



## EDLESBOROUGH PARISH COUNCIL

### Minutes of Meeting held on 20<sup>th</sup> December 2018 at Edlesborough Memorial Hall

<b><i>Agenda Item</i></b>		<b><i>Action</i></b>
<b>Open Forum</b>	Mr Chris McCloskey (Chair of Edlesborough Tennis Club) presented the Council with information about the planned new all-weather surface for Edlesborough Tennis Courts. The Council thanked Mr McCloskey for sharing the information.	
The Chairman formally opened the meeting at 7.37pm		
<b>Present</b>	Cllr Mineikis (Chair), Cllr Wilkinson, Cllr Pratt, Cllr Mrs Owen, Cllr Williams, Cllr Cubbage, Penny Pataky (Clerk) & County Cllr Anne Wight & 7 parishioners, including representatives from Edlesborough Tennis Club.	
<b>Apologies</b>	Cllrs Green, Nevard, Mrs Thomas and District Cllr Chris Poll	
<b>Declarations of Interest</b>	None were declared	
<b>Minutes of Previous Meeting</b>	The Minutes of the Parish Council Meeting held on 15 <sup>th</sup> November 2018 were ratified and signed with no amendments.	
<b>Matters Arising</b>	None	
<b>District &amp; County Councillors Reports</b>	<p><u>County Cllr Anne Wight</u> Cllr Wight reported on the following matters, her full report can be found on the EPC Website:</p> <ul style="list-style-type: none"> <li>- Brownlow Bridge Closure</li> <li>- Temporary SLOW signs on B489 at Junction</li> <li>- Anglian Water Works in Ivinghoe</li> <li>- Bucks CC Cabinet meeting recommendations for Brexit Preparedness</li> </ul> <p>Cllr Wight also asked in EOC had any requests for her leadership fund, and for these to be submitted for her consideration ASAP. <i>Action: Council agreed to submit a request to Cllr Wight for funding for replacement play area equipment in Dagnall. Cllr Mrs. Owen to formally submit the request.</i></p> <p><u>District Cllr Chris Poll</u> Cllr Poll was unable to attend this meeting.</p>	TO
<b>Defibrillator CFR's</b>	The AED's in Northall and Edlesborough have been checked & found to be in working order.	



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	<p>Council received a request from the CFR Nicky Lack proposing to organise a Just Giving page to raise funds to purchase and install a second AED on the Church at the top of Summerleys.</p> <p>Cllr Wilkinson had previously advised the Council that the village is currently covered by two AED's; one located on EMH and one at the Cow Lane Doctors Surgery (although this is only accessible during surgery opening hours). Council agreed that a further device would be beneficial to the village and that it would be prepared to support the AED's ongoing costs in the same way as the other AED's in the parish.</p> <p><i>Action: Clerk to clarify that the Church are happy for the AED to use their electricity supply. Clerk to respond to Nicky Lack.</i></p>	Clerk
<b>Sports Club</b>	<p>Following a request from EB Lions to pay their fees in one payment as opposed to the current instalment process and if by doing this there would be a discount on the fees the Clerk explained to the club that the instalment payments are at the request of a previous EB Lions committee. Council agreed that the Clerk will respond that the Council would appreciate the fees being paid in full at the start of each season and that the request for a discount is denied.</p> <p><i>Action: Clerk to respond to EB Lions accordingly.</i></p> <p>ETC have been invoiced for their electricity usage and the 2<sup>nd</sup> instalment of fees.</p>	Clerk
<b>Allotments</b>	<p>The Clerk has sent late payment letters to the tenants whose rents are still outstanding.</p> <p>The Council currently has the following plots available:  Dagnall – 9 – we have one possible new tenants  Cow Lane – 2  Northall – 0  The Green – 3</p> <p><u><i>The Green Site</i></u>  Council agreed to the warden, Mr Kirkwood running half a plot as a “Toddler Plot.” The plot is divided into a series of about 8 plots and has two picnic tables on it. He hopes that the Toddler Plot will generate interest in the larger plots.</p>	
<b>Cemetery</b>	<p>The Clerk will be attending a Cemetery Compliance Course in March 2019.</p>	



