



Minutes of the Annual Meeting of Edlesborough Parish Council

The Meeting commenced at 7.30pm on Thursday 16th May 2024 in Edlesborough Pavilion.

Cllr Booth welcomed all the Councillors, Buckinghamshire Councillor Chris Poll, the Clerk, and parishioners to the meeting.

Cllr Kevin Cubbage

Cllr Booth invited the Council and those present to congratulate Cllr Kevin Cubbage for being a councillor for 25 years. She thanked him for his hard work and dedication to the role and the Parish. Cllr Trish Owen was also congratulated and thanked for being a dedicated councillor for ten years.

Present

Cllr Booth, Cllr Owen, Cllr Ferguson, Cllr Cubbage, Cllr Wilkinson, Cllr Hurst, Cllr Harpley, Cllr Williams, Buckinghamshire Councillor Chris Poll, Penny Pataky (the Clerk) and three parishioners.

Apologies

Cllr Harpely, Cllr Wells, Buckinghamshire Cllr Brazier.

Councillor Attendance for 2023/24

Council held fourteen meetings from April 2023 to March 2024. The Clerk confirmed the following Councillor attendance figures:

- Cllr Booth attended thirteen meetings.
- Cllr Wilkinson attended twelve meetings.
- Cllr Owen attended eleven meetings.
- Cllr Wells attended twelve meetings.
- Cllr Cubbage attended twelve meetings.
- Cllr Williams attended eleven meetings.
- Cllr Harpley attended eight meetings.
- Cllr Hurst attended twelve meetings.
- Cllr Ferguson was co-opted onto the Council in September 23 and attended seven meetings.
- Penny Pataky, the Clerk attended fourteen meetings.

Election of Chairperson

Cllr Ferguson proposed Cllr Booth as Chairperson for 2024-25. Cllr Hurst seconded the proposal. All agreed the appointment.

Election of Vice-Chairperson

Cllr Hurst proposed Cllr Owen as Vice-Chairperson for 2024-25. Cllr Ferguson seconded the proposal. All agreed the appointment.

Minutes of the Annual Meeting held on 18th May 2023

The minutes of the Annual Meeting of EPC held on 18th May 2023 were agreed with no amendments.

Open Forum

Two parishioners attended to find out about planning matters – these were addressed in the Ordinary meeting that followed this meeting.

Council agreed the following roles and responsibilities:

Councillors responsible for Planning issues:

Mr Wilkinson, Mr Harpley, and Mrs Owen

Councillors and representatives responsible for Allotments:

Edlesborough (Cow Lane)	Mrs. P. Wilkinson
Edlesborough (The Green)	Mr P Thomas
Dagnall:	Mrs V Pratt – Mrs Pratt is seeking a replacement for her role.
Northall:	Mr R Dorrance

Councillors and representatives responsible for Footpaths

Edlesborough	Mrs Hurst
Dagnall	Mrs Owen
Northall	Mr Cabbage

Employees Working Party:

Mr Williams, Mr. Wilkinson, and Ms Booth.

Bank Mandate:

Mr Williams, Mr. Wilkinson, and Miss Pataky (Clerk).

EPC Small Grant Scheme:

Mr Harpley, Ms Booth, and Mrs Owen.

Responsible Finance Officer:

Miss Pataky

Councillor to Support the Responsible Finance Officer

Mrs Ferguson

Play Equipment weekly inspection:

Edlesborough:	Clerk: Miss Penny Pataky
Dagnall:	Dagnall Village Hall Management Committee
Northall:	Northall Village Hall Management Committee

Additional Key holder:

Mr Alan Williams

Edlesborough Pavilion:

Pavilion Working Party: Mr Williams, Mr Wilkinson, and Mr Cabbage
Council agreed that the Pavilion Working Party would continue until all the items on the snagging list were completed.
Client's Representative: Mr Ken Holloway

Financial limits:

Council agreed the following financial limits.
Quotations & Tendering – see limits in Financial Regulations agreed on 16/05/24.
The Parish Clerk's financial limit for non-emergencies is £500.
The Parish Clerk's financial limit for emergencies without prior approval of the Council is £1000.

Annual Subscriptions

The voluntary subscriptions to CPRE, The Chiltern Society, BALC, BBOWT, NALC, SLCC, LCR, Community Impact Bucks, Rialtas, Brightpay and the ICO were agreed.

Deeds and the Assets Register in the custody of the Council.

The Clerk confirmed that all the deeds are in a fireproof and waterproof safe in the archives.

Action: The Chairperson and Clerk will inspect the deeds later.

The Asset Register is now on the Rialtas system and is updated as needed by the Clerk.

Adopt the Edlesborough Parish Council Risk Assessment

Councillor Owen proposed the adoption of the Edlesborough Parish Council Risk Assessment. Councillor Ferguson seconded the proposal. All agreed.

Review the Standing Orders

The EPC Standing Orders were reviewed and agreed.

Review and Adopt the Financial Recommendations

Prior to the meeting the Clerk had presented the Council with revised Financial Regulations following advice and recommendations from NALC.

Councillor Owen proposed the adoption of the Financial Regulations. Councillor Ferguson seconded the proposal. All agreed.

Review the Code of Conduct

Councillor Owen. Proposed the adoption of the Code of Conduct. Councillor Ferguson seconded the proposal. All agreed.

Annual Review of Memorial Hall Car Park Licence

Council agreed that NMJ Service Centre would continue to have the use of 10 parking spaces in the Memorial Hall Car Park and for their vehicles to be removed as and when requested by the Parish Council.

Representatives to Outside Bodies

It was unanimously resolved to appoint the representatives (who had agreed to be the representatives) for the positions set out below:

Charities:	Burghope	Miss Pataky
	Townsland and Nurses	Mr Willams to contact the group to confirm if Mr Mineikis is still in position
Luton Airport Issues	Contact	Mr J Wilkinson
Wing and Ivinghoe	Contact	Mr. A. Williams, Mrs Owen, Ms Booth
Community Board		
St. Mary's Carnival	Contact	Miss Pataky as Clerk
Edlesborough Community	Trustee	Mrs Ferguson
Sports Club CIO		

There being no other business the meeting closed at 19.48

Penny Pataky (Clerk to Edlesborough Parish Council)