

PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 9 January 2025
at Pitstone Pavilion commencing at 7.30pm

General Matters:

216/24 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies & Absence

It was **RESOLVED** to accept apologies from Cllr Weber and Buckinghamshire Councillor Derek Town.

Cllrs Mrs H Bates, Dr Frearson and Hawkins were absent.

3. Others present

Buckinghamshire Councillor P Brazier. The Rev James Grainger-Smith.

217/24 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.
- Cllr Saintey declared an interest in the grass cutting at Pitstone Church and would abstain from debating or voting.
- No other declarations nor dispensations were received.

218/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled from the public gallery.

219/24 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

- Buckinghamshire Councillor Derek Town had circulated his report. No questions arose.
- Buckinghamshire Councillor Peter Brazier provided an update on the TTRO for Cheddington Road (recommended for approval) and thanked council for their response to the planning application in relation to the redevelopment of Pitstone Quarry. Cllr Brazier answered questions relating to the housing target being imposed on Buckinghamshire which currently stands at 105,000 houses plus 3 new towns (potentially near Cheddington, Winslow/Calvert & Iver). Cllr Brazier will also again try and follow up within BC regarding the ongoing MUGA situation.

Cllr Peter Brazier was thanked for his attendance, and he then departed the meeting.

220/24 MINUTES OF THE MEETING held on 12/12/24

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 12 December 2024 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

221/24 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. Work due to commence in November. BC has confirmed that they still intend to 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.
- 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.
- 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 confirmed that they have instructed their Legal Team to write to NKH formally regarding non-compliance with the MUGA requirements and plans to remedy the situation.
- 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 (Buckinghamshire Councillors aware of all issues). The parish council continues to chase BC for resolution:
 - Reconstruction of Vicarage Road footpath from Tun Furlong towards Church Road added to capital footway program – potentially 2024/25.
 - 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 a future capital maintenance program.

- Pothole patching of Westfield Road – LAT advises that some have been patched but some (less severe potholes) remain outstanding with no eta.
 - Cheddington Road repeater signs – awaiting TTRO implementation (public consultation concluded and approval recommended. BC meeting later in January) and BC can then install signage.
 - 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; fallen sign at junction of Cheddington Road to be replaced.
 - Marsworth Road roundabout planters – 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 outstanding.
 - 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.
 - Resurfacing of section of Stocks Road – to be reviewed four times per year by BC.
 - Rushendon Furlong nameplate to be replaced.
- 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): Taylor Wimpey did not raise any objections to the alternative provision for improvements to the canal path route. HCC will be progressing this with the Canal and Rivers Trust over the next 1-2 years (2025-2027).
 - Mapping Rights of Way: Pitstone aspect of project being undertaken by local resident volunteer. Central government now removing the deadline for adding new Rights of Way.
 - 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 3/4/25.
 - 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. Advised in December 2024 that they were not yet in a position to respond to the Parish Council.
 - 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 – a ‘corridor’ between Pitstone and Tring Station remains in both the Herts and Bucks Cycling and Walking Infrastructure Plans for consideration if/when funding becomes available.
 - Buckinghamshire Council / Red Eagle Bus Service to Tring Station – BC pleased with the current level of uptake and will be working with Red Eagle in 2025 to see if the service can be refined and/or operate more frequently.
 - Buckinghamshire Council CCTV policy and joint working proposals – awaiting confirmation of final offer and costs from BC once negotiations complete.
 - Brook – investigating further with Brookmead School and BC Rights of Way.
 - 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 12 July 2025 on the Recreation Ground; Windmill Preschool table-top toy sale tbc; Housemouse 24 May 2025 at the Pavilion; P&I UFC Tournament 31 May 2025 at the Pavilion.
 - Bucks Community Energy event: Wednesday 19 March 2025 at Ivinghoe Town Hall.
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.
 - Unity Trust Bank mandate update to add Cllr Weber as signatory – complete.
 - Moving to a .gov domain name & inclusion of 2024/25 audit requirements (see Practitioners Guide) – investigation in progress by Cllr Nicholls.
 - Category 3 UKPN remedials (4 columns) completed: Lamps & Tubes Illuminations will return in February to undertake the remainder of their work and then issue all the certificates.
 - Shredding – approved, date to be arranged.
 - Benches for the Recreation Ground – council approved for 2 to be replaced this financial year, plus an additional memorial bench to be installed in remembrance of Cllr Mitra (part funded by the family). Awaiting confirmation of details for the plaque from the family before the order can be placed. Council also approved for 2 benches to be replaced in the next financial year – order to be placed in due course.
 - Occupational Licence re I&PUCC nets – now complete.
 - Tree works – RML Services appointed. Works to be scheduled.
 - Bulb planting – to be progressed in autumn 2025.
 - Please refer to Sport & Leisure Committee minutes for full list of S&L related matters.

