

PITSTONE PARISH COUNCIL

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

General Matters:

114/24 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chairman), Cllr Mrs Crutchfield, Cllr Mrs Nash, Cllr Weber, Cllr Dr Frearson, Cllr McCarthy, Cllr Hawkins and Cllr Blunt plus the Parish Clerk - Mrs Eagling, and the Parish Assistant – Mr Davies.

2. Apologies & Absence

It was **RESOLVED** to accept apologies from Cllr Saintey (Vice Chairman).

3. Others present

Buckinghamshire Councillors D Town and P Brazier; 3 Members of the Public.

115/24 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 application consultation was known to her, but she had no pecuniary interest.
- Cllr Hawkins advised that the agent for the Duke of Wellington planning application consultation was known to him, but he had no pecuniary interest.
- No other declarations nor dispensations were received.

116/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

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

117/24 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

- Buckinghamshire Councillor Derek Town had provided a report, which had been published electronically for the benefit of residents.
- Buckinghamshire Councillor Peter Brazier discussed the new draft NPPF which contains several key matters for consideration including (1) how grey belt might become defined (2) the likely increase in housing allocation numbers being imposed from central government on Buckinghamshire (3) the requirement for a new town (location tbc).
- Cllr Brazier recommended that any parish with a Neighbourhood Plan that has not been revised within the last five years, should consider reviewing it. The Buckinghamshire Council Local Plan is likely to not become available until at least 2026.
- The councillors responded to a question from the public gallery regarding the BC parking policy.
- No further questions were tabled for Cllrs Town or Brazier.

118/24 MINUTES OF THE MEETING held on 25/7/24

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

119/24 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. BC has confirmed that they still intend to carry out these works and then transfer the residential columns to the parish council.
- 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. BC to confirm if works between Westfield Road and Roundabout can be included within their 2025-26 proposals.
- 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. 6-month period to lodge an appeal against the BC planning decision expired 6/8/24. BC to confirm next steps.
- 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 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.
 - 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); RTA damage to sign in open space by The Crescent to be re-installed (new posts on order).
 - 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 – on list but no eta.
 - Tree works in Old Farm and replacement for dead tree on Marsworth Road.
 - Cheddington Road / Crispin Field 'keep clear' markings – now complete
 - 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, Old Farm and Chequers Lane or blocking the Local Wildlife Site farm entrance/cycle path/footpath.
- Safety Scheme works along Marsworth Road: BC to consider works between Westfield Road and the roundabout as part of their 2025 budget proposals. BC advised unable to progress anything from roundabout to Rushendon Furlong at until conclusion of Freight Zone trial.
- Cycle improvements to Tring station (HCC/CRT/BC): BC 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 obtaining legal advice re updating the agreement and will revert to the parish council in September.
 - 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
 - Buckinghamshire Council Open Space – with BC legal department, awaiting further information.
 - Buckinghamshire Council Footpath 3 Right of Way maintenance map to be adjusted and re-supplied.
 - Buckinghamshire Council / Hertfordshire Council Footpath from Westfield Road to College Lake along Upper Icknield Way – requested inclusion on Cycling and Walking Infrastructure Plans for consideration if funding becomes available
 - Brookmead School – to provide documents relating to riparian responsibilities re the brook.
 - Substation on Westfield Road/Harlech Road: GTC declined to remove graffiti as not offensive or derogatory. Monitor and provide additional information if required.
 - Events: Party in the Park 2025 – tbc
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).
 - PMH floor scrubber, paid and PMH has now supplied the photograph and summary of the benefits it has brought (Circulated electronically). Publicity drawn up.
 - 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 – complete, however further consideration now required re non-registrations.
 - Transfer of additional funds to PSDF – in progress.
 - Noticeboard repairs – partially completed
 - Moving to a .gov domain name, WCAG 2.2 (website accessibility guidance) regulations effective October 2024 & inclusion of 2024/25 audit requirements (see Practitioners Guide)– 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 – completed
 - RML to undertake commissioned tree works arising from risk assessment – White Beam removed at the start of the month and other works will be completed by the end of August.
 - Dog bin in Crispin Field to be relocated – contractor engaged.
 - Category 2 remedials to lamp columns booked for mid-September.
 - Please refer to Sport & Leisure Committee minutes for full list of S&L related matters.

