



## MINUTES

### FOR THE ORDINARY MEETING OF EDLESBOROUGH PARISH COUNCIL

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Held on 16<sup>th</sup> April 2026 in Edlesborough Memorial Hall, High Street, Edlesborough, LU6 2HS

#### Open Forum

Two parishioners attended to ask about item 22.1 *To agree a response to the communication about Terms of membership of Edlesborough Pavilion.* (Note the communication was in reference to membership of Edlesborough Community Sports Club CIO (ECSC CIO)).

Currently ECSC CIO have not approached the Council about making changes to the membership and fees for members.

Cllr Booth explained that a parishioner had submitted a proposal to ECSC CIO, that had been copied to the Council proposing that ECSC CIO makes changes to the membership fee charged to members who are not residents of Edlesborough Parish.

Council has sought legal advice and confirmed that due to the funding provided for building Edlesborough Pavilion residents of Edlesborough Parish can never be charged membership for ECSC CIO.

However, should ECSC CIO wish to change its membership terms and fees for non-parishioners in the future this could result in implications for funding provided to ECSC CIO and the terms of the lease between the charity and Council.

#### Cllr Booth formally opened the meeting at 7.40pm

##### 1. Attendance and Apologies for Absence

*Edlesborough Parish Councillors Present*

Cllr R Booth, Cllr D Ferguson, Cllr J Goodman, Cllr C Hurst, Cllr J Wilkinson, Cllr K Cubbage, Cllr R Harpley and Cllr L Wells.

*Others in attendance*

Penny Pataky, the Clerk, three parishioners (one left at the end of the open forum) and Buckinghamshire Council Councillor Chris Poll.

*Council approved Apologies from.*

Cllr T Owen – family commitment

*Other apologies received*

Buckinghamshire Cllr Peter Brazier.

TVP – they will attend on 28<sup>th</sup> May 2026

##### 2. Declaration of Interests

None were declared.

##### 3. Minutes

Council approved the minutes of the Ordinary Meeting of Edlesborough Parish Council held on Thursday 19<sup>th</sup> March 2026 with no amendments.

##### 4. Matters Arising from the Minutes

Nothing was raised.

## Representatives

5. Council received the following report from the Buckinghamshire Ward Councillor Chris Poll.  
Cllr Poll informed the Council that repairs have been carried out to the Dagnall roundabout road surface. This is not a full repair.  
As the weather improves Buckinghamshire Council will carry out more patch and plane works on road surfaces.  
Buckinghamshire Council is considered large enough to remain a single unitary authority.  
Cllr Poll drew Councils attention to the following consultations.
  - **Buckinghamshire Council Consultations: Parking Standards and Design Code.**  
Buckinghamshire Council is currently consulting on two important planning documents: updated Parking Standards for New Developments and a proposed Design Code for Buckinghamshire. Both documents will form part of the Local Plan for Buckinghamshire, which the final version will be published for consultation in July this year.  
The Council invites comments on both consultations by 12 May.  
Parking Standards  
<https://yourvoicebucks.citizenspace.com/planning/parking-standards>
    - Cllr Wilkinson explained that the proposal in the code was to remove permission for triple tandem parking. Edlesborough Parish Council has always opposed tandem style parking.Design Code  
<https://yourvoicebucks.citizenspace.com/planning/design-code>
  - Buckinghamshire Council Public Consultation: Draft Community Infrastructure Levy (CIL) Charging Schedule for the North and Central areas of Buckinghamshire.
    - Cllr Wilkinson explained that this will replace the current S106 agreements and should lead to more finance for the parish and a wider scope for the Parish Council to spend the finance on.
6. Council received/noted information from the East Bucks Community Board.  
The latest Board update had been circulated to the full Council prior to the meeting.  
The Clerk continues to share the Facebook posts about the “Responsible Dog Owner Campaign” on local Facebook pages and the Council Facebook page.

