



**EDLESBOROUGH PARISH COUNCIL**

**Minutes for Meeting of Edlesborough Parish Council held on 16<sup>th</sup> July 2020 via the social media platform Zoom**

<b><u>Agenda Item</u></b>		<b><u>Action</u></b>
<b><i>Open Forum</i></b>	Nothing was raised	
The Chairman formally opened the meeting at 19.37		
<b><i>Present</i></b>	Cllr Williams (chair), Cllr Wilkinson, Cllr Nevard, Cllr Mrs Thomas, Cllr Mrs Booth, Cllr Mrs Owen, Cllr Mrs Wells, Cllr Cubbage, Cllr Harpley, Buckinghamshire Cllrs Wight and Poll and one parishioner. Penny Pataky (clerk) joined the meeting at during the Buckinghamshire Council Report due to technical difficulties.	
<b><i>Apologies</i></b>	None were received.	
<b><i>Declarations of Interest</i></b>	Cllr Wilkinson declared that his wife is an allotment holder at Cow Lane. Cllr Mrs Wells declared that she is an allotment holder at Northall. Cllr Mrs Thomas declared that her husband is an allotment holder at The Green.	
<b><i>Minutes</i></b>	The minutes of the ordinary meeting held on 18 <sup>th</sup> June having been previously circulated to the full council were agreed with the revised statement " <i>Cllr Wilkinson expressed concern about the apparent cost of replacing a broken tap at the Northall allotments. The clerk clarified that the charge included the reinstatement of the water supply at all the sites as well as supplying and replacing a broken tap at the Northall site</i> " under Finance.	
<b><i>Matters Arising</i></b>	None were raised.	
<b><i>Buckinghamshire Council Report</i></b>	Cllr Anne Wight spoke about the following: <ul style="list-style-type: none"> <li>• Government Easing of Lockdown</li> <li>• Continued Support for our most vulnerable residents</li> <li>• Freight Strategy</li> <li>• Community Boards</li> </ul> A full copy of the report can be found on the EPC website.  Cllr Chris Poll informed the Council that his family antibody tests are negative, even though his wife and son who work in the NHS and both had symptoms of COVID-19. It appears that antibodies are not surviving. He encouraged the use of the Buckinghamshire testing facilities for symptoms. Cllr Poll also referred to issues with the planning process that have been raised by other parishes.	



## EDLESBOROUGH PARISH COUNCIL

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	His full report can be viewed on EPC's website.				
<b>Planning</b>	The following applications were considered and it was agreed to submit the responses below to Buckinghamshire Council (BC)				
	<b>Application No.</b>	<b>Address</b>	<b>Description</b>	<b>Parish Council Response</b>	
	20/01634/APP (Amended) 24 <sup>th</sup> June 2020	21 Eatongate Close Edlesborough	First floor side extension over garage and part garage conversion	No Objections Previous objection withdrawn following amended plans	
	20/01973/APP 19 <sup>th</sup> June 2020	Collyers Main Road North Dagnall	Demolition of existing outbuildings and erection of a detached dwelling	OPPOSE Fails to comply with AVDLP policies	
	20/02025/APP 24 <sup>th</sup> June 2020	Hall Farm Ringshall Road Dagnall	Erection of a 2 bay garage extension	No objections	
	20/02028/APP 23 <sup>rd</sup> June 2020	7 Damson Way Edlesborough	Single storey side extension	No objections	
	20/02038/ACL 24 <sup>th</sup> June 2020	Moat Cottage 8 Manor Farm Close Edlesborough	Application for a Certificate of Lawfulness for an existing use of a residential garden	No objections	
	The following decisions had been notified by BC				
	<b>Application No.</b>	<b>Address</b>	<b>Description</b>	<b>Parish Council Response</b>	<b>BC Decision</b>
	19/02472/APP 8 <sup>th</sup> July 2019	Sparrow Hall Farm, Leighton Road, Edlesborough	Erection of an agricultural building	No objections	Permitted
20/01082/APP	Tythe Barn	Change of use of part of ground	OPPOSE	Permitted	



