



**EDLESBOROUGH PARISH COUNCIL**  
**Minutes for meeting held on 16<sup>th</sup> May 2019 at Edlesborough Memorial Hall**

<b><u>Agenda Item</u></b>		<b><u>Action</u></b>
<b>Open Forum</b>	Mrs Cabbage asked the Council to reconsider their decision not to install bollards at the end of the right of way that leads out onto Cow Lane just before the Cow Lane allotments.	
The Chairman formally opened the meeting at 7.52pm		
<b>Present</b>	Cllr Williams (Chairman), Cllr Cabbage (Vice-Chairman), Cllr Wilkinson, Cllr Mineikis, Cllr Green, Cllr Mrs Thomas, Cllr Nevard, District Cllr Chris Poll, County Cllr Anne Wight, Penny Pataky (Clerk) and eight parishioners.	
<b>Apologies</b>	Cllr Mrs Owen & Cllr Pratt	
<b>Declarations of Interest</b>	None were declared.	
<b>Minutes of Previous Meeting</b>	The Minutes of the Parish Council Meeting held on 18 <sup>th</sup> April 2019 were ratified and signed with no amendments.	
<b>Matters Arising</b>	Cllr Wilkinson requested that the Council consider his proposal for the Presentation of EPC Accounts.	
<b>County Cllr &amp; District Cllr News</b>	<p>District Cllr Chris Poll gave the following report:</p> <p>“Unitary update</p> <p>The necessary legislation has passed through the commons and is at present with the House of Lords. The new shadow authority could be up and running within the next two weeks or so.</p> <p>A meeting for members of the 5 existing Councils will be held in the Oculus next Tuesday. This will provide an opportunity to meet colleagues from the other Councils and have an update on progress from officers who will also be manning service stalls which will help us understand what each council does at present. This will be followed by a political group meeting of all 140 Conservative councillors where seats on scrutiny committees will be allocated to those that wish to gain membership. These committees will be made up of all political groups on a proportional basis.</p> <p>AVDC will invest a six figure sum into the planning department to try and resolve the issue of decision delay. There will also be some member training that we may be better able to field questions from constituents.</p> <p>I am very pleased and honoured to have been elected as Vice Chairman of AVDC at our annual meeting yesterday. This is a ceremonial role to support the Chairman, which I look forward to immensely. I will no longer speak in debates in the council chamber but I will be able to vote. I will also be spending more time with the leadership of the council so will have more opportunity to quiz the decision makers.”</p> <p>Cllr Poll also explained that he had raised the question about the lack of a decision on the Swallowfields planning</p>	



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	<p>application at Council, he then subsequently met with the Cabinet Member. He has been informed that the Council are making changes to improve the decision making process. The Council is currently unable to employ more planning officers but is making it possible for more of the existing planning officers to sign off decisions.</p> <p>Cllr Williams asked why a decision has not been made in regards to the Swallowfields application, Cllr Poll responded that the planning officers wanted to ensure that the decision is completely correct.</p> <p>County Cllr Anne Wight reported on the following matters:</p> <ul style="list-style-type: none"> <li>- The Brownlow Bridge</li> <li>- Local Government Reorganisation</li> <li>- Mental Health Awareness Week</li> <li>- Planning Applications CM/0017/9 and CM/0018/19</li> </ul> <p>These planning applications are for additional industrial waste processing of 25,000 tonnes and 87,500 tonnes respectively per annum on the Marsworth/Cheddington Airfield Industrial Estate and are currently open for comment.</p> <p>Should anyone wish to comment, simply use the link below, press the view application button, and input the application number you wish to comment on into the search bar.</p> <p><a href="https://www.buckscc.gov.uk/services/environment/planning/viewing-planning-applications/">https://www.buckscc.gov.uk/services/environment/planning/viewing-planning-applications/</a></p> <p>A full copy of Cllr Wight's report can be found on the EPC website.</p>	
<b>Defibrillator CFR's</b>	Nothing to report	
<b>EMH</b>	<p>A London Luton Airport Public Surgery event was held in Edlesborough Memorial as part of their ongoing Public Surgery programme.</p> <p>EMH will be used for the EU Elections on 23<sup>rd</sup> May.</p> <p>The annual Chubb Fire Inspection has been completed.</p>	
<b>Pavilion</b>	The annual Chubb Fire Inspection has been completed.	
<b>The Green</b>	Nothing to report	



