

Edlesborough Parish Council
Minutes of Meeting held on Thursday 19th March 2015 at Edlesborough Memorial Hall commencing at 7.30pm

AGENDA ITEM		ACTION
Open Forum	No items were raised	
The Chairman formally opened the Parish Council meeting at 7:33pm.		
Present:	Cllr Williams (Chair), Cllr Wilkinson (Vice Chair), Cllr Cabbage, Cllr Mrs Owen, Cllr Holt, Cllr Pratt, Cllr Nevard, Cllr Mrs Woodhouse, Penny Pataky (Clerk), District Cllr Chris Poll, and 2 parishioners.	
Apologies:	Lin Sargeant (RFO & Planning)	
Declarations of Interest	None	
Minutes of previous Meeting	The Minutes of the Parish Council Meeting held on 19 th February 2015 were ratified and signed.	
Matters Arising	None	
Parish Amenities (As reported by the Manager, Penny Pataky)	<i>The Clerk, Manager and RFO had, prior to the meeting, provided all Councillors with detailed reports on the Memorial Hall, Pavilion, Green, Playground, Car Parks, Sports Clubs, Allotments, Cemetery, Churchyard, Street Lighting, Bus Shelters, Notice Boards and general Parish Council matters</i>	
Memorial Hall	Nothing to report.	Manager
Pavilion	The Manager reported that the heating malfunction was due to a tripped fuse. The faulty heater is still with the repairer. <i>Action: Manager to establish a timescale & cost for the repair of the heater. Manager to investigate the cost of a replacement heater.</i>	Manager
The Green & Playground	Grass cutting on the Green has begun together with the extra verge cutting in the parish. The manager is currently investigating how the basketball net can be better attached to the ring. <i>Action: Ensure basketball net is securely attached.</i>	Manager
Sports Clubs	Nothing to report.	Manager
Allotments	There are currently no available allotments.	

	<p><i>New Taps & Hosepipe Use at Northall</i></p> <p>Council considered the response to the questionnaire sent to the Northall Allotment holders.</p> <p><u>Results of the Questionnaire for the Installation of Two New Taps at Northall</u></p> <table border="1" data-bbox="376 268 1888 596"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>I agree to the installation of two additional taps at Northall Allotments.</td> <td>6</td> <td></td> </tr> <tr> <td>I understand that any extra water charges incurred by the use of hosepipes will be shared equally between the plots.</td> <td>4</td> <td>2</td> </tr> <tr> <td>I would like to be able to use a hosepipe at Northall Allotments.</td> <td>5</td> <td>1</td> </tr> <tr> <td>I would be prepared to help dig the two trenches required for the installation of the two extra taps.</td> <td>1</td> <td>5</td> </tr> <tr> <td>I agree to the cost of the installation of two extra taps being shared equally between the plots (There are currently 14 plots shared between 10 tenants)</td> <td>6</td> <td></td> </tr> </tbody> </table> <p>Council agreed that due to not receiving a response from four of the tenants and there not being a unanimous agreement, the installation of new taps and the use of hosepipes will not go ahead.</p> <p><i>Action: Clerk to write to allotment holders and inform them of the Council's decision.</i></p>		Yes	No	I agree to the installation of two additional taps at Northall Allotments.	6		I understand that any extra water charges incurred by the use of hosepipes will be shared equally between the plots.	4	2	I would like to be able to use a hosepipe at Northall Allotments.	5	1	I would be prepared to help dig the two trenches required for the installation of the two extra taps.	1	5	I agree to the cost of the installation of two extra taps being shared equally between the plots (There are currently 14 plots shared between 10 tenants)	6		Clerk