120/24 CORRESPONDENCE

The list of correspondence received was noted, including the information from Oneilhommer re NPPF and the BC quotas.

121/24 CO-OPTION OF A PARISH COUNCILLOR TO FULFIL THE REMAINING TERM

It was noted that one resident had confirmed that they would like to formally apply and **RESOLVED** to arrange an interview with them prior to the next council meeting.

It was noted that a second expression of interest had been received, and an information pack has been provided for consideration.

Committee Matters:

122/24 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

- Land adjacent to the Duke of Wellington Public House on Cheddington Road, Marsworth; 24/02222/AOP; Outline planning application with all matters reserved except access and layout for the erection of 9 dwellings with associated parking and access. This application site lies just outside the parish boundary, but any residents of these dwellings will be closer to Pitstone than Marsworth. Following consideration, it was **RESOLVED** to advise Buckinghamshire Council that the parish council wished to concur with both Marsworth and Cheddington Parish Councils and oppose this application on the following grounds: (1) an increase of over 40% to the number of dwellings at Cooks Wharf (2) occupants would be largely dependent on car use due to remote nature and limited public transport (3) road and pedestrian safety with no safe foot access to any of the three parishes (4) lack of amenity infrastructure (5) lack of sustainability and negative environmental impact.

It was further **RESOLVED** to request the following conditions, should the Local Planning Authority be minded to approve the application: (i) a footbridge over the canal/adjacent to the road bridge to enable safe access to Cheddington, and (ii) that a safe pedestrian corridor be provided to and underneath the railway bridge to enable safe access to Pitstone.

- Plot 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 for the erection of office and production facilities - approval of reserved matters pursuant to 01/02241/AOP). Updated application. 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 self-build dwelling. Updated application. The immediate neighbours were invited to explain their opposition to the application. Following consideration, it was **RESOLVED** to advise Buckinghamshire Council that the recently updated documents submitted by the agent did not change the parish council's opposition to this application. It was further **RESOLVED** to submit the following additional comments (1) concerns that the ground level for the development site has been raised, potentially leaving numbers 10 and 12 Marsworth Road at risk of flooding (2) the site is not infill (3) The Pitstone NDP requires a minimum of 2 parking spaces in addition to any turning requirement imposed by BC.

3. Decisions notified by Buckinghamshire Council

- 49 Tun Furlong; 24/01821/APP; householder application for single storey rear extension: approved by Buckinghamshire Council.
- Icknield, The Green; 24/01460/APP; Householder application for conversion of existing double garage building into a habitable space: 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), Portland House on Westfield Road (6 industrial starter

units), 12 Queen Street (3 dwellings), Land to the rear of 12 Marsworth Road (1 dwelling) and Woodlands in Orchard Way.

Buckinghamshire Councillor P Brazier and two members of the public departed.

Cllr Nicholls resumed the Chair.

123/24 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 8/8/24. No matters were referred to full council.

2. Bellway LEAP

- TP1 transfer now countersigned by Bellway and returned to Gateley Legal.
- 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 to Parcel Box 17/7/24

It was noted that Network Rail had passed the claim to their insurer for resolution. All requested materials and evidence have been provided.

4. Motion Picture Licensing Company Limited licence

The correspondence from MPLC was considered. It was **RESOLVED** to review the use of the television by any hirers that view tv and/or film, discuss at the sports and leisure committee meeting, and then bring back to the full council in September.

