



Edlesborough Parish Council

Minutes of Meeting held on Thursday 15<sup>th</sup> September 2016 at Edlesborough Memorial Hall commencing at 7.30pm

AGENDA ITEM		ACTION
Open Forum	<p><i>TVP Report from PCSO Jackie Dodson:</i></p> <ul style="list-style-type: none"> <li>• One theft of a vehicle in Edlesborough.</li> <li>• One theft of a motorbike in Dagnall.</li> <li>• One domestic dwelling burglary in Edlesborough.</li> <li>• One incident of anti-social behaviour in Edlesborough.</li> <li>• One Road Traffic Collision in Northall.</li> </ul>	
<b>The Chairman formally opened the Parish Council meeting at 7.53pm.</b>		
Present:	Cllr Williams (Chair), Cllr Wilkinson (Vice Chair), Cllr Nevard, Cllr Mrs Owen, Cllr Pratt, Cllr Mineikis, , Cllr Mrs Woodhouse, Penny Pataky (Clerk), 1 parishioner and PCSO Jackie Dodson	
Apologies:	Cllr Mrs Thomas, Cllr Cabbage, District Cllr Chris Poll County and Cllr Avril Davies	
Declarations of Interest	None	
Minutes of previous Meeting	The Minutes of the Parish Council Meeting held on 21 July 2016 were ratified and signed with no amendments. The Minutes of the Extra Ordinary Parish Council Meeting held on 1 <sup>st</sup> September 2016 were ratified and signed with no amendments.	
Matters Arising	None	
Parish Amenities (As reported by the Manager, Penny Pataky)	<i>The Clerk, Manager and RFO had, prior to the meeting, provided all Councillors with detailed reports on the Memorial Hall, Pavilion, Green, Playground, Car Parks, Sports Clubs, Allotments, Cemetery, Churchyard, Street Lighting, Bus Shelters, Notice Boards and general Parish Council matters</i>	
Memorial Hall (including defibrillators)	<p>Defibrillator – this has now been Installed Wednesday, information has been sent to South Central Ambulance Service and the East of England Ambulance Service. Warranties registered for unit &amp; cabinet.</p> <p>Council ratified their decision to allow Ben Wright to install safety fencing at rear of Memorial Hall for the duration of the building works at NMJ Autos Service Centre.</p>	



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	<p>Nicky Roch who has run the barre class in the hall for 3 years has asked if it would be feasible to have a ballet barre fixed to the wall. Council agreed in principle to this request subsequent to the following conditions:</p> <ul style="list-style-type: none"> <li>• Clerk to check insurance implication with insurance company.</li> <li>• Height of barre and installation details need to be confirmed prior to installation.</li> <li>• If and when the classes cease the Barres must be removed and the walls made good.</li> <li>• Confirmation of location is required as suggested location may need changing.</li> </ul> <p><i>Action: Clerk to contact insurance company. Clerk to ask Nicky Roch for height &amp; installation details and confirmation that premises will be made good in the future. Clerk to discuss and confirm location.</i></p> <p>RS Electrical Services has assessed the emergency lights in the hall and provided a quote &amp; recommendations to have the emergency lights on standby until required in an emergency. Council agreed to the recommendations and agreed for the works to be completed. <i>Action: Clerk to authorise works.</i></p> <p>RS Electrical Services quoted for an outside power point for the Xmas lights. Council agreed to this quote. <i>Action: Clerk to authorise works.</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>Pavilion</b></p>	<p>The work to repair and bring the emergency lights to the required standard in the Pavilion has been completed.</p> <p>Council ratified their decision to allow the charity cycle ride to use the Pavilion and grass verge on The Green as a water/convenience pit stop on 2<sup>nd</sup> October 2016. A donation for the use of the pavilion has been agreed. Cllr Williams agreed to be the key holder for this event as the manager is unavailable. <i>Action: Manager to inform organiser of key collection procedure.</i></p>	<p>Manager &amp; AW</p>
<p><b>The Green &amp; Playground</b></p>	<p><u>New Benches</u> Second request for a bench on the Green was agreed. Council discussed suggesting people sponsor/refurbish existing benches or donate a tree to the Green in memory of loved ones at a rate to be agreed. Council agreed to refurbish a current bench and dedicate it to Lin Sargeant in recognition to her many years of service to EPC and the parish. <i>Action: Cllr Williams to draft appropriate words. Plaque to be ordered.</i></p>	<p>AW</p>



