration for additional allotment land within the parish.
 - Hedgehog Highway Surrounds – Still plenty of units for sale.
 - Solar panels for pavilion – awaiting response from Community Board.
 - Town Lands Charity re additional leisure land – waiting for response from the charity.
 - Local Wildlife Site:
 - Information Panels – due for installation Fri 3/11/23.
 - Sign for gate – pending.
 - Advisory notes for cars – liaising with TVP

- Edge marker posts – see Highways above.
- Business Park – liaising with Thames Valley Police and Buckinghamshire Councillor Brazier
- Memorial bench for Recreation Ground – order placed.
- Dead cherry tree at the pavilion due to be felled 24/10/23.
- Parish council representation on Pitstone Memorial Hall Charity – outstanding, no members come forward to volunteer at present.
- Public Sector Deposit Fund – complete.
- Please refer to Sport & Leisure Committee minutes for full list of S&L related matters.

186/23 CORRESPONDENCE

The list of correspondence received was noted.

Committee Matters:

187/23 PLANNING COMMITTEE AND RELATED MATTERS

1. Minutes

It was noted that there had been no committee meeting during the month and therefore no draft minutes had been due.

2. Application Consultations

None received from Buckinghamshire Council.

3. Decisions notified by Buckinghamshire Council

2 Meadow Lane, 23/02527/APP, Householder application for single storey rear extension: Approved by Buckinghamshire Council.

5. 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, Land to the rear of 87 Marsworth Road (5 dwellings) and 35 Old Farm.

6. Appeals outstanding with the Planning Inspectorate

Land To the South of Marsworth Road and The West of Vicarage Way (the first application to turn the 2 x PDA commercial areas into residential). Planning Inspectorate Ref: APP/J0405/W/22/3292202; Appeal Ref: 22/00058/NONDET; original planning application ref: 21/02999/APP; Construction 21 no. dwellings (8 flats and 13 houses), including associated works, car parking and landscaping, Appeal grounds - non determination. Planning Inspectorate Decision: appeal allowed, and planning granted. Subsequently subject to Judicial Review CO/1805/2023 - Buckinghamshire Council -v- (1) SSLUHC & Ors: quashed and referred back to the Planning Inspectorate.

7. Planning Breach

To note that Buckinghamshire Council concluded that a planning breach had occurred at 45a Cheddington Road for the new fence over 1m beside footpath but determined that no further action would be taken.

8. Other

Cllr Weber provided feedback on the "How to Review your Neighbourhood Planning Policies" training held 5/10/23.

188/23 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

This agenda item was chaired by Cllr Saintey, Chair of the Sports & Leisure Committee.

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 12/10/23.

2. Bellway Open Space and LEAP

The parish council is waiting for further correspondence from Bellway.

189/23 STAFFING COMMITTEE AND RELATED MATTERS

1. Minutes

It was noted that no committee meeting had taken place during the month, so no draft minutes were due.

2. Volunteer Thank You Event (18/1/24)

Invitation list to be updated during November, so invites can be issued.

3. Annual Review of Salary Budget

It was **RESOLVED** to budget for the predicted rise in the minimum wage for applicable staff, along with similar increases in pay to the current financial year for other staff.

Charity Matters:

190/23 PITSTONE PARISH CHARITY

It was **RESOLVED** to note receipt of the charity minutes arising from the meeting held on 12/10/23. No matters were referred to the parish council as local authority.

191/23 PITSTONE RECREATION GROUND CHARITY

It was noted that the next charity meeting will be held later in the evening on 26/10/23.

Working Group Matters:

192/23 PITSTONE DEVELOPMENT AREA

It was noted that there were no new matters for consideration this month.

The Nicholas King Homes retrospective planning permission for the MUGA as built, remains with Buckinghamshire Council (update anticipated in November) and the Judicial Review proceedings in respect of the Planning Inspectorate decision re residential housing on the remaining two NKH plots in relation to the impact on the SAC Chiltern Beechwoods remains in progress. (Reference: CO/1805/2023 - Buckinghamshire Council -v- (1) SSLUHC & Ors - Land to the south of Marsworth Road and the west of Vicarage Way, Pitstone, Bucks).

193/23 YOUTH CAFÉ

- The Café Manager is finalising terms of employment and job description for the assistant youth worker plus the revised contract and Service Level Agreement.
- It was noted that the Emergency First Aid at Work training had been postponed until the Christmas holiday.
- Cllrs Saintey and Crutchfield attending youth café next week, to meet Katrina Holyoak (BC Community Board) and the Café Manager re a craft event like the one held in Wing.

Other Matters:

194/23 DEVOLVED SERVICES

- It was noted that Buckinghamshire Council had requested parishes to supply details of where existing grass cutting & right of way mapping was not accurate. Clerk had prepared and submitted a number of maps prior to drawing up any new devolved service proposal.
- It was noted that Buckinghamshire Council had circulated information to confirm their new devolution policy re assets.
- It was noted that council had granted permission for an event banner for Noah & his Floating Zoo in November.
- It was noted that the contractor would review the Queen Street BOAT in December.

195/23 HIGHWAYS AND RIGHTS OF WAY

1. Potential footpath from Westfield Road to College Lake

Taylor Wimpey refused permission for the footpath to be extended within their land, therefore any such path would need to be routed along the verge owned by Buckinghamshire Council. The issue had been raised with the Community Board along with a request for this to be added to the agenda of the meeting being arranged by Katrina Holyoak.

2. Westfield Road bus shelters, Pitstone & Ivinghoe Safety Scheme and Zebra Crossings

Katrina Holyoak to arrange a meeting with Highways re all three and revert to the Community Board to re-enquire about potential funding re shelters.

