

# PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 29 February 2024  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### 286/23 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies & Absence

It was **RESOLVED** to accept apologies for absence from Cllr Blunt and Buckinghamshire Councillor Brazier. Cllr Hawkins was absent.

3. Others present

Buckinghamshire Councillor Derek Town plus one member of the public re the Portland House planning consultation.

### 287/23 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.

### 288/23 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

It was **RESOLVED** to take comments from the member of the public when considering the planning application for Portland House. No other questions were tabled from the public gallery.

### 289/23 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Town had circulated his report electronically and it will be reproduced on the website for the benefit of residents. He provided additional information about the extra £5m Buckinghamshire Council had provided for road repairs and the road surface by Cooks Wharf railway bridge being damaged by water erosion. Clarification still being sought about what verge remedials had been included within the new highways contract as The Crescent had been left in a mess, but street light works on Windsor Road had reinstated the verge and seeded.

### 290/23 MINUTES OF THE MEETING held on 25/1/24

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 25 January 2024 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### 291/23 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. Feb 24 - BC still chasing.
  - Castlemead Lighting: Feb 24 - BC now progressing with proposal to convert the adopted lanterns to LED, installing the columns that are missing and

relocating the columns incorrectly installed on private land instead of public land. May be done in phases.

- 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. Feb 24 - All remedials now complete and BC drafting the Section 228. Will advise once issued.
- 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 (to be spent by 2027)
- 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 prior to PPC adopting lighting. Section 38 agreement not currently adopted to enable transfer – Feb 24 BC advise still working through legals.
- NKH/Buckinghamshire Council highways: £37k contribution to Pitstone Safety Scheme to be defined by BC. Deadline date 30/11/2030.
- 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 as 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.
- 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 lighting: internal lighting will transfer to their management company. PPC will adopt the replacement column on Vicarage Road once BC agree that the site remedials have been completed.
- NKH provided £216,584 of sports and leisure funding to Buckinghamshire Council. Review once information available from Town Lands Charity and Pitstone Memorial Hall Charity etc.
- NKH community areas / conversion to residential: 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 & arrange for this hedge to be cut (NB: NKH have not yet confirmed they will carry out this work) (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) to clear and tidy the remaining sites.
- TW investigating balancing pond transfer issues, along with fence remedials. TW considering re-opening discussions with Network Rail re transfer of main parcel of land.
- 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 & failed footpath at far end of Glebe Close – on work list but outstanding with no eta.
  - Marsworth Road speed humps – BC hoping to add to capital maintenance program.
  - Cheddington Road repeater signs – awaiting TRO (no ETA yet) then can install signage, plus installed interim signage 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 (in spring) and install an extra warning sign.
  - Vicarage Road – LAT confirmed result of street light investigation near Church Road - is a valid street lighting system as there are 3 lights within 183m. However LAT does not believe BC own the land/trees blocking light by Meadow Lane (asked for advice from resident). Terminus signs cleaned. It's 30 for a Reason sign mounted to post. Review mVAS data Oct 23-June 24 with LAT at end of period.
  - Church Road – LAT confirm the two turning/parking areas fall within highways land.
  - Signage: replacement sign (excluding canal cruises) for Cooks Wharf turning to be supplied, replacement cul-de-sac sign for Chequers Lane to be supplied; additional cycle path signs for Westfield Road to be supplied; replacement lighting & signage on Westfield Road roundabout following collision to be supplied; repaint 30 roundel in Vicarage Road (in spring).
  - Marsworth Road roundabout planters – continue to seek to find permanent solution with BC. Commercial sponsorship available via MarketingForce should any commercial companies wish to pursue.
  - Replacement of broken fencing along Brook Lane BOAT – on list but no eta.
  - Tree works in Old Farm.
- Ivinghoe Freight Strategy – trial underway.
  - Safety Scheme works by Westfield Road junction: Meeting with Buckinghamshire Highways being arranged for March.
  - 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 advised that they are still negotiating with BC and TW. Reviewing works required to surface along route, as well as the cycle ramps by steps. Still aiming for agreement before the June 2024 deadline. See later minute item re current HCC consultation.
  - Mapping Rights of Way: Pitstone aspect of project being undertaken by local resident volunteer.
  - Pitstone Memorial Hall Charity: PMH investigating car park issues with NKH; permission granted to PMH to relay the grass in the enclosed area; PMH submitted to Land Registry re transfer of the strip of land, response awaited.
  - 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 – Planning Inspectorate completed its examination. Will submit their recommendations to the Secretary of State for Transport no later than 10/5/24. BC and LLA appear to have agreed that there should be an express bus between Aylesbury and Luton if airport expansion goes ahead (x61 – coming through Pitstone) and that the B488 shouldn't be used for construction traffic. LLA don't seem to want to agree that the traffic priorities at the 488/489 junction should be changed though BC are continuing to lobby on this.
  - Traffic speeds: SID manufacturer will revert to the parish council once resolved technical issues to make the units more mobile.
  - Pitstone Town Lands Charity – working with their charity advisors and will respond to the parish council in due course
  - Business Park –Thames Valley Police advises the business units feel they aren't being adversely impacted by the ASB and are unwilling to contribute to any measures to deter unauthorised access, especially since there have been no subsequent unauthorised large meets. TVP will co-ordinate a police response to deter any issues if Torqen arrange another organised car meet in 2024. TVP are also coordinating with

