



EDLESBOROUGH PARISH COUNCIL

Minutes for Meeting of Edlesborough Parish Council held on 19th March 2020 at Edlesborough Memorial Hall

<u>Agenda Item</u>		<u>Action</u>
<i>Open Forum</i>	A parishioner asked if the Council were doing anything to coordinate the response to, and support of the elderly and vulnerable in the Parish in light of Covid 19. Cllr Williams advised the Parishioner that this would be addressed later in the meeting under Villages and the parishioner would be invited to join the discussion.	
The Chairman formally opened the meeting at 19.34		
<i>Present</i>	Cllr Williams (Chair), Cllr Cabbage, Cllr Wilkinson, Cllr Nevard, Cllr Mrs Owen, District Cllr Chris Poll, Penny Pataky (Clerk) and one parishioner.	
<i>Apologies</i>	County Cllr Anne Wight, Cllr Pratt and Cllr Mrs Thomas	
<i>Declarations of Interest</i>	None were declared.	
<i>Minutes</i>	The minutes of the Parish Council meeting held on 20 th February 2020 were ratified and signed with no amendments.	
<i>Matters Arising</i>	None were raised.	
<i>Cllr Vacancies</i>	Due to the Covid 19 outbreak the elections due to be held in May 2020 have been postponed until May 2021. The Council is currently awaiting confirmation from BALC as to the procedures for co-opting new Councillors, suspension of meetings and any changes to procedures. Currently two Edlesborough and one Northall resident have expressed an interest in becoming a Councillor. Current vacancies are one in Edlesborough and one in Dagnall.	
<i>District & County Cllr Reports</i>	<u>County Cllr Anne Wight</u> County Cllr Anne Wight sent her apologies due to being in self-isolation. Her report was submitted to the Council prior to the meeting and a copy of this can be found on the EPC Website. <u>District Cllr Chris Poll</u> With the commencement of the new Buckinghamshire Council Cllr Chris Poll, who has been a District Cllr since May 2011, had decided not to stand for election to the new council. He will however continue working for the Shadow Buckinghamshire Council until the May 2021 elections. He will no longer be in regular attendance at the EPC meetings.	



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	<p>Throughout his term in office Cllr Poll has actively supported Edlesborough Parish Council with advice and support in Parish matters. Cllr Williams and the full council thanked and expressed their sincere gratitude to Cllr Poll for this and wished him every success in his future endeavours. The Council presented Cllr Poll with a token in recognition of his work and support.</p>				
<p>Planning</p>	<p>The following applications were considered and it was agreed to submit the responses below to AVDC</p>				
	<p>Application No.</p>	<p>Address</p>	<p>Description</p>		<p>Parish Council Response</p>
<p>20/00672/APP</p>	<p>2A Dunstable Road Dagnall</p>	<p>First floor roof extension</p>			<p>No objections</p>
<p>20/00701/AOP</p>	<p>Yew Tree Malting Lane Dagnall</p>	<p>Outline application for the erection of a new dwelling and amendments to the site boundary to improve access</p>			<p>No objections</p>
<p>20/00848/APP</p>	<p>The Old Bakery Leighton Road Northall</p>	<p>Change of use of part of a paddock to residential garden to serve new dwelling approved under applications 18/00757/APP & 18/00758/ALB</p>			<p>No objections subject to the restrictions imposed under Policy EP8 of the Neighbourhood Plan</p>
	<p>The following decisions had been notified by AVDC</p>				
	<p>Application No.</p>	<p>Address</p>	<p>Description</p>	<p>Parish Council Response</p>	<p>AVDC Decision</p>
<p>19/02149/ACL 10th June 2019</p>	<p>Ashridge Farm Ringshall Road Dagnall</p>	<p>Removal of an agricultural occupancy condition</p>		<p>No objections</p>	<p>Permitted</p>
<p>19/02555/APP 12th July 2019</p>	<p>Land adjacent to Ryders By, Leighton Road. Northall</p>	<p>Development of 3 new dwellings with new access road</p>		<p>No objections</p>	<p>REFUSED</p>
<p>19/03137/APP</p>	<p>43 Dunstable</p>	<p>Demolition of temporary side</p>		<p>No objections</p>	<p>Permitted</p>