## Planning

7. Council approved or ratified the Councils responses to planning applications.
  - 7.1 PL/26/01394/FA 7 Church Croft Edlesborough Buckinghamshire LU6 2HU. Part two storey/part single storey rear extension and two storey side extension with recladding to front elevation and front lobby, new windows, and internal refurbishment throughout.
    - **No objections. Subject to officer confirmation regarding design acceptability.**
  - 7.2 PL/26/02692/AGN Primrose Farm Studham Lane Dagnall Buckinghamshire HP4 1RH. Notification of agricultural or forestry development under Schedule 2, Part 6 of the Town and Country Planning (General Permitted Development) (England) Order 2015 for: Agricultural barn.
    - **No objections.**

Additional Planning Applications that Council were notified of after the agenda was published but require a response before the May Council meeting.

- PL/26/02170/FA 2 Chiltern Avenue Edlesborough Buckinghamshire LU6 2HY. Single storey side/rear infill extension & porch.
    - **No objections.**
8. Council received the Local Authorities decisions on planning applications.

Application No.	Address	Description	Parish Council Response	Decision
PL/26/00214/FA 11 <sup>th</sup> Feb 2026	White Cottage Leighton Road Northall	Demolition of an existing side conservatory and front porch, and replacement with a single storey side extension and a new front porch. Single storey rear extension.	No objections	Permitted
PL/26/00414/FA 18 <sup>th</sup> Feb 2026	22 Deans Meadow Dagnall	First floor side extension	No objections	Permitted

9. Council received the following update on the Buckinghamshire Council Local Plan. See notes under item 5 – BC consultations.

## Villages

10. Council received the following updates/information about the villages. The entry forms will be submitted shortly for the Buckinghamshire Council Best Kept Village competition. The entry fees have been paid.
11. Edlesborough  
A vehicle that parked inconsiderately on Pebblemoor for approximately two weeks was referred to Thames Valley Police who applied a Fixed Penalty Notice to it.
12. Dagnall  
**12.1.1** Removal of illegal advertising.  
 To date there has been no further response from the company since the Clerk responded to the Freedom of Information request.  
 Repairs have been carried out to the road surface at the Dagnall roundabout.
13. Northall  
Nothing to report.

## Finance & Accounts

14. Council approved the accounts for the month ending March 2026.
15. Council approved the authorisation of April 2026 payments.
16. Council approved the Employee Working Party's recommendation regarding the Clerk's salary progression.
17. Council approved St Mary's Carnival Committee Small Grant application.
18. Council approved the year end accounts and associated documents for submission to the internal auditor.

*Unity Trust Bank Savings Account* – the account is now open. Signatories are the Clerk, Cllr Booth, Cllr Harpley, Cllr Owen, and Cllr Wilkinson. Once the Clerk has received all the documentation money will be transferred into this account.

## Projects

19. Council received updates on the following Projects:  
**19.1** Edlesborough Pavilion Update.

19.2 Council approved the Edlesborough Pavilion Working Party's recommendation to accept High Five Construction Ltd.'s quote for the repairs to Edlesborough Pavilion balcony.

**Action: Clerk to raise purchase order. Clerk to notify ECSC CIO, ECSC Trading Company, the sports clubs and St Mary's Carnival Committee of the proposed timeline.**

19.3 Parish Tree Survey.

19.3.1 Council considered five quotes for the necessary tree works at the Churchyard.

Council approved the quote from The Tree Rangers.

**Action: Clerk to raise a purchase order for the work. Clerk to notify other contractors and thank them for their quotes.**

19.4 Rewilding and Biodiversity Project.

19.4.1 Council deferred reviewing the Biodiversity & Rewilding Policy to May 2026. Cllr Wells reported that Cllr Owen was clarifying matters following Cllr Wilkinson's comments at the March meeting.

## Traffic Calming

20. Council received updates about:

20.1 Moveable Vehicle Activated Speed (MVAS) Device.

The devices have been moved/rotated. The latest data is on the Council website and has been submitted to Thames Valley Police.

20.2 Speedwatch.

Temporarily on hold.

## Voluntary Groups

21. Council received updates/reports from the following Voluntary Groups.

21.1 Friends of the Church on the Hill.

21.1.1 Council approved the Terms of Reference for the Friends of the Church on the Hill, Edlesborough, (FOTCOTHE) voluntary group.

21.1.2 Council confirmed that EdleFest 2026 is covered by the Council's insurance. The artists/performers must have their own public liability insurance.

21.1.3 Council confirmed that EdleFest 2026 may proceed, provided The CCT grant permission in writing for the use of the location.