**EDLESBOROUGH PARISH COUNCIL**

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	3 <sup>rd</sup> April 2020	High Street Edlesborough	floor and first floor from B1 to A1 (funeral director premises), and internal alterations	Pending confirmation of sufficient car parking provision for all the proposed uses of the Barn		
	20/01794/AGN 5 <sup>th</sup> June 2020	Home Farm Leighton Road Northall	Erection of agricultural building	No objections	Permitted	
	20/01795/AGN 8 <sup>th</sup> June 2020	Summerfield Farm Leighton Road Northall	Building for storage and machinery	No objections	Permitted	
	20/01796/AGN 8 <sup>th</sup> June 2020	Summerfield Farm Leighton Road Northall	Extension from the south west end of the existing grain store	No objections	Permitted	
A copy of Buckinghamshire Council Planning Enforcement had been circulated to the full council prior to the meeting.						
<b>Villages</b>	<p>Mr Tony Wood a local land owner has contacted the Council with a request to work with the Council to improve the signage for the Rights of Way (RoW) across his land. He has suggested a weather proof map at the start of each RoW. One of the issues he faces are people not keeping to the rights of way. He has offered to financially support this initiative and help install the signs if needed. Cllr Mrs Thomas had liaised with Mr Wood and had circulated a report to the Full Council prior to the meeting. Council agreed the following:</p> <ul style="list-style-type: none"> <li>• Anything Mr Wood could do to improve the signage would be welcomed</li> <li>• Mr Wood is not permitted to remove the wooden way markers as these are the responsibility of Buckinghamshire Council</li> <li>• If Mr Wood wishes to carryout work on any of the RoW he must reinstate the RoW within two weeks. EPC recommend that Mr Wood inform Buckinghamshire RoW Team of his intention to temporarily close or work on any RoW prior to</li> </ul>					



## EDLESBOROUGH PARISH COUNCIL

### Minutes for Meeting of Edlesborough Parish Council held on 16<sup>th</sup> July 2020 via the social media platform Zoom

	<p>commencing work.</p> <ul style="list-style-type: none"><li>• The Clerk and Cllr Mrs Thomas will respond in writing to Mr Wood.</li></ul> <p>Council also agreed to investigate improving the Parish Paths maps/display cabinets installed in the three villages. With the aim of developing a proposal to bring to the whole Council.</p> <p><i>Action: Clerk &amp; Cllr Mrs Thomas to agree a response to be sent to Mr Wood. Clerk to investigate improving Parish Path maps.</i></p> <p><b><u>Edlesborough</u></b></p> <p>EPC had received more special requests from parishioners re the cutting of The Pastures Hedge. Residents have been informed that the contractor carries out a uniform cut on the outside and top of the hedge, taking extra when cutting the tops so as not to damage buildings/structures/ladders etc. on the inside of the hedge. Council agreed that the cut should be uniform for the whole hedge.</p> <p>Cllr Nevard expressed concern in the deterioration of the hedge in some places. Cllrs Nevard, Williams and Mrs Thomas agreed assess the hedge and make recommendations.</p> <p>Matthew Whincup the LAT for Buckinghamshire Council has confirmed that the invoicing and payment arrangements for the cutting of the hedge will continue as before.</p> <p>The Clerk advised the Council that one resident whose garden backs onto Edlesborough Green has cut EPC's hedge lower than the recommended height.</p> <p><i>Action: Cllrs Nevard, Williams and Mrs Thomas to investigate.</i></p> <p>Communication continues between a resident of Moor End, the IDB and EBPC re breaches in the river bank and the issues this is causing. Heidi Head the Clerk has informed the Clerk that the IDB only has only recently forwarded cost options to Eaton Bray Parish Council regarding the watercourse/bank, however did not give any fine detail. EBPC have therefore had to go back to them [IDB] for more information, i.e. what the next steps would be in this process. EBPC needs to understand the pros and cons of the various alternatives and what the process is for making the decision about how to proceed.</p> <p>In addition, the costs being put forward for the proposed works are very high (potentially a cost equivalent to a year's precept for the parish) and so EBPC has requested a meeting with IDB to discuss this further.</p>	<p>Clerk &amp; CT</p> <p>CN, AW &amp; CT</p>
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**EDLESBOROUGH PARISH COUNCIL**

**Minutes for Meeting of Edlesborough Parish Council held on 16<sup>th</sup> July 2020 via the social media platform Zoom**

