



**MINUTES**  
**FOR THE ORDINARY MEETING OF EDLESBOROUGH PARISH**  
**COUNCIL**  
**THURSDAY 21<sup>ST</sup> MAY 2026**

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**Date:** Thursday, 21 May 2026

**Venue:** Edlesborough Memorial Hall, High Street, Edlesborough, LU6 2HX

## Agenda Items

Cllr Booth opened the meeting at 20.02

### 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 Owen.

*Others in attendance*

Penny Pataky

*Parishioners in attendance*

None

*Council approved apologies for absence from*

Cllr R Harpley – Holiday

Cllr L Wells – Transport issues

*Council received apologies from*

Buckinghamshire Council Councillors Peter Brazier and Chris Poll.

### 2. Declarations of Interest

Cllr Owen and Cllr Wilkinson declare an interest in the allotment's charges review. Council granted dispensation for them to participate in the discussion on this matter.

### 3. Minutes

Council approved the minutes of the Ordinary Meeting of Edlesborough Parish Council held on Thursday, 16 April 2026 with no amendments.

### 4. Matters Arising from the Minutes

Council agreed Cllr Wilkinson's proposed response to communication asking Council to reconsider its response to planning application *PL/26/01394/FA*.

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## Representatives

5. No report was received from the Buckinghamshire Ward Councillors.

6. Council noted the following information from the East Bucks Community Board.

Michelle Parker is no longer the East Bucks Community Board Manager. To date Council has not been advised about her replacement.

The Responsible Dog Owner Campaign is now launched, and each parish will be provided with two Perspex signs. If the parish wants more these would need to be purchased.

## Planning

### 7. Council approved or ratified its responses to planning applications:

#### 7.1 PL/26/02170/FA – 2 Chiltern Avenue, Edlesborough, Buckinghamshire, LU6 2HY.

Single-storey side/rear infill extension and porch.

- **No objections.**

#### 7.2 PL/26/01634/HB - Northall Inn Leighton Road Northall Buckinghamshire LU6 2HD.

Listed building consent for the change of use of existing barn to create a self-contained dwelling incorporating external alterations comprising a two-storey extension, increase in ridge height to provide first-floor habitable accommodation and associated fenestration alterations.

- **Neutral response. Decision left to planning officers.**

#### 7.3 PL/26/01631/FA - Northall Inn Leighton Road Northall Buckinghamshire LU6 2HD.

Change of use of existing barn to create a self-contained annexe incorporating external alterations comprising a two-storey extension, increase in ridge height to provide first-floor habitable accommodation and associated fenestration alterations.

- **Oppose. Alterations considered to be too extensive to qualify as a barn conversion.**

#### 7.4 PL/26/01632/HB - Northall Inn Leighton Road Northall Buckinghamshire LU6 2HD.

Listed building consent for change of use of existing barn to create a self-contained annexe incorporating external alterations comprising a two-storey extension, increase in ridge height to provide first-floor habitable accommodation and associated fenestration alterations.

- **Neutral response. Decision left to planning officers.**

#### 7.5 PL/26/03610/PNAD - Deans Poultry Farm South End Lane Northall Buckinghamshire LU6 2EX

Prior Notification under Schedule 2, Part 3, Class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015 for conversion of agricultural buildings into 4 residential dwellings.

- **If Council is invited to comment the agreed response is No objections.**

#### 7.6 PL/26/03673/SA - 2 Good Intent Edlesborough Buckinghamshire LU6 2RD.

Certificate of lawfulness for proposed garage conversion.

- **If Council is invited to comment the agreed response is Oppose. Probability that permitted development rights withdrawn.**

#### 7.7 PL/26/03145/FA - The Bungalow, Studham Lane, Dagnall, Buckinghamshire, HP4 1RH

Proposed internal and external alterations to the property, including replacing all windows, doors, and gutters, add paving including a double-framed timber carport, 1 roof light etc.