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	27 th August 2019	Road Dagnall	extension and erection of two storey side and single storey rear extension		
	20/00009/APP 3 rd January 2020	3 Moor End Close Edlesborough	Garage conversion and internal modifications	No objections provided that the provision of just one off-street parking space is permissible	Permitted
	19/04439/COUAR 23 rd Dec 2019	Deans Poultry Farm, South End Lane, Northall	Permitted development notification of intent to convert a disused agricultural building into two residential dwellings.	No objections. Appears to meet permitted development criteria	REFUSED
	The following appeal decision had been notified by the Planning Inspectorate				
	Application No.	Address	Description	Parish Council Response	Appeal Decision
	19/01855/COUAR 16 th May 2019	Southend Farm South End Lane Northall	Determination as to whether prior approval is required for the conversion of an agricultural barn into a dwelling house.	No objections	Appeal dismissed
Freight Strategy Update	<p>Council ratified their agreed response to the Ivinghoe Freight Zone Scheme (a copy of this can be viewed on the EPC website). The Council have received the following response from Graham Hilary, Transport Strategy Officer (Freight), Buckinghamshire County Council</p> <p><i>“Thank you for this useful response to the proposed environmental weight restriction zone. Clearly this needs to be looked at in some detail, I will do at the earliest opportunity. I wonder if once I have worked through the detail it might be useful to have the opportunity to sit down with the Parish Council and go through the impact options?”</i></p> <p>Cllr Williams stated that the Council plans to communicate with Graham Hilary in the near future, but as yet awaits</p>				



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	<p>confirmation of how this will proceed in light of Covid 19.</p> <p>Cllr Mrs Owen submitted additional comments to Graham Hilary raising concern about the increase in HGV's using the Ringshall Road and travelling through Dagnall. She has also requested that monitoring of traffic is carried out at this location.</p>	
<p>Villages</p>	<p><u>Corona Virus, Covid 19</u></p> <p>Cllr Mrs Owen stated that parishioners believe the Council should be coordinating groups to support the elderly and vulnerable through the Covid 19 outbreak.</p> <p>Cllr Williams explained that the parish council has no remit to become directly involved in such matters. Bucks County Council is responsible for health and social welfare issues in the county.</p> <p>Currently EPC is following advice for AVDC, Bucks CC, The new Buckinghamshire Council and BALC and is signposting Parishioners in the first instance to https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response .</p> <p>EPC is additionally signposting parishioners to the Eaton Bray Good Neighbours Scheme who can be contacted on 07930 987064. This is a long running and well-established group that has been supporting the elderly and vulnerable since before the outbreak. The Scheme covers Eaton Bray, Edlesborough and Northall. The scheme has good links with local businesses and the volunteers have all the relevant police checks.</p> <p>Additionally, parishioners can contact The Pastoral Care Team at St. Marys, Eaton Bray which welcomes your assistance in identifying any parishioners who might be sick or otherwise benefit from their support during this challenging time. Please contact Gaye Soule on 07807 924218 (mobile) or send an email to admin@stmaryseatonbray.org.uk Further information will be included in the April edition of Focus.</p> <p>Cllr Mrs Owen has worked tirelessly to set up a similar group in Dagnall and she and the volunteers will shortly be delivering postcards with information about the group to all homes in Dagnall.</p> <p>The Clerk is regularly updating and sharing information about Covid 19 on the EPC website and Facebook page.</p> <p>A copy of the Update on the Coronavirus outbreak from Buckinghamshire Councils – a letter from Shadow Executive Leader</p>	



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Martin Tett has been published on the EPC website. This provides detail about the Bucks CC “**Coronavirus community support hub**” which gives information on coronavirus (COVID-19) including what you can do to protect yourself, support your community and the impact of the disease on our services. More information can be found at www.buckinghamshire.gov.uk/coronavirus

Edlesborough

Parishioners raised concern about the water levels in the balancing ponds at the Bellway Homes development. The Clerk contacted Bellway Homes to advise them of parishioners concerns. The site manager confirmed that the ponds are being monitored and the levels are high due to the recent exceptionally high rainfall. The water is only allowed to be released at a certain rate, he advised that the water level will reduce as the weather becomes drier. The current situation is that the ponds have drained to normal levels.

