

# PITSTONE PARISH COUNCIL

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**NOTICE IS HEREBY GIVEN** OF the meeting of the full Parish Council  
to be held at Pitstone Pavilion on Thursday 24 April 2025 at 7.30pm

Laurie Eagling, Clerk to the Council  
Pitstone Pavilion, Marsworth Rd, Pitstone, LU7 9AP  
Tel: 01296 767261

Signed L Eagling  
Date: 16 April 2025

## A G E N D A

### 1. ATTENDANCE AND APOLOGIES

- To note attendance.
- To consider/approve any tendered apologies for absence from the meeting.

### 2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

To consider declarations & dispensation requests from councillors on matters to be considered at the meeting.

### 3. PUBLIC PARTICIPATION SESSION - QUESTIONS FROM MEMBERS OF THE PUBLIC AND PRESS

The monthly opportunity for members of the public to put questions or provide information to the parish council.

### 4. QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

The monthly opportunity for members of the public to put questions to Buckinghamshire Councillors, and for those Councillors to provide updates to the Parish Council and public.

### 5. MINUTES OF PREVIOUS MEETING

To resolve that the minutes of the previous meeting held on 27 March 2025 are a true and accurate record of the meeting.

### 6. TO NOTE RECEIPT OF THE REPORT ON ONGOING ITEMS/MATTERS ARISING (for information only)

### 7. TO NOTE RECEIPT OF THE CORRESPONDENCE RECEIVED

- To note general correspondence.
- To note Notice of Uncontested Election for Pitstone Parish Council with nine seats appointed from 6/5/25.

## **COMMITTEE MATTERS**

### 8. PLANNING COMMITTEE MATTERS

#### 1. Minutes

To note that no committee meeting had been held during the month so no draft minutes were due.

#### 2. Application Consultations from Buckinghamshire Council

- 23 Marsworth Road; 25/00792/APP; Householder application for demolition of storage shed and erection of single storey rear extension.
- 87 Marsworth Road; 25/00891/APP; Householder application for demolition of existing outbuildings.
- 44 Vicarage Road; 25/00746/APP; Householder application for proposed demolition of existing conservatory and rebuild as extension

#### 3. Decisions notified by Buckinghamshire Council

- None notified this month.

#### 4. Decisions notified by the Secretary of State

- Regulation 31 Application by London Luton Airport Limited for an order granting development consent for the proposed London Luton Airport Expansion: Development Consent Granted by the Secretary of State (passenger numbers to increase from 18m to 32m).

#### 5. Appeals Lodged with the Planning Inspectorate

- Land adjacent to The Duke of Wellington Public House, Cheddington Road, Marsworth; 24/02222/AOP; Appeal ref: 25/00019/REF; Planning Inspectorate Ref: APP/J0405/W/25/3363581; Outline planning application with all matters reserved except access and layout for the erection of 9 dwellings with associated parking and access.

#### **6. Planning Inspectorate Consultation in relation to Grand Union Canal**

- WA0210001 Grand Union Canal Transfer - EIA Scoping Notification and Consultation

#### **7. Applications outstanding with Buckinghamshire Council**

Land Adjacent to Allotment Gardens (nursery site only), Land to the rear of 87 Marsworth Road (5 dwellings), 12 Queen Street (3 dwellings), Land to the rear of 12 Marsworth Road (1 dwelling), 15 Windsor Road, Little Barley End on Stocks Road, redevelopment of Pitstone Quarry (minerals and waste planning application with both BC and HCC); 6 The Pightle.

#### **8. Pitstone Neighbourhood Development Plan**

To be considered after the upcoming election, so will appear on the May 2025 agenda.

#### **9. Other**

- To note update regarding Land East of Tring, known as Marshcroft (Allocation reference: Tr03).

### **9. SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS**

1. To note receipt of the draft minutes arising from the committee meeting held on 10/4/25 and consider the matters referred to full council raised by the P&IUGC.
2. Bellway LEAP transfer: to note all outstanding remedials now complete and any update on enactment of the transfer from Gately Legal.
3. To note award of BC Community Board grant for support for the Repair Café, acceptance of terms, amended list of proposed equipment and progress with fulfilment.
4. To consider/approve the donation of a suicide prevention bench for the Recreation Ground by PRS Office Furniture.
5. To note no actions arising from report of early ground/mining bees in Recreation Ground playground.
6. To consider proposals submitted by P&IUGC for pitch barriers around the senior pitch at the pavilion.

### **10. STAFFING COMMITTEE AND RELATED MATTERS**

1. To note that no committee meeting had been held during the month, so no draft minutes were due.
2. Election Update: To note uncontested election declared for Pitstone with 9 of 11 seats appointed from May 2025.
3. New Payroll Year!: To note compliance with new payroll year requirements, and 1/4/25 Parish Council approved employment actions.
4. Duke of Edinburgh Voluntary Litter Picking: To consider/approve request from young person.

### **CHARITY MATTERS**

#### **11. PITSTONE PARISH CHARITY MATTERS**

To note that no charity meeting had been held during the month, so no draft minutes were due.

#### **12. PITSTONE RECREATION GROUND CHARITY MATTERS**

To note that no charity meeting had been held during the month, so no draft minutes were due.

