

PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 7 November 2024
at Pitstone Pavilion commencing at 7.30pm

General Matters:

165/24 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies & Absence

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

3. Others present

Buckinghamshire Councillor P Brazier, the representative from the Toy Hub, the representative re the Church Road defibrillator and the representative from HouseMouse (all for part).

166/24 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.

167/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- No questions were tabled from the public gallery that did not relate to the agenda items.
- It was **RESOLVED** to pull forward the grant application agenda items so that the representatives could depart if they wished.

168/24 GRANT APPLICATIONS

1. Toy Hub

Lyndsey Abercrombie gave a presentation in support of the Toy Hubs grant application. They anticipate needing to help 42 Pitstone children this year, who may otherwise not receive a Christmas gift. It was **RESOLVED**:

- To provide Toy Hub with a grant of £420 to cover 50% of the cost of gifts for each of the 42 children.
- To provide the contact details for the Town Lands Charity and Williamson Trust, to pass to these residents, as the two charities may be able to support these families in other ways throughout the year.
- To promote the Toy Hub mission including the donation point at St Mary's Church in Ivinghoe to enable other residents to make donations and promote the scheme details in case other families needed to self-refer.
- To provide details of the Toy Hub to Brookmead and Windmill Pre-School in case it is of assistance to their families.
- Lyndsey thanked the parish council for their support and departed the meeting.

2. Defibrillator for Church Road

Bill Brassington gave a presentation in support of the application by the residents of Church Road for a defibrillator. It was **RESOLVED**:

- To provide the contact details for Lamps and Tubes Illuminations to Mr Brassington in case they could assist with his enquiry relating to the supply from their private street light standard.

- To investigate the optimal travel distance for a defibrillator, and then review if a village wide program was required to deliver such coverage, and if so, consider locations and cost for inclusion in the 2025/26 budget process. Information to be presented at the 5 December parish council meeting.
- To consider whether the ongoing checking and maintenance of such defibrillators would need to fall to the parish council or the site they were located.
- To investigate what type of Licence to Occupy agreement might be required if any of the above defibrillators needed to be located on private/residential property. Information to be presented at the 5 December parish council meeting.
- Buckinghamshire Councillor Brazier advised that some funding may be available through the Community Board.

169/24 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

- Buckinghamshire Councillor Peter Brazier encouraged the parish council to start reviewing their neighbourhood plan.
- P Brazier advised that he enquire about devolution down to Buckinghamshire Council and report back.
- No further questions were tabled for Cllr Brazier. Peter was thanked for his time and departed the meeting.

170/24 MINUTES OF THE MEETING held on 26/9/24

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 26 September 2024 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

171/24 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 January 2025.
- 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).
- 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 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 for sign on Westfield Road roundabout following collision to be supplied; repaint 30 roundel in Vicarage Road.
 - 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): As of the end of October 2024, BC is still awaiting a formal 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; PMH no longer intend to lay slabs in the enclosed grass area; PMH submitted to Land Registry re transfer of the strip of land, new Land Registry eta April 2025.
 - Pitstone Hill Agreement – National Trust conducting a review of the agreement and will revert to the Parish Council in due course.
 - 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. 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 / 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 / Hertfordshire Council engineered cycle path from Westfield Road to Tring Station along Northfield Road – remains in the Herts Cycling and Walking Infrastructure Plans for consideration if funding becomes available.
 - Buckinghamshire Council / Red Eagle Bus Service to Tring Station – currently operating the route to assess demand. Review with BC after 6-months ie at start of March.
 - 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 July 2025; Windmill Preschool table-top toy sale 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 but outstanding:
 - PMH transfer of walkway, awaiting completion by Land Registry, not yet paid.
 - Eclipse stage hire, remaining 50% of fee still to be paid, £663.30.
 - FAB sandpit, paid & awaiting fulfilment. Brookmead advise that the order has been placed and they are awaiting an installation date. The parish council will be invited to the launch in due course.

- Electricity contract for pavilion, 1/10/24 switch to British Gas complete.
- Noticeboard repairs – completed.
- Moving to a .gov domain name & inclusion of 2024/25 audit requirements (see Practitioners Guide)– investigation in progress by Cllr Nicholls.
- Allotment tenancy annual renewals – 2 tenants yet to pay/return agreement and 1 has now decided not to renew, so reissuing papers to new tenant.
- mVAS security upgrades – now complete.
- Category 2 remedials to lamp columns – completed. Updated certificates outstanding. Category 3 UKPN remedials (4 columns) reported and outstanding.
- Shredding – approved, date to be arranged.
- Please refer to Sport & Leisure Committee minutes for full list of S&L related matters.

