

PITSTONE PARISH COUNCIL

Minutes of the Meeting of Pitstone Parish Council held on 31 July 2025
at Pitstone Pavilion commencing at 7.30pm

General Matters:

96/25 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Nicholls (Chair), Cllr Saintey, Cllr Mrs Crutchfield, Cllr Weber, Cllr Dr Frearson and Cllr Hawkins plus the Parish Clerk - Mrs Eagling.

2. Apologies & Absence

It was **RESOLVED** to accept apologies for absence from: Cllr Mrs Nash (Vice Chair), Cllr Blunt, Cllr Cattermole and Cllr McCarthy.

It was also **RESOLVED** to accept apologies for absence from Buckinghamshire Councillor C Poll.

3. Others present

Buckinghamshire Councillor P Brazier and no other members of the public.

97/25 CO-OPTION OF PARISH COUNCILLOR(S)

One vacancy remains, which has been advertised via the website, social media and Pitstone Parish Post. No applications received this month.

98/25 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS FOR MATTERS TO BE CONSIDERED AT THE MEETING

- Cllr Saintey declared an interest, as a near neighbour, for the planning application consultation re 4 Albion Road. No dispensation sought. Cllr Saintey will not participate in the discussion nor voting.
- 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.

99/25 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No members of the public were present so no matters raised.

100/25 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor P Brazier advised that Buckinghamshire Council were no longer issuing yellow site notices for planning applications and

progress. BC have recently attended another snagging meeting with TW and the adjacent developers.

- 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. PPC has been requesting a meeting with BC to discuss, date to be advised.
- 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 replacement woodland: query outstanding with NKH re replacement of deceased trees (BC advised surveyed in 2024 and now responsibility of NKH)
- 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) LAT will re-inspect. Not currently on their priority list.
 - Collapsed footpath in Queen Street LAT will reinspect, not currently on their priority list unless deteriorated further, & failed footpath at far end of Glebe Close LAT advised this has been fixed – 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. LAT will revisit and advise, not on their priority list as not remedial, children's signs will also be displayed here shortly
- Pedestrian safety under Cheddington Road railway bridge – BC arranging to side out under the bridge & repaint the markings down one side. LAT will chase the appropriate team. It is being scheduled in conjunction with other remedial works by the bridge to deal with the water running off the bridge/railway which pools by the bridge and brings down debris.
- 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. LAT will chase up the appropriate team to see if it can be installed whilst the weather is favourable.
- 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, but the project is now moving forward again, and BC hope to provide further update by close of August 2025.
- 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 Circulated electronically “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.
- P&IUC installation of pitch barriers: permission granted.

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.
 - 1st Ivinghoe & Pitstone Scouts, replacement tents, grant paid and awaiting fulfilment.
- BMKALC EAP – awaiting invoice to confirm re-enrolment.
- Updated UMSO Certificate & Invoicing Adjustment with Tomato – complete.
- Planned preventative structural testing x 15 columns – order placed.
- Bellway LEAP - Transfer completed and dated 22/5/25. Submitted to Land Registry, who are currently working on a 20 month estimated processing time. Replacement signage – in progress.
- Legend on a Bench, Suicide Prevention Awareness –PRS/LotB plan to install and reveal at noon on 26/9/25, R Leonard has confirmed that he can install the base before then.
- Replacement benches for the Recreation Ground – review in December 2025.
- Replacement slats for vandalised memorial bench – on order.
- Noticeboard maintenance – scheduled at the end of the summer.
- Car Scheme recruitment drive leaflet drop – pending.
- Please refer to Sport & Leisure Committee minutes for full list of S&L related matters.

103/25 CORRESPONDENCE

- The list of correspondence received was noted.

Committee Matters

storey porch extension. Cllr Saintey did not participate in the discussion nor voting for this consultation (see above). It was **RESOLVED** to advise Buckinghamshire Council that the Parish Council had no objection to this application but to raise a query with regard to the upstairs bedroom doors/windows and lack of safety barrier around the roof.

- It was noted that an application consultation has now been received in relation to 13 Rushendon Furlong, which will be tabled on the August agenda.

3. Decisions notified by Buckinghamshire Council

None.

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.

5. Applications outstanding with Buckinghamshire Council

Land Adjacent to Allotment Gardens (nursery site only), Land to the rear of 87 Marsworth Road (5 dwellings), Land to the rear of 12 Queen Street (3 dwellings), Little Barley End on Stocks Road, redevelopment of Pitstone Quarry (minerals and waste planning application with both BC and HCC); 138 Vicarage Road and Land North of Glebe Close (up to 100 houses).

105/25 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 noted that no committee meeting had been held during the month, so no draft minutes were due.

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

All items now purchased and passed to the Repair Café, with the exception of the banner as the Repair Café has not yet provided the artwork.

