

# PITSTONE PARISH COUNCIL

**NOTICE IS HEREBY GIVEN OF** the meeting of the full Parish Council  
to be held at Pitstone Pavilion on Thursday 29 January 2026 at 7.30pm

Laurie Eagling, Clerk to the Council

Pitstone Pavilion, Marsworth Rd, Pitstone, LU7 9AP  
Tel: 01296 767261

Signed L Eagling  
Date: 22 January 2026

## THAMES VALLEY POLICE HAVE YOUR SAY EVENT 6.30-7.30pm

Please note that Thames Valley Police will be hosting a 'Have Your Say' event at the Pavilion immediately prior to the council meeting. Please come along to meet your neighbourhood policing team to discuss all things crime and safety. Whether you've seen it, heard it, or been affected by it, they'd like to hear from you about it.

## A G E N D A

### 1. ATTENDANCE AND APOLOGIES

- To note attendance.
- To consider/approve any tendered apologies for absence from the meeting.

### 2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

- To consider declarations & dispensation requests from councillors on matters to be considered at the meeting.

### 3. PUBLIC PARTICIPATION SESSION - QUESTIONS FROM MEMBERS OF THE PUBLIC AND PRESS

The monthly opportunity for members of the public to put questions or provide information to the parish council.

### 4. QUESTIONS FOR, AND UPDATES FROM, THAMES VALLEY POLICE

The opportunity for members of the public to put questions to the local Thames Valley Police neighbourhood policing team, and for TVP to provide updates to the Parish Council and public.

### 5. QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

The monthly opportunity for members of the public to put questions to Buckinghamshire Councillors, and for those Councillors to provide updates to the Parish Council and public.

### 6. MINUTES OF PREVIOUS MEETING

To resolve that the minutes of the previous meeting held on 8 January 2026 are a true and accurate record of the meeting.

### 7. TO NOTE RECEIPT OF THE REPORT ON ONGOING ITEMS/MATTERS ARISING (for information only)

### 8. TO NOTE RECEIPT OF THE CORRESPONDENCE RECEIVED

### COMMITTEE MATTERS

### 9. PLANNING COMMITTEE MATTERS

#### 1. Minutes

To note that no committee meeting took place during the month so no minutes due.

#### 2. Application Consultations from Buckinghamshire Council

- Moat Farm, Vicarage Road; PL/25/5461/FA (full planning) and PL/25/5462/HB (listed building consent); Change of use of land and buildings to extend residential curtilage with alteration, demolition and erection of replacement buildings, alteration to boundary treatments and installation of heat pumps.

- 28 Poultons Meadow; PL/25/5730/FA; Single storey front extension incorporating conversion of existing attached garage into habitable accommodation and associated fenestration alterations.
- 11 Crispin Field; PL/25/5706/FA; Demolition of existing conservatory and construction of a single-storey rear extension. Installation of a new pitched roof to the front to create a storm porch, fenestration alterations, and addition of solar panels.
- 8 Durham Road; PL/25/6271/FA; Detached garage conversion.

### **3. Decisions notified by Buckinghamshire Council**

- 4 Albion Road; PL/25/4473/FA; Single storey porch extension and loft conversion into habitable accommodation incorporating roof extension, front and rear rooflights and rear dormer: Approved by Buckinghamshire Council.

### **4. Applications outstanding with Buckinghamshire Council**

Land Adjacent to Allotment Gardens (nursery site only), Land to the rear of 87 Marsworth Road (5 dwellings), Land to the rear of 12 Queen Street (3 dwellings), redevelopment of Pitstone Quarry (minerals and waste planning application with both BC and HCC); Land North of Glebe Close (up to 100 houses) and The Haldi car park on Marsworth Road (change of use to hand car wash), Land off Cheddington Road (1 dwelling).

## **10. SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS**

1. To note that no meeting had taken place during the month, so no draft minutes were due.
2. **P&IUFC Step 6 and Premises Licence** – To note that the detailed submission has not yet been received from P&IUFC. Carry forward to next meeting.
3. **Paul Winton Fitness** – Discussions are ongoing.
4. **Upcoming Martyn's Law** – To note this month's updates.
5. **Wet Pour Repairs** – To consider/approve quotations for undertaking wet pour repairs identified in the annual inspection reports.

## **11. STAFFING COMMITTEE AND RELATED MATTERS**

- To note that no committee meeting took place during the month so no minutes due.
- To note updates on the 6/3/26 Volunteer Thank You Evening.
- To note any update on recruitment of a councillor to fill the remaining vacancy.
- To note any updates re upcoming Employment Rights Act 2025 eta April 2026.
- To note legal obligations undertaken re workplace pension cyclical re-enrolment (14/1/26) and re-declaration to the Pensions Regulator.
- To note update on the enrolment of one employee into the workplace pension scheme.

## **CHARITY MATTERS**

### **12. PITSTONE PARISH CHARITY MATTERS**

To note that no charity meeting took place during the month so no minutes due.

### **13. PITSTONE RECREATION GROUND CHARITY MATTERS**

To note that no charity meeting took place during the month so no minutes due.

## **WORKING PARTY MATTERS**

### **14. YOUTH CAFÉ**

No issues for discussion this month.

## **OTHER**

### **15. DEVOLVED SERVICES**

- To consider/approve permits issued for charitable event signage, and unauthorised signs where removal was requested.
- Details of the new Devolved Services offering from Buckinghamshire Council due in February.

