



# **EDLESBOROUGH PARISH COUNCIL**

## **Minutes of the ordinary meeting of Edlesborough Parish Council** **held on 21<sup>st</sup> September 2023 in Edlesborough Pavilion.**

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### **Open Forum**

Four parishioners attended the Open Forum to find out more about the Transport Statement Addendum associated with planning application 23/02130/APP.

The Transport Statement Addendum is the latest proposal by the developer following the response to the High Street, Edlesborough Traffic Calming Proposal consultation.

Cllr Wilkinson explained that EPC are opposed to this latest proposal and will be responding to the application and Joe Bates, Transport Co-Ordinator at Buckinghamshire Council in response to the addendum.

Copies of the objections will be available on the EPC website, alongside the minutes of this meeting.

EPC and the Buckinghamshire Councillors present were unable to confirm whether Buckinghamshire Highways will hold a consultation on this latest proposal.

Buckinghamshire Councillors Poll and Brazier confirmed that Joe Bates had been very proactive in listening to the concerns of the Parish Council, residents, and BC Councillors in response to the proposed build out on the High Street, Edlesborough.

***Actions: EPC to object to the Transport Statement Addendum associated with planning application 23/02130/APP.***

***EPC to ensure Joe Bates, Transport Co-Ordinator at Buckinghamshire Council is aware of their objections to the latest addendum.***

***Copies of objections to be available on EPC website alongside these minutes.***

***BC Cllrs Chris Poll and Peter Brazier to contact Joe Bates, Transport Co-Ordinator at Buckinghamshire Council to clarify whether this latest proposal has been approved, whether there will be a further public consultation, whether matters have been “paused” as he had previously communicated to them.***

The four parishioners left the meeting at this point.

Cllr Booth formally opened the meeting at 8pm.

### **Present.**

Cllr Booth, Cllr Williams, Cllr Wilkinson, Cllr Wells, Buckinghamshire Councillors Chris Poll and Peter Brazier, Penny Pataky (the Clerk) and no parishioners.

### **Apologies**

Cllr Owen, Cllr Cabbage, Cllr Hurst, Cllr Harpley, Dorothy Ferguson

### **Declaration of Interests**

None were declared.

## **Minutes of the Ordinary Meeting of Edlesborough Parish Council held on Thursday 20<sup>th</sup> July 2023**

Council agreed the minutes of the Ordinary Meeting of Edlesborough Parish Council held on 20<sup>th</sup> July 2023 with the following addition on page 4;

“Prior to the meeting Cllr Wilkinson had circulated a proposed objection to the proposed build out on High Street, Edlesborough. Council agreed to submit this response to BC.

**Action: Objection to the proposed build out on High Street, Edlesborough to be submitted to BC and displayed on website alongside minutes of this meeting.”**

## Matters Arising from the Minutes (not covered in the agenda)

Nothing was raised.

## Buckinghamshire Council Report

*Including Community Board for Ivinghoe and Wing Ward.*

Council agreed to support Katrina Holyoake with the Ivinghoe and Wing Community Board roadshow that will be at Edlesborough Pavilion on 5<sup>th</sup> October, 1pm – 3pm.

The Clerk has advertised the event on Facebook with a link to the Community Board page on the Buckinghamshire website.

**Actions: Cllr Williams to ask Katrina Holyoake which officers she will be bringing with her. Cllr Williams and the Clerk to attend (other Cllrs are welcome to attend). Clerk to request better publicity material from Katrina to help publicise the event.**

Councillors Booth, Wilkinson, and Williams attended the most recent Community Board meeting.

BC Cllr Peter Brazier explained that BC is looking at revamping the Community Boards.

## Co-option of New Councillor

Cllr Wilkinson proposed that Council co-opt Dorothy Ferguson as a councillor for the Ward of Edlesborough.

Cllr Williams seconded the motion. All agreed.

**Actions: Clerk to organise an email address for Cllr Ferguson and send her all the necessary paperwork. Clerk to inform BC about the co-option.**

## Code of Conduct

The full Council attended a Remit and Philosophy for Town and Parish Councils course led by Mel Woolfe. Prior to the meeting all councillors had had the opportunity to read and suggest amendments to the EPC Code of Conduct.

There being no proposed changes Cllr Wells proposed Council adopt the EPC Code of Conduct, Cllr Booth seconded the motion. All agreed.

**Action: Clerk to add a copy to the website.**

## Planning

Led by Cllr Wilkinson.

