

Edlesborough Parish Council

Minutes of the General Purposes Committee Meeting

Wednesday 7 July 2004 at 7.30 pm at the Pavilion Edlesborough

Item	Decision	Next Review Date
<u>Present</u>	Mr Brown (Chairman), Mrs Prys-Jones (Vice Chairman), Mrs Thompson , Mr. Wilkinson , Mrs Parker (co-opted member), Mr Parker (co-opted member), Maggie Kerr (Clerk). There were three parishioners present at this stage.	
<u>Apologies</u>	Mr Cabbage .	
<u>Declarations of interest</u>	Mr Brown asked if there were any declarations of interest [to be declared.] Mrs Thompson said that there were declarations of interest[to be declared], namely, her brother-in-law's firm would be doing some contract work for the Parish Council which would be referred to later.	
<u>Minutes of previous meeting</u>	<p>The minutes of the previous meeting held on Thursday 3 June 2004 were agreed with the following amendments.</p> <ol style="list-style-type: none"> 1. Under Memorial Hall – Rates payable on the Memorial Hall, a fifth item was to be added that the matter was to be referred to the Edlesborough Parish Council for approval of the action. 2. Memorial Hall – Approvals. Delete 'none', add in 'refer the matter to the Edlesborough Parish Council for approval of action'. 3. Under Edlesborough Green – Use of Green and Pavilion. Add at the end of the paragraph after ' Mrs Parker ', 'to action'. 4. Under Edlesborough Green Pavilion – Pavilion Improvements Working Party. Between the word 'the' and the word 'party', add 'working'. 5. At a later time in the meeting it was noted that under Edlesborough Memorial Hall – connection of gas supply pipe/painting, to avoid confusion the words 'connection of' should be deleted. 	
<u>Matters arising from previous minutes</u>	None	

<u>Edlesborough Memorial Hall</u>		
<u>Items brought forward from the meeting on 5/05/04</u>		
<u>Replacement floor</u>	Mr Brown was to contact the consultant to advise on a suitable specification for a replacement floor in the main room of the hall. Mr Brown was awaiting a response from the contractor. Mr Brown suggested that as he had not heard from the contractor that he would look for another contractor and ask that if any Councillors had any names or details that they forward these to him so that he could contact them.	September
<u>Debris on roof and cracked roof tile</u>	The contractor who was to carry out this work is not able to do so. The Clerk has therefore spoken to other contractors. A contractor will hopefully be doing the work in the next couple of weeks. If not, the Clerk indicated that a couple of other contractors were quoting and one of those would be instructed.	September

<u>Cleaning of gutters</u>	The contractor who was to carry out this work is not able to do so. The Clerk has therefore spoken to other contractors. A contractor will hopefully be doing the work in the next couple of weeks. If not, the Clerk indicated that a couple of other contractors were quoting and one of those would be instructed.	September
<u>Damaged paving slabs on boundary with Edlesborough Autos</u>	Clerk chasing AVDC for a date to meet.	September
<u>Gas supply pipe to be painted</u>	The contractor who was to carry out this work is not able to do so. The Clerk has therefore spoken to other contractors. A contractor will hopefully be doing the work in the next couple of weeks. If not, the Clerk indicated that a couple of other contractors were quoting and one of those would be instructed.	September
<u>Electrical Inspections</u>	<p>The electrical inspections for the Memorial Hall and Pavilion had been carried out. It had been agreed that the contractor would be happy to sign to say the inspections for testings are only necessary every five years but routine checks would be required annually.</p> <p>The cost of the inspections was £400 and as a consequence of the inspections there were further labour and materials costs of £222.54. The General Purposes Committee authorised the cheque.</p>	September
<u>Exterior woodwork repairs</u>	Mr Brown was to contact the consultant to advise on a suitable specification for exterior woodwork repairs. Mr Brown was awaiting a response from the contractor. Mr Brown suggested that as he had not heard from the contractor that he would look for another contractor and ask that if any Councillors had any names or details that they forward these to him so that he could contact them.	September
Report from Caretaker (Mrs Parker) dated 26.05.04		
<u>Payment from AVDC for European Elections – use of hall</u>	<p>AVDC had asked to hire the Hall for the Election. Mrs Parker had received a letter from AVDC stating that there were new European Parliamentary Election Rules 2004 which meant that:-</p> <ol style="list-style-type: none"> 1. AVDC could not pay for the hire charge of the rooms. 2. Payments can only be made to defray any expenses incurred so as to cover basic costs of heating and lighting and caretaking. <p>It was agreed that the Clerk should contact AVDC and state their interpretation of the rule was incorrect as it stated “the local returning officer may use, free of charge”.</p> <p>That the letter received was dated 24.05.2004 which was five months after the precept had been set by the Parish Council. Therefore our income for holding the elections would be halved. The Clerk was to ask that AVDC reconsider their decision.</p>	September
		August
Lights outside the Hall	<p>Lights outside Hall:</p> <p>Front light – shade needs replacing</p> <p>Boiler room exit OK</p> <p>Arched door – request to change to dusk to dawn light which cannot be switched off accidentally.</p>	Item closed. To be placed on list for budget.