The graffiti on the New Pavilion Sponsor Board has been removed.

The 2020 Best Kept Village competition has been cancelled due to Covid 19

Home School Transport – Policy Change

Prior to the meeting the Clerk had circulated information to the full council about Bucks CC’s decision to withdraw guaranteed free transport to The Cottesloe School in Wing.

Any parent with concerns about the changes should consult the BCC website or use the online admission team contact email forms for answers to any specific questions or scenarios. Lucy Chidley and Carol Lister have been working as resident liaisons with Bucks CC in response to the changes and can offer support and guidance to parents on the issue to the best of their knowledge at this time; (contact information can be obtained from the EPC Clerk).

County Cllr Anne Wight has also been looking into the issues caused by the changes to the Policy and apologises on behalf of the council for any confusion which this policy seems to have caused, she has taken that point back to officers.

Maria Edmonds who is a Bucks CC Education Strategy Manager – Children’s Services has informed the Clerk that she is *“liaising with officers to provide confirmation of the situation and will relay this to you as soon as possible.”*

Council agreed that the management of the situation has been shocking and that they fully support their parishioners in this matter.



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	<p><u>Residents of Slicketts Lane</u> continue to press County Cllr Wight, The Cabinet Member & Bucks CC about the condition of Slicketts Lane. County Cllr Wight has responded to all communication and has provided the following further update - <i>“which is that one of the residents of Slicketts Lane has reported the matter to MP Greg Smith and also to Cabinet Member Mark Shaw directly as well.</i></p> <p><i>Cllr Shaw has now arranged for an officer from BCC to inspect Slicketts Lane as soon as it can be fitted into the jobs list. Unfortunately, some of these inspections may also now be delayed due to the rapidly evolving situation with Coronavirus nationally, since if any of our teams are self-isolating due to the virus, this may mean that we have fewer teams on the ground to do the inspections. While I hope this is not the case, I feel that I should at least highlight that possibility.</i></p> <p><i>In any case, we are all very much aware of the issues at Slicketts Lane both in terms of the gully issues and the poor road surface, and it is my understanding that one of our TfB officers should be out to inspect there as soon as possible.</i></p> <p><i>I’m sorry I can’t be more specific as to the timing, but we are operating in exceptionally trying circumstances at present as you may imagine.”</i></p> <p><u>The Pastures Hedge</u></p> <p>Following the clerk sending reminders to the Local Area Technician (LAT) about the outstanding invoice for The Pastures Hedge a purchase order has now been raised and sent with the invoice to Ringway Jacobs with a request that the invoice is paid by 30th March 2020.</p> <p><u>Dagnall</u></p> <p>A new resident of Chestnut Close, Dagnall has asked the Clerk for assistance in trying to establish ownership of the strip of land and tree at the end of the close. The resident wishes to establish who in particular is responsible for the tree as he needs to provide his home insurance company with information about this. This section is not part of EPC’s devolved services. The Clerk has referred the matter to the LAT and awaits a response.</p> <p><u>Northall</u></p> <p>EPC was copied into an email from a Northall Parishioner to Road Safety at Bucks CC raising concern over the speeding traffic in South End Lane near the Children’s play area. The Clerk has acknowledged the email and has forwarded the email to PCSO</p>	KC
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	<p>Dodson. <i>Action: Cllr Cabbage will contact the parishioner about their concerns.</i></p>	
<i>New Pavilion</i>	<p>Cllr Cabbage gave a comprehensive presentation to the Council on behalf of the Pavilion Working for the EPC New Pavilion. Proposal to Fund Phases 3 and 4.</p> <p>Cllr Cabbage proposed that EPC apply to the Government’s Public Works Loan Board for a Loan of £175,000 to be repaid over 30 years. The loan will be used to complete phases three and four of the New Pavilion on Edlesborough Green.</p> <ul style="list-style-type: none"> • Interest rate ~2.72% • 2 repayments p.a. of ~£4,240 each (= total of ~£8,480 p.a.) • This loan to be paid down/off when the S106 monies from two of the remaining three S106 sites become available (EPC to provide “AVDC” retrospectively with the paid invoices for Phases 3 & 4) • The loan repayments would come out of EPC’s Special Projects budget (£62,500 in 2020/21) • The first repayment would be due 6 months after the loan had been made <p>Cllr Nevard seconded the proposal and the full council agreed.</p> <p><u>Resolution</u> Edlesborough Parish Council will make a loan application, at interest rates available to local councils, to the Public Works Loan Board for £175,000 to complete phases three and four of the New Pavilion on Edlesborough Green.</p> <ul style="list-style-type: none"> • The loan will be over a 30 year period. • Repayments will be in the order of £8.480 per annum for principal and interest. Repayments will be made from the Special Projects fund currently in place. With the loan being paid down/off when the S106 monies from two of the remaining three S106 sites become available. • There will be no effect on the Parish Precept which will not be increased to meet loan repayments. <p><i>Actions: Cllrs Cabbage, Williams and the Clerk to complete and submit the loan application by 27th March 2020 at the latest.</i></p>	KC, AW & Clerk
<i>Projects</i>	<p>Cllr Mrs Owen asked if Council should consider fast tracking the installation of outdoor gym equipment in Dagnall in light of Covid 19. This will be raised at the April meeting when the new Special Projects budget becomes available.</p>	



