



EDLESBOROUGH PARISH COUNCIL
Minutes of Meeting held on 20th September 2018 at Edlesborough Memorial Hall

<u>Agenda Item</u>		<u>Action</u>
Open Forum	<p>Representatives from the Northall Allotments requested that improvements are made to the entrance to the site. The tenants would like to be able to drive on to the site during the winter months without the fear of their vehicle becoming stuck. They agreed that parking for two vehicles on the right hand side would be sufficient.</p> <p>Council considered a quote for improvements to the driveway.</p> <p>Cllr Wilkinson advised the tenants that the Northall site generates an income of approximately £400 a year, with an expenditure of £500+. Consideration may be given to whether the tenants could carry out the improvements if the Council purchase the materials required. This would be in line with a similar project at the Dagnall site.</p> <p><i>Action: Clerk to work with Sarah Stanley (Northall representative) the contractor to modify the quote for the Council to consider. Clerk to circulate the quote to the full Council upon receipt.</i></p>	Clerk
The Chairman formally opened the meeting at 7.38pm		
Apologies	Cllr Kevin Cabbage	
Declarations of Interest	None	
Minutes of Previous Meeting	The Minutes of the Parish Council Meeting held on 19 th July 2018 were ratified and signed with no amendments.	
Matters Arising	None	
District & County Councillors Reports	<p><u>County Cllr Anne Wight</u></p> <p>Cllr Wight reported on the following matters, her full report can be found on the EPC Website:</p> <ul style="list-style-type: none"> - Brownlow Bridge closure - Household Recycling Center Service Consultation - Parking Permits - Children in Care - The Chiltern Walking Festival <p><u>District Cllr Chris Poll</u></p> <p>Cllr Poll reported the following:</p>	



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	<p>Swallowfields Planning Application: I asked the question formally at full Council last night regarding the length of time it has taken to come to a conclusion on this application. I was assured that the decision will be released within 4 weeks. This is a very complicated application and AVDC need to be sure that they have covered everything fully to ensure against any appeal by the applicant if the decision were to refuse.</p> <p>The surgery parking matter is unfortunately not what you wanted to hear and you will have seen fencing being erected to prevent unauthorised parking. The original S106 agreement was that this land should be amenity and kept tidy. AVDC are adamant that parking contravenes that.</p> <p>We agreed at full Council last night to authorise £1.5m toward the redevelopment of 2 public realms in Aylesbury town centre. An application is being made to the Heritage Lottery Fund for a further £2m.</p> <p>Cllr Mineikis asked if Cllrs Wight & Poll if the Councils had a Borough Wide Injunction on travellers and illegal encampments. He explained that Councils in London including Sutton & Croydon had policies in place. The Council agreed it would be useful to have a clear understanding of the process should an issues arise in the parish.</p> <p>Cllr Poll replied that he would investigate and feedback to the Council on this matter.</p>	Cllr Poll
Defibrillator	Contact details have been confirmed with South Central Ambulance Service.	
EMH	<p>The new regular Friday evening puppy training class has commenced & is proving to be a success.</p> <p>The Monday evening Barre class will be extending her booking from 1st October to offer a beginners Yoga Class.</p>	
Pavilion	<p>ETC have requested use of some of the storage benches in the Pavilion changing rooms. ECC currently use all of these and are looking to see if they can consolidate or remove some of their equipment.</p> <p><i>Action: Council agreed that ECC must not monopolise the storage benches and that the Manager must ensure some of the storage is made available to ETC.</i></p> <p>One faulty ball cock has been replaced in the loft. The overflow is still leaking. The contractor will attempt to replace the 2nd ball cock but this is extremely difficult to access & there is concern about the stability of the ceiling.</p> <p>Following a request from Village Cleaning a lock has been put on the cleaner’s cupboard as the cleaning products, etc. that are stored in there are disappearing at an “alarming” rate.</p>	Manager



