

# PITSTONE PARISH COUNCIL

Minutes of the Meeting of Pitstone Parish Council held on 26 February 2026  
at Pitstone Pavilion commencing at 7.30pm

## General Matters:

### 289/25 ATTENDANCE AND APOLOGIES

1. Council present

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

2. Apologies & Absence

It was **RESOLVED** to accept apologies for absence from Cllr Nicholls (personal commitment), Cllr McCarthy (unwell), Cllr Blunt (personal commitment) and Cllr Cattermole (annual leave).

3. Others present

Buckinghamshire Councillors C Poll and P Brazier; J Byrom Chair of National Trust Ashridge Estates Committee; 2 members of the public regarding Moat Farm planning; and one member of the public.

### 290/25 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 contractual SCP increase on the agenda. The clerk never has a vote.
- No other declarations nor dispensations were received.

### 291/25 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

A member of the public raised a question about the water quality testing project for the Whistle brook. No further questions were tabled from the public gallery.

### 292/25 NATIONAL TRUST ASHRIDGE ESTATES COMMITTEE

John Byrom, Chair of the Committee, provided updates from the meeting held on 16/2/26. The briefing included updates on winter clearance of woodland, erection of more deer fences, the Coombe Wood restoration, improving one of the rides on the right-hand side of Monument Drive, Dung Clump, scrub clearance, improving the route up Ivinghoe Beacon and the upcoming Protecting Our Roots consultation events. Mr Byrom was congratulated on being re-elected Chairman of the Committee for the forthcoming year.

Mr Byrom was thanked for his attendance and updates and departed the meeting.

### 293/25 QUESTIONS FOR, AND UPDATES FROM, BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Chris Poll advised that the Buckinghamshire Council budget had been passed, provided information on the Local Plan and NESS consultations, and advised about a Fix My Street improvement.

Buckinghamshire Councillor P Brazier departed the meeting.

### 294/25 MINUTES OF THE MEETING held on 29/1/26

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 29 January 2026 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### 295/25 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. Jan 26 they advise not yet received the report from the landscaper.
- 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.
  - 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 also displayed.
- 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. Continue to chase a response.
- 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. BC advised the pack for the cabinet meeting had not yet been approved & they would chase. No further response from BC at time of writing.
- 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.
- RTI panel from Recreation Ground bus stop – finally replaced by BC and operational again.
- 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.
- 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. JFC Presentation Day 2/5/26.
- 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.
  - 1<sup>st</sup> 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.
- PPP artwork – MS Publisher discontinuing in October 2026, Editor to explore Affinity by Canva to establish if a suitable replacement.
- Pitch advertising/infill panels – Panels received. Awaiting installation and response from P&IUFCA re marketing strategy.
- Replacement slide for Windsor Road – installation complete. Post installation inspection remedials complete. Certificate issued. BACS raised. S106 release request submitted.
- Training in Progress: Fire Warden refresher training for 1 members of staff; Ladder Safety Training for 1 councillor.
- Remote/hybrid meetings: Cllr Nicholls investigating appropriate technology eg owl to enable appropriate future budget provision.
- Please refer to Sport & Leisure Committee minutes for full list of S&L related matters.

**296/25 CORRESPONDENCE**

- It was **RESOLVED** to note receipt of the notifications from EE and Unity Trust Bank of pricing/fees changes, and to note receipt of the notification from Unity Trust Bank re increase in FSCS to £120,000 (from £85k).
- The list of other correspondence received was noted.

**Committee Matters:**

**297/25 PLANNING COMMITTEE AND RELATED MATTERS**

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

1. Minutes

It was noted that no committee meeting had taken place during the month so no draft minutes were due.

2. Application Consultations

- 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. The applicants spoke regarding their proposals. The Chair of the Planning Committee had been able to attend a site visit and speak with the applicants. No objections had been received from members of the public. It was **RESOLVED** to advise Buckinghamshire Council that the Parish Council had no objections to this application, but to request a condition that the buildings must remain as ancillary use to the main dwelling only.

