

# PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 23 May 2024  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### 27/24 ELECTION OF CHAIRMAN AND COMPLETED DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Nicholls was nominated as Chairman. There being no other nominations, Cllr Nicholls, was duly elected unopposed.

The Chairman completed and signed a Declaration of Acceptance of Office for the role of Chair, in the presence of, and countersigned by, the Clerk/RFO.

### 28/24 ATTENDANCE AND APOLOGIES

#### 1. Council present

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

#### 2. Apologies & Absence

It was **RESOLVED** to accept apologies for absence from Cllr Blunt, Cllr Saintey and Cllr Mitra. Cllr Hawkins was absent.

#### 3. Others present

Buckinghamshire Councillor Derek Town; 3 representatives from the P&I United Football Club.

### 29/24 ELECTION OF A VICE CHAIRMAN

Cllr Saintey was nominated as Vice Chairman. There being no other nominations, Cllr Saintey, was duly elected unopposed. No Declaration of Acceptance of Office is required for the Vice Chairman role.

### 30/24 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.

### 31/24 EVENTS – P&I UNITED FUN DAY – 13/7/24

It was **RESOLVED** to pull forward this agenda item to enable discussion whilst the 3 representatives were in attendance. The new manager, Alex, was introduced to the council. They explained the proposed format for their fundraising event including bar, food, bouncy castles, stalls etc. The Club also wished to run a mini tournament on the day, probably requiring two 5-aside pitches for an <13/14 tournament and an <15/16 tournament, which they hoped would bring in more parents/families.

It was **RESOLVED** to grant permission in principle, but the council would need to check whether pitches were feasible that early in the year or whether this would hamper the renovation works. The Club would also need to work through the licencing, insurance, site layout, capacity management, financial feasibility etc and provide the full details to the council ahead of the event as detailed in the Events Policy.

The representatives were thanked for attending and departed the meeting.

### 32/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled from the public gallery.

### 33/24 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. The draft Street Trading policy, upcoming election and annual assembly were discussed.

#### 34/24 **MINUTES OF THE MEETING held on 25/4/24**

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

#### 35/24 **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 remain outstanding with TW/BC. Legal issue re parcel of land ownership to be resolved before can progress.
  - Castlemead Lighting: 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 '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 – April 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 – this work is currently in progress.
- 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.
- TW own the trees blocking the light by Meadow Lane – written to TW requesting remedials and provided the land registry docs.
- 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 – TW own the trees blocking the light by Meadow Lane – written to TW and provided the land registry docs. Review mVAS data Oct 23-June 24 with LAT at end of period.
  - 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 30mph 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.
  - Installation of painted cycle path decals in respective paths by the bus stops on Westfield Road and at the maintenance gates into the Local Wildlife Site.
- TVP – patrolling / putting advisory notes on vehicles parking too close to junctions at Crispin Field and Old Farm.
- Ivinghoe Freight Strategy – underway.
- 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: Ivinghoe Freight Strategy implemented instead which only permits HGVs requiring local access to enter the zone.
  - 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. Provided feedback from cyclist re surface area most in need of treatment. Requested update on timescales / implementation / TW approval.
  - 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 but Land Registry are running late.
  - Pitstone Hill Agreement – National Trust may review in early 2024, no confirmation as yet.
  - Luton Airport Expansion proposals – PI submitted to Secretary of State for Transport 10/5/24 and will be determined by 4/10/24.
  - 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.
  - Yardley Avenue Anti-Social Behaviour – Fairhive investigating lighting options and Thames Valley Police increased patrols.
  - Buckinghamshire Council Open Space – with BC legal department, awaiting further information.
  - Substation on Westfield Road/Harlech Road: GTC declined to remove graffiti as not offensive or derogatory. Monitor and provide additional information if required.
  - Footpath 2: Buckinghamshire Council Rights of Way inspected and advised that there were no issues with the ground surface. No further action to be taken.
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.
  - Grants Awarded:
    - PMH transfer of walkway, awaiting completion by Land Registry, not yet paid.
    - FAB sandpit, extension requested (see later minute), paid & awaiting fulfilment.
    - 1st I&P Scouts air rifle project, paid & awaiting fulfilment.
    - PMH floor scrubber, paid & awaiting fulfilment.
  - Gas contract for pavilion, 1/9/24 switch to Crown in progress.
  - Electricity contract for pavilion, 1/10/24 switch to British Gas in progress.
  - Moving to a .gov domain name & inclusion of 2024/25 audit requirements (see Practitioners Guide) & website accessibility regulation changes – investigation in progress by Cllr Nicholls.
  - Patrick Stileman to re-inspect two Ash trees 2/9/24.
  - RML to undertake commissioned tree works arising from risk assessment – at the start of August, unless the White Beam deteriorates sooner.
  - Topsy Jubilee litter bin on order – upon receipt present asset register adjustments to write off of old bin & replacement with new bin.
  - Annual playground inspections scheduled for 22/5/24 (brought forward from July by Wickstead)

- Please refer to Sport & Leisure Committee minutes for full list of S&L related matters.

### 36/24 CORRESPONDENCE

The list of correspondence received was noted.

