



# EDLESBOROUGH PARISH COUNCIL

## Minutes of the ordinary meeting of Edlesborough Parish Council held on 15<sup>th</sup> February 2024 in Edlesborough Pavilion.

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### Open Forum

No parishioners attended the meeting.

**Cllr Booth formally opened the meeting at 7.31pm**

### Present.

Cllr Booth, Cllr Owen, Cllr Williams, Cllr Hurst, Cllr Ferguson, Cllr Harpley, Penny Pataky (the Clerk), Buckinghamshire Cllr Chris Poll, and no parishioners.

### Apologies

Cllr Cubbage, Cllr Wells, Cllr Wilkinson, and Buckinghamshire Cllr Peter Brazier

### Declaration of Interests

None were declared.

## Minutes of the Ordinary Meeting of Edlesborough Parish Council held on Thursday 18<sup>th</sup> January 2024

Council agreed the minutes of the Ordinary Meeting of Edlesborough Parish Council held on 18<sup>th</sup> January 2024 with no amendments.

### Matters Arising from the Minutes (not covered in the agenda)

Meeting Dates:

The Clerk confirmed the following meeting dates:

- Annual Meeting of Edlesborough Parish Council 16<sup>th</sup> May 2024
- Annual Parish Meeting 23<sup>rd</sup> May 2024

Council agreed that the July meeting will be held in Dagnall Village Hall.

Council agreed that due to the Clerk's annual leave the June meeting will be cancelled.

### Buckinghamshire Council Report

*Including Community Board for Ivinghoe and Wing Ward.*

Buckinghamshire Cllr Chris Poll updated the Council on the following matters:

- Community Board Boundary Review Email  
More information is available at <https://yourvoicebucks.citizenspace.com/corporate-services/6ff1cf0a/>
- Planning for the Future - Primary Care.
- Buckinghamshire Highways – the new head of the department has been in place for a year now.
- Cllr Poll had asked the Planning Services Director for an update on the future of S106 and CIL monies. He has been informed that moving to CIL will mean that Parishes will have more freedom on how to use the money. Parishes with a Neighbourhood Plan will receive 25% of the CIL money, this is an increase on the current S106 payments. The move from S106 to CIL should happen in the next year.

### Planning

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
24/00013/APP 26 <sup>th</sup> January 2024	7 St Mary's Glebe Edlesborough	Demolition of existing utility room and erection of a single storey rear extension	No objections
24/00357/ALB 5 <sup>th</sup> February 2024	9 The Green Edlesborough	Listed building application for replacement windows and doors	No objections
24/00360/ALB 5 <sup>th</sup> February 2024	9 The Green Edlesborough	Listed building application for refurbishment of 3 historic windows, replacement of 4 historic windows and installation of secondary double glazing	No objections
24/00356/ALB 6 <sup>th</sup> February 2024	9 The Green Edlesborough	Listed building application for replacement roof tiles, fascias, soffits and barge boards	No objections
24/00500/APP 13 <sup>th</sup> Feb 2024	57 The Green Edlesborough	Garage conversion, single storey front and rear extensions and first floor side extension	No objections
23/02130/APP (further amended) 14 <sup>th</sup> Feb 2024	Land North of Good Intent Edlesborough	Erection of 18 residential dwellings	OPPOSE

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

Application No.	Address	Description	Parish Council Response	LPA Decision
23/03502/AOP 28 <sup>th</sup> Nov 2023	Land to the North East of the Allotments Cow Lane Edlesborough	Outline planning application for 3 dwellings (all matters other than access reserved)	OPPOSE Does not comply with Neighbourhood Plan Policy EP1	Withdrawn
23/03742/APP 30 <sup>th</sup> Nov 2023	3 Jacksons Close Edlesborough	Conversion of integral double garage to habitable use.	No objections	Permitted

#### TR020001 – London Luton Airport Expansion project

The Examining Authority has now completed its Examination of the above application. The findings and conclusions arising from the Examination, together with the Examining Authority's Recommendation will be sent to the Secretary of State for Transport no later than 10 May 2024. More information is available at <http://infrastructure.planninginspectorate.gov.uk/document/TR020001-003256>

#### Buckinghamshire Planning Forum – 27<sup>th</sup> February, at 2pm

The information about the online meeting has been forwarded to all. Cllr Wilkinson and the Clerk will try to attend.

## Villages

Council agreed to request three free framed portraits of King Charles III, one for each village.

#### EPC SURGERY – 10<sup>TH</sup> FEBRUARY 2024

The Clerk, Cllr Wilkinson, Cllr Hurst, and Cllr Ferguson were in attendance.

