

EATON BRAY PARISH COUNCIL

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

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

PRESENT	Cllr D. Marriage (Chairman) Cllr J. Conner Cllr A. Garofall Cllr M. Heyland	Cllr M. Hawkes Cllr T. Moxey Cllr D. Pearson
IN ATTENDANCE	Heidi Head (Clerk)	
ALSO PRESENT	PC Viv Dady PCSO Joanne Glenn General Public x1	

1. ELECTION OF CHAIRMAN

It was proposed, seconded that Councillor Marriage be elected as Chairman. All agreed, decision unanimous.

2. APPOINTMENT OF COUNCILLORS

All current Parish Councillors, those in attendance and not in attendance, wished to re-stand. All agreed to the previous year's Councillors re-standing.

3. APOLOGIES FOR ABSENCE

Cllr Brand and Cllr Windmill.

4. SPECIFIC DELARATION OF INTEREST

Cllr Marriage/Cllr Pearson declared their involvement with the Sports and Social Club.

5. PUBLIC OPEN FORUM

There were no members of the General Public in attendance at this point of the meeting.

6. PARISH COUNCIL WORKING GROUPS/COMMITTEES

It was agreed to look at the current working groups/committees of Parish Councillors and to renew these areas for the next council year. Amendments to the current working groups/committees were agreed. See attached. It was requested that the Clerk contact Eaton Bray Lower School to inform them of the new Parish Council representative, all agreed. It was also recommended that the Parish Council set up a Complaints Committee, Clerk to look into further and forward relevant documentation to the Complaints Committee members. All agreed.

Attachment(1)
Clerk

Clerk

7. CHAIRMAN'S COMMENTS AND CORRESPONDENCE

- 1) Letter from resident regarding overhanging/large trees on Parish Council land adjacent to property. To be looked at in more detail by the General Purposes Working Group.
- 2) Email from resident regarding the possible leasing of small section of School Lane Recreation Ground. To be looked at in more detail by the General Purposes Working Group.
- 3) Letter from Andrew Selous MP regarding policing in Eaton Bray parish. Placed in read file.
- 4) Letter from Bedfordshire Police regarding funding application. Read to Councillors.
- 5) Quotation from R. Timberlake regarding the repainting of the village gateways. It was mentioned that the quote is only for the repainting of two gateways, when it should be for three. It was recommended that the Clerk write to the contractor for a new quote. In addition it was put to the Parish Council that they agree to a

GP Working Group

GP Working Group

Clerk

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- maximum spend for the work, it was proposed a maximum spend of £450, this was seconded, all agreed. Carried unanimously. Clerk to action accordingly.
- | | |
|---|--|
| 6) Quotation received from Archer Safety signs regarding No horse riding signs. It was recommended the quotation be forwarded to Cllr Brand to look at the proposed size of the signs and to confirm to the Clerk the preferred sign. To be brought forward to the Parish Council Meeting in July for final decision. All agreed. | Clerk
Cllr Brand
Clerk
PC Meeting |
| 7) Letter from The Chilterns Conservation Board, Chiltern Buildings Design Guide Review 2009 regarding the public consultation. Placed in read file for Councillor comment. | Read file/Councillors |
| 8) Letter from Central Bedfordshire, Luton & South Beds Joint Committee, Core Strategy regarding the public Consultation. To be looked at in more detail by the General Purposes Working Group. | GP Working Group |
| 9) Letter from Chiltern Commons Project Funding Bid regarding a survey of needs. To be looked at in more detail by the General Purposes Working Group. | GP Working Group |
| 10) Letter from resident asking for sponsors for an Iceland Icecap Trek for Charity. Placed in read file for Councillor comment. It was suggested to bring the matter of charity donations to a future Parish Council Meeting and look at the options available. All agreed. | Read file/Councillors
PC Meeting |
| 11) Letter from Mid Bedfordshire Cycle Mapping showing areas for cycle routes. It was agreed to be looked at in more detail by the General Purposes Working Group. | GP Working Group |

8. CENTRAL BEDFORDSHIRE REPRESENTATIVES

There was no representative from Central Bedfordshire in attendance.

