

PITSTONE PARISH COUNCIL

Minutes of the Meeting of Pitstone Parish Council held on 26 June 2025
at Pitstone Pavilion commencing at 7.30pm

General Matters:

64/25 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies & Absence

It was **RESOLVED** to accept apologies for absence from: Cllr Hawkins, Cllr Weber, Cllr Dr Frearson and Cllr McCarthy.

It was also **RESOLVED** to accept apologies for absence from Buckinghamshire Councillors C Poll and P Brazier.

3. Others present

John Byrom to provide an update from the National Trust Ashridge Estate committee meeting.

Julia Vinokurova and Louise New to speak to the parish council about the Smartphone Free Childhood campaign.

Karen Groom and Stephen Lott from Ivinghoe Parish Council.

Alex Lucas of 1st Ivinghoe and Pitstone Scouts regarding their grant application.

3 other members of the public.

64/25 CO-OPTION OF PARISH COUNCILLOR(S)

It was **RESOLVED** to appoint Richard Cattermole to the office of co-opted parish councillor, to fill one of the seats remaining after the election last month.

Cllr Cattermole signed both his Declaration of Acceptance of Office and Register of Interests in the presence of the Proper Officer and was welcomed to the council.

One vacancy remains, which will continue to be advertised.

65/25 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS FOR MATTERS TO BE CONSIDERED AT THE MEETING

- Cllr Nicholls declared that the applicant for the planning consultation was known to him, but he does not possess any pecuniary interest.
- 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.

66/25 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- Ivinghoe Parish Council advised that they had not been notified of the planning application for Land to the Rear of Glebe Close by Buckinghamshire Council, despite 60% of the land for the site falling within their parish. They would be requesting that they be recognised as an official consultee to ensure that their comments were visible to the public on the BC portal.
- Two other members of the public also wished to express concerns regarding the above planning application. They were advised that a specially convened Planning Committee meeting would be held on 10/7/25 and the public were welcome to attend.
- Council responded to a question regarding superfast broadband coverage for the village.
- Council was asked if they could advise Buckinghamshire Council that there appeared to have been an uplift in HGV traffic (volume and speed) along Marsworth Road despite the Ivinghoe Freight Zone being in place. It was **RESOLVED** the council would write to advise BC. The members of the public were also advised that they

could report specific vehicles to Buckinghamshire Council or Thames Valley Police, but to bear in mind that HGV traffic relating to sites within the Pitstone and Ivinghoe were perfectly entitled to use that route for access (so not all vehicles will be in breach of the regulations).

67/25 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Neither councillor present this month.

68/25 MINUTES OF THE MEETING held on 15/5/25

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 15 May 2025 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

69/25 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 & installed columns that were missing/incorrectly installed. 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 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 are instructing their Legal Team to write to NKH formally regarding non-compliance with the MUGA requirements and plans to remedy the situation. NKH supposed to carry out remedials to replace/repair the vandalised panel on 6/6/25 but this did not take place and other panels also loose.
- 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.
 - 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 –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.
- 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 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.
 - Planning Inspectorate Consultation WA0210001 Grand Union Canal Transfer – in progress.
 - Anglian Water: To resolve sewage issues at the junction of The Pightle and Vicarage Road. Response “This is currently sat on the risk log and the IMR team who will review this accordingly based on the risk factor of the issue at hand. If the residents experience any further blockages, please advise them to call Anglian Water for a technician to attend and clear the issue, as well as assess to see if the situation has deteriorated. Due to the volume of work the IMR team receives, various impacts and risk factors have to be considered when reviewing repairs, so there is no set time frame that can be provided.” Asked both resident and LAT to report all issues & keep a detailed log so the parish council can collect the logs in 3m time (ie start of October) and revert back to Anglian Water. LAT will also advise remedials team so incidents can be cross charged accordingly.
 - **Events:** Party in the Park 12 July 2025 on the Recreation Ground; WindmillFest 27/7/25 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.
 - Legend on the Bench donation from PRD – location agreed with PRS. R Leonard Ltd installing base. PRS liaising with LotB re plaques etc.
 - Community Board grant funding for youth cafe project complete.
 - BMKALC EAP – awaiting invoice to confirm re-enrolment.
 - Updated UMSO Certificate & Invoicing Adjustment with Tomato – data submitted to UKPN, who have amended the Certificate and supplied to Tomato, awaiting confirmation that it has been actioned.
 - Christmas Lighting – on order, awaiting invoice, can then update asset register.
 - 3-year street light structural tests – order placed.
 - Structural testing for 2 x defib columns – order placed.
 - Revaluation of Pavilion for insurance purposes – report received, already adequately insured so no further action required.
 - Bellway LEAP - Transfer completed and dated 22/5/25. Originals posted to H&J for registration with Land Registry – pending. Replacement signage – in progress.
 - Please refer to Sport & Leisure Committee minutes for full list of S&L related matters.