- Two parishioners attended to raise concerns about parking issues and potholes in Chiltern Avenue.

- Advice was given on how reports should be made to Thames Valley Police and Buckinghamshire Highways.

Council agreed that it would hold two more surgeries, one in Northall and one in Dagnall.

**Action: Cllr Owen and Cllr Harpley to propose dates and times for surgeries in Dagnall and Northall.**

#### EDLESBOROUGH

- The local area technician has informed the Clerk that the repairs to the sinking drain at the junction of High Street and Brook Street is the responsibility of the utility company and that the utility company should be contacted to ascertain when repairs will be carried out. He will inspect the other road defects at this location.
- The broken railing on the bridge between the Rights of Way tracks EDL/3/1 and EDL/3/2 has not been repaired by the Rights of Way Team. (report reference number is: 231014482).
- The Clerk is waiting for a response from the Buckinghamshire Highways Local Area Technician about the patching repairs to The Green, Edlesborough. Questions have been asked as to why the surface at the entrance to The Pavilion have not been repaired.
- A young parishioner has asked if it would be possible to install an outdoor pool on Edlesborough Green.
  - Council discussed this request and agreed that due to costs, maintenance, and health and safety implications this would not be possible.

**Action: Clerk to write to the parishioner thanking her for her suggestion and explaining why it is not feasible. The parishioner will be asked to consider canvassing other youngsters in the Parish to see what they need/would like. The young parishioner will also be invited to attend the Annual Meeting.**

- Hedges overhanging pavements on Brook Street, The Green and Pebblemoor were discussed. Under devolved services the Clerk can and does write to the property owners requesting that hedges are cut back to the boundary of their property.

**Action: Clerk will monitor hedges and write to residents accordingly.**

#### DAGNALL

- AED at Red Lion, Dagnall.
 

Prior to the meeting the communication from the landlord at the Red Lion PH, Dagnall requesting the code for the AED cabinet and a report on the history of the AEDs, and the Council protocol for the parish AEDs was circulated to all.

Council discussed the request and the content of the report. It was agreed that the code would not be disclosed to the landlord. A detailed response will be sent explaining the Councils protocol for AEDs in the Parish and confirming that the device is registered on The Circuit, the national database for AED's. This database ensures all ambulance services have the access code and can then decide when the device is deployed. Any person needing to access the device must ring 999.

The device and cabinet are maintained, insured, and checked by the Council in line with the other four devices in the Parish.

Information about the devices has been put on Facebook and in the March edition of the Focus Magazine.

The Clerk has organised three free AED and CPR Familiarisation sessions (one for each village). The courses will be run by the South Central Ambulance Service. A representative from the South Central Ambulance Service has offered to talk to the landlord of the Red Lion PH about The Circuit and deploying the device. The sessions are being advertised on Facebook and village noticeboards. The Clerk will ask the landlord of the Red Lion PH to advertise the course in the Red Lion, he will be invited to attend the course.

If the landlord is still unhappy with the Council's management of the device Council will invite the landlord and other Dagnall representatives to a meeting to further discuss the way forward.

**Action: Clerk to send the agreed response to the landlord of the Red Lion PH.**

#### *NORTHALL*

The Speed Indicating Device that has disappeared from Northall has now been reinstated.

## Projects

#### *PROPOSED ACTION/PROJECT PLAN*

Council agreed to Cllr Booth's proposal for an action/project plan to help keep track of projects etc.

**Action: Cllr Booth will circulate the plan for councillors to review and update accordingly.**

#### *EDLESBOROUGH PAVILION UPDATE*

- The soffits have been removed from beneath the balcony. These will not be reinstated until the works have been completed on the water ingress issue.

#### *EDLEBOROUGH MEMORIAL HALL IMPROVEMENTS*

Led by the Clerk

- An electrician is putting together a quote to upgrade the lighting.
  - LED Lights could save 30-50% on the energy the current lights use.
- Serena Nevitt has made the following Village Hall Sustainability suggestions:
  - Draft proofing the doors- this is highly recommended as we are losing heat through very noticeable gaps – **Action: Clerk to arrange for this work to be completed.**
  - Infra-Red heaters – Serena is seeking quotes for this and exploring what the cost saving options will be.
  - Speak to Utility Aid about our energy contracts as these are very high – **Action: Clerk to contact Utility Aid to investigate renegotiating contracts.**
  - Consider a comprehensive and accredited overview for the hall, have an Energy assessment carried out.
  - Ceiling and walls - there is not much of a ceiling void that could be accessed to make a difference by insulating there and the walls appear to be solid so again, no viable option available.
- Windows - A lot of heat will be going out of the single-glazed windows - and a lot of heat let in through the windows in the summer. As a guide, a set of A-rated windows for a semi-detached house will typically cost around £15,000 and could save £165 a year and 375kg of carbon dioxide (source: energy saving trust) so possibly a consideration for the future if budget allows.
- Council agreed to the Clerk sourcing an Architectural Technician for the toilet improvements project.