Two members of the public and Buckinghamshire Councillor C Poll then departed the meeting.

3. Decisions notified by Buckinghamshire Council

- 28 Poultons Meadow; PL/25/5730/FA; Single storey front extension incorporating conversion of existing attached garage into habitable accommodation and associated fenestration alterations: approved by Buckinghamshire Council.
- 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: 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) and 8 Durham Road.

5. Other

- It was **RESOLVED** to note receipt of the new Planning Guidance for Chalk Streams from Chilterns National Landscape.
- Cllrs Mrs Nash and Weber provided feedback from the BC Planning Forum meeting held on 16/2/26.

**298/25 SPORTS AND LEISURE COMMITTEE AND RELATED MATTERS**

This section of the meeting was Chaired by Cllr Hawkins, Chair of the last Sports and Leisure Committee meeting.

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the Committee Meeting held on 12/2/26. The following matters had been referred to the full council for consideration:

- Possible Padel Tennis Courts – it was **RESOLVED** to make initial enquiries with appropriate local stakeholders.
- Paul Winton Fitness – it was **RESOLVED** to ratify the recommendation of the Committee to continue discussions with P Winton on the basis of the terms outlined and engage in discussions regarding a potential Occupational Licence.

2. P&IUFCA Step 6 and Premises Licence

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

3. Martyn's Law

- General: It was **RESOLVED** to note receipt of the new guidance. Under the latest definitions both the Recreation Ground (as freely accessible open space) and the Pavilion (as it can't reasonably expect to regularly host events of more than 200 people) will be out of scope of the premises requirements. Events with over 800 attendees would be in scope for the events criteria and the event organiser would be the responsible body – requiring to notify the Security Industry Advisor and comply with the terms of the enhanced tier of protection.
- Bleed kit: Now purchased by the Sports and Leisure Committee for the Pavilion to enhance the First Aid provision.
- 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.

4. Wet Pour Repairs

Following consideration of the quotations, and the advice received from Wicksteed, it was **RESOLVED** to postpone consideration until after the next annual inspection.

**299/25 STAFFING COMMITTEE AND RELATED MATTERS**

This section of the meeting was Chaired by Cllr Saintey, member of the Staffing Committee.

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the Committee meeting held on 3/2/26. The following matters were referred to full council:

- It was **RESOLVED** to ratify the recommendation that the hourly rate for litter pickers and asset checkers rises to £12.71ph with effect from 1/4/26.
- It was **RESOLVED** to note the outcome of the annual appraisal of the Parish Clerk and to ratify the contractual single Spinal Column Point (SCP) increase effective 1/4/26 (to SCP37/£25ph).

2. Volunteer Evening (6/3/26)

It was noted that 48 volunteers and staff were currently scheduled to attend the event. Numbers and dietary requirements to be submitted to Rural Roasts next week.

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

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

4. Staff Vacancy

It was noted that one member of staff intended to move away from the area. It was **RESOLVED** to commence recruitment for a replacement.

5. Webinar

It was noted that the Clerk was booked to attend the Sage Payroll Year End webinar on 26/3/26.

### Charity Matters:

**300/25 PITSTONE PARISH CHARITY**

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

**301/25 PITSTONE RECREATION GROUND CHARITY**

It was **RESOLVED** to note receipt of the draft minutes arising from the Charity meeting held on 12/2/26.

It was noted that no matters had been referred to the Parish Council as Local Authority.

### Working Group Matters:

**302/25 YOUTH CAFÉ**

- It was noted that there were no matters for consideration this month.
- It was noted that the Chairman was assisting with some IT issues relating to the Youth Café registration website, and that Ashridge Karate had offered to run a taster session at the Youth Café.