70/25 CORRESPONDENCE

- The list of correspondence received was noted.

- The update from BC on the Ivinghoe Freight Zone was noted.
- It was **RESOLVED** to write to Cllr Sally Symington regarding the removal of the 'first 30 minutes free' provision along Tring High Street, as requested by Marsworth PC.

71/25 **SMARTPHONE FREE CHILDHOOD**

- It was **RESOLVED** to pull forward this agenda item so that the members of the public could leave after their presentation if they wished.
- Julia Vinokurova and Louise New provided council with an overview of the national scheme and the support they were seeking from the Parish Council.
- It was **RESOLVED** to provide (free) advertising space within the upcoming edition of PPP, to display the posters in the council noticeboards, and to push out information via the website, Facebook and X.
- The representatives were thanked for taking the time to come and explain the initiative to the council, and one departed the meeting.

72/25 **NATIONAL TRUST ASHRIDGE ESTATE COMMITTEE**

John Byrom provided an update following the Committee Meeting including:

- New signs having been erected at Dockey Wood. The dates that had been manned by the National Trust saw 7,000 visitors to the bluebells in the 7 days of operation and raised £23,000 for the Ashridge Estate.
- Tickets for the Windmill Open Days were still selling well.
- The Countryside Team had been carrying out a drone count of the deer population (had previously been a manual task), progress with treating Ash die back, new tree boxes, timber extraction, flaying bracken etc.
- There would be another round of public engagement in October regarding the next phase of their 'Protecting our Roots' campaign.
- The NT are trying to resolve the various conflicting designations relating to Monument Drive.
- Visitor numbers down 30% at Ashridge since ceasing to table the previous major events.
- Dunstable Downs car park pay machines.
- Mr Byrom answered questions in relation to Pitstone Hill car park, clearing the lime trees, the development of the quarry and disabled car parking charges.

Mr Byrom was thanked for his attendance and report and departed the meeting along with one member of the public.

73/25 **1ST IVINGHOE AND PITSTONE SCOUTS GRANT APPLICATION**

Alex Lucas explained the details of the grant request for funds towards replacement tents and provided an update on their general fundraising towards a replacement Scout Hut.

- A member of the public expressed an interest in making a donation towards the project. The Clerk to connect the two people so they could discuss further, as a private matter.
- It was **RESOLVED** to provide a grant of £1,000 towards replacement tents to enable camping holidays.

Mr Lucas was thanked for his attendance and the updates provided.

Committee Matters:

74/25 **PLANNING 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. Application Consultations

- 31 Albion Road; 25/01602/APP; Householder application for replacement conservatory with single storey rear/side extension and 2 slot windows to the left side elevation. It was **RESOLVED** to advise Buckinghamshire Council that the Parish Council had no objection to this application.

