

EATON BRAY PARISH COUNCIL

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

Minutes of Meeting of Eaton Bray Parish Council

Held on 5th September 2016 at The Coffee Tavern

PRESENT (PC = Parish Council)	Cllr. N. Cartwright (Chairman) Cllr. J. Conner Cllr. S. Owens	Cllr. Simkins Cllr. P. Spicer Cllr. G. Wigley
IN ATTENDANCE	Heidi Head (Parish Clerk)	
ALSO PRESENT	General Public x5 Cllr. Ken Janes	

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Windmill.

2. PARISH COUNCILLOR VACANCY

There are still two vacancies on the Parish Council. Clerk to re-advertise. All agreed.

Clerk

3. SPECIFIC DECLARATION OF INTEREST

- Item 9(2) - Cllr. Wigley; Item 9(3) - Cllr. Spicer.

4. PUBLIC OPEN FORUM

Points brought to the attention of the Parish Council

No matters were brought to the Council's attention.

5. SIGNING OF THE MINUTES FOR EATON BRAY PARISH COUNCIL, 04/07/2016

It was agreed unanimously to accept the minutes of the Meeting of Eaton Bray Parish Council held on 4th July 2016, the Chairman signed the minutes.

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

(6.1) Greenways Improvements: (03/03/14); matter ongoing.

(6.2) Neighbourhood Watch poster: (04/07/16); Clerk to action accordingly.

7. REPRESENTATIVES

- (1) Central Beds Council (CBC): www.centralbedfordshire.gov.uk

Councillor Ken Janes was in attendance.

(7.1.1) The Planning Application for development at The Rye/Totternhoe Road has been refused. Cllr. Janes had emailed the previous Chairman of the Parish Council of the decision to ensure the Council was aware of the result. Cllr. Janes to keep the Council updated of any future developments. Agreed.

(7.1.2) The focus group set up for Traveller & Gypsy Sites is still ongoing. Cllr. Wigley is the Councils representative for this group.

Cllr.Janes

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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 does not have any plans to improve or change the parking. Cllr. Janes to investigate further. 07/12/15: Cllr. Janes asked to follow up. 04/01/16: See minutes page, 1636, item 3 (• 1) 01/02/16: See minutes page, 1641, item 3 (3.1)
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. 07/12/15: Cllr. Janes asked to follow up. 04/01/16: Cllr. Tomkins has spoken with area team responsible for signage; they have confirmed the signs will be relocated to new position. Awaiting final completion before removal of action point.
04/04/2016	Central Bedfordshire Council: Highways Contacts	Cllr. Janes to forward to the Clerk up to date contact details for new CBC Highways department. 09/05/16: Cllr. Janes to chase.

(2) Bedfordshire Police: www.bedfordshire.police.uk

There was no representative from Bedfordshire Police in attendance.

(2.1) Police Engagement Evening: 14th September 2016, Cllr. Owens to attend.

Cllr.Owens

(8) PLANNING REPORT: July/August 2016

(8.1) No updates/issues arising.

(8.2) Planning Applications received:

JULY/AUGUST 2016		
Application	Planning Location/ Development	Comment
(1) CB/16/02906	12 The Rye, LU6 2BQ; 2x storey side extension, single storey side & rear extension, porch, dormer windows	No Comment. Subject to normal planning conditions
(2) CB/16/02842	2a Mill End Close, LU6 2FH; 2x story front extension (re-submission CB/15/04064)	No Comment. Subject to normal planning conditions
(3) CB/16/03717	7 Park Lane, LU6 2BB; dormer windows	No Comment. Subject to normal planning conditions

(9) BUSINESS MATTERS

(1) Neighbourhood Plan (NP): The Neighbourhood Plan Steering Group (NPSG) has looked into the cost of hiring a consultant to aid the process. Three quotations were put to the Council, it was decided that the Council consider rCHO, who have been recommended by other Parish Councils and have experience in this area having already successfully processed a number of Neighbourhood Plans. The other two Companies have not as yet completed any Plans All agreed. It was proposed that the Council agree to an expenditure (which includes a contingency fund, which may not be needed) of £19,000. The Council to fund £5,000 from the agreed 2016-17 budget, £5,000 from the 2017-18 budget and a grant available to the Council for £9,000. All agreed.