the Anti Social Behaviour Team at Buckinghamshire Council and the BC legal team to determine land ownerships/responsibilities to help both parties know how to properly respond to any future issues.

- HouseMouse 18/5/24 – update supplied by organisers. Scheduled for discussion at the sports and leisure committee meeting on 14/3/24.
- Party in the Park 13/7/24 – further information provided and reviewed by the sports & leisure committee. Scheduled for discussion by the sports & leisure committee.
- Buckinghamshire Council Open Space – with BC legal department, awaiting further information.

2. 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.
- Parish council representation on Pitstone Memorial Hall Charity – outstanding.
- Side out footpath at end Glebe Close – commissioned.
- Local Wildlife Site – gate signage & advisory note in progress.
- ESI for all streetlight columns scheduled for 6/5/24.
- Tree Risk Assessment scheduled for 28/2/24.
- Volunteer of the Year 2024 – to be presented at the annual assembly on 16/5/24.
- Implement increase in National Living Wage and Clerk's SCP grade 1/4/24.
- Please refer to Sport & Leisure Committee minutes for full list of S&L related matters.

**292/23 CORRESPONDENCE**

- The list of correspondence received was noted.
- The update from the Repair Café, to mark their first anniversary, was noted. It was **RESOLVED** to grant their request to present at the Annual Assembly in May.

**Committee Matters:**

**293/23 PLANNING COMMITTEE AND RELATED MATTERS**

This agenda item was Chaired by Cllr Weber, Chair of the Planning Committee.

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 8/2/24.

2. Application Consultations

- Portland House on Westfield Road: 24/00361/APP: Erection of 6 no. industrial starter units for industrial use (B2), storage and distribution (B8) and include ancillary office space within (E(g)(i) with associated works. It was **RESOLVED** to permit the applicant to speak in support of their revised application. It was noted that no objections had been received. It was **RESOLVED** to advise Buckinghamshire Council that the Parish Council wished to tender no objections to the principle of the application but to request that the planning authority check (a) that sufficient parking provision has been included for each new unit and the existing Portland House tenants within the application, and that consideration is given to any parking restrictions required to the highway near the building to ensure that this remains safe and visibility splays are maintained for both Safran and Portland House (b) that HGV traffic is routed via Westfield Road rather than through the freight zone, and thus re-examine the proposed vehicle access and re-assess taking into consideration the possibility that vehicles may be parked on the highway (see above comment re potential parking restrictions & visibility splays).

The member of the public departed the meeting.