- **If Council is invited to comment the agreed response is No objections.**

### 8. Council received the Local Authorities decisions on the following planning applications.

| Application No. | Address | Description | Parish Council Response | Decision |
|-----------------|---------|-------------|-------------------------|----------|
|-----------------|---------|-------------|-------------------------|----------|

|   |   |   |  |           |
|---|---|---|--|-----------|
| PL/25/4394/TP<br>13 <sup>th</sup> March 2026  | 18 Eatongate<br>Close<br>Edlesborough     | Crown reduction of<br>beech tree.   | No objections  | Permitted |
| PL/25/4858/VRC<br>4 <sup>th</sup> Dec 2025    | Collyers<br>Main Road North<br>Dagnall    | Variation of an existing<br>approval to demolish<br>some existing<br>outbuildings and erect a<br>new dwelling               | No Objections  | Permitted |
| PL/26/00412/FA<br>18 <sup>th</sup> March 2026 | 2A Dunstable<br>Road<br>Dagnall           | Erection of timber<br>framed double garage in<br>front garden.  | No objections  | Permitted |
| PL/26/01394/FA<br>18 <sup>th</sup> March 2026 | 7 Church Croft<br>Edlesborough            | Part two storey/part<br>single storey rear<br>extension. Two storey<br>side extension.<br>Recladding of front<br>elevation. | No objections<br>Subject to officer<br>confirmation<br>regarding design<br>acceptability | Permitted |
| PL/26/02692/AGN                               | Primrose Farm<br>Studham Lane<br>Dagnall  | Permitted development<br>notification for the<br>erection of an<br>agricultural building                                    | No objections, but<br>PC not consulted   | Permitted |
| PL/26/01634/HB<br>6 <sup>th</sup> May 2026    | Northall Inn<br>Leighton Road<br>Northall | Listed building<br>application relating to a<br>change of use of an<br>outbuilding to create a<br>self-contained dwelling   | Neutral response<br>agreed, but<br>application<br>withdrawn before it<br>was submitted   | Withdrawn |
| PL/26/02170/FA<br>13 <sup>th</sup> April 2026 | 2 Chiltern Avenue<br>Edlesborough         | Single storey rear infill<br>extension and enlarged<br>porch.   | No objections  | Permitted |

9. There were no updates on the Buckinghamshire Council Local Plan.

## Villages

10. To receive updates and information relating to:

### 10.1 Edlesborough

The Clerk has chased the “pedestrians in the road” sign that was promised for Slicketts Lane by the previous Local Area Technician. It has been confirmed that the job was closed in error and that a new job has been raised and that the sign will be installed ASAP.

The Clerk has asked Edlesborough Primary School to remind its families that parking on the white lines opposite Edlesborough Memorial Hall and Pebblemoor is not permitted. The local PCSO has been copied into the communication. He has advised the Clerk that he will “take a look”. The Clerk has asked the contractor to cut the hedge at the ford end of Slicketts Lane to ensure the no entry road signs are visible.

Councillors raised concern about the ongoing parking issues on Pebblemoor near Tesco, and the High Street near Curiositea Tea Room.

The Clerk is awaiting a response from Thames Valley Police about permitted signage.

Wild Magic Land – following a further communication about a site visit and engaging with Wild Magic Land Cllrs Owen, Wells and Goodman agreed that any site visit or follow up activity is on hold until the planning permission issues are resolved. The Clerk has responded accordingly.

#### 10.2 Dagnall

Cllr Owen asked if the contractor could cut the hedge on Dunstable Road near Studham Lane.

**Action: Clerk to speak to the contractor.**

#### 10.3 Northall

Nothing to report.

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## Finance & Accounts

11. Council approved the accounts for April 2026.

12. Council approved the authorisation of payments for May 2026.

13. Council approved the year-end accounts and associated documents for submission to the external auditor, PKF Littlejohn LLP.

14. Council noted that no recommendations were made by the Internal Auditor.

15. Council confirmed the dates for the Exercise of Public Rights.

12<sup>th</sup> June 2026 – 23<sup>rd</sup> July 2026.

16. Council approved the transfer of £100,000 funds to the Unity Trust Savings Account.

Council noted that to maximize protection, funds exceeding £120,000 should be spread across different FSCS-authorized institutions.

17. Council considered Cllr Wilkinson's proposed Annual Charges review and agreed the following charges.

**EMH** – Cllr Booth proposed a 2.5% increase for regular hirers and a 5% increase for all other hirers (to the nearest 10p). Cllr Cabbage seconded the proposal all agreed. The Hall fees will increase to:

|                                  |  |
|----------------------------------|--|
| Ad hoc commercial & private hire | £19.20 effective July 2026   |
| Ad hoc parishioner users         | £11.70 effective July 2026 (minimum three hours hire)                              |
| Regular commercial users         | £14.40 effective July 2026 for new hirers, effective Sept 2026 for existing hirers |
| Local non-profit regular users   | £10.70 effective Sept 2026   |
| Half day rate                    | £95.00 effective July 2026   |
| Full day rate                    | £158 effective July 2026   |
| Election rate                    | £129 effective June 2026   |