172/24 CORRESPONDENCE

The list of correspondence received was noted.

173/24 CO-OPTION OF A PARISH COUNCILLOR TO FULFIL THE REMAINING TERM

- It was noted that one resident expressing interest had decided not to pursue their application.
- It was **RESOLVED** to appoint Hannah Bates as a parish councillor to serve out the remaining term of office until the election in May 2025. Mrs Bates was not present at the meeting so her completed Declaration of Acceptance of Office and Register of Interests will be sought. It was noted that council already possessed a spare iPad to provide to Mrs Bates to facilitate her council work.

Committee Matters:

174/24 PLANNING 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. Application Consultations

None supplied by Buckinghamshire Council.

3. Decisions notified by Buckinghamshire Council

- Plot C on Westfield Road; 24/01437/VRC; Variation of condition 3 ,7 ,8 and 9 (plans attached to 03/A2081/NON relating to application 03/02081/ADP (Erection of office and production facilities - approval of reserved matters pursuant to 01/02241/AOP): approved by Buckinghamshire Council.
- Land Adj The Duke Of Wellington Ph 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: refused by Buckinghamshire Council.
- 122 Vicarage Road; 24/02671/APP; Householder application for single storey rear extension and insertion of window to flank elevation: approved by Buckinghamshire Council.
- 63 Old Farm; 24/02857/APP; Householder application for front porch extension: 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) and Land to the rear of 12 Marsworth Road (1 dwelling).

175/24 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

This section of the meeting was Chaired by Cllr B Saintey, Chair of the Committee.

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 10/10/24. The following matters had been referred to full council:

- The committee recommended a budget increase for 2025-26 of 8-10% across the categories within their remit, driven by increasing utility and material costs, as well as labour/employment related costs and frequency/cost of maintenance/breakdowns at the playgrounds and pavilion. The council **RESOLVED** to feed the 10% into the budgeting review process over the coming months. It was noted that the groundkeeper may not continue if his equipment breaks and therefore **RESOLVED** to document all the current work to enable like-for-like tender to be undertaken.
- The committee advised that the Party in the Park committee wished to stage an event in 2025 but wished to return to the Recreation Ground. The matter is therefore referred to the Recreation Ground Charity for management and the Parish Council for ongoing discussions regarding their grant.
- The committee had resolved not to pursue the latest EV charging point consultant contract, as the terms were not acceptable for the pavilion site.

2. Bellway LEAP

- TP1 transfer being held by 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.
- It was noted that a section of rope climb on the multi-play with slide is now broken. This has been reported to Bellway for remedial action.
- The correspondence received from Safe Play was noted, along with the actions taken. It was noted that the parish council had requested a written confirmation at the point of transfer that no debts were outstanding by Bellway in relation to the playground (with any supplier) and that the parish council would not be liable for any such debt that may come to light after the transfer.

3. Memorial Bench on the Recreation Ground

In progress. Liaising with the family.

4. Benches on the Recreation Ground

It was noted that 4 benches on the Recreation Ground were aging and rusting. It was **RESOLVED** to purchase 2 replacement benches in this financial year (by Vicarage Road) and 2 benches in the next financial year (by Marsworth Road and by the Hall) and continue to provision for a rolling program until they were all brought up to standard.

5. I&PUCC Licence re Nets

It was **RESOLVED** to approve the annual review of the Occupational Licence regarding the cricket nets and countersign the document upon its return from I&PUCC.

176/24 STAFFING COMMITTEE AND RELATED MATTERS

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 8/10/24. The staffing budget proposals had been referred to full council.

2. Staffing Budget Proposals for 2025-26

- It was noted that the committee had recommended an uplift of 10% across the staffing budget – allowing for full year employment of new staff members, unknown increases in minimum wage and NJC rates, additional hours required eg for asset checks at Tun Furlong once adopted etc.
- It was noted that the national minimum wage for 2025-26 had now been announced and that this week's budget announcement included impacts for employers to both the employers NI earnings threshold (down from £9,100 to £5,000) and the rate of employers NI (up from 13.8% to 15%). It was **RESOLVED** to double check that the above uplift would still be sufficient and re-confirm to the next meeting.
- It was **RESOLVED** to provision for the 10% uplift within the draft budgeting unless otherwise advised by the committee at the next meeting.

