

PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 25 July 2024
at Pitstone Pavilion commencing at 7.30pm

General Matters:

87/24 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies & Absence

It was **RESOLVED** to accept apologies from Cllr Dr Frearson, Cllr McCarthy, Cllr Hawkins and Cllr Blunt.

3. Others present

Buckinghamshire Councillor D Town; 9 Members of the Public.

88/24 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.
- Cllr Mrs Crutchfield advised that the applicant for 12 Marsworth Road planning was known to her, but she had no pecuniary interest.
- No other declarations nor dispensations were received.

89/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- All members of the public gallery were in attendance in relation to planning. It was **RESOLVED** to accept comments at the appropriate point in the agenda.
- No other questions were tabled from the public gallery.

90/24 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

- Buckinghamshire Councillor Derek Town talked through the matters in his report, which had been published electronically for the benefit of residents.
- No further questions were tabled for Cllr Town.

91/24 MINUTES OF THE MEETING held on 27/6/24

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 27 June 2024 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

92/24 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 (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 TTRO (consultation currently live) 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.

- Pedestrian safety by Windsor Road play area – BC arranging for installation of staggered chicane fence panels at the end of the footpath (see later agenda item).
- 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 roundel in Vicarage Road (in spring).
- Marsworth Road roundabout planters – continue to seek to find permanent solution with BC. Commercial sponsorship available via Marketing Force should any commercial companies wish to pursue.
- Replacement of broken fencing along Brook Lane BOAT.
- Tree works in Old Farm and replacement for dead tree on Marsworth Road.
- 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.
- 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 installed CCTV and cut 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 – took place last week.
- Senior FC Family Fun Day – 27/7/24 – cancelled.

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, now complete and publicity issued.
 - PMH floor scrubber, paid & awaiting fulfilment.
- Gas contract for pavilion, 1/9/24 switch to Crown (from EDF) 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.
- Purchase of office equipment – proposals approved electronically and orders now to be placed.
- Noticeboard repairs – contractor appointed.
- 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.
- Windsor Road see-saw and wet pour repairs – scheduled to be completed this week.
- RML to undertake commissioned tree works arising from risk assessment – at the start of August, unless the White Beam deteriorates sooner.
- Local Wildlife Site parking issues – implementing signage and letters to coincide with PPP w/c 29/7/24. Review verges once any impact of the above known.
- Dog bin in Crispin Field to be relocated – contractor engaged.
- Please refer to Sport & Leisure Committee minutes for full list of S&L related matters.

93/24 CORRESPONDENCE

- The list of correspondence received was noted.
- The TTRO to resolve the anomaly on Cheddington Road was noted.
- The notification of information events regarding the BC notice of revocation of air quality monitoring in certain areas due to improvements in air quality was noted.

94/24 CO-OPTION OF A PARISH COUNCILLOR TO FULFIL THE REMAINING TERM

It was noted that no confirmed applications had been received this month.

Committee Matters:

95/24 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 taken place during the month, so no draft minutes were due.

2. Application Consultations

- 49 Tun Furlong; 24/01821/APP; householder application for single storey rear extension. No members of the public were present in relation to this application. Following consideration, it was **RESOLVED** to advise Buckinghamshire Council that the parish council wished to tender no objections to the application.
- Woodlands in Orchard Way, 24/02073/APP, householder application for single storey side and rear extensions and a garage. The two applicants were invited to speak in support of their application to modernise the property and answered questions from members. Following consideration, it was **RESOLVED** to advise Buckinghamshire Council that the parish council wished to tender no objections to the application.
- Land to the rear of 12 Marsworth Road, 24/01969/APP, demolition of detached garage and erection of a dwelling. Both the agent and the applicant were invited to speak in support of the application. The immediate neighbours were invited to explain their opposition to the application. Following consideration, it was **RESOLVED** to advise Buckinghamshire Council that the parish council was opposed to the application on the following grounds:

The application site is not infill; non-compliance with PNP Policy 6 in terms of scale, density and choice of materials; insufficient parking provision (not compliant with VALP or PNP).