	It was agreed that this matter would be considered in the budget and therefore a quote could be obtained nearer the time.	
Cobweb brush for Hall	Matter resolved	Item closed
<u>17 and 23 June Reports –</u>		
Annual Inspection of Fire Equipment	Satisfactorily carried out	Item closed
Under Fives –sand on floor	Mrs Parker had noted that the pre-school – under fives – were leaving sand on the floor at the end of the session and she had asked for this to be cleared up.	September
Grass cutting not satisfactory	The Clerk had spoken to the contractor as to the state of the grass cutting outside the Memorial Hall. In particular it was roughly cut and there was long grass around the bollards.	September
<u>Clerk Report</u>		
<u>Rates payable on the Memorial Hall</u>	<p>The Clerk had received a letter from AVDC stating that they were going to charge the Parish Council full rates for the Village Hall. Apparently there had been an error over the past few years and the Parish Council should have been requested to pay the rates in full.</p> <p>The Clerk had received a reply from AVDC. AVDC had provided the legislation they were relying on to show that the rates were payable. AVDC had suggested to give the Parish Council 90 days to transfer the Village Hall to a management committee and they would not charge rates from 1 April 2004. If this was not done then rates would be payable.</p> <p>After a discussion considering whether it was feasible to transfer the hall it was agreed that a working party would need to be set up to consider whether the hall should be transferred to a Village Hall Committee, and as this would take longer than the end of September it was agreed that the sum charged for rates in the region of £1,600 should be paid to AVDC. However, it was agreed that the matter would be deferred to the full Parish Council at the meeting on 15 July 2004.</p> <p>This matter would remain with the full Parish Council until they decided to refer it back to the General Purposes Committee.</p>	Await decision from full Parish Council
<u>Approvals</u>	Rates payable on the Memorial Hall.	
<u>Timing of future activities and projects</u>	None.	
<u>Edlesborough Green (including the play equipment, car parks etc)</u>		
<u>Items brought forward from the meeting on 05.05.04</u>		
<u>Proposed By-law notices for Edlesborough Green</u>	The Clerk has received the notices and the new Clerk will arrange for Peter Cavendish to install.	September
<u>Ruts near Pavilion car park/bare patches/re-seeding</u>	<p>The contractor had been re-seeding the goal mouths. The Clerk was to chase and ensure the other work had been carried out.</p> <p>The Clerk is to write to the Cricket Club and request that they fund the soil and seeding of the bowlers' marks and that the Tennis Club should fund the soil and seeding of the new power cable run.</p>	September
<u>Paving slabs/concrete below the seats and at the pedestrian gates onto the green</u>	The Clerk said that she would obtain a quote for this item which would need full Parish Council approval.	September
<u>Play equipment</u>	The contractor who had agreed to carry out the painting of the play equipment and the replenishing of the bark was not able to carry out the work. The Clerk was therefore making enquiries as to other contractors who would be willing to	September

	<p>carry out this work. The Clerk pointed out that one contractor had agreed to rake over the park once a month but it first needed replenishing.</p> <p>The Clerk informed the General Purposes Committee that the bark had been replenished around the swing area at a cost of £575. To have carried out the rest of the work would have cost another £1,255. Mr and Mrs Parker and a parishioner stated that they did not think the work had been properly done. It was agreed that Mr Brown would have a look at the work and contact the Clerk, and if the work was not satisfactory a meeting would be arranged with the contractor.</p>	
<u>Soil outside the pavilion</u>	Mr Parker noted that a lot of soil was appearing outside the pavilion. It was agreed that the situation would be monitored.	Item closed