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<p><b>Play Area</b></p>	<p>The Clerk shared four quotes (one which had been withdrawn) with the Council for the replacement of the damaged wet pour surface surrounding the children’s roundabout on Edlesborough Green.  All agreed to the quote supplied by Play Source Ltd.  <i>Action: Clerk to raise a purchase order with Play Source Ltd. And to thank other companies for their quotations.</i></p> <p>The Annual Play Area Inspections are booked for June.</p>	<p>Clerk.</p>
<p><b>Sports Club</b></p>	<p>Following the request from ECC for another cricket club to use the cricket pitch the manager was informed that this was no longer required.</p> <p>The manager informed the Clerk that ECC have not yet completed their annual agreement for the use of the Pavilion and cricket pitch. Cllr Green agreed to follow this up with ECC when he met with them later in the week.  <i>Action: Clerk to forward paperwork to Cllr Green.</i></p>	<p>Clerk &amp; AG</p>
<p><b>Allotments</b></p>	<p>Plots available:  Dagnall – 8  Cow Lane – 0  Northall – 0  The Green – 2  The Clerk now holds a waiting list for tenants at the Cow Lane site.</p> <p>A further tap at The Green site has been replaced by Lee Hutt due to it malfunctioning. The Council praised Mr Hutt for his helpfulness in attending to the tap out of hours and for its swift repair.  Council are concerned that there has been a noticeable increase in the number of malfunctioning taps at the allotments since the water board insisted that non return valve taps were installed. Council agreed that the Clerk would contact the water board to request permission to stop using the non return valve taps or to be given advice on how to prevent the taps from malfunctioning.  <i>Action: Clerk to contact water board.</i></p>	<p>Clerk</p>
<p><b>Cemetery</b></p>	<p>There will be an interment of ashes on 3<sup>rd</sup> June.</p>	



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<b>Churchyard</b>	See FOTCOTH.											
<b>Bridle Path</b>	Nothing to report.											
<b>War Memorial</b>	Nothing to report.											
<b>Bus Shelters</b>	Nothing to report.											
<b>Litter Bins, Dog Bins, Car Parks</b>	Following a complaint about the yellow bin on the outside of the tennis courts overflowing the Clerk confirmed that the Council's contractor is not responsible for emptying this bin. ETC inform the Clerk that they do not empty it either. Council agreed to ask their contractor to add it to their list for emptying. <i>Action: Clerk to request that the contractor regularly empties the yellow litter bin.</i>	Clerk										
<b>Noticeboards</b>	Nothing to report.											
<b>Streetlights</b>	Nothing to report											
<b>BCC Devolution</b>	ClIr Wilkinson requested that the Clerk ensure that all the verges on Cow Lane are cut. It was agreed that the Clerk would contact BCC following the introduction of an additional grass verge on Cow Lane to establish who is responsible for cutting this. <i>Action: Clerk to contact Bucks CC.</i>	Clerk										
<b>Finance</b>	The Accounts for month ending 31 <sup>st</sup> April 2019 having previously been circulated to Councillors were agreed. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>EMH</td> <td style="text-align: right;">£595</td> </tr> <tr> <td>Pavilion</td> <td style="text-align: right;">£672</td> </tr> <tr> <td>Green</td> <td style="text-align: right;">£475</td> </tr> <tr> <td>Open Spaces</td> <td style="text-align: right;">£241</td> </tr> <tr> <td>Bucks CC Devolved Services</td> <td style="text-align: right;">£1,055</td> </tr> </table>	EMH	£595	Pavilion	£672	Green	£475	Open Spaces	£241	Bucks CC Devolved Services	£1,055	
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Allotments	£542
Street Lights	£140
Cemetery	£80
Churchyard	£384
Special Projects	£3,146
Dagnall Recreation Ground	£169
EDaN	£79
Staff	£1,633
Office Costs	£577
Subscriptions	£417
Total	£10,205

Insurance & Fixed Assets Review – deferred to June.

Annual Review of Charges

Council considered and agreed to the following charges (the charges had been circulated to the Full Council for consideration prior to the meeting):

**EMH**

Ad hoc commercial & private hire	£14.25
Regular commercial users	£11.25
Local non-profit regular users	£8.25
Half day rate	£72.50
Full day rate	£122.00
Election rate	£94.00

**Pavilion & Green**

Adult football	£33.00 per match eff Aug 2019
Edlesborough Cricket Club	£732.00 per year eff April 2020
Tennis Club	£752.00 per year eff April 2019
EB Lions	£397.00 per year eff Aug 2019 + £303 for Pavilion use eff Aug 2019