- It was noted that the application consultation (25/01756//AOP) relating up to 100 new residential dwellings on Land to the Rear of Glebe Close had recently been received and a specially convened Planning Committee meeting arranged for 10/7/25.
3. Decisions notified by Buckinghamshire Council
- 44 Vicarage Road; 25/00746/APP; Householder application for proposed demolition of existing conservatory and rebuild as extension: Approved by Buckinghamshire Council.
 - 23 Marsworth Road; 25/00792/APP; Householder application for demolition of storage shed, erection of single storey rear extension, alterations to fenestration and erection of porch canopy.: Approved by Buckinghamshire Council.
 - 87 Marsworth Road; 25/007891APP; Householder application for demolition of existing outbuildings: Approved by Buckinghamshire Council.
 - 2 Railway Cottages on Cheddington Road, 25/01047/APP, Householder application for single storey side/rear extension and render flank of house: Approved by Buckinghamshire Council.
4. Appeals with the Planning Inspectorate
- Land adjacent to The Duke of Wellington Public House, Cheddington Road, Marsworth; 24/02222/AOP; Appeal ref: 25/00019/REF; Planning Inspectorate Ref: APP/J0405/W/25/3363581; Outline planning application with all matters reserved except access and layout for the erection of 9 dwellings with associated parking and access.
 - Land To the Rear Of 12 Marsworth Road Pitstone Buckinghamshire, 25/00029/NONDET: Demolition of detached garage and erection of a self-build dwelling: appeal withdrawn by the applicant.
5. Applications outstanding with Buckinghamshire Council
- Land Adjacent to Allotment Gardens (nursery site only), Land to the rear of 87 Marsworth Road (5 dwellings), 12 Queen Street (3 dwellings), Land to the rear of 12 Marsworth Road (1 dwelling), Little Barley End on Stocks Road, redevelopment of Pitstone Quarry (minerals and waste planning application with both BC and HCC); 4 Greenacres and 138 Vicarage Road..
6. Other
- It was noted that Rectory Homes had publicising (to some homes) a pre-application consultation regarding a potential development of 100 properties on land to the rear of Glebe Close (application consultation now received from BC see above).
 - It was **RESOLVED** to ratify attendance at BMKALC Place Shaping Conference on 16/6/25 for Cllr Mrs Nash, previously approved electronically, and Cllr Mrs Nash provided feedback from the event.
 - Cllr Mrs Nash provided feedback from the BC Planning Forum held on 26/6/25.
 - It was **RESOLVED** to approve for Cllr Weber to attend the TCPA "Planning Reform – Where We Think We Are" webinar on 29/7/25 (£25).

75/25 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

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

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 12/6/25. The following two matters had been referred to full council by the committee:

- It was **RESOLVED** to ratify the committee recommendation not to upgrade the noticeboards in the main corridor to full enclosed boards, due to the low level of perceived risk and the high associated cost.
- It was **RESOLVED** to ratify the committee recommendation that all hirers must submit their written Fire Risk Assessments by 10/7/25 or council would need to review whether their hire periods would need to be suspended until the documentation had been submitted. Individual members of the committee can legally be held personally liable in the event of an incident, if a hirer does not have suitable measures in place and the committee was aware of this. Parish Assistant to contact all hirers by telephone (email response has been very slow) and offer to attend their next hire period to assist with the completion of the paperwork if necessary.

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

BC has confirmed that the amended list of equipment will be acceptable, so long as the grant offer up to £997.89 is not exceeded. Now working in conjunction with the Café to commence procurement.

3. Pitch Barriers

The information supplied by the P&IUFC was considered, along with the responses provided to questions raised so far, and feedback from inspection of the trial section.

Before permission could be granted, it was **RESOLVED** to respond to P&IUFC and ask for the following clarifications:

- An estimate of the time it will take to remove the barriers, store the removed materials and screw all the sockets below ground and cap. Then an estimate of the time that will be incurred to reverse. (In case these costs and timescales need to be borne by the parish council in the future).
- Who will be liable for any damage to the advertising panels during storage etc?
- Who will own the barrier system ie are they seeking to donate to the parish council for ongoing maintenance or retain ownership (so council knows whether to issue an update to the occupational licence).
- What the proposals now are relating to advertising revenue.