<u>Additional posts at the far end of the car park between the end of the car park and the hedge</u>	<p>Previously Mr Parker stated that he was unclear why we were putting in additional posts and why we weren't just putting down hard core, and he suggested MOT – type 1.</p> <p>The Clerk had received one written quotation for £5,150. The Clerk had telephoned three contractors quoting the same size area and was quoted around the same figure £4-5,000. The Clerk was arranging to see another contractor in the next two weeks.</p> <p>Mr Brown suggested that bearing in mind the cost, the GPC to decide whether it would be better to have the additional posts and not the surfacing. Mrs Prys-Jones and Mr Wilkinson concurred. The cost of this had been quoted at £480 by Mr Stephen Janes .</p> <p>Mr Wilkinson asked if we could check whether that included removing the wooden posts between the edge of the car park parallel to Pebblemoor, which ran from the end of the car park into the hedge. The Clerk said she would check this.</p> <p>Mr Parker stated he thought the decision was wrong. The General Purposes Committee agreed unanimously to ask the full Parish Council to agree to the additional posts and for the Clerk to instruct Mr Janes .</p>	September
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<u>2004/2005 Green/Pavilion charges</u>	<p>Income Pavilion and Green 03/04:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>Football</td> <td>769.00</td> </tr> <tr> <td>Tennis</td> <td>625.87</td> </tr> <tr> <td>Cricket</td> <td>543.25</td> </tr> <tr> <td>Showers</td> <td>62.00</td> </tr> <tr> <td>Total</td> <td>2000.12</td> </tr> </tbody> </table> <p>Jnr football owe £70.</p> <p>Mr Wilkinson requested further details. The Clerk said that she would obtain for the September meeting details Mr Wilkinson had requested.</p>	Description	Amount £	Football	769.00	Tennis	625.87	Cricket	543.25	Showers	62.00	Total	2000.12	October
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<u>Play area safety surface</u>	It was agreed that the committee needed to carry out a study to compare the cost of replacing the bark surface of the play area. It was agreed that Mr Cabbage would look into this matter and report.	October												
<u>Junior Football fees</u>	Clerk to chase. Awaiting and chasing £70.	September												
<u>Use of the Green and Pavilion</u>	Mrs Parker stated that it was difficult to know who was using the Pavilion and Green and when and it would be useful if she received reasonable notice when people were using it as Mr Parker needed to clean the Pavilion. It was agreed that she would put up a polite reminder that if people intended to use the facilities then Mrs Parker should be given reasonable notice. Mrs Parker to action	Item closed												

Playground safety report	Received. The Clerk, David Brown and Kevin Cabbage have copies as it is a large document. Mr Cabbage was unable to attend the meeting and therefore it was agreed it would be held over until the September meeting and all Councillors were to be provided with a copy as soon as possible. Clerk to action.	September
Seat on Green for Ted Bower	This was agreed in principle last year. The Clerk gave the organisers details of costs and all went quiet. It has now been raised again. The present situation is that the Clerk has asked for the money to order the seat.	September
03.06.04 Report	Nothing to add.	
17 and 23 June Reports	Nothing to add.	
Approvals	Costings for bollards.	
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Timing of future activities and projects		
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<u>Edlesborough Green Pavilion</u>		
Items brought forward from the meeting on 05.05.04		
<u>Shower head replacement</u>	This item to remain on the follow on list to be discussed in November.	November
<u>Anti-vandal painting</u>	The contractor who was to carry out this work is not able to do so. The Clerk has therefore spoken to other contractors. A contractor will hopefully be doing the work in the next couple of weeks. If not, the Clerk indicated that a couple of other contractors were quoting and one of those would be instructed.	September
<u>Pavilion user rules and regulations</u>	This item to be kept on hold.	October
<u>Pavilion Improvements Working Party</u>	This item to remain on the list. Mr Brown is speaking to the various parties who would be interested in joining the party. Mr Brown was awaiting a response from the Cricket Club and he would continue pressing them.	October
<u>Ceramic tiles lifting off wall in shower room</u>	Mr Parker (handyman) had indicated that the contractor wanted authority from the Clerk to do this work. Agreed the Clerk would speak to him. The Clerk indicated she had spoken to Mr Janes who was happy with the situation and he would do the work as soon as he was in a position to do so.	September
<u>Leaking gutter</u>	The contractor who was to carry out this work is not able to do so. The Clerk has therefore spoken to other contractors. Mr Parker noted that part of the guttering had been smashed. . A contractor will hopefully be doing the work in the next couple of weeks. If not, the Clerk indicated that a couple of other contractors were quoting and one of those would be instructed	September
<u>Caretaker Report 26.05.04</u>	Nothing arising.	
<u>03.06.04 Report</u>	Nothing arising.	
<u>17 and 23 June Reports</u>	Annual Inspection of Fire equipment satisfactory.	Item closed
-	It was confirmed that the handyman had done various small jobs around the Pavilion.	Item closed.
-	Stop-cock seized need to dismantle cupboard to rectify. The committee gave the handyman the OK to do this.	Item closed
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<u>Approval</u>	None.	
<u>Timing of future activities and projects</u>	None.	