### Annual Meeting Matters:

#### 37/24 STANDING DISPENSATIONS

It was **RESOLVED** to continue with the standing dispensations currently contained within the Code of Conduct, for the forthcoming year, namely:

“7.3 The following Standing Dispensations have been adopted and will remain in place until the next election unless otherwise resolved:

7.3.1 Where there is an interest common to the majority of inhabitants of the Parish.

7.3.2 Where an interest is so remote that it is not likely to prejudice your judgement of the public interest.

7.3.3 When setting the council tax/precept.

7.3.4 Interests arising from posts within the authority.

7.3.5 Interests arising from membership of a body to which the authority has appointed or proposes to appoint you (where dispensation exists to discuss but not vote)

Council also has standing declarations relating to the affairs of the Pitstone Parish Charity and Pitstone Recreation Ground Charity, for whom the parish council as corporate body is sole trustee.”

#### 38/24 KEY POLICIES

It was **RESOLVED** to adopt the following key policies following their annual review:

1. The Code of Conduct (based on the Buckinghamshire Council code).
2. Standing Orders (based on the NALC template and aligned to the new Financial Regulation template).
3. Financial Regulations (based on the new NALC template)
  - Council **RESOLVED** to agree to all the revised suggested price thresholds.
  - Council noted the requirement for the bank statements/reconciliations to be signed by a member other than the chair and **RESOLVED** to produce a separate signature pack for Cllr Blunt each month.
  - Council noted the requirement for all the invoices, and payroll report/timesheets, to be sent electronically to the 2 signatories with the schedule of payments (rather than just at the meeting) and **RESOLVED** to implement this.
  - It was **RESOLVED** to note the requirement for council to review charges/fees as part of the budget process each year (doesn't say when they have to be implemented) and undertake in due course.
4. Risk Management Policy and Risk Assessment.

The Chairman was duly authorised to sign all the above on behalf of the council.

#### 39/24 COMMITTEE STRUCTURE, APPOINTMENTS AND TERMS OF REFERENCE

##### 1. Committee and Working Group Structure

It was **RESOLVED** to continue to operate the following committees:

Planning (ad hoc, as required by Buckinghamshire Council)

Staffing (ad hoc, approx. once per quarter)

Sports and Leisure (monthly)

And **RESOLVED** that the Pitstone Parish Charity committee was no longer required (as the charity is operated by meetings of the full trustee body).

It was **RESOLVED** to continue to operate the Youth Cafe working parties, but to discontinue the Pitstone Development Area working party as this was no longer required.

##### 2. Appointments to Committees

The following appointments were made to committees and working parties:

- Planning Committee – It was **RESOLVED** to appoint Cllr Weber as Chair, Cllr Hawkins as Vice Chair, and the following ordinary members: Cllr Mrs Crutchfield, Cllr Blunt, Cllr Nicholls and Cllr Mrs Nash.
- Staffing Committee – It was **RESOLVED** to appoint Cllr Blunt as Chair, and the following ordinary members: Cllr Saintey and Cllr Nicholls.
- Sports and Leisure Committee - It was **RESOLVED** to appoint Cllr Saintey as Chair, Cllr Weber as Vice Chair, and the following ordinary members: Cllr Mrs Crutchfield, Cllr Hawkins and Cllr Nicholls.

### 3. Appointments to Working Groups

It was **RESOLVED** to make the following appointments to working groups:

- Youth Café Working Party – It was **RESOLVED** to appoint Cllr Saintey, Cllr Mitra and Cllr Nicholls to attend the café on a rotational basis, plus Cllr Mrs Crutchfield to also participate in meetings with the Café Manager.

### 4. Appointments to Outside Bodies

It was **RESOLVED** to make the following appointments to outside bodies:

- Pitstone Memorial Hall Charity – no members volunteered to become an individual trustee of Pitstone Memorial Hall Charity. Continue to review.
- Buckinghamshire Council Community Board & Sub-Groups – Cllr Saintey, Cllr McCarthy and Cllr Mrs Crutchfield
- AVALC – Cllr Saintey
- BALC / BC Parish Liaison – Cllr Saintey and Cllr McCarthy

### 5. Appointments for other matters

It was **RESOLVED** to make the following appointments for members who investigate/ review matters and submit recommendations to the council:

Pitstone Hill – Cllr Saintey

Allotment Officer – the Clerk

Footpaths – Cllr Mitra and Cllr Hawkins

Web Site – Cllr Nicholls

Waste and Minerals – Cllr Blunt

### 6. Committee Terms of Reference

It was **RESOLVED** to continue with the following Terms of Reference for the committees:

#### a. **Planning Committee**

This committee meets once per month if required depending upon the number and timing of deadlines imposed by the planning authority.

- The committee has delegated power to determine standard applications (e.g. extensions) and advise BC on the outcome of their decision on behalf of the Parish Council. Any correspondence relating to such applications will be circulated to relevant committee members.
- For applications of 5+ developments / where development may be contentious / unusual, full council to be summoned to attend the meeting. Any correspondence relating to such applications to be circulated to full council.
- Meetings must be open to the public and advertised in the same manner as a council meeting.
- The committee has no delegated spending power.
- If any planning committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

#### b. **Sports and Leisure Committee**

This committee meets monthly and considers all sports & leisure related issues e.g. management and development regardless of the site, creation of NEAP by Recreation Ground, management of play space, football pitch allocation, village green etc.

- The Committee has delegated power to manage all day-to-day decisions, taking advice from external representatives on the committee, as necessary.