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<b>Churchyard</b>	Nothing to report.	
<b>Bridle Path</b>	Nothing to report.	
<b>Bus Shelters</b>	Nothing to report.	
<b>Litter Bins, Dog Bins, Car Parks</b>	<p><u>Pavilion Car Park</u></p> <ul style="list-style-type: none"> <li>- Thanks to the assistance of Thames Valley Police the visiting caravan in the car park quickly moved on.</li> <li>- AVDC/Bucks CC have attended to clean up the car park at a cost of £73.35 + VAT to EPC</li> <li>- Eaton Bray Parish Council provided useful information and help to the clerk and should this event happen again EPC now have the information required to eviction proceedings.</li> <li>- MW Agri swiftly responded to the Council's request to provide a barricade at the car park entrance and to quote for and install a new height restriction barrier. The temporary barricade was provided free of charge as MW Agri sae this as "helping the community".</li> <li>- EPC ratified their decision to accept MW Agri's quote for the barrier.</li> </ul> <p><i>Action: Clerk to send a letter of thanks to MW Agri for his swift support in this matter.</i></p> <p><i>Clerk to arrange for one key to the barrier to be issued to each of the sports clubs, to enable emergency vehicles to access the Green should this be necessary. The sports clubs will be informed that no copies may be made of the keys and that they are responsible for ensuring the barrier is securely closed should they have the need to open it.</i></p> <p>EB Lions FC have been reminded again about storing the goals at the rear of the Pavilion correctly. The club has been informed that should any damage or injury be caused by the "arms" swinging out into the car park the club will be held liable</p>	Clerk Clerk
<b>Noticeboards</b>	Nothing to report.	
<b>Streetlights</b>	<p>The light in the churchyard opposite The Old Bell Pub has been attended to by UK Power but is still failed. It has now been reported to CU Phosco for repair.</p> <p>Following a request from three parishioners earlier in the year the Council has consulted with residents close to four</p>	



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	<p>proposed locations in Edlesborough for additional streetlights. Residents near three of the locations objected to the installation of new lights near their homes. Council went onto source quotes for the purchase, installation and connection of an energy supply to a proposed new streetlight on the High Street near the entrance to the allotments. The quotes were circulated to the full Council prior to the meeting. Council agreed that given the high costs particularly for the connection of the energy supply being approximately twice the cost of the purchase and installation costs that it would not proceed with the proposed new light on the High Street.</p> <p>Following a request from Bellway Homes to use hockey style tops on the new street lights that will be installed on the High Street outside their development Council ratified their decision to agree to this request.</p>							
<p><b>BCC Devolution</b></p>	<p>Due to the new formation of the new Unitary Council Bucks CC will now only be issuing a one year contract for Devolved Services.</p> <p>Cllr Williams asked County Cllr Anne Wight how the proposed new Community Councils/Hubs will affect EPC, he reminded her that all Parish Council Cllrs are volunteers and that there is concern about more work being expected of them.</p> <p>Cllr Wight confirmed that the Devolved Services will continue to be offered and that Council's will be able to choose what they will take on, they will not be forced into taking on more responsibilities.</p> <p>Cllr Wight explained that the Councils are using the Wiltshire model for the new Unitary Council as this has proven to work in the past. Martin Tett also has lots of experience in company mergers.</p> <p>Cllr Wilkinson asked how the officers will be appointed. Cllr Wight responded that appointments will be made on merit and experience and that they will be open to all current staff and Cllrs. New staff will be sought from other areas where gaps are identified in the new Council.</p> <p>The merge into one Council will take place in March/April 2019</p>							
<p><b>Finance</b></p>	<p>The Accounts for month ending 30<sup>th</sup> November 2018 having previously been circulated to Councillors were agreed.</p> <table border="1" data-bbox="315 1305 1066 1428"> <tr> <td>EMH</td> <td>£517</td> </tr> <tr> <td>Pavilion</td> <td>£131</td> </tr> <tr> <td>Green</td> <td>£501</td> </tr> </table>	EMH	£517	Pavilion	£131	Green	£501	
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Open Spaces	£395
Bucks CC Devolved Services	£1,017
Allotments	£115
Street Lights	£140
Cemetery	£79
Churchyard	£375
Dagnall Rec	£165
Northall Village Hall	£285
Special Projects	£3,049
Staff	£1,539
Office Costs	£32
Other Costs	£22
Total	£8,362

The December payment and cheque run was agreed with the following explanations:

- The cost for allotment letters was for recorded delivery letters being sent to tenants who had not paid their rent.
- The payment to Strada is £200, this is a deposit for an EdleFest 2019 artist.
- One payment for the DVH Toilet project does not include VAT, this will be clarified once the final project accounts are presented to the Council.
- One EMH deposit refund is for £150, this is due to the event being a teenage party, and the policy for teenage parties is to charge a higher deposit.

