



EDLESBOROUGH PARISH COUNCIL

Minutes for meeting to be held on 20th June 2019 at Edlesborough Memorial Hall

<u>Agenda Item</u>		<u>Action</u>
<p>Open Forum</p>	<p>Mr T Manix a tenant at The Green allotments asked if the Council would consider installing an additional tap/standpipe at the allotments. He stated that he felt the current three taps were not fairly distributed throughout the site and that some tenants had to carry water too far to their plots.</p> <p>Cllr Wilkinson & Williams explained the following:</p> <ul style="list-style-type: none"> • That the taps had originally been installed by the allotment holders themselves. • An additional tap/standpipe would mean an increase in water charges and maintenance costs in addition to the installation costs. These costs would need to be passed onto the tenants. • The water board insists on taps with built in double check valves. These taps do not fare well in cold weather and despite the Council turning off water at the mains throughout the winter period it has been necessary to replace three taps already this year. • Installing water storage tanks beneath each tap as is the practise at Dagnall and Cow Lane allotments alleviates the need to queue for water. • The costs of repairing/replacing taps and installing the alternative proposed methods advised by the water board were shared with Mr Manix. <p>Cllr Williams advised Mr Manix that the following actions would be taken:</p> <ul style="list-style-type: none"> • Council will look at the positioning of the existing taps/standpipe. • Council will look at the cost implications of moving one of the existing taps/standpipe. • Council will look at the cost implications of installing an additional tap/standpipe. • Once all this has been investigated Council will revisit the matter at the July EPC meeting. • The Green allotment warden will be consulted and fed back to re the request. <p><i>Action: The warden will be advised that the tenants may install water storage tanks under each tap as is practise at the Dagnall and Cow Lane sites. The tanks then allow for rain water to be collected and for tenants to be able to quickly fill watering cans without having to take turns with the taps.</i></p>	<p>Clerk, JW & AW</p>
	<p>The Chairman formally opened the meeting at 7.41pm</p>	
<p>Present</p>	<p>Cllr Williams (Chair), Cllr Wilkinson, Cllr Mrs Owen, Cllr Green, County Cllr Anne Wight, District Cllr Chris Poll, Penny Pataky (clerk) and two Parishioners</p>	



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Apologies	Cllr Cabbage (Vice-Chair), Cllr Nevard, Cllr Mrs Thomas, Cllr Pratt, PCSO Dodson.	
Declarations of Interest	None were declared.	
Minutes of Previous Meeting	The minutes of the Parish Council meeting held 16 th May 2019 were ratified and signed with no amendments.	
Matters Arising	Nothing was raised.	
County Cllr & District Cllr News	<p>County Cllr Anne White reported on:</p> <ul style="list-style-type: none"> • VAHT & BCC Grass Cutting Discussions • The Brownlow Bridge • Planning Applications CM/0017/19 and CM/0018/19 • Local Government Reorganisation • Resident Survey <p>A full copy of her report can be found on the EPC website.</p> <p>District Cllr Chris Poll gave the following report: <i>"I am delighted to report that the decision on the Swallowfields development has now been made. This, along with others, was long overdue. I would suggest this conclusion was not merely down to my appeal to our planning department, as the same issue was being repeated right across the Vale and I am sure others made similar representations. Thankfully the issues are resolved for the moment and your NDP will reduce the possibility of further speculative development applications.</i></p> <p><i>Our first Shadow Authority meeting has been held at which we agreed our constitution. Much in line with the existing 5 councils own constitutions it was unanimously approved. The possibility of any group of councillors requesting that establishment of a Working Group committee was agreed and in that respect I, along with the other council Chairmen and Vice Chairmen, will seek to compile a report for consideration regarding the future civic duty role in the new Buckinghamshire Council."</i></p>	
Defibrillator	Bellway Homes have donated an AED via Nicky Lack to Community First Responder for the Parish.	



