



EDLESBOROUGH PARISH COUNCIL

Minutes for Meeting of Edlesborough Parish Council held on 21st May 2020 via the social media platform Zoom

<u>Agenda Item</u>		<u>Action</u>
Open Forum	Nothing was raised.	
Cllr Williams formally opened the meeting at 19.45		
Present	Cllr Williams, Cllr Wilkinson, Cllr Cabbage, Cllr Nevard, Cllr Mrs Thomas, Cllr Mrs Owen, Buckinghamshire Council Cllrs Chris Poll and Anne Wight, Penny Pataky (Clerk), three parishioners and the Cheddington Parish Clerk, Roz Roberts.	
Apologies		
Declarations of Interest	Cllr Wilkinson, Cllrs Mrs Thomas and Mrs Wells all expressed an interest in the Allotments.	
Minutes	The minutes of the Parish Council meeting held on 16 th April 2020 having previously been circulated to the Full Council were agreed. A wet signature will be applied to the minutes once the Social Distancing Regulations have been lifted.	
Matters Arising	<ul style="list-style-type: none"> • Changes to Planning at Buckinghamshire Council • Ratify Clerk and Managers salary increase 	
Co-option of New Councillors	<p>Cllr Williams welcomed Lynne Wells, Rosie Booth and Richard Harpley to the meeting. All three have attended previous meetings, submitted a letter of interest and wish join Edlesborough Parish Council as a Councillor. Richard Harpley wishes to represent the Ward of Northall. Due to Buckinghamshire Councils requirement that the vacancy created by the resignation of Cllr Pratt be advertised it was not possible to co-opt Richard Harpley onto the Council. The Council hopes to co-opt him at the June meeting.</p> <p>Cllr Mrs Owen nominated Lynne Wells to become a Cllr for the Ward of Dagnall, Cllr Mrs Thomas seconded the proposal, all Cllrs agreed and Lynne Wells duly accepted the position.</p> <p>Cllr Mrs Owen nominated Rosie Booth to become a Cllr for the Ward of Edlesborough, Cllr Mrs Thomas seconded the proposal, all Cllrs agreed and Rosie Booth duly accepted the position.</p> <p>The Clerk will ask Theo Gray to deactivate Mr Pratt's email address and to set up new email addresses for the new Cllrs. One additional licence will be required at a cost of £43.20 per year which the Council agreed to.</p> <p><i>Action: Clerk to issue new Cllrs with all the required documents and forms. Clerk to contact Theo Gray to set up new email addresses for the Cllrs. New Cllrs to submit required paperwork to the Clerk and to complete the set-up of their Council email address.</i></p>	Clerk, RB & LW



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NHS Clap	Meeting paused to allow attendees to Clap for the NHS	
Buckinghamshire Council Report	<p>The Buckinghamshire Council Ivinghoe Ward Councillors' Report was circulated to the Council prior to the meeting and can be found on EPC's website.</p> <p>Cllr Poll reported the following:</p> <p><i>Schools:</i> he currently has no further information than what is being reported in the national news. He explained that many schools are pushing back against the Governments plans for re-opening. Buckinghamshire Council is getting School Transport ready for the partial opening of schools.</p> <p><i>Household Recycling Sites:</i> These are now fully open, parishioners need to take proof of address such as a Council Tax Bill.</p> <p><i>Call-Ins on Planning Applications:</i> The process in Aylesbury has been changed to bring it in line with the rest of Buckinghamshire Council. In the past if EPC's opinion on a planning application differed from the planning officers it was possible for EPC 'call in' the application to the Developmental Control meeting and speak at the meeting if we chose to. The change now means that in future EPC will need to ask a Buckinghamshire Cllr to 'call in' the application to Developmental Control if their opinion differs from the planning officers. An EPC Cllr will still be able to attend the Developmental Control meeting if the request is accepted. It is not an automatic right as before.</p> <p>Cllrs Williams and Wilkinson expressed concern in Buckinghamshire Cllrs have a lack of knowledge or understanding of the issues specific to the Parish. Additionally, how will EPC know that their response differs to the planning officer's decision in time to ask a Bucks councillor to request a 'call in'?</p> <p>Cllr Poll confirmed that he would seek further clarification of the matter from Buckinghamshire Council. He also advised the EPC to contact him if the Council strongly objects to any application to enable him to 'call in' the application should the planning officer have a different opinion.</p> <p>Cllr Wight also confirmed that she was able to 'call in' applications on EPC's behalf and to represent EPC should the need arise.</p> <p><i>Action: Cllr Poll to seek further clarification on the changes. Clerk to notify Cllr Poll of any applications EPC strongly objects to.</i></p>	CP & Clerk