- It was noted that Buckinghamshire Council are consulting on a revised submission for 1 Treachers Close, which will be considered at the 21/3/24 full council meeting.

3. Decisions notified by Buckinghamshire Council

- Land adjacent to allotment gardens, Marsworth Road: 23/01534/VRC: Variation of Condition 2 (approved MUGA plan) relating to application 17/01871/APP

(residential development comprising 74 dwellings, creation of two new accesses, car parking, leisure facilities, landscaping and associated works) (retrospective): Refused by Buckinghamshire Council.

- 1 Windsor Road: 23/04005/APP: Householder application for first floor side extension with render finish and roof lights (amendment to approval 23/01572/APP): Approved by Buckinghamshire Council.
- 6 Hever Close: 24/00070/APP: Householder application for single storey side extension: 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 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 1 Treachers Close.

5. Appeals dismissed by 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. 6/2/24 Appeal dismissed on grounds of non-compliance with SANG/SAC.

6. Other

- It was **RESOLVED** that no response was required to the Buckinghamshire Council consultation on the RAF Halton Supplementary Planning Document. Council to monitor the developments.
- Cllrs Weber and Crutchfield provided feedback from the Buckinghamshire Council Planning Forum held 27/2/24 – BC were clearing their backlog of application decisions, had provided an enforcement update, discussed the dip in 5-year housing land supply and provided an update on the Chiltern Beechwoods/SANG.
- It was **RESOLVED** to log a potential breach of planning permission 23/02751/APP, at 35 Old Farm, Householder application for Installation of short-wave amateur radio aerial to gable end of property, on the following grounds (a) a second aerial has been installed (b) the aerials appear to be higher than permission was granted for (c) the aerials are affixed all the way down the property.

Cllr Nicholls resumed the Chair.

**294/23 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 8 February 2024. No matters were referred to full council.

2. Bellway LEAP

It was **RESOLVED** to approve the amendments to the draft TP1 re transfer of the LEAP proposed by Horwood and James.

Bellway are in the process of arranging an up-to-date playground inspection. The see-saw at the site remains broken, and was reported to Bellway.

3. Allotment Tap

Cllr Dr Frearson provided feedback following assessment of the tap (a) install check valve (using WRAS approved materials) to supply pipework (if one isn't already installed on our side of stop cock) (b) ensure hoses are removed after use (c) flush for 10-15 minutes prior to re-starting use in spring (d) build these comments into their allotment rules. Clerk to liaise with PAA and then write to the National Trust.

4. Community Impact Bucks Community Buildings Service

It was **RESOLVED** to renew the annual membership (£70 per annum).

5. Draft Terrorism (Protection of Premises) Bill (known as Martyn's Law)

Feedback from the webinar attended by the Clerk was noted. Information had been provided to Pitstone Memorial Hall Charity for their consideration. It was **RESOLVED** that no response was necessary to the consultation at present but noted that once the final bill had been passed that actions may be required regarding the pavilion.

6. Mini Carousel

It was noted that a repair had been required to the top cap of the mini carousel in the Recreation Ground playground. R Leonard Ltd had attended and carried out the work. It was **RESOLVED** to meet the associated minor costs.

7. Water Retention in the Recreation Ground play space

The water logging was noted. This has occurred annually during the wet winter months since Nicholas King Homes were granted planning permission for some of their surface water run off to be directed towards the recreation ground. It was **RESOLVED** that no further action was required at present.

Cllr Nicholls resumed the Chair.

**295/23 STAFFING COMMITTEE AND RELATED MATTERS**

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 5 February 2024. No matters were referred to full council.

2. Volunteer Thank You Events

It was noted that the committee had agreed to host thank you events for volunteers on 17/9/24 and 21/1/25.

3. Councillor Vacancy

It was noted that no by-election has been called. Council has been advertising the vacancy with a view to co-opt a new member to serve out the remaining term of office.

4. Recruitment of Litter Picking Staff

It was noted that a high number of applications have been received for this vacancy. The staffing committee are considering the applications and arranging interviews.

