

EATON BRAY PARISH COUNCIL

Email: clerk@ebpc.co.uk Website: www.ebpc.co.uk

Minutes of the Eaton Bray Parish Council Held on 6th April 2009 at The Coffee Tavern

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|----------------------|---|--|
| PRESENT | Cllr D. Marriage (Chairman) Cllr R. Brand Cllr J. Conner Cllr T. Moxey | Cllr M. Heyland Cllr D. Pearson Cllr M. Hawkes |
| IN ATTENDANCE | Heidi Head (Clerk) | |
| ALSO PRESENT | General Public x9 Central Beds Cllr Ken Janes PCSO Joanne Glenn Mr A. Garofall | |

1. APOLOGIES

PC Viv Dady, Cllr Windmill

2. SPECIFIC DELARATION OF INTEREST

Cllr Marriage/Cllr Pearson declared their involvement with the Sports and Social Club.
Cllr Brand declared a personal interest in Agenda Item 20, *leasing of land*.

3. PUBLIC OPEN FORUM

A resident asked the Parish Council if they would be looking at improvements for The Rye Recreation Ground as well as the improvements being planned for School Lane Recreation Ground. The Parish Council agreed they were looking into this and suggested that the resident write with ideas for the Parish Council to consider.

4. CO-OPTION OF NEW PARISH COUNCILLOR

The Parish Council was informed that one of the two applicants for the role of Parish Councillor had contacted the Clerk and stated that they would not be in attendance at the meeting. The Chairman asked if the Council wished to co-opt Mr Alan Garofall onto the Parish Council. This was agreed unanimously and Mr. Garofall duly accepted. Mr. Garofall completed and signed his Declaration of Acceptance of Office of Councillor in the presence of the Clerk.

5. CHAIRMAN'S COMMENTS AND CORRESPONDENCE

- 1) Email from resident enquiring as to the damaged village gateway, old notice board and odd road signs in Knights Close. The Clerk updated the Parish Council on the village gateway, the assessors have looked at the gate and a full breakdown of costs for its replacement has been sent to the insurers. The Clerk hopes to hear from the insurance company in the next few weeks with their final decision. The Clerk has obtained a quote for the replacement of the old notice board at the end of Knights Close. A replacement notice board (including fitting) will be £650. The Parish Council agreed to the notice board being replaced but asked the Clerk to confirm with Cllr Windmill the replacement costs for the installation. All agreed. Clerk to action. It was recommended that the Parish Council look at planting more daffodil bulbs at the entrance to knights Close. All agreed. Clerk to bring to Parish Council Meeting in September 2009. Cllr Marriage agreed to contact Central Bedfordshire regarding the odd road signs. All agreed.
- 2) Resident wishing to have a 'no ball games' sign erected on the green in Knights Close. The Parish Council agreed to organise for this sign to be reinstated. Clerk to action.
- 3) Email from a gentleman wishing to have land to graze sheep; the Parish Council confirmed there is a vacant piece of land, however it has no water supply, no off-road car parking and is not property fenced. It was recommended that the Clerk