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<p>CFR's</p>	<p>Cllrs considered the best location for it would be Dagnall Village Hall. Representatives from DVH Committee confirmed they would be happy for the AED to be installed at this location. Council agreed that this AED would be supported in the same way as the other AED's in the Parish.</p> <p><i>Action: Clerk to ask Nicky Lack to confirm with Bellway Homes that they are happy for the AED to be installed at DVH. Nicky Lack to fund raise to cover the costs of installation and the heated AED cabinet. Once this is achieved the AED can be installed.</i></p>	<p>Clerk</p>
<p>EMH</p>	<p>The Annual PAT Test has been completed and all tested appliances passed. It was advised that the due to the fridge/freezer being hardwired it could not be tested. It is strongly recommended that this is not hardwired.</p> <p><i>Action: Clerk to request a quote to change the wiring of the fridge/freezer to ensure it can be tested and is compliant with the current regulations.</i></p>	<p>Clerk</p>
<p>Pavilion</p>	<p>The Annual PAT Test has been completed and all appliances were found to be compliant.</p> <p>The manager has advised the Carnival committee that they will need to store their electrical board elsewhere following this year's carnival. This board has been safety checked in readiness for the Carnival.</p> <p>The two faulty smoke alarms have been replaced.</p> <p>A new kettle has been purchased to replace the faulty one.</p>	
<p>The Green</p>	<p>Council agreed that a donation of £250 would be a suitable amount for a parishioner to sponsor an existing bench on Edlesborough Green. It was agreed that the parishioner would choose one of the currently unsponsored benches to sponsor.</p> <p><i>Action: The Clerk will provide information of the plaque specification for Cllr Mrs Owen to pass onto the parishioner, along with the confirmation of the agreed amount.</i></p> <p>The contractor, manager & a representative from the Carnival committee are assessing whether the trees adjacent to the play area need a prune to allow enough clearance for the Carnival procession. Any costs incurred by tree pruning for this purpose will be passed onto the Carnival Committee.</p>	<p>Clerk & TO</p>
<p>Play Area</p>	<p>The wet pour surface around the children's roundabout was completed. Unfortunately the Council was not able to accept the work due to the surface breaking up within days of installation and not being fit for purpose. The company</p>	



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	<p>has agreed to return and remove the faulty surface and to replace it with a new correctly laid surface</p> <p>The Council contractor has reported that the chemicals in the old bark in the play area are most likely interfering with the grass growth in the play area. Since changing the surface the contractor has put down several applications of grass seed. The contractor has been advised that the ability for grass to grow should improve over the next few years as the chemicals dilute.</p> <p>The Annual Play Area Inspection has been completed. A few minor improvements were identified. The manager has asked the contractor to action the recommendations ASAP.</p>	
Sports Clubs	ECC have returned their annual agreement & key holder info.	
Allotments	<p>See notes in Open Forum.</p> <p>The Clerk met with a representative from the water board who was carrying out a Water Regulations Compliance Inspection. The issue with the failing high number of taps was discussed and the inspector will put some recommendations in writing to the Council, he advised that his suggestions would cost in the region of £250 per tap. He identified one tap at the Green site as needing replacing. The Clerk is yet to hear about the Cow Lane inspection. <i>Action: Once the Council has agreed the action following the request for an additional tap at The Green site the tap at The Green will be replaced.</i></p> <p>A request for the use of hosepipes at The Green site has been refused in line with the terms of the allotment agreements. <i>Action: The warden will be advised that the tenants may install water storage tanks under each tap as is practise at the Dagnall and Cow Lane sites. The tanks then allow for rain water to be collected and for tenants to be able to quickly fill watering cans without having to take turns with the taps.</i></p> <p>Plots available: Dagnall – 8 Cow Lane – 0 We now have a waiting list for this site.</p>	<p>Clerk</p> <p>Clerk</p>



