

PITSTONE PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF the meeting of the full Parish Council
to be held at Pitstone Pavilion on Thursday 31 July 2025 at 7.30pm

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

Signed L Eagling
Date: 25 July 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. CO-OPTION OF PARISH COUNCILLOR

To consider any applications received for the appointment of new parish councillor via co-option to fill the remaining vacant seat.

3. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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

4. 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.

5. 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.

6. MINUTES OF PREVIOUS MEETING

To resolve that the minutes of the previous meeting held on 26 June 2025 are a true and accurate record of the meeting.

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

8. TO NOTE RECEIPT OF THE CORRESPONDENCE RECEIVED

COMMITTEE MATTERS

9. PLANNING COMMITTEE MATTERS

1. Minutes

To note receipt of the draft minutes arising from the committee meeting held on 10/7/25.

2. Application Consultations from Buckinghamshire Council

- 9 Icknield Gardens; 25/01805/APP; Householder application for loft conversion with rooflights to front, side and rear.
- 56 Vicarage Road; 25/02094/PP; Part single and part two storey front extension.
- 2 The Pightle; 25/02084/APP; Garage conversion with changes to fenestration and proposed driveway hammerhead.
- 4 Albion Road; 25/02120/APP; Insertion of dormer window with loft conversion, and change of roof form from hipped to gable with the insertion of 3 rooflights and single storey porch extension.

3. Decisions notified by Buckinghamshire Council

- None.

4. Appeals 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.

5. Applications outstanding with Buckinghamshire Council

Land Adjacent to Allotment Gardens (nursery site only), Land to the rear of 87 Marsworth Road (5 dwellings), Land to the rear of 12 Queen Street (3 dwellings), Little Barley End on Stocks Road, redevelopment of Pitstone Quarry (minerals and waste planning application with both BC and HCC); 138 Vicarage Road and Land North of Glebe Close (up to 100 houses).

10. SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

6. To note that no committee meeting had been held during the month so no draft minutes were due.
2. To note progress with procurement for BC Community Board grant for support for the Repair Café.
3. Windsor Road slide:
 - a. To consider quotations for replacement slide for Windsor Road playground and appoint supplier.
 - b. To note submission of S106 release application to Buckinghamshire Council and anticipated timescale.
4. To note the following maintenance issues that arose during the month, and ratify/approve the remedial works:
 - a. Bike Springer in the Recreation Ground park – broken at base.
 - b. Basket Swing in the Recreation Ground park – play at the mounting bracket – contractor engaged.
 - c. Loose panel of cladding at the Pavilion – contractor engaged.
 - d. Replacement of main cross bars on the Wobbly Bridge in the Hever Close play space (rusted through) – quote from Wicksteed £426.82 + VAT (parts and labour)
5. To approve renewal of annual turnstile service contract with Security Solutions £480.42 + VAT.
6. To approve payment of annual fee re Pavilion Premises Licence with BC £70

11. STAFFING COMMITTEE AND RELATED MATTERS

- To note that no committee meeting had been held during the month so no draft minutes were due.
- To note invitations for the Volunteers Thank You Evening on 12/9/25 have been issued.
- To approve any appointments to committees and working parties for Councillor Richard Cattermole.
- To approve adoption of the National Joint Council salary scales for 2025-26.

CHARITY MATTERS

12. PITSTONE PARISH CHARITY MATTERS

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

13. 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

14. YOUTH CAFÉ

- To consider/approve the annual review of the youth café suite of policies and risk assessments.
- To consider/approve the annual review of the contract and SLA with the Café Manager.
- To note update re young leader programme members.

15. NEIGHBOURHOOD PLAN/ONH

- To note interim online meeting scheduled for first week of August.
- To note Pitstone Settlement Spatial Plan (SSP) meeting scheduled for 13/8/25.
- To note any response from MP re withdrawal of funding.

OTHER MATTERS

16. DEVOLVED AND AGENCY SERVICES

- To note permits issued for charitable event signage, and unauthorised signs where removal was requested.
- To note hedge cutting notice issued to 1 The Green.
- To note that Buckinghamshire Council has issued a termination notice for all Devolved Service contracts issued by them in March 2025, with an end date of 31/3/2026 (ie cancelling years 2-4 of the previous 4 year term).

17. PITSTONE HILL

- National Trust Pitstone Hill Agreement – meeting with NT – pending date from National Trust.