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	<p>Pavilion clean (if left in unsatisfactory state) £29.00 per clean eff April 2019</p> <p>Tennis Club ground rent £94.50 per annum effective 1<sup>st</sup> June 2018</p> <p>Ad hoc Pavilion hire (clean not included) £6.75 per hour eff April 2018</p> <p><b>Cemetery</b></p> <p>Child (0-12 yrs.) burial plot No change justified as increases applied in June 2017 are still generating more income than expenditure.</p> <p>Child (13-16 yrs.) burial plot</p> <p>Standard adult burial plot.</p> <p>Cremated remains plot</p> <p>Memorials (to erect)</p> <p>Second burials</p> <p><b>Allotments</b></p> <p>Charge from Oct 2020 (for which notice would need to be given in Oct 2019). The £0.20 increase applied in Oct 2016 is still generating more income than expenditure, so a further increase cannot be justified at this time.</p> <p><i>Action: Clerk to inform hall hirers &amp; update the website accordingly.</i></p> <p><u>Financial Contributions</u></p> <p>Prior to the meeting Cllr Wilkinson had circulated the following proposal:</p> <ol style="list-style-type: none"><li>1. The Council commit the remainder of the £20K left after toilet refurbishment to DVH to add to their play equipment fund (1/6th of £120K)</li><li>2. The Council commits a matching £20K to NVH for their car park extension project (1/6th of £120K)</li><li>3. The Council commits £80K to the new pavilion project (2/3rds of £120K)</li></ol> <p>This would leave £50K+ earmarked for traffic calming, which should be more than enough to meet the Council's now reduced aspirations following the consultation.</p> <p>During a discussion the following points were raised:</p> <ul style="list-style-type: none"><li>- Should the Council commit or earmark the funds?</li><li>- Where else in Edlesborough could funds be spent?</li><li>- These financial contributions must be seen as an exception not as a precedent for future spends or budget allocations.</li></ul>	Clerk
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- Should the precept money be seen/used as money for the whole Parish opposed to being shared out proportionality to each village according to their contributions?
- The money should be used proportionality.
- Can the £80K for the New Pavilion be committed so that the Pavilion Working Party know that this money is confirmed as available for the project?
- Each project funded by the Council should be considered on its own merit regardless of which village it is based in.
- Having money earmarked in Special Projects allows the Council to make special contributions to unexpected projects.

Following the discussion Cllr Cabbage proposed the following:

1. The Council commit the remainder of the £20K left after toilet refurbishment to DVH to add to their play equipment fund (1/6th of £120K)
2. The Council earmarks a matching £20K to NVH for their car park extension project (1/6th of £120K)
3. The Council earmarks £80K to the new pavilion project (2/3rds of £120K)

Cllr Green seconded this proposal.

Council agreed to Cllr Cabbage's proposal with the proviso that this does not set a precedent for future financial contributions and spends.

*Action: Clerk & Cllr Nevard to update accounts sheet accordingly. Clerk to confirm to Cllr Mrs Owen the total funds available for the DVH Play Area equipment and to work with Cllr Mrs Owen to raise a purchase order for the new equipment.*

#### Presentation of EPC Accounts

Both Cllr Wilkinson and Cllr Williams presented two forms of presenting an easy to understand version of the Council accounts.

Cllr Wilkinson impressed upon the Council that he felt that it was important to impart this information to the Parishioners following allegations made at the February Council meeting.

*Action: Cllr Wilkinson & Williams will work together to further develop this presentation.*

Clerk, CN & TO

AW & JW



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	<p><u>VAT</u></p> <p>Cllr Cabbage confirmed to the Council that following the Clerk raising the question about reclaimable VAT with BAMKALC it has been confirmed that it is permissible to reclaim the VAT for money awarded to EPC by the NHB Scheme that is subsequently spent on NVH or DVH. The Council must raise the purchase order, invoices must be addressed to EPC. Cllr Cabbage also asked for the bulletin “Local Help for Village Halls revised 2019” to be circulated to the full council.</p> <p><i>Action: Clerk to circulate the bulletin.</i></p>	Clerk
<b>New Pavilion</b>	<p>Prior to the meeting Ken Holloway had sent a drawing to the Council giving them an indication of the internal layout of the New Pavilion. He stressed that this is a working document and that it is still not finalised.</p> <p>The Project Board are currently obtaining quotes from AVDC and a private company for the process of going through Building Regulation Specs, this is with particular regard to Health &amp; Safety, Fire Risk and Energy Rating.</p> <p>Consideration is being given to the power supply for ETC’s Floodlights as this is currently fed from the Pavilions supply. The New Pavilion will need to fund the setting up of a new meter for the tennis club who can then take full responsibility for their own energy bills.</p> <p>Cllr Wilkinson commented that there appeared to be an excessive number of toilets. Mr Holloway explained the need for the sports teams requiring separate toilets, particularly with regard to safe guarding and members of the public accessing the toilets.</p> <p>Cllr Green asked about the need for an assisted toilet; Mr Holloway explained that this was a requirement.</p> <p>Cllr Williams provided the Council with an image of a Sponsorship noticeboard. The intention is to site this noticeboard near the Village Sign on Edlesborough Green for the duration of the build. Once the build is complete the sign will be removed. Council agreed to this proposal.</p>	
<b>Projects</b>	<p><u>Cow Lane Car Parking/Amenity Land:</u></p> <p>Cllr Wilkinson reported that he has been informed that the staff at the Surgery have been instructed not to park in the Surgery Car Park with the aim to ensure that there is space for patients to park. This however will not help with the parking issues on Cow Lane.</p> <p>The Dentist has asked to consult with the Council on the feasibility of extending their Practice. Council agreed that Cllr Wilkinson will consult with the Dentist and impress upon them that the Council cannot support any extension unless the car parking facilities are improved.</p>	JW