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	<p>The clerk spoke to the contractor and responded with the following: <i>“The grass is usually cut once a fortnight during the growing season. The time between cuts has recently been slightly longer due to the EDaN Beautification group asking that the celandine flowers and bulbs were not cut until they had finished. Unfortunately leaving it slightly longer between cuts means that the grass cuttings are longer than normal particularly at this time in the growing season.</i> <i>As you state in the email our contractor does keep the cemetery cut to a high standard. Grass is only blown away from the memorial stones in the cremated remains area.</i> <i>The graves with longer grass and the remnants of bulbs will be cut on the next cut. I am sure you can appreciate cutting grass with bulbs growing through can be tricky and it is necessary to wait until the bulbs are completely finished before they are cut so as to ensure the bulbs flower again next year.”</i></p> <p>The contractor has cut and weed sprayed the track between the bridleway and cemetery.</p>	
Churchyard	<p>A parishioner commented to Cllr Williams about the length of the grass at the Cemetery. This was also followed up with the contractor who advised that it had been cut and that it had been allowed to get slightly longer due to the same reasons as the cemetery.</p>	
Bridle Path	<p>Nothing to report.</p>	
War Memorial	<p>The Clerk has contacted five companies for quotes for the cleaning of the War Memorial. To date two quotes have been received. Council agreed that the companies must confirm what method they will use to clean the War Memorial and that the company must be a recommended cleaner from the War Memorials Trust. <i>Action: Clerk to ask companies to confirm cleaning method. Quotes to be shared with Full Council and Burghope Trust once three quotes are received.</i></p>	Clerk
Bus Shelters	<p>Nothing to report.</p>	
Litter Bins, Dog Bins, Car Parks	<p>Edlesborough Stores have removed their litter bin. This is due to parishioners using the bin for their own waste. The shop owners have video footage of people parking by the bin and unloading large amounts of rubbish from their cars into the bin. They have had numerous complaints about the bin being full or overflowing. As the shop incurs charges for their</p>	



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	<p>large green bin to be emptied they have taken the decision to remove the bin. The Clerk has contacted AVDC to see if it is possible to request an additional green litter bin at this location to be added to their round. AVDC are currently reluctant to install a bin at this location as there is evidence that the shops bin was misused and they do not want to install a bin that will be misused. The shop is required to take responsibility for the area outside the shop but there is no statutory requirement for them to provide a bin. AVDC suggests EPC monitor the situation and if there is an increase in littering at the location EPC can contact AVDC again with a view to exploring installing a bin.</p> <p>The Council contractor has been asked to regularly empty the yellow litter bin outside the tennis courts.</p> <p>Council agreed to Cllr Cubbage’s request for an additional dog waste bin is installed on Southend Lane, Northall. <i>Action: The Clerk will confirm the location with AVDC and request the additional bin is added to the collection round. The Clerk will purchase the bin and arrange for the Council contractor to install it.</i></p> <p>Following the installation of fencing at the amenity land adjacent to the doctor’s surgery access to the dog bin is difficult. Council agreed to relocate this bin to outside the fenced area. <i>Action: Clerk to ask the contractor to relocate the bin.</i></p>	<p>Clerk</p> <p>Clerk</p>
<p>Noticeboards</p>	<p>Nothing to report.</p>	
<p>Streetlights</p>	<p>EPC have been overcharged for May’s streetlight energy. SSE apologise apparently there is a fault on their system. Once it is rectified a credit will be applied to the EPC Account. <i>Action: Clerk to monitor and ensure this error is rectified ASAP.</i></p> <p>The Clerk has provided numbers for the three new lights on Cow Lane to Careys. These will shortly be tested and then once all is in order transferred to EPC. The light at the junction of Cow Lane and Damson Close is currently failed and this has been reported to Careys.</p>	<p>Clerk</p>
<p>BCC Devolution</p>	<p>The EDaN Beautification Team are disappointed in the mess left on the grass verges when the contractor cut the grass and daffodils. As the Council know the EDaN Beautification Team ask that the grass is not cut until the daffodils have reached a certain point, unfortunately this leads to a messy period following the cut.</p>	



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EMH	£649
Pavilion	£224
Green	£481
Open Spaces	£218
Bucks CC Devolved Services	£1,055
Allotments	£311
Street Lights	£136
Cemetery	£80
Churchyard	£384
Dagnall Recreation Ground	£169
EDaN	£221
Staff	£1,526
Office Costs	£50
Total	£5,468

Insurance & Fixed Assets Review – deferred to July meeting when the Clerk, JW & KC plan to have finalised their recommendations.

