



## EDLESBOROUGH PARISH COUNCIL

### Minutes for Meeting of Edlesborough Parish Council held on 19<sup>th</sup> November 2020 via the social media platform

#### Zoom

<u>Agenda Item</u>		<u>Action</u>
<b><i>Open Forum</i></b>	<p>Parishioner and Churchwarden Catherine Hayden attended the meeting to inform the Council that St Mary's Church Eaton Bay is working to become an Eco Church and to ask what the Council is doing to become more Eco Friendly and to address "Green Issues"</p> <p>Cllr Mrs Owen responded explaining that she and Cllr Mrs Wells are leading a project with the intention of:</p> <ul style="list-style-type: none"><li>• Setting up a local environment group that could work towards "re wilding" green areas in the Parish.</li></ul> <p>Cllr Mrs Owen and Mrs Wells are:</p> <ul style="list-style-type: none"><li>• Exploring working with the Ivinghoe and Wing Community Board to see if the Council can work with other Parish Councils on these matters.</li><li>• Waiting for additional help from EVALC who will shortly be issuing a pack of information for Parish Councils.</li><li>• Looking for parcels of land in the Parish that could be "re wilded."</li><li>• Hoping to enlighten parishioners as to what they can do; for example, installing bat boxes and hedgehog highways.</li></ul> <p>Cllr Williams responded that there is a wildflower bank in the Churchyard and careful grass cutting is carried out in the grassed areas of the churchyard, along with careful pruning.</p> <p>Catherine Hayden informed the Council that the Church is looking at how it can improve in the following areas:</p> <ul style="list-style-type: none"><li>• Buildings</li><li>• Energy Supply</li><li>• Educating and challenging the congregation to look at their own practice.</li></ul>	
The Chairman formally opened the meeting at 19.42		
<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, Penny Pataky (Clerk), Buckinghamshire Cllr Poll, and two parishioners.	
<b><i>Apologies</i></b>	Buckinghamshire Cllrs Anne Wight and Chris Poll both sent their apologies due to attending the Ivinghoe & Wing Community Board Meeting. Cllr Chris Poll joined the meeting during "Projects."	
<b><i>Declarations of Interest</i></b>	<p>Cllr Wilkinson declared that his wife is an allotment holder at Cow Lane.</p> <p>Cllr Mrs Wells declared that she is an allotment holder at Northall.</p> <p>Cllr Mrs Thomas declared that her husband is an allotment holder at The Green.</p>	



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<b>Minutes</b>	The minutes of the ordinary meeting held on 15 <sup>th</sup> October 2020 having been previously circulated to the full council were agreed with no amendments.	
<b>Matters Arising</b>	Nothing was raised.	
<b>Ivinghoe &amp; Wing Freight Strategy</b>	<p>Graham Hillary has confirmed receipt of the following statement from EPC in response to the Ivinghoe and Wing Freight Strategy; <i>"The compelling, qualified and robust reason for including the B440 between its junctions with the B489 and the A4146/A505 in the proposed freight zone is because the justification and principal benefit of the zone will be to relieve the number of through HGVs using the B488 between Ivinghoe and the A4146. If the B440 is not included, most, if not all the HGVs displaced from the B488 will simply transfer to the B440, which is an equally unsuitable road."</i></p> <p>Prior to the meeting Cllr Wilkinson had circulated a prepared statement on behalf of the Council to share with Parishioners informing them of the Council's understanding of the Freight Strategy, how it will impact on the Parish and encouraging Parishioners to respond to the Statutory Consultation in 2021.</p> <p>Council agreed that this document will be shared with Graham Hillary prior to being circulated to the public. Council will ask Graham Hillary to confirm that the data/figures he shared with the Council can be included in the statement.</p> <p><i>Action: Cllr Wilkinson to share statement with Graham Hillary with a request for confirmation that the data/figures can be included. Statement to be published.</i></p> <p><u>Update on the Brownlow Bridge – provided by Graham Hillary</u></p> <p><i>"The work at Brownlow Bridge / Ivinghoe Canal Bridge is complete the road has just been reopened to traffic. The temporary 18T mgw signs have also been taken down as the bridge has been strengthened back up to full capacity. Understandably this will potentially raise concerns in some locations about increased Heavy Goods Vehicle flows in the absence of the proposed Zonal 7.5tonne Environmental Restriction. We will be working hard to prepare this for the required Statutory Consultation at the earliest opportunity, currently expected to start Mid to Late February 2021. Some other locations will be pleased to see the bridge restored to its full capacity relieving them of the diverted HGV traffic while the bridge was constrained.</i></p> <p><i>We will not be encouraging use of the route not wishing to attract increased HGV traffic into the area but, we are entering the</i></p>	JW



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	<p><i>‘gap’ period I alerted you all to a few weeks ago. This will be a challenging period for all residents and communities, I urge you all and your residents to take extra care on the roads and pathways. The safety and wellbeing of all is a real concern and I encourage us all to work together to protect each other as best we can.”</i></p>	
<p><b>Buckinghamshire Council Report</b> Including Community Board for Ivinghoe and Wing Ward</p>	<p>Buckinghamshire Council Cllr Anne Wight’s provided a comprehensive report that was circulated to the Full Council prior to the meeting and is available on the website with the draft minutes.</p> <p>Cllr Chris Poll reported on the following: <u>National restrictions and funding support.</u></p> <p>£6.9m has been made available from central government to assist those businesses forced to close. Some restrictions on eligibility have been eased since the lockdown introduced earlier this year so please do encourage all businesses to check. Most importantly many self-employed people excluded last time can apply this time.</p> <p>£10.8m has been made available for Buckinghamshire Council to distribute on a discretionary basis. Applications will close on the 18th December. Details can be found at <a href="https://www.buckinghamshire.gov.uk/coronavirus/coronavirus-business-support-hub/">buckinghamshire.gov.uk/coronavirus/coronavirus-business-support-hub/</a></p> <p><u>Vulnerable residents.</u></p> <p>Anyone clinically extremely vulnerable should have been contacted by central government. If you are, or know someone who is, and have not been contacted please do get in touch. The website would be the first approach I would suggest but residents can call to check if necessary. This will enable additional help to be channelled to those that need it.</p> <p>The Bucks Online Directory is a very useful resource for all of us. It can signpost services of voluntary or neighbourhood groups in your area or further afield. From charities to groups of like-minded people it can be a useful tool to connect residents with services. It can be found at <a href="https://www.buckinghamshire.gov.uk/directory.buckinghamshire.gov.uk">directory.buckinghamshire.gov.uk</a></p> <p><u>Community Board.</u></p> <p>I wish to promote the Wing and Ivinghoe Community Board Facebook page which can be found at <a href="https://www.facebook.com/Wing-and-Ivinghoe-Community-Board-104964671378244">https://www.facebook.com/Wing-and-Ivinghoe-Community-Board-104964671378244</a></p> <p>Its purpose is to promote the aims of the board in helping residents, organisations, and partners for the benefit of local people.</p>	



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<b>Planning</b>	The following applications were considered and it was agreed to submit the responses below to Buckinghamshire Council Local Planning Authority				
	<b>Application No.</b>	<b>Address</b>	<b>Description</b>	<b>Parish Council Response</b>	<b>PC Comments</b>
	20/03617/APP 23 <sup>rd</sup> October 2020	17 Leighton Road Northall	Single storey front extension for additional garage. Single storey rear/side extensions	No objections	
	20/03225/APP 27 <sup>th</sup> October 2020	Westmead Cow Lane Edlesborough	Construction of greyhound kennels and training facilities, together with a new vehicle access.	OPPOSE	Greenfield site
	20/03615/APP 3 <sup>rd</sup> Nov 2020	Chiltern View Farm Leighton Road Edlesborough	Replacement of an existing barn with a barn-style residential building. Construction of a new front boundary wall and entrance gates.	OPPOSE	Roof pitch too shallow
	20/03910/APP 18 <sup>th</sup> Nov 2020	4 Nelson Road Dagnall	Demolition of side extension and outbuildings. Construction of a pair of two bedroomed semi-detached dwellings.	No objections	
	<p>Council agreed in principle the response to the application 20/03910/APP. The response will not be submitted to the LPA until Cllr Mrs Owen has had time to visit the site and confirmed to the Council that she was in agreement with the response.</p> <p><i>Action: Cllr Mrs Owen to visit 4 Nelson Road and to confirm her agreement/disagreement with the Council response.</i></p> <p>Council confirmed that they did not require Cllr Chris Poll to “call in” the applications if their responses differed from the Planning Officers.</p>				
					TO & JW



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	<p>The following decisions had been notified by Buckinghamshire Council Local Planning Authority</p> <table><tr><th>Application No.</th><th>Address</th><th>Description</th><th>Parish Council Response</th><th>LPA Decision</th></tr><tr><td>20/03143/COUAR 16<sup>th</sup> Sept 2020</td><td>Southend Farm Southend Lane Northall</td><td>Determination as to whether prior approval is required for the conversion of an agricultural barn into a dwelling house</td><td>No objections</td><td>REFUSED</td></tr></table> <p>Council has received the DRAFT ORDER: SE/4361 - PROPOSED STOPPING UP OF HIGHWAY AT GARAGE SITE, CHILTERN AVENUE, EDLESBOROUGH LU6 2HY</p>	Application No.	Address	Description	Parish Council Response	LPA Decision	20/03143/COUAR 16 <sup>th</sup> Sept 2020	Southend Farm Southend Lane Northall	Determination as to whether prior approval is required for the conversion of an agricultural barn into a dwelling house	No objections	REFUSED	
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<b>London Luton Airport Consultations</b>	<p>Buckinghamshire Cllr Anne Wight and EPC have advised parishioners of the following consultations regarding the creation of a new holding stack for Luton airport (running until 5 Feb, 2021) via Facebook and the December Focus Report. The following links can be used for more information:</p> <ul style="list-style-type: none"><li>• <a href="https://www.bbc.co.uk/news/uk-england-beds-bucks-herts-54572593">https://www.bbc.co.uk/news/uk-england-beds-bucks-herts-54572593</a></li><li>• <a href="https://consultations.airspacechange.co.uk/london-luton-airport/ad6_luton_arrivals/">https://consultations.airspacechange.co.uk/london-luton-airport/ad6_luton_arrivals/</a></li><li>• <a href="http://www.luton19mppa.info/">http://www.luton19mppa.info/</a></li></ul> <p>EPC has submitted their response to the survey consultation on an increase in passenger numbers to 19 mppa which ran until 11 November, 2020.</p> <p>Cllr Wilkinson has circulated his recommendation/comments on the Holding Stack for Luton Airport Consultation. He explained that whilst he does not want to see an increase in aircraft traffic he felt that in the interests of the Parishioners the Council should agree with Option 2 as this will take some flights away from Edlesborough and Northall. Unfortunately none of the options will improve the situation for the village of Dagnall.</p> <p>Council agreed that all Cllrs will look at the consultation and Cllr Wilkinson’s recommendations/comments. If all are in agreement the Clerk will respond to the Consultation on behalf of the Council with the agreed responses.</p> <p><i>Action: Cllrs to look at Consultation and Cllr Wilkinson’s recommendation/comments. Council to agree a response at the December Council meeting.</i></p>	ALL										



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<b>Villages</b>	<p>The Local Area Technician (LAT) Matthew Whincup provided the Council with an update on outstanding Highways Issues in the parish, including works carried out on the B440, Slicketts Lane and High Street, Edlesborough to alleviate the flooding issues at these locations. He is currently chasing up the outstanding issues of the sunken roadworks on the High Street, missing speed limit signs in Northall, the pothole near the Northall village sign and the ongoing issues with the bollards on the Travellers Rest roundabouts.</p> <p>Council asked the Clerk to pass their thanks for Matthew for the great work he does for the Parish and the comprehensive update on the outstanding highways issues.</p> <p><i>Action: Clerk to pass on the Councils thanks for Matthew Whincup.</i></p> <p><b><u>Edlesborough</u></b></p> <p>Fly tipping on Slicketts Lane was reported to TfB on 27/10/2020.</p> <p>Cllr Chris Nevard had recently drawn the Cllrs attention to Edlesborough School becoming an Academy School. It was clarified by Cllr Mrs Booth that this was an automatic response to the poor OFSTED inspection from January 2020. Council expressed surprise that the Parish Council was not kept up to date of information such as this by Buckinghamshire Council.</p> <p>Cllr Cubbage and Mrs Lorna Cubbage who is responsible for the local Royal British Legion Poppy Appeal informed the Council that Edlesborough Stores had welcomed a collection tin in their store and that this tin had raised £445.54 for the appeal. Due to the current Covid-19 pandemic other collecting locations such as the School had not been able to accommodate a collection tin this year.</p> <p>Council praised the EDaN Beautification Team for the excellent work on decorating the War Memorial.</p> <p><b><u>Zebra Crossing</u></b></p> <p>Following parishioners whose homes neighbour the Zebra Crossing raising concerns about “light disturbance” at night Darryl Bonsor, a Buckinghamshire Council Transport Coordinator requested that Bellway Homes install shields on the flashing beacons of the new zebra crossing on the High Street. Bellway Homes have now carried out this request.</p> <p><b><u>Dagnall</u></b></p> <p>Cllr Mrs Owen informed the Council that DVH Committee have appointed a new bookings officer.</p>	Clerk
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	<p><b><u>Northall</u></b></p> <p>Cllr Cubbage asked that the Clerk contact Buckinghamshire Council to request that they carry out an annual cut in late September on the wild flower meadow at the rear of the amenity land by the Northall village sign. He informed that Council that it had previously been agreed with AVDC that the rear of the Knolls View amenity land could be used as a wild flower meadow and that it would not be cut as often as the rest of the land.</p> <p><i>Action: Clerk to contact Buckinghamshire Council with the request.</i></p> <p>Cllr Cubbage proposed that the Council ask MW Agri to install a 4ft by 6ft fence panel in the corner of the Knolls View amenity land to create a compost heap for the volunteers who look after the planter to use. Council agreed to the proposal.</p> <p><i>Action: Clerk to liaise with Lorna Cubbage and MW Agri to arrange installation of the fence panel.</i></p>	<p>Clerk</p> <p>Clerk &amp; LC</p>
<b><i>New Pavilion</i></b>	<p>All the documents requested for the acceptance of the Sport England Grant have been submitted to Sport England. We are now in the second phase of the approval that requires us to submit quotations for the installation. Once Sport England approve the quotation the relevant paperwork/invoices can be submitted to Sport England for reimbursement.</p> <p>Cllr Cubbage informed the Council that good progress has been made including:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Electrical fix is complete.</li> <li>• 2<sup>nd</sup> Electrical fix is almost complete.</li> <li>• 1<sup>st</sup> plumbing fix is almost complete.</li> <li>• Internal studwork is complete. The plastering will be completed once the floor screed is complete.</li> <li>• The work on the underfloor heating, followed by the floor screed is about the start.</li> <li>• The outside cedar wood cladding should be started within the next few days.</li> </ul>	
<b><i>Projects</i></b>	<p><b><u>Outdoor Gym Equipment</u></b></p> <p>Led by Cllr Mrs Owen</p> <p>The Clerk has received confirmation of the prices and that the items are available from Ashlands. A proforma invoice has been received, and the payment has been raised. The items will be delivered to MW Agri ready for assembly and installation.</p>	



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	<p><u>Edlesborough Green Children's Play Area</u> Led by Cllr Mrs Booth Council held a successful working party meeting where Cllr Mrs Booth proposed the Council set up a Special Project to improve the Children's Play Area facilities on Edlesborough Green. Council agreed to progress the project by beginning a consultation to establish whether residents believe there is a need to improve the children's play equipment on Edlesborough Green. <i>Action: Cllr Mrs Booth to develop a public consultation document for Council approval.</i></p> <p><u>EMH Redecoration</u> Led by Cllr Mrs Thomas Cllr Mrs Thomas informed the Council that five decorators had been invited to tender for the project. Four attended a site visit and only two subsequently submitted a quote to decorate the main hall, kitchen, and entrance hall. This includes the plastering of the walls in the kitchen and decorating the outside of the front door. Cllr Cubbage proposed that Council accepts Dominic Woolcott's quote and invite him to start work as soon as possible. Additionally that the Council accepts Stephen Janes quote to carry out repairs to the front door and box in pipework in the main hall in readiness for the redecoration. Cllr Mrs Booth seconded the proposal. All agreed. Cllr Wilkinson thanked Cllr Mrs Thomas for all she has done to obtain the quotes. <i>Action: Cllr Mrs Thomas to thank and inform the decorators and carpenters of the Councils decision. Clerk to raise purchase orders for the work and to negotiate dates for the work to be completed.</i></p> <p><u>EMH Toilet Refurbishment (including EMH Lease)</u> Led by Cllr Mrs Thomas. Cllr Mrs Thomas confirmed that the lease was taken out in 1967 and is for 99 years. Council agreed that it should explore the option of the ownership of the land and building being transferred from the Diocese of Oxford to Edlesborough Parish Council for the use of the Parish. <i>Action: Cllr Wilkinson will look at the conveyancing document to understand how the Oxford Diocese acquired the ownership of the Hall and the possibility of transferring that ownership to EPC. If it can be Cllr Mrs Thomas will contact the Diocese of Oxford to make the request.</i></p>	<p>RB</p> <p>CT &amp; Clerk</p> <p>JW &amp; CT</p>
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	<p>Cllr Mrs Thomas informed the Council that she had contacted two local architects about the project. One was prepared to do some work for a fee of £1200. The second was not currently available.</p> <p>Cllr Mrs Thomas and the Clerk had a site meeting with Mr Alan Davies from Commercial Washrooms Ltd. Mr Davies looked at the whole building and made the following comments/recommendations:</p> <ul style="list-style-type: none"><li>• Refurbish the current facilities (4m<sup>2</sup>) to bring them up to a modern day standard. The space and layout will not accommodate a disabled accessible facility.</li><li>• Relocate the facilities to part of the back store room (8m<sup>2</sup> of the room) this will provide enough space to accommodate all the required facilities and a fully accessible toilet. There will also still be a good size store room at the rear of the hall.</li><li>• The current toilets can then be reconfigured to provide a store room and a purpose built office for the Clerk/Manager.</li></ul> <p>Cllr Mrs Thomas confirmed that she had spoken with the Buckinghamshire Council Disability Officer who had informed her that if the Council just refurbishes the current facilities it is not necessary to install an accessible toilet. If the Council carries out a major refurbishment of the toilets then installing an accessible toilet is required.</p> <p>Council agreed that Cllr Mrs Thomas should contact Mr Alan Davies and clarify if Commercial Washrooms can complete the architect works to relocate the toilets to the rear of the hall. Then to proceed with putting together a proposal/quote for new toilets including an accessible toilet in the new location. Plus will they be able to remove the old facilities and convert the two rooms into an office and storeroom.</p> <p><i>Action: Cllr Mrs Thomas to carry out action above. Cllrs to look at the website for Commercial Washrooms Ltd <a href="http://www.commercialwashroomsltd.co.uk">www.commercialwashroomsltd.co.uk</a> to see what can be accomplished.</i></p> <p><u>Conservation Project</u></p> <p>Led by Cllrs Mrs Owen and Mrs Wells.</p> <p>In addition to the discussion during the Open Forum Cllr Mrs Owen informed the Council that the idea is to re-wild sections of land within the Parish.</p> <p>Cllr Mrs Owen proposed that the Council contacted the owner of the field at the bottom of Summerleys in Edlesborough with a brief description of the project and with a request to use the field for this project.</p>	CT
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	<p>Cllr Mrs Booth seconded the proposal and all agreed.</p> <p>Other possible areas include the copse/wooded area at Dagnall Allotments and the unused area at Northall Allotments.</p> <p><i>Action: Cllr Mrs Owen to write a project description for the Clerk to send to the land owner. Cllrs Mrs Owen and Mrs Wells to explore the possibility of utilising part of Northall Allotments</i></p>	TO & LW
<b>EDaN &amp; Traffic Management Team Updates</b>	<p><u>Traffic Calming</u></p> <p>As per the Ivinghoe and Wing Community Board instructions Cllr Williams submitted a request for funding for two MVAS units and poles to the Community Board.</p> <p>Katrina Kelly has responded advising Cllr Williams that the Council need to:</p> <ul style="list-style-type: none"><li>• Apply to TfB for the MVAS.</li><li>• Obtain a quote from Swarco the approved BC supplier (including reading the guidance on what is and is not recommended).</li><li>• Ensure that the quote adheres to Tfb Buckinghamshire policy.</li><li>• Work with Tfb to establish how many locations are permitted.</li><li>• Pay for a searches @ £70 per location and factor this into the quote.</li><li>• Pay a £445 application fee to Ringway Jacobs.</li><li>• EPC will then need to request a quote from Dave Catling (<a href="mailto:signsense@hotmail.com">signsense@hotmail.com</a>) for the purchase &amp; installation of the ground screws and hinged posts.</li></ul> <p>All this needs to be completed and submitted to enable the Ivinghoe and Wing Community Board to consider including this in their 21/22 budget</p> <p>Cllrs Williams has responded to Katrina Kelly and Cllr Anne Wight expressing the Councils dismay and frustration in the change to the application process and the fees that EPC will be required to pay to TfB. Additionally that if EPC is to match fund the application why has the Board not made this clear. Cllr Williams also asked why does Buckinghamshire Council not have a “shopping list” for purchases such as this.</p> <p>Cllr Chris Poll advised the Council of the following:</p>	



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	<ul style="list-style-type: none"><li>• The TfB site survey fees are compulsory.</li><li>• If the Council does proceed he recommends purchasing the maintenance contract.</li><li>• EPC not ask the Community Board for any funding and considers purchasing the MVAS units themselves to speed up the process.</li></ul> <p>Cllr Mrs Owen read Cllr Anne Wight's response to Cllr Williams; <i>"I appreciate that the process as Katrina has explained it may seem somewhat involved, and I take on board the points raised below.</i> <i>To that end I am raising the issue of whether or not the process might be able to be streamlined somewhat with our internal teams within Communities. I will also make sure that our Cabinet Member for Communities has sight of this, as I know he is keen to ensure that the Community Boards are as user-friendly as possible for our parishes and residents alike.</i> <i>While I cannot promise what the outcome of this will be, I can certainly raise the issue on behalf of Edlesborough Parish Council and all of the parishes in the Wing and Ivinghoe Community Board to see if any simplification might be possible."</i></p> <p><u>FOTCOTH</u> Cllr Williams requested that MW Agri supply broken bricks/hard core for further filling of the redundant badger holes at the Churchyard. Council agreed to the request. <i>Action: Clerk to ask MW Agri to supply the broken bricks/hard core.</i></p> <p><u>EDaN Beautification Team</u> EMH will once again be dressed in Christmas lights in December. A Christmas Tree will be installed in the planter at the top of Cow Lane. Bas Westrope will be assisting with this on the 6<sup>th</sup> December. Christine Yates has advised the Clerk that the Christmas Tree on the Green and the tree at the top of Cow Lane are both in very poor condition, and unlikely to survive. Cllr Williams confirmed that the ECSC will look to sinking a pipe into the ground near the pavilion into which a Christmas Tree can be erected in each year.</p>	Clerk
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<b>Parish Amenities</b>		
<b>AED's &amp; CFR</b>	<p>The report on the provision of Community First Responders provided by Mr Cooper from South Central Ambulance Service had been circulated to the Council prior to the meeting. He confirmed that the <i>"CFR area of Aylesbury North, currently has 10 responders in active service, those nearest you are located in Ivinghoe, Pitstone and Wingrave. We still have a vacancy in Eddlesborough and plan to fill this ASAP"</i> Mr Cooper had also provided a recruitment article which has been sent to Focus for the December publication.</p> <p>The AED's have all been checked and are in working order.</p>	
<b>EMH</b>	<p>Bookings have ceased through the latest lockdown.</p> <p>The Village Cleaner has agreed not to clean during the current lockdown. A deep clean is planned for 2<sup>nd</sup> December in anticipation of the restrictions being lifted. Village Cleaning will still invoice for their hours but these will be "banked" for any additional work that may be required in the future i.e. should there be a report of a Covid-19 case in the hall, after the decorating or toilet refurb projects.</p> <p>The manager applied for the <i>Grants for Business Grants - businesses affected by the 5 November 2020 lockdown</i> and EMH has been awarded £1,334 for the current lockdown.</p>	
<b>The Green</b>	<p>Nothing to report.</p>	
<b>Sports Clubs</b>	<p>All sports are temporarily stopped in line with the current lockdown guidelines.</p> <p>Home Counties Toilet Hire have generously agreed to put the toilet hire fees on hold until the 2<sup>nd</sup> December in light of the current lockdown restrictions.</p> <p>The Sports clubs have been invoiced for the hire of the portable toilets to date.</p>	
<b>Play Area</b>	<p>Children's roundabout – the manager has chased Luton Steel for their report/recommendation on the required repairs.</p>	
<b>Allotments</b>	<p>The water has been turned off at all sites.</p>	



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	<p><u>Dagnall Allotments</u> The Council contractor carried out a site visit and found no evidence of fly tipping.</p> <p>A suggestion from an allotment tenant, who is also a Dagnall School Governor about the use of the copse/wooded area of the allotments being utilised by Dagnall School has been circulated to the full Council for their consideration. The Dagnall warden confirms that she sees no issues with the suggestion and if the area is more utilised it will help alleviate the rubbish dumping issue. Council will address this matter at the December Council meeting.</p> <p><u>Northall Allotments</u> Nothing to report.</p> <p><u>Cow Lane Allotments</u> Nothing to report.</p> <p><u>The Green Allotments</u> Concern has been raised to the Council about part of the hedge being removed and replaced with pallets. The tenant has confirmed that they have removed the invasive brambles and ivy that was encroaching onto their plot and has replaced some of the pallets with a temporary fence. Cllr Williams will paint the fence and pallets green so they are more in keeping with the hedge whilst the hedge regrows. Council discussed the need for a statement to be circulated to all tenants about their expectations of hedge maintenance and that if tenants interfere with the hedges they will be liable for reinstating them.</p> <p><u>Waiting List</u> Most people on the waiting list would like a plot at The Green or Cow Lane, both sites are currently full.</p>	
<b>Cemetery</b>	Nothing to report.	
<b>Churchyard</b>	MW Agri has made repairs to the area around the flood light. This still requires a little further work but the wet weather	



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	hampered progress.	
<b><i>Bridle Path</i></b>	Nothing to report.	
<b><i>War Memorial</i></b>	This has been decorated with poppies by Christine Yates and Bob Stilliard. Images and information about the Remembrance Day Service have been shared on Facebook and the EPC website.	
<b><i>Bus Shelters</i></b>	Cllr Wilkinson confirmed to the Council that the S106 Agreement for the High Street development requires the Developer to make a contribution to Bucks CC of £5,000 towards the installation of a new bus shelter at the relocated bus stop on the south eastern edge of the High Street.	
<b>Litter Bins, Dog Bins, Car Parks</b>	The Clerk awaits a response from Buckinghamshire Streetscene about the additional dog waste bin on Cow Lane – this has been chased twice. The dog waste bin at the end of South End Lane, Northall has been reported again as not being emptied Streetscene have apologised and reminded the contractors to ensure it is emptied.	
<b>Streetlights</b>	Nothing to report.	
<b>Website, Facebook &amp; GDPR</b>	<u>Facebook</u> Posts and discussions have focused on: <ul style="list-style-type: none"> <li>• Suspected Fox Hunt</li> <li>• Fly Tipping</li> <li>• Families in need to Free School Meals</li> <li>• Missing Person</li> <li>• Halloween</li> <li>• War Memorial</li> <li>• Bogus TV Licencing Callers</li> <li>• Food Parcels</li> </ul>	



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	<p><u>Website</u></p> <ul style="list-style-type: none"><li>• The info re Coronavirus (Covid-19) has been updated.</li><li>• Have Your Say Survey – to date this has eight responses (two of which are Cllrs)</li><li>• The Website Accessibility was tested on 16<sup>th</sup> November</li><li>• The Clerk has booked to attend a “Creating Accessible Word &amp; PDF’s Course in January 2021</li></ul> <p><u>GDPR</u></p> <ul style="list-style-type: none"><li>• No reported breaches</li></ul> <p><u>Working From Home</u></p> <p>The Council has been advised that local councils have to protect their staff and volunteers from the health risks associated with working with display screen equipment (DSE) such as computers, laptops, tablets and smartphones. The Health and Safety (Display Screen Equipment) Regulations applies to workers and volunteers who use DSE daily for at least an hour at a time – they are referred to as DSE users. A DSE workstation assessment should be carried out for any staff or volunteers who are currently working from home. The Clerk/Manager has completed a DSE assessment and provided a copy to the Chairman. Cllrs have been advised to complete the assessment themselves and it is recommended they make any adjustments. A copy of the assessment has been forwarded to the Full Council.</p>	
<b>Bucks CC Devolved Services</b>	<p>The invoice for The Pastures hedge has been submitted to Buckinghamshire Council for approval, who will raise a purchase order for the invoice to be submitted to Ringway Jacobs.</p> <p>Cow Lane Hedge – MW Agri has carried out a harsh cut to this hedge as EPC is now responsible for ensuring it does not obstruct the roadway under Devolved Services. MW Agri will ensure it is included in their works moving forward.</p> <p>Hedge/Tree cutting notification letters have been sent to residents on Pebblemoor and High Street, Edlesborough.</p>	



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Finance	<u>Accounts for Month ended October 2020</u>		CN & Clerk
	Accounts for month ending 31 <sup>st</sup> October having been circulated to the full council prior to the meeting were approved. Cllr Cabbage recommended the following changes to the forecast:		
	<ul style="list-style-type: none"><li>Income from ECSC needs to be corrected to zero.</li><li>VAT payments should be increased to allow for the VAT on the purchase of equipment for Phase 4 of the Pavilion.</li></ul>		
	<i>Action: Cllr Nevard and the Clerk will update the accounts accordingly.</i>		
	EMH	£1,563	
	Pavilion	£562	
	Green	£992	
	Open Spaces	£505	
	Bucks CC Devolved Services	£1,080	
	Allotments	£151	
	Street Lights	£109	
	Cemetery	£101	
	Churchyard	£393	
	Dagnall Recreation Ground	£173	
	Dagnall Children’s Play Area	£128	
	Northall Children’s Play Area	£300	
	EDaN	£20	
	Special Projects	£47,708	
	Insurance	£961	
	Staff	£1,429	
	Office Costs	£470	
	Subscriptions	30	
	Audit	1,300	





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	<table><tr><td>Total</td><td>£57,975</td></tr></table>	Total	£57,975	
Total	£57,975			
<p><u>Authorisation of Payments</u></p> <p>Council agreed the November payment run.</p> <p><u>EPC Grant Award for Projects in the Parish</u></p> <p>Prior to the meeting Cllr Williams had circulated his proposal for the Council to set aside £2,500 in the next financial year and to invite initiatives that need some seed funding to get started. Cllr Williams provided the Council with examples of application forms and possible categories.</p> <p>Council agreed to the proposal. Council also agreed that the application form should be as simple as possible so as not to “put people off” and that applicants should be invited to a Council meeting to discuss their project and application.</p> <p><i>Action: Cllr Williams will develop an EPC Application form for approval.</i></p> <p><u>EPC Charity Donations</u></p> <p>In previous years the Council has donated £2,500 to the South Central Ambulance Community First Responders. Council discussed and agreed that this year the donation would be £1000. Council agreed to a cheque being raised and added to the November payments.</p> <p><i>Action: Clerk to raise cheque and amend payment run accordingly.</i></p> <p>Cllr Mrs Owen is currently awaiting a response from Thames Valley Air Ambulance.</p> <p><u>Draft Budget 2020/22</u></p> <p>Cllr Nevard and the Clerk have completed the first Draft Budget, this has been circulated to the full Council. A draft budget working party meeting will be held in the week commencing 7<sup>th</sup> December once the Council has been advised of the tax base information.</p> <p><i>Action: Clerk to set up draft budget working party meeting.</i></p> <p><u>Annual Breakdown of Expenditure</u></p> <p>Cllr Wilkinson proposed that the Annual Breakdown of Expenditure should be published on the website to support the Annual Return for 2019/20. Council agreed that a note should accompany the breakdown explaining that the Pavilion expenses are</p>		<p>AW</p> <p>Clerk</p> <p>All</p>		



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	not included in the breakdown as this is funded via S106 and NHB payments. <i>Action: Cllr Wilkinson to circulate the breakdown to the full Council for their approval to publish on the website.</i>	All
<b>Correspondence</b>	Items circulated to Full Council prior to the meeting: <ul style="list-style-type: none"><li>• 22/10/2020 Decision made on the Chiltern and South Bucks Local Plan</li><li>• 22/10/2020 River Chess gets a boost, join our citizen science conference, book your walking festival walk and more!</li><li>• 29/10/2020 Planning White Paper - Chiltern Society responds</li><li>• 02/11/2020 Notes of SLCC Meeting</li><li>• 02/11/2020 London Luton Airport Expansion and New Holding Pattern plans</li><li>• 09/11/2020 Buckinghamshire Council asks the Government to think again on planning reforms</li><li>• 16/11/2020 Thames Valley Alert</li><li>• 16/11/2020 Covid Briefing Info</li><li>• 19/11/2020 Supporting local businesses - shop local online</li></ul>	
<b>Items for 17<sup>th</sup> Dec Meeting</b>	<ul style="list-style-type: none"><li>• Dagnall Allotments wooded/copse area</li></ul>	
The meeting closed at 10.25pm		