

PITSTONE PARISH COUNCIL

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

General Matters:

182/25 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies & Absence

It was **RESOLVED** to accept apologies for absence from: Cllr Cattermole (ill health) and Cllr Blunt (annual leave).

3. Others present

MP Laura Kyrke-Smith and Debbie Vidler, Senior Caseworker. Buckinghamshire Councillors C Poll and P Brazier. Four members of the public.

183/25 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.

184/25 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- It was **RESOLVED** to pull forward the agenda item relating to the Ashridge Estate Committee Meeting report.
- John Byram detailed the works being undertaken in the various sectors of the estate, including: thinning some areas of woodland, repairing tracks, installing deer fences and repairing footpath.
- This years' deer cull is due to take place on 1/11/25.
- Details were provided of the grant funding being sought including the Big Chalk and Special Recovery Funds.
- Information was provided about the various mitigation projects currently planned or in progress (total cost approx. £0.5m) including placing protective wood chips around vulnerable tree roots, guiding walkers away from vulnerable trees through fencing/improved paths/signage, focusing on 4 key footpaths in the first instance, trying to reduce den building, commenced issuing licences for commercial dog walkers and focusing on illegal foraging (being undertaken on a commercial scale).
- Progress updates on the 3 proposed SANGs.
- Pitstone Windmill will be 400 years old in 2027. A series of special events will be planned to support and promote this.
- Planning for the introduction of parking charges continues.
- Dates for the 2026 Ashridge Estate Committee meetings will be 16/2/26, 8/6/26 and 12/10/26. John will provide an update to the Parish Council after each meeting.

John was thanked for his report. Two members of the public departed the meeting.

- A resident asked if further allotment plots could be provided. Council explained that this was already an ambition, but suitably located land needed to be identified where the current landowner would be willing to sell to the parish council for this purpose.
- A resident felt that the existing Neighbourhood Plan should provide the 30-year protection originally intended and wished to express dissatisfaction with the current government drive for further housing in rural communities. MP Laura Kyrke-Smith

provided further details about the central government ambitions, the role that neighbourhood plans should play within the planning authorities own Local Plan and the withdrawal of funding for NDPs.

No other questions were tabled from the public gallery.

185/25 MP LAURA KYRKE-SMITH

An update was provided on the three key strands of focus:

- Better opportunities for young people – visiting schools, working on SEN provision, and 'Your Voice, Your Future' for 16–18-year-olds.
- Better health care – progress with hospital waiting lists, GP appointments
- Better infrastructure – including traffic congestion in Aylesbury, road maintenance and the Better Buses Bill.

Laura answered questions posed by councillors and public, including on: housing development, healthcare, the Family Farm Tax and food security (developers approaching farmers offering huge sums to buy their land for SANG development), Neighbourhood Planning, infrastructure development, Sophies Law, emergency school funding, employment for those with autism/special needs, solar farms, funding for solar panels, cavity wall insulation scheme issues and Funding for Leadership Training for young people at Cottesloe school.

The Chairman thanked Laura and Debbie for their attendance and the informative update.

186/25 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillors Chris Poll and Peter Brazier provided updates on: Emergency Planning for local communities; Marsworth Road resurfacing (potentially moved to January 2026); ongoing efforts to resolve the MUGA problems; the BC council meeting on 16/12/25 to discuss the Land by The Crescent; TVP/Fairhive Community Action in Yardley Avenue; Parking in Yardley Avenue; and a potential Road Safety Scheme for which Brookmead had been nominated.

The Chairman thanked Peter and Chris for their attendance and informative updates.

MP Laura Kyrke-Smith, Debbie Vidler, Buckinghamshire Councillor Chris Poll and Buckinghamshire Councillor Peter Brazier departed the meeting.