The following applications were considered, and it was agreed to submit the following responses to Buckinghamshire Council Local Planning Authority

Application No.	Address	Description	Parish Council Response
23/02197/APP 27 <sup>th</sup> July 2023	Ryders By Leighton Road Northall	Single storey side extension	No objections
23/02332/APP 3 <sup>rd</sup> August 2023	Primrose Bungalow Dunstable Road Dagnall	Demolition of existing bungalow and replacement with a dormer bungalow and detached double garage	OPPOSE Garage design inappropriate
23/02332/APP Amended 7 <sup>th</sup> Sept 2023	Primrose Bungalow Dunstable Road Dagnall	Demolition of existing bungalow and replacement with a dormer bungalow	No objections

23/02371/ALB 9 <sup>th</sup> August 2023	St Mary The Virgin Church End Edlesborough	Listed building application relating to the replacement of a window	SUPPPORT
23/02402/APP 11 <sup>th</sup> August 2023	Brae House 3 Beacon View Northall	Two storey side extension, single storey rear extension, single storey front extension and new open porch	No objections
23/02460/APP 15 <sup>th</sup> August 2023	18 Leighton Road Northall	Two storey rear extensions and replacement front porch	No objections
23/02775/APP 18 <sup>th</sup> Sept 2023	25 Summerleys Edlesborough	Replacement of an existing conservatory with a single storey rear extension	No objections

The following decisions had been notified by Buckinghamshire Council Local Planning Authority:

Application No.	Address	Description	Parish Council Response	LPA Decision
20/03225/APP 27 <sup>th</sup> October 2020	Westmead Cow Lane Edlesborough	Construction of greyhound kennels and training facilities, together with a new vehicle access.	OPPOSE	Permitted
20/04013/APP 27 <sup>th</sup> Nov 2020	The Old Bakery Leighton Road Northall	Change of use of stable building to incidental use related to new dwelling approved under Application 18/00757/APP	OPPOSE Outside settlement boundary and residential curtilage	REFUSED
22/02663/APP 18 <sup>th</sup> August 2022	Greenacre Studham Lane Dagnall	Erection of a new dwelling	OPPOSE	REFUSED
23/00907/APP 3 <sup>rd</sup> May 2023	Tythe Barn High Street Edlesborough	Installation of a boiler/vent	No objections	Permitted
23/01693/APP 2 <sup>nd</sup> June 2023	12 Nelson Road Dagnall	Replacement of an existing timber shed with a brick built outbuilding	No objections	Permitted
23/01512/APP 8 <sup>th</sup> June 2023	8 Dunstable Road Dagnall	Retrospective application for the installation of an air source heat pump	No objections.	Permitted
23/02197/APP 27 <sup>th</sup> July 2023	Ryders By Leighton Road Northall	Single storey side extension	No objections	Permitted

#### *THE OLD OAKEN COTTAGE, LEIGHTON ROAD, NORTHALL*

There have been reports of THE OLD OAKEN COTTAGE, LEIGHTON ROAD, NORTHALL, breaching planning consent. This has been referred to Buckinghamshire Councils Enforcement Team.

#### *PROPOSED BUILD OUT ON HIGH STREET, EDLESBOROUGH*

Following the recent BC High Street, Edlesborough traffic calming proposal BC have updated their website with the following.

[High Street, Edlesborough traffic-calming proposal - Your Voice Bucks - Citizen Space](#)

Update from BC website

***"Results updated 18 Sep 2023***

We asked for views on our proposal to introduce traffic-calming on High Street in Edlesborough. This was part of planning application number APP/J0405/W/21/3281241. The proposal consisted of a build-out outside no. 26, High Street.

The consultation ran from 11 July to 18 August 2023.

We received 78 responses to the consultation via email and post.

The majority of responses objected to the proposal. The reasons for objecting to the proposal included road safety, traffic disruption, obstructive parking, increased pollution, accessibility, speeding and visibility concerns.

We are now in discussions with the developers on next steps, taking into consideration the consultation responses.”

#### *TRANSPORT STATEMENT ADDENDUM ASSOCIATED WITH PLANNING APPLICATION 23/02130/APP.*

Prior to the meeting Cllr Wilkinson had drawn Councils attention to the Transport Statement Addendum associated with planning application 23/02130/APP.

Council agreed to object to this latest addendum and to make Joe Bates Transport Co-Ordinator at Buckinghamshire Council aware of their response to the addendum.

See notes in Open Forum.

## Villages

### *EPC SUREGRY*

The next EPC Surgery will take place in Edlesborough Pavilion on Saturday 23<sup>rd</sup> September from 12.30-2pm.

### *REMEMBRANCE DAY SERVICE*

This will take place in Edlesborough. Mrs Cubbage is organising volunteers for the road closure points.

The road closure signage order has been confirmed by BC.

