

# EATON BRAY PARISH COUNCIL

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

## Minutes of the Meeting of Eaton Bray Parish Council

Held on 6<sup>th</sup> June 2011 at The Coffee Tavern

<b>PRESENT</b>	Cllr. B. Piggott ( <i>Chairman</i> ) Cllr. R. Brand Cllr. J. Conner Cllr. B. Coulter Cllr. G. Johns	Cllr. M. Hawkes Cllr. M. Heyland Cllr. M. Simkins Cllr. R. Windmill
<b>IN ATTENDANCE</b>	Heidi Head ( <i>Parish Clerk</i> )	
<b>ALSO PRESENT</b>	Cllr Marion Mustoe General Public x6	

### 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 2. SPECIFIC DECLARATION OF INTEREST

There were no declarations of interest.

### 3. PUBLIC OPEN FORUM

- (1) Parish Trees: The Parish Council was asked what their position was with regards to trees sited on School Lane Recreation Ground. The council informed the resident that a report on the trees was being put together and asked if they would like a visit by the Parish Council to inspect the trees from their property, before a decision would be made. This was agreed. It was proposed that Cllr Hawkes make a site visit to the properties concerned and present a report to the council. All agreed.
- (2) Potential Development (*Bower Lane/Harling Road-Mill End Close*): The Parish Council was asked if the feedback had been collated into a report. The Clerk presented the report to the council and proposed the details be put on the council's website for public view. All agreed. Clerk to action. A copy of the report was also handed over to the resident for their information.

Cllr Hawkes

Clerk

### 4. POLICE REPRESENTATIVE

There was no police representative in attendance.

### 5. CENTRAL BEDFORDSHIRE REPRESENTATIVE/S

- (1) Michelle Flynn, the Rights of Way Officer (Central South) for Central Bedfordshire Council (CBC) attended the meeting. She went through the current CBC procedures for the seasonal contracts for maintaining Rights of Way within the area and asked if the Parish Council wished to have more involvement within the scheduling/cutting of the rights of way. It was proposed that the council look at the paperwork in more detail for further discussion, however asked if Michelle would kindly forward information regarding CBC costs/schedules for this area to aid the parish council in their discussions. This was agreed. The parish council also raised concerns regarding the grass cutting within the parish and Michelle kindly offered to speak to the relevant section at CBC and ask them to contact us to discuss further. Michelle also spoke to the council regarding the issues of an overgrown hedge causing obstruction to road users in The Comp. The Parish Council confirmed that they were happy for CBC to write direct to the property owners of the hedging.
- (2) Ward Cllr. Marion Mustoe attended the meeting. The Paddocks planning application is

Parish Council

Michelle Flynn

Central Beds Council

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going to committee on the 22<sup>nd</sup> June next and the parish council asked Cllr Mustoe if she could request a site visit be made to this site, due to: (i) over development (ii) conflict with old people's home (iii) additional pressure on current road system (dual carriageway). All agreed. Clerk to action. The Parish Council were updated on the current situation with the potential development in Bower Lane and were informed that the inspector report for Central Beds (South) has been challenged as to the content of the strategy; therefore the core strategy covering development within this region of Central Beds has potentially been moved back to 2012-2013. The Parish Council agreed to continually monitor this situation. Cllr Mustoe confirmed that the Bedfordshire Music Centres are to remain. The Clerk asked Cllr Mustoe to forward the relevant documentation for inclusion on the parish website. All agreed.

Cllr Mustoe

Clerk

## 6. SIGNING OF THE MINUTES OF:

### (1) ANNUAL PARISH MEETING, 9<sup>th</sup> May 2011

It was agreed unanimously to accept the minutes of the Annual Parish Meeting held on the 9<sup>th</sup> May 2011; the Chairman signed the minutes.

### (2) ANNUAL MEETING OF EATON BRAY PARISH COUNCIL, 11<sup>th</sup> May 2011

Amendments were made to: (i) Page 1395, Item 2, line 8; an additional sentence to be added "The Parish Council co-opted Cllr Margret Hawkes, Cllr Rick Brand, Cllr Bob Coulter, Cllr Mike Simkins and Cllr Richard Windmill" (ii) Page 1395, Item 3; 'of' to be replaced with 'on' (iii) Page 1396, Item 7 [9]; 'citing' to be replaced with 'siting' (iv) Page 1398, Item 18; 'March' to be replaced with 'April' (v) item 19, line 2; '21 June' to be replaced with '24 May'. It was then agreed unanimously to accept the minutes of the Annual Meeting of Eaton Bray Parish Council held on the 11<sup>th</sup> May 2011; the Chairman signed the minutes.

## 7. MATTERS ARISING FROM PARISH COUNCIL MINUTES (for information)

### (1) Annual Parish Meeting

- There were no matters arising.

### (2) Annual Meeting of Eaton Bray Parish Council

- There were no matters arising.

