**MINUTES OF THE MEETING OF**

**ELLESBOROUGH PARISH COUNCIL HELD**

**ON MONDAY 15th JANUARY 2024 AT 7.30PM**

Present: Councillors:

 M.McGrail, D.Hares, S Withey, H Holman, J Hamer M.Glover

 Parish Clerk: J. McKeown

6 members of the public were in attendance.

 **Action**

**Item 1.1 Apologies** Cllr Panikkar

**Item 1.2 Open Forum.** The following points were raised: -

* Draft S106 statement on Bucks planning portal.
* Local connection policy incorrect.
* Bucks’ allocation policy and the needs survey.
* Response from hedge and overlook document from July 2023 meeting – Chairman to respond. **MM**
* Coombe hill car park.
* Road safety working party.
* Yellow lines on Chalkshire road.

These issues are covered under the appropriate agenda headings.

**Item 1.3 Declarations of Interest**. Councillor McGrail for a planning request to remove two Ash trees and Councillor Withey for Hastoe Affordable housing.

**Item 1.4 Minutes.** The minutes of Parish Council Meeting held on the 20th of November 2023 were unanimously approved and signed by the Chairman.

**Item 1.5 Road Safety Issues.**

**Item 1.5.1 Moveable Vehicle Activated Signs** - EPC have been asked to provide evidence to Jackie Binning of North West Chilterns Community Board, on a number of questions prior to moving forward. This needs to be completed if funds are to be gained in this financial year. **MM/DP**

**Item 1.5.2 Hard standing** at the bus stop on the A4010 at the fuel station. Can it be moved further down the road, this would also help the flow of traffic, as when the bus stops it blocks the entrance/exit of North Lee Lane. (Hardstanding is not an option) Two bollards have been placed at that corner but it is felt that they were possibly not placed in the best position. **DP**

**Item 1.5.3 Grit bin on North Lee Lane**, decision required to purchase for the cost of £500 for new bin, the salt is supplied by Bucks council, and they continue to refill as used. The existing bin from the church is in poor condition **MM**

**Item 1.5.4 Road safety working party-** in the absence of Cllr Panikkar this was carried over to the next meeting. **DP**

**Item 1.6 Coombe Hill Car Park** Councillor Hares stated that Parking Enforcement need to discuss any mitigating circumstances of car park charging. How to police parking on verges discussed – one option may be to concrete in several wooden posts to stop this. **DH**

Cllr Hares is to ask National Trust for details of the extended car park, including what extra spaces will be provided, how the charging will work, how to manage verge parking, and what the timescales are for the changes. **DH**

**Item 1.7 Recreational Facilities**

**Item 1.7.1 Annual playground inspection** Cllr Holman discussed a quote from Online Playgrounds for a total of £7802 plus vat to cover all the points raised. Cllr Holman has managed to secure donations of £3600 from EKFB (HS2), £1000 from the Village Hall Committee and £250 from Hastoe affordable housing. North West Chiltern Community Board have also provisionally agreed to help fund the flooring replacements for a further £1284 but not until the 2024/2025 financial year. This leaves a balance of £1668 for EPC to fund. The Clerk stated that this will be possible in the current budget due to some underspends this financial year but may require some cash flow management. The project was put to a vote and unanimously approved to go ahead.

Clerk to complete the paperwork with the contractor and place the order for the works to go ahead. **JMcK**

**Item 1.7.2 Website content** Russel Arms content to be provided to the Clerk **MG**

**Item 1.7.3 Allotment –** Chair to review allotment agreement **HH/MM**

It was suggested that allotment fees do not cover the cost of supplied water which is budgeted for around £150.00 p.a. It was proposed and agreed that the allotment fees should be raised to £20 a year. The Clerk pointed out that under the Allotments Act 1922 12 months’ notice of the increase must be given outside of the growing season (which runs from 6th April to 29th September). It was agreed that the Clerk will issue notice of the increase in March when the annual invoices are issued to allotment holders. However, following a subsequent review of the allotment agreement the increase will be able to take effect in the 2024/2025 season as the agreement already sets out terms for annual updates in rent. **JMcK**

The allotments have all now been numbered to avoid confusion.

**Item 1.8 Finance.** The savings and current account reconciliation statements of 31/12/2023 were checked and signed off by Councillor Glover.

The following payments made since the last meeting were approved:

800362 £101.35 Dog bin emptying November 2023.

