

# PITSTONE PARISH COUNCIL

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**NOTICE IS HEREBY GIVEN OF** the annual meeting of the full Parish Council  
to be held at Pitstone Pavilion on Thursday 15 May 2025 at 7.30pm

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

Signed L Eagling  
Date: 8 May 2025

## A G E N D A

1. **TO ELECT A CHAIR FOR THE FORTHCOMING YEAR and receive completed Declaration of Acceptance of Office**
  2. **2025 PARISH COUNCIL ELECTION**
    - To note the number of seats awarded as 'Elected Unopposed' to the Parish Council for the forthcoming 4-year term.
    - To note receipt of Declarations of Acceptance of Office from appointed members.
    - To resolve to co-opt to fill the remaining two vacancies.
  3. **TO ELECT A VICE CHAIR FOR THE FORTHCOMING YEAR**
  4. **ATTENDANCE AND APOLOGIES**
    - To note attendance.
    - To consider/approve any tendered apologies for absence from the meeting.
  5. **DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**
    - To confirm receipt of Register of Interests from appointed members.
    - To consider declarations & dispensation requests from councillors on matters to be considered at the meeting.
  6. **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.
  7. **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.
  8. **MINUTES OF PREVIOUS MEETING**

To resolve that the minutes of the previous meeting held on 24 April 2025 are a true and accurate record of the meeting.
  9. **TO NOTE RECEIPT OF THE REPORT ON ONGOING ITEMS/MATTERS ARISING (for information only)**
  10. **TO NOTE RECEIPT OF THE CORRESPONDENCE RECEIVED**
- ANNUAL MEETING MATTERS**
11. **TO CONFIRM STANDING DISPENSATIONS FOR THE FORTHCOMING YEAR**
  12. **TO CONDUCT ANNUAL REVIEW AND ADOPT THE FOLLOWING KEY POLICIES**
    1. The Code of Conduct
    2. Standing Orders (new NALC template)
    3. Financial Regulations (new NALC template)
    4. Risk Management Policy and associated Risk Assessment

### **13. COMMITTEE STRUCTURE, APPOINTMENTS AND TERMS OF REFERENCE**

1. To determine the committee and working group structure for the forthcoming year.
2. To appoint members to each committee determined under point 12.1 and elect a Chairman/Vice Chairman (if appropriate) for each committee.
3. To appoint members to each working party determined under point 12.1.
4. To appoint parish council members to other bodies.
5. To appoint parish council members for other matters.
6. To review and approve the terms of reference for committees and working parties.

### **14. TO REVIEW AND APPROVE DELEGATION ARRANGEMENTS**

### **15. TO RE-APPROVE ELECTRONIC DISTRIBUTION OF MATERIALS TO MEMBERS**

## **COMMITTEE MATTERS**

### **16. 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**

- Railway Cottages, Cheddington Road; 25/01047/APP; Householder application for single storey side/rear extension and render flank of house.
- 4 Greenacres; 25/00848/APP; Householder application for construction of single storey front extension and new conservatory.
- 138 Vicarage Road; 25/01037/APP; Householder application for erection of single storey side extension.

#### **3. Decisions notified by Buckinghamshire Council**

- None notified this month.

#### **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), 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; 23 Marsworth Road; 87 Marsworth Road, 44 Vicarage Road

#### **6. Pitstone Neighbourhood Development Plan**

To approve creation of an investigative working group and set date for an initial meeting.

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

2. To note that no committee meeting had been held during the month, so no draft minutes were due.
2. Bellway LEAP transfer: to note enactment of the transfer from Gately Legal.
3. To note response from the BC Community Board re grant for support for the Repair Café and progress with procurement.
4. Legend on the Bench (suicide prevention bench): To approve recommended location and note matters arising.
5. To note annual Duty of Care Charge in relation to BC waste services and increase in 2025-26 prices.
6. To consider any proposals submitted by P&IUC for pitch barriers around the senior pitch at the pavilion.

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

- To note that no committee meeting had been held during the month, so no draft minutes were due.
- To consider/confirm re-enrolment in BMKALC Employee Assistance Programme for members and staff.

## **CHARITY MATTERS**

### **19. PITSTONE PARISH CHARITY MATTERS**

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

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

- To note that no charity meeting had been held during the month, so no draft minutes were due.
- To undertake the annual consideration/confirmation that the Parish Council is willing to undertake the maintenance of the village green/recreation ground under its open spaces scheme on behalf of the Recreation Ground Charity.

## **WORKING PARTY MATTERS**

### **21. YOUTH CAFÉ**

- To consider updates on rota app.
- BC Community Board grant application for the youth café: invoice and reporting submitted to BC.
- To consider update from Café Manager re year 6 visit and consider proposals for young leaders/volunteers end-of-year activity.

## **OTHER MATTERS**

### **22. 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.
- National Trust Pitstone Hill Agreement – meeting with NT scheduled for 20/5/25.

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

- Ivinghoe & Pitstone Safety Scheme (Westfield Road to Vicarage Road) – To note updates from Buckinghamshire Council on project and initial design.
- Parking by the Local Wildlife Site – to consider update re meeting with Bidwells.
- Children's Poster Competition – Anti Speeding – Competition live from 21/4/25 to 23/5/25. TVP site visit to Brookmead well received.