187/25 MINUTES OF THE MEETING held on 25/9/25

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 25 September 2025 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

188/25 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. TW to bring the land up to adoptable standard and submission to be made to Land Registry.
- 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: 6-month period to lodge an appeal against the BC planning decision expired 6/8/24. The Parish Council is waiting for a formal update from Buckinghamshire Council re their next steps.
- 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 (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 ongoing with NKH re replacement of deceased trees but they have now commissioned a report to assess.
- 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.
 - Marsworth Road – BC hoping to resurface and replace the humps 17-21/11/25 (weather and program implications dependent)
 - 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 displayed here.
 - Pedestrian safety under Cheddington Road railway bridge – BC now removed debris from under the bridge. Line markings down one side outstanding.
 - Pedestrian safety by Windsor Road play area – BC arranging for installation of staggered chicane fence panels at the end of the footpath. Measurements taken and marked. BC currently liaising with the most affected residential property.
 - 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 at the maintenance gates into the Local Wildlife Site – completed – but those by the bus stops on Westfield Road remain outstanding.
- 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 investigation by Buckinghamshire Council.
- 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; Submission currently with Land Registry re transfer of the covered walkway.
- 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 – BC presenting to full council at their December 2025 meeting for consideration. Thereafter official notices need to be published and consultation carried out, so a potential conclusion later in 2026.
- 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 – potential first planning consultation (prior to applying for a DCO) is expected to take place early next year.
- Anglian Water: To resolve sewage issues at the junction of The Pightle and Vicarage Road. Resident and LAT to monitor instances. Resident advises of 1 in the last 3 months.

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 (6m deadline = December)
- BMKALC EAP – complete.
- Bellway LEAP - Transfer completed and dated 22/5/25. Submitted to Land Registry whose lead time is currently 20 months, so no response anticipated until January 2027. Replacement signage – in progress.

- Legend on a Bench, Suicide Prevention Awareness – completed 2/10/25.
- Replacement benches for the Recreation Ground – review in December 2025.
- Replacement slats for vandalised memorial bench – complete.
- Noticeboard maintenance – scheduled.
- Car Scheme recruitment drive leaflet drop – pending.
- Christmas illuminations – in progress.
- Allotment tenancy renewals for 2025-26 – in progress.
- Buckinghamshire Council Community Board Grant for the Repair Café at the Pavilion – complete.
- Public Access Defibrillators – last two locations in progress. Lamps & Tubes Illuminations currently scheduled installed for mid-December.
- Please refer to Sport & Leisure Committee minutes for full list of S&L related matters.

189/25 CORRESPONDENCE

- The list of correspondence received was noted.
- Cllr Mrs Nash provided an update on the Local Nature Recovery Strategy. Cllrs Nicholls and Dr Frearson to consider attending the launch event on 12/12/25.
- BMKALC Futureproof Planning Seminar 10-4pm on 24/11/25 – Councillors (especially those on the planning committee) to please advise the clerk if they were able/wished to attend (£100pp).
- The change to Unity Trust Bank terms and conditions was noted.
- It was noted that Buckinghamshire Council were currently hoping to resurface the section of Marsworth Road from the roundabout to the Kings Head in Ivinghoe within the next 3 months. Exact date tbc.
- It was **RESOLVED** to promote the Digital Landline Switchover website as this was very comprehensive, rather than train a local champion.

Committee Matters:

190/25 PLANNING COMMITTEE AND RELATED MATTERS

1. Minutes

- It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 16/10/25 and consideration was given to the referred matter below.
- It was **RESOLVED** to try and include a budget provision of £30k within the 2026-27 budget to enable a review of the Neighbourhood Plan, should the Parish Council decide to progress with the initiative. It was recognised that this was a large sum to find in one financial year, and councillors would review other projects currently under consideration for 2026-27 to see what may be able to be pushed back by 12-months.

2. Application Consultations

None.

3. Decisions notified by Buckinghamshire Council

None.

3. 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), 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).

4. TCPA Annual Membership

It was **RESOLVED** to approve renewal of annual membership to the Town & Country Planning Association (£105.36 + VAT).

191/25 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 9/10/25. Consideration was given to the following matters referred to full council:

- It was **RESOLVED** to provision for a 10% uplift in both costs and income for 2026-27.
- See minutes below re other matters in relation to P&IUCF.

2. Windsor Road Slide

Awaiting approval for the release of Section 106 funds from Buckinghamshire Council, who have advised that applications may not now be considered until their November council meeting.

3. P&IUFC and Step 6 Ambitions

It was **RESOLVED** that, in principle, the council was supportive of the desire to progress to Step 6, but that insufficient information had been provided by the Club to enable full consideration at the current meeting.

It was stressed that the initiatives could not move forward without the detailed information required and the approval of the Parish Council.

4. Pitch Side Advertising / P&IUFC

It was **RESOLVED** to approve the proposal for a joint initiative with P&IUFC regarding advertising banners on the infill panels around the senior pitch.