It was also **RESOLVED** to request that BC ensure that the drainage works that were undertaken by the highway would now preclude future flooding of the site.

All 9 members of the public then departed the meeting and were thanked for their attendance and input.

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.

Cllr Nicholls resumed the Chair.

96/24 **SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS**

This section of the meeting was Chaired by Cllr Bob Saintey, Chair of the Sports and Leisure Committee.

1. Minutes

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

2. Bellway LEAP

- TP1 transfer form currently with Gateley Legal, acting on behalf of Bellway, for countersignature.
- 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. Network Rail Damage

The damaged caused by Network Rail to the parish council parcel/post box on 17/7/24 was noted. The parish council to continue to chase compensation and to advise TVP if necessary.

4. Grass Cutting at the Pavilion

It was **RESOLVED** to approve the quotation from R Lawry Agricultural Services (£190 + VAT per cut) for grass cutting at the front/perimeter of the pavilion.

5. Maintenance at the Pavilion

- It was **RESOLVED** to approve the quotation from ACE (£232.34 + VAT) for replacement back-up batteries to protect the system from power outage.

- It was **RESOLVED** to enquire with Pitstone Memorial Hall Charity if they might be willing to hire their new floor scrubber (funded by a grant from the Parish Council) to try and resolve the issue with the marks on the changing room floor.
- It was **RESOLVED** to approve the quotation for annual shutter service (£335 + VAT) from Royal.
- It was **RESOLVED** to approve the quotation from Security Solutions (£457.54 + VAT) for annual maintenance of the turnstile.

Cllr Nicholls resumed the Chair.

97/24 STAFFING COMMITTEE AND RELATED MATTERS

1. Minutes

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

2. Training

It was **RESOLVED** to approve the following training:

- BALC Listed buildings and conservation areas October 14th at 6.30pm online £50 for Cllr Weber
- BALC Village Greens Tuesday October 29th at 6.30pm On-line £40 for Cllr Weber and Cllr Mrs Nash
- BALC Common Land Wednesday November 6th at 6.30pm online £40 for Cllr Weber
- BALC Rights of Way November 20th at 6.30pm On-line £40 for Cllr Weber
- BALC Managing your Village Hall November 20th at 6.30pm On-line £40 for Cllr Mrs Crutchfield and potentially Cllr Mrs Nash.
- Ladder Safety Training, by High-Speed Training, for 4 members of staff/council at £31 per person

Charity Matters:

98/24 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 19/9/24.

99/24 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 12/9/24.

Working Group Matters:

100/24 YOUTH CAFÉ

- The year-end report provided by the Café Manager was noted.
- Contract review meeting arranged with the Café Manager for 14/8/24.
- It was **RESOLVED** that there were a number of issues to explore in connection with a permanent basketball hoop, prior to progressing.

Other Matters:

101/24 DEVOLVED SERVICES

- It was **RESOLVED** to ratify the grant of permission for the following event banner permit: Shakespear Festival at Pitstone Church (for a period of 2 weeks to promote ticket sales and then a further 2 weeks before the event if still required).
- Council responded to a query from Pitstone Church Committee re their 'Historic Church Open' signs.
- It was noted that the editable grass cutting maps were not yet available from the Buckinghamshire Council asset team, however the Devolved Services team have manually amended and re-issued the grass cutting maps.
- It was **RESOLVED** that no hedge cutting notice was currently required for a property in Crispin Field (insufficient blockage) or a property in Church Road (this has now been cut) but to monitor the situation.
- It was **RESOLVED** to issue hedge cutting notices to a property in Albion Road and a different property in Church Road.

- It was **RESOLVED** to note receipt of the health and safety information supplied by Buckinghamshire Council.
- It was **RESOLVED** to note the slight reduction in extent of Footpath 3 to be maintained under Devolved Services, to accurately reflect the landowners' boundaries. BC RoW amending the map.