9. POLICE REPRESENTATIVE

PC Viv Dady and PSCS Jo Glen were in attendance. The police went through the monthly figures and confirmed that Wellhead crime figures are included with the figures for Eaton Bray parish. The Police confirmed that they are holding two Coffee Morning/Surgery events in the area where everyone is welcome to go along to discuss Problems & Grievances and get General Advice including about Crime Prevention. The events will be held on **Wednesday 20th May 2009, 10:00am-1:00pm at The Coffee Tavern, Eaton Bray** and on Friday 22nd May 2009, 10:00am – 1:00pm at The Memorial Hall, Totternhoe. The police are happy to talk to Eaton Bray residents at the Totternhoe surgery as well as at the Eaton Bray surgery. Notices for these events have been placed on parish notices boards, local shops and the village website.

The Police wished the Parish Council to be aware of problem motorbikes within the village and to reassure people that the police are keeping a close eye on this situation. There are issues within the parish of people parking along the High Street, at corners with other junctions (i.e. High Street/Church Lane); the police confirmed they are monitoring this situation.

The Parish Council wanted to comment on the positive feedback being received from the Ringmaster services and feel it is definitely helping to fight/give awareness of crime within the area.

10. SIGNING OF MINUTES OF THE PARISH COUNCIL, 6TH APRIL 2009

It was agreed unanimously to accept the minutes of the Parish Council Meeting held on the 6th April 2009, the Chairman signed the minutes.

11. SIGNING OF MINUTES OF THE GENERAL PURPOSES WORKING GROUP, 15TH APRIL 2009

It was agreed to accept the minutes of the General Purposes Working Group held on the 15th April 2009. The Chairman signed the minutes.

12. MATTERS ARISING (*for information*): PARISH COUNCIL & GENERAL PURPOSES MINUTES

(i) Parish Council Meeting, 6th April 2009

- No Ball Games Sign: The Clerk confirmed that she was looking into the cost/design for the 'no ball games sign' to be placed in Knights Close.
- Grass Cutting: It was reported that the grass cutting by Central Bedfordshire is still not being done correctly and the Clerk confirmed she has written to Joe Pitt at Central Bedfordshire with the grass cutting issues, and should it not be resolved write to the

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Chief Executive of the council after the next elections.

- Housing Needs: The Clerk confirmed that she is trying to obtain information regarding the proportion of private/council home dwellings in the parish.
- Bus Shelters: It was confirmed that the work to the bus shelter should commence within the next 2-3 months.
- Village Sign: The sign is being looked at to see how the relevant changes can be made. Cllr Hawkes/Cllr Marriage is looking into this and will report back to the Parish Council with their findings.

(ii) General Purposes Working Group, 15th April 2009

- Community Aggregate Fund: The Clerk handed over the relevant paperwork to be looked into further at the General Purposes Working Group.
- Fencing/Adjacent to St. Mary's Church: Cllr Pearson/Cllr Moxey will be speaking to the residents who land adjoins the church to ascertain what style of boundary/spec they are looking at; prior to the Parish Council obtaining quotations.
- Dog Bins: The recommended position of the additional dog bins was agreed with the exception of one, School Lane Recreation Ground where there are already dog bins at each entrance to the ground. The proposal was for a dog bin to be placed at the top of The Meads near the entrance to the field, all agreed. The Clerk confirmed she was to put in a work request to the Handyman for the dog bins to be fitted.

13. PLANNING COMMITTEE REPORT

The Parish Council were updated on planning issues actioned prior to the meeting. In addition a response from David Hale, Planning at Central Bedfordshire was read out to the Parish Councillors. It was requested a copy of this email be forwarded to Cllr Heyland for information. All agreed. Clerk to action.

14. BUSINESS MATTERS

(i) Adoption of Standing Orders

It was proposed, seconded and carried unanimously to adopt the amended *Standing Orders* for the Parish Council. All agreed.

The Standing Orders were adopted by the Parish Council on the 6th May 2009.