### Other Matters:

**303/25 BC DEVOLVED SERVICES**

- It was noted that no applications for event signage had been received this month. Signage had been removed for The Five Bells and potential owners notified of collection procedure.
- It was **RESOLVED** to continue with the fulfilment of Devolved Services from Buckinghamshire Council. Memorandum of Understanding and financial contribution to be supplied in March.

**304/25 NATIONAL TRUST – PITSTONE HILL AGREEMENT**

It was noted that the National Trust had now paid the January invoice and were liaising with their Legal department before responding.

**305/25 HIGHWAYS AND RIGHTS OF WAY**

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

The update from Buckinghamshire Council was noted. It was **RESOLVED** to push BC for a meeting to clarify the information provided.

## 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.

### 306/25 **ALLOTMENTS – WATER TAP INSTALLATION**

It was noted that the Parish Council is still waiting for further information from the Allotment Association.

### 307/25 **POLICIES**

- It was **RESOLVED** to approve the annual review of the Policy on the Reporting of Meetings of the Council, and the Chair was duly authorised to sign on behalf of the Council.
- It was **RESOLVED** to approve the annual review of the suite of Car Scheme Policies & Risk Assessments, and the Chair was duly authorised to sign on behalf of the Council.
- It was noted that Cllr Dr Frearson would provide further input (eg re Whistle brook project) into the review of the Environmental and Biodiversity Policy, and this would be presented back to full council at the March meeting. Cllr Mrs Nash answered a query from a member of the public regarding this policy.

### 308/25 **CONSULTATIONS**

It was **RESOLVED** to submit the following comments to Buckinghamshire Council in respect of their Local Transport Plan:

- There is no mention of the Ivinghoe Freight Zone
- There is no mention of the agreed aspirations for cycle/footpaths to Tring station and College Lake/Bulbourne.

It was also **RESOLVED** to thank Buckinghamshire Council for the excellent bus service to Tring station, and to republicize the timetable.

The member of the public departed.

## **OTHER MATTERS**

### 309/25 **IT STRATEGY AND POLICY**

- Move to .gov

Aubergine on track to launch in mid-March.

It was noted that some members were struggling to transfer to their new email accounts. Cllr Nicholls to provide assistance to ensure all councillors are actively using the new .gov.uk email address before the end of March.

- Village website and emails

To be carried forward to the next meeting for consideration.

- IT Policy

It was **RESOLVED** to adopt the new IT Policy, and the Chair was duly authorised to sign on behalf of the Council.

- IT Guide for Councillors

It was **RESOLVED** to adopt the revised IT Guide for Councillors, and the Chair was duly authorised to sign on behalf of the Council.

- Encrypted USB Drives

It was **RESOLVED** that no members wished a new encrypted USB drive for general ongoing use, although this may be appropriate for an archive of prior email address contents for some members.

- National Cyber Security Centre

It was **RESOLVED** to note receipt of the details for the NCSC security advice for public sector organisations, including the training facilities, which members were encouraged to undertake.

### 310/25 WATER QUALITY MONITORING SCHEME FOR THE WHISTLE BROOK

- It was noted that there had been lots of volunteers come forward to assist with this project following the publicity.
- Cllr Dr Frearson is arranging a demonstration at the Whistle brook of what would be involved, followed by a meeting at a café to discuss the project further. Eta 2-3 weeks.
- It was noted that Buckinghamshire Councillors had previously advised that some set-up funding may be available for this initiative from the Community Board.

### 311/25 GARDENING

Seeking alternative contractors.

### 312/25 UNMETERED ELECTRICITY CONTRACT FOR STREET LIGHTING

- Awaiting updated quotation from British Gas, and a comparison quotation from Utility Aid.
- It was noted that the current 'deemed' contract rates with British Gas were already more favourable than the quotation supplied by Clear Utilities.
- It was **RESOLVED** to ratify entering the separate direct debit contract with British Gas for the current UMS supply, as they had been unable to utilise the existing dd in place with them for the supply to the Pavilion.