	<p>A parishioner had raised concern about the fence surrounding Swallowfields being broken. The Clerk has informed the landowner who has taken action to secure the property.</p> <p>Cllr Cabbage reminded the Council about Mr Calloway's previous suggestion for the installation of recycling bins in the village. The Clerk confirmed that the reason recycling bins were not provided by EPC or AVDC is that there currently is not the facility to empty them accordingly.</p> <p>Council agreed to follow this up with Buckinghamshire Council to see if their stance had changed. The Clerk will inform Mr Calloway of the Councils action.</p> <p><i>Action: Clerk to contact Buckinghamshire Council and Mr Calloway. Bring the request to the attention of the Community Board.</i></p> <p><b><u>Dagnall</u></b> Nothing was raised.</p> <p><b><u>Northall</u></b> Following concerns raised by parishioners the clerk has written to the residents at the junction of Eaton Bray Road and the B440 requesting that they cut back their hedge as it is obstructing drivers view at the junction.</p>	Clerk
<p><b><i>New Community Board for Ivinghoe and Wing Ward</i></b></p>	<p>Cllrs Wilkinson, Williams and Mrs Owen and the Clerk attended the first Wing and Ivinghoe Community Board Meeting on the 14<sup>th</sup> July.</p> <p>Cllr Mrs Owen provided a report to the full Council prior to the meeting.</p> <p>The 16 new Community Boards are the new way for Buckinghamshire Council to interact with local communities. They have a budget of £3.9 million (8X the LAF budget). The Wing and Ivinghoe Community Board allocation from this is approx. £130k.</p> <p>The coordinator for the Wing and Ivinghoe Board is Katrina Kelly, who has grown up in the local area and has worked in many departments in Bucks Council. She is enthusiastic and has been very responsive to queries from the EPC Clerk to date.</p> <p>The Board are currently considering the following priorities:</p> <ul style="list-style-type: none"> <li>● Environment</li> <li>● Health &amp; Well Being</li> <li>● Transport</li> </ul>	



**EDLESBOROUGH PARISH COUNCIL**

**Minutes for Meeting of Edlesborough Parish Council held on 16<sup>th</sup> July 2020 via the social media platform Zoom**

	<ul style="list-style-type: none"> <li>• Covid Response &amp; Recovery</li> </ul> <p>These are not firm priorities, Cllrs, parishioners, and other organisations are being asked for their ideas as to what the priorities should be.</p> <p>Under each priority there will be sub groups which like minded individuals can work on.</p> <p>The next meeting is scheduled for 8<sup>th</sup> September.</p> <p>Cllr Williams stated that he felt Parish Councils are not equipped to take on Social Care &amp; Health issues as a priority, he feels these areas are better served by the “experts” in the field.</p> <p>Cllr Harpley asked how things will move forward.</p> <p>Cllr Wight explained that the Community Boards will have a much bigger scope than the previous Local Area Forums.</p> <p>Attendees can suggest priorities and then the Community Boards can link up like minded individuals to move priorities forward. Anyone can attend a Community Board meeting (the first meeting had restricted numbers due to being an online meeting).</p> <p><i>Action: Council agreed to collate a list of priorities to submit to the Community Board.</i></p>	All
<b><i>New Pavilion</i></b>	<p>The Public Works Loan Board monies have been received.</p> <p>Cllr Cabbage informed the Council that the latest planned completion date is the start of October for the building. The installation of the bar and kitchen will then follow with an anticipated opening date of the beginning of November.</p> <p>Due to Covid-19 the builder is currently struggling to source supplies, plaster is being rationed and timber is in short supply. It is hoped that these issues will not cause any further delays.</p> <p>There is a concern regarding the construction of the Car Park, due to Buckinghamshire still not giving approval for the design despite all questions and requests for more information being supplied.</p> <p>Ken Holloway is looking to set up a tour of the site and building for all Cllrs in the near future.</p>	
<b><i>Projects</i></b>	<p>Outdoor Gym Equipment - Cllr Mrs Owen is still awaiting quotes.</p> <p>Cllr Cabbage stated that the children’s play facilities on Edlesborough Green do not compare favourably with the facilities in Northall and Dagnall. He proposed that the Council look to using the 6<sup>th</sup> S106 monies towards upgrading the children’s play area on Edlesborough Green. Cllr Harpley seconded the proposal and Council agreed.</p>	



**EDLESBOROUGH PARISH COUNCIL**

**Minutes for Meeting of Edlesborough Parish Council held on 16<sup>th</sup> July 2020 via the social media platform Zoom**