Banners to be charged at £250 per annum. £33 expense to produce the banner to be deducted. 33% of the remaining profit (ie £72 per panel per annum) to be passed to the Parish Council, who would ring-fence the income for pitch maintenance. 66% of the profit to be retained by the Club (£145).

Potential income if all 144 panels are sold = £72 x 144 = £10,368 per annum.

The Club to provide a full summary of advertising sold, and pass the associated funds, to the Parish Council quarterly in arrears.

The Club to work with the Parish Council regarding the marketing strategy.

Arrangements to be reviewed annually.

5. Variation to Premises Licence / P&IUFC

The responses from both the Licencing Authority and the Insurance Company were noted. The concerns of the Parish Council were discussed.

It was **RESOLVED** to advise P&IUFC that the hirers store could not be relinquished and to provide details of the works that the Club would need to undertake/fund, and request that the Club provide sufficient information about their business management plan for both the initial funding and the ongoing management of such a store to fulfil the variation request, and convince the Parish Council of the viability of changing the existing terms.

6. Paul Winton Fitness

Consideration was given to the proposal submitted by Paul Winton Fitness. It was **RESOLVED** that, in principle, the council may be interested in permitting this development at the Pavilion site. It was further **RESOLVED** to request a more detailed submission/business plan and continue discussions further. It was **RESOLVED** that a formal lease/occupational licence would be required and a commercial level of rent would be chargeable.

7. Fire Safety

- It was **RESOLVED** to note the feedback from the Worknest Webinar "From Risk to Reassurance – Mastering Fire Safety Standards" undertaken by the Parish Assistant on 9/10/25.
- It was **RESOLVED** to note that the Parish Assistant had agreed to attend "BS8674 – Understanding the Framework for Fire Risk Assessor Competency" a free Fire Protection Association webinar on 2/11/25.
- It was **RESOLVED** to approve renewal of the annual membership of Fire Protection Association (£275).

8. S106 Sport and Leisure Contribution

It was **RESOLVED** to approve the revised draft wording recommended by Joe Houston, Parks and Green Infrastructure Officer at BC, in regard to the S106 sport and leisure contribution should BC be minded approving planning application reference 25/01756/AOP.

192/25 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. Volunteer Thank You Evening

It was **RESOLVED** to postpone the January event and give further consideration to the number and format of ongoing events at the next council meeting. For example, it was suggested it may be preferable to hold one annual event in late March or April and review catering. Clerk was asked to circulate the Rural Roasts menu info.

3. Co-option of a councillor to fill remaining vacancy

No new expressions of interest this month. Further publicity has been placed in PPP, website and social media.

Charity Matters:

193/25 PITSTONE PARISH CHARITY

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

194/25 PITSTONE RECREATION GROUND CHARITY

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

Working Group Matters:

195/25 YOUTH CAFÉ

It was noted that there were no matters for discussion this month.

196/25 NEIGHBOURHOOD PLANNING

It was **RESOLVED** to note the feedback from the Pitstone Settlement Spatial Plan meeting with ONH on 15/10/25. A further meeting is planned for the end of November.

Cllr Weber departed the meeting.

Other Matters:

197/25 BC DEVOLVED SERVICES

- It was noted that an event banner permit had been issued to Beacon Choir re Magnificat.
- It was noted that the road sign (30/40mph limits) at the junction of Westfield Road and Marsworth Road had been re-aligned following an impact.

198/25 NATIONAL TRUST

- 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 able to meet with the Council. The Parish Council is waiting for a revised date for the meeting from Paul Miller at the National Trust.
- It was noted that the Parish Council had requested an opportunity to discuss their land holdings near the settlement boundary at the same meeting.

199/25 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, and the Parish Council is still waiting for a full explanation about the extent and timescale of these works. Works to be funded by Nicholas King Homes S106 payment.

2. Local Wildlife Site Parking

Waiting for response from Bidwell's, 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.

3. Pedestrian Barrier at the Junction of Hurst Path /Windsor Road

The further exchange of correspondence with the resident was noted, with the Parish Council offering to support a minor relocation of the proposed barrier slightly further up the path to avoid the residents entrance path falling between the barriers, if the Highways Authority deemed this acceptable.

4. mVAS Reports

It was **RESOLVED** to note receipt of the mVAS reports for Cheddington Road and Vicarage Road. The full reports have been published to the website for the benefit of residents. Cheddington Road had seen a decrease in both the average and 85th percentile speeds. Vicarage Road had seen a slight increase in the 85th percentile with the average speed static.