**Action: Clerk to inform regular hirers that their fees will increase from 1<sup>st</sup> September 2026 and that only a 2.5% increase has been applied to them, in comparison to the 5% increase to other hirers. Clerk to update website and booking form accordingly.**

**The Green** – Cllr Booth proposed that Council approve Cllr Wilksinson’s proposed increase of 5%. All agreed.

|   |   |
|---|---|
| Adult football  | £23.50 per match effective Aug 2026     |
| Edlesborough Cricket Club                             | £503.00 per year effective January 2027 |
| EB Lions  | £560.00 per year effective Aug 2026     |
| Tennis Club ground rent                               | No increase due until June 2028         |
| Personal Trainers/Outdoor Fitness Groups (Commercial) | £6.30 per session effective June 2026   |

**Action: Clerk to inform sports clubs accordingly.**

**Cemetery** – Council agreed to defer the decision on the Cemetery charges until more information was available about rates at other cemeteries.

**Action: Cllr Owen will investigate fees at other cemeteries to enable Council to decide at the June Council meeting.**

Currently the fees are:

|                                       |                           |                         |
|---------------------------------------|---------------------------|-------------------------|
| Child (0-12 yrs.) burial plot         | £128 parishioners         | £512 non-parishioners   |
| Child (13-16 yrs.) burial plot        | £168 parishioners         | £672 non-parishioners   |
| Standard adult burial plot            | £324 parishioners         | £1,296 non-parishioners |
| Cremated remains plot                 | £162 parishioners         | £648 non-parishioners   |
| Memorials (to erect)                  | £75 parishioners          | £300 non-parishioners   |
| Second burials                        | £75 parishioner           | £300 non-parishioners   |
| Second cremated remains               | £52 parishioner           | £208 non-parishioners   |
| Transfer of Exclusive Right of Burial | Increases from £11 to £12 |                         |

**Allotments**

Given the long hot summer of 2025 and the expected long hot summer of 2026, water charges have increased. Cllr Booth proposed an increase of 20p per pole to be applied from October 2027. Cllr Ferguson seconded the motion, all agreed.

**Action: Clerk to inform the tenants in September 2026 and update the website accordingly.**

**Projects**

**18.** Council received updates on the following projects:

**18.1** Edlesborough Pavilion

**18.1.1** Council approved modifications to High Five Construction Ltd.’s works on Edlesborough Pavilion.

Further investigation revealed that it is not possible to remove the glass balustrade. Therefore, the design has been modified accordingly. Scaffolding will not be required; a scaffolding tower will be used for the work on the green side of the balustrade. This has resulted in a small reduction of the final price.

The purchase order has been raised and the contract signed. Work has commenced.

Progress update 21/05/26:

Tiles have been removed. The contractors have advised that they are going to have to address the surface directly under the removed paving as overall it is just not good enough in terms of smoothness to apply the first coat of resin. There will not be any additional cost to the Council. Initially they thought the surface was going to be ok, but it had some water on it from the recent rainy spell and that has highlighted its poor condition especially down the far end where the Acco drain channels are.

The contractor will keep the Council up to date as works progress. The resin coat needs to go onto a relatively smooth surface and currently the surface is not smooth.

**18.1.2** Council agreed that the pavilion balcony paving slabs could be sold for a donation of £10 per square meter to ECSC CIO. This donation is in recognition of the inconvenience caused by the works to the balcony.

**Action: Clerk and Malcolm Plaats to coordinate the disposal of slabs. Donations to be made directly to ECSC CIO.**

**18.2** Rewilding and Biodiversity Project

**18.2.1** Council reviewed the Biodiversity & Rewilding Policy and agreed to the following amendment.

*“Planning applications*

*The Council will:*

- *When commenting on planning applications or renewing the Neighbourhood Plan, take biodiversity into consideration*
- *For applications with a biodiversity Net Gain (BNG) requirement, review the Ecology Officer’s report, along with local and national policy guidelines relating to biodiversity and comment as appropriate.”*

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## Traffic Calming

**19.** Council received updates on:

**19.1** Moveable Vehicle Activated Speed (MVAS) device

The latest data has been downloaded and posted on the website.

Cllr Owen informed Council that on the latest Dagnall Village newsletter residents had been advised that Council was relaunching Speedwatch and seeking volunteers. Anyone interested has been advised to contact the Clerk.

If enough people come forward as volunteers it was suggested that one of them could become the Speedwatch Coordinator as Council does not currently have one.

**Action: Clerk to collate a list of volunteers.**

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## Voluntary Groups

**20.** Council received the following updates about:

## 20.1 Friends of the Church on the Hill

The CCT have granted permission for EdleFest to go ahead.