5. BMKALC Employee Assistance Program

It was **RESOLVED** to enrol all employees (6) and all councillors (11) into the scheme (£8.10 per person per annum).

**Charity Matters:**

**296/23 PITSTONE PARISH CHARITY**

It was noted that no charity meeting had taken place during the month, so no draft minutes were due. Meeting being scheduled for March.

**297/23 PITSTONE RECREATION GROUND CHARITY**

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

**Working Group Matters:**

**298/23 PITSTONE DEVELOPMENT AREA**

- It was noted that the planning inspectorate had dismissed the appeal (originally granted and then subject to judicial review) submitted by Nicholas King Homes in respect of residential housing on the remaining two plots citing lack of mitigation re the SANG/SAC Chiltern Beechwoods (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).
- It was noted that Buckinghamshire Council had refused the Nicholas King Homes retrospective planning permission for the MUGA as built.

**299/23 YOUTH CAFÉ**

- It was **RESOLVED** to approve the request by the youth café attendees for additional equipment valued at approximately £360. The young people had previously held an equipment sale to help contribute to the cost.
- It was noted that the next fire evacuation drill was scheduled for 6/3/24.

- The new weekly feedback report from the Café Manager was very much welcomed.

## Other Matters:

### 300/23 DEVOLVED SERVICES

- It was noted that Buckinghamshire Council had supplied some of their new contract paperwork just before the meeting. It was **RESOLVED** to consider the full documentation at the full council meeting on 21/3/24.
- It was noted that council had granted permission for a series of posters promoting events in Cheddington over the summer.
- It was **RESOLVED** to approve the erection of banners for the HouseMouse event, promoting that tickets were now on sale.

### 301/23 HIGHWAYS AND RIGHTS OF WAY

#### 1. Possible Footpath from Westfield Road to College Lake

Out of scope for community board funding. BC advised that it may fall within the remit of the Local Cycling & Walking Infrastructure Plan (LCWIP) which will be going out for public consultation in 2024. PPC survey (promoted to Pitstone and Marsworth) was live from end Jan to end Feb. It was noted that response rate had been good and an analysis of the results would be available in due course.

#### 2. Pitstone and Ivinghoe Safety Scheme

Meeting being arranged in March with John Pateman of Bucks Highways Commissioning. Transport Strategy Planning Officers at BC are holding £37k provided by Nicholas King Homes for works in Pitstone defined within the Safety Scheme.

#### 3. Possible Pedestrian Crossings on Westfield Road

Out of scope for community board funding. PPC survey was live from end Jan to end Feb. It was noted that the response rate had been low and analysis of the results would be available in due course.

#### 4. Westfield Road Bus Shelters

Out of scope for community board funding and no funding available from Buckinghamshire Council public transport department.

It was **RESOLVED** to progress with the purchase of 2 shelters for the residential side of Westfield Road where the passenger numbers seemed higher, at the approximate cost of £7k per shelter. Funds would be available at the start of the new financial year.

It was noted, and welcomed, that Safran had agreed to sponsor the initial capital cost of one extra shelter, for the stop located outside their premises. It was **RESOLVED** to accept its ongoing addition to the council asset register, to undertake the weekly safety inspections, and meet all ongoing costs of maintenance and repair.

It was **RESOLVED** to obtain comparison quotations based on the following specification: pitched roof, bottom half solid, top half toughened safety glass, logo/sponsorship details if possible, flag & timetable to remain on existing poles to reduce costs if possible.

#### 5. Westfield Road Frequency of Service

It was noted that Safran wished to explore any opportunities with Buckinghamshire Council to improve the frequency of the bus service along Westfield Road. The correct contact within Buckinghamshire Council had been identified and had provided some initial feedback stating that it was unlikely to be viable to increase the frequency of the number 61 but they were investigating the possibility of a peak service to Tring station utilising the S106 funds held for Pitstone. Discussions to continue.