- ii. The committee has delegated power in line with Financial Regulation 4.1, up to £5,000.
- iii. All items of major expenditure or decisions of a strategic nature (such as final approval of capital projects towards the redevelopment of the pavilion site) would require referral back to full council for consideration and approval.
- iv. All correspondence relating to sports and leisure matters to be circulated to members of the committee.
- v. Meetings must be open to the public and advertised in the same manner as a council meeting.
- vi. If any sports & leisure committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

**c. Staffing Committee**

To be convened, when necessary, generally quarterly.

- i. The committee has delegated power to determine routine staffing matters such as holiday leave/cover, training, sickness, appraisals, pensions, PAYE/NI, overtime etc.
- ii. Meetings must be advertised and minuted in the same manner as a council meeting, but public may be excluded for privacy reasons.
- iii. No member of staff should be present at Staffing Meetings but may be requested to submit a report.
- iv. The committee has no delegated spending power over-and-above matters related to staffing.
- v. Final decision on appointments should be referred to full council for approval.
- vi. If any staffing committee meeting is anticipated to be non-quorate, any other member of the parish council (without an interest) may substitute for an ordinary committee member.

**40/24 DELEGATION ARRANGEMENTS**

It was **RESOLVED** to continue with the following delegation arrangements and delegated powers:

- In line with the new Financial Regulations:  
Individual purchases within an agreed budget for that type of expenditure may be authorised by:
  - the Clerk, under delegated authority, for any items below £500 excluding VAT (e.g. for consumables etc)
  - the Clerk, in consultation with the Chair of the Council, or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
  - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
  - In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- The pavilion cleaner and litter pickers have delegated authority to incur minimum expenditure on replacement gloves etc.
- Delegated Powers  
The council has accepted devolved powers from BC to undertake grass verge maintenance, right of way maintenance and minor works.
- Agency Services  
Council fulfils some services at Pitstone Hill under arrangements with National Trust relating to the agreement arising from the loss of the rag pit.

#### 41/24 ELECTRONIC DISTRIBUTION OF MATERIALS TO MEMBERS

It was **RESOLVED** to continue with the following:

All information to be disseminated electronically unless a member specifically requests a hard copy of a specific document via the clerk, in which case it will be home delivered. Magazines/periodicals are available for circulation and can be collected when attending a meeting or via arrangement with the clerk.

#### Committee Matters:

#### 42/24 PLANNING COMMITTEE AND RELATED MATTERS

This section of the meeting was Chaired by Cllr Kris Weber, Chair of the Planning Committee.

##### 1. Minutes

It was noted that no committee meeting had been held during the month, so no minutes were due.

##### 2. Application Consultations

No consultations were tabled for this agenda, but three applications will be discussed at the planning committee meeting scheduled for 6/6/24 to which all councillors will be summoned:

- 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 their prior application.
- Icknield, The Green; 24/01460/APP; Householder application for conversion of existing double garage building into habitable space.

##### 3. Decisions notified by Buckinghamshire Council

1 Treachers Close, 24/00651/APP, Householder application for loft conversion with pitched dormer extension to rear roof slope and rooflights to front roof slope: 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

The enquiry received from Greg Smith MP re Ravensmoor / local amenities was noted. Cllr Weber is drafting a response.

Cllr Nicholls resumed the Chair.

#### 43/24 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

##### 1. Minutes

It was noted that no committee meeting had been held during the month, so no minutes were due.

##### 2. Bellway LEAP

In progress – TP1, playground inspection and remedials awaited from Bellway.

##### 3. Allotment Taps

The request received from Pitstone Allotment Association was noted.

It was **RESOLVED** to write to the National Trust to apply for an amendment to the lease to permit the installation of taps at the site.

It was also **RESOLVED** to provide details of any known grant sources to PAA.

##### 4. BC Waste Agreement

It was **RESOLVED** to note receipt of the annual terms and conditions, waste agreement and price increases from Buckinghamshire Council.

Rental of waste bin increased from £2.55 to £2.90 per week. Empty of waste increased from £10.25 to £10.95 each time. Empty of recycling reduced from £5.85 to £5.50. Duty of Care annual charge remained at £85, however BC reduced bill by the equivalent of one month, as they were late issuing the paperwork.

5. Goal Renovation

It was **RESOLVED** to approve the purchase of spare parts required for pavilion (upright for socketed goals - £153.40 + Vat) and Hever Close goals (elbows - £117.50 for a set of 4). The groundkeeper had advised that no parts required for portable goals.

**44/24 STAFFING COMMITTEE AND RELATED MATTERS**

1. Minutes

It was noted that no committee meeting had been held during the month, so no minutes were due. Next meeting scheduled for 18/6/24.

2. Councillor Vacancy

No new expressions of interest received this month. The vacancy had been promoted at the Annual Assembly. Push out new publicity.

3. Recruitment of Litter Picking Staff

It was noted that both candidates had accepted their roles. Equipment had been ordered and the last of the goods was due for delivery tomorrow. Contracts had been countersigned by Chair of Staffing Committee. Briefing with existing staff being arranged for w/c 27/5/24.

**Charity Matters:**

**45/24 PITSTONE PARISH CHARITY**

It was noted that no charity meeting had taken place during the month, so no draft minutes were due. The next meeting is scheduled for 20/6/24. Step-up grants launched.

**46/24 PITSTONE RECREATION GROUND CHARITY**

- It was **RESOLVED** to note receipt of the draft minutes arising from the charity meeting held on 2/5/24.
- Following the annual review discussion it was **RESOLVED** 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. It was noted that the Recreation Ground charity considers annually if it can contribute any funds towards this upkeep. In 2023-24 no funds were passed to the council.