(ii) Signing of Parish Clerk's Amended Contract of Employment

It was proposed, seconded and carried unanimously to accept the amended Contract of Employment for the Clerk, all changes to apply from 1st April 2009.

The Contract of Employment was signed by the Chairman of the Parish Council and Parish Clerk on the 6th May 2009.

(iii) Allotment Issues

Water Butts: The Parish Council was informed that the cost for the water butt material for the agreed additional water butts at The Meads Allotments will be £393.59; however this did not include the hard standing for the water butts. It was proposed that the Parish Council agree to a maximum spend of £500, this recommendation was seconded, carried unanimously. Cllr Hawkes to organise the drawings of the position of the water butts/pipe work to forward to the Clerk/Cllr Garofall. The Parish Council also agreed to Cllr Hawkes organising volunteers to assist in the digging of the trenches for the water butts/pipe work. All those present were in favour of the works being carried out.

Gate: The Parish Council looked at the issues surrounding an access gate from an adjoining resident's property in Church Lane to allotments at The Meads. The resident was in attendance at the meeting. The Parish Council had agreed in July 2002 to the resident keeping the gate onto the allotments with the proviso that should they relinquish the allotment plot or vacate their property the gate must be removed and the fence line reinstated; with this condition being reviewed annually. However since this agreement there have been some issues arising with this access gate and an allotment tenant whose allotment falls next to the gate. The Parish Council reiterated that this gate was a 'permissive right of way' to this resident to gain access to their allotment plot only. It was agreed that the resident still have a gate for access to their allotment; however that it should be moved to be adjacent to their allotment plot. The decision of the council would be reviewed annually, to

Clerk to monitor

GP Working Group

Clerk

Cllr Hawkes
Clerk

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see how the access gate is working and that it is not causing concern to other allotment holders. It was again reiterated that this gate was for the sole purpose of gaining access to the allotment plot only and should the residents move or it is found that the allotment is not kept as a working allotment, termination of the allotment tenancy would result in the gate being removed and the fence reinstated by the owners of the property. This was proposed, seconded, agreed unanimously. It was recommended that Cllr Garofall liaise with the resident/allotment holder as to the best position for the gate. All agreed. The Clerk was asked to write a letter to the resident, including new tenancy agreement, outlining the agreed changes. The resident was asked to use the existing gate as little as possible until the new gate is fitted. The resident was asked to fit the new gate and remove the existing gate within a month (by 6th June 2009). All agreed.

Cllr Garofall
Clerk

(iv) Replacement Springs: play equipment

The Clerk confirmed that the cost to replace the two damaged springs for the ride on animals at the recreation ground have come in at £202 (ex VAT) for each spring. The Parish Council agreed to the purchase of the springs and costs incurred for the fitting of the springs to the equipment. All agreed.

(v) No Horse Riding Notices

As agreed on Page 1280, Item 7, subsection 6, of the Parish Council Minutes.

(vi) Leasing of Land at School Lane Recreation Ground

As agreed on Page 1279, Item 7, subsection 2, of the Parish Council Minutes. In addition the Clerk was asked to copy a copy of the current lease agreement to all General Purpose Working Group members for their information. All agreed.

Clerk

(vii) Parish Council Stall at St. Mary's Carnival, 4th July 2009

The Parish Council confirmed they would need the following items:

- Gazebo: Cllr Hawkes to look into this.
- Table: supplied by Clerk.
- Banner: Cllr Marriage to find this.
- Boards for display: Cllr Marriage to speak to Maria Crace.
- Folding screen: Clerk to look into.

Cllr Hawkes
Clerk
Cllr Marriage

Items to be displayed at the Parish Council Stall are:

- Conservation Area: Cllr Moxey.
- Recreation Ground Improvements: Cllr Hawkes.
- Allotments: Cllr Garofall.

Cllr Moxey
Cllr Hawkes
Cllr Garofall

In addition it was agreed to look into the option of have photographs on display of each councillor. Cllr Conner to look into this.