76/25 STAFFING COMMITTEE AND RELATED MATTERS

This section of the meeting was Chaired by Cllr Blunt, Chair of the Staffing Committee.

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 17/6/25. No matters were referred to full council.

2. Car Scheme Recruitment

It was **RESOLVED** to re-issue a leaflet drop to Pitstone and Ivinghoe seeking to recruit additional voluntary drivers for the scheme. Council is still holding £1,207 from a donation to the car scheme, so it was **RESOLVED** to meet the costs of re-printing the leaflet and the distribution costs from this fund.

Charity Matters:

77/25 PITSTONE PARISH CHARITY

- It was **RESOLVED** to note receipt of the draft minutes arising from the charity meeting held on 19/6/25.
- It was **RESOLVED** to approve the request from the Parish Charity, for the Council to commence issuing a quarterly invoice for its administration of the Charity. Clerk to commence a log of hours expended to facilitate this.

78/25 PITSTONE RECREATION GROUND CHARITY

- It was **RESOLVED** to note receipt of the draft minutes arising from the charity meeting held on 12/6/25.
- It was noted that no matters were referred to the Parish Council as Local Authority.
- It was noted that the Recreation Ground Charity had notified the Council, that no funds could be transferred to the Council at present to contribute towards the upkeep of the Recreation Ground.

79/25 TOWN LANDS CHARITY AND WILLIAMSON TRUST

It was noted that the Charities had confirmed that no trustees were due to step down this year (they step down every 4 years), that they were operating with a full complement of trustees and no appointments or re-appointments were required.

Council responded to a question from the public gallery regarding parish council representation on local charities.

Working Group Matters:

80/25 YOUTH CAFÉ

1. Rota app

The Youth Café are successfully operating a rota app.

2. Year 6 Intake

It was noted that the assembly at Brookmead on 25/6/25 had been well received. This had been followed by a letter and registration information emailed out to the parents. Sign-ups for the children had been received already.

3. End of Year

It was **RESOLVED** to approve the cost of £127 to provide all the volunteers and staff with pizza and snacks as an end-of-year thank you event.

4. Entrance Fee

It was **RESOLVED** not to increase the entrance fee from the current £2.

5. Card Payment Machine

It was **RESOLVED** that it was acceptable for the youth café to commence taking card payments, as many of the attendees had provided feedback that their families didn't have readily available coins, but all the children did have debit cards.

6. Congratulations

A member of public wished to congratulate the parish council on running a successful youth café and keeping it operational for so many years. Council was also proud of the youth leadership scheme now operating at the café.

81/25 NEIGHBOURHOOD PLAN REVIEW

- The working party met with Neil Homer and Leani Haim of ONH on 4/6/25. Subsequent proposals and quotations supplied to all members.
- It was **RESOLVED** to approve carrying out a desk top exercise to review the current position within the parish and Settlement Spatial Plan at a cost of £3,750.00 + VAT (provision had been included within the budget). The information generated from this study will help members consider what level, if any, review of the NDP is required.
- It was noted that MHCLG had announced that no further funding was available towards the costs of creating or reviewing neighbourhood plans.
- It was **RESOLVED** to write to MP Laura Kyrke-Smith regarding the withdrawal of funding and invite her to attend a future parish council meeting.
- Ivinghoe Parish Council advised that they were also undertaking a review of the policies included within their Neighbourhood Plan. They would not be allocating any housing land etc.

Other Matters:

82/25 BC DEVOLVED SERVICES

- It was noted that permissions had been granted to Pitstone Memorial Hall and Windmill Preschool (re WindmillFest).
- It was noted that the Gun Shop in Leighton Buzzard had been asked to remove all their non-compliant commercial advertising boards from around the parish.
- It was noted that a report had been received of an overgrown hedge on the left as you enter The Green. Ownership of the land being investigated with Buckinghamshire Council before can progress.
- It was noted that tendering for fulfilment for the BC Devolved Services contract for 2026-2028 would be organised for later this year.
- It was noted that BC had requested an analysis of the 2024-25 work undertaken, which the Clerk will submit.