222/24 CORRESPONDENCE

The list of correspondence received was noted.

223/24 CO-OPTION OF A PARISH COUNCILLOR TO FULFIL THE REMAINING TERM

- It was noted Cllr Mrs Bates had returned her Register of Interests which had been uploaded to the website and supplied to Buckinghamshire Council as per the legal requirement.
- No other expressions of interest received this month for the one remaining vacancy. Repeat again via PPP and social media.

Grant Consideration:

224/24 APPLICATION FOR ASSISTANCE WITH THE GRASS CUTTING IN PITSTONE CHURCHYARD

- It was **RESOLVED** to pull forward this agenda item. Cllr Saintey abstained.
- Rev James Grainger-Smith spoke in support of the application for assistance with the cutting of the grass in Pitstone Churchyard, previously carried out by volunteers, to whom the church was very grateful for their years of service.
- The Levelling-up and Regeneration Act (the 2023) Act, the NALC LO2-23 Briefing of 20/12/23 and the letter from the Rt Hon Michael Gove PC of 30/5/23 were all considered and noted.
- Rather than supply a grant, it was **RESOLVED** that the Parish Council would add 5 cuts of the grass in the churchyard (June to Oct) to the work schedule for our appointed contractor, Ross Lawry Agricultural Associates for 2025 at a cost of £200 + VAT per cut.
- As council was due for election in May, it was **RESOLVED** to review the situation for subsequent years in January 2026, or at the point that any 4-year contract was able to be negotiated in respect of Devolved Services from BC, so that the works could be included as part of that tender process.
- Rev Grainger-Smith thanked the parish council for their support and departed the meeting.

Committee Matters:

225/24 PLANNING COMMITTEE AND RELATED MATTERS

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 2/1/25.

2. Application Consultations

None notified this month.

3. Decisions notified by Buckinghamshire Council

None notified this month.

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), Land to the rear of 12 Marsworth Road (1 dwelling), Plot C on Westfield Road (1 additional business unit), redevelopment of Pitstone Quarry (minerals and waste planning application with both BC and HCC).

5. Pitstone Neighbourhood Development Plan

Council is awaiting a detailed response from ONH consultants.

226/24 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 12/12/24. No matters had been referred to full council.

2. Bellway LEAP

- TP1 transfer being held by Gateley Legal.
- Awaiting confirmation from Bellway that the remaining remedials identified within the RoSPA report have been carried out, along with the repair of the rope climb section of the multi play unit.
- The S106 commuted sum of £32,640 (outside the scope of VAT) has now been received from Bellway. The cheque has been sent to Unity Trust Bank. It was **RESOLVED** to transfer the funds to the NatWest Reserve Account upon receipt.
- It was noted that confirmation has now been received that the debt with Safe Play has now been cleared.

3. BC Community Board grant application for support for the Repair Café

In progress.

4. Hever Close Kicking Area

It was noted that the portable goal that had been in a poor state of repair has now been collected and removed by the owner.

It was further noted that the parish council has not received any requests from any user at the site for additional/further equipment to be considered. Therefore, no further action required at present.

5. Multi Use Games Area

It was noted that a neighbour had complained about use of the ball court for PT. The ball court is still owned and maintained by Nicholas King Homes as it has not been constructed to the agreed specification or British Standards. There are no booking/hire agreements in place in respect of any use of the ball court, it is a free access facility for all to share.

Council has spoken with the one trainer we know uses the site sometimes, this amounts to 6-hours per week across various different times and days. This trainer has agreed to reduce the volume of any music/beep and confirmed that he is happy to share the facility, and regularly does, with other users of the court.

Council will respond to both parties and will try to identify if any other PT operate at the site.

227/24 STAFFING 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. Next meeting scheduled for 4/2/25.

2. Volunteers Event 21/1/25

It was noted that approximately 30 people had confirmed attendance. It was **RESOLVED** to purchase pizza, dough balls, garlic bread and dips, along with a selection of beer, wine and soft drinks.

3. Volunteer PPP Editor

It was noted that an interview had been arranged for 4/2/25.

