

PITSTONE PARISH COUNCIL

Minutes of the Pitstone Parish Council held on 27 February 2025
at Pitstone Pavilion commencing at 7.30pm

General Matters:

266/24 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chairman), Cllr Saintey (Vice Chairman), Cllr Mrs Crutchfield, Cllr Weber, 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 Blunt and Buckinghamshire Councillor Peter Brazier.

Cllr Mrs H Bates was absent. It was noted that Cllr Mrs Bates had not attended a meeting since her appointment in October so would shortly be approaching the 6-month attendance window.

3. Others present

Buckinghamshire Councillor Derek Town and John Byrom representing the National Trust Ashridge Estate Committee.

267/24 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.

268/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

It was **RESOLVED** to bring forward the agenda item for the report from the National Trust Ashridge Estate Committee Meeting. John Byrom provided a general update along with information about the deer drone survey, Ash dieback within the estate, the proposed SANG, issues relating to Monument Drive and replacement parking, Ashridge House maintenance works, an update on the flint wall restoration project and information about the corporate restructure.

The council thanked Mr Byrom for the very informative update and Mr Byrom departed the meeting.

269/24 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Derek Town had circulated his report. He also confirmed that BC had approved their budget for 2025-26 (5% increase in council tax) and advised that new proposals for the Tring school bus service would be announced shortly.

270/24 MINUTES OF THE MEETING held on 30/1/25

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 30 January 2025 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

271/24 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 converted existing lighting to LED. Installing the columns that are missing and relocating the columns incorrectly installed on private land instead of public land eta 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).
- NKH have advised that they will not be installing any additional dropped curbs.
- 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 – remaining pothole works now being scheduled with an eta 6-8 weeks. Road surface continues to deteriorate and more drains now sunken/noisy. 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 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, 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, but no date can be supplied.
- Resurfacing of section of Stocks Road – to be reviewed four times per year
- Rushendon Furlong, Vicarage Road and Durham 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; Land Registry raised queries re transfer of the strip of land.
- 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; WindmillFest 27/7/25 at the Pavilion; Housemouse 24 May 2025 at the Pavilion; P&IUFC 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.
 - Eclipse stage hire, remaining 50% of fee still to be paid, £663.30.
 - FAB sandpit, paid & awaiting fulfilment. Brookmead advise that the sandpit has been installed but they are still waiting for some final elements before they take photographs and provide an update/publicity.
 - Moving to a .gov domain name & inclusion of 2024/25 audit requirements (see Practitioners Guide)– investigation in progress by Cllr Nicholls.
 - Street lighting works – completed and certificates received.
 - Shredding – approved, uplift booked for 4/3/25.
 - Benches for the Recreation Ground – units now received and awaiting installation.
 - Increase in National Minimum Wage and SCP to be implemented 1/4/25.
 - Switch to Tomato Energy for UMS electricity – in progress.
 - Volunteer of the Year – will be presented at the Annual Assembly.
 - Please refer to Sport & Leisure Committee minutes for full list of S&L related matters.

27/2/24 CORRESPONDENCE

- The list of correspondence received was noted.
- The notification re VE80 road closures was noted. It was **RESOLVED** that the parish council would put out the silent soldiers with poppies for one week prior and one week after VE Day. It was further **RESOLVED** to enquire if the WI were proposing to Yarn Bomb the village for this event.
- The notification from Nat West re the decrease in interest rates was noted.

273/24 CO-OPTION OF A PARISH COUNCILLOR TO FULFIL THE REMAINING TERM

It was noted that no further feedback had been provided by the resident that had previously expressed an interest in joining the parish council. The May election is now imminent so no further publicity to be issued re the current vacancy.

Committee Matters:

274/24 PLANNING COMMITTEE AND RELATED MATTERS

This section was Chaired by Cllr Weber, Chair of the Planning Committee.

1. Minutes

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

2. Application Consultations

- Little Barley End on Stocks Road; 25/00233/APP; Replacement Dwelling It was **RESOLVED** to advise Buckinghamshire Council that the Parish Council had no objection to this application, but to request that Buckinghamshire Council give careful consideration to the Construction Management Plan given the nature of the road and access restrictions, to minimise disruption for the other neighbouring properties.

3. Decisions notified by Buckinghamshire Council

- Portland House on Westfield Road; 24/00361/APP; Erection of 6 no. industrial starter units for industrial use (B2), storage and distribution (B8) and include ancillary office space within (E(g)(i) with associated works. Approved by Buckinghamshire Council. It was noted that the approval included the installation of a pedestrian refuge island crossing on Westfield Road.