5. mVAS Reports

It was **RESOLVED** to note receipt of the mVAS reports for Vicarage Road and Cheddington Road. Data published to website for the benefit of residents.

196/23 CONSULTATIONS

- It was **RESOLVED** that no response was required to the Buckinghamshire Council Review of Polling Places consultation.
- It was **RESOLVED** that no response was required to the Buckinghamshire Council Moving Traffic Offences consultation.
- It was noted that Cllr Nicholls would respond to Graham Hilary re the complications with the Freight Zone for Chiltern Transport.

197/23 SUBSCRIPTIONS

- It was **RESOLVED** to renew the annual subscription to Local Councils Update (£88pa).
- It was **RESOLVED** to renew the annual subscription to Parish Online (£75pa with the 50% early adopter discount applied).
- It was **RESOLVED** to upgrade to Microsoft 365 Business Standard to gain access to Teams.

198/23 D-DAY 80 (6/6/24)

It was **RESOLVED** to wait for the feedback from Ivinghoe Parish Council about their plans for their beacon etc. Carry forward to next meeting.

199/23 ISSUES RAISED BY MEMBERS OF THE PUBLIC

It was noted that there were no other outstanding matters raised by residents for consideration or to be tabled on the next agenda at present.

Financial Matters:

200/23 GENERAL FINANCIAL MATTERS

1. Grant Request Consideration

It was **RESOLVED** to award a grant of £6,000 to Pitstone Memorial Hall Charity to fund the purchase and installation of black out curtains to enable the film club to resume (£4.5k) and provide a goodwill gesture towards their current utility debt complications.

Buckinghamshire Councillor D Town and the Treasurer for Pitstone Memorial Hall Charity departed the meeting.

2. Staff Overtime

It was **RESOLVED** to ratify the staff overtime for the month, approved by the staffing committee and included in the October payroll.

3. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC refunded PPC £398.82 for the 1-30/9/23 period.

3. Financial Summaries and Expenditure

The bank reconciliation, financial summary, confidential salary payments, pavilion & allotment monthly summaries, debtors and creditors were noted.

It was **RESOLVED** to make the payments outlined in the financial summary and two councillors were granted approval to enact the bacs transfers. The Chairman was granted authority to sign the financial papers on behalf of the council.

4. Internal Controls

It was noted that the Internal Controls had been undertaken with no issues or actions arising.

5. S106 Sports and Leisure Funds held by Buckinghamshire Council

Carried forward to the November meeting.

6. Budget

- The detailed forecasts and the notes/assumptions were all noted. No amendments were requested during the meeting. Councillors to supply details to the clerk of any proposed amendments and/or any additional capital projects ahead of the next meeting.
- It was **RESOLVED** to aim for only a small increase in precept for the forthcoming financial year.
- It was hoped that the devolved service and precept base information from Buckinghamshire Council would be available for the next meeting.

Reports & Other:

201/23 REPORTS

- The street light issues reported to Lamps & Tubes (1), Bucks Council (numerous) and Taylor Wimpey (2) were noted. There was an additional report made at the meeting of island directional sign illumination being out along Marsworth Road which will be reported to BC.
- Vandalism to the MUGA has been reported to Nicholas King Homes for repair.
- Vandalised street light control panel on the recreation ground has been reported to Lamps & Tubes to make safe and replace.
- It was noted that two new drivers have joined the Car Scheme.
- It was noted that the Thames Valley Police Have Your Say event held at Pitstone Memorial Hall had been poorly attended (just the parish clerk and Buckinghamshire Councillor Peter Brazier). TVP had requested details of upcoming events where there may be higher footfall and a link had been provided to the Events page of the website.
- A number of Castlemead shrub/verge issues had been reported to Buckinghamshire Council and a potential responsibility issue identified which is being explored.
- No other reports were presented.

202/23 OTHER

1. Date and Time of Next Meeting

It was noted that the next meeting of the Parish Council would take place on 30 November 2023 at 7.30pm.

2. The following items were noted for inclusion on the full council agenda:

- 3rd draft of budget
- mVAS maintenance contract
- consider purchase of blank road signs to attach temporary signs to
- No other items were raised for inclusion.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 30/11/23, 4/1/24, 25/1/24, 29/2/24, 21/3/24, 25/4/24, 6/6/24, 27/6/24, 25/7/24, 29/8/24, 26/9/24, 7/11/24, 5/12/24, 9/1/25.
- Sports and Leisure Committee meetings: 9/11/23. 2024 dates tbc.
- Volunteer Thank You Event: 18/1/24.
- PPP Publication dates: April, July, October, and January.
- BC Parish Liaison Meetings: 24/1/24, 24/4/24, 10/7/24.
- BC Clerks Forums: 24/1/24, 24/4/24, 15/7/24.
- BC Planning Liaison Surgeries (Central area 12-13.15): 17/10/23, 31/10/23, 14/11/23, 28/11/23, 12/12/23, 9/1/24, 23/1/23 (available to book a slot if need to discuss a particular application)
- BC Community Board meeting: 21/11/23.
- Fairhive estate walk around tbc.
- PAA AGM postponed until 23/11/23.

- BALC AGM 1/11/23: Cllr Nicholls (tbc)

203/23 BUCKINGHAMSHIRE COUNCIL OPEN SPACE

No Heads of Terms had been provided by Buckinghamshire Council, but the update was noted. Therefore there was no need to hold a confidential session to discuss this item. Carried forward to next meeting.

204/23 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.35.

Signed *D Nicholls*

Date: 4/12/23

Chairman