Charity Matters:

228/24 PITSTONE PARISH CHARITY

It was **RESOLVED** to note receipt of the draft minutes arising from the Charity meeting held on 19/12/24.

229/24 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.

Working Group Matters:

230/24 YOUTH CAFÉ

- Two new potential volunteers that have come forward via Volunteer Bucks are attending introductory sessions at the café. Investigations into the rota app continue. All new volunteers are being DBS checked.
- The Council is awaiting a response from Action4Youth regarding a potential safeguarding/policy review.
- The grant application has been submitted to the Buckinghamshire Council Community Board who advise that they hope to respond within 2-3 weeks.

Other Matters:

231/24 DEVOLVED SERVICES

- It was noted that Windmill Pre School had approached the parish council with regard to a banner advertising their new venue in Marsworth. Dates etc to be determined within the parameters stipulated by Buckinghamshire Council. It was **RESOLVED** to approve in principle for both the Recreation Ground and outside the Pavilion.

- It was noted that Buckinghamshire Council would not revert to parishes regarding the length of any potential contract for 2025 onwards until 'late February' 2025.

232/24 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.

2. Local Wildlife Site Parking

Site meeting being arranged with the tenant farmer regarding potential options for restricting parking in front of the access gates. Once resolved, additional signage to be installed regarding no parking on the cycle and footpaths.

3. Speeding in Residential Streets

Thames Valley Police and Brookmead School indicated that they may be open to running a children's poster design competition. Awaiting confirmed proposals re timing etc from Brookmead.

233/24 ALLOTMENTS

The parish council is still waiting for a response from the National Trust (NT) regarding the installation of water taps at the site.

234/24 CONSULTATIONS

- It was **RESOLVED** to respond to the Buckinghamshire Council Lane Rental Scheme consultation and express support for the request from Marsworth Parish Council that the Lower Icknield Way/Marsworth Road be included.
- It was noted that the Chilterns National Landscape Management Plan consultation included a greater emphasis on working in collaboration with neighbours and stressed that their powers to protect the landscape extended to the area outside/area that landscape if it would impact upon them. It was **RESOLVED** that no response was required from the Parish Council.

235/24 OTHER MATTERS

1. Croudace Street Lighting

It was noted that we were still waiting for Buckinghamshire Council to issue an amended adoption certificate and provide details of the number of columns transferring to the parish council.

2. Street Light Energy

- It was **RESOLVED** to work with Clear Utility Solutions (CUS), specialist broker recommended by Bucks and Milton Keynes Association of Local Councils, and whom have a UMS agreement option.
- It was **RESOLVED** to approve the quotation CUS supplied from Tomato Energy of 34.5p/KWh (vs current Npower cost of 50.188p/KWh), with no standing charge, and 36-month contract.
- It was **RESOLVED** to grant approval for the Clerk to sign the online contract with Tomato and the associated agreement to work with CUS.
- It was **RESOLVED** that two councillors would sign the Direct Debit mandate in line with the current banking signatory requirements.

3. Defibrillator Project

- It was noted that the British Heart Foundation had encountered IT problems over the Christmas break, preventing the application for one defibrillator for Meadow Lane from being submitted. They have been working to resolve the issue, and the application will be submitted as soon as possible.
- The information supplied by London Heart, who administer the Department of Health and Social Care defibrillator grant funding stream was considered. It was **RESOLVED** to double check with both the Cheddington Road resident and BC regarding the two outstanding venues and then to apply for the relevant number of units (max 4). It was **RESOLVED** to meet the £3,600 match funding cost for the 4 units, plus the free-standing poles for 2 units, and the costs associated with installation, to enable the application to go ahead.

- If the outstanding two venues could not be confirmed at present, it was **RESOLVED** to just apply for the 2 venues at present and then to pursue a Community Board grant for part funding towards the remaining units.
 - Occupational licence/agreement may be required with each of the third parties – yet to be drafted.
4. Silent Soldiers
- The micro grant application has been submitted to the BC Community Board who anticipate being able to respond within 2-3 weeks.
5. 2025 Election
- It was **RESOLVED** to move the date of the May annual meeting to 15/5/25 as it will need to take place within 14 days of the election. It was further **RESOLVED** to leave the April and June meetings on their current dates, and review again if necessary, nearer the time.
 - It was **RESOLVED** to put a bigger advert encouraging residents to stand for election into the upcoming edition of PPP and to promote via council's media channels.
6. Pitstone Memorial Hall
- It was **RESOLVED** to approve the annual payment to Pitstone Memorial Hall Charity for use of their wheelie bins by the litter pickers. £60 per quarter for January to December 2025.
 - It was noted that £1 had been deducted from the invoice in respect of the annual PMH peppercorn rent.
7. Pitstone Parish Post
- It was **RESOLVED** to approve the council submissions for the upcoming edition of PPP, with the addition of the items discussed during the meeting.