#### Draft Budget 2019/20– Working Party recommendations

Cllr Cubbage thanked Cllr Nevard for accurately incorporating all the Working Party's 2019/20 proposals in the 30.11.18 set of Accounts dated 20.12.18. Cllr Cubbage then summarised the following recommendations from the Draft Budget Working Party:

- The working party recommends a precept of £115,710 for 2019/20.
- A further draft budget Working Party meeting will be held in early January. The final precept recommendation



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	<p>will then be brought to the January EPC meeting for formal agreement. The Clerk will then submit the Council’s precept request to AVDC by the deadline on Friday 19<sup>th</sup> January 2019.</p> <ul style="list-style-type: none"> <li>- Following the Council’s budget and precept agreement, a statement will be written for the March edition of Focus explaining the Council’s decision to increase the precept for 2019/20.</li> <li>- During the January Draft Budget Working Party meeting the group will re-look at and finalise the Special Projects’ allocations.</li> <li>- Currently the working party is proposing to increase the Traffic Calming allocation by a budget of £25,000, and the allocation for the Improvements to the Surgery Car Park by a budget of £5,000.</li> <li>- The current Council Finances are predicting a surplus of approximately £18,500 for the financial year ending 31<sup>st</sup> March 2019. It is proposed that the actual surplus should first be used to bring the allocation for the New Pavilion project up to £84,000, with any remaining amount being allocated to other special projects.</li> <li>- Cllr Wilkinson reminded the Council and explained to the audience that the money allocated to Special Projects is a “provision” not a commitment to spend.</li> <li>- Donations to DVH &amp; NVH. Following the information previously circulated by Cllrs Wilkinson &amp; Cabbage the Draft Budget Working Party will review the criteria for how the amount of money donated to the Dagnall and Northall Village Halls is calculated. Any Cllrs who have any comments/suggestions/concerns about how this amount is calculated should submit these to all by email prior to the Draft Budget Meeting in January.</li> <li>- Currently the Draft Budget Working Party are proposing to increase the donations to each of DVH &amp; NVH to £1,545 for 2018/19.</li> </ul>	
<p><b>New Pavilion</b></p>	<p>The ECSC &amp; EPC met on 5<sup>th</sup> December and the notes from the meeting have been circulated to the ECSC and Full Council. Council agreed that the notes from this and subsequent meetings will be shared with the Full Council and that in order to ensure transparency the notes will be attached to the Council Meeting Minutes.</p> <p>It was also agreed that the group will use notes as a form of record as this allows actions to move forward quickly without the need for “minutes to be agreed/ratified”.</p> <p>The Council agreed to the Groups recommendation that a Project Board team be set up to analyse true cost/build figures. Ken Holloway and Doug Oughton agreed to be on the team with Cllr Alan Green and an architect will be appointed to assist. EPC may also appoint members as required. Initially the three members would work to get some quick estimates.</p>	



