

PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 30 January 2025
at Pitstone Pavilion commencing at 7.30pm

General Matters:

241/24 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chairman), Cllr Mrs Crutchfield, Cllr Blunt, Cllr Mrs Nash, Cllr Dr Frearson, Cllr Hawkins and Cllr McCarthy plus the Parish Clerk - Mrs Eagling.

2. Apologies & Absence

It was **RESOLVED** to accept apologies from Cllr Weber, Cllr Saintey (Vice Chairman) and Buckinghamshire Councillors Derek Town and Peter Brazier.

Cllr Mrs H Bates was absent.

3. Others present

2 members of the public regarding the Marsworth Road planning application. 2 representatives of Pitstone Memorial Hall Charity regarding their grant application.

242/24 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.
- No other declarations nor dispensations were received.

243/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled from the public gallery.

244/24 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

- Buckinghamshire Councillor Derek Town had circulated his report.
- Neither councillor was in attendance, but no questions arose to forward to them.

245/24 MINUTES OF THE MEETING held on 9/1/25

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 9 January 2025 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

246/24 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 converting existing lighting to LED 20-31/1/25. Installing the columns that are missing and relocating the columns incorrectly installed on private land instead of public land in first half of February. BC has confirmed that they still intend to then transfer the residential columns to the parish council once works complete. No visibility yet of process/timescale.
- 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 withdrawn one application relating to the restaurant/café area. The other planning application relating to the day nursery remains 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 (eta 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 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. BC continue to monitor. Road surface continues to deteriorate and more drains now sunken/noisy (suspect partly due to current roadworks). Discussions continue with BC and escalated to the Bucks Councillors. BC now advise that the section of Westfield Road from the Marsworth Road junction to the village gates has been added to the

Capital Maintenance program for extensive resurfacing but with an eta of 12-24 months, and they will continue to monitor/patch potholes etc until then.

- Westfield Road (Marsworth Road to village gates) – Jan 2025 BC advise that this is now on the Capital Maintenance list for extensive resurfacing which they hope will be carried out within the next 12-24 months.
- Cheddington Road repeater signs – TRO now approved. BC now expressed some reluctance to install additional signage as the existing meets the minimum requirements. Discussions continue with BC and escalated to Bucks Councillors.
- Pedestrian safety under Cheddington Road railway bridge – BC arranging to side out under the bridge (10/2/25 tbc), repaint the markings down one side (BC now reverted to saying this may be later in the year – discussions continue with BC and escalated to Bucks Councillors) and install an extra warning sign (installed March 2024).
- Pedestrian safety by Windsor Road play area – BC arranging for installation of staggered chicane fence panels at the end of the footpath.
- 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. LAT advises that the job order has been raised for the painting/decals actions, but no date can be supplied.
- Marsworth Road roundabout planters – continue to seek to find permanent solution with BC. 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. LAT advises that the job order has been raised for the painting/decals actions, but no date can be supplied.
- Resurfacing of section of Stocks Road – to be reviewed four times per year
- Rushendon Furlong and Vicarage Road nameplates to be replaced.
- Safety Scheme works along Marsworth Road: BC to consider works between Westfield Road and the roundabout as part of their 2025/26 budget proposals. BC advised unable to progress anything from roundabout to Rushendon Furlong 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).
- Pitstone Memorial Hall Charity: PMH investigating car park issues with NKH; 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 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 – BC advised that riparian responsibilities lie with the adjacent landowner on either side. Advise BC Flood Management Team of any issues, they will assess and if they agree that maintenance works or vegetation clearance are required, they will send letters to the riparian owners of the watercourse to remind them of their responsibilities.
 - 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:
 - PMH transfer of walkway, awaiting completion by Land Registry, not yet paid, £627.
 - Eclipse stage hire, remaining 50% of fee still to be paid, £663.30.
 - FAB sandpit, paid & awaiting fulfilment. Brookmead advised the sandpit had been installed. The parish council will be invited to the launch in due course.
 - 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 – order placed for 3 units.
 - Tree works – complete.
 - Switch to Tomato Energy for UMS electricity – in progress.
 - Please refer to Sport & Leisure Committee minutes for full list of S&L related matters.