## 8. PLANNING COMMITTEE REPORT

### (1) Planning Application/s, May 2011

Application	Address/Development	Decision	Comments
CB/11/01631	54 Totternhoe Rd, Eaton Bray/single storey extension	No objections	n/a
CB/11/01663	Unit 25 Icknield Way Farm, Eaton Bray/change of use of former weighbridge station, agriculture to care (A3) and hot food takeaway	No objections	(i) Sole use for workers and units on site (ii) Opening hours in line with business hours
CB/11/01634	Tawny Down, Bottom Drive, Eaton Bray/replacement conservatory to rear	No objections	n/a
CB/11/01893	28 Mill End Close, Eaton Bray/single storey side extension	No objections	n/a
CB/11/01336	New Cloud Farm, The Rye, Eaton Bray/erection of roof canopy between two building to form fodder store	No objections	n/a

### (2) Memorial Application/s, May 2011

Application	Name of Deceased	Decision	Comments
Memorials of Distinction	Brenda Martinelli	No objections	Q. Can the trade name be engraved on the reverse of the stone? A. Refusal – the council cannot allow memorials to have any form of advertising.

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- All planning application recommendations by the Parish Council are to be reported to the relevant authority. All agreed. Clerk to action. Clerk
  - All memorial application decisions to be reported back. All agreed. Clerk to action. Clerk
- 9. BUSINESS MATTERS**
- (1) **Appointment of vice-Chairman/Committees/Working Groups & Geographical Areas:** It was proposed that Cllr Johns be put forward for Vice-Chairman, this was seconded, all agreed. Decision unanimous. The Parish Council Committee/Working Groups/Geographical Areas were looked at and changes made. All agreed to the amendments. Clerk to forward updated paperwork to all Councillors. It was proposed that the Parish Council invite a representative from the Village Hall Committee to attend the Annual Parish Meeting with a report for the year. All agreed. Clerk
- (2) **Parish Council Stall (Village Carnival):** It was proposed that the council purchase their own gazebo to hold in store for events, the cost of which must be within the clerks authorised spend, all agreed. Clerk to action. The clerk went through the procedures for the day and it was agreed that a rota, explaining responsibilities/timings to be sent out by the Clerk in readiness for the day. All agreed. Clerk to action. Clerk
- (3) **Cricket Club Lease:** Awaiting response from Parish Council's solicitors. Clerk to chase. Clerk
- (4) **Byelaws:** draft Byelaws were given to all councillors and it was proposed the General Purposes Working Group (GPWG) look at further. All agreed. GP Working Group
- (5) **Parish Trees:**
- 5.1 **School Lane:** item discussed under Item 3 [i].
- 5.2 **Mill End Close:** Further to a site visit the following was recommended (i) Middle Path; many trees are in an unstable state and therefore should be removed (ii) Ransome Strip; cutting back of trees, removal of ivy and once work complete a further assessment of this area. It was proposed that Cllr Hawkes put together a Specification of Work for this section and forward to clerk to send out invitations to tender. All agreed. Clerk to action. It was proposed that the Clerk look into the legal position of this land and its land value to the council. All agreed. Clerk to action. Cllr Hawkes  
Clerk  
Clerk
- 5.3 **Cemetery:** A tree adjacent to the Café Masala has lost some branches which are caught within the canopy. It was proposed that Cllr Hawkes look into this report and let the council know her findings. All agreed. Cllr Hawkes
- 5.4 **The Rye:** It was proposed that a site visit be made to inspect the trees in this location. All agreed. Cllr Hawkes
- (6) The council were informed that concerns have been raised with the current bus service available in the parish, especially those who rely of this service to work and are now unable to travel by public transport due to the reduction of times available and have to travel by car. It was proposed that the council write to Central Beds Council/Arriva with these concerns and enquire if there are the options of using a 'dip in' service where buses operating within near towns can come through the village at work appropriate times. All agreed. Clerk
- (7) **Allotment – representative:** The Parish Council felt that there should be a representative from the Parish Council as an Allotment Warden who will report to the council recommendation from the allotment holders. It was agreed as this time that Cllr Hawkes be the council Allotment Warden. However, if the allotment group wish to select a member to be the representative who can put their views/recommendations to the Allotment Warden/Council, this would be acceptable. It must be noted that any decisions on the allotments MUST go through the Allotment Warden to the presented to the Parish Council. It was also proposed that the Allotment Representative attend the Annual Parish Meeting with an allotment report. All agreed.
- (8) **Five Bells:** It was reported to the council that within the 1967 Licence in respect of the 'Five Bells Public House', there is an agreed £5 yearly rental to the Parish Council for the

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right to use the two strips of land to the front of the premises, which has not be paid. It was proposed that the clerk write to the current owners of the property asking for full payment. All agreed. Clerk to action.

Clerk

## 10. REPORTS

- (1) **Recreation Ground Improvements:** The painting teams are now organised in preparation for the work in School Lane and The Rye play areas. The tennis club have agreed to the use of their toilets. Once a full survey of the Changing Rooms has been completed, if the building is structurally safe then the toilets will be accessible for the painting teams use. The costs of the materials required for the work was presented to the council (£555), this was proposed, seconded, all agreed. Decision unanimous to accept costs.
- (2) **Coffee Tavern:** The new Gas contract has been set-up.
- (3) **Cemetery:** Work to the front hedge will commence from 11<sup>th</sup> June (subject to weather).
- (4) **Finance:** No items to report.