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	<p><u>FA Pitch Inspection</u>  A summary of the FA Pitch Inspection was shared with the Council, an official report will follow.</p> <ul style="list-style-type: none"> <li>• Pitches are all of a very good standard with the exception of the adult pitch.</li> <li>• Adult pitch is recovering faster than expected following the carnival damage.</li> <li>• Pitch needs more topsoil, seeding &amp; rolling to level out the ruts and holes which are still creating a hazardous surface for football matches.</li> <li>• The maintenance of the green was commended.</li> <li>• A soil sample was analysed.</li> <li>• The option of turning the adult pitch 90' was explored but there is not sufficient space for this.</li> </ul> <p>Council agreed to EB Lions request to put a 7 aside pitch at the Pebblemoor end of the adult pitch until the full adult pitch is completely repaired and playable.  <i>Action: Manager to inform EB Lions.</i></p> <p><u>Roundabout</u>  Currently the Council has two quotes for repairs to the roundabout. However both are dependent upon parts being available. Concern has also been raised about the condition of the roundabout and the strong possibility of other issues being discovered when the unit is lifted to be repaired.  Council considered options for a replacement unit.  Council agreed to investigate the feasibility of giving the unit a complete overhaul.  <i>Action: Clerk &amp; Cllr Mineikis to source more companies and quotes.</i></p> <p><u>Play Area Gate</u>  Following an incident with the play area gate the council are carrying out a full investigation. The gate will be re-inspected by the Play Inspection Company to establish that the gate meets all safety requirements.  Signs have been informed reminding dog walkers to keep their dogs out of the play area.</p> <p><i>Action: Clerk to book Play Inspection Company. Clerk to contact insurance company for advice regarding the investigation.</i></p>	<p>Manager</p> <p>Clerk &amp; SM</p> <p>Clerk &amp; AW</p>
<p><b>Sports Clubs</b></p>	<p>Nothing to report.</p>	



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<p><b>Allotments</b></p>	<p>Vacant Plots: Northall – 0 Dagnall – 1 The Green – 0 Cow Lane – 1 <u>Dagnall ROW from Studham Lane to Chestnut Close</u> Following Bucks CC informing the Clerk that the path EDL/14/1 has been removed from their annual clearance schedule Council agreed to request that this path is included in Bucks CC annual clearance schedule for 2017/18. If this is not possible Council will request that the path is added to the devolved list for 2017/18 and that the payment to EPC is subsequently increased. Currently Bucks CC have raised an order for this path to be cleared during this financial year. <i>Action: Clerk to monitor and request that this is added to Bucks CC Annual Clearance Schedule for 2017/18. Or that it is Devolved to EPC for 2017/18.</i></p> <p>Council agreed to the hiring of a grinder to remove the elder tree stump at the start of the Safer Routes to School path. <i>Action: Clerk to instruct contractor to carry out necessary work.</i></p>	<p>Clerk</p> <p>Clerk</p>
<p><b>Cemetery</b></p>	<p>The Clerk reported that despite written notifications two relatives continue to ignore the rules regarding the planting of graves and the number of acceptable plant pots on memorials. <i>Action: Planting, pots and other non-standard items will be removed.</i></p>	<p>Clerk</p>
<p><b>Churchyard</b></p>	<p>Nothing to report</p>	
<p><b>Bridle Path</b></p>	<p>EPC has been reimbursed for the repairs to the bridle-path gate.</p>	<p>Clerk</p>
<p><b>Bus Shelters</b></p>	<p>Nothing to report.</p>	
<p><b>Litter Bins, Dog Bins &amp; Car Parks</b></p>	<p>The trees in Pebblemoor car park have been pruned.</p>	<p>Manager</p>
<p><b>Noticeboards</b></p>	<p>Nothing to report.</p>	<p>Clerk</p>
<p><b>Streetlights</b></p>	<p>Currently there are three failed lights in the Parish, these have been reported to the contractor for repair.</p>	