5. Memorial Bench on the Recreation Ground

It was **RESOLVED** to approve the principle of a memorial bench on the Recreation Ground from the family of Cllr Mitra.

It was further **RESOLVED** to double check with their proposed supplier regarding the long-term durability / commercial use of the model shown, and to suggest the council's standard memorial bench (Glasdon Stanford Seat with Memorial Plaque) to the family as a preferred alternative.

Site meeting to also be arranged with the family to discuss/agree specific location.

It was **RESOLVED** that, in line with other memorial benches, that the parish council would be willing to arrange for installation of a concrete base & the bench, accept the donation of the bench onto the asset register (if model etc approved as suitable for heavy commercial use) and insurance policy, arrange for weekly health and safety inspections, and meet the ongoing costs of care and maintenance.

124/24 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. Asset Checker

It was noted that Mr Martin has resigned from his post as Asset Checker due to a change in personal circumstances. His last hours have been processed via the payroll and P45 issued.

It was noted that Mr Clarke had recently undertaken the necessary training to take on these duties and had been pleased to accept this opportunity. Equipment has been provided. Handover with existing staff member arranged. Variation to contract issued and accepted by Mr Clarke, with hourly rate of pay and all other terms remaining unchanged. It was **RESOLVED** to ratify the appointment.

3. IT Equipment

It was **RESOLVED** to ratify the installation for two additional sockets in the office, the need having arisen following the purchase of the monitor.

Cllr Nicholls in the process of setting up the two laptops.

It was **RESOLVED** to purchase a second Google Pixel 7a mobile phone for use by the Clerk (cost £349 + sim only contract).

Charity Matters:

125/24 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.

126/24 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.

127/24 PITSTONE TOWN LANDS CHARITY AND WILLIAMSON TRUST

It was noted that, as per the terms of the trust deed, that Gill Lowe and Kate Smethers had stepped down from the charity following a 4-year term of office. The trust deed allows for their re-appointment. It was noted that both G Lowe and K Smethers had volunteered to re-stand and it was **RESOLVED** to re-appoint both trustees. It was further **RESOLVED** to thank both trustees for all the work they undertake on behalf of the residents of Pitstone, and for their ongoing commitment to these charities.

Working Group Matters:

128/24 YOUTH CAFÉ

- Café Manager contract review meeting had been postponed until 4/9/24. In recognition of the need for café to start on 11/9/24 ie ahead of the next council meeting, it was **RESOLVED** to re-enter into the agreement unless there were significant changes proposed (when it should be referred back for full council discussion).
- It was noted that a few regular volunteers had stepped down. It was **RESOLVED** to push out publicity calling for more regular volunteers. It was **RESOLVED** to issue a letter to all parents of attendees requesting they join the parent rota. It was **RESOLVED** to investigate rota IT systems solutions and make attendance part of parental obligations when their child attends café.
- It was **RESOLVED** that there were a number of issues to explore in connection with a permanent basketball hoop, prior to progressing.
- It was **RESOLVED** to carry forward approval of the policies and risk assessments for 2024/25 to the September meeting.

Other Matters:

129/24 DEVOLVED SERVICES

- It was **RESOLVED** to ratify the grant of permission for the following event banner permit: Ivinghoe Horticultural Show. It was noted that a banner and fairground signs had been removed as they did not comply with the regulations.
- It was noted that no hedge cutting notice had been required to the property in Albion Road as it had been cut prior to hand delivery of the letter.
- It was noted that the agreed hedge cutting notice had been hand delivered to the property in Church Road. The hedge remained overhanging the footpath on the subsequent inspection on 22/8/24. As per BC procedures, the stage 2 letter was issued by Recorded Delivery and re-inspection is due on 10/9/24.
- It was **RESOLVED** that council wished to carry out annual siding-out of the shrubs along the alleyway between Crispin Field and Cheddington Road, and at the Cooks Wharf junction. Ross Lawry Agricultural Contractors holds the contract for this work. It was further **RESOLVED** to double check with BC Devolution that these works could be carried out, as queries were previously raised.

