

EATON BRAY PARISH COUNCIL

Telephone/Fax: 01525 221464 Email: clerk@ebpc.co.uk Website: www.ebpc.co.uk

Minutes of the Eaton Bray Parish Council Meeting

Held on 4th April 2011 at The Coffee Tavern

PRESENT	Cllr M. Hawkes (<i>Chairman</i>) Cllr G. Johns (<i>Vice-Chairman</i>) Cllr J. Conner Cllr M. Heyland	Cllr B. Piggott Cllr M. Simkins Cllr R. Windmill
IN ATTENDANCE	Heidi Head (<i>Parish Clerk</i>)	
ALSO PRESENT	Cllr Marion Mustoe Bedfordshire Police (PCSO) General Public x13	

1. APOLOGIES FOR ABSENCE

Cllr Garofall and Cllr Pearson sent their apologies for absence.

2. SPECIFIC DECLARATION OF INTEREST

There were no declarations of interest.

3. PUBLIC OPEN FORUM

(1) Greenways: Residents are very concerned with the condition of the roads in Greenways and the potential hazard with the fitting of bollards in the area. This will cause a major hazard to emergency vehicles unable to gain access due to residents needing to park. The council asked all residents to write to Central Bedfordshire Council expressing their concerns. The Parish Council agreed to write to the relevant parties at Central Beds Council expressing their concerns with this area. Clerk to action.

(2) Potential Development: The Parish Council was asked for an update on this matter. The clerk confirmed that the council have received a very large response to the questionnaire printed in Focus and on the parish website.

The Clerk confirmed that a communication from Central Beds Council has been received, stating – *"...Central Bedfordshire Council is currently in the process of preparing a new set of planning documents known as the Local Development Framework, and part of that is the Core Strategy which is being produced jointly with Luton Borough Council ... The purpose of the Core Strategy is to set out a vision for the area, including sites for future development on the edge of Luton/Dunstable/Houghton Regis. The strategy states that within the rural area of Central Bedfordshire 750 dwellings are to be provided between 2011 and 2026, within this target 112 have already been allocated leaving 638 dwellings 'to find'. The strategy states that these dwellings should be within or around seven villages [one of those is Eaton Bray] ... Therefore to locate suitable land, Central Bedfordshire Council sent out a 'Call for Sites' in June/July last year; where they invited landowners, developers and other interested parties to submit their sites ... the site referred to [Bower Lane/Mill End Close] was submitted to us as part of that process. A key priority for the Council is to develop 'brown field' sites first wherever possible in order to minimise loss of 'green field' land. However, the council recognise that in order to meet the rural area housing target ... some development on green field land is likely to be required due to lack of brown field sites within existing village boundaries ... It is very important to note that the Council has not yet assessed any of the sites submitted ... and so has not come to a view with regards to their potential suitability for future development ..."*

Clerk

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4. CHAIRMAN'S COMMENTS AND CORRESPONDENCE

- (1) Email from PGM Signs Ltd giving a quotation for Height Barrier & Chain Link; it was agreed that the council need two other quotes before a decision is made.
- (2) Letter from Wheelscape on the company status; read to all councillors. It was recommended that the payment of retention money be released. All agreed. Clerk to action. Clerk
- (3) Letter from Central Beds Council regarding Vehicle Activated Signs; read to all councillors.
- (4) Email from ICO Consultation (Data Protection); placed in read file.
- (5) Letter from Bedfordshire Police on the Luton airport anti terrorism strategy; placed in read file.
- (6) Email from Resident regarding overhanging branches (Ransome Strip); recommended to be looked at by the General Purposes Working Group. All agreed. GP Working Group
- (7) Comment regarding poor Street lighting in School Lane; it was recommended the Parish Council write to Central Beds Council with the concerns raised. All agreed. Clerk
- (8) Email from Resident regarding the proposed development of land in Bower Lane for a training pitch; comments noted. When the application is resubmitted, it will be for the residents to express their concerns to Central Beds Council at that time.
- (9) Memorial Application requiring parish council approval; All agreed, Clerk to notify accordingly. Clerk

5. POLICE REPRESENTATIVES

There was a representative from Bedfordshire police (PCSO) in attendance.

There have been 9 recorded crimes from January to March 2011, which is a reduction from 31 crimes for the same period in 2010.

Anti-Social Behaviour: The police wished to remind all residents to call the police, when encountering an incident, at any time of day, and to obtain as much detail as possible to aid the police in their investigations. Especially with regards to anti-social behaviour which generally increases with the warmer, longer days.

Youth Activities: The police are looking at setting up activity days during the school holidays in Eaton Bray, at School Lane Recreation Ground Skate & Ride area. The Parish Council agreed in principle to this idea and asked the police to forward more details to the council. Agreed. Police

6. CENTRAL BEDFORDSHIRE REPRESENTATIVE/S

Ward Cllr Marion Mustoe attended the meeting.