4. 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), 12 Marsworth Road, 15 Windsor Road, redevelopment of Pitstone Quarry (minerals and waste planning application with both BC and HCC).

5. Pitstone Neighbourhood Development Plan

The initial advice and information provided by ONH consultants was discussed. It was noted that Buckinghamshire Council was anticipated to provide further information at the upcoming Planning Liaison meeting. It was **RESOLVED** to include an agenda item on the March agenda to discuss in more detail.

6. BC Planning Portal / Public Access System

It was noted that BC plan to migrate to an alternative planning portal which will result in approximately 6-weeks of downtime. Briefing by BC scheduled for 12/3/25.

275/24 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

This section was Chaired by Cllr Saintey, Chair of the Sports and Leisure Committee.

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 13/2/25. No matters had been referred to full council.

2. Bellway LEAP

- TP1 transfer being held by Gateley Legal.
- Bellway advise that their contractors are due to return w/c 10/3/25 to complete the remaining remedials identified in the RoSPA report.

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

It was noted that the Community Board had advised that they had received more applications that their available budget permitted. The Board were due to meet to consider their proposals for the remaining outstanding applications.

4. Grass and Hedge Cutting for the Parish Council

It was **RESOLVED** to approve the following revised 2025/26 quotations from Ross Lawry Agricultural Contractors (other works remain at the 2024/25 rates):

- Grass cutting for the parish council open space (eg Recreation Ground boundary, play areas, Pitstone Hill, The Crescent) will increase to £745 per cut.

- Hedge cutting for the parish council areas (eg Recreation Ground, The Crescent, Windsor Road, Pavilion) will increase to £695 per cut.

5. BC Active Places and Spaces Strategy

It was noted that BC has adopted the above new policy.

276/24 STAFFING COMMITTEE AND RELATED MATTERS

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 4/2/25. It was **RESOLVED** to ratify the matters referred to full council:

- Adoption of the national minimum wage increase (£11.44 to £12.21ph) for 3 members of applicable staff with effect from 1/4/25.
- To award an increase in hourly rate of 75p per hour to both the Parish Assistant and the Facilities Manager, to maintain the differential to the above. Effective 1/4/25.
- To approve the contractual single SCP grade increase for the Parish Clerk with effect from 1/4/25 (SCP35 (£23.17 per hour) to SCP36 (£23.70 per hour)).
- To approve the appointment of Kelsey Edwards to the voluntary post of PPP Editor, with a handover during the production of the April edition of the magazine. It was noted that a new Publisher licence had not been required as the Parish Council had a spare licence it could allocate.
- To hold Volunteers Thank You events on 12/9/25 and 15/1/25 with the same format and guest list as the last event.

Charity Matters:

277/24 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.

278/24 PITSTONE RECREATION GROUND CHARITY

- It was **RESOLVED** to note receipt of the draft minutes arising from the charity meeting held on 13/2/25.
- The charity had referred the following item to the Parish Council as Local Authority: an application from the Party in the Park Committee for the Parish Council litter picking employee to provide services to their event on the Recreation Ground. It was noted that the employee was willing to undertake this, if the council wished. It was **RESOLVED** to advise the Party in the Park Committee that their services could be arranged and advise the committee of the associated cross-charge that would be applicable for this service.

Working Group Matters:

279/24 YOUTH CAFÉ

- Rota app under investigation.
- Action4Youth advised that they no longer undertake site audits, but they could attend a Teams meeting and then signpost to best practice. Meeting to be arranged.
- Formal offer of up to £1000 grant support received from Buckinghamshire Council Community Board. The Parish Council **RESOLVED** that they wished to accept the terms and conditions of the grant. The Parish Council further **RESOLVED** that they would be happy to purchase a 'second life' (ex-display) basketball hoop at a cost of £250 as the full priced unit had now returned to £529.99 as the January sale had ended. The 'second life' hoop would enable all itemised products to still be purchased within the available budget from the Community Board.
- It was noted that the annual fire evacuation drill had been completed.

Other Matters:

280/24 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 before their event and * for the banners for the series of community events in Cheddington (both as per last year).