Annual Return 2018/19

The internal audit has been completed by Stephen Brewer. He has advised the Clerk that due to workload he is unable to audit the EPC Accounts in the future. He also gave Cllr Nevard & the Clerk useful information about collating the info for the VAT Return in a less time consuming manner.

The Council agreed the Annual Return for 2018/19 which was then signed by the Chairman and RFO.

Action: Clerk to submit the Annual Return 2018/19 and supporting documents to PKF Littlejohn for audit.

Summary Presentation of EPC Accounts.

Following discussions at previous Council meetings Cllr Wilkinson had circulated the proposed “Summary Presentation of EPC Accounts” to the full Council prior to the meeting. Council agreed to the Summary of EPC Accounts being published

Clerk



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	on the website alongside the Annual Return. Should this prove successful this document will be produced annually. <i>Action: Clerk to publish, alongside the Annual return once this has been returned by PKF Littlejohn.</i>	Clerk												
New Pavilion	<p>Council ratified its decision which had been agreed earlier in the month by email to appoint PWC Building Control Services Limited to make a ‘Full Plans’ submission to an Approved Building Control Body(BCB), to check that the final plans satisfy all the relevant Building Regulations & Fire Safety Standards before the project goes out to tender.</p> <p>The Clerk has submitted the first invoice from Richard J Diggle Ltd to Jan Roffe at NHB for approval and payment.</p> <p>Cllr Green asked if due consideration has been given to the tendering process for this project, Cllr Williams confirmed that advice had been sought from BMKALC and that the correct process will be followed.</p> <p>Cllr Green and Cllr Williams agreed to meet to answer the questions raised in an earlier email by Cllr Green.</p> <p>A further working party meeting will take place shortly.</p>	AW & AG												
Projects	<p><u>Cow Lane Car Parking/Amenity Land:</u> Work has commenced on the extension to the Doctors surgery car park. Council ratified its previous decision to fund a third of the cost of these works and a purchase order has been raised accordingly.</p> <p><u>Outdoor Exercise Equipment</u> – project on hold until DVH complete their replacement Children’s Play Equipment project.</p>													
Planning	<p>The following applications were considered and it was agreed to submit the responses below 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>19/01845/APP 17th May 2019</td> <td>The Old Parsonage Main Road South Dagnall</td> <td>Demolition of existing side conservatory and replace with a single storey extension together with a flat roofed addition to the main roof</td> <td>No objections Subject to officer approval of the roof conversion</td> </tr> <tr> <td>19/01968/APP 23rd May 2019</td> <td>26 Pebblemoor Edlesborough</td> <td>Demolition of existing rear conservatory and replace with a single storey extension. Changes to external wall and roof finishes. Replacement</td> <td>No objections</td> </tr> </tbody> </table>	Application No.	Address	Description	Parish Council Response	19/01845/APP 17 th May 2019	The Old Parsonage Main Road South Dagnall	Demolition of existing side conservatory and replace with a single storey extension together with a flat roofed addition to the main roof	No objections Subject to officer approval of the roof conversion	19/01968/APP 23 rd May 2019	26 Pebblemoor Edlesborough	Demolition of existing rear conservatory and replace with a single storey extension. Changes to external wall and roof finishes. Replacement	No objections	
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		windows and doors. New window to first floor.		
19/02149/ACL 10 th June 2019	Ashridge Farm Ringshall Road Dagnall	Removal of an agricultural occupancy condition	No objections	
The following decisions had been notified by AVDC				
Application No.	Address	Description	Parish Council Response	AVDC Decision
17/01467/AOP Revised Parameter Plan submitted 16 th August 2017	Swallowfields Stables, Townside, Edlesborough	Outline application for residential development comprising up to 64 dwellings with access to be considered and all other matters reserved	OPPOSE Contrary to Neighbourhood Plan	REFUSED
19/00317/APP 30 th Jan 2019	35 Pebblemoor, Edlesborough	New storm porch, garage conversion with front pitch, single storey rear extension and detached single garage	OPPOSE Garage on front boundary would compromise the street scene	Amended plans with garage deleted permitted
19/00743/APP 4 th March 2019	Primrose Bungalow, Dunstable Road, Dagnall	Demolish existing bungalow and erect two 3 bedroomed detached dwellings.	OPPOSE Loss of amenity and possible impact on setting of neighbouring listed building.	REFUSED
19/00994/APP 18 th March 2019	Northall Village Hall, South End Lane, Northall	Construction of overflow car park on adjacent land.	SUPPORT	Permitted
19/01014/APP	1 Deans Meadow,	Single storey rear extension.	No objections.	Permitted