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<p>The Green</p>	<p><i>Carnival</i></p> <ul style="list-style-type: none"> - Total raised was £12,000 - Gordon Gray is looking to step down from his position as chairman in the next few years. He is currently looking to delegate much of his responsibilities. - 2019 Principal Charities suggested are: <ul style="list-style-type: none"> • Wildlife Trust for Beds, Cambs & Northants, which looks after Totternhoe Knolls • Berks, Bucks & Oxon Wildlife Trust, which looks after College Lake - 2019 theme will be “Village Life” <p>This year no damage was caused to Edlesborough Green.</p>	
<p>Play Area</p>	<p>MW Agri will sow more grass seed in the older side of the play area when the weather is conducive to growth. DP is continuing with the rust treatments and repainting the play area equipment.</p> <p>The rocker elephant has been temporarily removed due to a broken fixing bolt.</p>	
<p>Sports Club</p>	<p>EB Lions football season has commenced. This season the club has 19 teams. The club will be using pitches at the following locations; Edlesborough Green, Holmans Field, The Rye, Kensworth Village Green, Dagnall Rec, & Studham Sports & Social Club. The Clerk attended the EB Lions AGM.</p> <p>ETC & ECC storage – see pavilion report.</p> <p>ETC have a new coach – Mr Will Tribe, who is a coach at Berkhamsted Tennis Club. The previous coach’s pavilion key has been passed to Mr Tribe and ETC have been asked to ensure he is aware of the Pavilion & Green policies.</p>	
<p>Allotments</p>	<p>Rent collection notices have been issued to all tenants and posted on the allotment site gates. Additionally all tenants have been sent the Councils policy regarding GDPR.</p>	



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	<p><i>Dagnall site</i> – Despite numerous requests no one has volunteered for the role of site warden.</p> <p><i>Cow Lane</i> - The most recent water bill is £184. Cllr Wilkinson has assisted the Clerk in regularly checking the meter which has established that this is not due to a leak, but most likely the exceptionally dry & hot summer.</p> <p>Currently the water bills at the other sites are not as high, however the latest bills for these sites are based on estimates not actual readings.</p>	
Cemetery	There will be an interment of ashes on 29 th September.	
Churchyard	<p>The information & photographs of the “pignut” plant in the Churchyard have been shared with the Councils contractor. Mrs Eileen Bennett has volunteered to purchase a sign drawing visitors attention to this rare plant should it regrow next year.</p> <p>Cllr Mineikis continues to monitor and manage the rabbit population in the Churchyard.</p>	
Bridle Path	<p>During the summer break Council were required to respond to the solicitor’s Arnold Thomas regarding access over the bridle path to the cemetery. A response outlining the history of the access and the Edlesborough Inclosure Award of 1865 was circulated and agreed by the Cllrs. Council ratified their decision regarding the agreed response.</p> <p>To date no response has been received from the solicitors Arnold Thomas.</p>	
Bus Shelters	Nothing to report.	
Litter Bins, Dog Bins, Car Parks	The Pebblemoor car park operating hours sign brackets had broken. This has now been repaired by the Council handyman.	
Noticeboards	Nothing to report	
Streetlights	<p>The Clerk believes that the light in the churchyard opposite The Old Bell Pub is not working. Cllr Williams offered to investigate. If it is found to be not working it will be reported to UK Power Networks for repair.</p> <p><i>Action: Cllr Williams to investigate light. Clerk to report for repair if necessary.</i></p>	AW & Clerk