200/25 **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.

201/25 **OTHER MATTERS**

1. Moving to .Gov

- It was **RESOLVED** to appoint Aubergine to supply a .gov website at a cost of £499 + VAT for the Year 1 set up costs for the standard package, and £299 + VAT pa ongoing (plus any optional services).
- It was **RESOLVED** to purchase the additional forms and poll module for £50 + VAT per year.
- It was **RESOLVED** to purchase the additional email service (20 addresses with 2gb of space) for £60+ VAT per year.
- It was **RESOLVED** to purchase the WCAG compliance monitoring scan and reports at a cost of £299 + VAT per year.
- It was **RESOLVED** to potentially purchase the planning portal integration module if it could be adapted to also show the parish council comments and neighbourhood notification information, at a cost of £100 + VAT per annum.
- It was **RESOLVED** to discuss the implications for the existing village website and the email addresses used by other local charities at the November meeting.

2. Water Quality Monitoring Scheme for the Whistle brook

It was noted that Ivinghoe Parish Council had agreed to table a discussion regarding the above on their November meeting agenda. Update to be provided at the November parish council meeting.

3. Gardening

Quotations being sought. Carried forward to November meeting.

4. Martyn's Law

- It was noted that the Parish Assistant had agreed to become the Parish Council expert re Martyn's Law, as the implications and requirements were similar to those for the Fire Risk Assessments.
- The feedback from the Home Office training session held on 21/10/25 was noted.
- The updates from the latest information published, the likely impacts on the Parish Council and potential actions that will need to be taken, were noted. As more information becomes available, council will be updated.
- A standard tier premises falls between 200-799 attendees. The pavilion only has an internal capacity of 60 so would generally count as a non-qualifying premises. If we are non-qualifying, should any events take place at the site with a potential for more than 200 attendees, it would be the event organiser that was responsible for advising the SIA (Security Industry Authority) and complying with the regulations.
- However, a 'premises' can include the external space so it was **RESOLVED** to ask P&IUF and P&IJFC how many people they have on site on match days.

5. Good Dog Owner Campaign

It was noted that the Buckinghamshire Council Community Board were working on the above and would prepare a package of next steps.

6. Breevy8

It was **RESOLVED** to purchase a lifetime subscription to Breevy8 at a cost of \$99.

7. Microsoft 365

It was noted that the subscription price is decreasing with effect from 1/11/25 from £10.30 to £9.60.

202/25 POLICIES

1. IT Policy

To be carried forward to the November meeting for consideration.

203/25 ISSUES RAISED BY MEMBERS OF THE PUBLIC

- See earlier meeting minute regarding the pedestrian barrier on Hurst Path.
- It was **RESOLVED** to produce sleeves for the 4 information panels in the Local Wildlife Site to advise visitors not to feed the Red Kites. It was further **RESOLVED** to publish information on the website, Facebook and X feeds and in the next edition of PPP.
- Apart from items listed under reports, queries had been responded to regarding fireworks on the Recreation Ground, parking on Marsworth Road, Street Trading in Yardley Avenue, removal of Linking Lives information from the website and pothole contractors.
- It was noted that no further matters had been raised by residents for inclusion on the next agenda.

Financial Matters:

204/25 GENERAL FINANCIAL MATTERS

1. Quarterly Grant Consideration

It was noted that no grant applications had been received, and Toy Hub had confirmed that they would not require a grant this year.

2. Staff Overtime

It was **RESOLVED** to ratify the staff overtime for the month (40.5 hours of overtime for the Clerk, of which 20 hours will be cross-charged to the Parish Charity, and 0 hours for the Parish Assistant), approved by the staffing committee and to be included in the October payroll.

3. VAT Return

It was noted that the VAT returns for 1-30/9/25 (£1,198.01) had been submitted to HMRC, who had refunded this sum 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 and pavilion monthly summaries and the budget monitor.

4. Internal Controls

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

5. Asset Register / Insurance / Write Off

It was noted that no amendments were required to either the asset register or insurance cover this month and no write-offs were applicable.