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<p>Cemetery</p>	<p>Two further bags of topsoil will be purchased to continue the levelling of the graves. Council recognises that this is an ongoing project.</p> <p><i>Turning Circle</i></p> <p>Council agreed to the installation of posts to mark out the turning circle. This will be at a cost of £227.75 + VAT.</p> <p><i>Action: Clerk to instruct the Groundsman to install the posts.</i></p> <p><i>Seats</i></p> <p>Council agreed to the cleaning and staining of three seats in the cemetery. The cost will be £100.</p> <p><i>Action: Clerk to instruct Groundsman to carry out work.</i></p> <p><i>Moss Removal</i></p> <p>Council discussed the removal of moss from the cemetery.</p> <p><i>Action: Clerk to contact Malcolm Weaver for a further quote that will include all necessary work to restore the grass to a good standard and for recommendations of future treatments to maintain the grass.</i></p> <p>The Clerk shared a comment from a relative regarding her unhappiness that planting on the graves is not permitted.</p> <p>The Clerk has responded to the Parishioner reminding her of the Cemetery rules and regulations that she signed up to.</p>	Clerk Clerk Clerk																		
<p>Churchyard</p>	<p>Nothing to report.</p>	Clerk																		
<p>Bus Shelters</p>	<p>Nothing to report.</p>	Clerk																		

Litter Bins & Dog Bins	Nothing to report.	Manager
Car Parks	Nothing to report	Clerk/DT
Noticeboards	The replacement backs and butterfly locks have been fitted to the noticeboards. A card displaying contact information for Parishioners wishing to place information on the boards has been placed in the three larger boards, along with information in April's edition of Focus. Cllrs Mrs Owen, Holt and Cabbage have keys to the Dagnall and Northall noticeboards. All commercial advertising will be removed from the noticeboards.	
Amenity Land	<p>The Clerk and Cllrs Williams and Wilkinson met with Martin Szalay from AVDC property services to discuss using part of the amenity land in Cow Lane to help alleviate the parking issues at Edlesborough Doctors Surgery.</p> <p>Following the meeting AVDC offered to transfer three areas of amenity land in the ward of Edlesborough to the Parish Council. The areas are the land adjacent to the doctor's surgery and Wren Walk, the area in Eatongate Close and a section of land to the rear of 49-61 Moor End.</p> <p>Council agreed to the following actions:</p> <ul style="list-style-type: none"> • <i>Establish who is maintaining the land to the rear of 49-61 Moor End and whether this land is available to the public or just the residents of 49-61 Moor End.</i> • <i>Establish what terms will be attached to the deeds on the land. Will it be permissible under the deeds to use the land adjacent to the doctor's surgery to create additional parking facilities within the village?</i> • <i>If the Parish Council were to assume responsibility for these areas of land what monetary contribution would they receive from AVDC towards the upkeep and maintenance of the land.</i> <p>Action: Clerk to write to AVDC stating:</p> <ul style="list-style-type: none"> • <i>At this time the Parish Council are not interested in taking over responsibility for the three areas of amenity land within the ward of Edlesborough.</i> • <i>The Parish Council request permission to block pave the discussed area of the land adjacent to the doctor's surgery to create additional parking for up to five cars.</i> 	<p>Clerk</p> <p>Clerk</p>
Chubb Fire Extinguisher Contract	<p>Chubb have offered the Parish Council a five year fixed contract to supply and maintain the extinguishers, etc. in the Pavilion and Memorial Hall. Council discussed the terms and requested the Clerk clarify details.</p> <p>Action: Clerk to</p> <ul style="list-style-type: none"> • <i>Request a 3 year fixed price quote.</i> • <i>Clarify that the price is fixed for the term of the contract.</i> • <i>Clarify that the contract cover all the equipment in both the Pavilion and Memorial Hall.</i> <p><i>If contract meets these requirements the Clerk may proceed.</i></p>	Clerk

<p>New Trees in the Parish</p>	<p>Cllr Williams summarised the EDaN Beautification Team’s request to begin work on a plan to plant additional trees on Edlesborough Green and the area of grass at the top of Cow Lane. The team have established that AVDC will be able to help with sourcing semi-mature trees at a cost of approximately £200 each. Council agreed to the team moving forward with developing a detailed plan.</p> <p><i>Action: Cllr Williams to inform EDaN to proceed with developing the plan.</i></p>	<p>AW</p>