#### 6. mVAS reports

The mVAS reports for Cheddington Road and Vicarage Road were noted, both average speed and 85<sup>th</sup> percentile results showed decreases. Reports had been published on the website.

#### 7. Hertfordshire County Council Consultation re Local Cycling and Walking Infrastructure Plan

The comments in support of a foot/cycle path to Tring station and for a footpath to Bulbourne from Westfield Road submitted by the Parish Council were noted. Details of the consultation had been published electronically to enable residents to respond.

8. Footpath 2 / Chequers Lane Right of Way

The enquiry raised by the adjoining landowner requesting BC consider surfacing the section from Chequers Lane to the fenced area of the field, was noted, alongside the initial response from Buckinghamshire Council.

It was noted that no local funding was available and funding at Buckinghamshire Council was limited. Rights of Way will assess the section and provide feedback.

Cllr A Mitra departed the meeting.

9. Permissive Path from Marsworth Road around the outside of the allotments

It was noted that National Trust had confirmed that they were not looking to improve the surface of this path at the moment.

10. 30 for a Reason

It was noted that one of the above signs located in Cheddington Road had been vandalised beyond repair and therefore removed. It was **RESOLVED** to continue with the remaining 3 signs and not seek to purchase a replacement at present.

11. Conifers in Old Farm

The feedback from Buckinghamshire Council was noted. It was **RESOLVED** to advise the LAT to deal with the situation as they saw fit, preferably in consultation with the neighbours in Old Farm and Cheyne Close.

**302/23 PITSTONE CAR SCHEME**

It was **RESOLVED** to approve the suite of car scheme policies and the Chairman was duly authorised to sign on behalf of the council.

**303/23 POLICIES**

- It was **RESOLVED** to approve the amended Environmental and Biodiversity Policy, with minor changes agreed in the meeting, and the Chair was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to approve the annual review of the Policy on the Reporting of Meetings of the Council and the Chair was duly authorised to sign on behalf of the council.

**304/23 OTHER MATTERS**

1. Annual Assembly 16/5/24

It was **RESOLVED** to approve the draft agenda, with minor changes to the running order and the addition of the presentation by the Repair Café.

2. Buckinghamshire Council CCTV Policy

It was **RESOLVED** to make enquiries with Gideon Springer at Buckinghamshire Council regarding the potential costs and implications of including a re-deployable CCTV camera for use in Pitstone.

3. Buckinghamshire Council Community Board Boundary Review

It was **RESOLVED** that no response was required.

4. Additional Signage for the Local Wildlife Site Boards

It was **RESOLVED** that purchase 4 x re-usable vinyl banners to affix to the legs of the Local Wildlife Site signs to promote ground nesting season and encourage users to keep dogs on leads near the meadow areas (approximate cost £85).

Affixing via cable ties was expressed as a preference, as concerns were expressed about bungee cords being stolen.

5. His Majesty The King's Official Portrait

It was **RESOLVED** to apply for the free portrait to commemorate the accession of His Majesty King Charles III for display in the pavilion.

6. .gov Domain Name

It was **RESOLVED** that the parish council did wish to move to a .gov domain name. Cllr Nicholls to work through the logistics of transferring both website and email accounts and provide further proposals/costings for approval.



7. Gas Contract for the Pavilion

The market comparisons provided by Utility Aid were considered. It was **RESOLVED** to switch gas supply for the pavilion to Crown on a fixed 2-year contract, and members were granted permission to enter into the associated direct debit on behalf of the council.

It was noted that consideration of electricity contract proposals would be included on the March agenda.

8. Unmetered Street Light Energy Contract

The information provided by Utility Aid was considered alongside the pricing information supplied by NPower (current supplier). It was **RESOLVED** to enter into a renewal agreement with NPower.