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<p>BCC Devolution</p>	<p><u>Hedge/Overgrowth on The Green</u></p> <p>The removal over the overgrowth on the Corner of The Green commenced on the weekend of 4th & 5th August. The residents adjacent to the work subsequently requested a site meeting to discuss how the work would continue. Cllrs Williams, Wilkinson, the Clerk and Malcolm Weaver attended.</p> <p>It was agreed that the contractor would continue to remove the overgrowth including three tree stumps. The verge will then be levelled and grass seed sown when the weather is conducive to growth.</p> <p>Once the work is complete the grass verge will then be maintained by the Councils contractor to the same standard as the other grass verges in the Parish.</p> <p><u>Devolved Services – The Future</u></p> <p>Bucks CC have now introduced a three levels of devolved service.</p> <p>Currently EPC are operating the Silver Level of Service.</p> <p>Bucks CC have introduced a Gold Level which includes:</p> <ul style="list-style-type: none">• <i>This is Silver Service Plus!</i>• <i>Allows local councils to undertake repairs to local residential roads (minor roads only, 30mph speed limit).</i>• <i>Repairs not limited to road and pavement surfaces; could be kerbs, signs, bollards etc.</i>• <i>The offer is a one year rolling contract with an “easy out” if it does not work as expected.</i>• <i>BCC will continue to undertake repairs as per the highway policy. There will be no reduction of TfB activity in areas taking on the Gold Service.</i>• <i>Taking on the Gold Service gives you the authority to undertake work without the responsibility of maintaining a statutory defence.</i>• <i>Works will need to be warranted for two years</i>• <i>Works will need to be undertaken by New Roads and Street Works Act accredited teams. Different models can be applied depending on your current method of delivery.</i>• <i>Will be limited to a small number of councils</i> <p>Council agreed to continue undertaking the Silver Level of Devolved Service but will also ask to be considered for a one year trial of the Gold Level Service.</p> <p><i>Action: Clerk to inform Mark Averill, Bucks CC that the Council would like to be considered for a one year trial of the Gold Level Service.</i></p>	<p>Clerk</p>
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Office Costs	£114
Other Costs	£7
Subscriptions	£292
Total	£12,085

The August payment and cheque run was ratified.
The September payment and cheque run was agreed.

Annual Insurance

Cllr Wilkinson & the Clerk met with a rep from Came & Co to discuss the renewal of the Councils insurance and whether the current level of cover is suitable. Following the meeting Cllr Wilkinson provided the Council with a comprehensive summary of the information and current cover.

The Council have been provided with three new quotes for consideration prior to the meeting.

Cllr Wilkinson proposed that the Council accepted the Ecclesiastical Policy and enter into the three year Long Term Agreement. All agreed.

Council agreed that payment could be raised for the insurance renewal in order to ensure there is no break in cover. Council agreed to set up a working party to review which items are covered under the Councils insurance policy and to make recommendations for items to be removed or added accordingly. The working party will consist of Cllrs Cabbage, Mineikis and Green

Action: Clerk to inform Came & Co of the Council's decision and to request an invoice for the three year LTA agreement.

Clerk to raise payment for renewal of insurance.

Working party to work with the Clerk to review the insurance policy.

Dagnall Village Hall Toilet Refurbishment

This project has now commenced.

Cllr Wilkinson reminded the Council of their decision in May 2017 to underwrite the DVH Toilet Project up to an absolute maximum of £20,000. Cllrs Mrs Owen and Green outlined the predicted costs of the project and details of how DVH Committee intend to fund the toilet refurbishment.

Council requested a breakdown of the total expenditure upon completion of the project. Cllrs Mrs Owen and Green agreed to provide this.