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800364 £273.83 Clerk expenses and office rent 1/10/23-31/12/23.

800365 £100.00 Dunsmore Church donation for grass cutting expenses.

800366 £27.73 Cllr Withey Xmas carol concert expenses

800367 £4.50 Cllr Holman Playground tape off costs

**Item 1.9 Planning.** Councillor McGrail circulated a summary report prior to the meeting – Molloway 2 metre fence around tennis court application - no other actions required.

Cllr McGrail removal of two ash trees as covered in declaration of interest.

**Item 1.10 Affordable Housing.** Affordable Housing draft S106 agreement. Cllr Hares explained that the agreement on the planning portal is a “stock template”. It currently shows an incorrect local connection policy, some of the minimum periods are wrong (2yrs versus 5yrs), and it does not allow for occupation by singles or couples as requested by EPC. EPC are unable to change these issues alone but will work with Hastoe affordable housing to have these issues corrected. **DH**

**Item 1.10.1 Yellow Lines on Chalkshire Road –**

* Highways to give answers for approval/funding by end of February for potential implementation in March/April 2024. Clerk to chase up. **JMcK**
* Clerk to alert residents of any progress through the parish updates. **JMcK**

**Item 1.11 Clerks Report, Correspondence, Circulars and Consultation Documents**

**Item 1.11.1 Bucks Council Grass Cutting Devolution** – Clerk supplied two copies of the contract for the next five years which was duly signed off by the Chairman. Contractor to sign off copies and return one copy to the Clerk for filing. **JMcK**

**Item 1.11.2 Dunsmore Grass cutting –** A donation cheque to Dunmore Church trustees for a salutary sum of £100 annually was signed to cover the cost of fuel used.

**Item 1.11.3 D Day Beacons 6th June 2024 –** the cost of D Day beacons is prohibitive. Cllr Hares to follow this up with the National Trust to see if a controlled bonfire can be lit on Monument Hill. **DH**

**Item 1.11.4 Biodiversity Policy** the Clerk showed a draft copy of the new Biodiversity policy. This will be re-distributed for the Council to read and agree by the next meeting. **EPC**

**Item 1.12 Dunsmore.** Councillor Hamer has spoken to BCC who say there are no more available

“kissing gates” to replace damaged stiles. Cllr Hamer to follow up with landowners. **JH**

**Item 1.12.1 Road surface** the road conditions are being heavily damaged by through traffic as a

result of the level of road closures on the A413 by HS2. Although Dunsmore is not an official

diversion route many vehicles are using this road. Clerk to contact Murray Cook of Wendover

HS2 group and EKFB. **JMcK**

**Item 1.12.2 Ash die back** a large tree in Dunsmore appears to be suffering from ash die back.

Cllr Hamer to liaise BCC & Steve Webb to have it surveyed. **MM/JH**

**Item 1.13. HS2.** HS2, through EKFB, will now be building the Stoke Mandeville relief road to connect with Bucks Council’s South East Aylesbury Link Road. A junction is to be provided on Marsh Lane when built to partly alleviate some of the traffic movements on North Lee Lane when it re-opens.

**Item 1.14 Fields in Trust.** Councillor McGrail has suggested this item be shelved currently. **MM**

**Item 1.15 Matters of report**

* The annual village party for EPC was suggested for 29th June 2024.
* The Parish Ball was suggested for 21st September 2024.
* The Russell Arms will be closed until 1st March when a new tenant will take over.
* The steps down to the open graveyard at Ellesborough Church are in a very poor condition. A benefactor has come forward suggesting a donation towards repairing the same. Cllr McGrail to discuss with the Church. **MM**
* A photograph needs to be provided for Cllr Hamer to update the website as a new councillor. **JH**
* The annual donation to Ellesborough magazine was discussed and it was proposed and agreed to increase it from £850 annually to £900.

**Item 1.16 Annual Review of Clerk’s pay –** Clerk and parishioners left the meeting, and it was agreed by the EPC to increase the annual salary from £8800 to £9250 annually. The estimated Clerk hours is c.750 hours per annum, i.e.£12.30 per hour and the minimum National Wage Rate (from April 24) is set at £11.44 per hour.

 **Next Meeting** The next meeting will be held at Ellesborough Parish Hall on Monday 18th March 2024 at 7.30pm.

The meeting closed at 21.20 hrs.

Signed

M McGrail

Chairman

Ellesborough Parish Council