102/24 HIGHWAYS AND RIGHTS OF WAY

1. Possible Footpath from Westfield Road to College Lake

Part of route would be in Bucks and part in Herts. 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. HCC has recently completed a consultation of their infrastructure proposals and the parish council has already submitted a request for this route to be considered for inclusion. The survey analysis was considered. It was **RESOLVED** to pass the results to both Buckinghamshire Council and Hertfordshire Council and request that they include this route in any upcoming infrastructure proposals and/or when funding opportunities are identified. It was **RESOLVED** to publish the results on the website & in PPP for the benefit of residents.

2. Pitstone and Ivinghoe Safety Scheme

- It was **RESOLVED** that the Parish Council would seek further engagement with BC later in 2024 regarding inclusion of the Pitstone S106 funding contribution in the 2025/26 allocation process.
- It was **RESOLVED** to accept the recommendation from John Pateman of Bucks Highways Commissioning to wait for the above process, rather than engage in costly pre-development of the proposals that would otherwise be covered under the above release of S106.

3. Westfield Road Bus Shelters

The proposals have been submitted to Passenger Transport at Buckinghamshire Council and we are awaiting their approval / comment.

4. Pedestrian Barriers for Westfield Road

It was noted that the BC Local Area Technician believes that there will be sufficient space to install a staggered barrier at the end of the footpath. He will raise a works order and it will get added to a future schedule. No eta can be provided.

5. Local Wildlife Site Parking

It was noted that marked parking bays were not appropriate for Westfield Road by the maintenance access, as vehicles were already able to lawfully park there so long as they were not causing an obstruction.

Gate signage and notification letters will be introduced w/c 29/7/24 to coincide with Pitstone Parish Post.

103/24 ALLOTMENTS

1. The parish council is still waiting for a response from the National Trust (NT) regarding the installation of water taps at the site.
2. It was noted that Pitstone Allotment Association advised they would install the return valve by the water meter at the same time as the taps detailed above, once permission had been granted by NT.
3. It was **RESOLVED** to accept the quotation from Clark Contracting to supply 20 tonnes of type 1 sub-base stone at a cost of £30.50 per tonne (£610) to enable car park and track repairs at the allotment site. On this occasion, as an extraordinary cost, it was confirmed that this would be funded from Parish Council funds, rather than the element of rental income collected from tenants (which needs to be held towards water costs etc). It was further **RESOLVED** to thank Pitstone Allotment Association for volunteering their labour to carry out the repairs.
4. It was **RESOLVED** to ratify the decision notified by Pitstone Allotment Association that they wished to increase their annual fee by £1 per quarter plot from £6 to £7.
5. It was **RESOLVED** to thank Pitstone Allotment Association for the detailed analysis and predictions re potential water costs. After consideration, it was **RESOLVED** to maintain the Parish Council rental at £9 per quarter plot for the forthcoming year to smooth any increase for tenants, given that PAA will be increasing their fee, but to review the situation for the following season with a view to increasing the rental fee if necessary.
6. It was therefore noted that the total charge to rent a quarter allotment plot would increase from £15 to £16 per annum.
7. The annual notice of charges will now be prepared and publicised during August, with the invoices and tenancy papers issued at the start of September.
8. It was noted that Pitstone Allotment Association did not require any amendments to the Licence. It was **RESOLVED** to renew the licence for the forthcoming year and two members were duly authorised to sign on behalf of the council.

104/24 EVENTS

1. P&IUFC Family Fun Day
 - It was noted that the above event had been cancelled due to insufficient teams registering for the tournament.
 - It was noted that P&IUFC still had a significant debt to clear from last season before any match/training bookings could be accepted by the parish council for the forthcoming season.
 - It was **RESOLVED** to review and strengthen the terms of the Occupational Licence for the forthcoming season.
 - It was **RESOLVED** to request that the club ensure they attend the forthcoming Sports and Leisure committee meeting.

