

# PITSTONE PARISH COUNCIL

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

## General Matters:

### 293/24 ATTENDANCE AND APOLOGIES

#### 1. Council present

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

#### 2. Apologies & Absence

It was **RESOLVED** to accept apologies from Cllr Weber (personal commitment).

Cllr Mrs H Bates was absent.

#### 3. Others present

Buckinghamshire Councillors Derek Town and Peter Brazier.

### 294/24 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.

### 295/24 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

There were no members of the public present, so no questions tabled.

### 296/24 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Derek Town had circulated his report. This will be published in PPP and online for the benefit of residents.

Buckinghamshire Councillor Peter Brazier discussed the reasons for Buckinghamshire Council removing all public comments from the planning portal and enquired about any concerns the parish council had.

### 297/24 MINUTES OF THE MEETING held on 27/2/25

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 27 February 2025 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### 298/24 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/March. 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/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.
- NKH/Buckinghamshire Council holding £74,000 “towards the enhancement of the existing local 61 and 164 bus services” arising from NKH. Being utilised towards the new Number 63 bus service between Cheddington-Pitstone-Tring Station-Tring.
- 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.
  - Westfield Road potholes – partially completed 20/3/25.
  - 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 & repaint the markings down one side.
- 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.
- 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.
- 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: roundabout to Rushendon Furlong – pending.
- 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 now seeking a meeting with the Parish Council.
- 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 – included on BC & HCC 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 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 – new timetable from April 2025 plus additional number 63 peak-times bus introduced to better align with train times and provide more frequent service (operates between Cheddington-Pitstone-Tring Station-Tring).
- Buckinghamshire Council CCTV policy and joint working proposals – awaiting final details of any offer and costs from BC.

- 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.
- VE80 – WI advised that they will put out poppies but not full yarn bombing.
- **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.

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. Invoice due 1/6/25.
  - FAB sandpit, paid. Brookmead advise that the sandpit is now available for the children to utilise. Publicity issued. Cllr Mrs Nash visiting Brookmead to view the sandpit in action.
- Moving to a .gov domain name investigation in progress by Cllr Nicholls.
- Benches for the Recreation Ground – complete. Publicity issued.
- Increase in National Minimum Wage, hourly rate and SCP to be implemented 1/4/25.
- PPP Editor – Publisher software supplied. Email partly set up. Access to a shared One Drive set up.
- 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.

**299/24 CORRESPONDENCE**

- The list of correspondence received was noted.
- The notification from Microsoft that the price for 3 licences is decreasing from £309.60 to £291.60 with effect from 5/4/25 was noted.

Buckinghamshire Councillor Peter Brazier departed the meeting.

**Committee Matters:**

**300/24 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

- 6 The Pightle; 25/00694/APP; Householder application for part garage conversion. It was **RESOLVED** to advise Buckinghamshire Council that the Parish Council had no objection to this application.

3. Decisions notified by Buckinghamshire Council

- 12 Marsworth Road; 25/00072/APP; Householder application for the installation of a ground source heat pump: Approved by Buckinghamshire Council.
- 15 Windsor Road; 25/00078/APP; Householder application for garage conversion to a habitable room and extension to driveway: Approved by Buckinghamshire Council.

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), 15 Windsor Road, Little Barley End on Stocks Road, redevelopment of Pitstone Quarry (minerals and waste planning application with both BC and HCC).

5. Pitstone Neighbourhood Development Plan

It was **RESOLVED** that consideration of any review needed to be deferred until the May annual meeting (ie after the upcoming election).

6. Other

- The upcoming changes to the BC Planning Portal/Public Access System were noted.
- It was **RESOLVED** to note receipt of The Grey Belt & Neighbourhood Plans information from ONH consultants.
- It was noted that Buckinghamshire Council have re-issued a Call for Sites, for potential inclusion within the HELAA of their local plan, to meet the increased residential development targets set by Central Government. Consultation valid from 12/3/25 to 23/4/25.

**301/24 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 13/3/25.
- The committee had referred consideration of the quotations for the replacement track, and reallocation of funds for this project, to the full council.
  - It was **RESOLVED** to approve the quotation submitted by Maydom's for £5,650.00 + VAT.
  - It was **RESOLVED** to utilise funds from the Pavilion Emergency Repairs Cost Centre to enable these works to be undertaken.

2. Bellway LEAP

- TP1 transfer being held by Gateley Legal.
- Awaiting confirmation that the remedials identified in the RoSPA report have now been fully completed (Bellway's contractors had been due on-site w/c 10/3/25).