<p>Streetlights</p>	<p>Cllrs continue to liaise with CU Phosco and a Dagnall parishioner regarding the spread of light from the new streetlight in Dagnall.</p> <p>Council have agreed to proceed with the survey in preparation for the replacement of all streetlights in the Parish.</p> <p><i>Action: AW to liaise with CU Phosco re shield and light settings.</i></p> <p><i>Action: KC to coordinate with Cllrs Holt, Wilkinson, Williams and CU Phosco for a suitable date for the survey to commence.</i></p>	<p>AW KC/Clerk</p>
<p>Facebook Feedback & Comments</p>	<p>Most of the discussions on Facebook this month have centred around</p> <ul style="list-style-type: none"> - Car parking at the junction of Summerleys/High Street/Moor End. <p>The Clerk has been contacted by a Parishioner offering to help with an email database and the PC Webpage.</p> <p><i>Action: Clerk to contact Parishioner to establish what level of service is being offered.</i></p>	<p>Clerk</p>
<p>New Pavilion</p>	<p>The Charity Commissioners have seen fit to accept Edlesborough Community Sports Club Charitable Incorporated Organisation as a Registered Charity with number 1160939.</p> <p>In accepting the application the Commission said <i>“The decision to register was based on our assessment of the information supplied during the application process and the declarations given in the trustee declaration form and we are satisfied that EDLESBOROUGH COMMUNITY SPORTS CLUB CHARITABLE INCORPORATED ORGANISATION is established for charitable purposes only for the public benefit.”</i></p> <p>The trustees feel that it is important that legal and other matters are now dealt with through this Charity, particularly as reassurance to the Parishioners.</p> <p>The trustees made it clear during discussions with the Commission that they intend to retain the present ‘limited by guarantee’ company as a subsidiary of the Charity as there may be some VAT and other advantages. In accepting the application the Commission accepted both this and that the new Pavilion would be owned by EPC and leased to the Charity, and that the Charity would undertake much of the fund raising work.</p> <p>The Parish Council wish to thank the Chairman, Trustees and supporters of the project, in particular David Brown for the many hours of work which have made this possible.</p> <p>The planning application has been submitted and is available to view online. The consultation expiry date is Friday 10th April 2015, the target determination date is 27th April 2015.</p>	

	<p>Cllr Williams shared his research regarding gathering information and prices for a suitable firm to appoint to draft a lease for the New Pavilion. Council unanimously agreed to appoint Hedleys Solicitors LLP for this task. <i>Action: Clerk to write to and engage Hedleys Solicitors LLP.</i></p> <p><i>Action: The Pavilion sub-group will meet to draft the terms of the lease to recommend to the full council.</i></p>	<p>AW/Clerk</p> <p>AW</p>
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FINANCE & PLANNING (Reported by Cllr Nevard)

<p>Accounts</p> <p>Authorisation of cheques April (inc. VAT)</p>	<p>The Accounts for month ending 28th February 2015 having previously been circulated to Councillors were discussed and agreed.</p> <p>Due to the RFO being unable to attend the meeting cheques were authorised for payment with Cllrs agreeing to ratify the cheque run at the next meeting:</p> <table border="1" data-bbox="349 619 1339 1206"> <tr> <td>Administration & Office expenses (inc. website)</td> <td>110.28</td> </tr> <tr> <td>Memorial Hall & Pavilion expenses</td> <td>301.38</td> </tr> <tr> <td>Salaries (incl. PAYE/NIC)</td> <td>1,274.55</td> </tr> <tr> <td>The Green expenses</td> <td>12.18</td> </tr> <tr> <td>Children's Playground expenses</td> <td>64.20</td> </tr> <tr> <td>Cemetery expenses</td> <td>446.06</td> </tr> <tr> <td>Churchyard