The CCT will invoice the Council for 50% of the gross income following the event. This will most likely result in the event running at a loss.

FOTCOTHE have ensured all artists have public liability insurance.

## 20.2 EDaN Beautification Team

No update.

## 20.3 Volunteer Litter Pickers

### 20.3.1 To confirm the insurance status for the Volunteer Litter Pickers.

Following the April meeting the Clerk has raised the question about litter picking on roads outside the 30mph limit, (South End Lane, Eaton Bray Road, B440 and Pebblemoor) with the insurance company and is waiting for a response. The insurance company is very reluctant to insure children litter picking and wants to know the ages of adult litter pickers. The Clerk awaits a response from the underwriters.

**Action: Defer to June meeting once the Clerk has discussed the insurance companies' response with the Lorna Cubbage and Ashley Calloway the litter picker coordinators.**

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## Clerk's Report

21. Council received the Clerk's report, including updates on all Council amenities and Buckinghamshire Council devolved services.

21.1 Council ratified its approval of the words and quote for the Edlesborough Pavilion signs.

21.2 Council ratified its decision to decline EB Lions FC request to site an InPost locker on Council land.

21.3 Council ratified its decision to add the new TV and audio equipment to Council insurance policy.

The small increase in premium was waived, but there will be an increase of approximately £40 when the premium renews in October.

21.4 Council agree to purchase a dishwasher for Edlesborough Memorial Hall, and for the associated modification to the kitchen to accommodate the machine.

There will need to be some modifications to the kitchen cupboard where it is installed, and a plug socket installed to provide power.

Village Cleaning has agreed to empty it when they clean the hall if it is left loaded – Council to agree a remittance for this.

21.5 Council agreed to decline EB Lions FC request to use the adult football pitch as a car park for their Annual Awards Day. Council felt it could not allow the use of the Green as a car park for an event that is not being held on the Green. Council also had concerns about how the car park would be managed and the implications for other users of the Green.

**Action: Clerk to inform EB Lions FC of the Council's decision.**

## Amenities Report

### *Edlesborough Memorial Hall*

The Clerk is seeking quotes to upgrade the heating system and has circulated further information about the proposal to the full Council.

The TV and Audio System work is due to be completed this week. A comprehensive set of instructions will be provided for hall hirers. The equipment is insured.

The Clerk purchased a protective screen to go in front of the TV under delegated spending powers.

A TV Licence has been purchased under delegated powers.

The Clerk will update the website and useful information for hirers with information about the new TV and audio system.

The thermostat in the oven has been replaced. Unfortunately, this incurred a cost as the oven is outside warranty.

On 13<sup>th</sup> April a fuse tripped in the hall late in the evening. This fuse appears to be linked to a cable outside the main room fire escape door. The electrician disconnected the cable and to date the fuse has not tripped again. However, the streetlights in Pebblemoor car park are no longer working. The electrician will attend again to investigate to identify if this is linked and will rectify the issue.

The electrician has attended and is now quoting to repair the faulty cabling.

The building sign above the hall door has broken and is very rotten the Clerk is awaiting a quote for a replacement sign.

Following complaints about the condition of the hall floor and tables the Clerk has reminded all hirers of the hall "Leave as you wish to find policy."

### *Edlesborough Pavilion & ECSC CIO*

The Clerk granted permission for flags to be hung on the balustrade in the week leading up to the Carnival and on Carnival Day – this is to support the theme "Countries of the World".

Cllr Hurst organised a successful TVP "Have your say event" on 13/05/26. There has since been a request for a similar event for the Dementia Support group that meets in the Pavilion.

ECSC CIO have asked if the Council wish to be involved in celebrating/promoting Edlesborough Pavilion's fifth year anniversary in September. Council agreed that if appropriate it would help with advertising.

### *Bus Stops*

Nothing to report.

### *Allotments*

The Clerk and wardens are in the process of carrying out inspections.

Three tenants at Dagnall will be contacted about the condition of their plots.

Three tenants at Northall will be contacted about the condition of their plots.

Three tenants at Cow Lane will be contacted about the condition of their plots.

The Green site is still to be inspected.

All plots are currently let. The Clerk currently holds a waiting list.

A tenant at The Green site has asked if the gates can be locked. He states the tap near his plot has been tampered with. Part of the hedge near his plot needs attention. The Clerk will discuss this with the Council contractor.