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EDaN & Traffic Management Team Updates	<p><u>Traffic Calming Feasibility Study</u> Nothing to report.</p> <p><u>FOTCOTH</u> Many tickets have been sold for EdleFest 2020. The Friends are currently considering whether this event will go ahead in light of Covid 19.</p> <p><u>EDaN Beautification Team</u> The Great British Spring Clean has been postponed until 11th – 27th September. Lorna Cabbage has updated the litter pickers, some of which have said they will continue to litter pick in the meantime.</p>	
Parish Amenities		
AED's & CFR	Nothing to report.	
EMH	<p>Following the coldness of the hall for the February meeting the Manager had the Boilers checked as one appeared to have issues with the green pilot light indicator. Currently all appears to be working correctly. The manager is continuing to monitor the warmth of the hall.</p> <p>On 29th February the hall was hired for a 3rd Birthday Party. The hirers breached many of the terms and conditions of hire. The £50 deposit has been withheld and the hirer has been sent an invoice for the additional four hours they used the hall and the seven hours cleaning time needed following the party – to date there has been no response from the hirer.</p> <p>As a result of recent issues with hirers breaching the terms and conditions of hire Council agreed to increase the deposit for non-parishioners hiring EMH to £100. Cllr Cabbage confirmed that two deposit levels can be applied to the online booking form.</p> <p>The manager confirmed that all but one of the EMH regular hirers have postponed their bookings for the foreseeable future. Most one-off bookings have either been cancelled or postponed.</p>	



