

PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 26 September 2024
at Pitstone Pavilion commencing at 7.30pm

General Matters:

141/24 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies & Absence

It was **RESOLVED** to accept apologies from Cllr Mrs Nash and Cllr Blunt. Cllr Hawkins was absent.

3. Others present

Buckinghamshire Councillors D Town plus 1 Member of the Public.

142/24 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.

143/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- No questions were tabled from the public gallery.

144/24 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.
- Cllr Town also discussed the implications of the draft NPPF for Buckinghamshire and the new bus service to Tring station.
- No further questions were tabled for Cllr Town.

145/24 MINUTES OF THE MEETING held on 29/8/24

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 29 August 2024 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

146/24 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, have the funds set aside, and will 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. Not currently utilised for the trial of the number 61 to Tring station. Review with BC in December 2024.
- 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 damaged sign in open space by The Crescent now replaced.
- 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 and replacement for dead tree on Marsworth Road.
- Installation of painted cycle path decals in respective paths by the bus stops on Westfield Road and at the maintenance gates into the Local Wildlife Site.
- TVP – patrolling / putting advisory notes on vehicles parking too close to junctions at Crispin Field, 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, new Land Registry eta April 2025.
- 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 was due to be determined by 4/10/24. The SoS requested that the applicant provide further noise mitigation measures, and further measures to protect the Chilterns National Landscape, in the light of recent legislation to enhance environmental protections. LLA responded that they had nothing further to add. SoS now extended their decision date to 3/1/25.
- 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 and property departments, there are still a number of issues to resolve.
- Buckinghamshire Council Footpath 3 Right of Way maintenance map now adjusted and re-supplied by BC.
- 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.
- Buckinghamshire Council CCTV policy and joint working proposals – awaiting confirmation of final offer and costs from BC once negotiations complete.

- 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:
- 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).
 - Gas contract for pavilion, 1/9/24 switched to Crown (from EDF).
 - Electricity contract for pavilion, 1/10/24 switch to British Gas in progress.
 - Unity Bank signatory change request – complete.
 - Transfer of additional funds to PSDF – in progress.
 - Noticeboard repairs – partially completed.
 - Moving to a .gov domain name & inclusion of 2024/25 audit requirements (see Practitioners Guide)– investigation in progress by Cllr Nicholls.
 - RML to undertake commissioned tree works arising from risk assessment – remaining works scheduled for 9/10/24 along with raising the canopy of any trees now overhanging the Recreation Ground tall playground equipment (lime tree needs raising as touching the zip wire).
 - Allotment tenancy annual renewals – all tenancies and invoices issued.
 - Dog bin in Crispin Field to be relocated – completed.
 - Category 2 remedials to lamp columns – completed. Updated certificates outstanding.
 - Bus shelter no smoking signage – in progress.
 - Please refer to Sport & Leisure Committee minutes for full list of S&L related matters.

147/24 CORRESPONDENCE

The list of correspondence received was noted, including the information from Pitstone Town Lands Charity regarding a new trustee, which will appear on the next agenda.

It was also **RESOLVED** that the parish council would wish to renew with Parish Online so the bacs could be raised along with the other October payments and subsequently ratified at the 7 November meeting.

148/24 CO-OPTION OF A PARISH COUNCILLOR TO FULFIL THE REMAINING TERM

It was noted two applicants had expressed a desire to join the parish council. It was **RESOLVED** to arrange interviews in October so that both individuals could ask any questions they may have.

Committee Matters:

149/24 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

- 122 Vicarage Road; 24/02671/APP; Householder application for single storey rear extension. No objections had been received as a result of the Neighbour Notification program. Following consideration, it was **RESOLVED** to advise Buckinghamshire Council that the parish council wished to tender no objections to the application.

- It was noted that a new application consultation had been received in respect of 63 Old Farm and **RESOLVED** to request an extension to the response deadline from Buckinghamshire Council to enable it to be tabled on the 7/11/24 agenda.
3. Decisions notified by Buckinghamshire Council
 - Woodlands in Orchard Way; 24/02073/APP; Householder application for single storey side and rear extensions and a garage: 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), Land adjacent to the Duke of Wellington Public House on Cheddington Road in Marsworth and Plot C on Westfield Road.
 5. Applications outstanding with Buckinghamshire Council

It was **RESOLVED** to note receipt of the National Planning Policy Framework consultation responses submitted by Buckinghamshire Council and Oneilhomers.