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	<p>Council considered the note Cllr Green had requested be circulated to the Full Council prior to the meeting raising his concern over figures quoted in the Council’s application for the New Homes Bonus.</p> <p>Cllr Cabbage explained to the Council that with the benefit of hindsight the New Pavilion Working Party acknowledge that in their efforts to submit the New Homes Bonus Application by the deadline they had omitted to have the £84,000 balancing figure agreed by the Full Council. It was agreed that this was a mistake and that the project now has a platform on which to move forward.</p>	
<p><b>Projects</b></p>	<p><u>Cow Lane Car Parking/Amenity Land:</u></p> <p>A meeting will be held on 23<sup>rd</sup> January at 6.30pm between EPC and Edlesborough Surgery to discuss possible improvements to the Edlesborough Surgery Car Park.</p> <p>Council agreed to invite Eaton Bray Council to join the meeting as their parishioners will also benefit from the car park being extended.</p> <p><i>Action: Clerk to write to EBPC providing them with background information about the project, including the patient analysis information provided by Cllr Wilkinson, inviting EBPC to attend the meeting on 23<sup>rd</sup> January.</i></p> <p><u>Exercise Equipment</u></p> <p>Cllr Mrs Owen shared a draft questionnaire re Outdoor Exercise Equipment with the Council and feedback from other areas that have already installed the equipment. The proposal is to send this questionnaire to the Dagnall residents. Cllrs suggested that images of possible equipment are included with the questionnaire to give the parishioners a better understanding of the items that could be installed.</p> <p>Cllrs Williams and Mineikis offered to help Cllr Mrs Owen with this project.</p> <p>Cllr Mrs Owen will continue to source quotes for the exercise equipment.</p>	<p>Clerk</p>
<p><b>Planning</b></p>	<p>The Clerk has brought the following parishioners concerns to the Bellway Homes development and received the following responses:</p> <ol style="list-style-type: none"> <li>1. The damage to the pavement opposite the entrance has not been repaired and is now becoming more hazardous. <i>Response - Our site manager has spoken to our ground workers and they are looking into this and hopefully to get a response to you for next week.</i></li> <li>2. My Council is aware of the road sweeper regularly sweeping/cleaning the road outside the development however</li> </ol>	



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the condition of the road is particularly bad today and the mess is extending to the B440 which is very narrow and busy just before the junction with the High Street, Edlesborough.

*Response - Road sweeping is ongoing and they are doing their very best to maintain in the current conditions. They are out on a daily basis.*

3. There is a very large “pot hole” outside the entrance. This measures approximately 1m square and over 7cm in depth. During the day it is visible and attention is drawn to it by traffic cones. However at night only one traffic cone is left in it which is very difficult to see. This stretch of the road is very dark and there is concern that this issue is not being repaired or coned off appropriately.

*Response - Anglian Water are aware of the pot hole and are due to come out to carry out the repair and reinstate the surface.*

The following applications were considered and it was agreed to submit the responses below to AVDC

Application No.	Address	Description	Parish Council Response
18/02368/ALB Revised plans submitted 16 <sup>th</sup> Nov 2018	Broomstick Cottage, High Street, Edlesborough	Reconstruction of the building following partial demolition due to fire damage	No objections
18/03356/APP Revised plans submitted 28 <sup>th</sup> Nov 2018	23 Nelson Road, Dagnall	Single storey rear extension, front porch extension, conversion of the loft and lengthening a section of dropped kerb	No objections.  Previous objection withdrawn following a redesign of the roof dormer.
18/04096/APP 16 <sup>th</sup> Nov 2018	5 Greenacres, Leighton Road, Northall	Erection of side conservatory	No objections





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	18/04016/APP 23 <sup>rd</sup> Nov 2018	Edlesborough Post Office, Summerleys, Edlesborough	Installation of electric shutters to front and rear entrances	SUPPORT	
	18/04118/APP 14 <sup>th</sup> Dec 2018	Kingfisher Cottage, 6 Manor Farm Close, Edlesborough	Erection of deck overhanging Manor Farm Moat. (Retrospective)	No objections	
	18/04167/APP 18/04168/ALB 22 <sup>nd</sup> Nov 2018	Little Gaddesden Lodge, Little Gaddesden Rd., Dagnall	Provision of two conservation roof lights above studio	No objections	
	18/04308/ALB 3 <sup>rd</sup> Dec 2018	St Mary's Church, Church End, Edlesborough	Installation of tea point facility with the North Porch	SUPPORT	
	18/04312/APP 3 <sup>rd</sup> Dec 2018	32 Dunstable Road, Dagnall	Single storey front and side extensions	No objections	
	18/04345/APP 7 <sup>th</sup> Dec 2018	Ryders By, Leighton Road, Northall	Erection of 6 new dwellings with new access road	OPPOSE  Does not comply with Neighbourhood Plan criteria	