### **16. NATIONAL TRUST**

- Pitstone Hill Agreement – To note receipt of any response from National Trust.

### **17. HIGHWAYS AND RIGHTS OF WAY**

- Ivinghoe & Pitstone Safety Scheme (Westfield Road to Vicarage Road) – To note latest update from Buckinghamshire Council.

- Parking by the Local Wildlife Site – To note still waiting for response from Bidwells on behalf of Taylor Wimpey.
- mVAS – To note receipt of the latest mVAS data from Cheddington Road and Vicarage Road.

## 18. ALLOTMENTS

- Potential Water Taps – To note still pending further information/quotations from Pitstone Allotment Association.

## 19. PITSTONE COMMUNITY CAR SCHEME / DACORUM VOLUNTARY DRIVER SCHEME

To consider request for support from the Dacorum Voluntary Driver Scheme, who occasionally fulfil trip requests if we are unable to fulfil them through the Pitstone Community Car Scheme.

## 20. OTHER MATTERS

- IT Strategy
  - To consider/approve the remaining aspects of the IT strategy (and associated costs) including village website and email accounts.
  - To note progress on switch to .gov website and emails.
  - To approve/ratify the confirmation of approximately £470 + VAT for Aubergine to transfer appropriate data from the old site to the new site (previously quoted at £10 per page).
  - Proposed IT Policy – To consider and approve the proposed IT Policy.
- Community Engagement Policy – To approve the annual review of the Community Engagement Policy.
- Water Quality Monitoring for the Whistle Brook – To note the updates on this project.
- Gardening/Ground/Tree Quotations – To consider/approve the various quotations.
- Unmetered Electricity Contract – Tomato Energy went into liquidation and British Gas were appointed as Supplier of Last Resort. British Gas has now emailed to say they are working on our account and first invoice. Can now commence to get market comparison quotations.
- CCTV – To consider update and costs from Buckinghamshire Council.

## 21. ISSUES RAISED BY MEMBERS OF THE PUBLIC, NOT ELSEWHERE ON AGENDA

- To note the minor matters that have been raised by residents and resolved during the month.
- To consider any requests to be tabled on the next agenda.

## FINANCIAL MATTERS

### 22. GENERAL FINANCIAL MATTERS

1. To ratify the monthly staff overtime payments approved by the staffing committee.
2. To note details of monthly VAT return.
3. To ratify and/or approve payments in accordance with the budget and consider the receipts/reconciliations/ debtor/creditor, detailed monthly summary reports and budget monitor.
4. To conduct all necessary internal controls and determine any issues arising.
5. Insurance / Asset Register / Write Off: To approve amendments to the asset register and insurance this month.
6. To consider quarterly grant applications received.

### 23. BUDGETING FOR 2026-27

1. To approve the final budget for 2026-27 and the 3-year plan.
2. To approve the associated precept submission to Buckinghamshire Council.

### 24. AUDIT

1. To conduct/approve the 6-monthly review of Internal Controls and complete the Annual Internal Audit, including the changes required for the introduction of Assertion 10.
2. To note receipt of the Engagement Letter from IAC Ltd for the 2025-26 internal audit, along with the date of the on-site interim audit and schedule of documents required for inspection.
3. To consider the quotation from IAC Ltd for the next 3-year long term agreement in relation to the provision of internal audit services.

## **REPORTS AND UPCOMING MEETINGS**

### **25. REPORTS**

- To note any faulty street lights reported for resolution this month.
- To note potholes and highway issues reported for resolution this month.
- To receive feedback from the BMKALC Parish Liaison Meeting held on 15/1/26.
- To receive feedback from the BC Community Board priorities update meeting held on 22/1/26.
- To receive feedback from the BC Parish Clerks Forum: 26 or 29/1/26.
- To note PPP issue 147 performance.
- To note other reports.

### **26. NEXT MEETINGS**

1. To note the matters for inclusion on the 26 February 2026 agenda and determine any further matters.
2. To note the reminders and forthcoming events.

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 will be excluded from this meeting due to the confidential/sensitive nature of the business to be transacted. However, the minutes and resolutions arising will still be published to pitstone.co.uk.

### **27. PITSTONE VOLUNTEER OF THE YEAR 2026**

To consider the nominations, determine the winner, and approve the associated expenditure.

### **28. PLANNING RELATED MATTERS**

#### **1. National Planning Policy Framework Consultation**

To note feedback from ONH seminar on 20/1/26, consider the impact of the NPPF on local plans, and determine any response required to the consultation.

#### **2. Neighbourhood Planning / ONH**

- To consider the refined scenarios.
- To receive feedback from stakeholder meetings and determine any matters arising.

#### **3. Planning**

To determine response/actions arising in respect of confidential planning related matters.

#### **4. Legal Advice Financial Provision**

To approve a budgeted allowance for 2025-26 and 2026-27 to enable professional legal advice to be sought if/when appropriate.

THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR COUNCIL MEETINGS  
AND TO ADDRESS THE COUNCIL DURING THE PUBLIC PARITICIPATION SESSION  
YOU CAN ALSO REACH US AT ANYTIME VIA PHONE, EMAIL, POST OR SOCIAL MEDIA  
THE MINUTES OF THE MEETING WILL BE PUBLISHED TO PITSTONE.CO.UK