	<p>CLLrs were reminded that the S106 monies must be used for Sport and Leisure projects and that Bellway Homes are required to install a small children’s play area in the new development.</p> <p>CLlr Wilkinson stated that the larger S106 monies should be used for the Pavilion, with the smaller amount being used for the children’s play equipment. Council agreed.</p>	
<b><i>EDaN &amp; Traffic Management Team Updates</i></b>	<p><u>Traffic Calming</u> The Clerk has been informed that PC Turnball has taken over Speedwatch on a wider scale and that the current scheme has been stopped. Under the new scheme volunteers will be able to use hand held devices. Once more information is available this will be circulated to the Council.</p> <p><u>FOTCOTH</u> The FOTCOTH have already received requests for tickets for EdleFest 2021. CLlr Williams is currently awaiting a licence from Natural England which will allow for the installation of badger gates in the churchyard and for the damage caused by one of the floodlights to be repaired. A request for funding will be made to council for the purchase of badger gates if and when the licence is granted.</p> <p><u>EDaN Beautification Team</u> The litter pickers have been busy in all three villages.</p>	
<b><i>Parish Amenities</i></b>		
<b><i>AED’s &amp; CFR</i></b>	Nothing to report.	
<b><i>EMH</i></b>	<p>The online booking form is now live. A socially distanced PAT test booked for 31<sup>st</sup> July. Community Impact Bucks has supplied guidance on reopening of Community Buildings. This has been shared with NVH &amp; DVH. Currently there have been no booking enquiries and none of the regular hirers have asked to resume their bookings/classes. Council agreed that it would work towards reopening EMH in September 2020 taking into account all the guidance etc. The manager will circulate an up to date risk assessment and recommendations for opening to CLLrs for their consideration in August.</p>	



**EDLESBOROUGH PARISH COUNCIL**

**Minutes for Meeting of Edlesborough Parish Council held on 16<sup>th</sup> July 2020 via the social media platform Zoom**

	The manager is attending a Community Impact Bucks Zoom meeting for Community Buildings on 17 <sup>th</sup> July, following the meeting information will be shared with NVH and DVH.	
<b><i>The Green</i></b>	MW Agri has commenced repairs on the adult football pitch.	
<b><i>Sports Clubs</i></b>	<p>EB Lions football training is running smoothly. Adrian Bush, the club chairman has recently been chosen as the Bedfordshire FA Grassroots Heroes Volunteer of the Year.</p> <p>The sports clubs have been contacted re the lack of toilets available on the Green. They have been advised that EPC can arrange for the two toilets to be reinstated at a cost of £40 +VAT (one toilet will cost £25 +VAT) per week to the clubs. EB Lions have agreed to share the cost from September onwards.</p> <p>ETC insist they only want one unisex toilet from August which they will pay for. They are then happy to share the cost with EB Lions from September onwards. The Clerk awaits confirmation from EB Lions on this.</p> <p>ECC have a committee meeting in the week commencing 20<sup>th</sup> Sept, and will update the Council following this. They don't anticipate fixtures being played beyond the first week of September. As yet they have not informed the manager as to when fixtures may resume/start.</p> <p>The clubs have been informed that the toilets will be cleaned once a week by HCTH and that the Clubs will be responsible for any additional cleaning that may be required.</p>	
<b><i>Play Area</i></b>	<p>Edlesborough Green Play Area remains closed. The barrier tape is on the roundabout is now regularly being ripped off. The manager's notice stating it is not to be used is still attached.</p> <p>Prior to the meeting the Clerk had circulated the government guidelines, various documents and advice to the full Council for their consideration.</p> <p>Cllr Mrs Booth proposed that the play area be reopened to the public following the Annual Inspection providing no issues are raised which require it to remain closed. Cllr Mrs Owen seconded the proposal. Cllr Wilkinson stated that he would agree to the proposal providing the manager is in agreement with the decision. The manager stated that she was happy to proceed but that she was unable to carry out any additional inspections, and is prepared to carry out the weekly safety inspections as she</p>	