The CCT have confirmed that they require a donation in the amount of a 50/50 split of the gross income of the event. There may also be some charges for the hire of the Church.

It was noted that if The CCT had enforced this donation policy for EdleFest 2025 the amount donated to The CCT would have been £4,337 with the event making a loss of £1,100.

If The CCT had requested a 50/50 split of the net income for EdleFest 2025 the amount donated to The CCT would have been £3,322 with the event making a loss of £232.

Council agreed that if this requirement from The CCT made the event financially unviable the FOTCOTHE group need to make the decision as to whether to go ahead.

Previously the net profit has been held in a Council ear marked reserve for projects relating to improving the Church on the Hill, Edlesborough.

**Action: The Clerk will submit the following documents to The CCT.**

- The booking form
- A copy of the Councils insurance policy

- *Event risk assessment*
- *Event TENS licence.*

Council agreed that should the FOTCOTHE wish to negotiate the fee/donation to The CCT they can draft a response for the Clerk to submit to The CCT.

**21.1.4** Council approve the following events being organised by the Friends of the Church on the Hill, Edlesborough;

- April 29<sup>th</sup>, 2026, Leaving Tea Party for The Vicar of St Mary Eaton Bray, Rev Joy Cousans
- June 5<sup>th</sup> & 6<sup>th</sup> 2026 EdleFest 2026

Council agreed to defer approval of the following events until after EdleFest when the status of the FOTCOTHE group has been agreed with The CCT.

- Sept 19<sup>th</sup> & 20<sup>th</sup> HODS (Heritage Open Days)
- December 6<sup>th</sup> or 13<sup>th</sup> Carols by Candle light.

Council agreed it would not sign The CCT Memorandum of Understanding at this time. The CCT have been advised of this decision and have agreed that the matter can be revisited after EdleFest.

## 21.2 EDaN Beautification Team.

Praise posted on the local Facebook page was shared with the EDaN Beautification Team. The Clerk commented in response to the post that *“The planters in Edlesborough, Dagnall and Northall are looked after by the EDaN Beautification Team. The team always welcomes new volunteers and helping hands. Anyone wishing to join the team should contact the parish clerk via [Clerk@edlesborough-pc.gov.uk](mailto:Clerk@edlesborough-pc.gov.uk)”*

Lorna Cabbage has met new volunteers for the group, and each have agreed to take on looking after different planters in Edlesborough.

## 21.3 Volunteer Litter Pickers

**21.3.1** Council approved the voluntary litter pickers risk assessment and litter picking guidance.

Lorna Cabbage is carrying out an audit of the Councils litter picking equipment, some replacements may be required. Ashley Calloway will be taking over coordinating the Edlesborough volunteers from May onwards.

Cllr Harpley asked if the litter pickers could be advised of road closures in the Parish to enable them to safely litter pick certain roads.

Twenty black sacks of litter were collected during the Great British Litter Pick activities.

**Action: The Clerk will circulate road closure notifications to Lorna Cabbage and Ashley Calloway where appropriate.**

**The Clerk will ask the Council’s insurance provider if litter pickers are insured when litter picking on roads where the speed limit exceeds 30mph.**

## Clerk’s Report

**22.** Council received reports on all amenities including Buckinghamshire Council Devolved Services.

### *Edlesborough Pavilion*

**22.1** Council responded to the communication about Terms of membership of Edlesborough Pavilion at the meeting. See notes under Open Forum.

**Action: The Clerk will summarise the response to ECSC CIO Trustees.**

Council granted permission for ECSC CIO to erect a fourth noticeboard on the end of the Pavilion, facing the tennis courts. This noticeboard will be for the three sports clubs to display information relevant to their clubs.

Council ratified its decision to allow ECSC CIO to install a dog poo bag dispenser on the outside of the building near the serving hatch. ECSC CIO will be responsible for ensuring it is kept stocked. Should the dispenser lead to additional litter on the Green ECSC CIO may be asked to rethink the dispenser.

### *Edlesborough Memorial Hall*

**22.2** Council approved the quote from Janes, Edlesborough to install audio equipment and a TV in Edlesborough Memorial Hall.

**Action: Clerk to raise purchase order. Clerk to obtain a TV Licence for the hall. Clerk to amend clause in hall hire terms of agreement to reflect the use of the TV. Clerk to updated information about the hall to reflect the improvements to the hall.**

A new Tai Chi class is commencing on 21<sup>st</sup> April.