## 11. CHAIRMAN'S COMMENTS/CORRESPONDENCE & PARISH CLERK REPORT

### Chairman's Comments & Correspondence

- (1) Email from Ground Maintenance Contractor; (i) due to the lock being worn out, it was suggested that this be secured by a combination lock. It was proposed that the Clerk purchase a combination lock for this use. All agreed. (ii) Ragwort has been located in Mill End Close. It was proposed that this be removed. All agreed. Clerk to action. (iii) the cherry tree in the middle of the seat at The Market Square is not in a good condition. It was proposed to monitor this. All agreed.
- (2) Email from Handyman; The Meads Bus Stop has some damage to rear. It was proposed that the GPWG look into this and report back to the Parish Council. All agreed.
- (3) Email from Michelle Flynn regarding hedging along The Comp; item discussed under Item 5 [1].
- (4) Email from Handyman; issues raised; It was proposed that these matters be looked into at the GPWG and reported back to the Parish Council. All agreed.
- (5) Invitation to Let's Talk Together Community Meeting; 23<sup>rd</sup> June 2011 at Dunstable Fire Station; placed in read file.
- (6) Training with BATPC (New Councillor Induction, Intermediate Chairmanship, Developing Chairmanship); placed in read file.
- (7) Email from Zoe Ashby on Rural Affordable Housing Survey; it was proposed that the Parish Council invite them to a future meeting. In favour 5, Against 1, Abstain 3 – carried. Clerk to action.
- (8) Letter from Central Beds Council re Localism; placed in read file.
- (9) Funding Workshops on Thursday 9<sup>th</sup> June & Thursday 6<sup>th</sup> October; placed in read file.
- (10) Letter from SoLCC - Essential Publications from the society bookshop; placed in read file.
- (11) Letter from Victim Support – Voluntary contribution; it was proposed to a donation of £25. All agreed. Clerk to action.
- (12) Letter from Central Beds Council (for information) – road closure 2<sup>nd</sup> July 2011; read to councillors. Clerk to inform Carnival Committee that they need to ensure those residents living along the road closure section are notified of the closure date and time. All agreed.
- (13) Email from David Granger; read to Councillors.
- (14) Email from resident regarding weeds in the parish; read to Councillors, clerk to inform Central Beds Council.

Clerk

Clerk

GP Working Group

GP Working Group

PC Meeting/  
Clerk

Clerk

Clerk

Clerk

### Parish Clerk Report

- (1) The Rye Rec- There is a wooden barrier in the car park in front of the walk in gate. The main post has been snapped off, has been moved to make safe.
- (2) The Clerk informed councillors that she only took 5 days leave in the last financial year. It was proposed that in future years, should the Clerk not take her full holiday entitlement

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(20 days per year for employment up to 5 years, increasing to 25 days thereafter) then she can claim those days as working hours and be paid accordingly. All agreed.

DUE TO NEW COUNCILLORS, PLEASE ENSURE:-

- (3) Read File: Councillors should keep the file for a MAXIMUM of 3 days then pass on.
- (4) All Councillors to notify Clerk if away on holiday.
- (5) Please ensure all phone calls to other Councillors/Clerk are made at a reasonable time – unless an emergency.
- (6) Please ensure that as Councillors any statements to the Press, on behalf of the Parish Council, must only be made if agreed/authorised by Parish Council.
- (7) If, as a councillor, you are unsure of procedures – check with Clerk.
- (8) Councillor expenses can only be paid for authorised activities, approved by full council.

## 12. TO RESOLVE TO PAY MAY 2011 ACCOUNTS

It was unanimously agreed to pay the May 2011 accounts.

MONTHLY PAYMENTS: MAY 2011	
Ground Maintenance	£1,401.50
Cemetery Maintenance	£60.00
Playground equipment: School Lane Rec Ground	£4,783.20
Salaries (Clerk & Handyman)	£999.79
HM Revenue & Customs (PAYE/NIC)	£185.12
<b>TOTAL Monthly Outgoings</b>	<b>£7,429.61</b>

## 13. NEXT AGENDA

- Items for the next Parish Council Meeting Agenda **MUST BE SUBMITTED** to the Clerk **NO LATER THAN** Tuesday 21<sup>st</sup> June 2011. Items submitted after this date will **not** be included in the July 2011 agenda and will have to be deferred to the Parish Council Meeting scheduled in September 2011.
- Items for inclusion at next PC Meeting, July: *Diamond Jubilee, village plan, disabled representative, standards committee*

All Councillors

PC Meeting

The meeting closed at 9:55pm.

Next meeting/s to be held:

- (1) Parish Council Meeting: Monday 4<sup>th</sup> July 2011, 7:30pm at The Coffee Tavern
- (2) Parish Council Meeting: Monday 5<sup>th</sup> September 2011, 7:30pm at The Coffee Tavern