

PITSTONE PARISH COUNCIL

Minutes of the Meeting of Pitstone Parish Council held on 8 January 2026
at Pitstone Pavilion commencing at 7.30pm

General Matters:

234/25 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies & Absence

It was **RESOLVED** to accept apologies for absence from Cllr R McCarthy and Cllr Mrs Crutchfield (both on ground of ill health), and Buckinghamshire Councillor P Brazier. Cllr Hawkins was absent.

3. Others present

2 members of the public.

235/25 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.

236/25 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

No questions were tabled from the public gallery.

237/25 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Chris Poll had provided a report electronically including updates on the BC budget and residential development targets. Councillor Peter Brazier had today advised that the latest update to their Call-for-Sites should be released on 9/2/26.

238/25 MINUTES OF THE MEETING held on 27/11/25

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

239/25 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. Preparing additional materials for Peter Brazier.
- 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.
 - Marsworth Road – BC hoping to resurface and replace the humps 20/1/26 for 9 nights (weather 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 outstanding.
 - 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 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.
- BC 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 presentation to full council apparently postponed. No new estimate supplied. 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. Meeting being arranged.
- RTI panel from Recreation Ground bus stop – BC advise (Nov 25) that it was not possible to repair the vandalised unit so they have placed an order for a new one
- 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.
- BT Openreach advising via their fibre checker that full fibre broadband should be installed in our area during 2026.
- 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 but can't provide an ETA. Resident and LAT to continue to monitor instances for next 6m (to end April).
- Events: HouseMouse 13-18/5/2026
- Brookmead confirmed no further assistance required at the present moment in time

- BMKALC/NALC – awaiting updated template Financial Regulations to reflect new local tendering and £30k/£60k tendering requirements.
- 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, tents purchased and will be used on February camping trip
 - 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 – on hold pending new email address.
 - Noticeboard maintenance – scheduled.
 - Public Access Defibrillators – final two locations now installed and operational. Publicity issued. Project complete.
 - PPP artwork – MS Publisher discontinuing in October 2026, Editor to explore Affinity by Canva to establish if a suitable replacement.
 - Pitch advertising/infill panels – order placed (£5,885 + VAT) with 10 units due to be delivered w/c 22/12/25 and 130 units to be delivered w/c 12/1/26. Payable upon delivery of complete order. Awaiting response from P&IUFC re promotion strategy.
 - Replacement slide for Windsor Road – order placed with Creative Play for bespoke Jigsaw tower with wet pour overlay £16,200 + VAT (part funded by release of S106). Anticipated installation date brought forward to w/c 2/2/26. Site survey arranged for 20/1/26.
 - Volunteer of the Year – entries to be submitted by 19/1/26.
 - Please refer to Sport & Leisure Committee minutes for full list of S&L related matters.

240/25 CORRESPONDENCE

- The list of correspondence received was noted.

Committee Matters:

241/25 PLANNING COMMITTEE AND RELATED MATTERS

This section of the meeting was Chaired by Cllr Weber, Chair of the Planning Committee.

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the committee meeting held on 4/12/25. No matters were referred to full council.

2. Application Consultations

Amended plans re Haldi Restaurant, 80 Marsworth Road; PL/25/3832/FA; Change of use from restaurant (Class 3(b)) ancillary car park to hand car wash (Sui Generis). It was **RESOLVED** to ratify the submission to Buckinghamshire Council (approved electronically due to the tight deadline) to remain **OPPOSED** to this application on numerous grounds.

3. Decisions notified by Buckinghamshire Council

138 Vicarage Road; 25/01037/APP, Householder application for erection of single storey side extension: 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), 4 Albion Road, Land off Cheddington Road (1 dwelling).

5. National Planning Policy Framework Consultation

It was noted that the new consultation was open until 20 March 2026. Members of council are attending the associated ONH seminar on 20/1/26. Will appear on a future agenda(s) to determine response.

242/25 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 11/12/25. No matters had been referred to full council.

