



MINUTES **FOR THE ORDINARY MEETING OF** **EDLESBOROUGH PARISH COUNCIL**

Date: Thursday, 17th September 2026

Time: 7.30pm

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

Open Forum

A parishioner asked if the Local History Group could borrow the Council display boards for the upcoming Open Day in Edlesborough Pavilion. Permission was granted for this.

A parishioner asked the Council to consider installing some picnic tables on Edlesborough Green.

Thames Valley Police will be holding their next "Have your say event" in Northall Village Hall at 7.30pm on 21st September. All parishioners are welcome to attend.

Cllr Booth formally opened the meeting at 7.36pm

1. Attendance and Apologies for Absence

Edlesborough Parish Councillors

Cllr Booth, Cllr Goodman, Cllr Hurst, Cllr Cubbage, Cllr Harpley, and Cllr Wells.

Others in attendance

Buckinghamshire Council (BC) Councillor Chris Poll.

Penny Pataky, the Clerk

Parishioners in attendance

- Two

Council approved apologies for absence from

Cllr Wilkinson – Holiday

Cllr Owen – Unwell

Cllr Ferguson - Unwell

Council received apologies from

Buckinghamshire Council Councillor Peter Brazier

Lizzie Hook, Community Board Manager – East Bucks

2. Declarations of Interest

None were declared.

3. Minutes

Council approved the minutes of the Additional Ordinary Meeting of Edlesborough Parish Council held on Thursday, 20th August 2026 with no amendments.

4. Matters Arising from the Minutes

Nothing was raised.

Representatives

5. Buckinghamshire Ward Councillor Chris Poll reported on

- Changes to public participation in the planning process.

This has now been adopted by Buckinghamshire Council and as a result Ward Cllrs can no longer “call in” planning applications.

- Buckinghamshire Local Plan 2025-2045.

BC Cllr Poll explained that, had the additional documents released late by Buckinghamshire Council been published alongside the rest of the Plan, as they should have been, his response to the Plan may have been different. The late release of these documents could indicate that the Plan was not properly prepared and is therefore unsound.

The documents also identify land in the south of the county which has the capacity to accommodate approximately 10,000 new homes. This land was included in the Regulation 18 consultation but was omitted from the Regulation 19 consultation. Had this land been included within the Regulation 19 proposals, it may have reduced the housing pressure on our ward and other wards in the north of the county. The sites identified in the Regulation 18 consultation benefit from good employment opportunities and transport links.

The consultation period for comments has been extended. However, Buckinghamshire Council will only accept representations relating to the recently released documents and not to the Plan as a whole.

- Wild Magic Land. Currently the published Open Days are operationally permitted. The temporary buildings will either need planning permission or to be removed in the future.
- The 7.5T signs on the B440 stating that vehicles are permitted with permits or for loading is the next stage in the process.

A full copy of the report is available to view on the Council website, alongside these minutes.

6. The East Bucks Community Board.

The latest meeting was held on 15th September. BC Cllr Poll reported that a new youth group had been trialled in Cheddington and that it was proving successful. He recommended the Clerk speak to Cheddington Clerk for an update.

The Clerk is meeting other Clerks and the Board Coordinator on 5th October.

Action: Cllrs to inform the Clerk of any parish priorities that can be taken to the Board.

Planning

7. Council approved or ratified the Council’s responses to the following planning applications:

7.1 PL/26/03883/HB - Well Farm Ringshall Road Dagnall Buckinghamshire HP4 1QU

Listed building consent application for conversion and extensions of existing barn and outbuildings to create 4no. dwellings including changes to fenestration and associated parking and landscaping.

- **OPPOSE Within the Chiltern Beechwoods 500m exclusion zone**

7.2 PL/26/04974/FA - 22 Leighton Road Edlesborough Buckinghamshire LU6 2ES

Change of use of land from agricultural use to private equestrian use together with the erection of a stable block, construction of a riding arena, associated hardstanding, access track, means of enclosure, landscaping and associated works.

