

Edlesborough Parish Council

Minutes of the General Purposes Committee Meeting

Wednesday 6th October 2004 at 7.30 pm at Edlesborough Memorial Hall

Item	Decision	Next Review Date
Present	Mr Brown (Chairman), Mrs Prys-Jones, Mr Cubbage, Mrs Parker (co-opted member), Mr Parker (co-opted member), Lin Sargeant (Clerk).	
Apologies	Mrs. Thompson, Mr. Wilkinson	
Declarations of interest	Mr Brown declared an interest in the item regarding Tennis Club rent review.	
Minutes of Previous Meetings held on 3rd June, 7th July and 8th September 2004	Final Minutes of the 3 previous meetings were produced . The following amendments were agreed at the meeting: 3 rd June – Page 3 (Report dated 03.05.04) Final sentence ADD The meeting agreed unless it was an emergency. 7 th July - Page 10 Cemetery Gate final paragraph ‘attached’ to read ‘adjacent’ 8 th September - Page 1 Financial Limits The General Purposes Committee £1,000.00 per project ADD provided in budget The Clerk has authority to spend – amend £1,000.00 to read £750.00 ADD provided in budget unless it is an emergency. All minutes were signed by the Chairman	
Matters arising from previous minutes	There were no matters arising	
Edlesborough Memorial Hall		
<u>Replacement Floor</u>	Mr. Brown was still awaiting a response from Neil Hodgson. The Clerk had contacted Mr. Frank Porthouse who would be prepared to assist. Clerk to arrange date and time of meeting.	November
<u>Gas pipe painting</u>	Clerk would contact Mr. David Thompson who has agreed to carry out this work and other works around the Parish.	November
<u>Damaged paving slabs on boundary with Edlesborough Autos</u>	Clerk had written to AVDC and awaiting reply. Mr. Parker reported that the oil problem appears to have abated but the position would be monitored. Clerk to request Mr. Thompson to replace the damaged paving slab.	November
<u>Debris on roof and cracked roof tile</u>	Work carried out.	Item closed
<u>Electrical inspections</u>	Next inspection due May 2005	Item closed
<u>Structural woodwork repairs</u>	See item under Replacement floor Meeting to be arranged with Mr. Porthouse	November
Report from Caretaker (Mrs.Parker) dated 06.10.04	Nothing new to report	
<u>Payment from AVDC for European Elections – use of Hall</u>	Clerk to check bank statements as to date it was not apparent that the £50.00 had been paid.	November
<u>Lights outside the Hall</u>	Proposed to install ‘dawn to dusk’ lights under new law. Agreed to include in the precept	November
<u>Under 5’s</u>	Clerk presented a draft letter and Side Agreement covering the points raised by the Under 5’s which was approved by the Committee. Clerk to forward to Chairman of Under 5’s for signature followed by counter-signing by Mrs. Thompson as Chairman of the Parish Council	October
<u>St. Mary’s, Eaton Bray – Harvest Lunch</u>	Thank you letter has been received	Item closed
Edlesborough Green (including the play equipment, car parks etc.) Caretaker’s Report 06.10.04	Following accident on The Green the padlock on Pavilion Car Park Barrier had to be cut off, new padlock purchased and keys forwarded to Reyven and the Cricket Club.	

	<p>By-law notices have been installed, 1 Dog Bin repaired and the Pavilion barrier post has been straightened.</p> <p>Play area full of weeds, stinging nettles and thistles. Clerk to contact Reyven</p> <p>Junior football matches have been played on The Green during September.</p>		
<u>Proposed By-law notices for Edlesborough Green</u>	Installed	Item closed	
<u>Pavilion bare patches/reseeding</u>	Extra soil and turf required. Clerk to contact Reyven	November	
<u>Paving slabs/concrete below the seats and at the pedestrian gates onto the Green</u>	Clerk to contact Mr. Thompson as to whether he can carry out this work		
<u>Play Equipment/RoSPA Safety Report.</u>	<p>Clerk to contact Reyven regarding the weeding</p> <p>The Chairman thanked Mr. Parker for his excellent report.</p> <p>Medium Risk Items requiring action are a projecting bolt thread on the fencing. Once identified this is to be cut off and filed down to remove sharp edges.</p> <p>The fence and supporting posts are in a poor state of repair and will require attention in the near future in order to avoid further, more serious, deterioration. It was agreed to place this item in the budget.</p> <p>The Bark Surface needs to be forked over and topped up with bark to provide an adequate Safety surface.</p> <p>Play Equipment should be checked to ensure it complies with relevant British Standards</p> <p>Other items were considered to comply with British Standards and could not be modified.</p> <p>The roundabout woodwork is deteriorating and it was agreed that Mr. Parker would attend to this.</p>	November	
<u>Additional posts at the far end of the car park between the end of the car park and the hedge</u>	Agreed to accept quote of £480.00 to carry out this work	November	
<u>2004/2005 Green/Pavilion charges</u>	The Clerk produced a breakdown of all charges for groups using The Green/Pavilion. Further comparisons to be made between income and expenditure. It was proposed to make an increase in the fees in line with inflation plus an amount to bring the fees in line with costs over a 3 year period.	November	
<u>Play area safety surface</u>	Mr. Cabbage reported on comparison of costs in replacing the bark surface of the play area with a safety surface. Committee discussed the possible replacement of bark with a safety surface and concluded in the short term that the bark should remain and be maintained with the probability that in the future the surface will need to be replaced at the time of replacement of the equipment itself as a project to be discussed in the future.	November	
<u>Junior Football fees</u>	Clerk not yet received outstanding fees and matches have already taken place recently. Chase.	November	
<u>Football Cup Matches</u>	Committee agreed to a 'one-off' match taking place on 17 th October and players to be notified of charges.		
<u>Seat on Green for Ted Bower</u>	Nothing to report	November	
<u>Tennis Club</u>	Lease is due for renewal. Clerk to contact Solicitors to extend present lease for a period of 10 years minimum. Rent Review to be decided at next meeting.		
<u>Approvals</u>	None		
<u>Edlesborough Green Pavilion</u>			
Shower head replacement	Clerk to obtain quote	November	
<u>Anti-Vandal painting</u>	Work to be undertaken	November	
<u>Pavilion user rules and regulations</u>	Copies were available but due to not having a full committee these will be discussed at the next meeting.	November	
<u>Pavilion Improvements Working Party</u>	This item to be deferred until the next meeting	November	
<u>Leaking gutter</u>	Work done	Item closed	
<u>Caretaker Report 8.09.04</u>	Roof tiles replaced and spare tiles on site. Reports received that youngsters were walking on the Pavilion roof ridge. New padlock to replace that missing from shutters.		
<u>Canopy Post</u>	Clerk to arrange repairs	November	