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	18/04378/APP 11 <sup>th</sup> Dec 2018	Churchgate House, High Street, Edlesborough	Erection of a garden orangery and pergola.  Amended version previously approved application 18/01561/APP	No objections	
	18/04412/APP 13 <sup>th</sup> Dec 2018	5 Ivinghoe Way, Edlesborough	Front and rear extensions, loft conversion with rear dormers. Detached garage	No objections subject to officer confirmation that it complies with AVDLP Policy RA.18	
	18/04422/APP 13 <sup>th</sup> Dec 2018	Broxbourne, Leighton Road, Northall	Demolition of existing rear conservatory and erection of replacement single storey rear extension	No objections	
The following decisions had been notified by AVDC					
	<b>Application No.</b>	<b>Address</b>	<b>Description</b>	<b>Parish Council Response</b>	<b>AVDC Decision</b>
	18/03356/APP Revised plans submitted 28 <sup>th</sup> Nov 2018	23 Nelson Road, Dagnall	Single storey rear extension, front porch extension, conversion of the loft and lengthening a section of dropped kerb	No objections.  Previous objection withdrawn following a redesign of the roof dormer.	Permitted
	18/02368/ALB Revised plans submitted	Broomstick Cottage, High Street,	Reconstruction of the building following partial demolition due to fire	No objections	Permitted



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	16 <sup>th</sup> Nov 2018	Edlesborough	damage			
<b>Website &amp; Facebook &amp; GDPR</b>	<p><u>Facebook</u></p> <ul style="list-style-type: none"> <li>- Unwelcome visitors in the Pavilion Car Park</li> <li>- Mud on High Street, outside Bellway Homes</li> <li>- Car parked on Moor End for several weeks. (The vehicle is taxed &amp; insured)</li> </ul> <p><u>Website</u></p> <p>Following Guidance received from BMKALC on Website Compliance Theo Gray has compiled a report for the Clerk &amp; Cllr Cabbage, he confirmed that the website is compliant and has made the following recommendations:</p> <ol style="list-style-type: none"> <li>1. Make sure PDFs or other documents they create are accessible</li> <li>2. Make sure images are accessible</li> <li>3. Follow conventions for creating accessible content (for example, write descriptive links instead of using 'click here')</li> </ol> <p><u>GDPR</u></p> <p>No breaches have been reported.</p>					
<b>EDaN Traffic Management Update</b>	<p><u>Traffic Calming Feasibility Study</u></p> <p>The Full Council have now received a copy of the recommendations made by Bucks CC in relation to Traffic Calming measures in Dagnall and Edlesborough. Currently Bucks CC do not see the need as a high enough priority for them to implement any improvements. If EPC want to implement the Bucks CC recommendations this would be at a cost in excess of £148,000 to EPC.</p> <p>Council agreed to discuss the recommendations at the Draft Budget Working Party meeting with the view to making a recommendation at the January EPC meeting.</p> <p><u>FOTCOTH</u></p> <p>Cllr Williams reported that Mr Russ Phipps the Treasurer for EDaN &amp; FOTCOTH has sadly passed away, he will be greatly missed by the group.</p> <p>A new Tea Point will soon be available at the Church on the Hill.</p> <p>Lots of clearing work has been carried out in the churchyard opening up the view to the Church.</p>					



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	<p>The FOTCOTH are currently in touch with Nature England in regards to the increasing badger issue in the Churchyard. There has been a reduction in the number of rabbits.</p> <p><u>EDaN Beautification Team</u></p> <p>The Council has received compliments in response to the Christmas Lights on Edlesborough Memorial Hall. Unfortunately this year's efforts to light the Christmas Trees did not result in the desired effect. The EDaN Beautification Team were invited to bring suggestions and requests for consideration to the Council early in 2019.</p>	
<p><b>Villages</b></p>	<p><u>Dagnall</u></p> <p>Council ratified their decision to send a letter in support of the golf club sign at the junction of Dunstable Road and Studham Lane in Dagnall.</p> <p>Dagnall Village Hall will be participating in the Tesco's green token scheme in January &amp; February with the aim of raising more funds for new play equipment on Dagnall Recreation area.</p> <p>The Santa Dash was once again well supported.</p> <p>It was proposed and agreed that the February meeting of the Council will be held in the new meeting room at Dagnall Village Hall.</p> <p>County Cllr Anne Wight had earlier in the meeting invited the Council to make a request for a donation from her Leaders' Fund. Cllr Mrs Owen proposed that the Council request a donation towards the replacement play equipment on Dagnall Recreation Area, Cllr Mineikis seconded the proposal. All agreed.</p> <p><i>Actions: The Clerk will raise a request with TfB for the centre studs and white lines to be refreshed along the B440 through Dagnall.</i></p> <p><i>Cllr Mrs Owen to book DVH for the February Meeting.</i></p> <p><i>Cllr Mrs Owen &amp; Clerk to confirm request to County Cllr Anne Wight for a donation towards the replacement play equipment in Dagnall.</i></p> <p><u>Northall</u></p> <p>Cllr Cabbage raised concern over the speeding traffic travelling along Eaton Bray Road between the B440 and the boundary with Eaton Bray. He will be looking into using the sentinel speeding equipment at this location in 2019. EPC recognises that this is an issue and will look into supporting the Northall residents with this matter.</p> <p>Cllr Cabbage also reported that the rain water is not soaking away effectively at the junction of the B440 and Eaton Bray</p>	<p>Clerk</p> <p>TO</p> <p>TO &amp; Clerk</p>