247/24 CORRESPONDENCE

The list of correspondence received was noted.

248/24 CO-OPTION OF A PARISH COUNCILLOR TO FULFIL THE REMAINING TERM

- Publicity for the current vacancy and the upcoming election repeated in PPP, website and social media.
- It was noted that the parish council had received another expression of interest from a resident. Information pack being provided for consideration.

Committee Matters:

249/24 PLANNING COMMITTEE AND RELATED MATTERS

1. Minutes

It was noted that no committee meeting had been held so no draft minutes were due.

2. Application Consultations

- 12 Marsworth Road; 25/00072/APP; Householder application for installation of an air source heat pump. Two members of the public spoke in support of this application. No objections had been received. It was **RESOLVED** to advise Buckinghamshire

Council that the Parish Council had no objection to this application. The members of the public then departed the meeting.

- 15 Windsor Road; 25/00078/APP; Householder application for garage conversion to a habitable room and extension to driveway. No objections had been received. It was **RESOLVED** to advise Buckinghamshire Council that the Parish Council had no objection to this application, but to request that they satisfy themselves that the surface materials for the driveway are permeable to counter the loss of the grass.

3. Decisions notified by Buckinghamshire Council

- Plot C on Westfield Road; 24/01437/VRC; Variation of conditions (relating to the addition of an extra unit): Approved by Buckinghamshire Council

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), redevelopment of Pitstone Quarry (minerals and waste planning application with both BC and HCC).

5. Pitstone Neighbourhood Development Plan

Initial meeting being arranged with ONH consultants.

6. TCPA Planning Reform Training

It was **RESOLVED** to approve attendance for councillors on the TCPA Planning Reform training on 25/2/25 (cost £25 + VAT per person).

Grant Consideration:

250/24 APPLICATION FOR ASSISTANCE FROM PITSTONE MEMORIAL HALL CHARITY

- The two representatives of the charity spoke in support of their application, provided further background information and answered queries raised by the council.
- It was noted that the Memorial Hall charity had made great progress since the last meeting, and they were commended for the work undertaken by the current trustees and staff.
- It was **RESOLVED** to provide a grant of £10,357 to Pitstone Memorial Hall charity to enable the charity to resolve its short-term problems and ensure the charity can remain viable.
- £3,000 of the above is to be utilised on the replacement of a failing external door which is vulnerable to security breach. £7,357 of which is to be utilised on clearing the accumulated energy debt.
- £3,000 to be funded from the ring-fenced grant for 2024-25 for Pitstone Memorial Hall Charity. £2,580 to be funded from the remaining community group grant provision for 2024-25. It was **RESOLVED** to fund the final £4,777 from a reallocation of the project monies (2024/25) currently held towards the installation of solar panels at the pavilion, as this project is currently on hold until match grant funding has been identified.
- The charity noted that this was a one-off grant, and this level of funding could not be sustained into subsequent years.
- The two representatives were thanked for their attendance. They similarly expressed their gratitude for the assistance provided and departed the meeting.

Committee Matters:

251/24 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. Minutes

It was noted that no committee meeting had been held during the month, so no draft minutes were due.

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 cleared into Unity Trust account and bacs raised for transfer of the funds to the NatWest Reserve Account.
3. BC Community Board grant application for support for the Repair Café
Submitted to the Community Board and awaiting a response.

252/24 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 the event had been very well attended and very well received. The new format, with a pizza meal, had worked very well and been appreciated by those attending. It had been especially nice to see so many of the young leaders from the youth café at the event. It was **RESOLVED** to continue with two events per year, September and January. September 2025 to be another pizza evening.
3. Volunteer PPP Editor
It was noted that an interview had been arranged for 4/2/25.
4. Car Scheme Volunteer
It was noted that another new driver had joined as a volunteer driver for the car scheme.

Charity Matters:

253/24 PITSTONE PARISH CHARITY

It was noted that no charity meeting had taken place during the month, so no draft minutes were due. Next meeting scheduled for 20/3/25.

254/24 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 13/2/25.