- **No objections.**

7.3 PL/26/05490/FA - Chasselas South End Lane Northall Buckinghamshire LU6 2EX

Construction of two storey rear extension to existing dwelling.

- **No objections.**

7.3 PL/26/06540/TP – 5 Pine Road, Edlesborough, Buckinghamshire, LU6 2EJ

Copper Beech (T1): crown reduction by approx. 4m to a suitable lateral growth of branches interfering with building, telephone wires and overhanging neighbouring driveway, crown lift of low hanging branches to approximately 3m to remove nuisance.

- **No objections.**

7.4 PL/26/06812/FA - 4 Leighton Road Edlesborough Buckinghamshire LU6 2EH

Erection of single story side extension.

- **No objections.**

7.5 PL/26/05990/FA - Little Orchard Cottage Chapel Lane Northall Buckinghamshire LU6 2HF

Single storey side extension to existing cottage. Renovation works to existing cottage to bring back heritage elements including sash windows, render and half boarding.

- **No objections.**

Council additionally agreed the following responses that need to be submitted before the October Council meeting. Council will ratify these decisions at the October meeting.

* PL/26//07207/FA - 8 Church End Edlesborough Buckinghamshire LU6 2EP

Householder application for the construction of a single-storey rear extension.

- **No objections.**

* PL/26/06956/HB - Northall Inn , Leighton Road, Northall, Buckinghamshire, LU6 2HD

Listed building consent for conversion of existing barn to create a self-contained annexe, incorporating external alterations comprising a single-storey extension and associated fenestration alterations.

- **No objections.**

* PL/26/06955/FA - Northall Inn , Leighton Road, Northall, Buckinghamshire, LU6 2HD

Householder application for conversion of existing barn to create a self-contained annexe, incorporating external alterations comprising a single-storey extension and associated fenestration alterations.

- **No objections.**

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

Application No.	Address	Description	Parish Council Response	Decision
PL/26/05138/FA 3 rd July 2026	The Bungalow Studham Lane Dagnall	The addition of two Juliet balconies to the alterations already approved under application PL/26/03148/FA	No objections	Permitted
PL/26/05490/FA 21 st July 2026	Chasselas South End Lane Northall	Two storey rear extension	No objections	Permitted
PL/26/03882/FA & PL/26/03883/HB 14 th July 2026	Well Farm Ringshall Road Dagnall	Convert and extend a listed barn and associated outbuildings to create 4 new dwellings	OPPOSE Within the Chiltern Beechwoods 500m exclusion zone	REFUSED

9. Updates on the Buckinghamshire Council Local Plan.

See item 5.

10. Council noted the update on the National scheme of Delegation for Planning Applications. [Planning Committees and the National Scheme of Delegation of Planning Functions: Guidance for local planning authorities in England - GOV.UK](#)

8. Villages

11. Council received the updates and information relating to the villages of Edlesborough, Dagnall and Northall.

11.1 The Results of Best Kept Village Competition have been received and have been published on the Council website, Facebook page and in the next Focus report.

- Ivinghoe Freight Zone

Signs have been erected along the B440 stating “except permit holders for loading.” See item 5.

- Advertising sign opposite Sparrow Hall Farm on B440

Cllr Harpley and a parishioner raised concern about the size of the advertising and its location. As it is on private property it does not come under the jurisdiction of the Parish Council and any concerns should be directed to Planning Enforcement at Buckinghamshire Council [Report a planning breach | Buckinghamshire Council](#).

- Cllr Hurst raised concern about the increase in cigarette butts on the pavement outside the Barbers in Summerleys.

Action: Clerk to speak to the management of the Barbers.

Finance & Accounts

12. Council approved the accounts for the month ending 31 July and 31 August 2026.

13. Council approved authorisation of payments for September 2026.

13.1 Council approved the NJC Salary Scales for 2026 and to apply the relevant backdated pay to the Clerk’s salary.

14. Council noted the Smaller Authorities’ Audit Appointments (SAAA) invitation for the phased rollout of Digital AGAR Portal.

