

# EATON BRAY PARISH COUNCIL

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## **Minutes of Meeting of Eaton Bray Parish Council**

**Held on 2<sup>nd</sup> November 2015 at The Coffee Tavern**

<b>PRESENT</b> (PC = Parish Council)	Cllr. G. Wigley (Chairman) Cllr. N. Cartright	Cllr. J. Conner Cllr. P. Spicer
<b>IN ATTENDANCE</b>	Heidi Head (Parish Clerk/RFO)	
<b>ALSO PRESENT</b>	General Public x10	

Due to Cllr. Windmill's absence, Cllr. Wigley presided as Chairman over the meeting. Agreed.

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. Windmill, Cllr. Owens, Cllr. Tomkins, Cllr. Simkins and Cllr. Ken Janes

### **2. SPECIFIC DECLARATION OF INTEREST**

- Cllr. Wigley declared an interest in item 9(4)
- Cllr. Spicer declared an interest in 9(3)

### **3. PUBLIC OPEN FORUM**

Points brought to the attention of the Parish Council (PC):

- Greenways parking - update on improvements; *Parish Council are still waiting for an update on this matter. Resident expressed concerns that CBC do not have any plans to improve or change the parking, Clerk to contact ex-Cllr. Mustoe and Cllr. Janes for any documentation/information regarding this matter.*
- Overgrown hedging - concerns were raised regarding a property along High Street near to junction with Northall Road with hedging growing over the footpath; *Clerk will write to residents of the property requesting they trim back hedging to boundary line.*
- Problem Youths – there is an increase in problem youths within the parish; *PC has contacted Bedfordshire Police with these concerns, however wish to remind all residents to report any incidents within the parish, obtaining a log number. The PC is also looking into the installation of CCTV cameras in certain problem locations within the parish.*

### **4. PARISH COUNCILLOR CASUAL VACANCY**

There were no applications for the Parish Councillor vacancy. Clerk to re-advertise. Agreed.

### **5. SIGNING OF THE ANNUAL MINUTES FOR EATON BRAY PARISH COUNCIL, 06/07/15**

It was agreed unanimously to accept the minutes of the Meeting of Eaton Bray Parish Council held on 5<sup>th</sup> October 2015, the Chairman signed the minutes.

### **6. MATTERS ARISING FROM EATON BRAY PARISH COUNCIL MINUTES (for information)**

- (1) Greenways Improvements: (03/03/14); matter ongoing - awaiting full details/update.
- (2) Additional inscription/war memorial (01/09/14); awaiting details from Church.

### **7. REPRESENTATIVES**

- (1) Central Beds Council (CBC): [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

There was no representative from CBC in attendance.

Clerk

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EATON BRAY PARISH COUNCIL LOG (item removed when matter resolved)		
EBPC reports to Central Bedfordshire Council		
Date raised	Matter Raised/description	Response/Outcome
03/03/2014	Greenways & Knights Close / parking problems and damage to grass areas.	CBC has agreed on improvements to Greenways. Waiting for details. Cllr. Janes to follow this up. 07/09/15: Greenways - ongoing. 07/09/15: Knights Close – posts/bollards have been erected on the grass verges to stop damage to grass, parking matters still ongoing. 02/11/15: concerns that CBC do not have any plans to improve or change the parking. Cllr. Janes to investigate further.
12/05/2014	Meeting with Cllr. Brian Spurr, Cllr. Simkins and Cllr. Tomkins regarding highway matters in the parish.	Awaiting report from Cllr. Spurr. 02/03/2015: Cllr. Tomkins/Simkins met with Cllr. Spurr (12/03/2015) to go through further highways matters. Ongoing.
02/06/2014	Parish Street Lights / a number of street lights in the parish are faulty, not working. Reported to CBC.	Due to CBC updating lighting to LED lights, parish lights are not being repaired / matter ongoing. *Cllr. Marion Mustoe informed Clerk (04/03/15) that Eaton Bray lights are scheduled to be upgraded by the end of June 2015. Cllr. Janes to follow this up. Ongoing.
01/06/2015	30mph Speed Sign: Harling Road/ Bower Lane. CBC previously agreed to the sign being moved past the junction with Dunstable Road. Still waiting.	Cllr. Janes to follow this up. 07/09/15: CBC have erected new mileage signs, however they have been erected in the wrong place. Cllr. Janes to follow this up.

Cllr. Janes

Cllr. Janes

(2) Bedfordshire Police (BP): [www.bedfordshire.police.uk](http://www.bedfordshire.police.uk)

There were no police representatives in attendance. The Clerk is awaiting a copy of the Crime Report for October 2015. Clerk to chase.

Bedfordshire  
Police

## 8. PLANNING REPORT: Planning Applications – October

SEPTEMBER 2015		
Application	Planning Location- Development	Comment
CB/HDG/15/00418	Agricultural land to SW of Park Farm, The Rye, LU6 2BQ	Comment raised: (1) Loss of wild life habitat (2) Loss of diversity of wildlife in this area
CB/15/03638/LB	Church Farm, 2 High Street, LU6 2DL	No comment

## 9. BUSINESS MATTERS

(1) Neighbourhood Plan (NP): Report read to Councillors, proposed to include report in December Focus. All agreed. Feedback from the recent NP Steering Group regarding the Christmas wreaths was positive, a good initiative from the PC for the benefit of the village.