Working Group Matters:

255/24 YOUTH CAFÉ

- Rota app under investigation.
- The Council is awaiting a response from Action4Youth regarding a potential safeguarding/policy review.
- Buckinghamshire Council Community Board advise that the grant application for £934.92 has been successful and a formal offer will be provided in due course.
- Annual fire evacuation drill being scheduled.

Other Matters:

256/24 DEVOLVED SERVICES

- It was **RESOLVED** to grant permission for HouseMouse to erect a banner at the Recreation Ground and outside the Pavilion for the 2-week period when the tickets go on sale in February.
- 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.

257/24 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.

4. mVAS

It was **RESOLVED** to note receipt of the mVAS reports for Cheddington Road and Marsworth Road. Full reports have been published to the website for the benefit of residents.

Cheddington Road:

- Av speed down from 29.88 to 29.63
- 85th percentile down from 36.2 to 34.8

Vicarage Road

- Av speed down from 25.2 to 24.56
- 85th percentile down from 29.8 to 29.6

258/24 ALLOTMENTS

- The parish council is still waiting for a response from the National Trust (NT) regarding the installation of water taps at the site.
- It was noted that sadly the parish council had to issue a notification to one tenant that they will no longer be permitted to keep hens or other livestock at the site following serious animal welfare concerns.

259/24 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. Defibrillator Project

- It was noted that the British Heart Foundation grant application (for one unit) had been submitted, and the council was waiting to hear the outcome.
- It was noted that the London Hearts / Department of Health and Social Care grant application had been successful. Two units (Colbree and Little Rothschild House) had been supplied to the parish council at a 50% cost reduction (with the other 50% funded by the grant body) £1,500 + VAT for the two units. As part of the terms, the units must be installed within 4-6 weeks and registered on Circuit. Electrician engaged and liaising directly with the two partners.
- It was noted that Buckinghamshire Council Asset Management department had still not granted permission for a unit in Windsor Road. It was also noted that a location was still required in Crispin Field/Cheddington Road. It was **RESOLVED** to ask BC AMT if a lamp post mounted unit (rather than mounted on a post and fed from the lamp post) would be more acceptable? The Windsor Road column will be transferring to the Parish Council and therefore there would be no implications for BC at all in the longer term.
- It was noted that the parish council will need to apply to the Community Board for 50% funding for these two units once permissions have been obtained.
- Cllr Mrs F Nash to liaise with the Clerk regarding a draft occupational licence/simple agreement with the current partners.

3. Silent Soldiers

BC Community Board advised that the grant application had been successful. Council is waiting for the official grant award letter to be provided.

4. Annual Parish Assembly

- It was **RESOLVED** to hold the Annual Assembly on Thursday 29 May 2025 commencing at 7.30pm in the Pavilion, with the usual tea/biscuits' refreshments.
- It was **RESOLVED** to invite Pat Keane of Trading Standards to give a talk/presentation. And further **RESOLVED** to show the defibrillator training video.
- It was **RESOLVED** to print a separate A5 agenda and deliver alongside the April PPP.

5. Community Engagement Strategy

It was **RESOLVED** to approve the annual review of the Community Engagement Strategy, and the Chairman was granted authority to sign on behalf of the council.

260/24 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 Outdoor Advertising Regulations, ownership & management of Pitstone Hill, hedge cutting in Castlemead, 20mph zones and wheelie bin stickers.
- It was noted that a resident had raised concerns about a vehicle parking on the Marsworth Road verge. A 'daffodils growing' sign had been erected to deter parking. It was **RESOLVED** not to purchase further signs at present as the bulbs continued to struggle.
- 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:

261/24 GENERAL FINANCIAL MATTERS

1. Grant application re Pitstone Memorial Hall Charity

See minute 250/24.

2. Staff Overtime

It was **RESOLVED** to ratify the staff overtime for the month (23 hours of overtime for the Clerk and 42 hours for the Parish Assistant), approved by the staffing committee and included in the January payroll.

3. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC refunded £934.50 for the period.

4. 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.

5. Internal Controls

It was noted that the Internal Controls had been undertaken with no issues or actions arising.