Clerk
Clerk
KC, SM & AG



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	<p>Cllrs were reminded that any purchases/costs being met by EPC's underwriting are subject to EPC raising a purchase order, invoices being addressed to EPC and payments being approved by the Council.</p> <p>It was suggested that the process for administering the underwriting of the project should be as follows:</p> <ol style="list-style-type: none"> 1. EPC to raise and pay all VAT invoices relating to the Project to maximise the VAT exemption benefit for DVH, providing the total (before VAT) does not exceed £20K. 2. On completion of the Project, DVH to make their accounts available to the Council for review. Those accounts to be the entire DVH accounts, not just the project accounts. 3. The Council to review the accounts to establish the extent of the funding shortfall that qualifies for the underwriting support. 4. If the amount paid out by EPC exceeds the audited shortfall, then the excess to be deducted from DVH annual donation amounts until the deficit is cleared. 5. Cllr Green suggested that the accounts shared will be the DVH Project costs only not all the DVH accounts. <p>No decision was made.</p> <p>Council briefly discussed the history of the annual EPC donation to DVH & NVH. It was agreed that a separate meeting would be held to review this donation.</p> <p><i>Action: Cllr Green offered to provide a predicted breakdown of the project costs. Clerk to raise purchase orders for Home Counties Heating and Greystoke Flooring Ltd. Clerk to raise payment for 50% of the Greystoke Flooring Ltd invoice.</i></p> <p><i>Meeting to be organised to review the annual donations to DVH & NVH.</i></p>	<p>TO & AG Clerk TO, AG KC, CN, JW, Clerk</p>
<p>Projects</p>	<p><u><i>New Pavilion Update</i></u></p> <p>Cllr Williams and Nevard informed the Council that following EPC's submission for a grant under the New Homes Bonus they have been advised to expect a statement regarding this funding after the AVDC cabinet meeting on October 16th.</p> <p><i>Action: Council agreed that should the application be successful ECSC should begin the process for the renewal of the planning application 15/00556/APP</i></p> <p><u><i>Proposed Additional Streetlights</i></u></p> <p>The Clerk is still awaiting quotes from CU Phosco & UK Power Networks.</p> <p><u><i>Cow Lane Car Parking/Amenity Land:</i></u></p>	<p>AW, CN & ECSC</p>