3. National Joint Council Local Government Pay Agreement for 2024-25

- It was **RESOLVED** to note receipt of the above Pay Agreement from NJC and the associated requirements for back-dating to 1/4/2024.
- It was **RESOLVED** to approve the SCP35 increase from £22.57 to £23.17 (for the clerk) and implement within the November payroll.

- It was **RESOLVED** to approve the associated backpay requirement of £529.95 and implement within the November payroll.
4. Volunteers Event 21/1/25
It was **RESOLVED** to try a pizza evening to see if this generated a higher level of uptake. Invitations to be issued by the end of the month.
 5. Volunteer PPP Editor
It was noted that a resident had expressed an interest in volunteering as the editor of PPP and **RESOLVED** to arrange an interview.

Charity Matters:

177/24 PITSTONE PARISH CHARITY

It was noted that no charity meeting had taken place during the month, so no draft minutes were due. Next meeting scheduled for December.

178/24 PITSTONE RECREATION GROUND CHARITY

It was noted that no charity meeting had taken place during the month, so no draft minutes were due. Next meeting scheduled for January.

179/24 PITSTONE TOWN LANDS CHARITY AND WILLIAMSON TRUST

It was **RESOLVED** to approve the appointment of Mr McCashey as a trustee of the above two charities. The council wished to extend its thanks to Mr McCashey for his service.

Working Group Matters:

180/24 YOUTH CAFÉ

- The working party members provided feedback from the youth café volunteer meeting with D Rollins.
- It was noted that Cllr Nicholls would create a test account on the rota management app and would provide feedback to the council at a subsequent meeting.
- It was **RESOLVED** to try and recruit further local ad-hoc volunteers to target the specific areas of interest identified by the Café Manager.
- It was **RESOLVED** to investigate whether Action4Youth offered a safeguarding/policy review service for the café.
- The general café feedback report provided by the Café Manager was noted.
- It was **RESOLVED** to provision for one new portable basketball hoop within the budget for 2025-26 and write off the existing 4 units at the same time. It was noted that the hoop may require replacing every third year, to allow for general wear and tear.

Other Matters:

181/24 DEVOLVED SERVICES

- It was noted that roadside advertising banner requests had been approved for the Beacon Choir and Pitstone Memorial Hall forthcoming events.
- It was noted that one non-compliant A-frame has been reported to Buckinghamshire Council for resolution, as BC advised that this was not within the scope of Devolved Services.
- It was noted that the road signs at the junction to Cheddington Road had been rotated back into position and re-affixed following vandalism.
- It was **RESOLVED** to issue a hedge cutting notice to a property in Windsor Road.

182/24 HIGHWAYS AND RIGHTS OF WAY

1. Pitstone and Ivinghoe Safety Scheme
 - It was noted that Buckinghamshire Council will not be able to confirm if they are able to include the proposed works within the 2025-26 works allocation until they complete their own budget process in early 2025.
 - It was **RESOLVED** to provision for additional contributory funding within the budget discussions so that the parish council was able to move forward if BC allocate resources.

2. Westfield Road Bus Shelters

- It was noted that installation of the three shelters was complete. Publicity had been issued, including reference to the Safran financial contribution and requesting residents get in touch with the parish council regarding the remaining bus stop so council can assess if a final shelter is required.
- It was **RESOLVED** to add a monthly clean of the three new shelters to our existing contract with Haynes Window Cleaning (£15 per shelter per month).

3. Local Wildlife Site Parking

- It was disappointing to note a staff member had been subjected to harassment and intimidation by a member of the public and Thames Valley Police were now involved. It was noted that the staff member had been stood down from further activity at the location for his own safety.
- Thames Valley Police had attended a meeting with the Parish Council and had now produced their own signage, and revised their notification letters, as well as continued to patrol the area and to spend time speaking with drivers at that location.
- It was disappointing to note that the Thames Valley Police signage (laminated posters) kept being removed from the site as well.
- It was **RESOLVED** to meet the cost of re-producing the TVP sign artwork as a permanent, post mounted, sign, as well as displaying one on the gate. (Costs: £36.40 per sign plus £12.99 shipping and £53.40 for the post, plus installation by a local contractor). Council to seek the necessary permissions from TVP and Taylor Wimpey prior to ordering. It was also **RESOLVED** to investigate anti-climb paint etc.

4. Speeding in Residential Streets

- It was noted that the bin stickers had now been distributed to the key roads previously identified. A limited number of spare stickers are available (due to initial order quantities), and it was **RESOLVED** to fulfil any requests from other residents if/when they are received. Publicity issued.
- It was noted that the parish council was waiting for feedback from Thames Valley Police regarding the liaison with Brookmead School regarding the proposed anti-speeding poster campaign.