83/25 PITSTONE HILL

It was noted that the National Trust now wish to re-engage with the Parish Council regarding the Pitstone Hill Agreement. They have taken legal advice and are now in a position to meet with the Council. The Parish Council is waiting for a revised date for the meeting from the National Trust.

84/25 HIGHWAYS AND RIGHTS OF WAY

1. Pitstone and Ivinghoe Safety Scheme (Westfield Road to Roundabout)

It was noted that the Parish Council was waiting for Buckinghamshire Council to investigate initial designs, timescales and any updated costs. Works to be funded by Nicholas King Homes S106 payment.

2. Local Wildlife Site Parking

- Site meeting took place with Bidwells, who are acting on behalf of Taylor Wimpey. They will liaise with TW and the tenant farmer and respond to the parish council in due course.
- Investigating the raised concrete strips that only tractors can drive over, as these may be more aesthetically pleasing than the concrete barriers.
- Consideration to be given in due course to scheduling a public meeting.

3. Children's Anti-Speeding Poster Competition

It was noted that the winning entries had been determined. Date for the presentation event to be set, in conjunction with Thames Valley Police and Brookmead school. It was **RESOLVED** to meet the cost of production of the signs (£450 for 56 x A2 signs) and refreshments for the event.

85/25 ALLOTMENTS

1. Water Tap Installation

The National Trust (NT) will respond in due course, once consideration has been given to the latest information supplied by Pitstone Allotment Association.

2. Minutes

It was **RESOLVED** to note receipt of the minutes arising from the PAA committee meeting held on 15/5/25. PPC had subsequently requested that all correspondence with the National Trust was directed through the Parish Council.

3. Tenancies

It was noted that 3 allotment plots had changed tenants.

86/25 OTHER MATTERS

1. Defibrillator Project

- It was noted that Buckinghamshire Council Asset Management had now granted permission for a defibrillator to be mounted to the street light column in Windsor Road.
- It was noted that the results of the structural tests on the two identified columns should be available in the next few days.
- It was noted that the Community Board may not be funding defibrillators this year.
- It was **RESOLVED** to apply to the Town Lands Charity for funding towards the two defibrillators for Windsor Road and Crispin Field.
- It was **RESOLVED** that the parish council would fund the provision of the cabinet, pole mount, defibrillator and spare pads for the Meadow Lane location to ensure that this site can be taken forwards as quickly as possible now that the resident has installed the necessary column and electrical works. Approx cost £1,500.

2. Moving to .Gov

Cllr Nicholls provided an update. Further details to be provided to the next meeting.

3. Dog Bin Emptying Contract

It was **RESOLVED** to renew the contract with Buckinghamshire Council. Cost per bin = £155 per annum for 104 empties. Cost of a new bin, if required, £373 per unit. The Chairman was duly authorised to sign on behalf of the council.

4. Recreation Ground Benches

It was **RESOLVED** to postpone ordering the budgeted two replacement benches for the Recreation Ground until December, in case any further requests for Memorial benches are received prior to that date.

5. Annual Noticeboard Maintenance

It was **RESOLVED** to approve the remedials required for the noticeboards this year at a cost of £675.

6. Sage Payroll

It was **RESOLVED** to accept the increase in Sage payroll subscription to £13pm.

7. Pitstone Parish Post

It was **RESOLVED** to approve the draft submission for the upcoming edition of Pitstone Parish Post, along with the descriptive annual report.

It was **RESOLVED** to include a section on the recent changes Buckinghamshire Council had made to their Planning Portal.

8. Street Light Structural Tests

It was **RESOLVED** to approve the quotation from Lamps and Tubes Illuminations of £1,215 + VAT to undertake the testing on the 15 columns due for retest this year.

9. Insurance Renewal

It was **RESOLVED** to approve the cost (£8,118.44), level of cover and terms of the annual renewal, currently within a 3-year long term agreement so no market comparison undertaken.