2. P&IUFC Step 6 and Premises Licence

It was noted that no detailed submission had been received from P&IUFC. Carry forward to a subsequent meeting.

3. Paul Winton Fitness

It was noted that discussions were ongoing.

4. Neil Douglas Occupational Licence

It was **RESOLVED** to approve the updated Occupational Licence with Neil Douglas and the Chair was granted approval to sign on behalf of the council.

5. Martyn's Law

- General: It was noted that P&IUFC attendance levels are approximately 50 per match so there are no current hirers with over 200 attendees, meaning the Pavilion is likely to be a non-qualifying premises. For any event held there with over 200 people, the event organiser is likely to be the responsible body for their event (including reporting to the new appropriate body and meeting the requirements of the act). The Parish Council will still have a duty to ensure that the Event Organisers are complying before granting hire of our venue.
- Training: Protect UK offer free ACT (Action Counters Terrorism) Awareness online training in terrorism awareness, which they recommend all staff and volunteers undertake. Link provided to all councillors and staff. Log will be kept of completion.
- Bleed kit: Even if pavilion falls outside the scope of Martyn's Law, council is recommended to consider supplementing its First Aid provision at the Pavilion with a bleed control kit (eg in case of an event like the knife attack on the children at the dance class). Will appear on a Sports & Leisure Committee agenda.
- Key Cards: Protect UK publish 4 quick 'key action' cards to tell the public what to do in the event of a knife attack, acid attack etc. Now on display at the Pavilion.
- Terms & Conditions of Hire: Likely to be updated in due course to prompt and give guidance to hirers in the same way we ask them to undertake a fire evacuation.

243/25 STAFFING COMMITTEE AND RELATED MATTERS

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

1. Minutes

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

2. Volunteer Evenings

It was **RESOLVED** to hold the two events on Friday 6 March and Friday 4 September 2026.

It was **RESOLVED** to book Rural Roasts to provide canapes on 6/3/26 at approximately £10 per head. Awaiting confirmation of their availability.

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.

4. Ex-Gratia Payment to the Parish Assistant

It was **RESOLVED** to ratify the ex-gratia payment of £100 (approved by the Staffing Committee electronically) for the Parish Assistant in recognition of exceptional additional workload undertaken during the prolonged absence of the Facilities Manager. Payment will now be made in the January payroll.

5. Fire Warden Refresher Training

It was **RESOLVED** to approve refresher training (has to be renewed every 2-years) for the Clerk and Facilities Manager. High Speed Training £35 + VAT per person.

6. Unfair Dismissal Legislation

The new Unfair Dismissal Legislation was noted. No immediate actions arising.

7. Upcoming Employment Rights Act 2025

- It was noted that the Clerk had attended the BMKALC training session on 7/1/26 (free).
- It was noted that the first tranche of legislation is due to be introduced in April, followed by further changes every 6-months.
- Key points for discussion at the forthcoming Staffing Committee meeting:
 - Review all existing staff contracts as the Act will include:
 - Removing the Lower Earnings Limit (LEL) and waiting period for Statutory Sick Pay (now available from Day 1, not Day 4)
 - Anyone who earned below the required threshold for SSP will now be entitled to 80% of their normal pay from Day 1.
 - Day 1 maternity/paternity leave.
 - Increased flexible working requirements.
 - BMKALC recommend using the NALC template contracts as they are currently legislatively correct (eg can no longer say x hours spread over the week).
 - Review Standing Orders and Staffing Committee Terms of Reference and Delegated Powers to ensure that they don't conflict and all the necessary escalation procedures etc are in place.
 - Introduce a specific Sexual Harassment Policy. Need to be able to demonstrate a risk assessment has been carried out & procedures put in place. The new Act will step-up from this to say the employer must be able to demonstrate that they have done everything possible to prevent any form of harassment, from any person, including third parties (eg contractors, members of the public, customers etc).
 - Initiate simple log of holiday records for all staff for 6-year period.
 - Other aspects included in the Act, but not likely to affect the Parish Council, include banning zero hours contracts, and changes to mass hiring/firing etc.
 - Further updates to be provided as the Legislation is confirmed.

