PITSTONE PARISH COUNCIL

**NOTICE IS HEREBY GIVEN OF** the meeting of the full Parish Council   
to be held at Pitstone Pavilion on Thursday 27 March 2025 at 7.30pm

Laurie Eagling, Clerk to the Council

Pitstone Pavilion, Marsworth Rd, Pitstone, LU7 9AP Signed \_\_\_\_L Eagling\_\_\_

Tel: 01296 767261 Date: 20 March 2025

# AGENDA

* 1. **ATTENDANCE AND APOLOGIES**
* To note attendance.
* To consider/approve any tendered apologies for absence from the meeting.

## DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

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

## 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.

## 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.

## MINUTES OF PREVIOUS MEETING

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

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

## TO NOTE RECEIPT OF THE CORRESPONDENCE RECEIVED

**COMMITTEE MATTERS**

## PLANNING COMMITTEE MATTERS

### Minutes

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

### Application Consultations from Buckinghamshire Council

6 The Pightle; 25/00694/APP; Householder application for part garage conversion.

### Decisions notified by Buckinghamshire Council

12 Marsworth Road; 25/00072/APP; Householder application for the installation of a ground source heat pump: Approved by Buckinghamshire Council.

15 Windsor Road; 25/00078/APP; Householder application for garage conversion to a habitable room and extension to driveway: Approved by Buckinghamshire Council.

### 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).

### Pitstone Neighbourhood Development Plan

To consider information provided by Buckinghamshire Council and consider creating working party to investigate the options.

### Other

To note upcoming changes to the BC Planning Portal/Public Access System and any actions arising.

To note receipt of The Grey Belt & Neighbourhood Plans information from ONH consultants.

To note that Buckinghamshire Council have re-issued a Call for Sites, for potential inclusion within the HELAA of their local plan, to meet the increased residential development targets set by Central Government. Consultation valid from 12/3/25 to 23/4/25.

## SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

* + - 1. To note receipt of the draft minutes arising from the committee meeting held on 13/3/25 and consider the matter referred to full council ie upgrading the groundkeeping track to concrete surface.
      2. Bellway LEAP transfer: to note updates on progress.
      3. BC Community Board grant application for support for the Repair Café: to consider/approve grant offer from the Board.
      4. To note that BC has advised that they will now only consider applications for a release of S106 funds, once per quarter.

## 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/Councillor Update: To note expressions of interest received ahead of the election.
      3. Laptop: To note that a staff members laptop died following a Microsoft update and required external contractor repair.
      4. Chairman’s expenses: To note that the Chairman will not be submitting any year-end expense claim.
      5. Year-End payroll: To note compliance with year-end payroll requirements.

**CHARITY MATTERS**

## PITSTONE PARISH CHARITY MATTERS

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

## 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**

## YOUTH CAFÉ

* To consider updates on rota app.
* To note that no on-site assessment is now offered by Action4Youth.
* BC Community Board grant application for the youth café: procurement in progress.
* To consider feedback from Café Manager and determine actions arising.

**OTHER MATTERS**

## DEVOLVED AND AGENCY SERVICES

* To note permits issued for charitable event signage, and unauthorised signs where removal was requested.
* To consider/approve the Devolved Services agreement from BC for 2025/26 through to 2028/29.
* To determine how to fulfil the above for 2025/26, and the subsequent years.

## HIGHWAYS AND RIGHTS OF WAY

* Ivinghoe & Pitstone Safety Scheme – To consider/approve moving forward with the proposal and costing submitted by Buckinghamshire Council in relation to Westfield Road to Vicarage Road.
* Parking by the Local Wildlife Site – to consider updates and determine next steps.
* Children’s Poster Competition – Anti Speeding – To note feedback from Brookmead school and approve progression with project.

## ALLOTMENTS

* To consider any response from National Trust re permission for water taps.

## OTHER MATTERS

* Croudace Street Lighting – To note update on outstanding matters.
* Defibrillator project – To consider updates on installations and location approvals.
* BC Community Board Grant Application re Silent Soldiers – To note that the funding claim and monitoring form are now to be submitted.
* Annual Parish Assembly 29/5/25 – To consider/approve the agenda for the Annual Assembly.
* Best Kept Village – To consider if wish to enter the 2025 competition.
* Pitstone Parish Post

Consider/approve the draft Parish Council submission for the next edition of the magazine.

To note that mailshot enquiry issued to potential advertisers.

## MEMBERSHIPS/SUBSCRIPTIONS

* To consider/approve resubscription to SLCC for the Parish Clerk.

## POLICIES

* To consider/approve the annual review of the Officer/Member Protocol.
* To consider/approve the annual review of the Grant Policy.
* To consider/approve the annual review of the Treasury & Investment Policy.
* To adopt updated ICO Model Publication Scheme & template plus consider/approve annual review of Guide to Information Available.

## EVENTS

* Party in the Park 12/7/25 – to consider any matters arising.
* WindmillFest 27/7/25 – to consider any matters arising.
* HouseMouse 17/5/25 – to consider any matters arising.

## 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**

## 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 paymen**t**s in accordance with the budget and consider the receipts/reconciliations/ debtor/creditor, budget monitor and detailed monthly summary reports.
      4. To conduct all necessary internal controls and determine any issues arising.
      5. To note Unity Trust Bank signatory issue.
      6. To note revised S137 expenditure limits for 2025/26.
      7. To approve transfer of nominal £5.00 from Unity Trust Bank to NatWest current account.
      8. Insurance / Asset Register / Write Off

To approve amendments to the asset register and/or insurance this month.

* + - 1. Audit: To note minor observations arising from IAC initial internal audit site visit, actions arising, and deadlines for submitting final year-end documentation.

## REPORTS

1 street light issue reported to Bucks Council, and 1 to Taylor Wimpey, this month for resolution.

Fly tipping on Vicarage Road and Glebe Close reported to both Buckinghamshire Council and private landowner for resolution.

Fallen tree across Right of Way reported to landowner for resolution.

Dust/debris arising from Westfield Road construction site reported to Buckinghamshire Council’s Highways Development Management division for resolution.

Broken utility cover on Windsor Road footpath reported to Buckinghamshire Council for resolution.

To note skylark nesting signs have been placed back out at the Local Wildlife Site.

To receive feedback from

* + - the BC Community Board meeting held 11/3/25
    - the BC Town & Parish Planning Forum 3/3/25.
    - The BC Elections Briefings for Candidates on 4 & 6/3/25.
    - The Bucks Community Energy Event 19/3/25 at Ivinghoe Town Hall.
    - The Countdown briefing held 7/3/25

To note new Red Eagle bus timetables effective April 2025.

To note other reports.

## NEXT MEETINGS

* + - 1. To note the matters for inclusion on the 24 April 2025 agenda and determine any further matters.
      2. To note the reminders and forthcoming events.