<u>Approvals</u>	None		
<u>Edlesborough, Dagnall and Northall allotments</u>			
<u>Report from Clerk</u>	Allotment rents being collected over the following 2 weeks. Letter to be given to each tenant requesting that allotments are kept tidy, rubbish removed or kept on own allotment, no hosepipes allowed. Committee agreed an increase of 10p. per pole from October 2005	January	
<u>Gate at Cow Lane</u>	Work carried out.	Item closed	
<u>Allotment Hedge Cow Lane</u>	Clerk to establish with Reyven when this will be repaired	November	
<u>Dagnall Allotments/Northall Allotments</u>	The committee thought carefully following a request for financial help for tenants to tidy up Dagnall allotments and decided this was an inappropriate cost for all the allotments in the Parish. Clerk to advise. An update on the situation with Northall Allotments was given by Mr. Cubbage and is to be discussed at a future meeting.	November	
<u>Edlesborough Cemetery</u>	4 applications received for erection of Memorials in the buried ashes area. Committee approved inscriptions. Clerk to ascertain that they all meet the regulation requirements. Clerk reported that the wildflower bank has had the last cut for this year. The Committee confirmed their agreement for Mr. Parker to re-establish the layout of the Ashes plots by allowing the remaining line to be continued then to move the posts back 1ft. before beginning the next row in order to re-conform with the original plan. The Committee agreed that the plot sizes should remain as they now are. The Rules and Regulations of Cremated Remains Grave Memorials are that plaques or tablets are not to exceed 12"x12" or may be constructed to permit the insertion of a flower vase, in which case the maximum dimensions are 12" in width and 18" front to back. The minimum thickness shall be 2". The plaque must be fixed in the horizontal position flush with the surrounding turf. One further flower vase may be placed on the plot, the maximum dimensions are not to exceed 7"x7"x7". No other objects or materials shall be permitted on these plots. The cutting away of turf from around the plaques and the insertion of bedding plants, chippings, plastic strips or any other materials is not permitted. Alternatively a single plaque 21" in width and 18" front to back may be placed centrally on any one plot. In which case, the inscriptions for both burials must be on the single plaque. The maximum thickness shall be 3". The plaque must be fixed in the horizontal position, the top of the base flush with, or below, the surrounding turf. Provision for a flower base at the top of the plaque is optional. The foundation base for any of the plaques must not be more than 3" larger in width or 3" larger front to back.	Item closed	
<u>Cemetery Gate</u>	Clerk to obtain quotations from K. Mills and Elite Fencing on revised decision to have a fence with small gate as at present.	November	
<u>Approvals</u>			
<u>Edlesborough Churchyard</u>	Further meeting to take place 27 th October to meet in the Church with Mrs. Cockerill, Wendy Drummer, Conservation Manager, a representative from the architects (Philip Hughes Associates) and Canon Grant. A survey by Richard Garnett, Tree Officer at AVDC should be available at the meeting.	November	
<u>Grass and hedge cutting for which the PC is responsible</u>	This item was brought forward on the Agenda. Letter had been sent to the occupier of 21 Eatongate Close regarding overhanging shrubs onto Moor End. The owner had spoken to the Clerk informing that the shrubs were on land between her boundary wall and the pavement and were planted by Bryant Homes at the time the estate was built. Clerk has written to AVDC requesting action to be taken. A further letter had been sent to the occupiers of Hop Cottage, Dagnall, who had replied to the Clerk and the committee agreed a suitable reply. The overhanging shrubs and trees have now been attended to.	Item closed	
	The meeting was curtailed at this point and the following items cover comments from the Clerk's Report.		
<u>Edlesborough, Dagnall and Northall street lighting</u>	Several lights had been reported to be staying on all the time, these will be attended to when a hoist is available. It is not costing the Parish any extra to have these lights permanently on.		
<u>Highways/by-ways/footpaths</u>			
Studham Lane signs	Clerk has written to Bucks.CC requesting action be taken to remedy the situation		
<u>Grass and hedge cutting for which the PC is responsible</u>	Reyven are responsible for cutting the hedge at Dagnall and this work is being carried out.		

<u>AVDC and BCC responsibilities</u>	Clerk has written to AVDC regarding the undergrowth through tarmac between The Green and The Pastures.		
	AVDC will be introducing Household Glass Collection Service commencing 15 th November, collections being every 4 weeks.		
	The next meeting will be on Wednesday 3rd November 2004 at Edlesborough Memorial Hall <u>COMMENCING 6.30pm</u>		