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	<p>Following the Councils endeavours to work with AVDC to gain permission to use part of the amenity land adjacent to the Cow Lane Surgery to help alleviate the Cow Lane parking issues AVDC have erected fencing to prevent the land being used for car parking. To date AVDC have not formally responded to EPC on this matter.</p> <p>District Cllr Chris Poll had endeavoured to support the Council with this issue. He reported that he has seen a comprehensive response from AVDC regarding this situation. Whilst this is not the result EPC wanted Cllr Poll can see where AVDC is coming from and if anything is to be learned from this it is that there was a lack of foresight when this pocket of land was designated as open space.</p> <p>Also, despite Cllr Poll's pleas regarding the development across the road placing increased pressure on the surgery little or no allowance was made.</p> <p>Council agreed that the next step is to approach the Surgery owners with the proposal to instruct a professional company to quote for improving & extending the Surgery's existing car park. The Council could then look towards helping to fund this improvement.</p> <p><i>Action: Cllr Wilkinson to approach the Cow Lane Surgery owners with the proposal.</i></p> <p><u>Exercise Equipment</u></p> <p>Cllr Mrs Owen summarised the recommendation made by Ashlands Outdoor Fitness following the site visit attended by herself and Cllr Cubbage.</p> <p>Of the three sites visited each could accommodate the following numbers of equipment;</p> <ul style="list-style-type: none">- Dagnall Rec four +- Northall Village four- Edlesborough Green five <p>Cllrs asked if there is a requirement for both outdoor gym equipment and the planned indoor equipment on Edlesborough Green when the proposed new pavilion comes to fruition</p> <p>Council asked if new play equipment for Dagnall Rec should be prioritised over outdoor gym equipment. Cllr Mrs Owen responded that the outdoor play equipment is the responsibility of Dagnall Village Hall Committee and that it is hoped that some new equipment will be purchased around April/May 2019. Cllr Mrs Owen asked that the need for children's play equipment does not preclude Dagnall recreation area from being included in the exercise equipment project.</p> <p>It was suggested that Dagnall could be the first village to pilot the outdoor exercise equipment should the project proceed. Consideration would also need to be given to who would carry out the weekly safety checks, and pay for the annual inspections.</p>	JW
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	<p>Council agreed to an article being published in Focus, asking parishioners to complete a questionnaire about the proposal to install outdoor exercise equipment. Parishioners will be asked to inform the Council if they felt this purchase would be a good use of Council money, whether they would use the equipment, their preferred time of use and the best location for the equipment.</p> <p><i>Action: Cllr Mrs Owen & Mineikis to compose the article & questionnaire.</i></p>	TO & SM																				
Planning	<p>Council ratified their agreed response to Jessica Lancord-Frost (Policy & Development Officer) Re: House of Lords Select Committee on the Rural Economy - call for evidence which was sent on 2nd August 2018.</p> <p>The previously submitted provisional responses to AVDC regarding the following applications were ratified</p> <table border="1" data-bbox="293 639 1848 1402"> <thead> <tr> <th>Application No.</th> <th>Address</th> <th>Description</th> <th>Parish Council Response</th> </tr> </thead> <tbody> <tr> <td>18/02720/APP 8th August 2018</td> <td>3 Wren Walk, Edlesborough</td> <td>Conversion of garage to family/utility room and internal modifications</td> <td>No objections</td> </tr> <tr> <td>18/02846/ACL 20th August 2018</td> <td>Chiltern Farm Barn, Main Road North, Dagnall</td> <td>Application for a Lawful Development confirming that the construction of a new access off Main Road South constituted the commencement of application 11/01544/APP</td> <td>No objections</td> </tr> <tr> <td>18/02885/APP 20th August 2018</td> <td>Garage Site, Chiltern Avenue, Edlesborough</td> <td>Demolition of existing garages and erection of one new dwelling with associated access, parking and landscaping</td> <td>OPPOSE 4 bed roomed house considered inappropriate</td> </tr> <tr> <td>18/02905/AGN 20th August 2018</td> <td>Former RAF Edlesborough, Tring Road,</td> <td>Erection of an agricultural building</td> <td>No objections</td> </tr> </tbody> </table>	Application No.	Address	Description	Parish Council Response	18/02720/APP 8 th August 2018	3 Wren Walk, Edlesborough	Conversion of garage to family/utility room and internal modifications	No objections	18/02846/ACL 20 th August 2018	Chiltern Farm Barn, Main Road North, Dagnall	Application for a Lawful Development confirming that the construction of a new access off Main Road South constituted the commencement of application 11/01544/APP	No objections	18/02885/APP 20 th August 2018	Garage Site, Chiltern Avenue, Edlesborough	Demolition of existing garages and erection of one new dwelling with associated access, parking and landscaping	OPPOSE 4 bed roomed house considered inappropriate	18/02905/AGN 20 th August 2018	Former RAF Edlesborough, Tring Road,	Erection of an agricultural building	No objections	
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	Edlesborough		
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The following new applications were considered and it was agreed to submit the responses below to AVDC

Application No.	Address	Description	Parish Council Response
18/03150/APP 7 th Sept 2018	Byways 18 Slicketts Lane Edlesborough	Erection of bicycle and storage unit to front of property	No objections
18/03193/APP 10 th Sep 2018	11 Tring Road Edlesborough	Conversion of existing garage to habitable accommodation	OPPOSE Does not comply with policy GP.11 of AVDLP

The following decisions had been notified by AVDC

Application No.	Address	Description	Parish Council Response	AVDC Decision
18/00600/APP 22 nd March 2018	Dagnall School, Main Road South, Dagnall	Single storey classroom extension and single storey toilet extension to rear of the School. Standalone pre-engineered building at rear corner of the site.	SUPPORT	Permitted

Bellway Homes

Cllr Williams, Wilkinson and the Clerk met with representatives from Bellway Homes on Tuesday 18th September. The company are keen to work with the Council and wish to cause minimal disruption to the residents around the development. The Clerk has a point of contact should any issues arise.