236/24 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 requests for Pitstone 2000, works on Vicarage Road, grit bin stocks and various matters reported to other bodies for resolution.
- 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:

237/24 GENERAL FINANCIAL MATTERS

1. Grant application re maintenance of Pitstone Churchyard
See minute 224/24.
2. Staff Overtime
It was **RESOLVED** to ratify the staff overtime for the month (12.5 hours of overtime for the Clerk and 44.25 hours for the Parish Assistant), approved by the staffing committee and included in the December payroll.
3. VAT Return
It was noted that the monthly VAT return had been submitted. HMRC refunded £387.47 for the period.
3. Financial Summaries and Expenditure
 - The bank reconciliations, budget monitor, 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.
4. Internal Controls
It was noted that the Internal Controls had been undertaken with no issues or actions arising.

5. Asset Register / Insurance / Write Off

It was noted that AJG had issued updated insurance documentation following the November amendments (add the white lining machine).

It was **RESOLVED** to that there were no amendments required this month.

6. Budget 2025-26

- It was **RESOLVED** to note receipt of the tax base information from Buckinghamshire Council. No amendment to the prior year, as there had been no new homes built in the period.
- The revised draft budget, accompanying notes and schedule of charges was considered by the council. It was **RESOLVED** that the clerk should produce two further variants with 5% and 7.5% uplift year-on-year, along with details of the costs for capital projects that could be accommodated within these parameters.
- It was noted that the final budget and associated precept request must be approved at the 30/1/25 meeting and submitted to Buckinghamshire Council on 31/1/25.

Reports & Other:

238/24 REPORTS

- It was noted that no street light issues reported to Lamps & Tubes for resolution, but problems with the Christmas lights were. 7 reported to TW for resolution. 4 lights reported to BC for resolution.
- It was noted that 1 'bus stop' flag on the bus shelter opposite Safran came adrift during the storm. R Leonard Ltd attended to make safe and re-attach the flag. GW Shelters attended over the Christmas period to replace all fixings with nuts & bolts.
- It was noted that three separate instances of fly-tipping in Yardley Avenue had been reported to Fairhive and BC respectively for resolution.
- It was noted that Windmill Pre School are opening a second facility in Marsworth, taking children from 9 months to school age. Open day likely to be in January 2025.
- It was **RESOLVED** to note receipt of the Car Scheme performance statistics for 2024.
- It was noted that 1 bin on the Recreation Ground needed drainage holes adding after it had been filled with soil and water, and 1 brass memorial plaque from a bench in Hever Close had been stolen and subsequently replaced with a new plaque.
- No other reports at time of writing.

239/24 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 30 January 2025.

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

- Final budget and precept request.
- Annual review of Internal Controls and complete Annual Internal Audit.
- Consider Volunteer of Year nominations in closed session.
- Determine date for Annual Parish Assembly (legally has to fall between 1/3 and 1/6) and determine any agenda/presentation requirements. Trading Standards?
- Quarterly grant consideration.
- Annual review of Community Engagement Strategy.
- Schedule fire drill for youth café whilst DN in attendance.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 9/1/25, 30/1/25, 27/2/25, 27/3/25, 24/4/25, 15/5/25, 26/6/25, 31/7/25, 28/8/25, 25/9/25, 30/10/25, 27/11/25 and 8/1/26
- Sports and Leisure Committee meetings: No meeting in January 2025. 13/2/25, 13/3/25, 10/4/25, 8/5/25, 12/6/25, 10/7/25, 14/8/25, 11/9/25, 9/10/25, 13/11/25, 11/12/25.

- 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: 20/3/25, 19/6/25, 18/9/25, 18/12/25.
- 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
- Next election 1/5/25. Notice of election 18/3/25. Nomination forms to be returned to BC by 2/4/25.
- BALC Charing Skills training 19/2/25 – Cllr Weber
- BC Clerks Forum 21/1/25.
- Bucks Community Energy Event 19/3/25 at Ivinghoe Town Hall.

240/24 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.05.

Signed

Date:

Chairman