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Planning	The following applications were considered and it was agreed to submit the responses below to Buckinghamshire Council (BC)				
	Application No.	Address	Description	Parish Council Response	
	20/01264/APP 17 th April 2020	3 Beacon View Northall	Two storey side extension, single storey rear extension and alterations to existing detached garage including raising of roof to provide first floor storage area	No objections	
	20/01336/APP 24 th April 2020	16 Dunstable Road Dagnall	Single storey flat roofed rear extension and first floor side extension over garage with pitched roof	OPPOSE Insufficient space between the side extension and the boundary	
	The following decisions had been notified by BC				
	Application No.	Address	Description	Parish Council Response	BC Decision
	19/04392/APP 19/04393/ALB 15 th January 2020	Tythe Barn High Street Edlesborough	Change of use from B1 to D1 to create a new dental surgery	SUPPORT	Withdrawn
20/01083/ALB 3 rd April 2020	Tythe Barn High Street Edlesborough	Change of use of part of ground floor and first floor from B1 to A1 (funeral director premises), and internal alterations	OPPOSE Pending confirmation of sufficient car parking provision for all the proposed uses of the Barn	Withdrawn Note application 20/01082/APP remains active	
20/00672/APP 25 th February 2020	2A Dunstable Road Dagnall	First floor roof extension	No objections	Withdrawn	
19/01845/APP	The Old	Demolition of existing side	No objections	Permitted	



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	17 th May 2019	Parsonage Main Road South Dagnall	conservatory and replace with a single storey extension together with a flat roofed addition to the main roof	Subject to officer approval of the roof conversion			
Villages	<p><i>Improvements to the B440 in Dagnall & Northall:</i> The TfB local area technician has advised EPC that the full length of the B440 between the county boundaries at Northall and Dagnall has been added on to a capital funded road marking refresh programme. Road markings will be refreshed along with new cats eyes where necessary. Both roundabout systems at Dagnall and Travelers Rest will also have all markings refreshed on approaches. The TfB contractor will be surveying the sites over the coming weeks and work will be undertaken throughout the summer months.</p> <p><u>Corona Virus</u> Cllr Trish Owen submitted an application to Buckinghamshire Council Community Covid Fund for a grant for the Eaton Bray Good Neighbours Scheme which was successful. The Burghope Trust also agreed to make a donation towards the group.</p> <p><u>Carnival</u> The 2020 Carnival has been cancelled. A Scarecrow Festival is being organised by St Mary's Eaton Bray as an alternative event for the Carnival Weekend.</p> <p><u>Edlesborough</u> Nothing to report.</p> <p><u>Dagnall</u> <i><u>Tree at End of Chestnut Close</u></i> After extensive research including contacting Buckinghamshire Council and consulting the neighbouring resident in Chestnut</p>						