- It was noted that graffiti on the rear of the Pitstone name plate as you enter from Marsworth had been removed by staff.
- 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.
- Given that there was no visibility of the above from Buckinghamshire Council (so will not be considered/approved until the March agenda at the earliest), and grass cutting would be required to start in April if services are devolved, it was **RESOLVED** to accept the updated quotations from Ross Lawry Agricultural Contractors in the likely event that the 2024-25 contract with them needs to be extended for at least the 2025-26 period.
 - Wellington Place/Cheddington Road shrub/siding out at the junction - £165
 - Marsworth Road to the gate shrub/siding out if necessary - £170
 - Footpath maintenance - £715 per cut for all footpaths and byways

281/24 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. The parish council therefore hopes for an update next month.

2. Local Wildlife Site Parking

The feedback and proposals submitted by the tenant farmer were noted. The feedback from a gentleman that utilises the site & parks at this location was noted. It was **RESOLVED**:

- To liaise further with Taylor Wimpey regarding options and proposals.
- To investigate the raised concrete strips that only tractors can drive over, as these may be more aesthetically pleasing than the concrete barriers.
- To consider scheduling a public meeting, advertised via a sign on the gate, so that all parties are able to discuss/understand all points of view. Review in May, post the election.

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. It was **RESOLVED** to try and engage Brookmead one further time, and if it is not going to be possible, to run the competition as a stand-alone Parish Council event.

3. 20mph Zones

It was **RESOLVED** that no response was required to the correspondence received from Mursley parish council regarding the above.

4. Buckinghamshire Council Local Cycling and Walking Infrastructure Plan

It was noted that BC had adopted the updated LCWIP, which includes 'corridors' to join towns and villages including Pitstone and Tring, however, sets aside no funds to deliver these aspirations.

282/24 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 one allotment plot had changed tenant.

283/24 OTHER MATTERS

1. Croudace Street Lighting

It was noted that 19 (not 17) columns were to be transferred to the parish council. An invoice for the additional 2 columns has been issued to Croudace.

2. Defibrillator Project

- BHF - It was noted that the British Heart Foundation grant application had not been successful as they were prioritising locations with few existing defibrillators.

- London Hearts / Department of Health and Social Care - the 2 units 50% funded with this grant award are in the process of being installed. A member of staff has agreed to act as the 'Guardian' for all the extra units the council is seeking to install, and in-house training has been arranged. Both units will then be registered on The Circuit and publicity issued. Licences to be issued to both host partners (Colbree and Little Rothschild House) to confirm the arrangements agreed by both parties.
- It was noted that UKPN were visiting the Meadow Lane location w/c 3/3/25 and the resident would subsequently provide an update.
- The quotation supplied by Lamps & Tubes for structural testing of lamp post columns and the mounting of defibrillators to lamp post columns was noted. It was **RESOLVED** to wait until the above Meadow Lane information was known before placing any order.
- It was **RESOLVED** to continue to chase BC Asset Management for approval re Windsor Road.
- It was noted that the parish council will need to apply to the Community Board for 50% funding for the 3 remaining units once permissions have been obtained.

3. Silent Soldiers

BC Community Board awarded a grant of up to £566.50 for the purchase of 3 additional silent soldiers and poppies/stakes to go at their feet. Council accepted the terms of the grant. No prices had increased, so orders have been placed. Monitoring forms and evidence to be submitted to the Community Board.

4. Annual Parish Assembly

It was noted that the Parish Council was still awaiting confirmation from Trading Standards as to whether they had a volunteer available to attend and give a presentation. It was **RESOLVED** to invite our local MP and/or DEMBE theatre, should Trading Standards not be able to attend.

5. Microsoft 365 Subscription

It was **RESOLVED** to note the price increase advised by Microsoft (from £5.99 up to £8.49pm).

284/24 **CONSULTATIONS**

It was **RESOLVED** that no response was required to the Buckinghamshire Council Local Natural Recovery Strategy Consultation.

285/24 **MEMBERSHIP / SUBSCRIPTIONS**

- It was **RESOLVED** to renew the annual subscription with Community Impact Bucks Community Buildings service (£70 per annum).
- It was noted that Sage had reduced their proposed price increase for accounting software to £44 for the next 12 months (instead of £47) bringing the combined product subscription down to £55 per month compared with Zero at £58 per month.

286/24 **POLICIES**

- It was **RESOLVED** to approve the annual review of the Policy on the Reporting of Meetings of the Council, and the Chairman was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to approve the annual review of the Environmental and Biodiversity Policy, and the Chairman was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to approve the annual review of the Community Car Scheme policies and risk assessments (Covid sheet probably no longer required), and the Chairman was duly authorised to sign on behalf of the council.

Buckinghamshire Councillor Derek Town departed the meeting.

