**MINUTES OF ANNUAL GENERAL MEETING OF**

**ELLESBOROUGH PARISH COUNCIL**

**ON MONDAY 20th MAY 2024 AT 7.30PM**

Present: Councillors:

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

 M McGrail Chairman

 Parish Clerk: J. McKeown

5 members of the public were in attendance.

 **Action**

**Item 3.1 Chairman** Councillor McGrail was proposed, seconded, and re-elected as Chairman

**Item 3.2 Chairman’s Declaration of Acceptance of office** was signed by Councillor McGrail and witnessed by the Clerk

**Item 3.3 Vice Chairman** Councillor Holman was proposed, seconded and re- elected as Vice Chairman

**Item 3.4 Vice Chairman’s Declaration of Acceptance of Office** was signed by Councillor Holman and witnessed by the Clerk

**Item 3.5 Appointments** the following Councillor’s responsibilities were agreed

1. Planning comment co-ordinator – Councillor McGrail
2. Recreational Facilities & Biodiversity – Councillor Holman
3. Transport and Road Safety, and HS2 co-ordinator – Councillor Panikkar (in absentia)
4. Village Hall Management Committee – Councillor Withey
5. Footpaths, Rights of Way and Dunsmore – Councillor Hamer
6. Rural affordable housing – Councillor Hares
7. Entertainments Officer- Councillor Glover

**Item 3.6 Councillor’s Declarations of Acceptance of Office** Councillor’s Hamer, Withey, Hares and Glover signed their declarations of acceptance of office, and these were witnessed and signed by the Clerk

**Item3.7 Apologies –** Councillor Panikkar

**Item 3.8 Open Forum.** The following points were raised: -

* A thank you for support of the Ellesborough Magazine was made.
* Terrick roundabout condition was discussed – report again to Fix-my-Street but also raise with the local area technician Mr James Tunnard **DP**

**Item 3.9 Declarations of Interest**. Councillor Hares as a tenant of the Chequers Estate due to a planning notice.

**Item 3.10 Minutes.** The minutes of 2023 AGM held on the 15th of May 2023 were unanimously approved and signed by the Chairman.

**Item 3.11 Road Safety Issues.**  Councillor Withey told the meeting that the MVAS units are now in and awaiting a special tool that has been ordered, to erect them onto an existing pole, currently being stored by the previous clerk Mr Rex Norris. Once this arrives the first MVAS will be erected on Chalkshire Road as an initial test run. It was also noted that to move the MVAS it will take two people as they are heavy – a working party to be set up for this to happen every 6 weeks as previously advised. **DP/SW**

**Item 3.11.1 Coombe Hill Car Park** Councillor Hares told the meeting he has not received any further news on this. **DH**

**Item 3.12 Recreational Facilities.** Recent repairs and improvements along with donor recognition have been placed in the notice board at the entrance to the playground. North West Chiltern Community Board wish to carry out a project evaluation with Councillor Holman once they have contributed. **HH**

**Item 3.12.1 Playground inspection fees 2024. –** Councillor Holman told the meeting that she had three different quotes to carry out the annual inspections but recommended Online Playgrounds who recently carried out the repairs. They offer an annual fee of £120 or £306 for a three-year contract. After discussion the meeting voted to support the annual quote. Clerk to follow up with Councillor Holman. **JMcK/HH**

**Item 3.12.2 Website content –** Councillor Glover to provide an article about the Russell Arms. Kid’s competition flyer to be added to the website. The Village Hall have requested access to the website to advertise village hall vacancies. This was agreed by the meeting. **SW/MG/JMcK**

 **Item 3.12.3 Allotments –** A vacancy exists for plot number 2 South. **JMcK**

**Item 3.12.4 Playing field –** Risborough Rangers have now finished the football season and Cllr Holman passed on their thanks for the use of the playing field.  R.R. will complete the repairs to the track that commenced in March. Three rolls of matting are being delivered next week to lay down on the track behind the pedestrian gate. They have also offered a quote to repair the entrance track with crushed concrete to avoid further damage when vehicles enter the field. The quote of £350 was agreed subject to a further quote being carried out by Councillor Hares. When agreed Clerk to contact the North family for permission. **DH/JMcK**

**Item 3.12.5 Kid’s Competition –** Councillor Holman told the meeting that she had secured a cost of £1.85 per pack of wildflower seeds as prizes for the competition to be judged at the Summer Party on 29th June. The cost of £138.75 for 75 packs was approved by the meeting subject to Councillor Holman distributing details of the seed packets. **HH**

**Item 3.13 Finance.** The pre council reconciliation and savings and current account balances were checked by Councillor Holman and signed off.