6. Premises Licence for Pitstone Pavilion

It was **RESOLVED** to renew the annual fee for the Premises Licence at Pitstone Pavilion at a cost of £70.00 (which must be paid via the credit card and via the Buckinghamshire Council licencing portal).

106/25 STAFFING 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. September Volunteer Thank You Event (12/9/25)

It was noted that the invitations were currently being distributed. Responses due by 29/8/25.

3. Appointments to committees or working parties

- It was **RESOLVED** to appoint Cllr Cattermole and Cllr Dr Frearson to the Neighbourhood Plan working party.
- As Cllr Cattermole was not in attendance any other appointments to be carried forward to the next meeting.

4. National Joint Council Salary Scales for 2025-26

- It was **RESOLVED** to note receipt of the rates of pay applicable from 1/4/25 to 31/3/26 notified by NJC.
- It was **RESOLVED** to adopt the hourly rates, as contracted, for the Clerk. SCP36 moves from £23.70 per hour to £24.46 per hour, an increase of 76p per hour. New rate to be paid with effect from the August payroll. Backpay (to 1/4/25) to also be included in the August payroll.
- Clerk thanked the council for their support.

Charity Matters:

107/25 PITSTONE PARISH CHARITY

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

108/25 PITSTONE RECREATION GROUND CHARITY

It was noted that no charity meeting had been held

3. Young Leaders

It was noted that two were commencing university this September and would no longer be able to attend.

110/25 NEIGHBOURHOOD PLAN REVIEW

- It was noted that a meeting had been scheduled for 13/8/25 with ONH.
- It was noted that Buckinghamshire Council neighbourhood planning team had been advised that the Parish Council were considering undertaking a review of the Neighbourhood Plan.
- It was noted that no response had been received from our MP regarding the withdrawal of funding for neighbourhood plans.

Other Matters:

111/25 BC DEVOLVED SERVICES

- It was noted that permission had been granted to the Horticultural Show for an event banner.
- It was noted that a hedge cutting notice had been issued to 1 The Green.
- It was noted that Buckinghamshire Council has issued a termination notice for all Devolved Service contracts issued by them in March 2025, in respect of years 2-4 of the 4-year term.

112/25 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.

113/25 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. BC had advised that some highway remedial works needed to be carried out in that section before any plans could be confirmed. Works to be funded by Nicholas King Homes S106 payment.

2. mVAS Reports

It was **RESOLVED** to note receipt of the mVAS reports for Cheddington Road and Vicarage Road, published to the website for the benefit of residents.

- Cheddington Road:
 - 85th up from 34.8 to 36.5
 - Average up from 29.63 to 30.57.
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114/25 ALLOTMENTS

1. Water Tap Installation

The National Trust (NT) has responded and requested further additional information. Cllr Dr Frearson is assisting the Allotment Association to obtain the necessary quotes and information so that a response can be submitted in due course.

2. Minutes

It was **RESOLVED** to note receipt of the minutes arising from the PAA committee meeting held on 26/6/25.

3. Hedge Cutting

- It was **RESOLVED** to accept the recommendation of PAA and for the Parish Council to revert to commissioning the hedge cutting at the allotment site as there is a cost saving if this is commissioned by the council.
- It was **RESOLVED** to accept the quotation from Ross Lawry Agricultural Services of £240 + VAT to undertake this work.
- It was **RESOLVED** to reallocate £3 per quarter plot from PAA to PPC to reflect the change in responsible body.

5. Pitstone Allotment Association Annual Subscription 2025-26

It was **RESOLVED** to approve the proposed reduction in PAA annual subscription from £7 per quarter plot to £4 per quarter plot to reflect the change in responsible body for the hedge cutting. This fee covers insurance.

6. Water Report

- The Parish Council wished to thank Pitstone Allotment Association for their report relating to the potential rise in costs for the water bill in the coming year, which highlighted that the anticipated costs were greater than previously understood (for which a £1 per quarter plot increase had been budgeted).
- It was noted that the estimated annual fee could be in the region of £858. Water fees (not usage) have increased by 81% since 2021.

7. Annual Parish Council Tenancy Fee 2025-26

- Given the above, it was therefore **RESOLVED** to increase the Council Tenancy Fee by £2 per quarter plot (to £11 per quarter plot) which would generate an income from tenants of £803 for the year. The council is holding some accrued funds which could be utilised to fund any shortfall if the bill is higher than

3. Christmas Illuminations

- It was **RESOLVED** to approve the quotation from Lamps and Tubes Illuminations of £1,812.00 + VAT to dress/undress the tree on the Recreation Ground utilising the parish council's own lights (stored by L&T), to dress/undress the pavilion frontage utilising the parish council's own string lights (stored by L&T) and the hired red/white snowfall illuminations for the columns.
- It was **RESOLVED** to confirm all lights should be activated from 1st Sunday of Advent. 3pm-midnight nightly. Down before 12th night after Christmas.