The advance road closure signs will be erected by 28<sup>th</sup> October 2023.

### *EDLESBOROUGH*

- The Best Kept Village competition results have been shared with the full Council and in the October edition of Focus, as well as the Council contractor and EDaN Beautification Team volunteers.
- The Clerk shared a quote for the reinstatement for part of the hedge removed by a resident. Council agreed that the Clerk will write again to the resident informing them that if they do not reinstate the hedge the Council will instruct their contractor to carry out the works and will pursue the resident to recover the costs.

### *DAGNALL*

- Cllr Owen has drawn the issue of motorbikes and cars racing through the village to the attention of the Council.

### *NORTHALL*

- Nothing to report.

## Projects

### *EDLESBOROUGH GREEN CHILDREN'S PLAY AREA – LED BY CLLR BOOTH*

The installation is complete, and a post installation inspection has been carried out.

The Clerk and Cllr Wilkinson attended the inspection. This was very useful with the inspector and play company giving lots of advice for the weekly inspections.

The Clerk has asked for the equipment to be included in the annual inspection and is awaiting a response from the company.

The grand opening will take place on Saturday 23<sup>rd</sup> September at midday. Representatives from the cubs, EB Lions FC and Edlesborough Primary have been invited to participate.

A new notice has been ordered with the recommended “safety rules” for the zip wire. Currently there is a laminated version attached to the fence.

The Clerk has received lots of positive feedback about the equipment.

The new equipment has been added to the Council insurance policy and assets register.

The Clerk informed the Council that the new equipment does mean a change to the groundsman's work spec as there will be an increase in strimming and hand mowing to protect the safety surface and equipment. The groundsman proposes to put an inch of weed killer around each "leg" to prevent grass growth. This means the trimmers should not damage the legs of the equipment. A price increase will be applied from April 1<sup>st</sup> 2024.

Council agreed to this proposal from the contractor.

#### *EDLESBOROUGH PAVILION SNAGGING LIST*

Cllr Cabbage circulated an update to the Council prior to the meeting.

## Traffic Calming

#### *SPEEDWATCH – LED BY CLLR WILLIAMS*

Cllr Williams gave a brief overview of where Speedwatch currently is. Appropriate sites need to be identified and approved by TVP. An online Health and Safety Course needs completing. Stephen Lott can then be approached to run Speedwatch Training sessions.

Parishioners have requested traffic calming measures on the following roads:

- Pebblemoor, Edlesborough
- Moor End, Edlesborough
- B440 near the Travellers Rest
- Dunstable Road, Dagnall
- Main Road South, Dagnall

The clerk has also received complaints/challenges/requests for explanations about the siting of the MVAS devices.

The Clerk proposed an article in Focus, on website & Facebook informing parishioners about the MVAS and what EPC has done/can do to combat speeding.

**Action: Cllr Williams to draft an article.**

#### *20MPH SPEED LIMITS IN BUCKINGHAMSHIRE*

EPC received a communication from BC Cllr Peter Cooper about Buckinghamshire Council's theoretical policy permitting Parish Council's to apply for 20mph speed limits being difficult to navigate. Cllr Booth proposed EPC contact Peter Cooper to confirm that EPC supports his efforts here and find out more about how he proposes to take this forward.

**Action: Cllr Booth to respond to BC Cllr Cooper.**

#### *WHEELIE BIN STICKERS*

The stickers have arrived. An explanation letter needs composing, and the stickers need to be delivered to the agreed locations. It was suggested that parishioners could collect stickers from a specific location on a specific date.

## EDaN Updates

Led by Cllr Williams

#### *FRIENDS OF THE CHURCH ON THE HILL*

- The FOTCOTHE have submitted a planning application to install protective glass to protect the stained-glass window. The FOTCOTHE will submit a proposal to EPC for a grant towards the replacement window.

#### *EDAN BEAUTIFICATION TEAM*

- The Clerk has asked MW Agri to source and quote for the supply, installation, and removal of two Xmas trees.

## Finance

### *ACCOUNTS FOR THE MONTHS ENDED 31<sup>ST</sup> JULY AND 31<sup>ST</sup> AUGUST 2023*

Council approved the accounts for months ended 31<sup>st</sup> July and 31<sup>st</sup> August 2023.

The Clerk informed the Council that Cllr Ferguson had met with the Clerk and the former councillor Chris Nevard to discuss the council accounting system. All felt the meeting was very productive and that Cllr Ferguson would be able to assume the role of supporting the Clerk with the accounts.

### *AUTHORISATION OF PAYMENTS*

Council ratified their decision to approve the August 2023 payments.

Council approved the September 2023 payments.