It was noted that the revaluation of the pavilion was in line with the current sum insured.

10. Annual Assembly 2025

It was noted that no new matters were raised at the annual assembly for consideration/action by the parish council.

87/25 POLICIES

1. Equal Opportunities Policy

It was **RESOLVED** to approve the annual review of the Equal Opportunities Policy, and the Chairman was duly authorised to sign on behalf of the council.

2. mVAS Policy, Manual and Risk Assessment

It was **RESOLVED** to approve the annual review of the above documents, and the Chairman was duly authorised to sign on behalf of the council.

3. Schedule of Charges

It was **RESOLVED** to approve the updated Schedule of Charges to reflect the Open Space and Pavilion 1/6/25 price increase, and the Chairman was duly authorised to sign on behalf of the council.

4. IT Policy

It was noted that council required a new IT policy to comply with the audit regulations for 2025-26. Cllr Nicholls is drafting for the July council meeting, utilising the existing IT Manual and the draft IT Policy supplied.

88/25 EVENTS

• Party in the Park 12/7/25

- No further feedback from the committee for consideration at the meeting.

• WindmillFest 27/7/25

- No further feedback for consideration at the meeting. Site Layout and TEN supplied. Invoice paid.

• HouseMouse 17/5/25 and Comedy Night 16/5/25

- It was noted that no complaints had been received, and the events had been well received.

89/25 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 groups available for elderly residents, reporting an abandoned car, routing of construction traffic, access to the quarry, HGV traffic along Marsworth Road, routing for Westfield Road business park site, drain cover issues in private car park, travel options to Aylesbury UTC,
- The presentation and discussion regarding Smartphone Free Childhood had taken place earlier in the evening.
- It was noted that no further matters had been raised by residents for inclusion on the next agenda.

Financial Matters:

90/25 GENERAL FINANCIAL MATTERS

1. Grant Applications

Consideration of the grant application by 1st Ivinghoe and Pitstone Scouts had been heard earlier in the evening.

2. Staff Overtime

It was **RESOLVED** to ratify the staff overtime for the month 40.5 hours of overtime for the Clerk and 13 hours for the Parish Assistant), approved by the staffing committee and to be included in the June payroll.

3. VAT Return

It was noted that the VAT returns for 1-30/4/25 (£527.36) and 1-31/5/25 (£1,216.88) had been submitted to HMRC, who had refunded these sums to the parish council.

4. Financial Summaries and Expenditure

- It was **RESOLVED** to note the electronic approvals granted for the end of May bacs, and note receipt of financial summary, confidential monthly summary, allotment & pavilion summaries for that month.
- 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.
- It was **RESOLVED** to note receipt of the monthly financial summary, reconciliations/debtor/creditor information, confidential payroll summary, allotment & pavilion monthly summaries.

5. Procedures for approval of month end bacs for July

It was noted that as the July meeting falls on the last working day of the month that the bacs approvals would need to be carried out before noon on the day of the meeting to ensure the funds reached their destination accounts on time eg payroll. It was **RESOLVED** that all financial information would be circulated electronically for councillors to consider. Councillors to respond if they wish to raise any concerns. If no response was received the authorised signatories will approve the transactions.

6. Internal Controls

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

7. Asset Register / Insurance / Write Off

It was noted that no changes were required to the Asset Register or Insurance this month.

Pending: funding/permissions being sought for 3 further defibrillators, the Repair Café grant had been approved which may include additional items eg tables, the new Christmas lighting will need to be added, and the old lighting written off.

8. Budget Monitor for 2025-26

It was noted that when approving the budget documents for the new financial year, council must minute adjustments for carry forwards etc from the prior year closing position.