### **WORKING PARTY MATTERS**

#### **13. YOUTH CAFÉ**

- To consider updates on rota app.
- BC Community Board grant application for the youth café: procurement in progress.
- To consider/approve renewal of annual membership to Action4Youth.
- To consider/approve replacement of plyboard base with concrete base for basketball hoop.
- To consider feedback from Café Manager re summer term and year 6.
- To note annual PAT tests for equipment being arranged.

### **OTHER MATTERS**

#### **14. DEVOLVED AND AGENCY SERVICES**

- To note permits issued for charitable event signage, and unauthorised signs where removal was requested.

- Devolved Services fulfilment tender for 2026-2028 – pending..
- To note that National Trust wish to re-engage with the Parish Council regarding the Pitstone Hill Agreement.

#### **15. HIGHWAYS AND RIGHTS OF WAY**

- Livinghoe & Pitstone Safety Scheme – To consider any update from Buckinghamshire Council re Westfield Road to Vicarage Road section (funded by Nicholas King Homes Section 106 contribution).
- Parking by the Local Wildlife Site – to consider updates.
- Children's Poster Competition – Anti Speeding – Competition live from 21/4/25 to 23/5/25.
- mVAS Reports: To note receipt of the latest mVAS reports for Westfield Road and Marsworth Road.

#### **16. ALLOTMENTS**

- To consider any response from National Trust re permission for water taps.
- To note receipt of latest Site Risk Assessments from Pitstone Allotment Association..

#### **17. OTHER MATTERS**

- Croudace Street Lighting – To note update on outstanding matters.
- Defibrillator project – To consider updates on location approvals.

#### **18. MEMBERSHIPS/SUBSCRIPTIONS**

- To consider/approve resubscription to BMKALC and NALC.
- To consider/approve resubscription to Rural Services Network.

#### **19. POLICIES**

- To consider/approve the annual review of the Community Self Help Plan.
- To consider/approve the annual review of PPP Terms and Conditions / Advertising Charges.

#### **20. EVENTS**

- Party in the Park 12/7/25 – to consider any matters arising.
  - To determine any response required to Buckinghamshire Council consultation re application for Premises Licence at Pitstone Memorial Hall & Grounds re Party in the Park.
- WindmillFest 27/7/25 – to consider any matters arising.
- HouseMouse 17/5/25 – to consider any matters arising.

#### **21. ISSUES RAISED BY MEMBERS OF THE PUBLIC, NOT ELSEWHERE ON AGENDA**

- To note the minor matters that have been raised by residents and resolved during the month.
- To consider any requests to be tabled on the next agenda.

### **FINANCIAL MATTERS**

#### **22. GENERAL FINANCIAL MATTERS**

1. To ratify the monthly staff overtime payments approved by the staffing committee.
2. To note details of monthly VAT return.
3. To approve payments in accordance with the budget and consider the receipts/reconciliations/ debtor/creditor and detailed monthly summary reports.
4. To conduct all necessary internal controls and determine any issues arising.
5. Insurance / Asset Register / Write Off
  - To note that no amendments are required to the asset register and/or insurance this month.
7. Quarterly Grant Considerations: No applications received for consideration.
8. Annual Review of Electronic Banking Payments: To note this has been undertaken.
9. Internal Audit 2024/25:
  - To note receipt of the interim internal audit report, consider the observations and recommendations and determine the council's response, and note the cover letter and summary.
  - To approve the following drafted documents, plus the stipulated accompanying reports, for submission to IAC Ltd Internal Auditor:
    - Draft AGAR and Accounting Statements

- Year End Debtors and Creditors
- Year End VAT Return
- Accruals
- Schedule of Investments
- Year End Fixed Assets Register
- Year End Bank Statements and Reconciliations
- Approved and Signed Year End Bank Reconciliation

10. External Audit 2024/25

- To note receipt of the External Audit information supplied by PKF Littlejohn, including the deadlines and requirements.
- To note the additional documentation to be submitted for the Intermediate level of audit.

11. Budget Monitor for 2025/26

- To consider/approve the identified adjustments and carry forwards from the prior year.

**23. REPORTS**

- 1 street light issue reported to Taylor Wimpey this month for resolution.
- Broken gate on Footpath 2 reported to BC Rights of Way & Landowner for remedial action.
- Fly-tipping in the Windmill Field car park reported to National Trust and Buckinghamshire Council for uplift.
- Fly-tipping in Chequers Lane reported to the landowner for uplift.
- To note other reports.

**24. NEXT MEETINGS**

1. To note the matters for inclusion on the May 2025 agenda and determine any further matters.
2. The Annual Parish Assembly will be held on 29/5/25.
3. To note the reminders and forthcoming events.

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR MEETINGS  
AND ADDRESS THE COUNCIL DURING THE PUBLIC PARTICIPATION SESSION  
YOU CAN ALSO CONTACT US AT ANYTIME VIA PHONE, EMAIL, SOCIAL MEDIA OR POST  
MINUTES WILL BE PUBLISHED TO [WWW.PITSTONE.CO.UK](http://WWW.PITSTONE.CO.UK)**