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	<i>Outdoor Exercise Equipment</i> – project on hold until DVH complete their replacement Children’s Play Equipment project.			
<b>Planning</b>	The following applications were considered and it was agreed to submit the responses below to AVDC			
	<b>Application No.</b>	<b>Address</b>	<b>Description</b>	<b>Parish Council Response</b>
	19/01560/ALB 26 <sup>th</sup> April 2019	The Old Greyhound Church End Edlesborough	Erection of 6ft wooden fence with concrete posts down one side of the garden.	No objections
	19/01575/APP 26 <sup>th</sup> April 2019	32 Main Road South Dagnall	Detached garage.	No objections
	19/01244/ALB 29 <sup>th</sup> April 2019	Broomstick Cottage, High Street, Edlesborough	Change to internal layout to first floor to create new hallway.	No objections
	19/01265/APP 30 <sup>th</sup> April 2019	27 Nelson Road Dagnall	Dropped kerb (Retrospective).	No objections providing the forecourt has sufficient depth to avoid vehicles overhanging and obstructing the pavement
	19/01606/APP 1 <sup>st</sup> May 2019	17 Eatongate Close Edlesborough	Garden room/Office.	No objections
	19/01661/APP 2 <sup>nd</sup> May 2019	13 St Mary’s Glebe Edlesborough	Roof replacement to existing conservatory.	No objections
	19/01662/APP 2 <sup>nd</sup> May 2019	Lynwood Cottage Leighton Road Northall	Demolition of single storey rear extension and replace with two storey side and rear extension with Juliet balcony. Garage extension and conversion to living accommodation.	No objections
19/01855/COUAR 16 <sup>th</sup> May 2019	Southend Farm South End Lane Northall	Determination as to whether prior approval is required for the conversion of an agricultural barn into a dwelling house.	No objections	



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	<p>The following decisions had been notified by AVDC</p>					
	<p><b>Application No.</b></p>	<p><b>Address</b></p>	<p><b>Description</b></p>	<p><b>Parish Council Response</b></p>	<p><b>AVDC Decision</b></p>	
	<p>19/00259/APP 24<sup>th</sup> Jan 2019</p>	<p>20 Studham Lane, Dagnall</p>	<p>Demolition of existing single storey rear porch and erection of single storey rear extension (part retrospective)</p>	<p>OPPOSE Depth exceeds Design Guidelines</p>	<p>Amended plans with reduced extension depth permitted</p>	
	<p>19/00760/APP 28<sup>th</sup> Feb 2019</p>	<p>Chiltern View, Leighton Road, Edlesborough</p>	<p>Additional front and rear dormers. Increase size of existing rear dormer. New doors and windows and render to rear and side elevations.</p>	<p>No objections</p>	<p>Permitted</p>	
	<p>19/01014/APP 18<sup>th</sup> March 2019</p>	<p>1 Deans Meadow, Dagnall</p>	<p>Single storey rear extension.</p>	<p>No objections.</p>	<p>Permitted</p>	
<p><b>Website &amp; Facebook &amp; GDPR</b></p>	<p><u>Facebook</u></p> <ul style="list-style-type: none"> <li>- Fly tipping</li> <li>- Litter picking</li> <li>- Lost ferret</li> </ul> <p><u>Website</u></p> <p>Cllr Cabbage reported on the progress he had made with Theo Gray with regards to implementing surveys and village hall booking forms which can be completed online on the Council website. To move the matter forward there will be a cost of £200 for the domain. Plus a fee of £149 for working with Cllr Cabbage, Cllr Mrs Owen and the Clerk on the form design. Council agreed that Cllr Cabbage should proceed with this project.</p> <p><u>GDPR</u></p> <p>No reported breaches</p>					<p>KC, TO &amp; Clerk</p>
<p><b>EDaN Traffic</b></p>	<p><u>Traffic Calming Feasibility Study</u></p>					