**Working Group Matters:**

**47/24 PITSTONE DEVELOPMENT AREA**

No matters for consideration this month.

**48/24 YOUTH CAFÉ**

- The report provided by the Café Manager was noted.
- It was **RESOLVED** to approve the recommendation of a Brookmead Year 6 talk at the end of June (by the Café Manager) followed by taster sessions in July.
- Café Manager still to provide quotations for end of term activities and fixed basketball hoop.
- Michelle Parkins of Buckinghamshire Council Community Board attended the session on 15/5/24 and will liaise with Corrine to see if there are any options for a craft event / fun day during the summer holidays.

**Other Matters:**

**49/24 DEVOLVED SERVICES**

- It was **RESOLVED** to note that council had granted permission for the following event banners permit: Pitstone Church Committee, Wizard of Oz on 4/6/24.
- It was noted that the promised editable grass cutting maps were not yet available from the Buckinghamshire Council asset team.
- It was noted that there was now a 1m wide strip at the Pitstone Hill picnic area that could not be cut by the contractor due to hedge growth. National Trust have been informed and the council is awaiting their feedback / proposed actions.

- It was noted that the contractor intended to commence cutting Rights of Way / BOATs and the verge along Marsworth Road at the start of June.
- It was noted that Buckinghamshire Council had advised that they would be weed spraying along Marsworth Road this year (just the one road approved for Pitstone). The first spray would be carried out shortly and a second in August, with a sweep/clear in the Autumn. Clerk had requested that the workforce also spray the pedestrian refuge islands and the roundabout along Marsworth Road, rather than just the gutter.

## 50/24 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. An analysis of the results would be available in due course. Buckinghamshire Highways Commissioning had provided some initial feedback re likely engineering constraints and costings.

### 2. Pitstone and Ivinghoe Safety Scheme

- The initial outline proposals from John Pateman of Bucks Highways Commissioning to reduce traffic speed along Marsworth Road and encourage traffic to use Westfield Road (away from the Freight Zone) were considered. It was **RESOLVED** that the parish council was supportive of all the suggestions including:
  - 'Traffic Calmed Area' signage
  - Buff coloured surfacing at the crossing points (three)
  - White lines along edge of carriageway (width permitting) to visually make road appear narrower.
  - 40mph roundel markings in the carriageway alongside the repeater signs
  - Coloured surfacing for the right-hand filter lane on Marsworth Road at the junction for Westfield Road
  - Additional village gateway just after the junction to make the road appear less inviting & more residential.
- It was noted that the initial estimate for the above was approximately £30k, proper estimate to be prepared by Highways Commissioning in due course.
- It was noted that Buckinghamshire Council Transport Strategy Planning Officers are holding £37k provided by Nicholas King Homes for works in this area defined within the Safety Scheme, and therefore the cost may potentially be completely met by the funding already available. Jonathan Fuller, Principal Transport Strategy Officer, had confirmed they believe the proposals would be eligible for delivery using these funds.
- It was however noted that Jonathan Fuller had also advised that Buckinghamshire Council "has an annual process for the allocation and use of S106 funding, this would next take place for the 2025/26 financial year and it's not possible for us to make ad-hoc allocations. The Council is currently prioritising the use of s106 contributions that are expiring soonest. This specific £37k contribution has an expiry of 30<sup>th</sup> November 2030. Subject to the Parish Council's view on the proposals, there may be opportunity to bring this contribution forward for to a sooner year, however this would be subject to the Council's decision-making process."
- It was felt that the above was particularly unhelpful as sport & leisure S106 funds held by BC can be applied for at any time. It was also felt that if a developer had been required to make a financial contribution towards a road safety scheme, that BC shouldn't potentially withhold releasing those funds for eight years if a viable scheme was available for delivery earlier.
- It was therefore **RESOLVED** to:
  - Request a cost estimate/feasibility study/safety audit from Bucks Highways Commissioning.
  - Write to Transport Strategy requesting clarification of the deadlines for 2025/26 and expressing concerns regarding BC potentially withholding funds from delivery of a safety scheme.
  - Raise the matter with local Buckinghamshire Councillors and Arif Hussain, Cabinet Member for Communities.

### 3. Possible Pedestrian Crossings on Westfield Road

Out of scope for community board funding.

The survey response had been low. Of 3,600 residents, 13 responded that crossings would be helpful (0.36%) and 3 responded that they were against the proposal. The majority of the respondents waited less than 1 minute to cross, and no-one waited more than 2 minutes. There are 8 tactile crossing points provided along Westfield Road. Half of respondents used the Warwick Road crossing – predominantly to access the bus stop (including school bus) or the business park where speed/volume of traffic was more likely to be cited; 4 used the one closest to Marsworth Road where parked cars & the proximity of the junction were expressed as the biggest issues. The other crossings were not significantly represented. Of the 3,600 residents only 6 cited the speed of vehicles as an issue when crossing the road. Feedback from those that had responded that they would not support crossings, advised that this was because there was good clear visibility in both directions at all tactile crossing points, plenty of street lighting, and there was always sufficient gap in the traffic within a very short period of time.

It was therefore determined that there was insufficient justification to pursue an engineering solution with Buckinghamshire Council Highways at present. The parish council will continue to review periodically, or if the situation changes. The parish council will continue to explore other options (e.g. the parish council is working with a tenant of Portland House to provide alternative car parking at the pavilion) and opportunities (e.g. if crossings can be provided as part of any business development along Westfield Road).