Clerk

Clerk/PC Meeting
Cllr Marriage

Clerk

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- write to the gentleman, informing him of this land and if he so wishes can visit the site, but to ensure they are informed of the issues surrounding this piece of land. All agreed. Clerk to action. Clerk
- 4) Letter from resident regarding fencing issues adjoining their property; it was recommended that the Parish Council move this to the General Purposes Working Group to look into this matter in more detail. All agreed. GP Working Group
 - 5) Letter from Eaton Bray Lower School returning the Parish Council donation due to the confusion arisen with the style/size of lift needed for the nursery; read out to all Councillors.
 - 6) Letter from the Royal Air Forces Association regarding the 'Boxes for Troops', thanking the Parish Council and all residents for their kind donations; read out to all Councillors.
 - 7) Information regarding a comment placed on the Eaton Bray Website, under Visitors Book which has been removed from the website; read out to Councillors. Clerk to file. Clerk
 - 8) Email from The Community Aggregate Fund 2009-2010 for additional funding to Parish Councils; agreed to move to the General Purposes Working Group. GP Working Group
 - 9) Letter from Andrew Selous MP regarding the Skate & Ride Area; read out to all Councillors.
 - 10) Letter from Mick Dillon from the Disability Resource Centre regarding his visit to Skate & Ride Area; read out to all Councillors.
 - 11) Email from Sarah Molloy, the Recycling Officer for Central Bedfordshire regarding litter issues/additional bins, confirming that they would be happy to supply additional litter bins to School Lane Recreation Ground if needed; read to all Councillors, Clerk to file for future reference. Clerk
 - 12) Letter from Allianz Insurance regarding cover for Skate & Ride; read out to all Councillors.
 - 13) Email from Central Bedfordshire regarding the Local Area Agreement and the areas Parish Councils contribute to sporting/recreational activities for adults and young within the parish, including an invitation to attend a meeting regarding the LAA; no councillors are able to attend, however Central Beds Cllr Ken Janes who is attending the meeting agreed to report back to the Parish Council with his findings. Cllr Janes
 - 14) Letter from South Beds District Council regarding Planning Application SB/TP/09/0115; read out to all Councillors, letter handed over to Cllr Heyland for further reading. Cllr Heyland
 - 15) Letter from South Bedfordshire District Council regarding Grass Cutting in Eaton Bray Parish; read out to all Councillors, Clerk to attach the grass cutting schedule to minutes. Attachment
 - 16) Email from Martin Freeman regarding Grass Cutting in Eaton Bray Parish; read out to all Councillors.
 - 17) Letter from Bucks & River Ouzel Internal Drainage Board regarding flooding; read out to all Councillors. All Councillors
 - 18) Invitation to Policy Making for Places, 19th May 2009, London; placed in read file/Councillors to let Clerk know if wishing to attend.
 - 19) Invitation to attend the Annual General Meeting for CPRE, 23rd April 2009, Silsoe Village Hall; placed in read file/Councillors to let Clerk know if wishing to attend. All Councillors
 - 20) Email from BATPS regarding the East West Rail Link; placed in read file.
 - 21) Letter from SBDC regarding ethnic & faith profiles for Town/Parish Councils; forwarded to General Purposes Working Group. GP Working Group
 - 22) Letter from a resident regarding overhanging trees in School Lane Rec Ground; it was recommended to contact D. Granger to organise the trimming of the trees, all agreed. Clerk to action. Clerk
 - 23) Email from Highways regarding areas within the parish needing work. Two areas were highlighted as a need for improvement, (i) Greenways (ii) Knights Close. It was recommended that the Parish Council put forward Greenways for this year's improvement area and Knights Close to be put forward for next year's improvement area. Cllr Moxey declared a personal interest in this area and therefore unable to vote. It was then put to the remaining Councillors the suggested order for the improvements and was proposed, seconded, all agreed. It was then put to the Parish Council that Bower Lane is in poor condition, the Parish Council agreed to look at this area during the visit from Highways.

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24) The Performance Review for South Bedfordshire District Council was placed in read file.

6. CENTRAL BEDFORDSHIRE REPRESENTATIVES

Central Bedfordshire Councillor Ken Janes informed the Parish Council of changes to the planning systems in Central Bedfordshire. Any planning matters that the Parish Council believes needs to be put before the Planning Committee have to go through the local Central Bedfordshire Council representative. The request by the Parish Council HAS to be put in within three weeks of the application being received by Central Bedfordshire. The Parish Council raised the point that the Parish Council/Clerk do not get details of any planning applications till at least 2-3 weeks after the application has been sent in to Central Bedfordshire, so by that time it would be too late for the Parish Council to respond. It was recommended the Parish Clerk write to David Hale at Central Bedfordshire to get in writing the changes, including confirmation of whether this is a Central Bedfordshire decision or a Government directive. Once a reply is received the Parish Council would look into this matter further. All agreed. Clerk to action.

Clerk

Cllr Janes was asked if he would forward a list of all portfolio holders in the new Central Bedfordshire Council to the Clerk, who in turn can forward copies to all Parish Councillors for their information. Agreed.