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	<p>Close it has not been possible to identify who is responsible for the tree and strip of land at the end of Chestnut Close, Dagnall. Mr Whincup the Local Area Technician for Buckinghamshire Council has confirmed that the land was not adopted by Bucks. Therefore the land is not the responsibility of Buckinghamshire Council nor of Edlesborough Parish Council under the Devolved Services contract as other grass verges in the Parish are.</p> <p>Having received copies of the neighbouring properties land registry paperwork and deeds it would appear that the land was not assigned to either property and as such it is “no man’s land.” Consequently EPC can only assume that it still belongs to the original developer of the Deans Meadow/Chestnut Close/Huntsmans Close estate.</p> <p>Whilst the tree in question and hedge borders the Parish Council allotments, both are outside the boundary fence of the allotments. The maintenance of this hedge is not part of EPC’s contractor’s responsibility and EPC does not believe it forms part of the allotments.</p> <p>As a result of this EPC are unable to assist the resident with carrying out an assessment of the tree. The Clerk has shared this information with the resident.</p> <p><u>Northall</u> Cllr Cabbage reported that Northall Village Hall had successfully applied for a Government Grant for loss of income due to the Coronavirus.</p>	
<p><i>New Pavilion</i></p>	<p>Work recommenced in the week beginning 27th April 2020</p> <p>Cllr Cabbage confirmed that the contractors are doing all that they can to ensure that Social Distance guidelines are adhered to. The contractors are currently experiencing difficulties in obtaining materials from suppliers but they anticipate the building will weathertight by mid-August.</p> <p>The Council has now used all of the AVDC NHB Grant.</p> <p>The Clerk has submitted the first invoice to Joe Houston, Buckinghamshire Council, to initiate claiming reimbursement from the S106 monies allocated to this project. The Council is required to provide photos of the completed work with each request for reimbursement.</p> <p>Joe Houston has advised the Clerk that there may be a delay in releasing payments from the S106 fund due to issues with the</p>	



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	<p>new finance system. He is working to release the money as quickly as possible. The Council intends to call down the Public Works Loan Board monies in the next two to three months.</p>	
Projects	<p>All other EPC projects are currently on hold due to the current Coronavirus pandemic. The Council will revisit the allocation of monies in Special Projects when there is a clearer understanding of how the Coronavirus has affected the EPC's finances.</p>	
EDaN & Traffic Management Team Updates	<p><u>Traffic Calming</u> Nothing to report</p> <p><u>FOTCOTH</u> Nothing to report.</p> <p><u>EDaN Beautification Team</u> Nothing to report.</p>	
Parish Amenities		
AED's & CFR	<p>Peter Cooper the South Central Ambulance Service, CFR Coordinator - Aylesbury North Has confirmed that "<i>Nicky Lack has just completed her training to go front line on the emergency ambulances working from Stoke Mandeville ambulance station and I wish her every success in this demanding new role. This does mean that Nicky will be standing down as your local first responder.</i> <i>SCAS have been making plans to provide replacement cover in the Edlesborough area and currently have two responders in Pitstone, one in Ivinghoe and a new experienced responder in Ashridge.</i>" Peter Cooper has submitted an article to the June Focus hoping to recruit new Community First Responders. He hopes to attend a Council meeting in the future to discuss the CFR's with the Council. Nicky Lack has confirmed that she will continue to monitor the Parish AEDs alongside the Clerk.</p>	
EMH	Nothing to report.	



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<i>The Green</i>	<p>The Council contractor has temporarily replaced the rotten post for the barrier by the Pavilion to ensure the security of the Green is protected.</p> <p>The Manager has updated the Corona Virus signs to bring them in line with the updated Social Distance Guidelines. The signs remind parishioners to:</p> <ul style="list-style-type: none">• Maintain a 2m gap from anyone not in their household• Keep dogs on leads• Take all litter home or place it in the bins. <p>The Clerk received a report of a motorbike and scooters being ridden on The Green and across the cricket square on 17/05/2020. The Clerk has informed the cricket club and the Council's contractor. Fortunately the very dry/hard ground has not been damaged by this incident.</p>	
<i>Sports Clubs</i>	<p>Following an EB Lions enquiry as to whether the Council would consider allowing football on The Green over the summer period, if Social Distancing measures are relaxed/lifted, the Clerk has advised the Club to submit a formal request for the Council to consider should this happen.</p>	
<i>Play Area</i>	<p>On the 26th April the Clerk received reports of families lifting children in & out of play area and allowing children to play on the roundabout. This breach in social distancing was reported to TVP.</p> <p>The manager found evidence of drug use near the roundabout the following morning. This has also been reported to TVP.</p>	
<i>Allotments</i>	<p><u><i>Dagnall Allotments</i></u></p> <p>Concern has been raised about works carried out on one plot, including the use of a digger. The Clerk has contacted the plot holder for clarification of their plans and to ask them to remove the soil and waste that they have deposited on the pathway and neighbouring plot.</p> <p>There are currently FOUR plots available to rent at this site.</p> <p>Castle Water have informed the Council that they will be moving to six monthly billing.</p>	