The following payments made since the last meeting were approved:

800377 £5400 MVAS purchase

800378 £466.15 March 2024 grass cutting and dog bins

800379 £0 Void

800380 £230.40 Rialtas accounts annual subscription

800381 £9639.18 Fenland Leisure playground repairs

800382 £135.66 BALC annual subscription

800383 £579.73 Grass cutting April 2024

800384 £37.20 Fenland Leisure post caps

800385 £30.00 Mr A E Weston Internal audit of 2023/24 AGAR

**Item 3.13.1 AGAR Annual Signatures** the Chairman signed off the annual Accounting Governance figures and they were witnessed and countersigned by the Clerk

**Item 3.14 Planning.** Councillor McGrail informed the meeting that there were no new applications of concern to the Council.

**Item 3.15 Affordable Housing.** Councillor Hares stated that BC were still to agree the S106 agreement, so no further action has taken place

**Item 3.15.1 Yellow lines on Chalkshire Road –** there has been confusion with BC regarding the request for yellow lines outside the planned affordable housing site and a previous plan to install yellow lines at the junction with Ellesborough Road. To be followed up by Councillor McGrail.  **MM**

**Item 3.16 Clerks Report, Correspondence, Circulars and Consultation Documents**

**Item 3.16.1 VAT Refund -**Clerk informed the meeting that the VAT refund was applied for and has been received.

**Item 3.16.2 King’s Portrait –** received and now on display in the Village Hall.

**Item 3.16.3 Retention schedule –** Information Commission Office (I.C.O.) have asked for a personal data retention policy to be drafted which the Clerk has completed and will circulate to Councillors before entering it onto the website. **JMcK**

**Item 3.17 Dunsmore.** Confusion over the clearway signs was discussed although it is now understood that the signs have been removed.

**Item 3.17.1 Ash tree quote** – A quote of £450 to remove the ash tree with ash die back on Dunsmore Road was unanimously agreed

**Item 3.17.2 Stiles –** Two stiles are available – awaiting the Chiltern Society to erect them **JH**

**Item 3.17.3 Road surface** - Councillor Hameragain reported the condition of the road leading to Dunsmore are in a dreadful state with potholes. Follow up with Fix my street and possibly contact James Tunnard the local are technician. **JH**

**Item 3.18. HS2.** EKFB have requested joining up Ellesborough and Stoke Mandeville on their monthly update meetings. The Chair suggested this may not be practical as Stoke Mandeville have many more issues with HS2, and this could dilute our input. Clerk to follow up **JMcK**

**Item 3.19 Annual Village Party –** Councillor Glover informed the meeting that the Silver Band have been booked for the 29th of June, the times are between 12.30 to 5pm at the Village Hall and that he has applied for an alcohol licence. Councillor Glover to advertise the event along with the usual Parish emails from the Clerk. **MG**

Councillor Holman said that a Bee and honey tasting stall will be arranged and that the Kid’s competition will be judged at 2pm on the day.

**Item 3.20 Matters of report**

* Councillor McGrail suggested that Fields in Trust may be resolved by designating the area as a village common. **MM**
* Elm Close sign appears to have gone missing – follow up with James Tunnard **DP**
* A NO BBQ sign to be ordered/sourced for the entrance to the playing field **SW**

**Item 3.20.1 Bugler-** Ed has been confirmed as this year’s bugler

 **Next Meeting** the Annual Parish Meeting will be held at Ellesborough Parish Hall on Thursday 30th May 2024 at 8pm

The meeting closed at 20.55 hrs.

Signed

M McGrail

Chairman

Ellesborough Parish Council