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	18 th March 2019	Dagnall			
	19/01323/APP 9 th April 2019	11 Main Road South, Dagnall	Demolition of conservatory and erection of single storey side and ear extension	No objections subject to officer acceptance of external spacing	Permitted
	19/01244/ALB 29 th April 2019	Broomstick Cottage, High Street, Edlesborough	Change to internal layout to first floor to create new hallway.	No objections	Permitted
	19/01492/APP 18 th April 2019	Beaconview, Leighton Road Northall	Single storey front extension	No objections	Permitted
	19/01661/APP 2 nd May 2019	13 St Mary's Glebe Edlesborough	Roof replacement to existing conservatory.	No objections	Permitted
The following appeal decisions had been notified by the Planning Inspectorate					
	Application No.	Address	Description	Parish Council Response	Appeal Decision
	17/02222/APP Revised plans submitted 31 st Jan 2018	Land at rear of Good Intent, Edlesborough	Redevelopment of site to provide 14 residential dwellings, including access and parking.	OPPOSE Still does not conform to Neighbourhood Plan	Appeal dismissed
	18/01596/AOP 10 th May 2018	Land at Ivinghoe Way, Edlesborough	Outline permission for the erection of 3 dwellings.	OPPOSE	Appeal dismissed
Website &	<i>Facebook</i>				