Edlesborough, Dagnall and Northall allotments

<u>Report from Clerk</u>	The Clerk produced a report that she will put in the allotment file. Agreed that this matter would be reviewed in January 2005 unless any items arose regarding the allotments in the meantime.	January 2005
<u>Gate at Cow Lane</u>	Mr Parker noted that he needed to look at the drop bolt for the Cow Lane gate to the allotments. The Committee asked him if he could look at this as the handyman. Work done.	Item closed
<u>Allotment Hedge Cow Lane</u>	Burnt a while back. Clerk has asked Contractor Reyven to repair £40.	September
<u>Dagnall Allotments</u>	Mrs Thompson indicated that there were allotments at Dagnall that were not being used as allotments and were overgrown. It had been checked and these did not belong to people who were elderly or were ill and couldn't cope. Mrs Thompson was asking if the Parish Council could write to the allotment holders and ask them to tidy up the allotment and if this wasn't done, the allotments would be taken back by the Parish Council and made available to people who were on a waiting list. It was agreed that the Clerk would initiate this.	September
<u>Safer Routes to School – path through allotment - Dagnall</u>	Mrs Thompson said that Safer Routes to School were looking to putting a path through the allotment with MOT 1 and wondered if there was any reason why this should not be done. It was agreed that this would be looked into by the Clerk to see if there wasn't any reason why it shouldn't be done.	October

<u>Edlesborough Cemetery</u>		
<u>Items brought forward from meeting on 05.05.04</u>	None.	
<u>Report from the Clerk</u>		
<u>Grass cutting</u>	The Clerk indicated that the contractors cutting the grass were doing a reasonably good job. The Clerk highlighted that we had had problems in the previous years with contractors at the cemetery. One problem was that the contractors were not cutting right up to the graves in the cemetery. The Clerk said that she had spoken to the contractor and they were going to discuss it with her the following week. Mr Thompson has helped us out by strimming round the graves and memorials. Reyven have agreed to deduct this cost from their invoice. Bins still a problem - chasing	September
<u>Summer maintenance work</u>	The contractor who was to carry out this work is not able to do so. The Clerk has therefore spoken to other contractors. A contractor will hopefully be doing the work in the next couple of weeks. If not, the Clerk indicated that a couple of other contractors were quoting and one of those would be instructed.	September
<u>Cemetery gate</u>	The contractor who had been asked to put a pedestrian gate/fence and posts at the access to the cemetery had not carried out the work. Therefore the Clerk was looking at other contractors and speaking with them in the next week. Two options: 1. attached to church wall: a. £529 excl vat K Mills b. £550 excl vat Elite Fencing 2. post and rail from the church wall £570 excl vat Elite Fencing	October