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

It was noted that the Community Board had advised that the grant application would be approved, but no funding offer has yet been received.

4. S106 funds held by Buckinghamshire Council

It was noted that Buckinghamshire Council had advised that they will now only consider applications for a release of S106 funds once per quarter.

**302/24 STAFFING COMMITTEE AND RELATED MATTERS**

1. Minutes

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

2. Election/Councillor Update

It was noted that the gentleman that had previously expressed an interest, had decided not to stand for election. Candidate nomination packs, for those willing to stand for election, must be submitted to Buckinghamshire Council by 2/4/25.

3. Laptop

It was noted that the Parish Assistant laptop had died following a Microsoft update and required an external contractor to repair.

4. Chairman's Expenses

It was noted that the Chairman had elected not to submit an expense claim for in-year expenses incurred as a result of his position.

5. Year End Payroll

It was noted that in compliance with the year-end payroll requirements: P11s had been checked for all employees, the EPS had been submitted and P60s distributed.

New payroll year tasks to be completed next month eg updating tax codes.

## Charity Matters:

### 303/24 PITSTONE PARISH CHARITY

It was noted that no charity meeting had taken place during the month, so no draft minutes were due.

### 304/24 PITSTONE RECREATION GROUND CHARITY

It was noted that no charity meeting had taken place during the month, so no draft minutes were due.

## Working Group Matters:

### 305/24 YOUTH CAFÉ

- Rota app under investigation.
- Meeting not progressed with Action4Youth as the value would have been in a site visit/audit.
- Fulfilment of the Community Board Grant is in progress. Basketball hoop, basketballs, table tennis sets and 2 guitars now in use. Awaiting delivery of 2 x Jazzminton sets.
- It was **RESOLVED** to purchase a case for the full-sized guitar, approx. £10.
- It was **RESOLVED** to investigate providing a locked cabinet in the medical room.
- It was **RESOLVED** to make further enquiries with the café manager re the requirements for a base for the basketball hoop.

## Other Matters:

### 306/24 DEVOLVED SERVICES

- It was noted that there had been no new banner requests this month.
- It was **RESOLVED** to enter the Devolved Service agreement for 2025-2029, with associated funding of £3,967.05 per annum, with Buckinghamshire Council and the Chairman was duly authorised to sign on behalf of the council. The specific signatory format requirements were noted.
- It was **RESOLVED** to extend the existing fulfilment contract with Ross Lawry Agricultural Services to cover the 2025-26 requirements, given the lack of notice period.
- It was **RESOLVED** to tender for quotations for the 2026-2029 periods, to ensure best value for money.

### 307/24 HIGHWAYS AND RIGHTS OF WAY

#### 1. Pitstone and Ivinghoe Safety Scheme

It was **RESOLVED** to confirm to Buckinghamshire Council that the parish council wished to proceed with the measures outlined in the estimate. Design estimate £3598.50. Highways works £28864.87. Contingency £2886.49 (10%). Total £35349.86. Nicholas King Homes S106 contribution available £37000 so Buckinghamshire Council anticipate that these works may be fully funded.

The Parish Council has some budgeted funding available in case the need arises.

BC will then commence site visits, develop a detailed design, seek quotations and commission the work with a possible installation in the Autumn.

#### 2. Local Wildlife Site Parking

- Meeting to be progressed with Taylor Wimpey regarding options and proposals.
- Investigating 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. Children's Poster Competition

It was noted that Thames Valley Police were giving a road safety assembly at Brookmead School at 10am on 30/4/25 to launch the competition.

It was **RESOLVED** to approve the draft artwork and the competition timeline. To be circulated to TVP and Brookmead for comments.

It was **RESOLVED** to meet the costs associated with printing the competition entry form.

### 308/24 ALLOTMENTS

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

### 309/24 OTHER MATTERS

#### 1. Croudace Street Lighting

Awaiting payment from Croudace for the extra 2 columns. UMS Certificate and supply to be finalised once transfer complete to Tomato.

#### 2. Defibrillator Project

- The update regarding the Meadow Lane location was noted. It was **RESOLVED** to ask for the Parish Council to be advised on the contractor being employed, to ensure the safety of installers/staff/users.
- Still awaiting permission from Buckinghamshire Council Asset Management regarding the Windsor Road location.
- Structural testing of lamp post columns and the mounting of defibrillators to lamp post columns on hold pending receipt of the permission from BC.
- It was noted that the Community Board was being expanded and restructured, and funding for 2025-26 was unknown. Therefore grant options might need to be reviewed once all the necessary permissions were in place.