Focus

(2) Highways Matters:

(2.1) Roundabout: Tring Road/Harling Road – problems with visibility due to encroaching hedgerows. Clerk to request hedges be trimmed back. Agreed.

Clerk

(2.2) 30mph road sign: The PC to put in a request with CBC, as per previously communications with CBC/ex.Cllr. Mustoe; to move the 30mph further into Harling Road to stop the speeding of vehicles at a dangerous junction. Agreed.

Clerk

(2.3) Advertising signage: the posters/signs have been moved to storage. As proposed/agreed by the PC (with the exception of PC events/Village Carnival) notices/advertising is prohibited on Parish Council land unless written authorisation

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given by PC. Agreed.

- (3) Cricket Club Lease: Lease has been forwarded to Cricket Club for signature and the representations for the PC are also in the process of signing their section of the lease. Once completed the Lease will be returned to the Solicitor for final authorisation.
- (4) Tennis Club: Waiting to hear back from the Chairman of the Tennis Club with update.
- (5) Working with Edlesborough PC/Village Events:
  - (5.1) Enquiries regarding the possibility of Christmas Wreaths also being displayed within Edlesborough - Cllr.Spicer have forwarded on the relevant documentation/ paperwork to Edlesborough PC to look into further.
- (6) Parish Events/Christmas:
  - (6.1) Christmas tree: The PC are again installing two Christmas trees in the village, one at the Three Corners and one in Market Square. It is hoped to add a third tree to the parish for 2016 based in Wellhead.
  - (6.2) Christmas 2015 Wreaths: Cllr. Spicer confirmed that all slots for this year's Christmas Wreaths has been taken, payments for the wreaths to be forwarded to Clerk to processing.
  - (6.3) Brass Band: The PC have arranged for the brass ensemble to play Christmas Carols around Eaton Bray on the evening of the 18<sup>th</sup> December. The evening commences from 7:30pm at Three Corners moving to Market Square/White Horse at 8:15 pm. Cllr. Simkins to organise booking. Agreed.
- (7) Electrical Feed Tower: To help improve the PCs festive decorations/lighting for this and subsequent years it was proposed to install an electrical feed tower at Three Corners; quotation for the work presented to Councillors, all agreed to the proposed work on the basis that the electrical feed can be completed in time for the Christmas display this year. However if this is not feasible, then the council would wish to postpone the work until next year. Agreed.
- (8) CCTV Cameras: Due to an increase in ASB (anti-social behaviour) within the parish it was the proposed that the PC look into the installation of CCTV cameras in locations within the parish, (i) Three Corners/bus stop (ii) School lane/car park; quotations for this work was presented to the PC, all agreed to the proposed work to be auctioned. Agreed.
- (9) Parish Map: It was recommended to the PC that they have a parish map available electronically, Cllr. Wigley to forward the electronic plan of Eaton Bray Parish supplied by CBC to Clerk for parish records. In addition the Clerk will go through the archives for an old A1 map which shows the areas of responsibility for land/grass within the parish by the PC and/or CBC; once map located Cllr. Cartwright will organise for it to be copied for electronic use. All agreed.
- (10) Parish Trees:
  - (10.1) Landscape Buffer: The Clerk presented the quotes for work to trees within the Landscape Buffer for consideration, the PC requested confirmation by the contractors that the quotes include the removal of the cut braches/trees from the site. It was proposed the PC agree to a spend of £650, should the amended quotations come in over that amount new quotations to be presented to December PC meeting. All agreed. The PC considered a communication from a resident regarding the removal of a large Maple tree to the rear of their property within the buffer, however the PC also notes the large number of complaints received over the years regarding these tress on the strip. The PC is responsible for the buffer and the maintenance of trees/shrubs within the land and therefore it was proposed that the PC organise for the removal of the three trees as recommended/located on the plan. Clerk to respond accordingly. All agreed.
  - (10.2) Trees to rear of 1,2,2a Mill End Close: Clerk awaiting amended quotations for the removal of Field Maple.
  - (10.3) Trees – St. Mary's Church churchyard: Trees branches overhanging adjacent

Clerk/  
Cllr.Cartwright

Clerk

Clerk

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property/leaves falling into garden - as per CBCs guidelines, the PC's policy is not to top/lop or fell otherwise healthy trees that would otherwise need no maintenance to alleviate problems such as: *the build of leaves, seeds, berries or other minor debris on a neighbouring property; to allow more light to a property, where the trees in question would not otherwise require any surgery; to improve television or satellite reception or to prevent roots entering already broken pipes. That if a tree/hedge does not have birds nesting or if a tree does not have a tree preservation order, the council will only work on it if there is a health and safety risk or the tree is diseased.* Residents are fully entitled under law to cut back to the boundary line any branches/hedging overhanging their property line, in view of this the PC Clerk has received a draft cost for the work to the trees in the churchyard adjacent to the bungalow which will be forwarded to the church as a rough guideline for the resident should they wish to carry out/pay for this work.

