

PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 27 June 2024
at Pitstone Pavilion commencing at 7.30pm

General Matters:

62/24 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies & Absence

None received.

4. Others present

Buckinghamshire Councillor Peter Brazier; 4 Members of the Public.

63/24 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.

64/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- Two members of the public wished to request that the new dog bin in Crispin Field was slightly relocated to the edge of balancing pond closer to the alley. It was **RESOLVED** to pull forward this agenda item. It was **RESOLVED** to arrange for the local contractor to move the dog bin (and meet the associated cost) and then to notify Buckinghamshire Council so they could amend our emptying schedule records. The members of the public thanked the parish council and departed the meeting.
- One member of the public wished to complain that Fairhive had still not cut the grass bank on the left-hand side as you enter Gullicott Lane this year. Fairhive grass cutting along Yardley Avenue has been very problematic this year. It was **RESOLVED** that the parish council would take photographs and write to Fairhive again requesting that this is rectified and included in all upcoming cuts.
- The member of the public enquired about a member of staff that they hadn't seen for a while, and the council advised that a new member of staff had now been appointed and commenced duties.
- No other questions were tabled from the public gallery.

65/24 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

- Buckinghamshire Councillor Peter Brazier provided an update on the Chiltern Beechwoods Special Area of Conservation and the proposed BC Sites of Alternative Natural Greenspace (SANGs), and the National Trust proposed new hubs to disperse footfall away from the monument area that form the Special Area of Conservation Mitigation Strategy (SAMS).
- Cllr Brazier answered questions on the new speed humps installed in Ivinghoe.
- No further questions were tabled for Cllr Brazier.

66/24 MINUTES OF THE MEETING held on 23/5/24

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 23 May 2024 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

67/24 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 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 30 roundels 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.
- Cheddington Road / Crispin Field 'keep clear' markings – continue to pursue with BC parking.
- 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.
- Buckinghamshire Council due to weed spray along Marsworth Road in June and August. PPC requested they also spray the pedestrian islands and roundabout.
- TVP – patrolling / putting advisory notes on vehicles parking too close to junctions at Crispin Field and Old Farm or blocking the Local Wildlife Site farm entrance/cycle path/footpath.
- Ivinghoe Freight Strategy – underway.
- Safety Scheme works along Marsworth Road: BC advised unable to progress until Ivinghoe Freight Strategy implemented.
- Cycle improvements to Tring station (HCC/CRT/BC): BC advised June 2024 that they are awaiting a response from Taylor Wimpey. HCC has progressed necessary preparations with the aim of commissioning the Canal and River Trust to carry out localised improvement works along the canal towpath. Subject to the final approvals, this is the proposed use of the available S106 funding. They will update further on this as soon as the above is completed.
- 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, still under consideration, 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 installing CCTV and cutting back trees to improve street lighting. 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.
 - Williamson Trust / Town Lands Charity to advise the Parish Council of any change / additions / re-nominations of trustees (due every 4 years).
 - Events:
 - Party in the Park 2025 – tbc
 - Brookmead Year 6 leavers – 20/7/24
 - Senior FC Family Fun Day – 27/7/24
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, paid & awaiting fulfilment (eta October).
 - 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.
 - Unity Bank signatory change request – in progress.
 - Transfer of additional funds to PSDF – in progress.
 - NatWest online business banking – NatWest can't offer secure online banking with dual signatories for the parish council account at present.
 - 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.
 - Goal renovation – groundkeeper liaising with Mark Harrod over issue with the replacement upright.
 - Local Wildlife Site parking issues – signage on order, advisory letters for parked vehicles ready to coincide with the sign installation. Review verges once any impact of the above known.
 - Please refer to Sport & Leisure Committee minutes for full list of S&L related matters.

68/24 CORRESPONDENCE

The list of correspondence received was noted.

Committee Matters:

69/24 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 **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 6/6/24.

2. Application Consultations

No consultations were tabled for this agenda, but a consultation has now been received relating to 49 Tun Furlong and it was **RESOLVED** to seek an extension of response time from Buckinghamshire Council to enable it to be tabled on the 25 July 2024 full council agenda.

3. Decisions notified by Buckinghamshire Council

None notified 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), Portland House on Westfield Road (6 industrial starter units), 12 Queen Street (3 dwellings), Unit C on Westfield Road (business units) and Icknield in The Green.