It was **RESOLVED** to upload the feedback to the website and include information in the next edition of PPP.

### 4. Westfield Road Bus Shelters

- Awaiting feedback/preferences from Safran re unit they are sponsoring.
- Buckinghamshire Council confirmed that they will paint cycle path decals in the cycle path close to both bus shelters to act as reminders. Timeframe can't be confirmed. Lamp post mounted signs still on order.

### 5. Westfield Road Local Wildlife Site Parking Issues

- It was **RESOLVED** to approve the updated artwork for signage at the gate and the associated cost of (approx. £97 + VAT from Ambersigns).
- It was **RESOLVED** to approve the revised wording for the advisory note, with an amendment to paragraph two.
- It was **RESOLVED** to postpone consideration of the options for both verge treatments until after the signage and letters had been implemented, to see if these had the desired effect, as the works required may then be different.
- It was noted that Buckinghamshire Council had agreed to paint cycle path decals in the cycle path either side of the entrance to the gate to act as visual reminders.
- It was **RESOLVED** to put information into the next PPP.
- It was **RESOLVED** to have an informal discussion with the Local Area Technician to explore if marked parking bays on the carriageway were an option.

### 6. mVAS Reports

It was **RESOLVED** to note receipt of the mVAS reports for Cheddington Road and Vicarage Road:

- Cheddington Road
  - 85th percentile up from 34.9 to 36.2
  - Average speed up from 29.1 to 29.88
- Vicarage Road
  - 85th percentile up from 29.2 to 29.8
  - average speed up from 24.9 to 25.2

### 7. Cheddington Road / Crispin Field Junction

The correspondence from BC was noted. It was **RESOLVED** to submit a request via the link provided for BC to install appropriate parking control measures.

## 51/24 EVENTS

### 1. HouseMouse 18/5/24

The event had sold out (480 tickets) and positive feedback received seen on social media from those that attended or had spoken to the council members. No noise (or other) complaints had been received from anyone in Pitstone or Ivinghoe. One anonymous voicemail message from 'two villages away'. The event had closed 10-minutes early, so no issues with overrunning. Had been well organised with good set up and efficient get-out, with no particular issues arising. Management committee had worked very hard to overcome any issues and to leave the site clean and tidy with no damage.

### 2. Party in the Park – Postponed until 2025

The confirmation from Eclipse that the stage deposit was non-refundable was noted. It was **RESOLVED** to take up the offer to postpone the booking until 12/7/25 to avoid losing the deposit and review again nearer the time.

### 3. Brookmead Year 6 Leavers Party – 20/7/24

The updated information was considered, and it was **RESOLVED** that no further questions were arising.

### 4. P&IUFCA Family Fun Day

See minute 31/24.

## 52/24 POLICIES

It was **RESOLVED** to approve the annual review of the Policy on the Use of the Recreation Ground / Village Green, and the Chair was duly authorised to sign on behalf of the council.

## 53/24 CONSULTATIONS

### Buckinghamshire Council Consultation on 'Street' Trading

Cllr Nicholls provided feedback from the BC workshop. It was **RESOLVED** that to email a response to BC advising that the draft policy increased the burden on local community groups/charities/fundraising events etc but probably would be ineffective against the rogue traders that already ignore the regulations.

## 54/24 OTHER MATTERS

### 1. Annual Assembly – 16/5/24

The following questions/matters arose for consideration by the parish council:

- The council had offered to pass questions to TVP as they were not in attendance - one question received, response pending, will pass to the resident upon receipt.
- Repair Café said they could do with two extra rectangular tables, will add consideration to sports & leisure agenda.
- Local Wildlife Site parking issue – see minute 50/24.5.
- Can we put a pull-out article into centre of next PPP reminding (a) not to do bulk dog bin drops and to pick up dog fouling (b) putting dog bags in green bin (c) Greatmoor / benefits of (d) BC's waste wizard and the parish council's recycle/reduce/reuse webpage (e) not fly tipping garden waste in Public Open Space. It was **RESOLVED** to action this in the next edition.
- Is it possible to have a separate toddler skatepark? It was **RESOLVED** that we currently have insufficient space to create such a facility.
- Please keep pursuing path to college lake – see minute 50/24.1.
- Can the parish council consider creating wildflower verges/areas? Council had resolved earlier in year not to do this within the 30mph village centre as previous trials gave rise to complaints, and more specialist equipment is required, but there are specified exceptions e.g. some banks in business park, dedicated areas in Ravensmoor, a bank along Vicarage Road etc. If residents wish to manage the verge outside their property for wildlife, please clearly mark it as such so that our contractor is aware and then they won't cut it (we have several residents doing this already). In conjunction with Buckinghamshire Council, verges outside the village centre (outside the 30mph zone) are all managed for wildlife by BC unless a vision splay. The parish council will continue to review as/when appropriate. Create an article for PPP.