	<p>Quotes will be at the meeting.</p> <p>We have only budgeted for £300 .</p> <p>The Committee agreed to consider K Mills' suggestion that a fence is adjacent to the churchyard wall and that the gate/fence is no longer at an angle but will be straight. At a cost of £570. It was agreed this would be put to the full Parish Council meeting and would be subject to Councillors considering K Mills work.</p>	
<u>Approvals</u>	Cemetery gate.	
<u>Timing of future activities and projects</u>	None.	
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<u>Edlesborough churchyard</u>		
Items brought forward from the meeting on 05.05.04	None.	
<u>Report from the Clerk</u>	<p>The grass cutting in the churchyard was not acceptable. Two parishioners stated that there was a lot of long grass in certain areas and was looking very messy and there was grass over some of the very old graves as well. There was a discussion when the Councillors agreed to meet with the contractor to discuss how this could be improved. The point was made by Mrs Thompson that maybe it was a case that this job would have to be split between a large contractor who could do the large area of grass and small contractors who could do the small bits. It was agreed that this matter would be referred to the full Parish Council to consider.</p> <p><u>Compost Bins</u></p> <p>A parishioner noted that the compost bins were still not being cleared. Mrs Thompson said that the parishioner had suggested that the Parish Council have a compost area so that items were split between compostable and non-compostable. An alternative would be for the bins to be taken away and for people to be asked to take their rubbish home. It was agreed that this should be put on the agenda for the next meeting to consider again with further ideas.</p>	September
<u>Approvals</u>	None	
<u>Timing of future activities and projects</u>	Referred to full Parish Council meeting.	

<u>Edlesborough, Dagnall and Northall street lighting</u>		
Items brought forward from the meeting on 05.05.04	None	
<u>Clerk's report</u>	<p>The Clerk was investigating a look at a formal contract from another contractor who we had asked to quote previously. Clerk still to action.</p> <p>The Clerk indicated that there was a light at 51 The Green where the power supply was at fault and the Clerk said that this should be looked at within the next week, subject to storm damage following the bad weather that evening and in the next few days. The Clerk also indicated that the light at Sparrowhall Farm had not been repaired and she had asked Lloyd Barnard why this had not been done and was awaiting a reply.</p>	September
<u>Approvals</u>	None.	
<u>Timing of future activities and projects</u>	None.	
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<u>Highways/by-ways/footpaths</u>		
Items brought forward from the	None	

Items brought forward from the meeting on 05.05.04	None.	
<u>Report of the Clerk</u>	The Clerk said that problems were being reported and that she was passing these on to the appropriate authorities.	
Studham Lane Signs	Geoff Spencer has asked we write and get signs to indicate the narrowness. Single track road with passing places sign. Clerk to action.	October
<u>Approvals</u>	None.	
<u>Timing of future activities and projects</u>	None.	

<u>Grass and hedge cutting for which the PC is responsible</u>		
Items brought forward from the meeting on 05.05.04	None	
<u>Report of the Clerk</u>	The Clerk had noted that some of the hedges were being cut.	Item closed
The Pastures	The Clerk indicated that several telephone calls had been received from parishioners asking why the Parish Council did not keep the hedge lower and carry out more work to the hedge around The Pastures. The Clerk had explained to several parishioners what the position was and some seemed to accept this. The Clerk suggested that letters should be sent to residents explaining the position, ie that the Parish Council had no obligation to keep the hedge tidy and that neither did Bucks County Council. The hedge belonged to a developer. It was agreed that the Clerk should take this action.	October
<u>Approvals</u>	None.	
<u>Timing of future activities and projects</u>	None.	
<u>AVDC and BCC responsibilities</u>		
Items brought forward from the meeting on 05.05.04	None	
<u>Report of the Clerk</u>	Nothing to report.	
<u>Approvals</u>	None.	
<u>Timing of future activities and projects</u>	None.	
<u>Grass cutting on the Green</u>	Mr Parker raised the fact that the grass cutting on the Green was not satisfactory. It was noted that there had been problems with the contractor and that things were improving, but again it was agreed that the Councillors would meet with the contractor to discuss matters.	September
<u>Car parking on the grass verge and on the road at the junction of the A4146 and the High Street</u>	A parishioner noted that there were a lot of problems with parking up there and on various occasions one could not see to turn onto the A4146. It was agreed that this was a Police matter or a matter for Aylesbury Vale District Council or BCC , and the Clerk had put the parishioner in touch with the County/District Councillor.	Item closed

It was agreed that the next meeting will be on Wednesday 8th September 2004 at Northall Village Hall possibly at 7.30 pm.

Next Meeting: Start deciding how much money is required for projects etc for next year