4. Annual Registration with the Information Commissioner's Office

It was **RESOLVED** to renew the annual registration, cost £52.00.

5. East Bucks Community Board

Parish walkaround being arranged. It was **RESOLVED** that the council would like to discuss mobile banking hubs, defibrillators, play around the parishes type events, and the poor public bus service to Leighton Buzzard and Cottesloe.

6. Water Quality Monitoring Scheme for the Whistle brook

It was **RESOLVED** that the Pitstone Council would like to initiate a Water Quality Monitoring Scheme via Freshwater Watch (Citizen Science), (ideally in conjunction with Ivinghoe Parish Council). It was noted that the annual costs for training and data management services for a local scheme involving 5 volunteers would be £650 per annum. This would enable quarterly tests of the water quality.

As the brook runs through both parishes, and the data will be of benefit to both parishes, it was **RESOLVED** to approach Ivinghoe Parish Council to see if they would be willing for this to be a joint project, fund 50% of the cost and nominate any volunteers.

7. Autumn Planting

It was **RESOLVED** not to undertake any bulb planting this autumn.

116/25 **POLICIES**

1. Street Lighting Policy

120/25 GENERAL FINANCIAL MATTERS

1. Staff Overtime

It was **RESOLVED** to ratify the staff overtime for the month 32.25 hours of overtime for the Clerk and 20.25 hours for the Parish Assistant), approved by the staffing committee and to be included in the July payroll.

2. VAT Return

It was noted that the VAT returns for 1-31/5/25 (£2,775.71) had been submitted to HMRC, who would refund this sums to the parish council.

3. Financial Summaries and Expenditure

- 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 and the budget monitor.

4. Potential Bad Debt

It was noted that payment had now been received from the potential debtor, although other issues were yet to be resolved.

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 below amendments to the asset register and/ it was noted that AJG had confirmed that as the value of additions and disposals are almost the same, no amendments were required to the insurance policy.
 - Add: £1208 + VAT for the new string Christmas lights for the recreation (now held in stock at Lamps & Tubes), defib/cabinet/bracket for Meadow Lane (£1504) plus the 19 street light columns adopted from Croudace (£19 as Community Assets), folding tables for repair café £313.40)
 - Disposals: 2 x end of life strings of Christmas lights from the Recreation Ground (£3

- It was noted that the auditor had provided reminders about the new assertion for 2025-26 re the .gov website and emails, data management and need for an IT policy. Requirements stipulated in the Practitioners Guide, previously circulated.
- It was noted that the associated invoice (£630 + VAT) is payable on receipt so an additional back has been. It was **RESOLVED** that two signatories would approve.

Reports & Other:

122/25 REPORTS

- It was noted that 2 street lights on Marsworth Road (just before the roundabout, by The Crescent) and 1 faulty bollard (first island before roundabout) had been reported to BC for resolution.
- Cllr Saintey provided feedback from the BC Parish Liaison meeting held on 8/7/25.
- It was noted that some graffiti on the Glebe Close noticeboard had been removed by staff.
- It was noted that the Party in the Park committee were likely to provide feedback after their next committee meeting.
- It was noted that an area of missed grass cutting in Yardley Avenue had been reported to Fairhive for resolution.
- Cllr Saintey provided an update on the Ashridge Estate Committee.
- No other reports were presented.

123/25 OTHER

1. Date and Time of Next Meeting

It was **RESOLVED** to reschedule the next full council meeting from 28 August to 21 August 2025.

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

- Annual review of complaints procedure
- Annual review of all GDPR policies, notices etc inc social media/comms
- Annual review of records which can now be disposed of
- Renew TV licence (expires 31st August)
- Determine hedge cutting requirements for this year
- Annual review of the volunteering database
- No other agenda items were requested.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 21/8/25, 25/9/25, 30/10/25 (to include Ashridge Committee report), 27/11/25 and 8/1/26

- BC Highways and Transport Conference 29/9/25

In accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meeting and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press were excluded from the remainder of the meeting due to the confidential/sensitive nature of the business to be transacted.

124/25 SPORT AND LEISURE CONTRIBUTION

- It was **RESOLVED** to discuss potential appropriate wording with Buckinghamshire Council that reflects the requirement for more sports & leisure land / funding to enable the purchase of sports & leisure land to be provided.
- It was **RESOLVED** to advise BC that there remained ambitions within the parish for further organised sport space (4G football pitch, netball, tennis, additional junior football pitches, cricket ground) along with additional allotments. Land/funding as well as development funds would be required to realise these.
- It was noted that IPC had requested a share of any S106 arising as the temporary SANG is located in their parish. It was **RESOLVED** to advise BC that Pitstone PC did not agree with this request due to (a) the temporary nature of the SANGs and (b) all the residential properties/access etc falling within Pitstone.

125/25 CLOSURE OF THE MEETING

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

Signed: *D Nicholls*
Chairman

Date: 23/8/25