### 313/25 PITSTONE ANNUAL ASSEMBLY 21/5/26

It was noted that Dementia Awareness had been confirmed as the guest speaker. Cllr Mrs Nash to speak to Paul Miller, NT, to see if they want display boards for their current consultation. Draft agenda to be approved at the next meeting, for distribution with the April PPP.

### 314/25 ISSUES RAISED BY MEMBERS OF THE PUBLIC

- In addition to some of the items listed under reports, a query had been answered regarding Marsworth Road speed cushions.
- It was noted that correspondence had been exchanged with a resident regarding the National Trust permissive path around the allotments. National Trust advised.
- It was noted that the fly tipping in Tun Furlong continues to be an issue. TW/Bellway to resolve.
- Following consideration of the request, it was **RESOLVED** to meet the cost of installing & emptying an additional dog bin on the BC open space at the end of Westfield Road, by the junction of Marsworth Road. Permission to be sought from BC. It was noted that BC only fulfil new bin requests on a periodic basis, so there may be a delay with installation.
- It was noted that no further matters had been raised by residents for inclusion on the next agenda.

## Financial Matters:

### 315/25 GENERAL FINANCIAL MATTERS

#### 1. Staff Overtime

It was **RESOLVED** to ratify the staff overtime for the month (22.5 hours of overtime for the Parish Assistant and 42.75 hours of overtime for the Clerk (of which 0.5 hours will be cross-charged to the Parish Charity), approved by the staffing committee and to be included in the February payroll.

#### 2. VAT Return

It was noted that the VAT returns for 1-31/1/26 (£1,629) 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 Chair was granted authority to sign the financial papers on behalf of the council, and Cllr Blunt will 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

- Replacement slide £16,200; 140 x pitch infill panels £5,885; and upgrade to groundkeepers track £5,650 added to the insurance policy and asset register.
- Old Windsor Road slide to be written off £3,500 from the insurance policy and £1 community asset from the asset register.
- Tun Furlong play equipment added to the asset register at £1 community asset per item (total £48) & £1 Community Value for the land, Bellway advised the installation cost had been £63k so added this value to the insurance policy.
- Added the Legend on the Bench wooden bench at £1 community asset on the asset register and £2,000 on the insurance.
- It was **RESOLVED** to approve the updated asset register sheets and the additional premium until renewal.

#### 316/25 **AUDIT**

No matters for resolution this month. On site audit due 16/3/26.

### **Reports & Other:**

#### 317/25 **REPORTS**

- It was **RESOLVED** to note the feedback from NALC Legal Updates Training held 30/1/26 attended by the Clerk.
- It was **RESOLVED** to note that 1 light was non-operational in Crispin Field and reported to L&T Illuminations for resolution (and **RESOLVED** to accept the associated cost). 1 column in Campbell Lane had been reported to Taylor Wimpey, and 1 column in Tun Furlong had been reported to Bellway.
- No other reports were presented.

#### 318/25 **OTHER**

##### 1. Date and Time of Next Meeting

The next normal full council meeting will be held on 26/3/26 at 7.30pm.

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

- Consider and pay any Chairman's Year End Expenses.
- First draft of year-end figures, if payment near end of month.
- Approve PAT tests for youth cafe equipment - Vita Electricals.
- Re-confirm pavilion hire fees and review T&Cs (include a cancellation clause), re-confirm event fees & annual review events/open space policy, re-confirm pitch strategy and invite info from clubs on next season, re-confirm charges for recreation ground pitch – will now move to April as the March Sports and Leisure Committee meeting has been cancelled.
- Approve PPP submissions & Annual Assembly agenda.
- Annual review of Office Member Protocol.
- Annual review of Grant Policy.
- Annual review of the Treasury & Investment Policy.
- Annual review and reapprove Guide to Information Available under the Model Publication Scheme issued by ICO (+ Local Council Transparency Regs if over >£200k turnover).
- Year end / annual review of schedule of charges.
- Dave Rollins Safeguarding training expires Mar 26.
- Consider if wish to run any children's competitions / events this year.
- Review and renegotiate contract for ground keeping of Recreation Ground (due April) – will move to the April Sports and Leisure Committee agenda.