105/24 POLICIES

1. It was **RESOLVED** to approve the annual review of the Street Lighting Policy, and the Chair was duly authorised to sign on behalf of the council.
2. It was **RESOLVED** to approve the annual review of the Reserves Policy, and the Chair was duly authorised to sign on behalf of the council.

106/24 CONSULTATIONS

7. It was **RESOLVED** that no response was required to the BC Local Nature Recovery Strategy consultation.
8. It was **RESOLVED** that no response was required to the BC New model for Libraries consultation.
9. It was **RESOLVED** that Cllr Weber would consider the BC Housing Allocations Policy consultation and circulate any recommendations electronically for approval, as the deadline is ahead of the next full council meeting.
10. It was **RESOLVED** that no response was required to the BC Gambling Act Policy consultation.

107/24 OTHER MATTERS

1. Buckinghamshire Council CCTV Policy

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

2. Croudace Street Lighting

It was **RESOLVED** to approve adoption of the 17 columns now proposed, all of which will sit within public highway. It was noted that the Croudace will provide £1,500 per column towards the initial ongoing maintenance and electricity. It was further **RESOLVED** to add them to the council inventory, register them with UKPN unmetered supply contract and notify Lamps & Tubes.

3. Street Lighting

- It was **RESOLVED** to approve the quotation from Lamps & Tubes of £26.50 + VAT per column to install the required danger notices and earthing labels, along with £28 + VAT per column if an earthing connection block required installation.
- It was noted that UKPN were still to supply a quotation for the C3 works identified as part of the electrical safety inspections.
- It was **RESOLVED** to replicate the same festive lighting for 2024 as installed in 2023, at both the pavilion and recreation ground sites. It was further **RESOLVED** to replicate the duration and time of illumination (ie 3pm to midnight, first Sunday in Advent through to 12th night). It was further **RESOLVED** to reconsider the position as part of the budgetary process for 2025/26 to consider if the lighting should be enhanced.

4. 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.

5. Office Equipment

It was **RESOLVED** to approve itemised list of office equipment required including 2 x Dell laptops, monitor and dock for the office, and mobile phone for the Facilities Manager. Total cost £2,173.01.

6. Fire Evacuation

It was **RESOLVED** to conduct the fire evacuation drill at the end of the council meeting.

7. Safety of Lithium-Ion Batteries (used in e-bikes and scooters) and their disposal

It was **RESOLVED** to register support for the campaign and publicise that we had done so in the next edition of Pitstone Parish Post.

8. Facebook/Artificial Intelligence

It was **RESOLVED** to request to opt-out of data collection for AI with Facebook/Meta.

108/24 ISSUES RAISED BY MEMBERS OF THE PUBLIC

- It was noted that council had responded to resident enquiries regarding public EV charging points, lamp post signage, public building heating and waste bin collection regulations.
- It was noted that, following resident enquiries, council had passed reports to Fairhive regarding grass cutting in Yardley Avenue and non-collection of building materials from a car park space in Glebe Close.
- It was noted that council was liaising with Fairhive on behalf of a resident regarding her fence, on the boundary with the Queen Street BOAT.
- It was noted that a resident had expressed concern about traffic speeds in Yardley Avenue. It was **RESOLVED** to arrange a site visit with the Local Area Technician to explore any options.
- It was noted that there were no other new matters raised by residents for consideration or to be tabled on the next agenda at present.

Financial Matters:

109/24 GENERAL FINANCIAL MATTERS

1. Grant Applications

It was noted that no grant applications were received this month.

2. Staff Overtime

It was **RESOLVED** to ratify the staff overtime for the month (9.25 hours of overtime for the Clerk and 17 hours for the Parish Assistant), approved by the staffing committee and included in the July payroll.

3. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC to refund PPC £388.99 for the 1-30/6/24 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&IUFC remained a debtor risk. The Club have been advised that last season's outstanding balance needs to be cleared before any bookings can be accepted for the 2024/25 season.
- It was noted that there were no items for write-off this month.