5. Other

- It was **RESOLVED** to note the response sent to Greg Smith MP re Ravensmoor / local amenities (approved by members prior to submission).
- It was noted that the Planning Forum slides had been circulated.

Cllr Nicholls resumed the Chair.

Buckinghamshire Councillor Brazier departed the meeting.

70/24 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 13/6/24.

2. Bellway LEAP

- It was **RESOLVED** to grant permission for two members of the council to sign the TP1 transfer on behalf of the Parish Council. Date to be inserted by solicitors at a later date once the remedials were complete and the land transfer can be enacted.
- Remedials arising from the playground inspection to be completed by Bellway.
- Value of the S106 maintenance sum drafted by Buckinghamshire Council and awaiting confirmation from Bellway.

3. Pavilion Tables

It was noted that the 6ft folding Lifetime tables were now only sold in packs of 4, rather than individually, and **RESOLVED** to therefore approve purchase of 4 new tables (as opposed to the 2 originally approved by the sports and leisure committee).

71/24 STAFFING COMMITTEE AND RELATED MATTERS

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 13/6/24.

2. Hourly Rate

It was **RESOLVED** to approve an increase of 50p per hour to the hourly rates of pay for both the Facilities Manager and the Parish Assistant, with effect from 1/7/24.

3. Councillor Vacancies

- One expression of interest had been received during the month and the member of public was in attendance at the meeting. They were reading through the pack of literature and would respond in due course.
- It was noted that no by-election had been called in respect of the vacancy arising from the death of Councillor Mitra so the position could be filled by co-option.

4. Litter Picking Staff

It was noted that both new members of staff had now undergone training and commenced their duties. One member had also attended the playground inspection course already.

Charity Matters:

72/24 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 now scheduled for 4/7/24.

73/24 PITSTONE RECREATION GROUND 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 September.

One member of the public departed the meeting.

Working Group Matters:

74/24 YOUTH CAFÉ

- The report provided by the Café Manager was noted.
- It was noted that some young leaders had provided feedback that they had been asked to attend the Brookmead briefing. It was **RESOLVED** to remind the Café Manager that council had requested that this was just done by the Manager.
- It was **RESOLVED** to approve the hire of a bouncy castle for the end-of-year reward event for the young leaders (approx. cost £120). Café Manager to confirm insurance and supervision prior to booking.
- It was noted that the Buckinghamshire Council had not been able to provide any positive response regarding a craft day for the summer holidays.
- It was **RESOLVED** to add Cllr Blunt and Cllr Hawkins to the youth café working party and café attendance rota. Both were thanked for their additional voluntary commitment.

Other Matters:

75/24 DEVOLVED SERVICES

- It was **RESOLVED** to grant permission for the following event banner permit: Pitstone & Ivinghoe United Cricket Club Family Fun Day. It was noted that one commercial organisation had been declined a permit as it did not comply with the outdoor advertising regulations.
- It was noted that the editable grass cutting maps were not yet available from the Buckinghamshire Council asset team.
- It was noted that National Trust had advised that the parish council should leave the 1m strip beside the hedge at Pitstone Hill uncut as they are unable to carry out hedge works at present due to the nesting season. Contractor advised.

76/24 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 response from Jonathan Fuller of BC Transport Strategy was felt to be disappointing and the parish council would seek further engagement later in 2024 regarding inclusion of the Pitstone S106 funding contribution in the 2025/26 allocation process.
- It was **RESOLVED** to make contact with John Pateman of Bucks Highways Commissioning to see if the outline plans could be further developed so that an approved plan was available by the end of 2024 for BC Transport Strategy to consider, and to determine if the works could be wholly funded by the S106 funds held or the size of any parish contribution, to assist with our own budgeting process for 2025/26. It was **RESOLVED** to enquire about any associated cost to get the proposals to this point.

3. Westfield Road Bus Shelters

It was noted that Safran would prefer the option with half end panels (which extend slightly into the footpath). The council will now submit a full information pack to Buckinghamshire Council for approval.