expenses</td> <td>150.02</td> </tr> <tr> <td>Clearing War Memorial</td> <td>32.16</td> </tr> <tr> <td>Streetlight Dagnall</td> <td>237.73</td> </tr> <tr> <td>Subscription to Community Impact Bucks & Chiltern Society</td> <td>75.00</td> </tr> <tr> <td>Planning applications</td> <td>930.00</td> </tr> <tr> <td>Allotment expense</td> <td>490.04</td> </tr> <tr> <td>Dog Fouling posters</td> <td>108.00</td> </tr> <tr> <td>Notice board repairs</td> <td>426.00</td> </tr> <tr> <td></td> <td>£4,657.60</td> </tr> </table>	Administration & Office expenses (inc. website)	110.28	Memorial Hall & Pavilion expenses	301.38	Salaries (incl. PAYE/NIC)	1,274.55	The Green expenses	12.18	Children's Playground expenses	64.20	Cemetery expenses	446.06	Churchyard expenses	150.02	Clearing War Memorial	32.16	Streetlight Dagnall	237.73	Subscription to Community Impact Bucks & Chiltern Society	75.00	Planning applications	930.00	Allotment expense	490.04	Dog Fouling posters	108.00	Notice board repairs	426.00		£4,657.60	<p>RFO/CN</p>
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<p>Changes to Financial Arrangements</p>	<p>The RFO Lin Sargeant is on sick leave and all members of the council wish her well.</p> <p>Council agreed the following changes with regard to the Council's financial arrangements:</p> <ul style="list-style-type: none"> • That the Clerk will temporarily assume the role and responsibilities of the RFO with immediate effect. • Council ratified the Employment Working Party's proposal for the Clerk to progress to SCP23 on the national pay scale as of April 2015. 	<p>Clerk/CN</p> <p>Clerk/CN</p>
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	<ul style="list-style-type: none"> The Council will start the new financial year using the new accounting system QuickBooks Online. <ul style="list-style-type: none"> Action: Cllr Nevard and the Clerk will work together to set this up. The Council will start using online banking from 1st April 2015 if possible. <ul style="list-style-type: none"> Action: Cllr Nevard and the Clerk will set this up and establish the control protocol to be ratified at the April 2015 meeting. 	Clerk/CN												
Section 106 Monies	<p>Cllr Cabbage requested that the Clerk contacted AVDC to establish if any Section 106 Monies are due to the Parish in respect of the Threeways development in Northall.</p> <p>Action: Clerk to contact Susan Kitchen at AVDC for more information.</p>	Clerk												
Project List	<p>Council agreed that Cllrs Cabbage, Nevard and Williams would develop a more detailed project list with budget allocations to share with Council.</p> <p>Action: KC, CN & AW to develop project list.</p>	KC/CN/AW												
County & District Councillors Reports	<p>District Cllr Chris Poll confirmed that it is his intention to seek re-election in May.</p> <p>"I have very little to report this month as things are winding down at AVDC and it feels very much like the end of term. I chaired my last VALP scrutiny meeting of this council where we looked at the various development management policies to be included. It is not until the new administration will we really be able to input to the VALP itself as currently information is all that is being gathered.</p> <p>The last Business scrutiny meeting was a tidying up of the issues we have examined over the last four years. There were also reports on East / West rail. This is a really exciting project and I hope I will be able to continue on this committee if I am elected to serve another term.</p> <p>I should have more to report next month as there will be a full council meeting on the 15th April."</p>													