The tenant with the two large unworked plots at Northall is slowly clearing them. She requests permission to leave the greenhouses on site. The warden has no objections to this. They could be useful to incoming tenants or existing tenants.

The Clerk is seeking advice from the Council contractor about the removal of bamboo at the Dagnall site.

#### *Cemetery*

There has been one memorial application.

#### *Churchyard*

The tree work is scheduled to be completed on 21<sup>st</sup> May.

#### *The Green*

The Clerk has asked the contractor to investigate and make recommendations for a significant hole that has appeared in the hedge opposite Cow Lane.

Thames Valley Police - PCSO Mike Coker has alerted the Council to reports of a pony and trap on Edlesborough Green yesterday afternoon/evening. He suggested that the grass mound could do with raising (or fencing) to make it harder for traps and possibly motorcycles / electric bikes to get over. Council agreed to monitor the situation.

#### *Edlesborough Green Play Area*

Two parents have asked if the gate can be reinstated. The Clerk has asked the contractor for a quote. The contractor is looking at options.

#### *EB Lions FC*

The last playing weekend of the season is next weekend. The adult goals will be removed shortly after and work on repairs to the goal mouths will commence ASAP.

#### *Edlesborough Cricket Club*

The season has commenced and the Clerk has a copy of the fixtures.

#### *Edlesborough Tennis Club*

The invoice for the annual ground rent has been sent to the Tennis Club.

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

St Marys Carnival Committee usually have two skips provided free of charge for the event. Unfortunately, the company can no longer provide this. To date no other skip company is able to offer free skips. The committee is currently looking at an additional expense of £900 to hire skips for the event. The Clerk has reached out to Buckinghamshire Council Commercial Waste Team to ask for other options. This may be temporary waste/extra bins at the Pavilion or EMH.

### *Pebblemoor Car Park*

The Clerk is awaiting a response from the contractor about the flooding issue at the car park.

### *The Pastures Hedge*

This is scheduled to be cut just before the Carnival.

### *Noticeboards*

The contractor has reinstated the noticeboard near the old NMJ site with new posts as both posts are very rotten.

### *Streetlights*

See notes under Edlesborough Memorial Hall.

The Clerk has chased Bellway Homes again about an update for the transfer of the streetlights on High Street, Edlesborough and has received the following update;

*“Through no fault of our own we’ve been delayed in the process of booking some remedial works to the Section 104 adoptable drainage network on site, which has in turn held up everything else. I am continuing to chase our contractor for the completion of these on a weekly basis.*

*Once the drainage works are complete, we can complete our Section 278 Agreement remedial works which will then allow us to progress adoptions of the Street Lighting (as some will transfer to yourselves and some will be going to the Highway Authority).*

*We had the remedial works to the street lighting completed already, to ensure safety of residents and road users, whereby we have numbered and tested all columns as well as connecting the missing one.*

*As soon as we’re on site completing the Section 278 Agreement remedial works, I can let you know an approximate timescale for progression of the Street Lighting adoptions (including the payment to the parish).”*

### *Council Carnival Stall*

Cllr Owen confirmed that she and Cllr Wells will be organising sunflower and wild flower seeds for children to plant on the stall.

The stall will be sited near the Cow Lane MVAS site so information about Traffic Calming can be shared with parishioners.

## Items for Future Agendas

- To note items for inclusion on the agenda for the meeting of Edlesborough Parish Council to be held on 18 June 2026 at Edlesborough Memorial Hall.
- Policies to adopt
  - Bereavement Policy
  - Sickness & Absence Policy
  - Whistleblowing Policy
- Policies to review
  - Social Media Policy
  - Data Protection Policy
  - Freedom of Information Policy (Including Charges Schedule for publication on Website)
  - Complaints Procedure.
- Other items
  - Parish Online Registration
  - Mobile Telephone for Council.
- EPC Handyman
- Website upgrade proposal.
- Additional payments to PWLB.

The meeting closed at 22.06

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## Items for Future Consideration (subject to availability of further information)

- Edlesborough Memorial Hall Improvements
- Outdoor Fitness Equipment on Edlesborough Green
- Housing Needs Survey
- Speedwatch

### Clerk's Leave

Monday 1<sup>st</sup> June – Friday 12<sup>th</sup> June

- Cllr Goodman will look after the regular hall hirers.
- Cllr Ferguson will answer calls to the Council.

| • Signed for and on behalf of Edlesborough Parish Council |                       |
|---|-----------------------|
| Name  | Cllr Trish Owen       |
| Signature   |                       |
| Position  | Vice-Chair to Council |
| Minute Record   | 3. Minutes            |