150/24 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 12/9/24.
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 now settled the claim arising from their damage of the parcel box and **RESOLVED** to place the order for the replacement box and arrange installation.
4. Motion Picture Licensing Company Limited licence

The recommendation of the Sports & Leisure Committee was noted. It was **RESOLVED** to purchase the above licence (cost £326.27 + VAT per annum).
5. Memorial Bench on the Recreation Ground

Awaiting further feedback from the family.
6. Windmill Pre-School Table-Top Toy Sale (date tbc)

It was **RESOLVED** to grant the pre-school free use of the pavilion for this event in support of both the pre-school and the families participating. It was **RESOLVED** to provide a reminder of the maximum capacity for fire regulation purposes.

151/24 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. Volunteer Thank You Event on 17/9/24

The feedback from those in attendance was noted.
3. Volunteer Bucks

It was noted that Community Impact Bucks were working with Buckinghamshire Council on a new volunteering database platform to replace their previous site. It was **RESOLVED** to list the Community Car Scheme and Youth Café opportunities. Details had also been circulated to other community groups in the parish who may be seeking volunteers.

Charity Matters:

152/24 PITSTONE PARISH CHARITY

It was **RESOLVED** to note receipt of the minutes arising from the charity meeting held on 19/9/24. No matters had been referred to the Parish Council, as Local Authority.

153/24 PITSTONE RECREATION GROUND CHARITY

It was **RESOLVED** to note receipt of the minutes arising from the charity meeting held on 12/9/24. No matters had been referred to the Parish Council, as Local Authority.

Working Group Matters:

154/24 YOUTH CAFÉ

- The working party members provided feedback from the youth café and contract review meeting with D Rollins.
- It was **RESOLVED** to arrange another face-to-face meeting with D Rollins specifically to discuss the need to recruit more volunteers and the potential introduction of a compulsory rota supported via the purchase of a rostering app. It was **RESOLVED** to back this with a poster campaign by the parish council and letters to all parents of attendees.
- It was **RESOLVED** to approve the suite of updated youth café policies following their annual review.
- It was **RESOLVED** to note receipt of the annual Risk Assessment, and the Session Worker Contract, from the Café Manager.
- It was noted that investigations into a potential socketed basketball hoop continued.

Other Matters:

155/24 DEVOLVED SERVICES

- It was noted that no banner requests had been received. It was noted that one non-compliant banner had been removed, with the owner notified.
- It was noted that the property in Church Road had now taken full remedial action with their hedge and no further action is required.
- It was noted that Buckinghamshire Council had now issued the interactive grass cutting maps.
- It was **RESOLVED** to write to Nicholas King Homes regarding their hedges along both Vicarage Road and Marsworth Road, as well as the hedge adjacent to the play area.

156/24 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

- Supplier submitted traffic management plans and proposed installation dates (28-30/10/24) to Buckinghamshire Council who are raising the appropriate licences.
- Safran confirmed that they wished the parish council to order all 3 units and then cross-charge 1 to Safran. Official order placed.
- Graphics confirmed. Supplier will also install no smoking signs. Publicity to be issued once councillors approved PPP submissions.

3. Local Wildlife Site Parking

- It was disappointing to note that the replacement gate sign had been vandalised with black graffiti paint which we'd managed to clean, and it was then removed within 24-hours of being cleaned. Had tamper proof bolts so removal would have required power tools.
- All three instances of criminal damage have been reported to Thames Valley Police. Registration numbers are held for vehicles receiving an advisory note and could be passed to Thames Valley Police if required.
- It was also disappointing to note that staff members had been verbally abused whilst carrying out their work. It was **RESOLVED** that calls to the council should go to

answerphone and anyone leaving messages using inappropriate language etc should not receive a return call. Staff working at the site should walk away from any confrontational members of the public and should not put themselves at risk.

- One further complaint from a driver who had previously complained. One enquiry from a resident in Castlemead about increased parking there.
- It was **RESOLVED** to invite Thames Valley Police to the 7/11/24 parish council meeting, to enquire about progress with their patrols and to see if we can discuss the issue with them further so that both sides understand.
- It was **RESOLVED** to continue with the advisory notes on windscreens and council **RESOLVED** that cars could receive a letter each time they were parked there (previously only 1 letter per registration number was issued). It was **RESOLVED** to try and reclaim the missing signs (sporadically reported as being discarded in the shrubs but not been able to locate & retrieve to date) and to review again once we've been able to engage further with Thames Valley Police.