**305/23 ISSUES RAISED BY MEMBERS OF THE PUBLIC**

- It was noted that Fairhive had confirmed that the tree belt between Grange Road and the Yardley Avenue surgery car park was not within their ownership. This has been conveyed to the resident in Grange Road who is now checking their deeds for details of their responsibilities to communal land/highway within this private road.
- It was noted that anti-social behaviour is still being witnessed in Yardley Avenue and **RESOLVED** to re-engage with both Thames Valley Police to ensure they continue their overt and covert patrols of this area and Fairhive regarding possible CCTV/lighting assistance.
- 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:**

**306/23 GENERAL FINANCIAL MATTERS**

1. Staff Overtime

It was **RESOLVED** to ratify the staff overtime for the month (27.25 hours of overtime for the Clerk and 9.25 hours for the Parish Assistant), approved by the staffing committee and included in the February payroll.

2. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC refunded PPC £470.73 for the 1-31/1/24 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. IAC Ltd Audit

It was noted that IAC would conduct an on-site audit on 20/3/24.

6. Procurement Thresholds and Updated Financial Regulations

The changes to the prescribed procurement thresholds was noted. It was **RESOLVED** to approve the updated Financial Regulations to reflect the new values and the Chairman was duly authorised to sign on behalf of the council.

7. HMRC VAT on Supply of Sporting Services

The updated HMRC guidance on VAT on supplies of sporting services was noted. It was **RESOLVED** to submit an application in respect of the additional categories now included within scope ie yoga and kick boxing (estimated at £557.76).

**Reports & Other:**

**307/23 REPORTS**

- The street light issues reported to Bucks Council (6) and Taylor Wimpey (1) were noted. A councillor advised of a light out in Vicarage Road – details to be clarified and reported.

- It was noted that a Right of Way issue (Marsworth to College Lake) had been reported to BC for investigation.
- It was noted that the damage to verges by The Crescent caused by Buckinghamshire Highways had been reported to BC for resolution.
- It was noted that 4 old tyres fly-tipped at the end of Church Road by the entrance to the church had been reported to Buckinghamshire Council for uplift.
- It was noted that hedge cutting requirements in Lancaster Way had been reported to Taylor Wimpey for remedials.
- It was noted that graffiti on the sub-station by Harlech Road had been reported to UK Power Networks for remedial action.
- It was noted that Census 2021 data sets for Pitstone had been compiled and circulated.
- Cllr Saintey advised that he had stepped down from the Ashridge Estate Committee after 22 years of service, the last 10 years of which were in the capacity of Chairman.

### 308/23 OTHER

#### 1. Date and Time of Next Meeting

It was noted that the next meeting of the Parish Council would take place one week earlier than usual (to avoid the Easter holiday) on 21 March 2024 at 7.30pm.

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

- Consider and pay any Chairman's end of year expenses
- Consider PPP submissions (including launch of new charity grant scheme)
- Annual review of the treasury & investment policy
- Annual review of Office Member Protocol
- Annual review of grant policy
- Consider quotations for electric at pavilion (expires Sept 2024)
- Consider if any children's competitions / events this year
- PAA to provide copy of their annual risk assessment
- Payroll year-end tasks
- No other items were raised for inclusion.

#### 3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 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: 14/3/24, 11/4/24, 9/5/24, 13/6/24, 11/7/24, 8/8/24, 12/9/24, 10/10/24, 14/11/24, 12/12/24.
- Staffing Committee: next meeting June 24 (set date in May).
- Pitstone Annual Assembly: 16/5/24.
- Volunteer Thank You Events: 17/9/24 and 21/1/25.
- On site audit: 20/3/24.
- PPP Publication dates: April, July, October, and January.
- BMKALC Parish Liaison Meetings: 24/4/24, 10/7/24.
- BC Clerks Forums: 22/4/24, 16/7/24.
- D Day beacon event in Ivinghoe 6/6/24.
- Last election May 2021, next election therefore 2025.
- BMKALC Nature Recovery Strategy workshop 8/4/24 – Cllr Mrs Nash attending.

**309/23 CLOSURE OF THE MEETING**

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.58.

Signed

Date:

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Chairman

DRAFT