**Actions: The Clerk and Cllr Hurst will continue to work with Serena Nevitt and will update the Council of any further recommendations and progress.**

**The Clerk will seek quotes from local Architectural Technicians.**

#### *PHASE 2 – EDLESBOROUGH GREEN PLAY AREA*

Led by Cllr Booth –

- Council agreed to Cllr Booth's request to start requesting quotes and designs for replacing the younger children's play equipment.

## Traffic Calming

#### *SPEEDWATCH – LED BY CLLR WILLIAMS*

The replacement pole for Studham Lane, Dagnall has been received, the Council contractor will install it ASAP. All neighbouring residents have been sent a letter, explaining the purpose of the pole.

The January MVAS Data is now available on the Traffic Calming page of the website.

Council agreed to exploring the feasibility of installing an MVAS pole on Pebblemoor.

Cllr Williams informed the Council that he was still working on obtaining location approval from Thames Valley Police. Once locations have been approved, volunteers can be trained and then Speedwatch activities can commence.

**Action: Clerk to contact Truvelo and the Buckinghamshire Council Local Area Technician to assess the best location for the pole. Clerk to investigate all the costs of purchasing and installing a pole on Pebblemoor.**

## EDaN Updates

Led by Cllr Ferguson

### *FRIENDS OF THE CHURCH ON THE HILL*

Cllr Ferguson informed the Council about repair works that have taken place at the Church. EDLEFEST organisers may need to give consideration to Martyn's Law – information has been circulated to the full Council.

The Clerk and Cllr Ferguson explained the implications of the Law and shared information with the full Council on all the upcoming webinars about this Law.

The replacement steps in the Churchyard are now complete. The team will plant bulbs in the surrounding area.

### *EDAN BEAUTIFICATION TEAM*

The Clerk has put a call for more volunteers in the March Focus Report.

## Finance

### *ACCOUNTS FOR THE MONTH ENDED 31<sup>ST</sup> JANUARY 2024*

Council approved the accounts for month ended 31<sup>st</sup> January 2024.

### *AUTHORISATION OF PAYMENTS*

Council approved the January 2024 payments.

### Amazon Account

Amazon have made the Clerk aware that a second Amazon Account has been opened in the name of the Parish Council. The Clerk has contacted the person who opened the account and has informed them that the account must be closed. The Council's domain name is now linked to the official Amazon account, this should prevent any further accounts being opened in the Council's name.

### New Direct Debit

A new direct debit has been set up for membership to Berks, Bucks and Oxon Wildlife Trust (BBOWT). The first annual payment is £46.

## Parish Amenities

### *BUCKINGHAMSHIRE COUNCIL DEVOLVED SERVICES.*

The Council contractor has completed siding out pavements around the villages.

### *PARISH PATH MAPS*

Ongoing.

### *AED'S & COMMUNITY FIRST RESPONDERS*

Replacement pads have been ordered for the Munns Farm Shop device as the pads are nearing their expiry date.

Three AED and CPR Familiarisation Courses have been organised and are being publicised.

### *EDLESBOROUGH MEMORIAL HALL*

### Letter from Valuation Office Agency

The Clerk has submitted all the requested information.

### Parking on Driveway

Since the no parking signs have been displayed the hirers report that there have been no further parking issues. The Clerk will continue to monitor the situation.

### Hot Water Issue

The water heater in the kitchen has been replaced. The contractor is returning on Friday 16<sup>th</sup> February to ensure everything is working properly and fix the dripping kitchen tap.

Currently there is still no hot water in the toilets, this issue will be investigated on Friday 16<sup>th</sup> February.

### Boiler Service

The annual boiler service has been completed.

### Fire – Risk Assessment

As a result of the Building Safety Building Safety Act 2022 implementation on 1st October 2023: New Guidance to Improve Fire Safety in Buildings Community buildings need to be aware of the revisions to fire safety legislation – Section 156 of the Building Safety Act 2022 – which came into force on 1st October 2023.