- Year-end payroll tasks.
- Annual renewal of PPL/PRS music licence.
- Make a nominal £5 bac payment from Unity to NatWest Current Account to trigger an end-of-year statement.
- BC issue renewal papers and price list for waste collection service.
- Defibrillators – annual review of licence with Colbree and Little Rothschild House due + annual PAT tests.
- Put Skylark signs back out at LWS.
- Asset of Community Value approval for the allotment land by The Crescent is valid until July 2026 (5 years) so will need to reapply.
- Consider initial feedback from onsite audit.
- No other agenda items were requested.

### 3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 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: 12/3/26 (7pm start), 9/4/26, 14/5/26 (cancelled), 11/6/26, 9/7/26, 13/8/26, 10/9/26, 8/10/26, 12/11/26, 10/12/26.
- Staffing Committee: 5/5/26
- Annual Assembly: 21/5/26
- 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.
- MS Publisher no longer operational after 1/10/26
- BMKALC Liaison Meeting: 23/4/26
- HouseMouse 2026: 16/5/25. Big Top on site 13-18/5/26.
- BC Clerks Forum: 27 and 28/4/26
- Pavilion pitch summer renovation: 19/5/26 to last weekend in July.
- SLCC branch meetings – 17/3/26, 16/6/26, 22/9/26 and 8/12/26.
- Interim Internal Audit by IAC Ltd 16/3/26
- Ashridge Protecting our Roots public engagement event 27/2/26 or 8/3/26 – Cllr Mrs Nash attending on 27/2/26
- Upcoming legislation: Public Office Accountability Bill/Hillsborough Law, Royal Assent anticipated 2026
- Sage Payroll Year End Webinar 26/3/26 – Clerk attending

In accordance with 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 this meeting due to the confidential/sensitive nature of the business to be transacted.

## 319/25 PLANNING RELATED MATTERS

### 1. Buckinghamshire Council Local Plan Consultations

- It was noted that Buckinghamshire Council had released their HELAA (Housing and Economic Land Availability Assessment), NESS (New and Expanded Settlements Study) and interactive map regarding site assessments following their latest Call-for-Sites. Deadline to submit comments: 16/3/26. Publicity had been issued via the website, Facebook and X.
- It was noted that Buckinghamshire Councillor Poll would be providing a copy of his NESS comments.
- It was noted that a meeting was being arranged with the local cluster of Parish Councils and to request that this is not held at Ivinghoe Town Hall due to the venue's accessibility restrictions.
- It was **RESOLVED** to convene an extraordinary meeting of the full Parish Council on 12/3/26 to consider this important consultation and other planning matters only. The usual monthly council meeting will still be held on 26/3/26.

### 2. Neighbourhood Planning / ONH

It was **RESOLVED** that no new action was required at present.

### 3. Land North of Cheddington Road; PL/26/00016/FA

It was noted that the above planning application had been received for the construction of three self-build detached dwellings and vehicular access, and **RESOLVED** to table this on the agenda for the extraordinary council meeting on 12/3/26.

### 4. Legal Advice

It was **RESOLVED** to ratify of decision to appoint Humphreys & Co for external legal support in relation to the above application. Cost and principle agreed at 29/1/26 full council meeting. Application now received for one of the anticipated sites (land north of Cheddington Road). Updated quotation from Humphreys and Co £1,250 + VAT to provide advice on this application. Approved electronically by Chair of Council and Chair of Planning, as within parameters already agreed.

### 5. Confidential Planning Matters

It was noted that no other issues had arisen during the month that required consideration.

## 320/25 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 22.00.

Signed *D Nicholls*

Date: 12/3/26

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Chairman