4. Speeding in Residential Streets

- It was **RESOLVED** to purchase 1,000 yellow '30mph please drive carefully' wheelie bin stickers from smartwheelie (approximately £950) for initial distribution to Vicarage Road, Cheddington Road, Marsworth Road, Yardley Avenue and Windsor Road (2 per property for display on both the green and blue lid bins).
- It was **RESOLVED** that publicity should canvass interest in stickers from other properties before placing any subsequent orders.
- It was **RESOLVED** that the parish council would wish to work with Thames Valley Police on a joint anti-speeding poster campaign involving artwork from local school children. It was further **RESOLVED** that the parish council would be willing to attribute this years' children's competition budget provision towards the project if require or if other parishes did not engage with the TVP initiative.

5. mVAS Theft and Damage

- It was **RESOLVED** to convert the mVAS units to lock and key closures to prevent future access from unauthorised bodies (approx. £320 via Aylesbury Lock and Key).
- It was noted that Thames Valley Police had provided SelectDNA and security marking equipment, so both units had been security marked and were displaying associated advisory stickers.

6. mVAS at Cooks Wharf

- It was noted that Marsworth Parish Council had borrowed an mVAS unit from Cheddington Parish Council and had temporarily deployed it at Cooks Wharf to monitor traffic speeds in relation to the planning application re land adjacent to the Duke of Wellington.

157/24 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 noted that no information had yet been provided by PAA re the hire of a wacker plate to enable the track repair works so this item was carried forward to the next meeting.

158/24 CONSULTATIONS

1. It was **RESOLVED** to respond to the Buckinghamshire Council Local Cycling and Walking Infrastructure Plan (LCWIP) consultation and request that both (a) the cycle path to Tring Station along Northfield Road and (b) the footpath to College Lake/Bulborne along the Upper Icknield Way were included within the plan.
2. It was **RESOLVED** to respond to Buckinghamshire Council in support of the Cheddington Road 30mph speed limit consultation re the short section near the railway bridge where BC had erroneously omitted the TTRO previously when the speed limit changed.

159/24 OTHER MATTERS

1. Website Accessibility Guidance Regulations WCAG 2.2
 - It was noted the above come into force in October 2024.
 - It was noted that a review of the website had been undertaken by Cllr Nicholls and the site was currently compliant with the new legislation.
2. Croudace Street Lighting
 - Buckinghamshire Council liaising with Croudace re final highways adoption, which will enable the lighting adoption.
 - Invoice issued to Croudace re the 17 columns, but not yet paid.
 - The outstanding street light remedials have been undertaken and all lights are operational.
3. Street Lighting

Both the following items were carried forward to the next meeting as the quotations were not available:

 - To consider/approve the quotation from UKPN to undertake the C3 works arising from the electrical safety inspections.
 - To consider options and quotations from Lamps & Tubes Illuminations Ltd for replacement festive lighting for 2025, for council to consider for the upcoming budget process.
4. Tring Station Bus Service
 - It was noted that Buckinghamshire Council/Red Eagle had introduced a new timetable effective from 2/9/24 whereby the Number 61 now routes via Tring Station (instead of Bulbourne) which is excellent news as this is something the parish council has been campaigning for over many years.
 - It was noted that Red Eagle are currently operating this change at no increased cost to the council and that the S106 public transport funds had not been required at present.
 - It was noted that BC had advised that the routes/times were currently being operated to assess demand and the timetable may then be changed. BC had also advised that continuation would be dependent on demand for the new (and old) route and level of complaints received regarding the change.
 - It was therefore disappointing that Buckinghamshire Council had decided not to publicise the changes (as the current timetable was 'provisional') to either their existing users (who then found the bus they were on didn't go where they expected) or potential new users in Pitstone that had been requesting the survey. It was difficult to see how an accurate measure of 'demand' could be achieved if people weren't advised that it was available.
 - It was noted that the Parish Council had publicised the new service via its website, social media channels and noticeboards. It was **RESOLVED** to include an article in the upcoming edition of PPP.
5. Trees and Planting
 - It was **RESOLVED** to meet the costs of:
 - Removal of the deceased memorial Crategus St Pauls Scarlet Hawthorn on the Recreation Ground, and like-for-like replacement.
 - Removal of the deceased memorial Malus John Downie Crab Apple on the Local Green Space by The Crescent, and like-for-like replacement.