### *COUNCIL INSURANCE*

This is due for renewal on 1<sup>st</sup> October. The Clerk is awaiting quotes from the current insurer and another company for Council consideration.

ECSC CIO are investigating their own buildings and contents insurance for Edlesborough Pavilion.

A decision on policies will need to be made prior to the end of the month. This can then be ratified at the October meeting.

### *COMPLETION OF AGAR 2022/23*

PKF Littlejohn LLP have completed the external audit of the accounts for 2022/23. No issues or recommendations were raised. This is now available on the Council website along with the conclusion notice. The right to inspect period ends on 25th September 2023.

## Parish Amenities

### *BUCKINGHAMSHIRE COUNCIL DEVOLVED SERVICES.*

More information on Devolved Services is yet to be received from Buckinghamshire Council.

### *PARISH PATH MAPS*

The three noticeboards can now be accessed. The locksmith was able to unseize the locks. The Northall board is slightly rusty near the lock, he recommends this is monitored.

The Perspex at EMH is covered in a thin plastic which if removed should make the maps more visible (like the removeable plastic on a new phone). The Clerk will investigate removing the plastic from the EMH noticeboard and report on the success/unsuccessfulness of this. If this is successful, the same strategy could be used on the Northall and Dagnall boards.

**Action: Clerk to investigate sourcing/purchasing new maps showing all the rights of way in the Parish.**

### *AED'S & CFR'S*

The two free AED and CPR workshops were very successful. Tracy Mould from SCAS is more than happy to run more sessions.

The Clerk has asked Cllrs Booth, Wells and Owen to be additional guardians for the AEDs in their respective villages. This is in the process of being set up. This is an additional measure for if the Clerk is ever unavailable to carry out a safety check on the devices.

The Clerk will write to the Baptist Church, Swan Northall, Red Lion, Dagnall and Munns farm shop to confirm bank details for the annual energy payment.

### *EMH*

The Shakespeare Company are now using the hall regularly for rehearsals.

The PAT test was postponed due to the Clerk being unwell, it is rescheduled for early October.

The two very large tea pots have been replaced following reports that they were very leaky when used in the Carnival tea tent.

The stand that holds the projector screen is broken; this is rarely used but is a nuisance when it is used. The Clerk will research purchasing a replacement stand.

New lights have been ordered to hang outside the hall in December, this will enable the settings to be changed to a slow glow or steady on, opposed to the fast-flashing setting from last December.

Following a request from the Resilience Officer at BC, the Clerk has registered EMH as a potential Buckinghamshire Council Rest Centre venue. . A Rest Centre is a venue which can be opened after an incident to provide shelter and support to survivors or people displaced by an incident. Examples of why a Rest Centre could be opened is flooding (or the potential of flooding leading to evacuation) or a gas leak. If a Rest Centre is needed, it is preferable to have one as close as possible to residents, so people do not have to be transported across villages, towns, or the county. The responsibility for a Rest Centre, including the running and staffing of it, sits with Buckinghamshire Council. The implications for EPC would be any village hall bookings would need to be cancelled/postponed should the need arise for the hall to be used as a Rest Centre.

### *THE GREEN AND PLAY AREA*

#### *Swing Repairs & Older Play Area*

A new T-bar for one of the cradle seats and new shackles for the tops of the chains have been ordered and the Council contractor will install them upon receipt.

Paint has been ordered for the older equipment. The Council handyman has been addressing the rust patches and will then refresh the paintwork on much of the equipment.

#### *Annual Inspections*

These are imminent. The Clerk is awaiting confirmation of dates from the inspection company. The Clerk has requested that the new items are also added to the annual inspection.

#### *MKPA Event*

This was a hugely successful event, despite the organisers arriving late, (they extended their stay as a result) Many parishioners, and their children attended. The Pavilion Hatch being open was a good addition to the event.

Cllr Booth, Cllr Hurst, and the Clerk were in attendance. All received verbal positive feedback on the event. Many parents said thank you and hoped the event could be repeated.

ECSC CIO may be able to run future events as part of their Charitable work. All the information has been shared with a Trustees.

### *SPORTS CLUBS*

The cricket season has ended.

The football season has commenced.

ETC held their annual finals day.

### *EDLESBOROUGH PAVILION*

#### *Balcony Glass*

ECSC have said they do wish to make a claim for this but have yet to progress the matter.

#### *Request to Install Acoustic Panels*

Cllr Wells proposed that Council approve ECSC CIO's request for permission to install acoustic panels, suspended from the ceiling if the clubroom in Edlesborough Pavilion. Cllr Booth seconded the proposal. All agreed.