130/24 HIGHWAYS AND RIGHTS OF WAY

1. Pitstone and Ivinghoe Safety Scheme

The Parish Council is waiting for feedback from Buckinghamshire Council in the autumn regarding their inclusion of the Pitstone S106 funding contribution in the 2025/26 allocation process.

2. Westfield Road Bus Shelters

- Passenger Transport at Buckinghamshire Council has now approved the proposals for three bus shelters, all with half end panels, and obtained the relevant utility plans.

- Supplier to submit traffic management plans and proposed installation date to Buckinghamshire Council so they can raise the appropriate licences.
- Safran to confirm their payment preference.
- Supplier advised so that the components can be ordered, and work scheduled.
- It was **RESOLVED** to place the official order as soon as Safran confirm their invoicing preference. The costs remain as per the quote submission, with two units at £6,240 + VAT and one unit at £5,890 + VAT. The Safran unit being £6,240 + VAT.

3. Local Wildlife Site Parking

- It was disappointing to note that the gate sign had been vandalised and removed within 24-hours of being erected. It was **RESOLVED** to order a replacement sign (£165.38 + VAT from DHF products) with stronger bolts (approx. £12).
- It was noted that council had received a number of complaints from drivers that had received advisory letters on their windscreens, unhappy that they had been reminded that it was illegal to park or drive on the cycle path or footpath. It was **RESOLVED** to continue with issuing the advisory notes as it was deemed better to remind drivers of the highway code than for them to receive a fixed fine from Thames Valley Police.
- It was noted that two drivers had advised that the plastic/glue on the wallet had melted onto their windscreen during hot weather and **RESOLVED** to immediately discontinue use of the wallet.

4. Speeding in Residential Streets including Yardley Avenue

- It was **RESOLVED** to push out information via the next edition of Pitstone Parish Post and via social media.
- It was **RESOLVED** to reinvestigate bin stickers/temporary signage, or similar, to promote safe, slow driving.
- It was **RESOLVED** not to deploy the mVAS at present.

A member of the public departed.

5. mVAS Theft and Damage

- It was noted that one mVAS had been tampered with, and one unit had had the battery stolen. Thames Valley Police has been unable to identify a suspect and were therefore unable to progress their investigation further.
- It was noted that both units had therefore temporarily be removed from use.
- It was **RESOLVED** to carry forward to the September meeting a further discussion about improved security options for the units, pending receipt of an alternative quotation.
- It was **RESOLVED** to purchase the necessary replacement Lithium Polymer battery £235 + delivery from Swarco.
- Whilst ordering the above, it was **RESOLVED** to purchase two additional post installation kits for the mVAS units (£45 each) and tamtorque security bit (£25), as they have a minimum order value of £200. The additional kits would enable short term deployment of an mVAS unit to temporary locations if/when the need arises.
- It was **RESOLVED** to enquire with Thames Valley Police if they had any SelectaDNA kits, or similar, they could provide to ensure units and batteries could be security marked.

131/24 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.

132/24 POLICIES

1. It was **RESOLVED** to approve the annual review of the Procedure for Handling Complaints 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 suite of GDPR Policies, and the Chair was duly authorised to sign on behalf of the council. This includes:
 - Data sharing agreement and log
 - Social media and comms policy
 - Subject access request
 - Privacy notice
 - Privacy impact assessment code of practice
 - Privacy impact assessment and form
 - Management of data policy
 - Information data protection policy
 - Document retention and disposal policy
 - Consent to hold and process information
 - Data breach reporting form
 - Data audit schedule
 - Data sharing log
 - Documents for Retention or Disposal

133/24 CONSULTATIONS

1. It was noted that no response had been required to the BC Housing Allocations Policy consultation.
2. It was **RESOLVED** that no response was required to the Buckinghamshire Fire and Rescue Community Risk Management Plan consultation.
3. It was noted that Cllr Mrs Nash would attend the BC Local Cycling and Walking Infrastructure consultation workshop and provide feedback for consideration at the September meeting.