#### 3. Silent Soldiers

All items now received. Publicity issued. Monitoring forms and evidence now to be submitted to the Community Board so the funding can be released.

#### 4. Annual Parish Assembly

It was noted that the Scam Champion from Trading Standards had agreed to attend the Assembly. The draft agenda was approved, with some changes to the running order of the second half. Chairman to sign. Will then arrange printing and delivery to PPP Distributor.

#### 5. Best Kept Village

It was **RESOLVED** not to enter into the competition.

#### 6. Pitstone Parish Post

- It was **RESOLVED** to approve the draft parish council submission for the next edition of the magazine.
- The result of the mailshot to potential advertisers, and uptake, was noted.

### 310/24 MEMBERSHIPS AND SUBSCRIPTIONS

It was **RESOLVED** to approve the annual membership to SLCC for the Parish Clerk, £300.

### 311/24 POLICIES

- It was **RESOLVED** to approve the annual review of the Officer/Member Protocol, and the Chairman was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to approve the annual review of the Grant Policy, and the Chairman was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to approve the annual review of the Treasury and Investment Policy, and the Chairman was duly authorised to sign on behalf of the council.
- It was **RESOLVED** to adopt the updated ICO Model Publication Scheme & template. It was noted that the Parish Council already exceeded the requirements of the scheme.
- It was **RESOLVED** to approve the updated Guide to Information Available arising from the Model Publication Scheme, and the Chairman was duly authorised to sign on behalf of the council.

### 312/24 EVENTS

#### • Party in the Park 12/7/25

- No further feedback from the committee for consideration at the meeting. No confirmation from the committee re litter picking.

- It was noted that the payment date for the remaining 50% of the Eclipse invoice re the stage was the end of June.
- WindmillFest 27/7/25
  - Location for the rides/inflatables confirmed with the groundkeeper.
  - Awaiting the completed application form from the applicant.
  - Applicant applying for TEN.
- HouseMouse 17/5/25
  - No update from the event committee for consideration, nor confirmation regarding the Friday night.

Buckinghamshire Councillor Derek Town departed the meeting.

### 313/24 ISSUES RAISED BY MEMBERS OF THE PUBLIC

- As well as items on the agenda, and those listed under reports, it was noted that council had responded to resident enquiries regarding: abandoned branches following tree works by unknown contractor by Old Farm, Cheddington Road and Marsworth Road; scope of street light works that may be planned by BC (we have no visibility); pot hole updates; broken drain cover (reported); management of Pitstone windmill; memorial bench at Ivinghoe church (directed to the vicar) and an enquiry from Cheddington PC re the youth café.
- 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:

### 314/24 GENERAL FINANCIAL MATTERS

#### 1. Staff Overtime

It was **RESOLVED** to ratify the staff overtime for the month (27 hours of overtime for the Clerk and 19.5 hours for the Parish Assistant), approved by the staffing committee and included in the March payroll.

#### 2. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC refunded £275.11 for the period.

#### 3. Financial Summaries and Expenditure

- The bank reconciliations, 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. Unity Trust Signatory Issue

It was noted that an issue had arisen with online access for one signatory, which was being resolved with Unity.

#### 6. S137 Expenditure Limits for 2025/26

It was noted that the S137 expenditure limit for 2025/26 (only required if General Power of Competence terms are not met following the election) had been set at £11.10 per elector.

#### 7. Transfer to NatWest Current Account

It was **RESOLVED** to approve the transfer of a nominal £5 from the Unity Trust Bank account to the NatWest Current Account to trigger the issue of a year-end bank statement.

#### 8. Asset Register / Insurance / Write Off

It was **RESOLVED** to approve the addition of 1 new basketball hoop £233.32, 2 guitars £373.11 and 3 silent soldiers £437.49.



It was **RESOLVED** to approve the write off & disposal of 4 old basketball hoops combined value of £585.32.

AJG insurers have amended the policy to reflect the changes and confirmed that no additional premium was currently due.

Pending: funding/permissions being sought for 3 further defibrillators.