5. mVAS/SID at Cooks Wharf

- It was noted that the traffic speeds recorded by the mVAS at Cooks Wharf (deployed by Marsworth Parish Council) had been low with an average speed of 24.3mph as traffic approached the lights/bridge and 90% of vehicles under 35mph.
- It was **RESOLVED** to advise Marsworth Parish Council that, given the above, and the Pitstone policy to focus on movable devices to avoid apathy & increase effectiveness, the council wasn't keen on a permanent SID being installed at this location.

183/24 **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 (PAA) had advised that they would be hiring the wacker plate to lay the track repairs and therefore no action was required from the Parish Council.
3. The changes in personnel appointed to the PAA committee, approved at their AGM on 3/10/24, were noted.

184/24 **SUBSCRIPTIONS AND MEMBERSHIPS**

1. It was **RESOLVED** to approve the renewal of the annual subscription to Parish Online mapping software (cost £90).
2. It was **RESOLVED** to seek advice from Cllrs Nash/Weber regarding the annual membership to the Town and Country Planning Association (£101.79 + VAT) and renew if pertinent to do so.

185/24 **EVENTS**

- Mark Scott gave an update on the HouseMouse event held in 2024 and the funding that they had subsequently been able to pass to three local community groups.
- It was **RESOLVED**, in principle, to grant permission for another HouseMouse event in 2025 at the pavilion.

- It was **RESOLVED** to seek input from P&IJFC and the Groundkeeper about the likely timing of such an event, to coordinate with the JFC presentation day and pitch renovation requirements.
- It was noted that the facilities might be available on the Friday evening for another local activity eg a film screening or junior disco etc. It was **RESOLVED** that, in principle, this would also be acceptable. It was **RESOLVED** to provide contact details for relevant local groups at HouseMouse may be able to investigate opportunities with.
- Mr Scott was thanked for his time and then departed the meeting.

186/24 OTHER MATTERS

1. Croudace Street Lighting

- It was noted that Croudace had paid the maintenance funds invoice for the 17 columns identified as transferring to the parish council.
- It was noted that Buckinghamshire Council had since issued a completion certificate (citing the highways as being maintainable at the public expense from 28/11/24) and as-adopted map, but there were several anomalies against the previously agreed number of columns and areas of adoption. Queries had been raised with Buckinghamshire Council and the parish council was now waiting for a response.
- It was **RESOLVED** to transfer the sums paid by Croudace (£25,500+VAT=£30,600) to the NatWest Reserve Account, where it will earn interest.

2. Street Lighting

- UKPN to undertake the C3 works arising from the electrical safety inspections. Often undertaken free-of-charge and no quotation supplied to date.
- It was **RESOLVED** to provision £1,500 within the 2025-26 budget for replacement string lighting for the Christmas Tree on the Recreation Ground as the current illuminations are nearing the end of their useful life.

3. Parish Sign

It was **RESOLVED** to accept the quotation (£10) for Haynes Window Cleaning to clean the parish sign which has been in situ for some years and is now rather grubby.

The member of the public departed the meeting.

4. Trees and Planting

- It was **RESOLVED** to accept the quotations from RML Services for:
 - Removal of the dead memorial Crategus St Pauls Scarlet Hawthorn, along with the supply and planting of a new tree - £150 + VAT.
 - Removal of the dead Rowan on the Local Green Space by The Crescent & grinding out of the stump - £180 + VAT.
 - Removal of the dead memorial crab apple tree on the Local Green Space by The Crescent, along with the supply and planting of a new replacement - £140 + VAT.
 - A 2m crown reduction on the Ash tree on the Recreation Ground to prolong its life due to Ash Die Back, with the arisings chipped and removed - £780 + VAT.
 - To remove the broken limb from the tree on the Local Green Space.
- It was **RESOLVED** not to undertake any shrub planting as no suitable sites had been identified.
- Bulbs
 - It was **RESOLVED** to investigate early flowering daffodil planting for the area between the car park and the hedge at the front of the pavilion.
 - It was **RESOLVED** to make enquiries with Fairhive (regarding Glebe Close and Yardley Avenue) and Safran, to see if either would consider working with the parish council to plant daffodils at these locations.

5. Children's Activity Days/Camps

It was **RESOLVED** not to progress with the summer camp information provided by APF as holiday camps were already organised in the village by I&PUCC and JD Ballers.