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	<p><u>Northall Allotments</u> Wave Water have confirmed the meter read for the start of March 2020 and will be replacing the water meter free of charge at the site. The current one is buried and scratched making it very difficult to locate and read. The warden continues to monitor the ground for evidence of a water leak.</p> <p><u>Cow Lane Allotments</u> Mr Graham Turner sent the following message to EPC following the completion of the car parking area at Cow Lane Allotments; <i>"Thank you to you, Edlesborough Parish Council and Malcolm the contractor for the improvements made to the Cow Lane Car Park, which will benefit plot holders over many years. A good job well and promptly done."</i></p> <p>One tenant has removed a large amount of the hedge between the allotments and the right of way between Summerleys and Cow Lane. Rubbish has also been deposited in the right of way at this location. Council agreed that the Clerk will write to the tenant informing them that the hedge must be reinstated and the rubbish must be cleared from the right of way as a matter of urgency.</p> <p><u>The Green Allotments</u> Following a suggestion from a tenant the warden has agreed to create an allotment tenants WhatsApp group. The Clerk wrote to all the tenants asking them to inform the warden if they wish to be included in the group. One tenant has been written to about their plot being unworked. To date no response has been received. The Clerk has written again informing the tenant that if no response is received by 22nd May the plot will be taken back and made available for re letting.</p> <p>The Council currently has 13 parishioners on the Allotment waiting list, the majority would like a plot at Cow Lane or The Green.</p>	
Cemetery	This is now open to the public provided visiting it forms part of their daily exercise.	



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	<p>Government Restrictions/Rules remain in place for interments. A burial scheduled for Wednesday 27th May, 2020. The Clerk has raised the purchase order for the new grave markers. The contractor has carried out work levelling and seeding the graves.</p>	
<i>Churchyard</i>	Nothing to report.	
<i>Bridle Path</i>	Nothing to report.	
<i>War Memorial</i>	<p>The Clerk received a complaint about the contractor cutting the grass and wildflowers on the bank around the War Memorial. The contractor has been asked not to cut the grass bank until the daffodils have finished next year.</p>	
<i>Bus Shelters</i>	Nothing to report.	
Litter Bins, Dog Bins, Car Parks	<p>The new dog waste bin in Northhall was missed on a recent collection. The Clerk contacted Streetscene and the bin was emptied within 48 hours.</p> <p>On 9th May the manager discovered that items had been fly tipped in the Pebblemoor Car Park. The Council contractor swiftly cleared this fly tipping.</p>	
Streetlights	Nothing to report.	
Website, Facebook & GDPR	<p><u>Facebook</u></p> <ul style="list-style-type: none"> • People breaching social distancing • Parents lifting their children into the play area and allowing them to play on the children's roundabout. • Hedges over hanging pavements • Requests from landowners that people stop straying from the rights of way. • VE Day 	