- Request from Gail Hudson for Pitstone to do “spotlight on...” article for their BC newsletter. It was **RESOLVED** to do this and the items to feature were determined.
  - It was **RESOLVED** to consider additional bulb planting in the autumn.
2. Buckinghamshire Council CCTV Policy
    - The additional information regarding re-deployable CCTV from Rob McAlister was noted.
    - It was **RESOLVED** that Cllr Nicholls would attend the Teams meeting and provide feedback to the council.
  3. Noticeboards

Quotation from the contractor not yet available, carry forward to the June meeting.
  4. Croudace Street Lighting

A number of issues have arisen with the possible adoption of street lighting from Croudace, as the required terms have not been met. Awaiting further information from Croudace.
  5. Street Lighting Electrical Safety Inspections

Report from the contractor not yet available, carry forward to the June meeting.
  6. Possible Westfield Road / Tring Station Bus Service

It was noted that BC Public Transport are in discussion with Red Eagle and will respond in due course.
  7. Office Equipment
    - Carry forward consideration of updated computing equipment to the June meeting.
    - It was **RESOLVED** to purchase the updated version of Breevy for the above new equipment – a lifetime licence is \$99.
  8. Local Council Transparency Requirements / Model Publication Scheme
    - The reminder from IAC Ltd that the Local Council Transparency Requirements do not apply to our size of council was noted.
    - The annual audit of our Guide to Information Available via the Model Publication Scheme was carried out and checked against the latest version available from the Information Commissioners Office. It was confirmed that the parish council already publishes more information than the minimum stipulated. Minor amendments to the guide document were made to make it clearer which aspects we do not provide e.g. burial grounds. It was **RESOLVED** to approve the update Guide and the Chair was duly authorised to sign on behalf of the council.

#### 55/24 ISSUES RAISED BY MEMBERS OF THE PUBLIC

- Two new issues had been raised by residents since publication of the agenda:
  - A problem with dog fouling on the balancing pond area of Crispin Field. It was **RESOLVED** to approach BC to establish the deadlines for purchase of an additional dog bin (they only implement quarterly) and to add to the next council agenda for official approval/ratification. It was acknowledged that the costs involved were £148 per annum for twice weekly emptying and £355 for the supply & installation of the bin. It was noted that there were no appropriate lamp posts etc around this area to display signage.
  - A resident requested pedestrian barriers to be installed near the Windsor Road playground. It was **RESOLVED** to raise the request with Buckinghamshire Council and to write to Brookmead School to see if they could provide a road safety assembly (or similar). Updates to appear on the next agenda.
- 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:

#### 56/24 GENERAL FINANCIAL MATTERS

1. Grant Applications

It was **RESOLVED** to grant approval to Brookmead School to extend the deadline for expenditure of their sandpit grant to October 2024.

## 2. Staff Overtime

It was **RESOLVED** to ratify the staff overtime for the month (31.5 hours of overtime for the Clerk and 12 hours for the Parish Assistant), approved by the staffing committee and included in the May payroll.

## 3. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC refunded PPC £308.42 for the 1-30/4/24 period.

## 4. Financial Summaries and Expenditure

The budget monitor, bank reconciliations, monthly 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, and Cllr Blunt was granted authority to sign the bank reconciliations and statements.

## 5. Debtor Risk/Write Off

- It was noted that P&I UFC were struggling to pay their remaining invoices from the 2023-24 season. Approximately £800 owed. The club are organising the fundraising event to raise the necessary funds. Situation to be monitored.
- It was **RESOLVED** to write off the cost of one advert in PPP for Hawthorn Gardening and to cancel down the remaining 3 future editions previously invoiced, as it had been impossible to contact the advertiser.

## 6. Internal Controls

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

## 7. Asset Register / Insurance

- Windsor road replacement gate now installed but purchase was included on 23/24 asset register and insurance updated so no additional action required.
- Litter pickers, hoops and protective clothing purchased for new staff but all consumables, so no adjustments needed.
- One replacement litter bin awaiting delivery and will be added in due course.
- Order for bus shelters not yet placed as awaiting feedback from Safran.
- Therefore council **RESOLVED** that no adjustments required to either document this month.

## 57/24 ANNUAL REVIEW OF FINANCIAL AFFAIRS

### 1. Direct debit and standing order arrangements

It was noted that the Parish Council does not operate any Standing Orders and **RESOLVED** to continue with the following Direct Debits:

- utility provision (water (at allotments and pavilion), gas, electric and unmetered electricity, IMServe electric half hourly meter costs).
- financial services (NEST, credit card and bank charges).
- software subscriptions (Sage accounting and payroll, Office 365, 1password).
- telephony (Sipgate for clerk & assistant; Clicksend for car scheme; mobile phone for Facilities Manager).
- refuse & recycling bin hire & emptying at the pavilion site.

Direct debit mandates are always approved by full council and signed by two councillors in line with the current bank mandate requirements. Each payment is reported to full council on the monthly summary.

### 2. Payments arising as a result of continuing contract, statutory duty or obligation

It was **RESOLVED** to continue with payments arising from ongoing contracts or duties, as listed below:

- employment matters e.g. staff contracts/payments, PAYE/NI, NEST.
- HMRC VAT.

- part-spent contracts for utilities, telephony etc.
- rolling contract with Lamps & Tubes Illuminations for street light maintenance.
- rolling contract with Groom Grounds Maintenance for ground keeping at pavilion.
- part-spent contract with Groom Grounds Maintenance re ground keeping at village green.
- part-spent contract with Ross Lawry Agricultural Services to fulfil devolved services.
- rolling agreement with R Haynes re bus shelter cleaning.
- part-spent contract with Roll In to supply Youth Café Management services.
- part-spent contract with Buckinghamshire Council re dog bin emptying and waste collection.
- use of Horwood & James solicitors as/when required.
- 3-year long term agreement re Arthur J Gallagher re insurance.
- 3-year long term agreement with IAC re internal audit.
- part-spent contract with Tanswell Technology for IT services at the pavilion.
- part spent maintenance contract with Ambivent re heating/water at pavilion.
- Software/password subscriptions/licences etc.