6. Parking/Traffic Problems Outside Brookmead

The correspondence from the PTA was noted, along with the information subsequently provided. It was noted that the PTA and Thames Valley Police were due to liaise, and they would revert to the parish council if further assistance was required (eg they could apply for a grant towards cones/hi-vis etc).

187/24 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 neighbour disputes, bus shelters on Vicarage Road, Tunnel Way construction debris and cyclists using the cycle path.
- It was noted that a further query had been raised regarding a silent soldier for the village entrance on Westfield Road and **RESOLVED** to schedule an agenda item for the 5/12/24 meeting to discuss this and other potential locations.
- 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:

188/24 GENERAL FINANCIAL MATTERS

1. Grant applications

See minute 168/24.

2. Staff Overtime

It was **RESOLVED** to ratify the staff overtime for the month (40.25 hours of overtime for the Clerk and 26 hours for the Parish Assistant), approved by the staffing committee and included in the October payroll.

3. VAT Return

It was noted that the monthly VAT return had been submitted. PPC to pay HMRC (due to the lump sum received from Croudace for the lighting) £4,668.41 for the 1-30/9/24 period.

4. 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 November bacs run would need to be approved electronically as the next meeting wasn't until 5/12/24.

5. Internal Controls

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

6. Asset Register / Insurance / Write Off

It was noted that AJG had issued updated insurance documentation following the September amendments (mobile phones).

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:

- 3 additional bus shelters with a total value of £18,395.17. Insurance and asset register amended.
- 1 replacement bin on the recreation ground (1 new Topsy Jubilee added and 1 wooden bin written off). No amendment required to insurance policy as the new bin has a lower value. Asset register amended.

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

7. Unity Trust Bank Signatories

It was noted that the addition of Cllr Weber as a signatory was in progress with Unity Trust Bank.

8. Budget 2025-26

The draft budget, accompanying notes and schedule of charges was considered by the council.

It was **RESOLVED** to consider a further update of all documents at the next meeting along with the impact of the budget considerations outlined within these minutes and (hopefully) the council tax base information (outstanding from Buckinghamshire Council) to enable a more accurate precept impact to be calculated.

Councillors were urged to provide feedback as soon as possible for any matters that were unclear or any further projects they wished considered for inclusion.

Reports & Other:

189/24 REPORTS

- It was noted that 1 streetlight issue in Albion Road had been reported to Lamps & Tubes Illuminations for resolution, 2 reported to Taylor Wimpey and several reported to Buckinghamshire Council.
- It was noted that the broken Rushendon Furlong nameplate & discoloured Perspex in bus shelter timetable holder at Rushendon Furlong have been reported to Buckinghamshire Council for resolution.
- It was noted that shrub/grass/tree issues had been reported to Buckinghamshire Council for resolution.
- It was noted that the vandalised post and rail fence in Yardley Avenue had been reported to Fairhive for resolution.
- It was noted that fly-tipping at Pitstone Hill had been reported to National Trust for resolution.
- It was noted that the missing/misaligned dropped curbs in the Ravensmoor development raised with Buckinghamshire Council, who advised that it would need to be raised with Nicholas King Homes.
- Cllr Mrs Crutchfield provided feedback from the BC Community Board meeting held 17/10/24.
- The financial performance of the last edition of Pitstone Parish Post was noted.
- Cllr Nicholls provided a brief update on the Grand Union Canal Transfer proposals. Cllr Nash to discuss in more detail next month.
- No other reports at time of writing.

190/24 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 5 December 2024.

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

- Draft of budget for 2025-26.
- Changing to .gov domain and email.
- Token Christmas gifts for staff members.
- No other items were raised for inclusion.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 5/12/24, 9/1/25.
- Sports and Leisure Committee meetings: 14/11/24, 12/12/24.
- Staffing Committee: next meeting 4/2/25 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 Parish Liaison meetings: 30/1/25, no meeting in April (pre-election), 8/7/25 and 8/10/25.
- BMKALC AGM: 29/11/24.
- 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 D Frearson attend tbc.
- Rennie Grove Santa Floats 17 Dec (Pitstone) and 18 Dec (Castlemead).
- BC Proud of Bucks 11/12/24.

4. Dates for 2025 Full Parish Council Meetings

It was **RESOLVED** to set the following dates for meetings next year:

- 30 January
- 27 February
- 27 March
- 24 April
- 29 May
- 26 June
- 31 July
- 28 August
- 25 September
- 30 October
- 27 November
- 8 January 2026

191/24 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