*“The main changes that affect Community Buildings are:*

- All businesses will need to record a fire risk assessment and fire safety arrangements in full – regardless of the number of employees, and size or type of business.*
- If using a third party to carry out the Risk Assessment, their name and company should be recorded, and trustees should check that they are competent to carry out the work.*
- If the role of Responsible Person is shared, there must be evidence of the information path to show that all parties are kept up to date.*
- Any new Responsible Person must be given all of the relevant information.*

*Section 156 of the Building Safety Act is designed to strengthen the status of Article 50 of the Fire Safety Order and adherence to, or deviation from, the guidance could be used in court to determine if there has been a breach of the Fire Safety Order.”*

**Action: The Clerk will review and update the fire safety procedures at the hall where necessary.**

### THE GREEN AND PLAY AREA

The Saturday Bootcamp is exploring changing days to a Sunday as their clients are not keen on the Saturday time slot.

### SPORTS CLUBS

Edlesborough Cricket Club have confirmed that there are no home fixtures on 15<sup>th</sup> June. This means the EB Lions FC Awards Day can take place on this date using the area in front of the pavilion.

To date Edlesborough Cricket Club have not returned their agreement or paid their invoice for the 2024 season.

The Clerk has been made aware that the club are requesting more storage in Edlesborough Pavilion. The Clerk has informed Dave Roberts that ECSC CIO decide on whether more storage is available. Any structural changes the club wish to make to the building must be agreed by the Council.

### Cricket Match Request

Council agreed to the request from Buckingham County Cricket Club to stage an Over 70'S cricket match on the Green between Buckinghamshire and Warwickshire on Thursday 9<sup>th</sup> May. A fee of £25 was agreed for this match. Buckingham County Cricket Club will be responsible for repairing any damage to the pitch that may occur during the match.

Buckingham County Cricket Club will need to liaise with Edlesborough Cricket Club to prepare the wicket and outfield.

The ECSC Trading Company are happy to support the event.

**Action: Clerk to respond accordingly to Buckingham County Cricket Club.**

### EDLESBOROUGH PAVILION

Notices have been erected informing users of the Pavilion and passerby that the work beneath the balcony is part of on-going repairs to the building.

ECSC CIO have been passed all the information about Martin's Law as the building has a capacity of more than 100.

## *ALLOTMENTS*

There are plots available to rent at all sites except Cow Lane.

## *CEMETERY*

The Council contractor has been asked to tidy and repair the compound.

## *CHURCHYARD*

The new steps in the Churchyard are complete.

## *BRIDLEPATH*

Nothing to report.

## *WAR MEMORIAL*

Nothing to report.

## *BUS SHELTERS*

The seat at the shelter at the top of the High Street, Edlesborough has been repainted.

## *CAR PARKS, LITTER, RECYCLING AND DOG BINS*

Buckinghamshire Council have not invoiced Town and Parish Councils for the annual dog waste service. This invoice was due in December. Clerks asked when the invoices would be received at the last clerks meeting.

### *Litter Pickers*

The clerk has supplied the litter pickers with two more extra-long litter pickers and hoops for holding the bin bags open.

## *STREETLIGHTS*

Nothing to report.

## *BUCKINGHAMSHIRE HIGHWAYS ISSUES*

See notes under villages.

- To date the clerk is not aware of any response from Martin Tett to the communication from the residents of The Pastures (sent on 4<sup>th</sup> December) about the condition of the pavements in the road.

## *WEBSITE*

### *Website Accessibility and GDPR*

The Clerk will work with Theo Gray to ensure the website and documents are accessible.

More information on Website Content Accessibility Guidelines (WCAG) was published on 5th October 2023, giving content creators best practice advice on how to make their websites accessible. [Level Access has published a blog outlining a simple overview of the WCAG changes. You can also read this guide on the gov.uk website.](#)

## *CORRESPONDENCE*

- Ashridge Estate Committee – have invited a Councillor to join the committee. Cllrs Wells, Owen and Hurst have expressed an interest and will try to attend the next meeting on 26<sup>th</sup> February.
- The Clerk has been copied into communications to Eaton Bray Parish Council from residents raising concern about the collapsing riverbanks near their properties.
- Cllr Booth has been invited to meet with Cllr Marie Brewer, the Chair of Eaton Bray Parish Council to discuss ways the two Councils can work together in the future.
- Cllr Booth has accepted the invitation from the Dunstable District Scout Council to attend their St. George's Day Parade on 28<sup>th</sup> April.

## *ITEMS FOR FUTURE MEETINGS WHEN MORE INFORMATION IS AVAILABLE:*

- *Re-Wilding – Led by Cllrs Owen and Wells*
- *EMH Status and refurbishment - led by Cllr Wilkinson*

The meeting closed at 21.40.