134/24 OTHER MATTERS

1. Buckinghamshire Council CCTV Policy
 - It was noted that a meeting had taken place between the parish council and both Gideon & Alistair from Buckinghamshire Council.
 - The likely costs for a parish council to join the scheme with two re-deployable cameras were outlined (potentially £10k per camera to purchase, plus annual maintenance agreement, plus annual contract with supplier to fit/relocate etc during the year, plus monitoring cost from BC of an estimated £1.5k per camera).
 - The complications surrounding proportionality were discussed, and the need for a parish council to undertake full local consultation ahead of any implementation.
 - From their experience, both within the police force and from within the BC surveillance team, CCTV is not that effective at deterring localised anti-social behaviour as the offenders will just constantly move to a slightly different location away from the field of vision. BC utilise CCTV mainly in heavy footfall High Streets or locations with nightlife etc.
 - It was **RESOLVED** to defer consideration until the full costs and offering had been confirmed by Buckinghamshire Council.

Buckinghamshire Councillor D Town departed the meeting.

2. Croudace Street Lighting

Buckinghamshire Council confirming the final highways adoption requirements to Croudace, and this will enable the transfer of the 17 street light columns to the parish council (approved at the last meeting).

3. Litter by the Bus Shelters

- The concern raised by a resident was noted.
- It was **RESOLVED** to ask the Litter Pickers and Asset Checkers to monitor the shelters and provide feedback on the extent of any problem.
- It was **RESOLVED** to purchase a new supply of A5 'it is against the law to smoke or vape in this bus shelter' signage from Safety Signs 4 Less (£50.04 for 4) and affix with the outdoor strong adhesive.

4. Hedge Cutting

It was **RESOLVED** to commission the following hedge cutting for the 2024/25 season (this contract is already placed with R Lawry Agricultural Services):

- Recreation Ground/Marsworth Road
- Local Green Space/Marsworth Road
- Windsor Road play area
- Pavilion hedges
- Inside edge of hedge of the Hever Close play area
- Inside edge of the hedge between the Recreation Ground play area/skate park and Ravensmoor

It was noted that the Pitstone Hill hedge was not included within our current agreement with National Trust so did not require the parish council to undertake this work.

It was further **RESOLVED** to request that Nicholas King Homes arrange for the hedge between their land and Marsworth Road to be cut back this year, along with the internal hedge between their site and the playground / skate park (along with the outstanding hedge repairs).

135/24 ISSUES RAISED BY MEMBERS OF THE PUBLIC

- As well as items on the agenda, it was noted that council had responded to resident enquiries regarding remedial works which had been logged with various bodies for action and had liaised with three enquiries relating to Town Lands Charity grants.
- 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:

136/24 GENERAL FINANCIAL MATTERS

1. Staff Overtime

It was **RESOLVED** to ratify the staff overtime for the month (29.25 hours of overtime for the Clerk and 14.5 hours for the Parish Assistant), approved by the staffing committee and included in the August payroll.

2. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC to refund PPC £2,873.10 for the 1-31/7/24 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&I UFC had now cleared their outstanding balance.

- It was noted that there were no items for write-off this month.

5. Internal Controls

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

6. Asset Register / Insurance

It was noted that AJG had issued updated insurance documentation following the July amendments.

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:

- 1 x Dell Technologies monitor for office - £274.17
- 2 x Dell Technologies laptops for clerk & facilities manager - £1,248.34

The Sports and Leisure Committee agreed to officially adopt the dug outs, these are already covered by insurance and asset register entries at the original time

Adjustment made to relevant pages of asset register and presented to council for signature. Insurance broker advised of this months' changes.

- Pending: Order for bus shelters not yet placed.