Cllr Janes

7. POLICE REPRESENTATIVE

PCSO Joanne Glenn addressed the meeting. She confirmed that the new PCSO is now in place (PSCO Scott Burgess, Badge 8001) and once he is fully trained she will be able to concentrate on Tottenhamhoe and Eaton Bray. It was noticed that in the crime figures for the month Wellhead was omitted, PCSO Glen said she would look into this and ensure that Wellhead is included in Eaton Bray Parish figures. The issue of parking was raised with PCSO Glenn, especially with vehicles parking on the corners of road/junctions and making it impossible for cars leaving a side road to see any oncoming vehicles. PCSO Glenn said she would keep a note of any poorly parked vehicles and if the need arises, contact the owners of these vehicles.

PCSO Glenn

PCSO Glenn

The Parish Council were informed that the police have been in the village with S.I.D. (S.I.D. is a hi-tec mobile Speed Indication Device, which keeps a sharp-eyed watch on drivers' speeds and when they are detected travelling too fast it flashes up the speed on a roadside display monitor. The aim is to draw drivers' attention to their speed and let them know they are over the limit, encouraging them to slow down).

8. SIGNING OF MINUTES OF THE PARISH COUNCIL, 2ND MARCH 2009

It was agreed unanimously to accept the minutes of the Parish Council Meeting held on the 2nd March 2009, the Chairman signed the minutes.

9. MATTERS ARISING FROM THE PARISH COUNCIL MINUTES (*for information*)

- Standing Orders: The Clerk confirmed that the Standing Orders would need to be re-written to include the addition of Chairman's telephone costs. The Clerk confirmed that she would update the Standing Orders and bring them to the Parish Council Meeting in May for approval.
- No Horse Riding: It was recommended by local stables that rather than write direct to them, the Clerk contact the Parish Clerk's within the area and ask them to put a notice in their parish newsletters regarding horse riding not being allowed at School Lane Recreation Ground, Mill End Close/Waterside. The Clerk confirmed that this was in hand. In addition it was confirmed that the 'No Horse Riding' notices be attached to current posts, the Clerk will be obtaining a quote for 4x signs and once agreed will organise with Cllr Brand and Cllr Moxey their placement. The Parish Council was informed of a damaged post in School Lane Recreation Ground where a no horse riding sign is to be positioned; this post will be mended before the sign is attached. All agreed.

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10. GENERAL PURPOSES REPORT & SIGNING OF MINUTES, 12TH MARCH 2009

It was agreed to accept the minutes of the General Purposes Working Group held on the 12th March 2009. The Chairman signed the minutes.

11. MATTERS ARISING FROM THE GENERAL PURPOSE MINUTES (for information)

- P3: Cllr Moxey confirmed that from Steve Halton's visit (P3 Getting Involved Officer for Bedfordshire County Council) if volunteers who carry out work on Parish Council land inform the Parish Council (Cllr Moxey/Clerk) who would keep a record of the work they were planning to carry out; they would then be covered by P3 insurance. It was brought to the Parish Council's attention that a post in Moor End Lane/Mill End Close is covered in ivy and needs removing. The Parish Council approved this action and the work will be recorded for insurance cover.
- Mill End Close/Conservation Area: The Parish Council wished to thank: Cllr Brand for organising the clearance of the rubble/wood/ivy from the area and Mr. Handscombe (volunteer) who helped in the clearing of the rubble.
- River Ouzel: Cllr Moxey informed the Parish Council that the River Ouzel Authority are very keen to be involved in the work being done in the conservation area and have asked that if we need to book them for work they recommend between May to July 2010.

12. POLICING WITHIN THE PARISH

The draft letter was presented to the Parish Council, who agreed this letter summarised the Parish Council's position on policing within the area. With a couple of slight changes, agreed by all, the Parish Clerk was asked to send the letter to Andrew Selous MP. All agreed, Clerk to action.

Clerk

13. HOUSING NEEDS WITHIN THE PARISH/QUESTIONNAIRE

The Parish Council was informed that the Clerk has received a total of six replies to the questionnaire from a total of 1,088 properties within the parish. ALL of which had received the questionnaire in the December/January 2009 FOCUS Magazine with a reminder for this information being included in the February 2009 FOCUS. It was recommended that the Parish Council look into the current housing within the parish: percentage privately owned, percentage rented/housing association, when this information is collated it is presented to the Parish Council. It was also recommended that the Parish Council, should they agree there is a need for 'exception site housing' within the parish, check how much control the Parish Council would have with regards to the style of housing developed, i.e. bungalows/small houses. All agreed.