- Removal of the deceased Rowen, on the Local Green Space by The Crescent, but no replacement at present.
 - It was noted that two cherry trees between the MUGA and Skate Park on the Recreation Ground had suffered bark damage.
 - It was **RESOLVED** that no tree packs were required from either the Woodland Trust or Lindengate this year as council did not own sufficient open space to plant them.
 - The arboriculturist report submitted by Patrick Stileman following the reinspection of the ash trees was noted.
 - It was **RESOLVED** to reduce the crown of tree 22 on the Recreation Ground by approximately 2m in height and spread, then reinspect at same time as other trees.
 - It was noted that no actions were required for tree 51 on the Local Green Space by The Crescent as no Ash dieback was detected.
 - Councillors were encouraged to consider any locations, on parish council owned land, which might be suitable for either bulb or shrub planting and advise the clerk so they could be considered at the next meeting.
6. Pitstone Parish Post
- It was **RESOLVED** to circulate the draft materials electronically for approval/amendment prior to insertion in the upcoming edition.
7. Remembrance Day
- It was **RESOLVED** to meet the cost of:
- Erecting the silent soldiers for display 2 weeks prior and 2 weeks after Remembrance Day.
 - Purchase of one additional wreath from Royal British Legion for the parish council to lay during the service at St Marys Church in Ivinghoe (approx. £20).
 - Display the parish council wreath at the pavilion for 2 weeks prior and 2 weeks after Remembrance Day.
 - Make a donation to the British Legion Poppy Appeal of £150.00.
8. Secure On-Site Shredding
- It was **RESOLVED** to accept the quotation from Shred Station for secure on-site shredding, priced at £75 +VAT minimum service charge for up to 10 archive boxes of paper and £7.50 +VAT per unit thereafter. Anticipated number of boxes in the region of 12 depending on the volume of papers returned by councillors in addition to those stored at the pavilion.

160/24 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 trees near The Pightle, rescheduling of Westfield Road patching, Town Lands Charity grants, and parking of trailers.
- 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:

161/24 GENERAL FINANCIAL MATTERS

1. Staff Overtime

It was **RESOLVED** to ratify the staff overtime for the month (34 hours of overtime for the Clerk and 29 hours for the Parish Assistant), approved by the staffing committee and included in the September payroll.

2. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC to refund PPC £1,294.98 for the 1-31/8/24 period.

3. Financial Summaries and Expenditure

- The 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.
- It was noted that the October bacs run would need to be approved electronically as the next meeting wasn't until 7/11/24.

Buckinghamshire Councillor Town departed the meeting.

4. Debtor Risk/Write Off

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

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 August amendments (IT equipment).

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:

- 2 x Google Pixel 7a mobile phones at £329 each.

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 now placed and awaiting confirmed installation date.

7. Unity Trust Bank Signatories

- It was noted that Unity Trust had completed the removal of Anil Mitra as a signatory from the Unity Trust Bank account.
- It was noted that Cllr Hawkins and Weber could not be re-issued with registration papers as too long had lapsed. It was **RESOLVED** to re-add Cllr Weber.

8. Budget 2025-26

Members were asked to submit any desired projects/proposals to the clerk for costing and listing as a consideration at the next meeting.

Reports & Other:

162/24 REPORTS

- It was noted that 1 streetlight issue had been reported to Buckinghamshire Council and 1 to Croudace.
- Correspondence from a resident re parking by Crispin Field junction – provided to TVP for patrol checks and provided the resident with the link to the Buckinghamshire Council parking issue tool (BC are the enforcement body)
- Cllr Saintey provided feedback from Parish Liaison meeting regarding the new community areas.
- It was **RESOLVED** to note receipt of the Cooks Wharf mVAS data – average speed 24.3mph. 99.5% of vehicles under 45mph / 90% were under 35mph.
- It was noted that there would be an extension of opening hours at BVCL from 9/10/24. Publicity issued.
- It was noted that six sites of fly-tipping within open space or the LWS owned by Taylor Wimpey had been re-reported to them for resolution as they remain outstanding.
- It was noted that some residents in Castlemead had received an adoption update from Taylor Wimpey who then retracted the information and apologised saying sent in error – the details had been passed to Buckinghamshire Council for info.
- No other reports at time of writing.

163/24 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 7 November 2024.

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

- Draft of budget for 2025-26.
- Quarterly grant considerations.
- Set meeting dates for 2025.
- Occupational licence with I&PUCC re nets due annual review.
- Changing to .gov domain and email.
- No other items were raised for inclusion.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 7/11/24, 5/12/24, 9/1/25.
- Sports and Leisure Committee meetings: 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: 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: 19/12/24, 20/3/25.
- PPP Publication dates: April, July, October, and January.
- BC Planning Forum meeting: 14/10/24 online.
- BC Community Board meeting: 17/10/24 in Cheddington.
- RSVG Annual Meeting: 3/10/24 online.
- Next election 1/5/25. Notice of election 18/3/25. Nomination forms to be returned to BC by 11/4/25.
- Buckinghamshire and Milton Keynes Local Nature Recovery Strategy Preview Event 18/11/24 10-3 Oculus – Cllr Frearson attend?

164/24 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.26.

Signed

D Nicholls

Date: 7/11/24

Chairman