Another prospective regular hirer visited the hall on Thursday evening, with a view to a regular Wednesday morning class.

The electrician has attended following a fuse tripping on Tuesday evening.

### *Bus Stops*

**22.3** Council approved repairs to the bus stop on High Street, Edlesborough. The quote had been previously circulated, and a purchase order raised by the Clerk under delegated powers.

### *Allotments*

The Clerk has been informed of children running between plots at the allotment site, along with reports of damage to greenhouse glass.

There are currently three plots available at the Dagnall site. The Clerk holds a waiting list for plots.

### *Buckinghamshire Highways Update*

The latest information was circulated to all Councillors upon receipt.

### *Bridlepath*

Nothing to report.

### *Cemetery*

Nothing to report.

### *Churchyard*

Volunteers from the FOTCOTHE and the Reverend Joy Cousans leading appropriate prayers interred bones in an area prepared to accommodate the bones that have been discovered in the Churchyard over the years. The area is where there is no sign of badger activity, and little foot traffic.

### *Litter, Recycling and Dog Waste Bins*

Nothing to report.

### *Pebblemoor Car Park*

The Clerk has asked the Council contractor for recommendations on how to alleviate the flooding issue in the High Street corner of the car park.

#### The Pastures Hedge

Buckinghamshire Council have now paid The Pastures Hedge invoice.

**Action: The Clerk will seek confirmation from Buckinghamshire Council as to how this invoice will be processed moving forwards.**

#### Edlesborough Green

Nothing to report.

#### Edlesborough Green Play Area

Nothing to report.

#### EB Lions FC

Council granted EB Lions permission to carry out the following pitch repairs:

1. Immediately after the last game of the season on the main pitch,  
- repair to both goal mouths with reseeding, top soil and covering with matting.
2. Following carnival repairs to the 2 smaller pitches, fill in holes and seed, install mesh around the areas to protect whilst growing.

Pitch maintenance is the club's responsibility. Council agreed to the repaired sections of the Green being fenced off to allow repairs to work on the condition that the fencing is removed as soon as possible.

#### Edlesborough Tennis Club

Nothing to report.

#### Edlesborough Cricket Club

The club have returned their annual agreement, paid their fees and provided the Clerk with a fixtures list for the 2026 season.

#### Website

The Clerk aims to devise a responsibilities list in the near future.

#### Streetlights

The Clerk still awaits a response from Bellway Homes confirming the transfer date. Once the information is received and a date agreed the Clerk will update the energy certificate with UK Power and share this with the energy supplier.

Streetlight N9 on the Leighton Road, Northall has failed. The Clerk has asked the streetlight contractor to attend.

UK Power has replaced the pole outside 54 High Street, Edlesborough. They have not attached the E33 streetlight sign to the pole. The Clerk has contacted UK Power to request that the sign is replaced.

#### AED's

The heating plate in the cabinet at EMH had malfunctioned. This has now been replaced.

#### St Mary's Carnival

This takes place on 4<sup>th</sup> July. It was previously proposed that the Council stand focuses on Traffic Calming and Rewilding & Biodiversity. Councillors need to coordinate the stand/display/information/etc.

- 23.** Items for the agenda for EPC meeting to be held on 21<sup>st</sup> May 2026 in Edlesborough Memorial Hall. This will be preceded by the Annual Meeting of Edlesborough Parish Council.

- Unity Trust Bank Savings Account update.
- Terms of reference/risk assessment for EDaN Beautification Team
- Edlesborough Parish Council website update.
- To approve signage for the outside of Edlesborough Pavilion.
- Ratify Council’s response to PL/26/02170/FA 2 Chiltern Avenue Edlesborough Buckinghamshire LU6 2HY. Single storey side/rear infill extension & porch.

The meeting closed at 9.11pm

Items for future meetings when more information is available:

- Edlesborough Memorial Hall Improvements
- Additional payments towards PWLB
- Outdoor Fitness Equipment on Edlesborough Green
- Housing Needs Survey

Signed for and on behalf of Edlesborough Parish Council	
Name	Cllr Rosie Booth
Signature	
Position	Chair to Council
Date	
Minute Record	3. Minutes