Dog Fouling: It is an offence to allow a dog, to foul and not clear it up immediately when in a public place. If residents are aware of persistent offenders letting their dog/dogs foul the footpaths, recreation ground etc., they can contact the Central Beds Dog Warden Service who will look into this matter further. The dog wardens have the power to issue fixed penalty notices to members of the public who allow their dog to foul and fail to remove it. The dog wardens conduct patrols but need the public's help to report areas of excess dog fouling. The dog wardens can only issue fixed penalty costs of £50 if they see dog fouling happening.

Contact details for the Dog Warden are:-

- (1) Telephone on 0300 300 8302
- (2) Write to CBC, Technology House, 239 Ampthill Road, Bedford MK42 9BD.

7. SIGNING OF THE MINUTES OF:

- (1) **THE PARISH MEETING, 7th March 2011**

It was agreed unanimously to accept the minutes of the Parish Council Meeting

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held on the 7th March 2011; the Chairman signed the minutes.

(2) **THE GENERAL PURPOSES WORKING GROUP, 10th March 2011**

It was agreed unanimously, by attendees at the General Purposes Working Group, to accept the minutes of the General Purposes Working Group Meeting held on the 10th March 2011; the Chairman signed the minutes.

8. **MATTERS ARISING FROM PARISH COUNCIL/GENERAL PURPOSES MINUTES (for information)**

(1) **Eaton Bray Parish Council**

- There were no matters arising.

(2) **General Purposes Working Group**

- **Rural Affordable Housing:** It was recommended the Parish Council invite a member of the team to a Parish Council Meeting. Decision of council; agreed. Clerk to organise.

Clerk

9. **PLANNING COMMITTEE REPORT**

Planning Applications, February 2011

Application	Address/Development	Decision	Comments
CB/TPO/11/00071	58 Wallace Drive/prune two Ash trees	No Objections	n/a
CB/11/00855	18 Greenways/erection of single storey side extension & internal alteration	No Objections	n/a
CB/11/01123	Land adjacent to 4 Park Farm Cottages, Northall Rd/erection of two bedroom detached dwelling (revised application CB/10/04414)	No Objections ✓3 X 0 Abstain 4	Concern was raised that the application being viewed had to be obtained from CBC website as the original had not been received at the time of the meeting.

- All planning application recommendations by the Parish Council are to be reported to the relevant authority. All agreed. Clerk to action.

Clerk

10. **BUSINESS MATTERS**

(1) **Cricket Club Lease:** It was recommended that (i) Point 2 should state that there should be a rent review, linked to RPI or CPI, in the new lease (ii) Point 3 should state that the council do not give automatic right to the review of the Lease, however would not unreasonably hold back the lease extension. All agreed. In addition, the Council was asked whether there should be a clause in the lease that states that should the Cricket Club disband the Parish Council are not to be solely responsible for the building on the site. The Clerk was asked to speak to the Council's solicitor regarding this matter. All agreed.

Clerk

(2) **Byelaws:** It was recommended that the Parish Council start the process of drafting up updated Byelaws for the parish. All Councillors to forward recommendations for inclusion to Councillor Johns. All agreed.

All Councillors/
Cllr Johns

(3) **Ground Maintenance Contract:** The Clerk confirmed that the new Ground Maintenance Contractor has signed the contract and has begun working for the council. It was suggested that the council look into tidying up 'The Pound' as it has become very overgrown. It was agreed that the Clerk obtain a quote for the work and if it comes in at £200 or less then work can go ahead. All agreed.

Clerk

(4) **Changing Rooms:** The Clerk informed the council that she has now received two Building Surveyor quotes and is awaiting the final quote. The Council agreed that due to timescales they are happy to take the lowest quote that fulfils the full criteria of the survey report. All agreed.

(5) **Greenways:** As discussed under Item 3 sub-section (1).

(6) **Land/Registry Report:** Councillor Johns reported that there is evidence of ownership of

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The Rye, School Lane Recreation Ground, Bower Lane Cemetery; in addition The Market Place. Reference to the land in Bower Lane is noted within the PCC documentation, detailing the history of this land with the Church and the Parish Council under an Enclosure Award of 1860. Cllr Piggott and Councillor Johns recommended looking into the council's archive for further documentation. All agreed.

Cllr Piggott/
Cllr Johns

- (7) **Parish Council – 4 Year Plan:** It was recommended the council look into implementing a parish plan for the village. Obtaining resident's views of what they would like to see within the parish. It was recommended to look into the implementation and costs of carrying out a plan and report back to the council the findings. All agreed.