***Action: Clerk to confirm this in writing to ECSC CIO.***

#### *Future EPC Cllr For ECSC CIO*

In March 2024 Cllr Williams is required to resign as a trustee of ECSC having served the maximum of 9 years as an official trustee. EPC need to appoint a new representative for this role.

***Action: Any interested Cllr to speak to Cllr Williams about the role.***

### *ALLOTMENTS*

#### *Annual Rent & Agreements*

New agreements have been sent to all tenants; some have been returned.

All tenants have been informed about the process for paying their rent and some have started paying.



Once all tenants have paid their rent any tenant that has not returned their new agreement will be written to and informed that by paying their rent Council has deemed this as acceptance of the new agreement. The wardens have been very helpful with updating the Clerk about unworked plots etc.

#### Dagnall

Nothing to report.

#### Cow Lane

Two tenants have been issued with warnings about the condition of their plots. One has since made significant progress, the other is being monitored closely. If significant progress is not made their plot will be reduced in size.

Council reviewed three quotes for the tree and hedge work required at Cow Lane allotments.

The Clerk and the warden have met three tree surgeons on site and all three have provided quotes. The proposal is to reduce the height of all the trees and hedge and make it so that the contractor can easily flail it each year. This will make the hedge more aesthetically pleasing and safer. It will also make the first allotment plot more useable as the darkness caused by the trees and overgrown hedge make it very difficult to grow produce on this plot.

All three surgeons are prepared to leave the wood chippings for the tenants to use.

Council approved the quote from Tom Farrow.

***Action: Clerk to thank all three tree surgeons for their time and quotes. Clerk to raise a purchase order with Tom Farrow.***

#### Northall

Nothing to report.

#### The Green

Nothing to report.

#### CEMETERY

Two burials have taken place.

The Clerk received a complaint from a family about the grass cutting at the cemetery. The complaint was investigated with a site visit and discussion with the contractor. The Clerk found no evidence to support the complaint. A response was sent to the complainant detailing the investigation and explaining how the Cemetery is maintained. To date no response has been received.

#### CHURCHYARD

Council agreed to the groundsman's quote of £215 to cut and clear the wildflower bank. This will be paid out of the Churchyard budget.

#### BRIDLEPATH

Nothing to report.

#### WAR MEMORIAL

The council contractor will ensure this is tidy in readiness for the Remembrance Day Service.

#### BUS SHELTERS

Nothing to report.

#### CAR PARKS, LITTER, RECYCLING AND DOG BINS

The trees bordering the Pebblemoor carpark would benefit from work to sever the ivy. Quotes have been circulated to the Council. The advice from the three tree surgeons is varying but all agree work on the ivy would be beneficial. Council agreed to Cllr Williams offer to investigate the trees and to report on the best course of action.

***Action: Cllr Williams to investigate the trees and report back to the Council.***



### STREETLIGHTS

The Clerk received a request from a new parishioner to adjust the settings on a streetlight near their home. The Clerk responded explaining that this is not possible and gave information about the dimming regime on the streetlights.

### BUCKINGHAMSHIRE HIGHWAYS ISSUES

- The broken style at bottom of Cow Lane is still broken – this is the landowners responsibility.
- The sinking drain at the junction of Brook Street and High Street has been marked out with white paint but to date no repair has been carried out.

### WEBSITE

Nothing to report.

### Facebook

Discussions have focused on:

- New play area
- Dog and dog owner behaviour and etiquette
- High Street build out proposal.

### Website Accessibility and GDPR

Nothing to report.

### Items for future meetings when more information is available:

- *Re-wilding – Led by Cllrs Owen and Wells*

### Items for the agenda for EPC meeting to be held on 19<sup>th</sup> October 2023 in Northall Village Hall

The meeting closed at 22.11

#### **Key to abbreviations:**

**EPC** – Edlesborough Parish Council

**BC** – Buckinghamshire Council

**Cllr** – Councillor

**EBPC** – Eaton Bray Parish Council

**WI** – Women's Institute

**ECC** – Edlesborough Cricket Club

**ETC** – Edlesborough Tennis Club

**ECSC CIO** – Edlesborough Community Sports Club CIO

**EDaN Beautification Team** – Edlesborough, Dagnall & Northall  
Beautification Team

**FOTCOTHE** – Friends of the Church on the Hill, Edlesborough

**The CCT** – The Churches Conservation Trust

**The PCC** – The Parochial Church

**TVP** – Thames Valley Police

**BH** - Buckinghamshire Highways formerly known as TfB –  
Transport for Bucks

**LAT** – Local Area Technician

**BBLP** - Balfour Beatty Living Places