6. Asset Register / Insurance / Write Off

It was noted that AJG had confirmed that no amendment to the policy was necessary in relation to the defibrillators as our existing policy covers up to £5,000 of defibrillators.

It was **RESOLVED** to approve the addition of the defibrillators & cabinets to the asset register and the Chairman was duly authorised to sign on behalf of the council. The replacement bin has already been logged.

Pending: 1 new and 2 replacement benches for the Recreation Ground, not yet received, and funding/permissions being sought for 3 further defibrillators.

7. Budget 2025-26

- The revised budget and precept options were considered and discussed.
- It was **RESOLVED** to set a precept of £185,400, which equates to a 7.5% increase over the prior year, and a Band D figure of £131.92 (£9.23 per annum increase) per property per year.
- It was **RESOLVED** to budget for receipts (excluding precept) of £38,496 for the 2025/26 financial year.
- It was **RESOLVED** to budget for payments in 2025/26 of £300,730 as presented on the spreadsheet plus the £590 additional figure agreed at the meeting, to reach the £185,400 precept.

8. Annual Review of Internal Controls and Annual Internal Audit

The annual review was conducted. It was **RESOLVED** to approve the updated documents with no other issues/actions/amendments arising.

9. Sage Accounting and Payroll

The price increase notified by Sage was noted. It was **RESOLVED** to phone and seek a discount.

Reports & Other:

262/24 REPORTS

- It was noted that no street light issues had needed to be reported to Lamps & Tubes for resolution. 2 reported to TW for resolution. 4 lights reported to BC for resolution.
- It was noted that the Westfield Road roundabout sign lights re-reported to BC as not working (and the 4th still missing following the knock down).
- It was noted that more potholes and noisy drains on Westfield Road had been reported to BC for resolution once current roadworks completed.
- It was noted that a broken nameplate on Vicarage Road had been reported to BC for resolution.
- To note that the Parish Liaison meeting 30/1/25 had been cancelled.
- It was noted that a Lancaster Way hedge cutting request had been passed to Taylor Wimpey for resolution.
- The PPP profitability report was noted: £721 received in advertising income vs print cost of £739. Pagination was 40 pages (instead of 44).
- No other reports at time of writing.

263/24 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 27 February 2025.

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

- Book internal auditor visit for end April/early May.
- Issue Occupational Licence to I&PUCC prior to season commencing in April.
- Annual review of the Policy on the Reporting of Meetings of the Council.
- Review and update all car scheme policies.
- Formally resolve to adopt minimum wage increases.
- Annual review of the Environmental & biodiversity policy.
- Annual review Financial Regs.
- Start an 'events' section each month to keep on top of any urgent issues that arise with the events at the pavilion/recreation ground.
- Grass/hedge/rights of way quotations from R Lawry Agricultural Contractors.
- Update/presentation from the Ashridge committee following their committee meeting.
- To receive feedback from the Planning Reform training 25/2/25.
- To approve the final budget sheets for 2025/26 (with the amendments discussed in the 30/1/25 meeting) and the associated schedule of charges.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 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: 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.
- Annual Parish Assembly: 29/5/25

- Recreation Ground Charity: after the sports & leisure committee meetings in September, January and May.
- Step-up grant application deadlines: end May, end August, end November and end February. It was **RESOLVED** to recommend to the Parish Charity to bring forward the August application deadline to the end of July.
- Step-up grant panel/parish charity meeting dates: 20/3/25, 19/6/25, 18/9/25, 18/12/25. It was **RESOLVED** to recommend to the Parish Charity to bring forward the September grant panel meeting to 4/6/25.
- PPP Publication dates: April, July, October, and January.
- BC Parish Liaison meetings: 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 Chairing Skills training 19/2/25 – Cllr Weber
- Bucks Community Energy Event 19/3/25 at Ivinghoe Town Hall.
- BC Community Board meeting 11/3/25 at 6.30pm.

In accordance with 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 were excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted.

264/24 VOLUNTEER OF THE YEAR 2025

- The nominations for Volunteer of the Year were discussed and a winner determined.
- It was **RESOLVED** to accept the associated costs of £50.00, card and framed certificate.

265/24 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.20.

Signed

Chairman

Date: