



# EDLESBOROUGH PARISH COUNCIL

## Minutes for Meeting of Edlesborough Parish Council

Held on 24<sup>th</sup> June 2021 at 7.30pm in Edlesborough Memorial Hall

### Agenda Item

#### Open Forum

No items were raised.

Cllr Williams formally opened the meeting at 7.35pm.

#### Present in EMH

Cllr Williams (chair), Cllr Cabbage (vice chair), Cllr Mrs Booth, Cllr Wilkinson, Cllr Harpley and Penny Pataky (Clerk).

#### Attending via the Social Media Platform

Cllr Mrs Owen, Cllr Miss Wells, Cllr Nevard and Buckinghamshire Councillor Chris Poll.

#### Apologies

Cllr Mrs Thomas.

#### Declarations of Interest

None were declared.

#### Minutes

Council agreed the minutes of the Annual Meeting of Edlesborough Parish Council held on 21<sup>st</sup> May 2021 with no amendments.

#### Matters Arising

None were raised.

#### Buckinghamshire Council Report

Buckinghamshire Councillor Chris Poll reported that new Council introduction meetings had been taking place.

*The Wing and Ivinghoe Community Board* has a new chair, Ashley Bond with Chris Poll as vice chair.

The Priorities for and the new chairs for each priority 2021/22 are:

Environment – Chris Poll

Transport – Peter Brazier

Health and wellbeing – Peter Cooper

Covid-19 Recovery – Derek Town.

As a one off £80,000 funding from 2020/21 has been carried forward to the new financial year.

There is a push for more across-Board work and with this in mind there is an additional £1million available.

Cross Board Projects will be favoured for this funding.

There has also been a change to the requirement for projects to be “match funded” to projects being “financially supported” by Councils, the intention of this is to support Councils with smaller precepts.

Chris Poll informed the Council that the Constitution Select Committee have recommended that Parish and Town Councils request to call in a planning application should be reinstated.

Currently there is no update on the Town and Parish Charter.

**Action: Cllr Williams will follow up with Simon Garwood, who chaired the recent online reviews.**

Transport for Buckinghamshire - There has been a reshuffle of roles and the new Transport for Buckinghamshire Local Area Technician for Edlesborough is Mr Paul Foot. Mr Foot has worked in this role previously and is familiar with the area.

Cllr Trish Owen expressed disappointment that she had been removed from the position of chair for the Environment Group and that projects/ideas that had been submitted over the past year to the Community Board had “disappeared”. Cllr Poll explained that his role was purely to chair the group and that everyone would still be welcome to participate. He stated that Covid-19 had led to the Community Boards moving in a different direction over the past year and that it is hoped that they will become more focused moving forward.

## Planning

### Planning Policy

Prior to the meeting information about the Buckinghamshire Council “Planning Policy Sign Up” had been circulated to the full Council for their consideration.

Council agreed that Cllr Wilkinson will sign up for this on behalf of the Edlesborough Parish Council (EPC) as he is already the EPC consultee for planning applications.

### **Action: Cllr Wilkinson to complete the sign up process.**

The following applications were considered and it was agreed to submit the following responses to Buckinghamshire Council Local Planning Authority:

Application No.	Address	Description	Parish Council Response
21/01847/APP 1 <sup>st</sup> June 2021	Hop Cottage Malting Lane Dagnall	Extension and conversion of attached garage to habitable accommodation. Construction of a single storey rear extension	Oppose Insufficient off-street parking provision
21/02050/APP 3 <sup>rd</sup> June 2021	Deans Poultry Farm South End Lane Northall	Retrospective approval for the recladding and reroofing of a disused agricultural building.	OPPOSE Contrary to Policy EP8 of the Neighbourhood Plan
21/02088/APP 4 <sup>th</sup> June 2021	Swallowfield Brownlow Avenue Edlesborough	Demolition of existing detached outbuilding and replacement with single storey side extension. Conversion of integral garage to habitable accommodation.	No objections
21/02171/APP 10 <sup>th</sup> June 2021	55 Pebblemoor Edlesborough	Loft conversion with new rear dormer window.	No objections
21/02240/APP 14 <sup>th</sup> June 2021	127 High Street Edlesborough	Detached garage in front garden.	No objections subject to confirmation that access to the required number of parking spaces is maintained
21/01971/APP 18 <sup>th</sup> June 2021	112 High Street Edlesborough	Enlarged front porch, increased height of garage and single storey front extension.	No objections
21/02292/APP 21 <sup>st</sup> June 2021	4 Nelson Road Dagnall	Demolition of side extension and outbuildings and construction of two new 2 bedroomed semi-detached houses in side garden.	No objections subject to confirmation that proposal complies with Minimum External Spacing Design Guide

The following decisions had been notified by Buckinghamshire Council Local Planning Authority:

Application No.	Address	Description	Parish Council Response	LPA Decision
21/01628/APP 5 <sup>th</sup> May 2021	29 The Green Edlesborough	Demolition of outbuildings. Side extensions including an attached double garage. Living accommodation in existing roof space and in the roof space above the new garage.	No objections	Permitted

## Villages

### Ivinghoe Freight Strategy

Two flyers about the Ivinghoe Freight Zone Consultation were delivered to all homes in the parish, in addition to information being shared on Facebook and the Council's website. The information was also shared with Eaton Bray and Billington Parish Councils.

Billington Parish Council sent a flyer to all their parishioners and contacted Central Beds for support on the matter.

Buckinghamshire Council's Transport Strategy Officer (Freight) Graham Hillary has informed the Council; *"Now that the consultation phase has closed we will review and analyse the feedback, creating a report of the results that will be shared online.*

*We will prepare a Consultation / Key Decision Report for submission in order to gain guidance on how to proceed. This will provide clear directions on how best to move forward."*

### Parish Path Maps

The Clerk has chased Buckinghamshire Council again for a response to the request for help in renewing these maps.

The Clerk has asked Lovell Johns a company that specialises in Parish and Town Mapping to provide a quote for replacing the maps.

## Edlesborough

### High Street Parking Issues

The Clerk has had quite a few contacts about parking issues on the High Street between the B440 and Chiltern Avenue. Additionally, about parking issues on Chiltern Avenue.

Photographs of parking issues submitted to the Clerk are being forwarded to PCSO Dodson (with the sender's permission).

On 1<sup>st</sup> June three traffic cones were placed on the road at the top of High Street opposite the bus stop. It is not known who has placed the traffic cones in the road, they do appear to have helped alleviate the parking issues at the junction.

The Clerk has also been contacted by a resident near this location raising concern about the speed at which vehicles are travelling along the High Street. This resident is interested in getting involved with the EDaN Traffic Management Team and their details have been shared with Cllr Williams.

### Pastures Hedge

The invoice for this is still outstanding, the invoice has been resubmitted to Buckinghamshire Council with the Purchase Order number supplied by Calvin Richardson on 20<sup>th</sup> May. Mr Richardson had advised the Clerk that the invoice would be paid on receipt of the resubmitted invoice. To date payment has not been received.

**Action: Buckinghamshire Cllr Chris Poll to look into this matter.**

Part of the hedge along Pebblemoor has been removed by the resident who has informed the Council that they had been "nursing" the hedge for quite some time and that it was not responding to their "nursing",

They will be replanting the hedge later in the year. A fence has been erected temporarily for the residents privacy/security. The Clerk has written to the resident asking for details of their plan to reinstate the hedge and advising them that fences adjacent to the highway over 1m high require planning permission. The Pastures Hedge is scheduled to be cut on 30<sup>th</sup> June. The residents have been notified.

### Carnival 2021

Following the most recent delay in the lifting of Covid-19 restrictions the Carnival Committee decided it was not possible to proceed with the carnival on the 3<sup>rd</sup> July. The committee subsequently requested permission from EPC to hold the event on 28<sup>th</sup> August instead. Council agreed to this request.

Council additionally agreed that should the committee wish to proceed with providing evening entertainment that the Council would need to see a more detailed plan of the event prior to granting permission for this.

The Carnival have requested to use the under-counter fridge that is stored in EMH. The fridge was previously in the old pavilion and is currently in EMH not being used. Council agreed to donate the fridge to the Carnival Committee as it is of no use to the Council.

**Action: Cllr Williams to contact Mark Kilfoyle to discuss the proposed evening entertainment. Clerk to confirm to the sports clubs that the Carnival will take place on 28<sup>th</sup> August and that no sporting events can take place on this date. Clerk to inform the Committee that Council will donate the fridge to the Carnival Committee.**

### Rights of Way

The council contractor has been carrying out ground clearance on the rights of way devolved to EPC. The fallen tree on EDL/19/1 (between Cow Lane and the field at the bottom of Summerleys) has been reported to Buckinghamshire Council rights of way team for clearance.

### **Dagnall**

The Clerk, Cllr Thomas, Cllr Owen and Buckinghamshire Council rights of way team are trying to establish who is responsible for the overgrown hedges and trees on the following rights of way:

- EDL/15/2 from Studham Lane to Whipsnade Golf Course. This is very overgrown and has been reported to Buckinghamshire Council by EPC and the Ramblers Association. The landowner on one side of this right of way has offered to carry out some pruning of the hedge and trees at this location.
- EDL/15/1 from Studham Lane to Main Road North. The landowner on one side of this right of way has agreed to hand cut some of the overhanging vegetation but states that the right of way is not on his land and does not believe the hedge/vegetation is his responsibility.

The Clerk has contacted Buckinghamshire Council's Rights of Way Team for further assistance on this matter.

The landowner responsible for the hedge at the parking layby near Dagnall School has been asked to cut back the hedge following complaints about it.

### **Northall**

The Local Area Technician has advised the Clerk that the reinstatement of the white lines and roundels on the B440 will not take place until the surface dressing layer is applied which is taking place at some point during the summer months.

The road closure on Eaton Bray Road/Northall Road, due to a sewage works repair, is now complete.

### **New Pavilion**

ECSC have made a donation of £17K towards the project and will shortly be making a further donation of £1,064.

Cllr Cabbage attended a site meeting this week. He informed the Council that the current estimated date for the builder to hand over the building to EPC is 16<sup>th</sup> July. He stated that there was still lots of work to be completed.

Currently Ken Holloway is working with the builder to agree to the installation of a special membrane covering on the pavilion floor. This membrane will allow the works to be completed whilst the floor screed continues to dry out.

Cllr Mrs Owen asked if this would stop the floor from drying out and/or create damp or flooring issues further down the line.

**Action: Cllr Williams will find out and share more information with the Council about the membrane.**

Ken Holloway is arranging a series of opening parties/tours of the building. This will enable the bar volunteers to “practice” prior to the full opening of the pavilion. It will also give the volunteers and Councillors the opportunity to view the completed building.

## Projects

### Outdoor Gym Equipment

– led by Cllr Mrs Owen.

Prior to the meeting the Clerk had circulated an estimate for the installation of this equipment to the Council. The estimate was considerably larger than expected due to the increase in the cost of cement and the installation spec being different to expected (due to the lack of bases).

The Clerk requested a quote for the provision of bases by the supplier and asked the contractor to revise his quote accordingly.

The contractor carried out further research on how to safely install the gym equipment and this coupled with advice from an outdoor gym equipment supplier enable him to reduce his quote.

Council agreed to proceed with the installation of the Dagnall Gym Equipment at a cost of £1200+VAT without bases.

**Action: Clerk to raise purchase order.**

### Edlesborough Green Children’s Play Area

– led by Cllr Mrs Booth

The working party held a meeting on 8<sup>th</sup> June at which they reviewed three designs and quotes from Playground Supplies Ltd. This company designed and installed the play areas in Bennetts Rec, Dunstable and Gadebridge Park, Hemel Hempstead. The designer involved with the Bennetts Rec Play Area had attended a site meeting with Cllr Booth prior to submitting the designs and quotes.

Following the working party’s review of the three designs the group asked the company to “swap” some of the items on the middle design. This resulted in a design with an estimated cost of £75k for the supply and installation of six pieces of play experiences to be installed on Edlesborough Green. Cllr Booth presented this design to the Council.

The favoured location is the area between the tennis courts and adult football pitch. This area is favoured as it is currently the most suitable area for installing all the items grouped together. The alternative would be to have the items installed in up to six separate locations on the Green.

The play experiences are all made from Robinia Wood with an estimated durability of 20 years (60-80 years for the areas with no ground contact).

Cllr Cabbage asked if the location of the proposed zip wire had the required run off from the adult football pitch to the piece of equipment. Cllr Booth confirmed that the designer was fully aware of the football pitch and that the group had also considered the option of temporary fencing/netting between the football pitch and the play equipment on match days.

Cllr Wilkinson and Cllr Nevard asked how Council could counteract the objections from the properties that border the Green near the proposed location. Cllr Booth explained that none of the equipment was high enough to raise privacy concerns for the properties. It was also agreed that whilst the three properties may not welcome the new equipment, the project is aimed at enhancing the play experiences for the whole community and to bring the current provision more in line with the recommended Buckinghamshire Guidelines for Play Area Provision.

Cllr Cabbage commended the working party and stated that the design and proposal exceeded his expectations.

Cllr Booth proposed that Council agree to the working party moving to the next stage of the consultation process. This will involve a series of open exhibitions on the Green at the proposed site giving parishioners the chance to view the proposed design, to ask questions and to make suggestions. A further exhibition will also be held in Edlesborough Memorial Hall in August. Cllr Booth proposed that the events are publicised on the Council website and Facebook page, there will also be a leaflet drop to all homes in Edlesborough, plus a mail shot to the families of children attending Edlesborough School.

Questionnaires will also be available at the exhibitions to allow evidence of feedback to be gathered. This will then enable Council to evaluate the level of local support and to make a decision as to whether to proceed with the S38 Application to install new play equipment on Edlesborough Green.

Council agreed to the working party proceeding with the proposed public consultations.

**Action: Cllr Booth to organise dates and times for exhibition/consultation. Cllr Booth to draft a leaflet and questionnaire to circulate to the full Council for approval. Once the flyer is approved, Clerk to raise purchase order for flyers and ask school to send a mailshot to their families.**

**Cllr Booth will also consult Dunstable Council on the Bennett's Rec facility including asking why they chose wooden opposed to metal equipment.**

#### EMH Redecoration

– led by Cllr Mrs Thomas

Cllr Thomas now has a collection of photos from local photographers that she will share with Council shortly with a proposal to create wall art for EMH.

**Action: Clerk to chase decorator to finish painting front door.**

#### EMH Toilet Refurbishment

– led by Cllr Mrs Thomas

Nothing to report at this time.

#### Conservation Project

- led by Cllr Mrs Owen and Cllr Miss Wells.

The wooded area in Dagnall allotments has been cleared by Cllr Owen and her small group of volunteers and has now been handed over to the school. Mrs Gobby sent her thanks to Cllr Owen for all her hard work.

## **EDaN & Traffic Management Team Updates**

#### Traffic Calming

The Clerk has directed a resident to Cllr Alan Williams in response to their complaint about speeding vehicles on the High Street.

#### FOTCOTH

Cllr Williams is keeping a detailed record of the energy usage at the Church.

This is My Theatre were in the Church on Wednesday 23<sup>rd</sup> June, they have a further two productions planned this year. The Church will also be open for the Heritage Days in September.

The CCT would like the Church to be open for visitors and private prayer 24/7. At this time it is opened most days from 9am -5pm.

Following the appearance of a new badger tunnel, close to a main pathway in the Churchyard, Cllr Williams will be applying to Natural England for another licence to encourage these animals to relocate.

#### EDaN Beautification Team

The group needs volunteers to help maintain and water the planters. A plea on Facebook for volunteers to help with watering the planters and other Beautification Team activities has yielded one volunteer.

The Community Car Service is working towards resuming in September 2021. This group is also looking to recruit volunteer drivers.

**Action: Clerk to include call for volunteers in the next edition of Focus.**

## Parish Amenities

Reports on all Amenities including Buckinghamshire Council Devolved Services

### AED's

Peter Cooper reports a new volunteer from Edlesborough has come forward to be the Community First Responder. They are currently undergoing their training and hope to be operational soon. They also hope to participate in the Carnival.

Due to a change in the East of England Ambulance Service Database the Clerk has resubmitted all the AED information to The Circuit – the national defibrillator network.

### EMH

The Clerk is communicating with hirers re their return. Currently only Ballet, Streetdance and Music Theatre have returned.

A new regular Sunday morning booking is due to commence in September. The hirer will be offering Yoga sessions. The same hirer has also booked four Sundays in August to run yoga sessions on the Green.

### The Green

The Council has received a request from Mr Gumble (who brings the children's rides and inflatables to the Carnival) to hire the green for a children's fair in July or August. The hours of operation would be midday to 6pm. Council agreed to consider his request providing Mr Gumble could provide information detailing the following:

- Dates.
- Location and amount of room required on the Green.
- How the event will be supervised, staffing, safety measures, etc.
- How will the fairground be fenced?
- What happens overnight, will the operators want to stay on site, if so how many and what vehicles/accommodation will be on site?
- What provisions will be put in place to clear up after the event and to ensure no rubbish is left behind.
- He would like to bring 16 attractions, a combination of inflatables and children's rides. Everything will be fenced in, sanitised and Covid safe. Access will be controlled.

**Action: Clerk to contact Mr Gumble and ask him to supply the requested information in writing.**

### Cricket Square water supply

The Council needs to reinstate the water supply to the cricket square. The location of the removed meter has been identified and Cllr Williams and the manager attended a site meeting with Anglian Water, who gave advice on how the water can be reinstated.

The Clerk has contacted two companies for quotes to carry out moling/directional drilling from the meter point to the cricket square tap. The distance is between 65-70 meters. The companies will need to dig holes every 10-15meters.

The Council contractor has reinstated the bench near the Pebblemoor car park as it was accidentally dislodged by the grass cutting machinery.

A parishioner has asked if there can be an external tap with trough provided near the pavilion for dogs to use as drinking water. This suggestion has been shared with Ken Holloway and the Pavilion Working Party. The manager has taken a booking for four yoga sessions on the Green on Sundays in August.

### Sports Clubs

All clubs have paid their May Portaloo invoices. HCTH have confirmed that there is not a notice period on returning the portable toilet.

A representative of the ECC has requested access to an outside power point at the pavilion for a bowling machine that they can use at the cricket nets. At this point in time the ECSC has had to deny the request due to the builder's electrical subcontractor not agreeing to ECC using the supply as the building is not yet fully

certified. Should the situation change in the future Council would insist that any trailing cables are covered to protect the public and to prevent trip hazards etc.

## Play Area

The rocker elephant was found to be loose on a recent inspection. The Council contractor subsequently inspected it and found it to be safe, the contractor will be tightening the fixing bolts shortly. The contractor will also be replacing a couple of the safety mats under the swings that have broken through wear and tear.

## Allotments

### Dagnall Allotments

The warden is contacting two tenants about unworked plots. A further tenant has advised the Clerk that they are currently unable to work their plot due to illness.

At some point on the weekend of 12/13<sup>th</sup> June a large amount of woodchip was dumped on an allotment plot near the car park. The tree surgeon was identified, contacted and has since returned and removed the woodchip from the site.

Bob Heley, a Buckinghamshire Council Enforcement Officer was very helpful in giving advice to the Clerk in regards to the fly tipping. He has advised the Clerk that Buckinghamshire Council will pursue prosecuting fly tippers even when they fly tip on private ground. The same tree surgeon has been asked to remove their advertising board from Brook Street.

### Northall Allotments

The clerk has been notified that one tenant will be giving up their plot, this will be offered to the new tenant for when they move into the village.

### Cow Lane Allotments

Nothing to report.

### The Green Allotments

MW Agri has attended to the new gate as it was proving difficult to open. He will monitor it over the next few months as the post may need resetting if it "drops" again.

### Waiting List

This continues to grow. Most people on the waiting list would like a plot at The Green or Cow Lane, all sites are currently full.

### Hosepipes and Allotment Security

Following reports of tenants using hosepipes, all tenants have been written to reminding them that the use of hosepipes is not permitted. Additionally, all tenants have been reminded about site security and ensuring gates are closed and locked where the site has a lock.

## Cemetery

There have been two interments of ashes in the last month.

## Churchyard

There will be a graveside service and burial in the churchyard on 5<sup>th</sup> July at 12pm.

## Bridle Path

Nothing to report.

## War Memorial

Nothing to report.

## Bus Shelters

Nothing to report.



## Litter Bins, Dog Bins, Car Parks

The new dog bin in Cow lane has still not been installed. Streetscene have advised the Clerk that it should be installed in the next two weeks. The admin fee will be removed from the original quote as compensation for the delay. The annual invoice will be adjusted accordingly to account for the correct number of emptyings.

## Streetlights

It has been confirmed that the new streetlights on High Street, Edlesborough will be the responsibility of Edlesborough Parish Council. Buckinghamshire Council will be responsible for the zebra crossing beacons. The Clerk is awaiting a confirmed handover date and all the relevant spec and warranty information from Bellway. Once this is received they will be added to the inventory and UK Power will provide the relevant paperwork for them to be added to the energy costs. The Council handyman will attach labels once the lights have been handed over.

## Website, Facebook and GDPR

### Facebook

Posts and discussions have focused on:

- People jogging on the road
- Freight strategy
- Grass verges being cut
- Parking at top of High Street and on pavements in the villages (including Eaton Bray)
- A bullying incident between children on The Green

### Website

- The Website Accessibility was tested on 16<sup>th</sup> June 2021.
- Covid-19 – the Clerk will update the website accordingly as and when information is received from Buckinghamshire Council.

### GDPR

- No reported breaches.

## Buckinghamshire Council Devolved Services

Nothing to report.

### Annual Audit 2020/21

Prior to the meeting the internal auditors report, end of year accounts, fixed assets register and the Annual Governance and Accountability Return for 2020/21 had been circulated to the full Council for their consideration. No questions were raised and Council agreed the Annual Governance and Accountability Return for 2020/21.

**Action: Clerk to submit documents to PKF Littlejohn and to display the relevant notices.**

### May 2021 Accounts

Council to approve the accounts for month ending 31st May 2021.

EMH	£691
Pavilion	£216
Green	£560
Open Spaces	£177
Bucks CC Devolved Services	£1,107
Allotments	£165
Street Lights	£122
Cemetery	£83
Churchyard	£403

Dagnall Recreation Ground	£178
Dagnall Village Hall (car park)	£3,000
Special Projects	£61,811
Subscriptions	£484
EDaN	£122
Office Costs	£162
Total	£69,281

### June Payments

Council agreed the June 2021 payment run.

### Accounts System

The Clerk, Cllr Nevard and Cllr Cubbage attended a presentation by Rialtas a company that specialises in accounts software for Town and Parish Councils. Cllr Nevard will circulate a report to the full council once the Clerk, Cllr Nevard and Cllr Cubbage have discussed the pros and cons of the demonstrated accounts software.

If the Council agree to proceed with the new software it would be introduced for the new financial year due to the excessive work load in setting it up and entering the current year's accounts so far.

**Action: Cllr Nevard to prepare a report for Council to consider at the September meeting.**

## Correspondence

Items circulated to Full Council prior to the meeting:

- Affinity Water launch draft Drought Plan Public Consultation.
- London Luton Airport arrival routes airspace change.
- Planning application Rosebury Farm, Bellows Mill Lane, Eaton Bray CB/21/02675/FULL.
- June update from the Police & Crime Commissioner.
- New voting and candidacy rules for local council elections and co-options.
- A new future for the Chilterns Area of Outstanding Natural Beauty.

## AOB

### Issue for Transport for Buckinghamshire (TfB)

Concern has been raised again about the hedge at the junction with Cocks Close and the B440. The vision splay here is cut three times by Buckinghamshire Council during the growing season. EPC's contractor also cuts it fortnightly when the verges are cut.

**Action: Cllr Nevard to provide a photo of the hedge that obstructs visibility for the Clerk to send to the Local Area Technician for assessment.**

### Bellway Homes Development

Cllr Cubbage observed that the new children's play area on the Bellway Development looks good value for money. It appears to be well laid out and has a variety of play experiences aimed at younger aged children. Council also commented on the other positive additions that the development has brought to the village, including;

- The wildflower meadow.
- Zebra crossing.
- Parking layby.
- New streetlights.
- Opening up the view to the downs.
- The bus shelter.

### Parish Meeting

Cllr Williams informed the Council that due to Covid restrictions he is now planning this event for Friday 10<sup>th</sup> September.

Buckinghamshire Parish Member on the Chilterns Conservation Board

Council agreed to nominate Cllr Owen for this position.

***Action: Cllr Owen to complete paperwork for Cllr Williams to sign and submit to the Chilterns Conservation Board by Tuesday 29<sup>th</sup> June.***

### Items for the July EPC Meeting

- Carnival and Evening Entertainment
- Parish Meeting

The meeting closed at 21.49