287/24 **EVENTS**

- Party in the Park 12/7/25
 - It was **RESOLVED** to advise the event committee that a parish council employee would be willing to undertake litter picking duties during and after their event, with the associated hours to be cross charged to the event committee.
 - It was noted that no payment date had yet been received from Eclipse re the stage.

- Premises Licence applied for by the applicant.
- WindmillFest 27/7/25
It was noted that the groundkeeper was liaising with Hatters, prior to the Pre-school finalising and submitting their application form and/or an invoice being issued. TEN to be applied for by the applicant.
- HouseMouse 17/5/25
TEN being applied for by the applicant. Use of the Big Top for other events during the week to be confirmed prior to invoice being issued.
- P&IUFC Tournament – looking unlikely this will proceed.

288/24 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: work experience for a politics student (arranged with Communities department at BC), car wash fundraising initiative for a Camps International trip to Peru (JFC supporting), 20mph zones in residential streets, permitted development rights for a property in the village, wood turning demonstrations, stall holder info for local events, advertising opportunities for commercial organisations, ownership of agricultural land on Vicarage Road and a damaged road name plate (Durham Road) which was reported to BC via Fix My Street.
- It was noted that a resident had raised further concerns about vehicles parking on the Marsworth Road and Vicarage Road verges. It was **RESOLVED** to put information into the next edition of PPP.
- 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:

289/24 GENERAL FINANCIAL MATTERS

1. Staff Overtime

It was **RESOLVED** to ratify the staff overtime for the month (41 hours of overtime for the Clerk and 10.5 hours for the Parish Assistant), approved by the staffing committee and included in the February payroll.

2. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC refunded £1,117.54 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 **RESOLVED** to approve the addition of two replacement (and associated write-offs) and one new bench to the asset register and the Chairman was duly authorised to sign on behalf of the council.

AJG insurers have amended the policy to reflect the additional sum insured (£3783.95 expenditure but £714 written off with the 2 disposals).

Pending: funding/permissions being sought for 3 further defibrillators, 3 silent soldiers on order and youth café grant expenditure orders to now be placed.

7. Budget 2025-26

- It was **RESOLVED** to note the final budget spreadsheet to reflect the minor changes requested by the council at the last meeting.

- It was **RESOLVED** to approve the proposed schedule of charges for 2025/26, and the Chairman was duly authorised to sign on behalf of the council. Each implementation date to be confirmed in due course.

8. Audit

- It was **RESOLVED** to note receipt of the internal audit requirements provided by IAC.
- It was **RESOLVED** to note the IAC site audit would take place on 18/3/25.

Reports & Other:

290/24 REPORTS

- It was noted that no new street light issues had been reported this month.
- Feedback was provided regarding the BC Parish Liaison meeting held 13/2/25 – Cllrs Mrs Nash and Crutchfield.
- Feedback was provided from the planning reform training on 25/2/25 – Cllr Mrs Nash.
- No other reports were noted.

291/24 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 March 2025.

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

- Consider and Pay Chairman's Expenses.
- Arrange PAT tests for youth cafe equipment over Easter holidays.
- Consider quotes for Playground Inspections.
- Annual review of Office Member Protocol.
- Annual review of grant policy.
- Annual review of the treasury & investment policy.
- Annual review and reapprove Guide to Information Available under the Model Publication Scheme issued by ICO (Local Council Transparency Regs don't apply to our size of council).
- Year-end payroll tasks
- Annual renewal of PPL/PRS music licence.
- Make a nominal £5 bacs payment from Unity to NatWest Current Account to trigger an end-of-year statement.
- BC issue renewal papers and price list for waste collection service
- No other items were requested.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 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: 13/3/25, 10/4/25, (no meeting on 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: 17/6/25 at 7.30pm.
- Volunteer Thank You Events: 12/9/25 and 15/1/26.
- 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 (Parish Charity to consider bringing forward to the end of July), end November and end February.
- Step-up grant panel/parish charity meeting dates: 20/3/25, 19/6/25, 18/9/25 (Parish Charity to consider bringing forward to August), 18/12/25.
- 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
- BC Town & Parish Planning Forum 3/3/25.
- BC Elections Briefings for Candidates on 4 & 6/3/25.
- 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.
- Art Exhibition 17-19/10/25 at St Marys Church in Ivinghoe (borrowing the Parish Council display boards).
- Election Countdown briefing being held 7/3/25 – Cllr Mrs Nash attending.

292/24 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.22.

Signed

D Nicholls

Date: 31/3/25

Chairman