205/25 BUDGETING FOR 2026-27

- The proposed schedule of fees and charges for 2026-27 was considered and it was **RESOLVED** to discuss further at the November meeting.
- The updated draft 3-year budget was considered, including all items council had requested to be included. The accompanying notes were considered. It was noted that the inclusion of £30k for the neighbourhood plan, in one financial year, along with the other projects would generate a precept rise of over 40%. It was **RESOLVED** that all councillors would review all the listed projects and accruals to decide if other projects could be held until a subsequent year, to free up enough funds to allow for the

NDP review without such a significant price increase. Suggestions to be provided to the Clerk ahead of the next meeting to enable updated documents to be circulated for the November meeting.

- It was noted that Buckinghamshire Council would not be issuing the Tax Base information until 5 December 2025 and required precept requests to be submitted by 31 January 2026.

Reports & Other:

206/25 REPORTS

- Councillor Saintey provided feedback from the BC Parish Liaison Meeting held on 8/10/25.
- It was noted that 3 faulty streetlights had been reported to Buckinghamshire Council and 2 reported to Taylor Wimpey for resolution. No other street light issues identified.
- It was noted that a fallen tree at junction of Westfield Road and Marsworth Road reported to Buckinghamshire Council for resolution. Tree originates from open space land which BC adopted from TW.
- It was noted that the National Trust sign at the Windmill car park has been vandalised again – reported to NT for remedial action.
- It was noted that fly-tipping in Yardley Avenue had been reported to Fairhive for removal (concrete beams by garages).
- It was noted that a section of failed footpath had been reported to Taylor Wimpey and Buckinghamshire Council for remedial action.
- It was noted that a new supply of 'no smoking in this bus shelter' signs has been purchased (£94 for 20) as previous supply now depleted.
- It was noted that replacement litter pickers had been purchased for a staff member as previous equipment worn out.
- The PPP financial summary was noted: Issue 146 would have generated £887.95 income (if all ads had been on new prices, some prepay for 4 editions so still within original period) and cost £815 to print. Second edition that would have broken even.
- It was noted that the Facilities Manager SIM contract with EE expires 15/11/25 and will be renewed on a like-for-like basis.
- It was noted that debris in the pond closest to the business park had been reported to Taylor Wimpey for resolution.
- It was noted that Cllr Hawkins had reported a broken bollard outside Masons to Buckinghamshire Council for resolution.
- No other reports were presented.

207/25 OTHER

1. Date and Time of Next Meeting

The next full council meeting will be held on 27/11/25 at 7.30pm.

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

- Further draft of budget
- mVAS contract renews (in long term agreement until 2026)
- Agenda item to approve staff present purchase
- Quotes for next years grass cutting etc
- No other agenda items were requested.

3. Meeting dates for 2026

It was **RESOLVED** to set the following dates for full council meetings in 2026:

- 25 December 2025 meeting was moved to 8 January 2026
- 29 January 2026
- 26 February 2026 (to include Ashridge Estate committee update)
- 26 March 2026

- 30 April 2026
- 28 May 2026
- 25 June 2026 (to include Ashridge Estate committee update)
- 30 July 2026
- 27 August 2026
- 24 September 2026
- 29 October 2026 (to include Ashridge Estate committee update)
- 26 November 2026
- 31 December 2026 meeting to move to 7 Jan 2027

4. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 27/11/25, 8/1/26, 29/1/26, 26/2/26, 26/3/26, 30/4/26, 28/5/26, 25/6/26, 30/7/26, 27/8/26, 24/9/26, 29/10/26, 26/11/26 and 7/1/27.
- Sports and Leisure Committee meetings: 13/11/25, 11/12/25. No meeting in January. 12/2/26, 12/3/26, 9/4/26, 14/5/26, 11/6/26, 9/7/26, 13/8/26, 10/9/26, 8/10/26, 12/11/26, 10/12/26.
- Staffing Committee: 3/2/26
- Volunteer Thank You Events: postponed until spring 2026.
- Recreation Ground Charity: after the sports & leisure committee meetings in September, January and May
- Step-up grant application deadlines: end May, end August, end November and end February.
- Step-up grant panel/parish charity meeting dates: 18/12/25.
- PPP Publication dates: April, July, October, and January.
- SLCC branch meetings: 10/12/25
- BC issuing Tax Base 5/12/25. Precept submission deadline 31/1/26.
- PAA AGM 20/11/25.
- PPC work place pension cyclical re-enrolment date : 14/1/26
- MS Publisher no longer operational after 1/10/26
- Ashridge Estate Committee meetings: 16/2/26, 8/6/26 and 12/10/26.

208/25 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 22.30.

Signed

Date:

Chairman