Cllr Conner
PC Meeting

The Parish Council agreed to the above recommendations for the stall. To bring forward as an agenda item in June. All agreed.

15. REPORTS

(i) Conservation Area/P3

The next Con meeting will be on Tuesday 19th May 2008 at The Coffee Tavern (1st floor). A Conservation Area working plan is being put together with two of the residents in Mill End Close putting the details to the plan and looking at grant applications. Cllr Brand has produced the enlarged maps of the Conservation Area which are for use at the next Conservation meeting. Some of the Sycamore trees by the road bridge have been coppiced and also there has been 9 Blue tit nest boxes put in the area. The Working Group is looking at the clearing of dead wood and Ivy from the bottom of a resident's garden and in the ditch (Ouzel Mill House). We are still awaiting all three quotes for tender for the maintenance of the hedging at Mill End/Middle Path, currently only one quote for tender has been received.

(ii) Skate & Ride

A meeting with WREN took place on 27th April last to go through the Parish Council funding application. Cllr Hawkes is trying to arrange the next Skate & Ride Working Group Meeting to go through where we are currently.

Cllr Hawkes

(iii) The Coffee Tavern

The rental of the cottage has been renewed for an additional 6 months, with

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improvements to the cottage now started. The next stage is for the redecoration of The Coffee Tavern and the Coffee Tavern Trustees are looking to obtain estimates for this work. It was put to the Parish Council that the current trustees of the Coffee Tavern; Cllr Marriage, Cllr Conner, Cllr Pearson, Cllr Heyland, Mr Trantum are to be reaffirmed as Trustees for the Coffee Tavern. Agreed unanimously. The clerk was asked to send a letter to the retiring trustee of the Coffee Tavern to thank them for their help. Agreed.

Clerk

(iv) Clerk

- Visit by Highways regarding the Parish Partnership Fund and yearly highways visit: the Clerk is trying to get available diary dates in which to organise the yearly meeting and look at the Parish Partnership fund proposed area; Cllr Pearson/Cllr Marriage agreed to give available date/s for the month.
- The Clerk informed all Councillors about the new Councillor training taking place on Wednesday 22nd July 2009 or Thursday 30th July 2009 at Cardington Village Hall from 7:30pm – 9:30pm. She asked Councillors, if interested in attending, to contact her with their availability. All agreed.
- The Clerk informed the Parish Council of a local news television company who are looking for parish and town events that could be filmed for their web-based community TV. The Clerk suggested St. Mary's Carnival as a possible news item. All agreed. Clerk to forward contact details of Cllr Marriage as a point of contact for the Carnival Committee.
- The Clerk informed the Parish Council of the insurance company's response to the damaged village gateways. It was suggested that the Clerk contact Amey regarding the quote and the decision of the insurance company. All agreed, Clerk to action.

Cllr Pearson/
Cllr Marriage

Councillors

Clerk

Clerk

16. PARISH COUNCIL INSURANCE RENEWAL 2009-2010

It was put to the Parish Council to continue with the current insurance company, Allianz; it was proposed, seconded and carried unanimously. The Clerk reported to the Parish Council that once the full and final settlement of the damaged village gateway had been agreed, the insurance would then include insurance cover for the village gateways.

17. DRAFT ACCOUNTS FOR YEAR TO 31ST MARCH 2009

The clerk distributed the accounts for the Annual Return. It was unanimously agreed to approve the accounts for the year to 31st March 2009 and the Chairman signed on behalf of the Parish Council.

18. TO RESOLVE TO PAY APRIL 2009 ACCOUNTS

It was unanimously agreed to pay the April 2009 accounts.

19. NEXT AGENDA

- Items for the Parish Council Meeting Agenda to be submitted to the Clerk **no later** than, Tuesday 19th May 2009.
- Yearly Timetable attached for information.

Councillors

Attachment(2)

The meeting closed at 10:10pm.

Next meeting/s to be held:

- (1) Monday 1st June 2009, 7:30pm at The Coffee Tavern
- (2) Monday 6th July 2009, 7:30pm at The Coffee Tavern