4. Pedestrian Barriers for Westfield Road

- Awaiting feedback from Buckinghamshire Council Local Area Technician. It was noted that this was the main route up Windsor Road and therefore would need to remain accessible for mobility scooters and pushchairs etc.
- The parish council has written to both Brookmead School and Windmill Preschool to request assistance to reinforce the scooter safety message.
- It was **RESOLVED** to include information about resources for parents in the next edition of PPP.
- The member of the public asked if there were plans for the school to reduce parking congestion at drop off/pick up times, especially for parents that needed to get to work and just needed to be there for a short while. The new safety scheme treatment at that location was installed last year. It was **RESOLVED** to write to Brookmead and ask if they could please consider reintroducing the morning school drop-off facility and/or to again encourage parents to park further away and walk the remaining distance to school.

6. mVAS Reports

It was **RESOLVED** to note receipt of the mVAS reports for Marsworth Road and Westfield Road. Marsworth Road was slightly up with the 85th percentile at 27.4mph. Westfield Road was slightly down with the 85th percentile at 34mph. The reports and results had been uploaded to the website for the benefit of residents.

7. Diversion Route – Vicarage Road / Westfield Road

Following complications with the last diversion route, it was **RESOLVED** to write to Buckinghamshire Council regarding the use of Westfield Road now that it had been adopted instead of Vicarage Road.

77/24 ALLOTMENTS

1. The parish council is still waiting for a response from the National Trust regarding the installation of water taps at the site.
2. The parish council is still waiting for full details from Pitstone Allotment Association regarding the stone required to repair the track.
3. Pitstone Allotment Association yet to install the return valve by the water meter.

78/24 EVENTS

1. P&IUFC Family Fun Day

It was **RESOLVED** to grant permission for the event banner to be displayed on the Recreation Ground fence for the two weeks prior to the event.

It was noted that the club had yet to make payment, or any part payment, towards the hire fees for the event and **RESOLVED** to chase again.

79/24 POLICIES

1. It was **RESOLVED** to approve the annual review of the Equal Opportunities, and the Chair was duly authorised to sign on behalf of the council.
2. It was **RESOLVED** to approve the annual review of the mVAS Policy and Procedures Manual, and the mVAS Risk Assessment, and the Chair was duly authorised to sign on behalf of the council.

80/24 OTHER MATTERS

1. Buckinghamshire Council CCTV Policy

Cllr Nicholls to attend the Teams meeting and provide feedback to the council.

9. Noticeboards

It was **RESOLVED** to approve the quotation from James Cato of £1,035 for the specified works to the noticeboards.

10. 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. Buckinghamshire Council has advised Croudace that the issues need to be resolved before they can agree to maintain the highways at public expense.

4. Street Lighting Electrical Safety Inspections

- It was **RESOLVED** to note receipt of the completed safety inspections from Lamps & Tubes Ltd.
- It was noted that a number of minor remedials had been identified that could be carried out by Lamps & Tubes – awaiting quote for consideration.
- It was noted that a small number of issues had been identified that required resolution by UK Power Networks. Contractor summarising the issues and a quotation will be sought for consideration.
- It was noted that the re-test timescale had been determined as every 5-years and council **RESOLVED** to adjust their annual accrual accordingly.

5. 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.

6. Office Equipment

It was **RESOLVED** to purchase 2 x replacement laptops, monitor, docking station and mobile phone, with an approximate cost of £2,500.

The member of the public departed the meeting and was thanked for their attendance.

7. Pitstone Parish Post

It was **RESOLVED** to approve the parish council submission for the forthcoming edition including the descriptive annual report and accounts for 2023-24.

8. Annual Registration with the Information Commissioners Office

It was **RESOLVED** to approve annual renewal and payment of the Data Protection Fee, £40 with a £5 discount for direct debit so down to £35.

9. Fire Evacuation

It was **RESOLVED** to note the annual reminder of the pavilion emergency evacuation drill. Cllr Nicholls to conduct a full alarmed drill at the next meeting.

81/24 ISSUES RAISED BY MEMBERS OF THE PUBLIC

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

Financial Matters:

82/24 GENERAL FINANCIAL MATTERS

1. Staff Overtime

It was **RESOLVED** to ratify the staff overtime for the month (39 hours of overtime for the Clerk and 13.5 hours for the Parish Assistant), approved by the staffing committee and included in the June payroll.

2. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC to refund PPC £1,803.22 for the 1-31/5/24 period.

3. 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.