Clerk

14. PARISH COUNCIL STALL AT ST. MARY'S CARNIVAL, 4TH JULY 2009

The Parish Council discussed the information to be available at the carnival, suggestions for the stall was; Recreation Ground Improvements (to include Skate & Ride Area), Conservation Area Plans, Neighbourhood Watch, Planning processes etc. In addition the Parish Council needs to agree set-up/tidy-up/stall rota.

Cllr Hawkes
Cllr Moxey
Mr. Woolridge
PC Meeting

15. TASKS TO BE COMPLETED

- Bus Shelter: Cllr Pearson declared an interest in this item and abstained from discussion/voting. The remaining Parish Councillors were presented with a quote for works at The Rye Bus Shelter; to include replacement of damaged tiles, pointing work, replace gable ends, replacement of internal roof rafter. The quote for material and labour came in at £460.00. It was proposed to accept this quote for the work; it was seconded, agreed unanimously. Clerk to contact contractor to organise work to commence. Agreed.
- Dog Bins: The Clerk informed the Parish Council that the new dog bins for the parish were in the Parish Council store ready for installation. It was agreed for the General Purposes Working Group to look at the agreed locations for the bins and to decide the best position to be placed. All agreed.
- Village Sign: After obtaining the grant from the Chilterns Grant Scheme for the supply of a cast metal sign, the Parish Council is now in the position to get this fitted on site.

Clerk

GP Working Group

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The agreed site to be on the green outside the off-licence, pointing to various village locations, however the sign includes the Village Post Office which is no longer there. It was agreed for Cllr Pearson/Cllr Marriage to look at the sign to see if they can get the Post Office section removed and go back to the Clerk with their findings. It was put to the Council that should the sign be corrected the Clerk to organise a quote for this work. All agreed.

Cllr Pearson/
Cllr Marriage

Clerk

- Handyman Toolkit: The toolkit for 2009-2010 has been checked. It was put to the Parish Council, rather than replace the current electric drill (which is used infrequently and not very powerful), should the use of a drill be required the Handyman can hire a more powerful drill for that particular job. All agreed. Clerk to confirm Parish Council decision to Village Handyman.
- Cleaning village Signs: It was put to the Parish Council that many of the village signs are becoming dirty and need cleaning. It was suggested that the Clerk put in a work request for the Handyman to clean the village signs. All agreed. Clerk to action.

Clerk

Clerk

16. EATON BRAY LOWER SCHOOL

The Parish Council was informed of Cllr Heyland's resignation from her position as the Parish Council Representative for Community Governor at Eaton Bray Lower School, a position she has held for many years. The Parish Council thanked Cllr Heyland for all the time and work she has put into the role. It was then put to the Parish Council for a new Parish Councillor to take on the role of Parish Council Representative for Community Governor and Cllr Conner expressed an interest. It was agreed to put her name forward at the Annual Meeting of Eaton Bray Parish Council in May for the position. All agreed.

PC Meeting

An invitation from Eaton Bray Lower School was presented to the Parish Council to visit the school and meet the children/staff. It was recommended that the Clerk contact all Councillors for diary availability and then contact the school with the agreed date for a visit. All agreed. Clerk to action.

Clerk

17. CONSERVATION AREA/P3 REPORT

Cllr Moxey informed the Parish Council that within the Conservation Area, new WHIPS has been planted in the newly cleared area. It was brought to the Parish Council's attention that a resident was concerned about the work taking place, Cllr Moxey agreed to contact the resident to explain the work that is currently ongoing in the area. All agreed.

Cllr Moxey

Cllr Moxey also wishes to express his thanks to Cllr Brand and the volunteers who have been giving up their own time to work on the Conservation Area, and have been doing a fantastic job.

Cllr Moxey confirmed that he is now in the process of putting together a working plan for the next stages in the Conservation Area improvements, including a budget report for works that will need to be completed in 2010.