8. Minimum Wage

It was noted that the National Living Wage/Minimum Wage for workers aged 21 years and over will increase to £12.71 from £12.21 (4% increase) with effect from April 2026. Staffing Committee to consider at their February meeting, whether to adopt the new rate or set an incremental amount.

It was noted that the 2026-27 budget provision was currently 5% so the newly published figure was provisioned for.

9. Workplace Pension – NEST

- It was noted that the Parish Assistant's earning level now meant that they were eligible for auto-enrolment into the Nest pension scheme. Enrolled with effect from 1/1/26. The employee can opt-out if they so choose. Will update Council in due course.
- It was noted that our 3-yearly re-enrolment date is 14/1/26. Employers are legally obliged to automatically enrol certain employees back into the scheme if they have previously opted-out. Council is then legally required to complete a re-declaration to the Pensions Regulator that we have completed our legal duties. Further update to be provided to the 29/1/26 meeting.

10. NALC Legal Updates Training

It was noted that the Clerk was attending the above training (free) on 30/1/26. Update to be provided to the February Council meeting.

Charity Matters:

244/25 PITSTONE PARISH CHARITY

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

245/25 PITSTONE RECREATION GROUND CHARITY

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

246/25 PITSTONE MEMORIAL HALL CHARITY

- It was **RESOLVED** to approve the payment of the invoice from PMH to enable the Parish Council to utilise their wheelie bins for refuse collected from the Recreation Ground and by our Litter Pickers. £240 per annum.
- It was **RESOLVED** to note that £1 annual peppercorn rent, due from Pitstone Memorial Hall, had been deducted from the above invoice.

Working Group Matters:

247/25 YOUTH CAFÉ

- It was **RESOLVED** to approve the refund on the purchase of hockey goals and pucks, purchased by the Café Manager whilst on sale. £16.01 per goal and £9.99 per puck.
- It was noted that the Chairman was assisting with some IT issues relating to the Youth Café registration website.

248/25 NEIGHBOURHOOD PLANNING

- It was noted that the refined scenarios had been re-circulated to all councillors and a discussion would be tabled on the 29/1/26 agenda.
- It was noted that meetings were being arranged with: BC's Neighbourhood Planning Team; BC's Strategic Planning Team (tbc); local education providers and the local parish councils. Updates to be provided at the 29/1/26 meeting.
- It was noted that reaching out to other potential local stakeholders would be held in abeyance until the outcome of the first phase of communications was known.
- It was noted that Buckinghamshire Council were due to release their latest Call for Sites information on 9/2/26.

Other Matters:

249/25 BC DEVOLVED SERVICES

- It was noted that no applications for event signage had been received this month.
- The outcome of the Devolved Service Review carried out by Buckinghamshire Council was noted along with their proposal for modifying their Devolved Service offering. BC hope to issue further details in February, which will enable more comprehensive consideration by the Parish Council.

250/25 NATIONAL TRUST – PITSTONE HILL AGREEMENT

- It was noted that the National Trust had confirmed receipt of Council's correspondence and were liaising with their Legal department before responding.
- It was **RESOLVED** to issue the notice of variation of contract letter to the affected member of staff.

251/25 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

It was noted that the Parish Council is still waiting for a response from Bidwell's, who are acting on behalf of Taylor Wimpey. They were due to liaise with TW and the tenant farmer and respond to the parish council.

3. mVAS Reports

It was **RESOLVED** to note receipt of the latest mVAS reports, which had also been published on the website for the benefit of residents. Headline data:

- Marsworth Road 85th percentile up from 26.3 to 27.6 and average speed up from 21.03 to 21.9.
- Westfield Road by Warwick Road Junction 85th percentile up from 34.2 to 34.6 and average speed up from 28.58 to 28.99.