Clerk

## (11) Quotations:

(11.1) Notice Board – Market Square: A quotation for the work to remove from current position and relocate to new site in The Pounds was presented to the PC. All agreed. Clerk to action accordingly.

Clerk

(11.2) The Rye Ground: Quotations were presented to the PC for work to repair the damaged benches/barrier from recent vandalism. All agreed.

Clerk

## 10. REPORTS

### (1) Chairman's Correspondence:

(1.1) Letter from St. Mary's Carnival Committee with donations for the PC, (i) £150 general donation to the PC (ii) £125 towards the PCs play equipment fund: It was proposed the PC write to the committee thanking them for their kind donations. All agreed.

Clerk

(1.2) Email from CBC – salt bag scheme: Previous years the PC and School have declined the use of salt bags; however it was proposed to council that the Ground Maintenance Contractor stores the salt and will, if the need arises, voluntarily on behalf of the PC salt any problem areas. Clerk to forward details to contractor and CBC. All agreed.

Clerk/contractor

(1.3) Email from resident regarding the Three Corners bus shelter: The PC note the resident's concerns however fully support the need for the bus shelter to remain. However the PC is now looking into the option of the installation of a CCTV camera for this area. Residents are more than welcome to attend a PC meeting, there is a 10 minutes Public Open Forum when residents are able to put their concerns to councillors. Clerk to respond accordingly.

Clerk

(1.4) CBC Leisure Strategy update: It was agreed to forward the documentation onto the NP Steering Group for information.

NPSG

(1.5) Email from resident regarding the removal of a tree from the landscape buffer in Mill End Close: see minutes page 1627, item 10 (10.1).

(1.6) EB Academy – school crossing patrol: The Clerk has obtained information regarding a school crossing patrol for the area. It was proposed that the clerk forwarded the relevant information/contact onto the school for them to look into further. All agreed.

Clerk/school

(1.7) Email regarding a business opportunity for the development of at The Rye on the old Pavilion site. This is not something the PC would consider at the present time. Proposal to be forwarded to the NP Steering Group. All agreed.

NPSG

(1.8) Village Hall/Cheeky Monkeys: a communication received from the Village Hall Committee confirming they did agree a discounted room rental with Cheeky Monkeys. Therefore it was proposed that the PC put a statement in Focus that ... *'The Parish Council would like to apologise for any misunderstanding relating to the*

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statement made in regards to the Cheeky Monkeys Group not being able to get a reduction in rental cost at the Village Hall and that as a start-up group a discounted rate has been offered to the organisers of Cheeky Monkeys. This has been in place since July to assist in support of the local childcare group. The PC would like to thank the Village Hall for their support with this local group.' All agreed.

Focus

## (2) Clerk's Report:

- (2.1) Read/circulation file handed out to all Councillors.
- (2.2) The Clerk informed the PC that she is still waiting to hear back from Totternhoe PC regarding the Model of Policing Talk.
- (2.3) Dog Fouling Bin: concerns have been raised regarding the continuing problem with dog fouling within Knights Close area. It was proposed to assess the area as to a suitable position for a potential dog hygiene bin. To b/f December PC Meeting.
- (2.4) Air Ambulance Donation/request: to b/f December PC Meeting.
- (2.5) Holmans Field Bridge: it was proposed that the Clerk organise for some maintenance work to be carried out to the bridge, (i) sanding down/repainting of metalwork (ii) replacement of two/three worn slats. All agreed.

PC/Dec

PC/Dec

## (3) Coffee Tavern (CT)/Cottage: No matters to report.

## (4) Cemetery: Clerk waiting to hear back from CBC/Church regarding land options to the PC.

## (5) Finance: Copy of updated accounts forwarded to Councillors for information. Clerk to organise Finance Working Group for November, prior to December PC Meeting. Agreed.

Clerk/Finance WG

## (6) Working Groups: No matters to report.

## 11. ACCOUNTS: TO RESOLVE TO PAY OCTOBER 2015; Presented to council - all agreed.

MONTHLY PAYMENTS: SEPTEMBER 2015	
Ground Maintenance	£4,723.51
The Royal British Legion – poppy wreaths	£100.00
Salaries (Clerk & Handyman)	£1,008.38
HM Revenue & Customs (PAYE/NIC)	£89.89
TOTAL Monthly Outgoings	£5,921.78

## 12. NEXT AGENDA

- Items for the next PC Meeting Agenda MUST BE SUBMITTED to the Clerk NO LATER THAN Thursday 26<sup>th</sup> November 2015. Please note items submitted after this date will not be included in the December agenda and will be deferred to the PC Meeting scheduled in January.

All Councillors

The meeting closed at 9:00pm

## Next meeting/s to be held:

- Monday 7<sup>th</sup> December 2015; from 7:30pm at The Coffee Tavern (1<sup>st</sup> floor)
- Monday 4<sup>th</sup> January 2016; from 7:30pm at The Coffee Tavern (1<sup>st</sup> floor)