The Clerk has completed the registration for this and has attended an SLCC Finance Regional Training Seminar to learn more.

15. Council approved the opening of a 95 Day Business Savings Account with Redwood Bank.

More information can be viewed here [The 95 Day Business Savings Account](#)

Projects

16. Council received updates on the following projects:

16.1 Edlesborough Pavilion

The working party held a site meeting on 7th October and carried out a wet test.

The storeroom below appears to be water tight.

A leak was identified at the top of the downpipe at the corner of the building at the tennis court end.

The drill holes under the balustrade are not working as planned. Malcolm Plaats has devised a proposal to address this issue and will be trialling it on a two meter length of the balcony. High Five Construction Ltd have been informed that if the waste is not removed from the compound by 8th September, Council will arrange for it to be removed and will invoice the company for the costs.

High Five Construction Ltd will be returning after 21st September to address the bubbling surface and downpipe leak. They anticipate that the work will take five days to complete.

The *“bubbled spots need to be cut out and remediated using primer, fleece encapsulated in membrane and then the surface redressed with top coat quartz.”*

16.1.1 Council approved a one-off payment to Malcolm Plaats in recognition of his time and valuable input for the duration of the pavilion balcony repair works.

Any additional works he carries out will be subject to an agreed quote or charged at his handyman hourly rate.

16.2 Upgrade the heating system in Edlesborough Memorial Hall

Council agreed to accept the quote from D-Mec Services to install the following in EMH

- Daikin FHA140-AZAS140 ceiling suspended heat pump system serving the Main Hall (13.4kW cooling / 15.5kW heating).
- Daikin FTXM35-RXM35 wall mounted heat pump system serving a secondary area (identified as the kitchen in the schedule).
- Built-in Wi-Fi included.
- Electrical supplies included within the quotation.

Action: Clerk to raise purchase order and organise a suitable date for the work.

Clerk to advise other companies of the Council's decision.

Clerk to investigate switching off/isolating the three heaters in the main hall and the two heaters in the kitchen. The heaters in the store room and toilets will remain operational for the time being.

16.3 Improvements to pavement on Pebblemoor near Tesco.

Prior to the meeting the Clerk had circulated the initial proposal and John Pateman's responses to the full Council.

Action: Clerk to clarify

- **what the feasibility study and project planning includes.**
 - **At what point any issues with utilities would be identified.**
 - **As a temporary measure can the muddy stretch be filled with gravel/pea shingle to make the area more user friendly.**
 - **What does Council need to do to install bollards or railings either side of Tesco car park.**
- Council considers this a priority.**

It was noted that the residents between Tesco and Kingsmead would need to be consulted. Consider approaching Tesco for financial support on the improvements.

Policies for Adoption or Review

17. Having been circulated prior to the meeting the following policies were taken as read and the following actions taken/agreed.

17.1 Safeguarding Policy – reviewed

17.2 Communication and Email Policy - reviewed

17.3 IT Policy - reviewed

17.4 Privacy Policy - reviewed

17.5 Sickness & Absence Policy - adopted

17.6 [Accessibility Statement - Edlesborough Parish Council](#) – updated 18th August 2025

Voluntary Groups

18. Council received the following updates and reports from:

18.1 Friends of the Church on the Hill

- The Friends of the Church on the Hill, Edlesborough group has disbanded, it will hold its final meeting next week to agree and organise removing belongings from the Church.
- Council noted the communication between Council and the CCT about the Church floodlights. The Clerk is preparing a response to the CCT that will be sent shortly. The Clerk is preparing an agreement between the CCT and Council about the floodlights in the Churchyard. This will be circulated to the Council for agreement at the October meeting.

18.2 Council agreed the Terms of Reference for the Churchyard Volunteers Group.

This had been circulated to the volunteers, and their input has been incorporated into the Terms of Reference and risk assessment.

Wyn Johns has volunteered to be the group coordinator.