NPSteeringGroup

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| (2) <u>Tennis Club Lease</u> : The Solicitor's recommendations were read to the Council, it was agreed to accept the recommendations and ask that the Tennis Club draft the Lease and forward it to the Council's Solicitor. The Tennis Club to ensure that the new Lease incorporates the same terms and conditions as the original Lease. All agreed. Clerk to action. | Tennis Club/Clerk |
| (3) <u>Cricket Club Lease</u> : The Clerk is meeting with the Council's Solicitor to go through the deeds on file. Cllr. Spicer also agreed to speak to the Cricket Club to ascertain whether they hold a copy of the old deed on their files. All agreed. Clerk to action. | Cllr.Spicer/Clerk |
| (4) <u>Skatepark</u> : The proposed graffiti art/design on the Skatepark bowl is currently not proceeding. | |
| (5) <u>Events/Village Enhancements</u> | |
| (5.1) Due to other issues the Community Market will be rescheduled for 2017. | |
| (5.2) The Council are looking at holding a Christmas Market/Craft Fair, Cllr. Spicer to look into details further. Agreed. | Cllr.Spicer |
| (5.3) It was recommended that the Council put forward an additional job request to the Village Handyperson for the following work: | |
| (5.3.1) Bower Lane: Two gates – to be sanded and painted. | |
| (5.3.2) The Rye: One gate – damaged to be made good, sanded and painted. | |
| Clerk to obtain time/costs for this additional work and proposed that the Council agreed to the work going ahead within the agreed spend for the Clerk/Chairman approval. All agreed. | Clerk |
| (6) <u>Travellers: encampment/deterrent</u> : The Council looked at the deterrent options available; it was proposed to obtain a quote for a hump/grass seeded to both sections of Mill End Close. Once costs agreed, work to commence April 2017. All agreed. | Clerk |
| (7) <u>Village Handyperson</u> : Due to the Council employed Handyperson on long term sick, the Council have taken on a Contractor to carry out specific duties during this time on an agreed temporary contract. The Contractor commenced work on 19 th August 2016. | |
| (8) <u>Highways matters</u> : | |
| (8.1) Wallace Drive: Concerns have been raised by a resident regarding the parking problems in Wallace Drive. It was proposed that the Council write to CBC supporting the introduction of more parking restrictions at this junction. All agreed. | Clerk |
| (8.2) Speedwatch: The Council will liaise with Totternhoe Parish Council. Clerk to re-advertise for additional volunteers and contact those who are interested in helping with the Speedwatch group. All agreed. | Clerk |
| (9) <u>Flagpole</u> : | |
| (9.1) <u>Three Corners</u> : The new flag pole at the Three Corners has been erected. The Council to write to the local resident who kindly donated the costs for this installation. All agreed. The EB Cricket Club approached the Council to ask if they would display the Cricket Club flag for one week in recognition of being the OSCA's 2016 County Winners, an award given to the club for Outstanding Services to Cricket. All agreed. | Cricket Club/
Cllr.Spicer |
| (9.2) <u>War Memorial</u> : Cllr. Simkins to meet with the Church representative to discuss the flagpole sited in the Memorial Garden. All agreed. | Cllr.Simkins |
| (10) <u>Working Groups/Parish Responsibilities</u> : The Council reviewed and amended where necessary Working Group Members and Parish Councillor responsibilities. | Clerk |
| (11) <u>Football/EB Lions – The Rye & Holmans Field</u> : | |
| (11.1) It was put to the Council to accept a renewal of EB Lions Pitch Agreements for the 2016-2017 football season. All agreed. | EB Lions/Clerk |
| (11.2) It was agreed that the Council contact another club which has been using The Rye for football matches to inform them that the Parish Council has a Pitch Agreement with EB Lions. Therefore any football matches by other parties must not clash with EB Lions usage. Advisable they check with EB Lions as to when the pitch is in use. If more formal use is preferred then the Club must contact the Council for further | Clerk |

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discussions. Agreed.

- (12) Parish trees: There were some badly damaged trees in The Nurseries, the Clerk has organised for the damaged branches to be removed. With regards to overhanging trees, the Council wished to re-iterate the new policy regarding parish trees and to inform the resident of such; however, the resident is fully entitled to cut the trees back to their boundary line. Agreed.
- (13) Housing Needs: Read to Councillors; not required.
- (14) Quotations: No quotations were presented to the Council.