PC Meeting

11. REPORTS

- (1) **Recreation Ground Improvements:** The new play equipment has been ordered, with delivery expected mid-April.
- (2) **Coffee Tavern:** The Coffee Tavern cottage kitchen is now being refurbished. Emergency lights have been fitted in the Coffee Tavern.
- (3) **Cemetery:** There were no items to report.
- (4) **Allotments:** A request from a tenant to have a Beehive sited on their plot was put to the council. The tenant is a member of the Beehive Association and would ensure that the hive would be sited/fitted according to full regulations. This was agreed unanimously. Tenant to be informed of decision. The Handyman is having difficulties cutting the grass between each allotment plot due to tenants encroaching into this area. It was agreed that a letter go out to all allotment holders asking them not to cut into the pathways, and any paths that have become too narrow will be made wider to allow for cutting. All agreed.
- (5) **Finance:** The Clerk confirmed that she is now in the process of putting together the 2010-2011 accounts, the Internal Auditor (Ray Foster) will be completing the internal audit on Thursday 5th May 2011 and once complete, a copy of the accounts will be forwarded to all councillors to peruse prior to the Parish Council's annual meetings in May.

Clerk

Clerk

12. 2011-2012 Review:

- (1) **Risk Assessment:** It was agreed unanimously to accept the Risk Assessment Review for 2011-2012; the Chairman signed the minutes.
- (2) **Financial Regulations:** It was agreed unanimously to accept the Financial Regulations review for 2011-2012; the Chairman signed the minutes.
- Budgetary Control: It was recommended that in addition to the agreed regulations, item 3.3, any expenditure over £500 must be backed up by at least three separate quotes for presentation to the council. All agreed.

13. PARISH CLERK REPORT

- (1) The Clerk confirmed the annual meeting dates:
- (i) Annual Parish Meeting; Monday 9th May 2011
- (ii) Annual Meeting of Eaton Bray Parish Council, Wednesday 11th May 2011
- (2) The Clerk informed the Parish Council that concerns have been raised by residents with trees within the Parish. It was recommended the Clerk ask Andy Jones, Central Beds Council to look at the trees in question and report back to the council his recommendations. All agreed. Clerk to action.
- (3) Non Domestic Rate Bill: The Clerk informed the council that a bill has been received for The Changing Rooms. It was recommended that the council look at obtaining full evidence of the condition of the building and forward these details to the Valuation Officer for a review of the rateable value. All agreed. Clerk to action.
- (4) It was recommended that due to local elections the new timings for the General Purposes Working Group be deferred until the May Parish Council Meeting. All agreed.

Clerk

Clerk

PC Meeting/May

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- (5) The Clerk raised concerns regarding the clerk's computer. That it freezes and has to be rebooted a number of times during the day. In the future the Parish Council would need to look at updating the hard drive facility. All noted. In addition concern was raised with the lack of full back-up of the computer records. Currently the clerk backs-up all records onto a disc every six months. It was recommended the Clerk purchase a device, to be connected to the computer to carry out regular external back-ups. A spend of up to £100 for the device was proposed. All agreed. Clerk
- (6) The Clerk responded to a request for Councillors to claim for mileage for work carried out on behalf of the council's request. It was proposed the clerk look into other councils and to find out council policy regarding this. All agreed. Clerk
- (7) Due to the large number of responses received regarding the questionnaire in Focus/Website, to compile this data onto computer records the Clerk asked for an additional claim of hours for this work. It was proposed the clerk put a timesheet together for this work and present to the council for authorisation/payment. All agreed.

14. TO RESOLVE TO PAY MARCH 2011 ACCOUNTS

It was unanimously agreed to pay the March 2011 accounts.

MONTHLY PAYMENTS: MARCH 2011	
Ground Maintenance	£900.00
	£1,011.50
Cemetery Maintenance	60.00
Memorial Garden Maintenance	£104.00
Water supply: Burial Ground/Cemetery	£71.40
Non Domestic Rate Bill: Burial Ground/Cemetery	£25.67
Salaries (Clerk & Handyman)	£884.88
HM Revenue & Customs (PAYE/NIC)	£115.06
TOTAL Monthly Outgoings	£3,172.51

15. NEXT AGENDA

- Items for the next Parish Council Meeting Agenda **MUST BE SUBMITTED** to the Clerk **NO LATER THAN Tuesday 26th April 2011**. Items submitted after this date will **not** be included in the May 2011 agenda and will have to be carried forward to the Parish Council Meeting scheduled in June 2011. All Councillors

The meeting closed at 10:00pm.

Next meeting/s to be held:

- (1) Annual Parish Meeting: Monday 9th May 2011, 7:30pm at The Coffee Tavern
- (2) Annual Meeting of Eaton Bray Parish Council: Wednesday 11th May 2011, 7:30pm at The Coffee Tavern
- (3) Parish Council Meeting: Monday 6th June 2011, 7:30pm at The Coffee Tavern