18.3 EDaN Beautification Team

Many of the original team are no longer involved. There are new volunteers in Edlesborough.

Action: Clerk to include a thank you in next Focus report for all the watering etc. of the planters over the long summer.

Two planter sponsorships have been received.

18.4 Litter Pickers

Four signs have been purchased for the litter pickers to use on the roadside. The Clerk is exploring storage of these at the rear of Edlesborough Memorial Hall. Mrs Calloway reports that they made a noticeable difference to traffic during a recent litter pick.

Clerk's Report

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

19.1 Prior to the meeting a bench upgrade proposal had been circulated to all. Council approved replacement of four benches on Edlesborough Green and agreed to upgrade other benches on a rolling program. Council will consider adding picnic-style benches when it reviews the 2027/28 budget.

Action: Clerk to raise purchase order for four replacement benches. The one sited by the basketball post will have arm rests. Council to raise purchase order for Council contractor to remove and dispose of the four broken benches and to install the new benches.

- 19.2** Council approved the quote for installing a new barrier and associated paving at the edge of Edlesborough Green near Cow Lane, where users have created a gap in the hedge.

Action: Clerk to raise purchase order.

- 19.3** Council approved the purchase of a dishwasher, and the associated costs for installation in Edlesborough Memorial Hall.

Action: Clerk to raise purchase order.

- 19.4** Council approved the new Contract of Employment for the Parish Clerk.

- 19.5** Council approved Malcolm Plaats as the main handyman for the Council.

- 19.6** Cllr Wells stated that subject to availability she would attend the Buckinghamshire Council Highways Conference on 19th October 2026.

- 19.7** Council approved the MOU between Edlesborough Parish Council and ECSC CIO.

Action: Clerk to send to ECSC CIO with a request that the document is signed.

- 19.8** Council deferred the decision to approve the purchase of iPads for Councillor use until it has been fully established that they will meet the Cllrs needs.

- 19.9** Council deferred the forming of a working party for the setting up of the Council iPads until it has been fully established that they will meet the Cllrs needs.

Cllr Hurst and the Clerk attended a webinar about the setting up and management of the devices. Apple offers a free service to support this.

- 19.10** Council accepted Cllr Ferguson's resignation as an ECSC CIO Trustee with effect from 8th January 2027.

All Cllrs to consider whether they could take on this role. Cllr Wells will talk to Cllr Ferguson about the role.

Action: Cllr Ferguson to prepare a short report informing the full Council about what the role entails and what she has been doing during her time as a Trustee.

- 19.11** Council approved the renewal of the Council's Insurance Policy.

Action: Clerk to invoice ECSC CIO for the building's insurance premium.

- 19.12** Council approved entering into a further three year long-term agreement with Zurich.

- 19.13** Council agreed to nominate BMKALC for NALC County Association of the Year.

Action: Clerk to complete the nomination form on behalf of the Council.

- 19.14** Council deferred approving removal of the temporary ban on bonfires at the allotments to the October meeting. Council agreed that the ban would remain in place.

- 19.15** Council agreed to proceed with contracting the Community Service Workers and hiring a skip to clear two plots at Northall allotments.

Action: Clerk to inform Northall tenants of the plan and to offer them the opportunity to remove any items from the plot that may be of use to them. Council to invite Northall tenants to assist with the clearing of the unworked plots.

Clerk to liaise with Community Service Workers team to agree a suitable date and to book a skip to be onsite in readiness.

Amenities

Edlesborough Memorial Hall

The Clerk has raised a purchase order for the replacement building sign for above the hall front door.

Edlesborough Pavilion & ECSC CIO

The Craft Fayre took place at the end of August. Due to poor weather the group decided not to erect the marquee.

A request was made for permission for ECSC CIO to move the two bins beneath the pavilion balcony to a location further away from the seating. The Clerk confirmed that this is permissible but that the bins must remain on the patio area and not cause an obstruction.

The annual rent invoice has been sent to ECSC CIO.