Clerk

(10)REPORTS

(1) Chairman's Correspondence:

- (1.1) WS Planning & Architecture; read to Councillors.
- (1.2) Email/resident: Wallace Drive parking; see page 1672, item 9(8)(8.1).
- (1.3) Franck Porterhouse: land in Bower Lane; the Council to respond that they are considering the land as possible burial land, so at this stage are not looking at selling. All agreed.
- (1.4) Email/resident: School Lane trees – see page 1672, item 9(12).
- (1.5) Email/St. Mary's Church: flagpole – see page 1672, item 9(9)(9.2).
- (1.6) Email/resident: travellers/deterrent; read to Councillors. See page 1672, item 9(6) for Council decision.
- (1.7) Marie Curie: fundraising; read to Councillors.
- (1.8) Email/Edlesborough Surgery: Breast Screening Clinic; forwarded to Village Hall representatives for reply.
- (1.9) Email/resident: Parish advertising; upon application from relevant organisations the Council will make a decision on their request to advertise on Parish land. The Council have an agreement with the Carnival Committee with regards to advertising for the annual carnival. The Council's policy is for no advertising on Parish Council land without prior consent from Eaton Bray Parish Council and will remove any unauthorised advertising within the parish.
- (1.10)Email/EB Lions: Pitch Agreements; see page 1672, item 9(11).

Clerk

Clerk

(2) Clerk's Report:

- (2.1) Circulation/read file handed out to Councillors.
- (2.2) Defibrillator training: The Clerk asked if the Coffee Tavern can be the approved venue for training. Agreed.
- (2.3) Grass cutting: the issues have been noted and the Ground Maintenance Contractor informed accordingly.
- (2.4) NEST: the Clerk is in the process of setting up the Direct Debit for the pension payment and required confirmation/approval for the Parish Council to do so. All agreed, paperwork signed where required by authorised signatories.

Clerk

(3) Coffee Tavern (CT)/Cottage: The new boiler has been fitted. Fire alarms and emergency lights have been inspected. New bedroom windows are to be fitted to the cottage. These will comply with new Building Regulations.

(4) Cemetery: The Clerk asked if the Council would look into the marking of cemetery rows to ensure no errors can be made in the locating of specific plots. Clerk to look into costs. All agreed. Cllr. Conner and Clerk to carry out memorial tests. Agreed.

Cllr.Conner/
Clerk

(5) Finance: Updated accounts forwarded to all Councillors for information.

(6) Working Groups: No matters to report.

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(11) ACCOUNTS: TO RESOLVE TO PAY JULY/AUGUST 2016; Presented to council - all agreed.

MONTHLY PAYMENTS: JULY 2016	
Contractor: Ground Maintenance	£1,443.60
Neighbourhood Plan: Data search – environmental search	£54.00
War Memorial Maintenance	£75.00
Bus Shelter Maintenance	£835.00
Annual Return, y/e 31 March 2016	£360.00
Illegal Traveller encampment; service of notice	£442.80
Neighbourhood Plan: banner	£264.00
Salaries: Council staff	£942.78
HM Revenue & Customs (PAYE/NIC)	£67.73
TOTAL Monthly Outgoings	£4,484.91
MONTHLY PAYMENTS: AUGUST 2016	
Contractor: Ground Maintenance	£1,287.60
Contractor: Village Handyperson	£80.00
Annual Subscription: CPRE	£36.00
Village Enhancements: compost/bedding	£20.99
Water bill/use: The Meads allotments	£220.14
Salaries: Council staff	£990.29
HM Revenue & Customs (PAYE/NIC)	£120.50
TOTAL Monthly Outgoings	£2,755.52

(12) NEXT AGENDA

- Items for the next Council Meeting Agenda MUST BE SUBMITTED to the Clerk NO LATER THAN Thursday 22nd September 2016. Please note items submitted after this date will not be included in the October agenda and will be deferred to the Council Meeting scheduled in November.

All Councillors

The meeting closed at 9:53pm

Next meeting/s to be held:

- Monday 3rd October 2016, from 7:30pm at The Coffee Tavern (1st floor)
- Monday 7th November 2016, from 7:30pm at The Coffee Tavern (1st floor)