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<p><i>The Green</i></p>	<p>At the end of February ETC gained unauthorised vehicle access to the Green for work to be carried out on the tennis court floodlights. This resulted in numerous tyre tracks surrounding the tennis courts and from the tennis courts to the white barrier. The Manager and contractor will monitor the grass to ensure it recovers. The tennis club have been informed that they must request permission from the Manager before allowing vehicles to access the Green and should the green need any work to help the damaged areas recover the Tennis Club will be expected to meet the costs of this.</p> <p>The pavilion building contractors have been informed that anyone wishing to gain vehicle access to the Green should be referred to the manager.</p> <p>The contractor has carried out the first cut of the season.</p>	
<p><i>Sports Clubs</i></p>	<p>Council ratified the changes made to the ECC Agreement and Edlesborough Green Sports Policy for 2020 season. These changes take into account the removal of the old Pavilion.</p> <p>ECC have been invoiced for the 2020 Cricket Season.</p> <p>ETC have agreed to pay the £250 fee towards the hire of the portable toilets.</p> <p>Council agreed that ECC and EB Lions will be issued a pro rata refund for their Green fees as a result of Covid 19 preventing fixtures from going ahead.</p> <p><i>Action: Clerk to inform ECC and EB Lions of this decision.</i></p>	<p>Clerk</p>
<p><i>Play Area</i></p>	<p>Nothing to report</p>	
<p><i>Allotments</i></p>	<p><u>Cow Lane</u></p> <p>Following a site meeting between Phrena Wilkinson (Cow Lane Warden), the Clerk, the Council Contractor and an allotment tenant a quote for improving the parking area at Cow Lane allotments was presented to the Council for consideration. Cllr Wilkinson declared an interest in this matter and abstained from the discussion and decision.</p> <p>Council agreed to the quote and to a purchase order being raised at the start of April for the works. These works will be funded by the Councils Special Projects monies.</p> <p><i>Action: Clerk to raise purchase order and inform the warden and allotment holder of the Councils decision.</i></p>	<p>Clerk</p>



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	<p>The clerk reported that tenants of the unworked plot at Cow Lane have now given up the plot. The plot was re-let within a week and the new tenant is already making good progress on it.</p> <p><u>Dagnall</u></p> <p>The Clerk has granted permission for a hosepipe to be used purely for this purpose of cleaning the Dagnall Gardeners' Society toilet and that they must take every measure possible to ensure that this exception does not mislead allotment tenants into believing they may use hosepipes on their plots.</p> <p>It has been a busy time for Cow Lane and The Green sites with a fair bit of interest in the sites. The Council's current plot availability is: Cow Lane – full The Green – one plot. We currently have two people interested in this plot and a waiting list for The Green Northall – full Dagnall – seven plots</p> <p><u>Taps</u></p> <p>Following requests from allotment holders and discussion with the wardens the water is being turned back on. One tap at Cow Lane is reported as broken. Lee Hutt has been asked to replace this.</p>	
Cemetery	<p>The Cemetery Management Course which Cllr Williams was scheduled to attend has been postponed until the 9th September 2020.</p> <p>A burial took place on 12th March 2020.</p> <p>Council considered a quote for the purchase of grave markers and agreed that a purchase order should be raised for twenty markers.</p> <p><i>Action: Clerk to raise purchase order.</i></p>	Clerk



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Churchyard	Nothing to report.	
Bridle Path	Nothing to report.	
War Memorial	Nothing to report.	
Bus Shelters	Nothing to report.	
Litter Bins, Dog Bins, Car Parks	Nothing to report.	
Streetlights	Nothing to report.	
Website, Facebook & GDPR	<p><u>Facebook</u></p> <p>Posts and discussions have focused on the following issues:</p> <ul style="list-style-type: none"> • Bellway development balancing ponds • Speeding vehicles • Coronavirus (Covid 19) • Helping people during the current situation <p><u>Website</u></p> <ul style="list-style-type: none"> • Cllr Cubbage and the Clerk have withdrawn from the Website Compliance Training session as this has been rescheduled for 19th August 2020 as both have other commitments on that date. • The Clerk is using the website to share information relating to Covid 19 and to signpost parishioners to help. <p><u>GDPR</u></p> <ul style="list-style-type: none"> • No reported breaches 	
Bucks CC Devolved Services	A “please do not park on the grass” sign has been placed near the junction of Pebblemoor and The Pastures.	