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<p><b>Management Update</b></p>	<p>The TfB Local Area Technician has confirmed:</p> <ul style="list-style-type: none"><li>- EPC may not use their own contractors to install chevrons at the Peblemoor junction with Ford Lane.</li><li>- TfB will at their expense replace the old hazard markers outside No 61 with a new two chevron sign.</li><li>- The recent refreshing of road markings at this location following the patch and plane works mean that no other measures are currently required at this junction.</li></ul> <p>In response to the Councils request for the white lines and studs to be reinstated on the B440 through Dagnall and Northall the Council has received the following response from their Local Area Technician:</p> <p><i>"I can confirm the section of road in Northall from where the carriageway treatment finished last year to the county boundary is on the programme for 2021/22. However at the next Members meeting, where myself and the local Member discuss priorities for the coming years of carriageway treatment, I will push to get this road done sooner. So for now I am reluctant to spend thousands of pounds on new lines and studs when it could potentially be resurfaced next financial year. With regard to the lines through Dagnall. The section of road between the county boundary and the B4506 roundabout junction is not on the current 4 year programme. I am aware that various treatments have taken place in recent years, however I will need to survey the road to see the extent of lining and cat's eye work required. Again leave this with me and I will see if I can include it in our capital budget for this year."</i></p> <p>The Clerk is waiting for a response from Peter Smyth &amp; Abdul Afzal re a further meeting about Traffic Calming in the Parish following the parishioner's response to the Traffic Calming Proposals.</p> <p>Cllr Cubbage again drew the Council's attention to the speeding traffic on Eaton Bray Road, Northall. When the reduction in speed on the Leighton Road through Northall was introduced the 30mph signs were removed at the start of Eaton Bray Road. There has been a noticeable increase in traffic speeding along this road since the removal of the signs. The opening of the new bypass/link road to the M1 has also brought an increase in traffic using this road.</p> <p>Cllr Cubbage would like to see the Council making greater use of the sentinel speeding device at this location and to explore the possibility of installing a sign informing drivers of how many drivers were reported for speeding at this location.</p> <p><i>Action: Cllr Cubbage &amp; Williams will work together to explore signage options and the use of the sentinel equipment.</i></p> <p><u>FOTCOTH</u></p>	<p>AW &amp; KC</p>
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	<p>Cllr Williams reported that Natural England have granted a licence for the removal of the badgers from the Churchyard. He will now progress with seeking help on the removal of the badgers. The licence allows for the removal between June and November. Should badgers remain after November 2019 a further application will be required for a new licence for next year. Once the badgers have left the licence grants permission for the sett to be blocked up.</p> <p>This year's EdleFest will take place on Friday 14<sup>th</sup> June &amp; Saturday 15<sup>th</sup> June.</p> <p><u>EDaN Beautification Team</u></p> <ul style="list-style-type: none"> <li>- An extra-long litter picker has been purchased for their use.</li> </ul>	
<b>Villages</b>	<p><u>Dagnall</u></p> <ul style="list-style-type: none"> <li>- Nothing to report.</li> </ul> <p><u>Northall</u></p> <ul style="list-style-type: none"> <li>- See Traffic Calming re speeding traffic on Eaton Bray Road.</li> </ul> <p><u>Edlesborough</u></p> <ul style="list-style-type: none"> <li>- Council discussed the possible installation of bollards at the end of the right of way that exits onto Cow Lane, Edlesborough. Due to this right of way being on private land it is not currently possible for the Council to install a gate or bollards at this location.</li> </ul> <p><u>Anne Thompson Cup</u></p> <ul style="list-style-type: none"> <li>- Nothing to report</li> </ul>	
<b>Correspondence</b>	Nothing to report.	
<b>AOB</b>	Nothing was raised.	
<b>Items for Agenda 20<sup>th</sup> June 2019</b>	<p>Items for the Agenda for the EPC Meeting to be held on 20<sup>th</sup> June 2019 at Edlesborough Memorial Hall following the Annual General Meeting of EPC which will commence at 7.30pm:</p> <ul style="list-style-type: none"> <li>- Presentation of EPC Accounts</li> <li>- Fixed Assets and Insurance Review</li> </ul>	
	The meeting closed at 22.40pm	