All payments are reported to full council on the monthly financial summary.

3. Bank account and credit cards with associated mandates/terms.

It was **RESOLVED** to continue with the following bank accounts, with one signatory change requirement. The Chairman was duly authorised to sign the separate sheet detailing the signatory names and the adjustment required.

- Unity: Main account and all transactions are processed through this account. Online banking account. Clerk only permitted to raise payments and two other councillors from the approved list required to authorise online transactions before being processed by Unity. In exceptional circumstances payments can be issued by cheque e.g. Volunteer of the Year, requiring signature of cheque and counterfoil by 2 councillors from the approved list. It was **RESOLVED** to remove Cllr Heyman as a signatory (as resigned from the council) and add Cllr Mrs Crutchfield.
- NatWest Accrual Account and NatWest S106 Account: These accounts can only process transfers, not payments. Chairman and Clerk must sign transfer requests. Once funds are transferred into the NatWest Current Account, the below becomes applicable. No changes required.
- NatWest Current Account: Auto-maintains a balance of £10. Any amount above this gets auto transferred to the NatWest Accrual Account, and any cheques drawn generate a pull-in from the same Accrual Account. No online or telephone banking, so can only process cheques. It was **RESOLVED** to re-investigate if NatWest could now offer secure online banking with two signatories.
- CCLA PSDF: Two authorised signatories must sign transactions to transfer funds to Unity account. Main contact (also signatory for transfers): Parish Clerk. Three current authorised signatories. No changes required.

The council holds the following credit card:

- Lloyds Bank multi-payment card through Unity Trust Bank. Direct debit in place to clear full balance at end of each month. Only the clerk to hold a card. Card to primarily be utilised for purchases where no invoice can be issued e.g. online shopping on Amazon. It was **RESOLVED** that no amendments were required.

Council currently holds no long-term investments or bonds.

It was noted that all signatories would need to be reviewed again after the election in May 2025.

4. BACS

It was **RESOLVED** to continue with the current arrangements:

- All payments to be enacted by BACS (or dd) whenever possible.

- BACS to be drawn from Unity account, in line with above mandate requirements/signatories. Cheques to be drawn if required, in line with above mandate requirements/signatories.
- NatWest account has no online banking/bacs facilities. Cheques to be utilised to transfer funds to Unity.
- CCLA PSDF set up to transfer any fund requests to Unity.

#### 5. Investments and Interest

- NatWest Reserve Accounts pay interest. No charges. Interest is reported on each monthly summary - £83.27 in April on an account balance of £63,608 (0.13% return).
- Unity Trust Account is the main operational account (current balance £186,265 as not long received first half precept). Fees are incurred. No interest paid.
- Council opened a Public Sector Deposit Account last financial year, which attracts a higher level of interest, reported on each monthly summary - £113.07 in April on an account balance of £25,559 (4.4% return).
- No long-term investment income.
- The protected Financial Services Compensation Scheme maximum investment figure is £85,000.
- To maximise available return, it was **RESOLVED** to increase the balance in the PSDF to £65,000, transferring funds from the NatWest Reserve Account for accruals.
- It was **RESOLVED** not to switch to Unity Trust Instant Access Savings Account instead of one/either/both of the NatWest reserve accounts, but to review again if NatWest could still not offer online banking with two signatories.
- It was **RESOLVED** that no other changes were required.

#### 6. General Power of Competence

It was noted that the council's ability to utilise the General Power of Competence remains in force until the next election (May 2025), after which it must re-confirm eligibility.

The eligibility criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order of 2012 stipulates (a) that the clerk holds the necessary CILCA qualification including the new Section 7 of GPC and (b) that at least two thirds of the councillors were elected at the last ordinary election.

The parish council uses GPC as 'the power of first resort', and adoption of GPC disqualifies the parish council from using S137.

#### 7. General and Chairman's Allowances

It was **RESOLVED** (in line with prior years) not to provide any general allowances to members, nor any specific allowance to the Chairman.

### 58/24 YEAR END AUDIT AND REPORTING

#### 1. Internal Audit by IAC Ltd

- The conclusion of the Internal Audit by IAC Ltd was noted.
- The Annual Internal Audit Report 2023/24 (page 3 of AGAR), the covering letter, summary table and explanation of 'not covered' responses were considered by the council. No issues requiring a negative response on the AGAR had been identified.
- The table of observations identified was considered and it was **RESOLVED**:
  - To introduce an annual review (each May) of the signatory names for each account, for this to be detailed on a separate sheet rather than publicised within the minutes, and for the Chair to sign that sheet to show that this has been carried out.
  - To reconsider in 2025 whether any other major assets, apart from the pavilion, required re-valuation for insurance purposes that year.
  - To review fees and charges as part of the budgeting process, and to consider each implementation date as part of that review.
  - To introduce a system for the clerk and a councillor to double check and verify that all fee increases have been successfully implemented via Sage at the appropriate point(s) in the year, and for this to be minuted.