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	<ul style="list-style-type: none"> • Anti-social behaviour. Including a Vauxhall driving round the villages squirting people with “water” Cllr Mrs Owen has contacted TVP and Beds Police about this matter. <p><u>Website</u></p> <ul style="list-style-type: none"> • This is being regularly updated with Corona Virus information • The following link has been added to the website https://www.walkinginengland.co.uk/bucks under Community Information, Footpaths, Bridleways & Local Walks • Following contact from Aubergine about the new WCAG Website Compliance regulations which are due to be implemented later this year the company carried out a Level One test of the EPC website free of charge. They then provided the Clerk with a report highlighting where the website was not compliant. This report was shared with Theo Gray who corrected the issues and responded to other points made in the report. The report and Theo Gray’s response and advice has been shared with Cllrs Cabbage and Williams. <p><u>GDPR</u></p> <ul style="list-style-type: none"> • No reported breaches 					
<p>Bucks CC Devolved Services</p>	<p>The Clerk has received complaints about parishioners’ hedges overhanging the pavement in The Green. The owners of the hedges have been written to with a request to cut the hedges back.</p> <p>The Clerk asked the Council contractor to tidy the hedge at the junction of The Green and Brownlow Avenue.</p> <p>Following a request from a parishioner the contractor has tidied the edges of the alleyway between the High Street and St Mary’s Glebe.</p> <p>Two parishioners have been contacted regarding the removal of the “Please do not park on the Grass” signs on The Green.</p> <p>Water meter covers were accidentally damaged by grass cutter on Leighton Rd, Northall. The contractor has apologised and returned asap to rectify the issue/damage. The damage has been reported to Anglian Water.</p>					
<p>Finance</p>	<p>Accounts for month ending 30th April having been circulated to the full council prior to the meeting were approved.</p> <table border="1" data-bbox="342 1236 1093 1331"> <tr> <td>EMH</td> <td>£722</td> </tr> <tr> <td>Pavilion</td> <td>£906</td> </tr> </table>	EMH	£722	Pavilion	£906	
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Green	£665
Open Spaces	£172
Bucks CC Devolved Services	£1,080
Allotments	£79
Street Lights	£109
Cemetery	£81
Churchyard	£393
Dagnall Recreation Ground	£173
Special Projects	£1,585
Other	£52
Staff	£1,631
Office Costs	£347
Subscriptions	£462
Total	£8,457

Council agreed the May payment run.

Salary Review

The Council ratified their decision to increase the Managers Salary and to move the Clerk to the next point on the Clerk's pay scale. This will be backdated to 1st April 2020.

Annual Review of Charges

Prior to the meeting Cllr Wilkinson had circulated his proposed recommendations for the Annual Review of Charges. Council agreed to the following:

EMH – Cllr Wilkinson proposed a small increase to the EMH hire fees. Cllr Williams proposed that in light of the