18. HIGHWAYS AND RIGHTS OF WAY

- Ivinghoe & Pitstone Safety Scheme (Westfield Road to Vicarage Road) – To note updates from Buckinghamshire Council.
- mVAS reports – To note receipt of the mVAS reports for Cheddington Road and Vicarage Road.
- Parking by the Local Wildlife Site – To consider feedback from Bidwells following site meeting and determine matters arising.
- Children's Poster Competition – Anti Speeding – To note that the presentation event is scheduled for 2/8/25, signs to be erected shortly after.
- Statutory Consultation for the introduction of two Disabled Bays in Pitstone – To approve proposals recommended by Buckinghamshire Council for Glebe Close and Yardley Avenue.

19. ALLOTMENTS

- To consider the further response from National Trust re requirements prior to granting permission for water taps and the request arising from PAA to request Anglian Water assess the site/project.
- To note receipt of the minutes arising from the Pitstone Allotment Association committee meeting held on 26/6/25.
- To consider/determine if PPC will revert to paying for the hedge cutting at the allotments and approve the associated quotation.
- To approve the PAA recommended annual subscription fee for 2025-26.
- To consider the water report provided by PAA, prior to seeing the PPC annual rental fee.
- To determine the parish council annual rental fee, per plot, for 2025-26.
- To determine any changes required to the Licence with PAA and approve renewal for 2025-26.

20. OTHER MATTERS

- Defibrillator project – To note all project updates and determine any matters arising.
- Moving to .gov domain – Investigation in progress, carry forward to next meeting.
- Christmas Illuminations – To confirm illumination requirements for both sites and consider/approve the quotation for rental/dressing/storage.
- Annual Registration with the Information Commissioner's Office – To confirm renewal of annual registration as a data controller
- East Bucks Community Board – To note date of site visit and determine priorities to recommend.
- Water Quality Monitoring for the Whistle Brook – To consider/approve the introduction of a water quality monitoring scheme and approve the associated actions/costs.
- Autumn Planting – To consider if wish to obtain quotes for any autumn planting.

21. POLICIES

- To consider/approve the annual review of the Street Lighting Policy.
- To consider/approve the annual review of the Reserves Policy.
- Proposed IT Policy – drafting in progress, carry forward to next meeting.

22. EVENTS

- WindmillFest 27/7/25 – to consider any matters arising.

23. 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

24. GRANT APPLICATIONS

- To note that no further applications have been submitted by community groups for this quarters grant review (I&P Scouts submitted their application last month)

25. 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, detailed monthly summary reports and budget monitor.
4. To note/discuss potential bad debtor.
5. To conduct all necessary internal controls and determine any issues arising.
6. Insurance / Asset Register / Write Off
 - To approve amendments to the asset register and/or insurance this month.
7. To note changes being made by CCLA to the PSDF.

26. AUDIT AND REPORTING FOR 2024-25

1. Electors Rights 2024/25
To note any requests received during the period of electors rights (3/6/25-14/7/25).
2. External Audit 2024/25
To note any response from PKF Littlejohn (they have until September).

27. REPORTS

- Two faulty street lights and one faulty bollard reported to BC for resolution this month.
- To receive feedback from BC Parish Liaison meeting held 8/7/25.
- To note the graffiti on Glebe Close noticeboard was removed by staff.
- To receive feedback re Party in the Park 2025.
- To note other reports.

28. NEXT MEETINGS

1. To note change of date for August meeting from 28th to 21 August 2025.
2. To note the matters for inclusion on the 21 August 2025 agenda and determine any further matters.
3. To note the reminders and forthcoming events.

In accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meeting and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press will be excluded from the remainder of the meeting due to the confidential/sensitive nature of the business to be transacted. However the minutes arising will still be published to our website pitstone.co.uk so you can all keep up-to-date.

29. SPORT AND LEISURE CONTRIBUTION

To discuss/determine the sites/projects to nominate to Buckinghamshire Council in relation to potential sport and leisure contributions arising, in accordance with their Ready Reckoner.

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR COUNCIL MEETINGS
AND TO ADDRESS THE COUNCIL DURING THE PUBLIC PARTICIPATION SESSION
YOU CAN ALSO REACH US AT ANY TIME BY EMAIL, TELEPHONE, POST OR SOCIAL MEDIA
MINUTES WILL BE PUBLISHED TO PITSTONE.CO.UK**