- To continue with the practice put into place last month, to raise a nominal (£5) transfer from Unity to NatWest Current Account each March to trigger the generation of a statement.
- To add a note to the standard AGAR spreadsheet template to ensure nominal code 7900 bank charges & interest are included in Box 3 if in credit and Box 6 if a debit. Adjustments made to this year's draft accounting statement accordingly.
- To amend the opening asset register value for 2023/24 to reflect the correct figure and adjust the associated accounting statement, explanation of variances and AGAR spreadsheet template accordingly.
- To introduce a new procedure for the clerk to verify in 'incognito' mode that statutory document uploads to the website are correctly visible to the public, and for this to be double checked by a councillor.

## 2. Asset Register

- It was **RESOLVED** to approve the updated 2023-24 year-end asset register, now showing the correct opening balance (£1,594,4987.88) & thus closing balance (£1,624,761.39), and the Chairman was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to note that the opening assets for 2024-25 had been checked by members of the council, and to thus approve the opening register values (total £1,624,761.39).

## 3. 2023-24 Year-End Bank Reconciliation

The year-end bank reconciliation had been approved at the last meeting. No further adjustments had been identified as being required as a result of the internal audit. It was **RESOLVED** to approve the reconciliation and the Chairman was duly authorised to sign on behalf of the council.

## 4. Year-End Review of Effectiveness of Internal Control

It was **RESOLVED** to approve the May 2024 Year-End Review of Effectiveness of Internal Control, with the key points highlighted in red at the start of the document and further clarifications resolved in the meeting noted upon the document. The Chairman was granted approval to sign on behalf of the council.

## 5. Annual Governance Statement

The questions posed by the Annual Governance Statement 2023/24 (Section 1 of AGAR), were considered as part of the review outlined in 58/24.4 above. It was **RESOLVED** to approve the draft Annual Governance Statement and grant approval for the Chair and Clerk to sign on behalf of the council.

## 6. Annual Accounting Statement

- The drafted Accounting Statement 2023/24 (Section 2 of AGAR) already signed and dated by the RFO/Clerk was considered.
- It was **RESOLVED** to approve the Accounting Statement for 2023/24.
- It was **RESOLVED** to grant approval for the Chair to sign and date the Statement on behalf of the council.

## 7. Explanation of Variances

It was **RESOLVED** to approve the Explanation of Variances for the Year Ending 31/3/24, including the detailed explanation of receipt and payment valuation variations vs the prior year, and grant approval for the Chair to initial on behalf of the council.

## 8. Reconciliation between boxes 7 and 8

It was **RESOLVED** to 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. Intermediate Audit Additional Papers required for submission to PKF Littlejohn

As total receipts had exceeded £200,00 it was acknowledged that an intermediate (rather than basic) audit would be required and the additional papers to therefore be submitted to the external auditor (PKF Littlejohn) were noted. These had been detailed within the April minutes (see minute 23/24.12)

## 10. Period of Public Rights and Publication of Unaudited Accounts

It was **RESOLVED** to approve the period of public rights and publication of unaudited accounts based on the PKF Littlejohn recommended dates of 3 June 2024 to 12 July 2024.

All required documents to be published to the website and noticeboards, with links to the website issued via social media.

11. External Audit

It was therefore **RESOLVED** to submit the completed audit documents and associated supporting materials to PKF Littlejohn, external auditor.

12. Descriptive Annual Report and Accounts for PPP – carried forward to June meeting.

## Reports & Other:

### 59/24 REPORTS

- The street light issues reported to Bucks Council (2) were noted. No issues had been identified with the parish council portfolio.
- It was noted that visibility splay issues at the junction of Upper Icknield Way and Vicarage Road had been reported to Buckinghamshire Council for resolution.
- It was noted that four allotment plots had changed tenancy.

### 60/24 OTHER

1. Date and Time of Next Meeting

It was noted that the next meeting of the full council was scheduled for 7.30pm on Thursday 27 June 2024.

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

- Williamson Trust/Town Lands Charity to confirm if trustees need to step down/re-volunteer for next four years (done 2020, due 2024).
- Annual review of Equal Opportunities Policy due
- Annual review of mVAS procedures manual and risk assessment due
- Write PPP submissions including DDA (due 2024) & descriptive annual report & accounts.
- Full council annual fire evacuation drill.
- No other items were raised for inclusion.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 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: 13/6/24, 11/7/24, 8/8/24, 12/9/24 (followed by Recreation Ground Charity), 10/10/24, 14/11/24, 12/12/24.
- Staffing Committee: next meeting 18 June 24.
- Recreation Ground Charity: after the sports & leisure committee meetings in September, January and May.
- Volunteer Thank You Events: 17/9/24 and 21/1/25.
- Step-up grant application deadlines: end May, end August, end November and end February.
- Step-up grant panel/parish charity meeting dates: 20/6/24, 19/9/24, 19/12/24, 20/3/25.
- PPP Publication dates: April, July, October, and January.
- BMKALC Parish Liaison Meetings: 10/7/24.
- BC Community Board meeting: 13/6/24.
- BC Clerks Forums: 16/7/24.
- D Day beacon event in Ivinghoe 6/6/24.
- Last election May 2021, next election therefore 2025.
- Ashridge Protecting our Roots consultation event 24-26/5/24 – Cllr Mrs Nash
- BC Weed Spraying along Marsworth Road: May/June, then 2<sup>nd</sup> in August, plus sweep & clear in Autumn.

**61/24 CLOSURE OF THE MEETING**

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 22.28.

Signed *D Nicholls*

Date: 29/6/24

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Chairman