#### 9. Audit

- It was noted that the IAC site audit had taken place on 18/3/25. There were no non-compliance issues identified. The following minor observations were raised:
  - The new model template Financial Regulations at point 6.10 say the monthly financial summaries are published with the minutes & they are in fact on a different webpage. Update the Fin Regs to reflect this at the May review.
  - The parish council is complying with (and exceeding) the requirements of the latest version of the Model Publication Scheme but the webpage had the old ICO Model Scheme attachment. It was **RESOLVED** to approve adoption of the latest Scheme (version 1.2 and template guide version 3.0). Documents replaced with latest versions. Added the issue numbers to the summary at the top of the Guide to Information Available so more easily checked for future years, and it will be approved at the May annual meeting.
  - The new Tender Regs need to be reflected in the next review of Council's Standing Orders as well as the Financial Regs. No model templates yet issued for Standing Orders but can amend manually. Due for review on the May agenda.
  - Now council has received the S106 payments for the Bellway play space and Croudace lighting, council is holding more funds than is reflected in its Fidelity Insurance limit. May wish to review when the insurance next comes up for renewal.
  - The Notice of Electors Rights was published to the website on 29/5/24 instead of 31/5/25, giving extra advanced notice to electors. However, the template notice provided states that the period must commence "at least 1 day after the date of announcement" which it did. Feedback to the Internal Auditor and note 1-day requirement for future publications.
- It was noted that IAC require the council to submit all the remaining year-end documentation by Friday 25 April 2025, for them to return their Internal Audit Report to council by 8 May, for approval at the Annual Meeting on 15 May.

### Reports & Other:

#### 315/24 REPORTS

- It was noted that 1 street light issue had been reported to BC, and 1 to Taylor Wimpey, for resolution.
- Fly tipping on Vicarage Road & Glebe Close reported to both Buckinghamshire Council and private landowner for resolution.
- Fallen tree across Right of Way by Pitstone Church reported to landowner for resolution.
- Complaint re dust/debris arising from Westfield Road construction site reported to Buckinghamshire Council's Highways Development Management division for resolution.
- Broken utility cover in Windsor Road footpath reported to Buckinghamshire Council for resolution.
- It was noted that the parish council's skylark nesting signs had been put back out at the Local Wildlife Site.
- Cllr Mrs Crutchfield provided feedback from the BC Community Board meeting held 11/3/25.
- Feedback was provided from the BC Town & Parish Planning Forum 3/3/25.
- Cllr Mrs Nash provided feedback from the BC Elections Briefings for Candidates and Countdown Briefing.
- Cllr Mrs Nash provided feedback from The Bucks Community Energy Event 19/3/25 at Ivinghoe Town Hall.
- Cllrs Mrs Crutchfield provided from the BC Parish Liaison meeting held 13/2/25.

- Cllr Mrs Nash provided feedback from the planning reform training on 25/2/25.
- It was noted that the new Red Eagle bus timetables (61, 62 and 63) effective April 2025 had been published online.
- No other reports were noted.

### 316/24 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 24 April 2025.

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

- Year End reconciliation S106 account, reserve account and PSDF to see if wish to recommend transferring funds when reviewing investment interest/performance.
- Draft of the descriptive Annual Report for council.
- Draft Annual Return, Year End Accounts and Year End Report.
- Quarterly grant consideration.
- Annual check of all electronic banking payment details held for suppliers etc.
- Annual review of community self-help plan
- Proposals for year 6 youth café events for last half term before summer holiday and any end-of-year events for youth leaders.
- Start of new payroll year tasks.
- Annual review of PPP Terms and Conditions and prices.
- Approve year-end asset register. Must minute that the assets have been checked by a councillor and that council accepts the asset register as correct.
- When presenting the budget documents for the new financial year, MUST minute adjustments for carry forwards etc from the prior year closing.
- BC dog bin contract due for annual renewal.
- Rural Services Network membership due for annual renewal
- Approve purchase of replacement Christmas lights.
- No other items were requested.

#### 3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 24/4/25, 15/5/25, 26/6/25 (to include Ashridge Committee report), 31/7/25, 28/8/25, 25/9/25, 30/10/25 (to include Ashridge Committee report), 27/11/25 and 8/1/26.
- Sports and Leisure Committee meetings: 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 (in 2025 the meeting will be in June as the May s&l meeting has been cancelled)
- 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: 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
- Art Exhibition 17-19/10/25 at St Marys Church in Ivinghoe (borrowing the Parish Council display boards).

- Brookmead/TVP Road Safety Assembly 30/4/25.
- Brookmead Sandpit Visit 25/4/25.

**317/24 CLOSURE OF THE MEETING**

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.10.

Signed

*R Saintey*

Date: 24/4/25

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Chairman