252/25 **ALLOTMENTS – WATER TAP INSTALLATION**

Clr Dr Frearson is assisting the Allotment Association to obtain the necessary quotes and information so that a response can be submitted to National Trust in due course.

253/25 **OTHER MATTERS**

1. IT Strategy and Policy

- Move to .gov

Initial training undertaken. Initial meeting held with account manager. Aubergine advised that they can't launch until mid-March due to current workload, but would guarantee it was live before the audit. Email management suite live.

- Village website and emails

It was **RESOLVED** to discuss the implications for the existing village website and the email addresses used by other local charities at the next meeting.

- IT Policy

To be carried forward to the next meeting for consideration.

2. Water Quality Monitoring Scheme for the Whistle brook

- Ivinghoe Parish Council liaising with Cllr Dr Frearson.
- Cllr Dr Frearson has presented to Slapton Parish Council who are also keen to extend the proposal to cover their section of the brook.
- Article produced for PPP/website/social media/noticeboards to recruit volunteers. Clerk will supply to Slapton and Ivinghoe for them to adapt. Clerk to re-draft into a letter for properties bordering the brook.

3. Gardening

No response from the gardener. Carry forward to the next meeting.

4. Unmetered Electricity Contract for Street Lighting

- It was noted that British Gas have still not provided an ongoing quotation – suspect it is because they don't normally offer an unmetered electricity service. Comparison quotations can be obtained from other brokers/suppliers once in receipt of this. Still chasing.
- The advice from the regulator is not to switch until British Gas has the account up and running and has supplied a quotation. No exit fees will be applicable. The supply will continue uninterrupted.

5. Pitstone Parish Post

It was **RESOLVED** to approve the Parish Council submission for the upcoming edition of Pitstone Parish Post.

6. Remote/Hybrid Meetings

It was noted that legislation to enable remote/hybrid meetings again was currently being considered. Cllr Nicholls investigating options, which would likely involve expenditure in better sound equipment (such as the owl), with a view to including a potential financial provision within the 2027-28 budget (it is not anticipated that it will be enacted during 2026).

254/25 **CONSULTATIONS**

It was **RESOLVED** that no response was required to the Buckinghamshire Fire and Rescue Service public consultation for the On-Call Improvement Programme.

255/25 ISSUES RAISED BY MEMBERS OF THE PUBLIC

- In addition to some of the items listed under reports, queries had been responded to regarding adoption of Croudace lighting; grit bin in need of refill at end of Durham Road to Taylor Wimpey for resolution; fly-tipping reported to Bellway for resolution and advised Marsworth PC about defibrillators.
- It was noted that no further matters had been raised by residents for inclusion on the next agenda.

Financial Matters:

256/25 GENERAL FINANCIAL MATTERS

1. Staff Overtime

It was **RESOLVED** to ratify the staff overtime for the month (36 hours of overtime for the Parish Assistant and 30.5 hours of overtime for the Clerk (of which 1 hour will be cross-charged to the Parish Charity), approved by the staffing committee and to be included in the December payroll.

2. VAT Return

It was noted that the VAT returns for 1-30/11/25 (£2,832.54) had been submitted to HMRC, who had refunded this sum to the parish council.

3. Financial Summaries and Expenditure

- It was **RESOLVED** to officially ratify the payments circulated electronically in the financial summary that had to be enacted before the end of December.
- It was **RESOLVED** to make the new 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.

It was noted that the pitch infill barriers were due for delivery in January and the replacement slide for Windsor Road was due in February.

6. Unity Trust Bank Charges

It was noted that Unity Trust had revised their charges with effect from 1/2/2026. No action required.

7. New Guidance on Reserving Competitions for Below-Threshold Contracts

It was **RESOLVED** to note the new Guidance on Reserving Competitions for Below-Threshold Contracts. Under the changes, councils, fire and police authorities in England will now be able to reserve competitions for their lower-value contracts to UK-based suppliers and suppliers in a defined local area. The move, disapplying section 17(5)(e) of the Local Government Act 1988 in certain circumstances, gives councils the tools to support growth in their communities, while maintaining the core principles of fair competition and value for money when awarding below-threshold contracts.