## EDLESBOROUGH PARISH COUNCIL

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	<p>did prior to the closure.</p> <p>Council considered the subject of councillors' (and trustees in NVH's case) liability if cleaning by the owner/operator was delegated to users. It was agreed that given the current government and ACRE advice that this was acceptable providing there was clear signage informing the users that the play area will not be cleaned by the owner/operator.</p> <p>Cllrs Wilkinson, Nevard, Williams, Mrs Owen and Mrs Booth voted in favour of opening the play area. Cllrs Cabbage, Harpley and Mrs Thomas voted for the play area to remain closed. Cllr Mrs Wells abstained.</p> <p>The motion to reopen was carried with the following conditions:</p> <ul style="list-style-type: none"><li>• Providing no issues are raised at the Annual Inspections on July 22<sup>nd</sup>, the Council will reopen the play area.</li><li>• The Council will not clean the play equipment, gates or fences as the area has been closed and not used for over three months the ACRE advice has reduced this as an issue.</li><li>• Notices will be displayed informing users that:<ul style="list-style-type: none"><li>- The play area will not be cleaned.</li><li>- Users should use hand sanitiser before and after using the equipment.</li><li>- The Governments socially distanced guidelines should be followed at all times.</li></ul></li></ul> <p><i>Action: The manager and Cllr Mrs Booth will attend the annual inspection. The manager will devise and circulate notices to be displayed once the play area is opened. A statement will be placed on the Council website and Facebook Page informing the parishioners of the decision and the advice when the play area reopens.</i></p>	Manager & RB
<b>Allotments</b>	<p><u>Dagnall Allotments</u></p> <p>One new tenant. One plot available. One tap broke on the evening of 24/06/2020 a tenant managed to turn off the water at the mains and replace the tap.</p> <p><u>Northall Allotments</u></p> <p>A new water meter is being installed on 17<sup>th</sup> July, the engineer has been asked to provide the clerk with an accurate meter read from the removed meter. The tenants have been informed that Anglian Water will be on site, that the water will be turned off for a short period and that the engineers need to park inside the allotments.</p>	



**EDLESBOROUGH PARISH COUNCIL**

**Minutes for Meeting of Edlesborough Parish Council held on 16<sup>th</sup> July 2020 via the social media platform Zoom**

	<p><u>Cow Lane Allotments</u> Nothing to report</p> <p><u>The Green Allotments</u> The gate at The Green (road end) is difficult to open and close. MW Agri had inspected the gate and made a temporary repair. Council considered two quotes from MW Agri for the installation of new post and a new gate. The Clerk explained that the second quote was a result of MW Agri sourcing a less expensive gate. Council agreed to proceed with the second, less expensive quote. <i>Action: Clerk to raise a purchase order for the new post and gate.</i></p>	Clerk
<b>Cemetery</b>	The Clerk or Cllr Williams will attend the September Cemetery Management and Compliance Training course.	
<b>Churchyard</b>	MW Agri has provided Cllr Williams and the Clerk with recommendations for repairs to the area around one of the floodlights in the churchyard. The damage has been caused by badgers. Work cannot commence until Natural England have granted a licence.	
<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>	The Clerk is still regularly reporting the litter bins on High Street, Edlesborough to Buckinghamshire for emptying. A record of this is being kept as this may enable us to request additional bins in the future, as Buckinghamshire require three months evidence of a need.	
<b>Streetlights</b>	Nothing to report.	
<b>Website,</b>	<u>Facebook</u>	



**EDLESBOROUGH PARISH COUNCIL**

**Minutes for Meeting of Edlesborough Parish Council held on 16<sup>th</sup> July 2020 via the social media platform Zoom**

<p><b>Facebook &amp; GDPR</b></p>	<p>Post on Facebook have focused on:</p> <ul style="list-style-type: none"> <li>• Scarecrow Festival</li> <li>• Resurfacing of Eaton Bray High Street</li> <li>• Praise for Edlesborough Pharmacy</li> <li>• Dogs off leads (mainly EB Park)</li> </ul> <p><u>Website</u></p> <ul style="list-style-type: none"> <li>• EMH online booking form is live</li> </ul> <p><u>GDPR</u></p> <ul style="list-style-type: none"> <li>• No reported breaches</li> </ul> <p>The clerk and Cllr Cabbage are on the waiting list for the Website Accessibility Awareness for Town &amp; Parish Councils to be held in August.</p>									
<p><b>Buckinghamshire Council Devolved Services</b></p>	<p>The Pastures Hedge was cut on the 14<sup>th</sup> July. One section of the hedge was cut to a lower height (paid for by the resident) as previously agreed by EPC. The resident contacted the Clerk to praise MW Agri Ltd for an excellent job and to comment on how professional, polite and helpful they were. Her praise and thanks have been passed onto the contractor. The Clerk received one call from a parishioner concerned about the birds that may be nesting in the hedge.</p> <p>Matthew Whincup the LAT for Buckinghamshire Council has confirmed that the invoicing and payment arrangements for the cutting of the hedge will continue as before.</p>									
<p><b>Finance</b></p>	<p>Accounts for month ending 30<sup>th</sup> June having been circulated to the full council prior to the meeting were approved.</p> <table border="1" data-bbox="342 1211 1093 1396"> <tr> <td>EMH</td> <td>£626</td> </tr> <tr> <td>Pavilion</td> <td>£174</td> </tr> <tr> <td>Green</td> <td>£470</td> </tr> <tr> <td>Open Spaces</td> <td>£177</td> </tr> </table>	EMH	£626	Pavilion	£174	Green	£470	Open Spaces	£177	
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**EDLESBOROUGH PARISH COUNCIL**