A concern was raised with regards to trees within the parish, it was agreed that the Parish Council need to have confirmation of the trees currently with a preservation order in the village, in addition to contact Central Bedfordshire (Tree Preservation), to organise a visit with Cllr Moxey/Cllr Pearson to meet and look at the trees within the parish and see if there are any additional trees that could be given a preservation order. All agreed. Clerk to action.

Cllr Moxey/
Cllr Pearson
Clerk

18. COFFEE TAVERN REPORT

The Parish Council were updated on the position of the letting of the Cottage and confirmed the Trustees were in the process of extending the current Tenancy Agreement. The Trustees are in the process of obtaining quotes for the work for the improvement of the cottage bathroom. Cllr Marriage agreed to speak to the Village Hall Committee to acquire additional chairs for The Coffee Tavern. All agreed.

Cllr Marriage

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19. FINANCE REPORT

Budget 2009-2010

The budget proposals prepared by Cllr Windmill and the Clerk were discussed and it was proposed by Cllr Brand, seconded by Cllr Hawkes and carried unanimously that the budget be approved.

Parish Clerk: Salary Scale

The Parish Council was informed that they, as the employer, had the right to change the Clerk's working hours/salary scale if they believed there was a need. The Parish Council had already agreed to an increase in work hours for the Clerk from 15 hours a week to 18 hours a week and it was therefore proposed to change the Clerks Salary Scale from her current NJC salary point 18 to the new NJC salary point 19. This was proposed by Cllr Marriage, seconded by Cllr Brand and carried unanimously. This change is to take effect from the new financial year, the Clerk to update the Contract of Employment, for signing at the Parish Council Meeting in May. All agreed.

Clerk

20. SKATE & RIDE REPORT

The Clerk wished to thank all those who kindly helped her in delivering letters to ALL parish residents. The Parish Council also wished to thank the Clerk for all her hard work in organising the letters, from printing to their delivery.

The Parish Council were informed that the funding applications had been sent in and were now waiting for a decision. In addition, the Parish Council were informed that the application for additional funding by the Police has also been sent in.

With regards to Third Party Funding for the project, the Parish Council was asked to confirm that they will be able to provide the third party funding amount. It was therefore proposed, seconded and carried unanimously that the Parish Council will be providing the third party funding. Clerk to write to confirm the Parish Council's decision. All agreed.

Clerk

The Parish Council looked at the proposed design/position of the Skate & Ride Area, taking into account its position in relation to distance from properties and current facilities. It was agreed, in principle, to the recommended position of the Skate & Ride. The area recommended is the furthest position from residents housing, however once an agreed final design of the area is put to the Parish Council the exact position will then be agreed. All agreed.

Cllr Brand addressed the Parish Council on behalf of a local resident who is interested in buying/leasing part of School Lane Recreation Ground. The area is unused and a part of the ground where anti-social behaviour is experienced and the resident believes that by looking after this section it would reduce many of the problems. The Parish Council confirmed that they are not able to sell the land, however will look into the possibility of leasing this section. It was put to the Parish Council, whether to consider leasing the land. At this point Cllr Brand expressed an interested and therefore would not be able to vote. The decision of the Council was: In favour = 5, Against = 2, an overall majority. The Clerk to contact the Parish Council's legal advisors as to the legal position of this proposal. All agreed.

Clerk

21. CLERKS REPORT

- The Clerk asked the Parish Council to agree to her booking in the yearly RoSPA Inspection of play areas. All agreed. Clerk to action.
- The Clerk asked the Parish Council to agree to her attendance on the Refresher CiLCA (1 day) training, in readiness for her to register for CiLCA in September 2009. All agreed. Clerk to action.
- The Clerk informed the Parish Council of recent enquiries carried out with School Lane residents as to the recycling area at School Lane Recreation Ground Car Park. Cllr Brand visited School Lane and spoke to residents; he made two visits to the area and obtained the following results: 28 were for retaining the bottle bank, 1 against and 23 further dwellings were either not contactable (even after a second visit) or were not