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	<p>Cllr Wilkinson had provided the Council with a comprehensive report of the meeting prior to the Council meeting. Matters discussed included the:</p> <ul style="list-style-type: none"> ▪ Open Space ▪ Street lighting ▪ LEAP (proposed children’s play area) ▪ High Street Improvements ▪ Social Housing ▪ Neighbours & Boundaries ▪ Anticipated House Prices <p>The proposed street names for the two roads in the development are “Moat Reach” & “Barn View” Relevant notices have been posted by AVDC in the local press and adjacent to the site.</p>	
<p>Website & Facebook & GDPR</p>	<p><u>Facebook</u> Discussions have focused on Bellway Homes removal of trees at the site known as Land off High Street, Edlesborough.</p> <p><u>Website</u> Council agreed that the NHPT Priorities should be posted on the website.</p> <p><u>GDPR & Emails</u> With the exception of two Cllrs all Council specific emails are up and running. These will now be used for all Council communications.</p>	
<p>EDaN Traffic Management Update</p>	<p>Cllr Williams will continue to chase Bucks CC for a response on the Council’s application for a Traffic Calming Feasibility Study.</p> <p>Cllr Green agreed to attend the GBWI Traffic Calming Sub Group on 26th September.</p>	<p>AW</p> <p>AG</p>
<p>Villages</p>	<p><u>Dagnall</u></p> <ul style="list-style-type: none"> - Nothing to report. <p><u>Northall</u></p> <ul style="list-style-type: none"> - Fly tipping on Eaton Bray Road has been reported to AVDC (ref no: pz13mfh) 	



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	<p><u>Edlesborough</u></p> <ul style="list-style-type: none"> - Best Kept Village results. The results had been shared with the Council prior to the meeting and have been included in the October Focus Report. <i>Action: Clerk to share information submitted to judges with Council, to enable Council to better understand the judging criteria.</i> - Council discussed two possible candidates for this position and agreed that it is vital that the Parish of Edlesborough and Edlesborough Parish Council are represented in the Trust. <i>Action: Cllrs Mrs Thomas & Wilkinson to speak to prospective candidates to gauge their interest.</i> - Cllr Mineikis has volunteered to lay EPC's wreath at this year's Remembrance Day Service. Cllr Cubbage will be asked to act as reserve should Cllr Mineikis be unavailable. - Christmas Wreaths – Paulette Taylor is once again organising this for Edlesborough, information has been included in the October Focus report. - Council agreed to decline the request from Salvation Army to place a recycling clothing bank on Council land. 	<p>Clerk</p> <p>CT & JW SM to confirm availability</p> <p>Clerk to respond</p>
<p>Correspondence</p>	<p>Copies of the following communications were made available to the Council:</p> <ul style="list-style-type: none"> - Response from Kay Gobby re Dagnall School using Dagnall Allotments for Park & Stride - Cambridge- MK Oxford Expressway Announcement - Environment Agency Guidelines – Burial Sites - Edlesborough Street Names notice - Carnival Committee minutes - AVCD Invitation to a crowdfund workshop - BMKALC - AGM 9 November 2018 - NALC Model Standing Orders amendments - Important Advice Following Outcome of Ledbury Town Council Judicial Review - Ridgeway Trail summer newsletter - TfB's Long Term Improvements - TfB Fly Tipping in south of Bucks - BCC – Access All Areas – addressing the health inequalities in Bucks - Flood Alleviation Study (JBA Consulting) 	



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	<ul style="list-style-type: none">- BMKALC – Updated GDPR Toolkit & Standing Orders & Government Funding- Optimus Consulting invitation to Public Consultation re proposed development in Eaton Bray- Bucks CC EU Settlement Scheme & preparations for a 'no deal'- Chairman of AVDC Quiz Night Invitation- BCC News: It's 'recycle first' for most Bucks residents as recycling gets easier than ever- NHPT Priorities- Brownlow Canal Bridge closure	
AOB	Nothing to report.	
Items for Agenda 18th October 2018	Items for the Agenda for EPC Meeting to be held on 18 th October 2018 at Northall Village Hall commencing at 7:30pm:	
	The meeting closed at 22.24	