- 19.16** Council agreed to decline the request from ECSC CIO to hold a meeting with representatives of ECSC CIO to discuss the possible installation of Air Cooling in Edlesborough Pavilion. Council requests that ECSC CIO submit a formal proposal to the Council for its consideration.

Action: Clerk to inform ECSC CIO.

- 19.17** Council approved ECSC Events Committee starting an Annual Christmas Lights Switch On as part of the Edlesborough Pavilion Christmas Craft Fayre on 28th November 2026. The Council supply of the tree and lights must be noted on any publicity of the event.

Action: Clerk to inform ESC Events Team and council contractor to ensure the tree and lights are ready for the event.

Buckinghamshire Council Devolved Services

Nothing to report.

Bus Stops

Nothing to report.

Allotments

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

All tenants have been informed of the rent due and that they must display a plot number.

The Clerk has issued a reminder about children playing on the allotment sites following reports of unsociable behaviour.

Cemetery

One interment has taken place.

Churchyard

Nothing to report.

The Green

See items 19.1, 19.2.

The Clerk has shared a statement about e-scooters (unlicensed powered vehicles) etc on the Green on social media and the Council website. [Edlesborough Village Green - Community Information - Edlesborough Parish Council](#)

Edlesborough Green Play Area

The zip wire and faulty section of the climbing jungle have been repaired.

The annual inspections have been booked. The Clerk will advise DVH and NVH committees of the date once it has been confirmed.

St Mary's Village Carnival

The Clerk has thanked the Carnival Committee for its donation to the Council.

EB Lions FC

Goal mouth repairs are commencing this week.

All play on Edlesborough Green at the start of the season was temporarily suspended. EB Lions have now been advised that

- EB Lions FC is permitted to use the smaller pitches between the roundabout and tennis courts from 19th September onwards.
- Currently the adult pitch is not recovered enough to be used. Our groundsman will liaise directly with Adrian Bush confirming whether the adult pitch can be used from 26th onwards.

Edlesborough Cricket Club

The cricket square was damaged on the weekend of 5th/6th September. Numerous bike/scooter track marks were left on the square.

Edlesborough Tennis Club

Tennis final day took place on the weekend of 12th & 13th September.

Litter, Recycling & Dog Waste Bins

The litter bin located outside the entrance of the Pebblemoor car park has been replaced with a larger green bin.

Pebblemoor Car Park

Nothing to report.

The Pastures Hedge

Nothing to report.

Noticeboards

The Clerk has purchased new cork for the two smaller noticeboards and will arrange for its installation shortly. The hedge around the main Dagnall noticeboards needs cutting to ensure the noticeboards are accessible.

Streetlights

The failed lights in Pebblemoor Car Park are still not working, the electrician needs to replace a cable, once this is complete the Clerk will call out the Streetlight company if the lights are still failed.

UK Power Networks have replaced the faulty cut out in the failed streetlight on the Leighton Buzzard Road, Northall. The Council streetlight contractor needs to attend to reconnect the light.

The light in the alleyway to The Pastures has failed, UK Power has confirmed that it is not a supply issue. The Clerk has asked the streetlight contractor to attend to this light.

[Website](#)

Theo Gray is working on the upgrade.

Items for Future Agendas

20. Council noted items for inclusion on the agenda for the meeting of Edlesborough Parish Council to be held on 15th October 2026 at Northall Village Hall.

- To appoint a Council representative for the Townsland & Nurses Charities.
- To propose a new representative for the role of Trustee on ECSC CIO.
- Suggestions for Annual Parish meeting.
- Allotments being let to non-parishioners.
- iPad purchases.

The meeting closed at 9.54pm

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

- Edlesborough Memorial Hall Improvements
 - Outdoor Fitness Equipment on Edlesborough Green
 - Housing Needs Survey
 - Speedwatch
 - Developing a Council Strategic Plan
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• Signed for and on behalf of Edlesborough Parish Council	
Name	
Signature	
Position	Chair to Council
Minute Record	3. Minutes