It was **RESOLVED** to approve the budget monitor for 2025-26 which includes the following adjustments (provisioned within the budget figures in the carry forward listings):

- £2680 re prior year accruals towards legionella management
- £9653 re prior year accruals towards extraordinary pavilion maintenance requirements
- £935.70 allotment ring-fenced funding from tenant income
- £1000 prior year accrual for any recruitment costs
- £3049.55 prior year accruals for new street furniture
- £1039 prior year accruals towards ESI and Structural tests for lighting columns
- £20000 prior year accruals for extraordinary playground replacement costs
- £93 prior year accrual for replacement benches on the recreation ground

In addition, 1 adjustment which was budgeted for within the prior financial year and did not totally come to fruition, so council previously resolved to carry forward the budget allocation:

- £3500 towards the defibrillator project
- Extra £884.40 (to bring total to £1547.70) for the remaining Eclipse stage balance (had previously shown £663)

Other carried forward funding was already shown within the budget spreadsheet and therefore did not need an adjustment to be listed.

91/25 AUDIT

1. Public Rights

It was noted that the parish council had not received any enquiries from members of the public during the period of elector's rights (3/6/25-14/7/25). The information will remain available on the website.

2. External Audit 2024-25

It was noted that the Annual Return had been submitted to PKF Littlejohn, who acknowledged receipt. They have until September to respond.

3. Descriptive Report for 2024-25

It was **RESOLVED** to approve the draft descriptive report for 2024-25, to publish on the website and within PPP.

Reports & Other:

92/25 REPORTS

- It was noted that no new street light issues had been reported this month.
- Broken signage for Pitstone Windmill reported to National Trust Ashridge Estate for remedials.
- Fly-tipping (garden furniture) in Yardley Avenue reported to Fairhive for removal.
- To note the graffiti on the Local Wildlife Site sign at the junction of Hever Close & Church Road, was reported to a council staff member for him to attend and remove with our graffiti remover.
- To note that tree/shrub issues along the woodland walk by Rockingham Close have been reported to Taylor Wimpey for remedial work. Resident had advised that the tree canopy was now encroaching on their gutter & blocking light, and that the shrubs were protruding over the fence/across the grass verge/causing issues with parking bays.
- To note that a grass problem with the verge between Pitstone and Marsworth was reported to Buckinghamshire Council for resolution (someone had tried to set fire to the long grass in four places).
- Nicholas King Homes Replacement Woodland – understand a number of trees have died – have asked for BC to provide details of the audit results (should have been done at 1, 3 & 5 years) and replacement/timing program.
- Graham Deeley memorial bench on the Recreation Ground has been vandalised. 2 seating panels have been burned/had something on fire/hot on/between them. It was **RESOLVED** to purchase two replacement slats but not to install for a month, in case further damage occurred.
- No other reports were presented.

93/25 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 31 July 2025.

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

- Quarterly grant consideration
- Renew annual registration with ICO as data controller.
- Annual review of Street Lighting Policy
- Annual review of allotment charges. Must be published on board in August.
- Annual review of the Licence to Pitstone Allotment Association.

- Youth Café Contract renewal
- Review all youth café policies and risk assessments.
- Annual review of reserves policy
- once playground inspection report received, conduct play policy risk/benefit annual assessments for approval at meeting.
- Confirm arrangements for Christmas lights into tree ready for 1st Sunday of Advent. 3pm-midnight nightly. Down before 12th night after Christmas.
- Update on 12 Sept 25 volunteers' event
- No other agenda items were requested.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 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: 10/7/25, 14/8/25, 11/9/25, 9/10/25, 13/11/25, 11/12/25.
- Staffing Committee: 23/9/25 at 7.30pm.
- Volunteer Thank You Events: 12/9/25 and 15/1/26.
- 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: 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: 8/7/25 and 8/10/25
- BC Clerks Forum 21/7/25
- Art Exhibition 17-19/10/25 at St Marys Church in Ivinghoe (borrowing the Parish Council display boards).
- East Bucks Informal Clerks Forum 30/6/25

94/25 FIRE EVACUATION

The Parish Council conducted its annual fire evacuation drill, with all members of council and public safely evacuated to the assembly point.

95/25 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 21.34.

Signed: *D Nicholls*
Chairman

Date: 2/8/25