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	<p>current Coronavirus Pandemic charges for EMH would be frozen. Council discussed the two proposals taking the following factors taken into consideration:</p> <ul style="list-style-type: none">- Classes returning to the hall with fewer numbers, meaning less income for the tutors. Council were keen to see these Classes/hirings being able to resume.- It is not known when classes/hirings can resume.- It is currently unknown how much income will be lost as a result of the Coronavirus Pandemic. <p>It was agreed that the Hall fees would remain unchanged:</p> <table><tr><td>Ad hoc commercial & private hire</td><td>£14.25</td></tr><tr><td>Regular commercial users</td><td>£11.25</td></tr><tr><td>Local non-profit regular users</td><td>£8.25</td></tr><tr><td>Half day rate</td><td>£72.50</td></tr><tr><td>Full day rate</td><td>£122.00</td></tr><tr><td>Election rate</td><td>£94.50</td></tr></table> <p>Green</p> <p>It was noted that the Council will no longer be charging the Sports Clubs for the use of the Pavilion as the new Pavilion will be operated by ECSC.</p> <p>Council discussed Cllr Wilkinson's proposal to increase the Green fees, the Council then voted on the proposal with four Cllrs voting for Cllr Wilkinson's proposed increase in charges. Three Cllrs voting that charges should not be increased. One Cllr abstained from the vote.</p> <p>The proposal to increase the hire fees from 1st June 2020 was carried:</p> <table><tr><td>Adult football</td><td>£17.00 per match eff Aug 2020</td></tr><tr><td>Edlesborough Cricket Club</td><td>£366.00 per year eff April 2021</td></tr><tr><td>EB Lions</td><td>£409.00 per year eff Aug 2020</td></tr><tr><td>Tennis Club ground rent</td><td>£94.50 per annum effective 1st June 2018</td></tr></table> <p>Cemetery</p> <table><tr><td>Child (0-12 yrs.) burial plot</td><td>No change justified as increases applied in June 2017 are still</td></tr></table>	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	£94.50	Adult football	£17.00 per match eff Aug 2020	Edlesborough Cricket Club	£366.00 per year eff April 2021	EB Lions	£409.00 per year eff Aug 2020	Tennis Club ground rent	£94.50 per annum effective 1 st June 2018	Child (0-12 yrs.) burial plot	No change justified as increases applied in June 2017 are still	
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	<p>Child (13-16 yrs.) burial plot generating more income than expenditure. Standard adult burial plot. Cremated remains plot Memorials (to erect) Second burials</p> <p>Allotments Charge from Oct 2021 (for which notice would need to be given in Oct 2020). The charge per pole will be increased from £2.00 to £2.10 <i>Action: Clerk to inform sports clubs, hall hirers, allotment tenants and to update the website accordingly.</i></p> <p><u>Precept Payments</u> Many Councils including EPC received the first half of their precept payments late. Carol Burslem from BMKALC raised this with Buckinghamshire Council, particularly the fact that Councils were not advised that the payments would be late. The following explanation was given by Buckinghamshire Council:</p> <ul style="list-style-type: none">• Precept information being sent to the Finance department late• Issues with the Internal System SAP• Working from home and the server capacity• High workload resulting from raising emergency funding payments/grants as a result of the Corona Virus. <p><u>Annual Audit 2019/20</u> EPC has been selected by PKF Littlejohn (The External Auditors) as a Council that will be one of the “<i>intermediate review 5% sample</i>” This means that additional documents including copies of minutes and agendas for the past year need to be submitted along with all the usual accounts.</p> <p>The Internal Auditor has completed his review of the Accounts. He recommended that invoices are issued for interments and erections of memorials in the Cemetery ensuring clarity in the accounts. This was agreed by Council.</p>	Clerk
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	<p>The Council agreed the Annual Return for 2019/20. The document will be signed by the Chairman and RFO following Social Distancing guidelines. The Clerk will then submit the documents to PKF Littlejohn for audit. <i>Action: Clerk to submit the Annual Return 2018/19 and supporting documents to PKF Littlejohn for audit.</i></p>	<p>Clerk & AW</p>
<p>Correspondence</p>	<p>Items circulated to Full Council prior to the meeting:</p> <ul style="list-style-type: none"> • Diary your lockdown experience • Composting focus in the daily council video update • Community hub supporters make their vital deliveries • Buckinghamshire Council finds accommodation for 80 rough sleepers • Winslow & Aylesbury local food market launch 'call & collect' service • 23/04/2020 NALC ☹️ CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS • 23/04/2020 Parish Councils - Useful information for Charities and Community Buildings • 24/04/2020 NALC 🧑‍💼 CHIEF EXECUTIVE'S BULLETIN • 24/04/2020 Buckinghamshire Council Focus on care homes in the daily council video update • 27/04/2020 Buckinghamshire Council New Permit Scheme going live from 1 May • 28/04/2020 Buckinghamshire Council 'Mutual Aid' focus in the daily council video update • 30/04/2020 Buckinghamshire Council Green waste collections to restart and waste sites stand ready to open. • 01/05/2020 NALC ☹️ CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS • 01/05/2020 Buckinghamshire Council New shared online space launched for youth workers in Buckinghamshire to support coronavirus response • 01/05/2020 Buckinghamshire Council marking VE day with online celebrations, and calls for local submissions to the county archive • 01/05/2020 Buckinghamshire Council staff working in new and different roles across the county to support vulnerable people • 01/05/2020 TfB is still active during the crisis • 01/05/2020 Buckinghamshire Council takes on new powers to fight the fly tippers 	



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	<ul style="list-style-type: none">• 29/04/2020 Aylesbury Local Hub Updates (Cllr Wight)• 05/05/2020 Covid-19/Coronavirus: Aylesbury Local Hub - Update #4• TfB - Road Safety Update - May 2020• 05/05/2020 Five Bucks household recycling Centre's set to reopen• 12/05/2020 Letter to town and parish councils from Martin Tett, Leader Buckinghamshire Council• 12/05/2020 😊 CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS, including the Government's Plan TO REBUILD: The UK Government's COVID-19 recovery strategy• 13/05/2020 Buckinghamshire Council - Council says no to Slough expansion	
AOB	Cllr Williams advised the Council that their Zoom software will require an update prior to the next Council meeting.	
Items for 18th June Meeting		
The meeting closed at 21.44		