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<p>Facebook & GDPR</p>	<p>Traffic on Facebook has focused on:</p> <ul style="list-style-type: none">• Vehicles on the Green during the Carnival• Noise of “quad” bikes in the field on Cow Lane• Requests for info as to who owns the fields at the bottom of Summerleys• Paediatric First Aid Course• Bees• Eaton Bray road closures• Request from EBPC for volunteers for their Speedwatch Group & suggestions for locations for speed checks• Nicola Lack & Bellway AED donation• Suspicious van activity, & possible sightings of lead been stolen from roofs. <p>Council agreed that following the recent unpleasantness directed at EPC and the Council Clerk the following procedures will be implemented:</p> <ul style="list-style-type: none">• The Clerk will no longer use her personal account to share info from the EPC page to other FB groups.• The account “Edan Parish” has been created and will be used to share info from the EPC page to other FB groups.• The following instant response message has been set up on the EPC Facebook messenger “<i>Thank you for contacting Edlesborough Parish Council.</i> <i>Messages on this page will be responded to during EPC opening hours unless it is an emergency.</i> <i>The Parish Council contact information is: 01525 229358 or Clerk@edlesborough-pc.gov.uk</i> <i>If you wish to make an enquiry about Edlesborough Memorial Hall the contact information is: 01525 229358 or manager@edlesborough-pc.gov.uk</i> <i>Thank you.</i>”• Should any contentious issues arise on Facebook, EPC will agree a response first before responding on Facebook.• Cllrs will ensure that when participating in discussions on Facebook about matters relevant to EPC they will clarify that their response is personal statement and not from EPC. <p>The Clerk thanked the full Council for their support throughout the recent unpleasantness.</p> <p><u>Website</u> Nothing to report</p>	
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	<p><u>GDPR</u> No reported breaches. Re-registration with ICO has been confirmed.</p>	
<p>EDaN Traffic Management Update</p>	<p><u>Traffic Calming Feasibility Study</u> The Clerk has submitted a request for the Speed Survey on the B440 near Dagnall School at a cost of £400+VAT for seven days. <i>Action: Cllrs Green & Mrs Owen to confirm the location for the survey to the Clerk ASAP to ensure it is carried out in the correct location. The Clerk can then confirm this location to Tfb.</i> Cllr Williams had provided the Council with a report prior to the meeting. He confirmed that he has met with two parishioners who are keen to become involved in the EDaN Traffic Management Team.</p> <p><u>FOTCOTH</u></p> <ul style="list-style-type: none"> - EdleFest 2019 was once again a successful event. <p><u>EDaN Beautification Team</u></p> <ul style="list-style-type: none"> - Nothing to report. 	<p>AG, TO & Clerk</p>
<p>Villages</p>	<p><u>Dagnall</u></p> <ul style="list-style-type: none"> - Council agreed to support Dagnall School in their expansion plan. <i>Action: The Clerk will respond accordingly.</i> - The installation of the new children’s play area equipment is scheduled to commence towards the end of June. - Cllr Mrs Owen will look into the feasibility of a “grand opening” towards the end of July. - Cllr Mrs Owen will ensure that a post installation inspection is completed once the equipment is installed. <p><u>Northall</u></p> <ul style="list-style-type: none"> - Request for additional dog waste bin (see earlier notes). <p><u>Edlesborough</u></p> <ul style="list-style-type: none"> - Council agreed that the funds raised by this year’s Xmas Wreath Sponsorship will be given to the EDaN Beautification Team for the betterment of the villages. - Following Cllr Mineikis’ resignation from the Council the position for a new Cllrs for the Ward of Edlesborough has been duly advertised. 	<p>Clerk TO TO</p>



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	<p><u>Anne Thompson Cup</u> Council received six nominations for the Anne Thompson Young Peoples Cup for Excellence. Council unanimously selected one of the nominees to receive the award. <i>Action: Clerk to arrange for the engraving of the cup. Clerk to liaise with the recipients parents to establish whether they will be in attendance at the Carnival to receive the cup. Should the recipient be unable to receive the cup at the Carnival they will be invited to attend the July EPC meeting. Clerk to advise the Carnival accordingly.</i></p> <p><u>Advertising in the Parish</u> The Clerk has confirmed EPC's advertising policy to Giblin Estate Agents and the Carnival Committee.</p>	Clerk
Correspondence	<ul style="list-style-type: none"> • Message from Louise Janes re Traffic Calming. • Message from Mrs Sue Connor – <i>"Please pass on our thanks to the PC for their help in achieving this refusal from AVDC. The work the PC does is appreciated and sadly it seems you have to be a volunteer to appreciate one! I hope the minority who choose to vocalise concerns publicly and with apparent hostility before gathering information are not overwhelming the PC with a negative sense from the community as a whole."</i> • Invitation to Transport For Bucks Conference – 26th June at AVDC 8.30am-2.30pm • Police & Crime Commissioners June Report 	
AOB	<p>The Clerk advised the Council that the Carnival Committee will be choosing their main recipient for donations from the Carnival in the September 2019. <i>Action: The New Pavilion working party will feed this information back to the ECSC for consideration.</i></p>	New Pavilion Working Party
Items for the Agenda 18 th July 2019	<p>Items for the Agenda for the EPC meeting to be held on 18th July 2019 at Edlesborough Memorial Hall:</p> <ul style="list-style-type: none"> • Fixed Assets & Insurance Review • Carnival Charity Focus 	
	The meeting closed at 21.22pm	