257/25 BUDGETING FOR 2026-27

- It was noted that Buckinghamshire Council had advised that there is no change to the tax base figure for 2026/27 so it remains static at 1,405.43.
- The updated proposed schedule of fees and charges for 2026-27 was considered. It was **RESOLVED** not to increase youth café admittance charges. It was **RESOLVED** not to budget for an increase in allotment fees at present and to review the situation closer to the time.

- The updated draft 3-year budget was considered, incorporating all the amendments requested by Council at the previous meeting. Council asked for the following amendments to be made prior to the final budget:
 - Include £600 pa for initial set up costs for water quality monitoring of the brook (training and equipment), with lower ongoing costs in subsequent years.
 - Include £200 pa to fund the village and youth café websites.
 - Increase the provision for legal fees back up to £5k.
 - Include a provision of £2k in the 2027/28 budget for remote meeting IT.

Reports & Other:

258/25 REPORTS

- It was noted that no faulty street lights had needed to be reported for resolution this month.
- Cllr Mrs Nash provided feedback from the launch of the Local Nature Recovery Strategy.
- It was noted that 2 (potentially 3) new drivers had joined the car scheme following the recent leaflet drop.
- Deceased fox on Cheddington Road reported to Buckinghamshire Council for resolution.
- Fly-tipping in Tun Furlong reported to Bellway for resolution.
- Fly-tipping in Pitstone Windmill car park reported to Buckinghamshire Council for resolution.
- A broken gate on the track by the allotments reported to National Trust Ashridge Estate for resolution.
- A fear-for-welfare report was made about a campervan on Lower Icknield Way since before Christmas. Clerk to advise appropriate body.
- No other reports were presented.

259/25 OTHER

1. Date and Time of Next Meeting

The next full council meeting will be held on 29/1/26 at 7.30pm. Cllr Saintey tendered his apologies.

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

- Approve final budget.
- Approve precept request.
- Confidential session at end to determine volunteer of the year.
- Confidential session at end to determine response to NPPF consultation and consider potential impact on local planning policies (BC and Pitstone).
- Workplace pension cyclical re-enrolment and re-declaration update.
- PPP financial update for the January 2026 edition.
- Updated brief from Internal Auditor to include assertion 10, and quote for next 3-year agreement.
- Annual review of Internal Controls and complete Annual Internal Audit (including changes re assertion 10).
- Set Annual Parish Assembly date and determine any specific agenda items.
- Quarterly grant consideration.
- Annual review of Community Engagement Strategy.
- Schedule fire drill for youth café.

- No other agenda items were requested.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 29/1/26, 26/2/26 (PCSO Mike Coker in attendance), 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, 7/1/27
- Sports and Leisure Committee meetings: 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: Fri 6 March and Fri 4 September 2026
- Recreation Ground Charity: after the sports & leisure committee meetings in September, January (no sports & leisure in January so will be in February) and May (no sports & leisure in May, so will be in June).
- Step-up grant application deadlines: end May, end August, end November and end February.
- Step-up grant panel/parish charity meeting dates: 19/3/26, 18/6/26, 17/9/26, 17/12/26.
- PPP Publication dates: April, July, October, and January.
- PPC Workplace pension cyclical re-enrolment date : 14/1/26
- MS Publisher no longer operational after 1/10/26
- BC Parish Clerks Forum: 26 & 29/1/26 via Teams
- BC Town & Parishes Planning Forum: postponed until February, date tbc
- BMKALC Liaison Meeting: 15/1/26
- HouseMouse 2026: 16/5/25. Big Top on site 13-18/5/26.
- Pavilion pitch summer renovation: 19/5/26 to last weekend in July.
- BC Community Board priorities update meeting 22/1/26
- BC Community Board full meeting March 2026 (date tbc)
- NALC Legal Updates Training 30/1/26 - Clerk

260/25 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 20.50pm..

Signed

Date:

Chairman