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	<p>Road.  <i>Action: The clerk will request that the 30mph speed roundels are refreshed on Eaton Bray Road.</i>  <i>The issue of flooding/excessive rain water at the junction of Eaton Bray Road and the B440 will be reported to Tfb.</i>  <i>The Clerk will raise a request with Tfb for the centre studs and white lines to be refreshed along the B440 through Northall.</i>  <u>Edlesborough</u>            Cllr Wilkinson proposed that the Council accept the Clerk’s offer to volunteer as the Councils representative on the Burghope Trust. Cllr Mineikis seconded the proposal. All agreed.  <i>Action: The Clerk will write to the Burghope Trust with the Council’s decision.</i></p>	<p>Clerk            Clerk            Clerk                    Clerk</p>
<p><b>Correspondence</b></p>	<p>Copies of all correspondence are in the circulation file:</p> <ul style="list-style-type: none"> <li>• Bucks CC – National Highways &amp; Transportation Public Representation Survey – it was agreed that Cllrs will respond to this individually</li> <li>• BALC - Unitary Meetings</li> <li>• Devolved Services Agreements 2019-20 Update 30/11/18</li> <li>• Police &amp; Crime Commissioner Cllr Newsletter – December</li> <li>• Government Consultation “Planning Reform – Supporting the high street &amp; increasing the delivery of new homes”</li> <li>• AVDC Have a Heart Give Smart” campaign</li> <li>• News for Parishes – December 2018</li> <li>• Parish Liaison Unitary Meetings</li> <li>• London Luton Airport – CEO Appointment</li> <li>• Unitary Statement on behalf of Aylesbury Vale, Chiltern, South Bucks &amp; Wycombe District Councils</li> <li>• Traffic Calming Feasibility Study – circulated via email</li> <li>• Police Crime Bulletin for November 2018</li> <li>• Parish Liaison Notes 28<sup>th</sup> November – circulated via email</li> <li>• Bucks Home Choice Allocations Draft Policy Consultation</li> <li>• Buckinghamshire Minerals and Waste Local Plan Modification Consultation</li> <li>• BMKALC Parish and Unitary Liaison Meetings – circulated via email</li> <li>• BCC News: Help Us Help You - Getting Through Winter Well</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Police and Crime Commissioner newsletter – December</li> </ul>	
<b>Christmas &amp; New Year Office Hours</b>	<p>Council agreed to the following opening hours over the Christmas and New Year Period:</p> <p>Xmas Eve - closed  Xmas Day - closed  Boxing Day - closed  27<sup>th</sup> Dec - closed  28<sup>th</sup> Jan – restricted hours  31<sup>st</sup> Dec - closed  1<sup>st</sup> Jan - closed</p> <p>Telephone messages &amp; emails will be monitored &amp; emergencies dealt with accordingly.</p>	
<b>AOB</b>	Nothing was raised.	
<b>Items for Agenda 18<sup>th</sup> January 2019</b>	<p>Items for the Agenda for EPC Meeting to be held on 18<sup>th</sup> January 2019 at Edlesborough Memorial Hall commencing at 7:30pm:</p> <ul style="list-style-type: none"> <li>- Update on New Pavilion</li> <li>- Dagnall &amp; B440 Traffic Calming</li> <li>- Exercise Equipment</li> <li>- Budget &amp; Precept</li> </ul>	
	The meeting closed at 21.42	