Planning	<p>The following applications had been received, were discussed and the following responses agreed to be submitted to AVDC</p> <table border="1"> <thead> <tr> <th>Application No.</th> <th>Address</th> <th>Description</th> <th>Parish Council Response</th> </tr> </thead> <tbody> <tr> <td>15/00508/APP 23rd Feb 2015</td> <td>The Bell PH, Church End, Edlesborough</td> <td>Erection of detached garage</td> <td>OPPOSE. Positioned too far forward and roof form excessively bulky.</td> </tr> <tr> <td>15/00529/APP 24th Feb 2015</td> <td>Lower Farm, Leighton Road, Northall</td> <td>Conversion of existing stables to home business use including demolition of concrete block wall.</td> <td>No objections</td> </tr> </tbody> </table>	Application No.	Address	Description	Parish Council Response	15/00508/APP 23 rd Feb 2015	The Bell PH, Church End, Edlesborough	Erection of detached garage	OPPOSE. Positioned too far forward and roof form excessively bulky.	15/00529/APP 24 th Feb 2015	Lower Farm, Leighton Road, Northall	Conversion of existing stables to home business use including demolition of concrete block wall.	No objections	RFO/JW
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	15/00657/APP 11 th Mar 2015	St Mary The Virgin, Church End, Edlesborough	Installation of five external floodlights with associated cabling	SUPPORT		
	15/00556/APP 13 th Mar 2015	Pavilion, The Green, Edlesborough	Demolition of the existing sports pavilion and construction of a new two storey community sports pavilion and extension to parking area.	SUPPORT		
	15/00769/APP 13 th Mar 2015	26 High Street, Edlesborough,	Demolition of existing dwelling and erection of replacement single storey dwelling	No objections		
	15/00813/APP 17 th March 2015	2 Beacon View Northall	Part single, part two storey side and single storey rear extension	No objections		
Planning cont.	The following decisions had been received from AVDC				RFO/JW	
	Application No.	Address	Description	Parish Council Response		AVDC Decision
	15/00018/APP 14 th Jan 2015	Northall Village Hall, South End Lane, Northall	Single storey rear extension and provision of wheelchair access to rear garden	SUPPORT		Permitted
	14/03704/APP 23 rd Jan 2015	13 Brook Street, Edlesborough	Two storey side and rear and single storey rear extension	No objections		Permitted
	15/00075/APP 16 th Jan 2015	Manor Farm, Pebblemoor, Edlesborough	Erection of 3 bay cart shed to provide 2 covered car parking spaces for Plot 1 barn conversion and 1 parking space for the Bungalow	No objections		Permitted
	14/03798/APP 26 th Jan 2015	Well Farm, Ringshall Road, Dagnall	Telecommunication equipment comprising replacement of 5 antennas with 3 antennas and ancillary development at existing mast	No objections		Permitted
	15/00133/AGN 11 th Feb 2015	Sparrow Hall Farm, Leighton	Erection of agricultural storage building	No objections		Permitted

		Road, Edlesborough				
	15/00113/APP 21 st Jan 2015	4 Slicketts Lane, Edlesborough	Demolition of single storey flat roofed kitchen to the rear and erection of two storey side and rear extension	No objections	REFUSED	
	14/03688/APP 26 th Jan	The Flat, Avenue House, Moor End, Edlesborough	Erection of two storey rear extension and single storey side extension, replacement detached garage and outbuilding and side boundary wall	No objections	Permitted	
Neighbourhood Plan	Cllr Wilkinson gave a summary of the positives and negatives of creating a Neighbourhood Plan. The cost of this would be in the region of £14 – 20,000. <i>Action: Cllrs to familiarise themselves with the idea of a neighbourhood plan.</i>					
EDaN Report	Nothing to report as Beautification and Traffic Management are separate items on the agenda					
A4146	Awareness has been raised with local MP and County Councillors. Stephen Walford (Director of Growth & Strategy at Bucks CC) has acknowledged the Parish Councils communication. Councillors are unhappy with his response.					
Villages & Traffic Calming	<u>Edlesborough</u> Nothing to report. <u>Northall</u> <ul style="list-style-type: none"> The hole/collapsed pavement near the 30mph VAS has again been reported to TFB. <u>Dagnall</u> <ul style="list-style-type: none"> Two large potholes have been reported to TFB. 					
Items for Agenda 16th April 2015	The April Meeting will follow the Annual meeting. Meetings will be held in Edlesborough Memorial Hall starting at 7.30pm. <ul style="list-style-type: none"> Neighbourhood Plan Ratify March cheque run. 					Councillors
	The meeting closed at 10:47pm					