4. Debtor Risk/Write Off

It was noted that P&IUFC were still struggling to pay their remaining invoices from the 2023-24 season. Approximately £800 owed. Nor had the parish council received

payment from them for the Fun Day event hire. The club are holding the fundraising event to raise the necessary funds. The club are aware that outstanding monies need to be paid prior to any commitment being able to be made for their 2024-25 season. Situation to be reviewed after the event.

It was **RESOLVED** to approve the write-off of the broken litter bin on the Recreation Ground, see asset register adjustment below.

5. Internal Controls

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

6. Asset Register / Insurance

- Replacement litter bin now received (£313.38). No adjustment required to insurance as the new bin is of lower value than the previous bin (£526.96). Write off old broken bin approved above. Adjustment made to the Recreation Ground asset register and presented to council. It was **RESOLVED** to approve the updated register and the Chairman was duly authorised to sign on behalf of the council.
- Pending:
 - Order for bus shelters not yet placed.
 - Adoption of the Junior Football Club goals to be included on next register and insurance amendments.
 - Purchase of 4 additional tables at the pavilion to be reflected on the next register.

7. Schedule of Charges

It was **RESOLVED** to approve the updated schedule of charges, reflecting the pavilion and event price increases effective 1/8/24. Open spaces policy updated, pavilion terms and conditions updated, website updated with both documents and hirers emailed with price increase notification. Reminders being issued with July invoices.

8. Lloyds Bank Corporate Card

It was **RESOLVED** to note the changes to the Lloyds Bank Corporate Card terms and conditions.

9. Donation from the Over 60's

It was **RESOLVED** to note receipt of the kind donation from the Over 60's Club.

10. NatWest Online Banking

It was **RESOLVED** to note that NatWest had advised that dual signatory online banking was not currently available for existing local government account holders.

83/24 ANNUAL REVIEW OF FINANCIAL AFFAIRS

1. External Audit

It was noted that all the papers for the Intermediate Level external audit had been submitted to PKF Littlejohn on 29/5/24. Response due by September.

2. Notice of Electors Rights

It was noted that the Notice of Electors Rights plus guidance, annual internal audit report, annual governance statement and annual accounting statement were published to the website on 29/5/24 and noticeboards on 31/5/24. Visibility was verified as correct by the Chairman and a frontpage prompt created. Links to the information were posted via Facebook and X. Noticeboards will display the information for at least 14 days.

Period as per those recommended by PKF Littlejohn, and agreed at the May meeting, of 3/6/24-12/7/24.

Reports & Other:

84/24 REPORTS

- No street light issues had required reporting this month.
- It was noted that a water leak in Williamson Way had been reported to Anglian Water.
- Cllr Mrs Nash provided feedback on the Ashridge Protecting our Roots consultation event held on 25/5/24.

- It was noted that the BC Community Board meeting scheduled for 13/6/24 had been cancelled.
- Cllr Saintey provided feedback from the BC Town and Parish Council Forum held on 10/6/24.
- It was noted that a further three allotment plots had changed tenancy.
- It was noted that a fly-tipping incident had occurred outside Pitstone Church on 23/6/24. Evidence had been submitted to Buckinghamshire Council.
- It was noted that there were no other reports at the time of writing.

85/24 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 25 July 2024. Apologies were tendered by Cllr McCarthy.

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

- Quarterly grant consideration
- Annual review of Street Lighting Policy
- Annual review of allotment charges
- Annual review of the Licence to Pitstone Allotment Association
- Youth Café Contract terminates – review any changes required for next year and review pricing
- Review all youth café policies and risk assessments.
- Annual review of reserves policy
- Possible replacement of the Crataegus St Pauls Scarlet Hawthorn memorial tree for May Everton (previous cost £150, bareroot, 8/10 girth, delivery Nov-Mar)
- No other items were raised for inclusion.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 25/7/24, 29/8/24, 26/9/24, 7/11/24, 5/12/24, 9/1/25.
- Sports and Leisure Committee meetings: 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 8 October 2024 at 7pm.
- 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: 4/7/24, 19/9/24, 19/12/24, 20/3/25.
- PPP Publication dates: April, July, October, and January.
- BMKALC Parish Liaison Meetings: 10/7/24 (Cllr Saintey unavailable)
- BC Clerks Forums: 16/7/24.
- Last election May 2021, next election therefore 2025.
- BC Weed Spraying along Marsworth Road: May/June, then 2nd in August, plus sweep & clear in Autumn.

86/24 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.15.

Signed

Date:

Chairman

DRAFT