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- bothered either way. Therefore the majority of those contacted were for the retention of the recycling area. It was then put to the Parish Council to agree for a new sign be placed at the entrance of the car park for users of the recycling facility. All agreed. Clerk to organise. The Clerk then asked for confirmation of timings for this facility to be used, it was suggested that the recycling times for residents be from 9:00am to 7:00pm. All agreed. Clerk to action. Clerk
- The Parish Council were informed that the current seat in the Children's play area has become very tatty. Cllr Pearson agreed to look at the seat and report back to the Clerk. All agreed. Cllr Pearson
 - The Parish Council were informed of a new site which may improve the current Clerk email site, the reason for the change is due to problems encountered by the Clerk recently. However the problem has now been rectified and the Clerk's email is working properly. It was agreed to continue with the current system, however should more problems be encountered by the Clerk then the Parish Council would look again at a possible change. All agreed.
 - The Clerk suggested the Parish Council write to Guy Gibson, Bedfordshire County Council to thank him for helping with the removal of the rubble at Mill End Close. All agreed. Clerk to action. Clerk
 - The Clerk suggested the Parish Council write to Lincoln Printing to thank them for organising the print run of letters in such a short time scale. All agreed. Clerk to action. Clerk
 - The Clerk reported to the Parish Council the problems being experienced by residents at Icknield Way Farm Cottages, with delivery Lorries turning into their private drive instead of the industrial estate and causing damage. The Clerk has contacted Highways with this issue and is waiting to hear from them with their findings.
 - The Clerk is trying to locate the deeds/details for the land to the North of School Lane (Holmans Field), needed for the yearly audit, but is having problems locating the information. Cllr Brand agreed to look into this. All agreed. Cllr Brand
 - The Clerk informed the Parish Council the springs for the Lappet Horse/Duck in the children's play area have broken. A cost for their replacements has been supplied; 2x replacement springs at £202 each, fitting/installation £535. Cllr Hawkes agreed to look into additional quotes for this work. All agreed. Cllr Hawkes
 - The Clerk informed the Parish Council that the owner to Booth Place has contacted her to confirm that he is looking into the issue raised by the Parish Council with the condition of the road. It was suggested that is nothing happens within the next four weeks the Parish Clerk contact the owner again. All agreed. Clerk
 - It was brought to the Parish Council's attention that a resident in Church Lane is using a gate to the rear of their property and using the allotments as a cut through. Cllr Marriage/Cllr Heyland agreed to look into this and get back to the Clerk. All agreed. Cllr Marriage/
Cllr Heyland

22. PLANNING COMMITTEE REPORT

The Parish Council were updated on the decision/s of the Parish Council sub-Planning Committee.

Application TP/09/0008

Since the Parish Council Meeting on 2nd March 2009, information that was not available at that time but is now in possession of the Parish Council meant that the application was not looked into fully. The Planning sub-Committee have now looked into the application further, obtaining documents from the planning office, and have made the following findings:

- 1) The area in question in Green Belt
- 2) There will be an overdevelopment of the site
- 3) Obtrusive to the surrounding area
- 4) Extra pressure on an already overburdened lane due to the use by scaffolding lorries and Etyres
- 5) Any development taking place on this site can now be deemed excessive and inappropriate

Therefore the Parish Council, by recommendations of their Planning sub-Committee,

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make the decision of Recommended Refusal for this application.

The response of the Planning Sub-Committee was forwarded to SBDC Planning on the 10th March 2009, however it was suggested that an additional letter be sent to SBDC Planning to confirm the Parish Council's findings. All agreed. Clerk to action.

Clerk

23. TO RESOLVE TO PAY MARCH 2009 ACCOUNTS

It was unanimously agreed to pay the March 2009 accounts.

24. NEXT AGENDA

Items for the Parish Council Meeting Agenda to be submitted to the Clerk **no later** than, Tuesday 21st April 2009.

All Councillors

The meeting closed at 11:00pm.

Next meeting/s to be held:

- (1) Annual Parish Meeting; Tuesday 5th May 2009, 7:30pm at The Coffee Tavern.
- (2) Annual Meeting of Eaton Bray Parish Council; Wednesday 6th May 2009, 7:30pm at The Coffee Tavern.