**Minutes for Meeting of Edlesborough Parish Council held on 16<sup>th</sup> July 2020 via the social media platform Zoom**

	<table border="1"> <tr><td>Bucks CC Devolved Services</td><td>£1,080</td></tr> <tr><td>Allotments</td><td>£238</td></tr> <tr><td>Street Lights</td><td>£113</td></tr> <tr><td>Cemetery</td><td>£81</td></tr> <tr><td>Churchyard</td><td>£393</td></tr> <tr><td>Dagnall Recreation Ground</td><td>£173</td></tr> <tr><td>Special Projects</td><td>£42,661</td></tr> <tr><td>EDaN</td><td>£9</td></tr> <tr><td>Staff</td><td>£1,672</td></tr> <tr><td>Office Costs</td><td>£147</td></tr> <tr><td>Subscriptions</td><td>£35</td></tr> <tr><td>Other</td><td>£100</td></tr> <tr><td style="text-align: right;">Total</td><td>£48,149</td></tr> </table>	Bucks CC Devolved Services	£1,080	Allotments	£238	Street Lights	£113	Cemetery	£81	Churchyard	£393	Dagnall Recreation Ground	£173	Special Projects	£42,661	EDaN	£9	Staff	£1,672	Office Costs	£147	Subscriptions	£35	Other	£100	Total	£48,149	<p>Council agreed the July payment run.</p> <p>The Clerk advised the Council that the external auditors had raised three queries regarding the Annual Return. Cllr Nevard and the Clerk are responding to the queries.</p>	
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<p><b>Correspondence</b></p>	<p>Items circulated to Full Council prior to the meeting:</p> <ul style="list-style-type: none"> <li>• 24/06/2020 Buckinghamshire Council Road Safety Update - June 2020</li> <li>• 26/06/2020 Your chance to comment on proposed Code of Conduct</li> <li>• 26/06/2020 Oxford – Cambridge Arc</li> <li>• 26/06/2020 Buckinghamshire Freight Toolkit</li> <li>• 29/06/2020 Parish and Town Councils and the planning process.</li> <li>• 07/07/2020 Buckinghamshire Council - Stay Safe Protect Bucks – Key Messages Resources</li> </ul>																												



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**Minutes for Meeting of Edlesborough Parish Council held on 16<sup>th</sup> July 2020 via the social media platform Zoom**

	<ul style="list-style-type: none"> <li>• 08/07/2020 CB/20/01719/REG3 Greenacres/Stables: VFG Objection</li> <li>• 08/07/2020 NALC UNVEILS PLANS FOR A SERIES OF ONLINE EVENTS</li> <li>• 09/07/2020 BMKALC TRAINING SCHEDULE UPDATED</li> <li>• 13/07/2020 An update on Community Boards in Buckinghamshire</li> <li>• 14/07/2020 News release from BHT: Trust moves into phase two of its coronavirus response</li> <li>• 15/07/2020 Council confirms carbon neutral target (revised version)</li> </ul>	
<b>AOB</b>	<p>The Clerk asked that Cllrs ensure they respond to emails about the following items in August. Decisions will then be ratified at the September meeting:</p> <ul style="list-style-type: none"> <li>• August Payment Run</li> <li>• Planning Applications</li> <li>• Recommendations/Risk Assessment for the re-opening of Edlesborough Memorial Hall.</li> </ul>	
<b>Items for 17<sup>th</sup> Sept Meeting</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	
The meeting closed at 22.15pm		