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	<p>The light at Ivinghoe Way has been installed incorrectly and will be corrected by the contractor. Cllr Cabbage and the handyman have begun attaching the streetlight labels. <i>Action: Monitor repairs.</i></p>	Clerk
<p><b>Bucks CC Devolved Services</b></p>	<p><b>Weed Killing</b> The first weed killing treatment took place in August. <b>Rights Of Way – Clearance</b> See Dagnall allotments.</p>	
<p><b>FINANCE &amp; PLANNING (Reported by Cllr Nevard and Clerk)</b></p>		
<p><b>Accounts</b></p>	<p>The Accounts for months ending 31<sup>st</sup> July and 31<sup>st</sup> August will be forwarded to the Full Council next week. These were delayed due to the Clerks annual leave and other Parish matters.</p>	
<p><b>Authorisation of direct payments &amp; cheques (incl. VAT)</b></p>	<p>Cllr Wilkinson proposed that the detailed Excel Accounts spreadsheet be discussed in detail at EPC meetings quarterly. All agreed. The Clerk will continue to provide the Council with a balance sheet and bank reconciliation each month. <i>Action: Clerk to forward the completed accounts to Council.</i></p>	Full Council
	<p><b>Annual Return 2015/16</b> The Annual Return has been finalised and the Clerk will display Notice of conclusion and right to inspect the Annual Return appropriately.</p>	Clerk
	<p><b>EPC Insurance</b> The Clerk has received the annual renewal quote for the Insurance. Council agreed to the quote and to pay the invoice. <i>Action: Clerk to clarify the Sums Insured ensuring it reconciles with EPC's Fixed Assets Register.</i></p>	Clerk
<p><b>County &amp; District Councillors Reports</b></p>	<p>District Cllr Chris Poll was unable to attend he forwarded the following information to be shared with the Council:  "It has been a very quiet August as usual on the politics front but this week has been back to the usual busy schedule. I attended the LLACC (London Luton Airport Consultative Committee) and NATSC (Noise And Track Steering Committee) sub-committee yesterday. Nothing much new to report there and our input will come forward to the full committee soon.</p>	



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	<p>There was a full council meeting at AVDC last night. Again not a lot to report apart from some New Homes Bonus allocation which will act as seed funding for further development of Aylesbury's waterside. Also a promise of funding for a visitor centre at Silverstone which will help secure Heritage Lottery funding."</p>																											
<p><b>Neighbourhood Plan</b></p>	<p>The Core group and Neil Homer (EPC's consultant) attended a meeting with AVDC.</p> <ul style="list-style-type: none"> <li>- AVDC were receptive to EPC's proposals about part developments of sites.</li> <li>- AVDC agreed that it is possible to include Dagnall and Northall in the plan without any formal allocations.</li> <li>- Dagnall and Northall will explore the feasibility of Community Right To Build Orders once the Neighbourhood Plan has been 'made'.</li> <li>- The Council working towards holding the public referendum in March 2017 for Neighbourhood Plan approval.</li> <li>- AVDC are happy to consider policies on a rolling program.</li> </ul> <p><i>Action: Clerk to organise a Steering Group meeting for the beginning of October. The Steering Group needs to begin pull together the draft plan.</i></p>			<p>Clerk SG</p>																								
<p><b>Planning</b></p>	<p>The following new applications were discussed and it was agreed to submit the responses below to AVDC</p> <table border="1" data-bbox="360 759 1883 1350"> <thead> <tr> <th>Application No.</th> <th>Address</th> <th>Description</th> <th>Parish Council Response</th> </tr> </thead> <tbody> <tr> <td>16/03037/APP 31<sup>st</sup> August 2016</td> <td>Mayfield, Leighton Road, Northall</td> <td>Loft conversion with front and rear dormers</td> <td>No objections</td> </tr> <tr> <td>16/03097/APP 31<sup>st</sup> August 2016</td> <td>15 The Green, Edlesborough</td> <td>Demolition of existing outhouse and construction of single storey rear extension</td> <td>No objections</td> </tr> <tr> <td>16/03130/APP 6<sup>th</sup> September 2016</td> <td>7 Summerleys, Edlesborough</td> <td>Garage conversion and single story rear extension</td> <td>No objections</td> </tr> <tr> <td>16/03208/APP 6<sup>th</sup> September 2016</td> <td>20 Deans Meadow, Dagnall</td> <td>Single storey front and rear extensions. First floor side extension.</td> <td>No objections</td> </tr> <tr> <td>16/03290/APP</td> <td>24 St Marys Glebe, Edlesborough</td> <td>First floor side extension</td> <td>No objections</td> </tr> </tbody> </table>			Application No.	Address	Description	Parish Council Response	16/03037/APP 31 <sup>st</sup> August 2016	Mayfield, Leighton Road, Northall	Loft conversion with front and rear dormers	No objections	16/03097/APP 31 <sup>st</sup> August 2016	15 The Green, Edlesborough	Demolition of existing outhouse and construction of single storey rear extension	No objections	16/03130/APP 6 <sup>th</sup> September 2016	7 Summerleys, Edlesborough	Garage conversion and single story rear extension	No objections	16/03208/APP 6 <sup>th</sup> September 2016	20 Deans Meadow, Dagnall	Single storey front and rear extensions. First floor side extension.	No objections	16/03290/APP	24 St Marys Glebe, Edlesborough	First floor side extension	No objections	
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		The following decisions had been received from AVDC			
	<b>Application No.</b>	<b>Address</b>	<b>Description</b>	<b>Parish Council Response</b>	<b>AVDC Decision</b>
	16/02558/APP 14 <sup>th</sup> July 2016	31 Pebblemoor, Edlesborough	Single storey rear extension and alterations to the drive including new access	No objections	Permitted
	16/02560/APP 18 <sup>th</sup> July 2016	67 Summerleys, Edlesborough	Two storey side extension	OPPOSE Insufficient car parking provision	Permitted
		<p><b>Planning application 15/02411/APP</b> (57 Houses off the High Street, Edlesborough) S106 Money Allocation. To date the Council has received no response to their reply to Claire Gray's letter.</p>			
<b>Projects</b>	<p>Defibrillators – One has now been installed outside Edlesborough Memorial Hall. The second is due to be installed at the Swan PH shortly. News of the new defibrillators will be published in the November edition of FOCUS.</p> <p>EMH Toilets – regular users responded that the current facilities are sufficient. Therefore this project will be revisited in early Summer 2017.</p> <p>Cllr Williams will look at the next project – Improving the acoustics in the Memorial Hall.</p>				<p>Clerk</p> <p>AW</p>
<b>New Website</b>	Cllrs commented that the new website is much more attractive and user friendly.				Full Council
<b>EDaN &amp; traffic Management Team Updates</b>	<p>Christine Yates from the Beautification Team requested £500 from EPC for the purpose of purchasing lights and decorations for the outside of EMH for Christmas. Council agreed to white lights around the building edge. Council proposed a budget of £300 and asked the EDaN Beautification Team to provide a more detail on their projected costs. The Clerk shared a quotation from RS Electrical Services for the installation of an outside power point for the Christmas lights. Council agreed to the quote. <i>Action: Clerk to authorise work.</i> Cllr Mrs Owen requested that Dagnall be able to use the Xmas Wreaths to decorate Dagnall. All agreed.</p>				Clerk