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	The Council contractor will commence cutting the grass verges on Friday 20 th March.																															
Finance	The accounts for month ending 29 th February having been circulated to the full council prior to the meeting were agreed.																															
	<table border="1"><tr><td>EMH</td><td>£502</td></tr><tr><td>Pavilion</td><td>£220</td></tr><tr><td>Green</td><td>£2,053</td></tr><tr><td>Open Spaces</td><td>£169</td></tr><tr><td>Bucks CC Devolved Services</td><td>£1,117</td></tr><tr><td>Allotments</td><td>£77</td></tr><tr><td>Street Lights</td><td>£116</td></tr><tr><td>Cemetery</td><td>£88</td></tr><tr><td>Churchyard</td><td>£384</td></tr><tr><td>Dagnall Recreation Ground</td><td>£169</td></tr><tr><td>New Pavilion</td><td>£31,062</td></tr><tr><td>EDaN</td><td>£1,368</td></tr><tr><td>Staff</td><td>£1,633</td></tr><tr><td>Office Costs</td><td>£26</td></tr><tr><td>Total</td><td>£38,984</td></tr></table>	EMH	£502	Pavilion	£220	Green	£2,053	Open Spaces	£169	Bucks CC Devolved Services	£1,117	Allotments	£77	Street Lights	£116	Cemetery	£88	Churchyard	£384	Dagnall Recreation Ground	£169	New Pavilion	£31,062	EDaN	£1,368	Staff	£1,633	Office Costs	£26	Total	£38,984	
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	Council agreed the March payment run.																															
	<u>Financial Limits</u>																															
	In light of Covid 19 the Clerk reminded the Council of the agreed financial limits which the Council agreed were appropriate for the time being:																															
	<ul style="list-style-type: none">• Quotations & Tendering work £5,000.00																															



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	<ul style="list-style-type: none"> • Parish Clerk £250.00 for non-emergencies • Parish Clerk £750 for emergencies without prior approval of the Council • Edlesborough Memorial Hall, Green, Pavilion and Play Equipment Manager £75 for small non-emergency repairs or improvements and £200 for minor emergencies 	
<p>Website & Laptop</p>	<p>The Clerk awaits a response from Theo Gray re the Website Compliance regulations. Cllr Cabbage explained to the Council that Theo Gray has run a programme on the website which identifies areas that are not compliant, currently no issues have been identified.</p> <p>The Clerk's laptop has developed a few problems/issues, Theo Gray has run a brief health check on it. It is currently useable but the Council will put consideration into whether it needs updating or replacing in the near future.</p>	
<p>Correspondence</p>	<p>Items circulated to Full Council prior to the meeting:</p> <ul style="list-style-type: none"> • Chilterns Conservation Board - Get active this spring, Mother's Day inspiration, chalk streams re-bourne and more • Green future Bucks • Latest news: Delivering the new Buckinghamshire Council • NALC - CHIEF EXECUTIVE'S BULLETIN • Coronavirus official advice • Coronavirus update from Buckinghamshire County Council: 05 March 2020 • BMKALC - Consultation PC-EB 1-20 - Dormant Assets • TVP Community Open Forum • VALP Update • NALC Chief Execs Bulletin • Coronavirus - community support hub • BCC News: New Council outlines political arrangements following postponement of elections. • Police & Crime Bulletin March 2020 • BMKALC - Casual Vacancy Update • BCC website update Coronavirus response • PPN_01-20_-_Responding_to_COVID19.v5__1_ Local authority contracts 	



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	<ul style="list-style-type: none">• Announcement from Martin Tett regarding Coronavirus	
AOB	<p>Cllr Williams proposed that the April, and possible future Council meetings, will be suspended due to Covid 19. Council agreed to this proposal and to await further guidance and legislation from NALC and the government with regard to conducting Council business.</p> <p>Council will continue to use email as a form of communication and will explore the option of Skype or Facetime should discussions be necessary.</p> <p>Accurate records will be kept and any agreed decisions will be ratified at future meetings.</p>	
Items for 16th April Meeting	<ul style="list-style-type: none">• Dagnall Outdoor Gym Equipment	
The meeting closed at 22.07		