6. Internal Controls

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

7. Asset Register / Insurance

It was **RESOLVED** to approve the following amendments to the asset register, along with the associated insurance amendments, and the Chairman was duly authorised to sign on behalf of the council:

- Add an extra dog bin for Crispin Field – asset register updated, and insurance company notified (£295.83).
- Adoption of the goals donated by the Junior Football Club – asset register updated (£1 community asset as a donation), and insurance company notified (value £3,799.98).
- 4 additional tables at the pavilion – asset register updated, and insurance company notified (£322).
- Adjustment made to Miscellaneous, Pavilion and Summary asset register sheets and presented to council for signature. Insurance broker advised of this months' changes.
- Pending: Order for bus shelters not yet placed.

8. Sage

It was **RESOLVED** to note the Sage Accounting and Payroll price increases effective 1/8/24. Accounting increases from £26 to £33 per month, and payroll from £8 to £10 per month.

9. NatWest Terms and Conditions

It was **RESOLVED** to note that NatWest had updated their general terms and conditions.

110/24 31-3-24 YEAR END AUDIT AND REPORTING

1. External Audit

Response from PKF Littlejohn due by September.

2. Notice of Electors Rights

It was noted that one enquiry had been received during the period of electors' rights. Discussion continues with the resident.

Reports & Other:

111/24 REPORTS

- No lighting issues needed reporting this month.

- It was noted that the Treasurer of Pitstone Memorial Hall Charity had resigned. The Charity will advise of a replacement in due course.
- It was noted that the railing in Chequers Lane had been repainted.
- It was noted that a potential issue with the ash tree at the junction of Glebe Close/Marsworth Road had been reported to BC.
- It was noted that fly-tipping (in 4 locations) had been reported to Taylor Wimpey for resolution.
- It was noted that the footpath to Marsworth was getting overgrown with nettles and brambles and had been reported to Buckinghamshire Council for resolution.
- It was noted that one new car scheme driver had joined the parish council this month.
- It was noted that the parish council had been the victim of a theft of one of our mVAS batteries. The incident has been reported to Thames Valley Police and both units had currently been removed from use until the current spate of thefts (Ivinghoe had batteries stolen from 2 units, and other parishes within Bucks had also been targeted) subsided. It was noted that a replacement battery cost in the region of £342 and the insurance excess was £250, so therefore **RESOLVED** not to submit an insurance claim.
- It was noted that a reminder had been issued to BC regarding their dead tree on Marsworth Road verge (opposite Glebe Close), who advised a replacement will be planted in the autumn.
- It was noted that further correspondence had been received from Brookmead school regarding the Brook. Discussions continued.
- It was noted that Brookmead School had advised that they had no current plans to reinstate the school drop off facilities but would continue to promote walk-to-school.
- The financial performance of the July edition of PPP was noted, along with the advertiser update. It was noted that we may need to recruit some replacement PPP distributors, the Distribution Manager will confirm.
- The joint Thames Valley Police & Buckinghamshire Council operation on 21/7/24 to cover the Torquen event – to encourage considerate driving/behaviour during attendance and no ASB – was noted.
- It was noted that two further allotment plots have changed tenancy.
- No other reports at time of writing.

112/24 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 29 August 2024.

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

- Annual review of complaints procedure.
- Annual review of all GDPR policies including social media.
- Determine hedge cutting requirements.
- Review all youth café policies and risk assessments – to be undertaken by Café Manager.
- Youth Café Contract renewal.
- Proposals for changing domain.
- 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: 29/8/24, 26/9/24, 7/11/24, 5/12/24, 9/1/25.
- Sports and Leisure Committee meetings: 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: 19/9/24, 19/12/24, 20/3/25.
- PPP Publication dates: April, July, October, and January.
- BMKALC Parish Liaison Meetings: 4/9/24
- 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.

113/24 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.50.

Signed *D Nicholls*

Date: 31/8/24

Chairman