7. Schedule of Charges

It was **RESOLVED** to approve the updated Schedule of Charges, as of 30/9/24, reflecting the new allotment rental price arising from the PAA increase.

8. FSCS

It was **RESOLVED** to note the annual completion of annual FSCS eligibility criteria for Unity Trust Bank.

9. NatWest Interest

It was **RESOLVED** to note that NatWest had reduced the interest rate on business reserve accounts from 1.46% to 1.36% AER.

10. Unity Trust Bank Signatories

- It was **RESOLVED** to remove Anil Mitra as a signatory from Unity Trust Bank account.
- It was **RESOLVED** to request updated registration papers for K Weber and J Hawkins.

137/24 31-3-24 YEAR END AUDIT AND REPORTING

1. External Audit

- It was **RESOLVED** to note receipt of the completed documentation by PKF Littlejohn.
- The External Auditors Certificate and Report issued by PKF Littlejohn was considered. No issues had been raised requiring the consideration of the council.

2. Notice of Electors Rights

- It was **RESOLVED** to approve the Notice of Conclusion of Audit, with an issue date of 6/9/24.
- Council is legally required to publish this notice along with sections 1-3 of the AGAR on its website for a period of not less than 5 years. It was **RESOLVED** to also feature the conclusion of audit on the home page.
- It was **RESOLVED** to display the notice and AGAR on at least one noticeboard for a period of 14-days from 6/9/24.
- It was **RESOLVED** to issue links to the website information from both Facebook and X feeds.

3. Other Audit Matters

- It was noted that no further enquires had been received regarding electors' rights.
- It was **RESOLVED** to approve the PKF Littlejohn audit fee of £630 + VAT.

Reports & Other:

138/24 REPORTS

- No lighting issues needed reporting this month.

- It was noted that the damaged road sign in the open space by The Crescent has been reported to Buckinghamshire Council for safety inspection and resolution. Two new posts ordered.
- It was noted that BC had repainted white lines & keep clear in Cheddington Road following a highways inspection.
- It was noted that overgrown vegetation by Westfield Road roundabout had been reported to BC for resolution.
- It was noted that a tree blocking a streetlight in Windsor Road had been reported to BC for resolution (outstanding since last year), and an overgrown shrub bed in same road reported to BC Street Scene for resolution.
- It was **RESOLVED** to note the feedback from Exploring Citizen Science in the Chilterns provided by Cllr Mrs Nash.
- It was noted that a fly-tipped old wheelbarrow had been collected by staff and disposal arranged and **RESOLVED** to meet the associated cost.
- It was noted that overgrown shrubs had been reported to Croudace for resolution.
- It was noted that a fallen tree in the woodland walk by Castle Close had been reported to Taylor Wimpey for resolution.
- It was **RESOLVED** to note the complaint regarding late night street drain cleaning which had been passed to BC.
- No other reports at time of writing.

139/24 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 26 September 2024.

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

- Start to consider budget for 2025-26 including review of festive lighting options.
- PPP submissions.
- Confirm arrangements for Remembrance Day including silent soldiers, wreaths and donations.
- Consider if wish to undertake any bulb or tree planting this autumn.
- Possible replacement of the Crataegus St Pauls Scarlet Hawthorn memorial tree for May Everton (previous cost £150, bareroot, 8/10 girth, delivery Nov-Mar)
- Changing domain proposals.
- Consider quote for on-site shredding.
- Review all youth café policies and risk assessments.
- Youth Café Contract renewal.
- No other items were raised for inclusion.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 26/9/24, 7/11/24, 5/12/24, 9/1/25.
- Sports and Leisure Committee meetings: 12/9/24 (followed by Recreation Ground Charity), 10/10/24, 14/11/24, 12/12/24.
- Staffing Committee: next meeting 8/10/24 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.

140/24 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.45.

Signed

Date:

Chairman

DRAFT