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<b>Villages</b>	<p>Dagnall – nothing to report.</p> <p>Northall – following the request for 30mph roundels to be refreshed TfB have confirmed that a works order has been raised for this.</p> <p>Edlesborough – the delay on the refreshing of the cats’ eyes and white lines at the junctions of the Leighton Road, Ivinghoe Way and Pebblemoor is due to TfB needing to subcontract to an external contractor. TfB have confirmed that a works order will be raised for the white lining. Despite pressing the Clerk is unable to obtain an answer about whether a works order has been raised for the cat’s eyes.</p> <p><i>Action: Clerk to keep chasing.</i></p> <p><i>Remembrance Sunday</i></p> <p>This will be held in Eaton Bray this year. Cllr Williams will be unable to lay the wreath. Council agreed to ask Cllr Cabbage if he would carry out this duty.</p> <p><i>Action: Cllr Williams to speak to Cllr Cabbage.</i></p>	Clerk & SM
<b>Correspondence</b>	<p>Best Kept Village 2016 – results and judges’ comments were share with the Council. Council expressed disappointment that the village was penalised for the lack of a Public House.</p> <p>Meeting with Bucks CC regarding Unitary Authority.</p> <p><i>Action: Clerk to clarify if the Cheddington meeting is a public meeting.</i></p> <p>Communication from Newton Longville Parish Council Clerk regarding the downgrading of the A4146 will be passed to the EDaN Traffic Management Team with the request for them to respond.</p>	AW  Clerk  Clerk
<b>Items for Agenda 20<sup>th</sup> October 2016</b>	<p>Items for the Agenda for EPC Meeting to be held on 20<sup>th</sup> October 2016 at Northall Village Hall commencing at 7:30pm:</p> <ul style="list-style-type: none"> <li>• Remembrance Sunday</li> </ul>	
	The meeting closed at 10.15pm.	