### **24. ALLOTMENTS**

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

### **25. OTHER MATTERS**

- Croudace Street Lighting – To note update on outstanding matters.
- Christmas Lighting – To approve purchase of replacement bright white string lights for the Recreation Ground illuminations.
- Defibrillator project – To consider updates on location approvals.
- Moving to .gov domain – To receive project update and determine actions arising.
- Dog Bin Emptying Contract – To consider/approve renewal of the annual contract with Buckinghamshire Council.
- Revaluation of Assets for Insurance Purposes – To consider/approve engaging Beacon Surveying Services to provide a rebuild valuation for the pavilion.

### **26. POLICIES**

- To consider/approve the annual review of the policy on use of the recreation ground/village green.

### **27. CONSULTATIONS**

- To consider/determine response to Chilterns National Landscape public consultation on the draft Chilterns Nature Recovery Plan.

### **28. EVENTS**

- Party in the Park 12/7/25 – to consider any matters arising.
- WindmillFest 27/7/25 – to consider any matters arising.
- Comedy Night & HouseMouse 16&17/5/25 – to consider any matters arising.

## **29. 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**

### **30. ANNUAL REVIEW OF FINANCIAL AFFAIRS**

1. To confirm ongoing direct debit and standing order arrangements.
2. To confirm payments arising as a result of continuing contract, statutory duty or obligation.
3. To confirm ongoing use of bank accounts and credit cards, reapprove signatories and determine any mandates changes
4. To approve ongoing use of BACS & confirm bacs/cheque signatory requirements.
5. To confirm entitlement to use of General Power of Competence.
6. To consider if wish to operate a Parish Basic Allowance Scheme for members.
7. To consider if wish to operate a Chairman's Allowance scheme.
8. To re-confirm land and asset register as correct to year end and therefore approved as 2025-26 opening balance.
9. To note review of supplier banking details undertaken last month.
10. To conduct the annual review of interest paid on investments/deposits etc, review of deposits/investments held in each, and agree any necessary transfers between.

### **31. GENERAL FINANCIAL MATTERS**

1. To note receipt of a donation from Pitstone Over 60's Club.
2. To ratify the monthly staff overtime payments approved by the staffing committee.
3. To note details of monthly VAT return.
4. To approve payments in accordance with the budget and consider the receipts/reconciliations/debtor/creditor and detailed monthly summary reports.
5. To approve procedures for the bacs required later this month (due to the early meeting).
6. To conduct all necessary internal controls and determine any issues arising.
7. Insurance / Asset Register / Write Off
  - To note that no amendments are required to the asset register and/or insurance this month.
8. Budget Monitor for 2025/26
  - To consider/approve the identified adjustments and carry forwards from the prior year.

### **32. AUDIT AND REPORTING FOR 2024-25**

1. Practitioners Guide 2025
  - To note receipt of the updated SAPPP 2025 and associated summary of changes, including updated assertions.
2. Internal Audit 2024/25:
  - To note conclusion of Internal Audit by IAC, and supply of signed Internal Audit Report, with no 'non-compliances' identified that would give rise to a negative response on the Annual Internal Audit Report.
  - To note receipt of the Explanation of 'Not Covered' items from IAC.
  - To note that no further observations were raised by IAC.
3. External Audit 2024/25
  - To re-confirm the closing bank reconciliation for the Year Ending 31/3/25 approved last month.
  - To undertake/approve the May 2025 Review of Effectiveness of Internal Control, identify any changes required, and grant approval for the Chair to sign on behalf of the council.
  - To consider/approve the Annual Governance Statement 2024/25 (Section 1 of AGAR) and grant approval for the Chair and Clerk to sign on behalf of the council.
  - To consider/approve the Accounting Statement 2024/25 (Section 2 of AGAR, signed by the RFO) and grant approval for the Chair to sign on behalf of the council.
  - To consider/approve the Explanation of Variances for the Year Ending 31/3/25 and grant approval for the Chair to initial on behalf of the council.
  - To consider/approve the Reconciliation between boxes 7 and 8 arising as a result of Income & Expenditure accounting and grant approval for the Chair to initial on behalf of the council.

- To approve additional papers to be submitted to the external auditor arising from Intermediate Review requirements.
  - To consider/approve the period of public rights and publication of unaudited accounts.
4. Descriptive Report for 2024/25  
To consider/approve the annual report and accounts for publication to residents in next PPP.

**33. REPORTS**

- No new street light issues reported this month for resolution.
- To note that the broken glass in the RTI panel at the Marsworth Road bus shelter has been reported to BC Passenger Transport for resolution.
- To receive feedback from the visit to Brookmead to view the sandpit.
- To note other reports.

**34. NEXT MEETINGS**

1. To note the matters for inclusion on the June 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 COUNCIL MEETINGS  
AND TO ADDRESS THE COUNCIL DURING THE PUBLIC PARTICIPATION SESSIONS  
YOU CAN ALSO CONTACT US AT ANYTIME BY PHONE, EMAIL, POST OR SOCIAL MEDIA  
MINUTES WILL BE PUBLISHED TO [PITSTONE.CO.UK](http://PITSTONE.CO.UK)**