

# EATON BRAY PARISH COUNCIL

## Minutes of Annual Meeting of Eaton Bray Parish Council

Held on 7<sup>th</sup> May 2008

**PRESENT:** Cllrs. D. Marriage (in the chair)  
J. Conner  
D. Pearson  
P. Gallagher  
M. Heyland  
R. Windmill  
R. Brand

**IN ATTENDANCE:** Clerk: H. Head

**ALSO PRESENT:** County Cllr B. Piggott, 8 Residents/General Public

**1. APOLOGIES** District Cllr K. Janes

### **2. ELECTION OF CHAIRMAN**

Councillor Marriage was elected as Chairman.  
Decision unanimous.

### **3. APPOINTMENT OF COUNCILLORS**

Councillor Gallagher was elected as Vice-Chairman. Decision unanimous.

All current Parish Councillors wished to re-stand. The Clerk reported to the Parish Council that Cllr Brand has opted to withdraw his resignation from the Council and has chosen to stand for another year. All agreed to the previous year's Councillors re-standing.

The Parish Council co-opted and welcomed two new councillors to the Parish Council, Trevor Moxey and Margaret Hawkes. Decision unanimous.

### **4. SPECIFIC DECLARATIONS OF INTEREST**

Cllr Marriage declared his involvement with the Sports and Social Club.

### **5. PUBLIC OPEN FORUM**

Cllr Marriage asked those in attendance if they had any items they wished to raise.

- It was reported that Eaton Bray parish is within the area category for possible closure of a Post Office. Confirmation of which Post Offices are to be closed will be announced on the 8<sup>th</sup> July 2008 at which point there will be a six week consultation period for responses from those affected. It was pointed out that any responses received after that six week period will not be accepted. It was agreed to the Clerk to contact the Programme Office to try and obtain further details regarding to bring forward to the next Parish Council meeting in June 2008. It was also suggested that a members of the Parish Council attend Andrew Selous MP surgery being held in Eaton Bray Parish on Friday 18<sup>th</sup> July 2008 at 11:30am in the Coffee Tavern.
- A question was raised regarding the situation on Mill End Close and the Ransome Strip. The Clerk confirmed that she had again been in contact with the relevant party who confirmed that they were still in America, hoping to be back in the United Kingdom soon. However, it was noted that they wanted to obtain more quotes regarding the work needed to be done and this would be dealt with upon their return. The Clerk agreed to again make contact to find out the current situation.
- A parishioner from Wallace Drive area thanked the Parish Council for all their hard work in getting the pot holes in their roads filled. It was then asked what was happening with regards to the white road markings in Wallace Drive. It was agreed for the Clerk to follow this up with Highways.

Clerk

All Councillors

Clerk

Clerk

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- A representative from the Village Hall Committee reported to the Parish Council that the next stage in the Halls development was to be started and thanked the Parish Council for all their support with the village hall development.
- A question was raised into the possibility of re-opening the village Youth Club as it was of great value to the youth of the village. All Parish Councillors agreed to a need for the Youth Club and supported its re-opening, however felt that an additional meeting would need to be set up to go through the actual running of the club. This could then be presented at the next Parish Council meeting in June 2008.
- An allotment holder raised concerns with the continual breaking into of sheds on the allotment. The tenant of allotment plot 8 informed the Council that his shed has been broken into four times, even having tools taken. The Parish Council advised the tenant to keep reporting these incidents to the police, getting a URN number each time. Cllr Hawkes suggested she speak to the Luton Allotments to find out what security measures they take and to look at ideas for The Meads. The Parish Council agreed that the police need to make more of a presence in The Meads Allotments.

Cllr Marriage  
Youth Club Rep  
Clerk

Cllr Hawkes  
PC Viv Dady

## 6. PARISH COUNCIL WORK LOAD/WORKING GROUP

It was agreed to look at the current work load/responsibilities of Parish Councillors and to renew these areas for the next council year. See attached.

Attachment

## 7. SIGNING OF MINUTES OF THE PARISH COUNCIL, 7<sup>TH</sup> APRIL 2008

It was agreed unanimously to accept the minutes of the Parish Council Meeting held on the 7<sup>th</sup> April 2008, with the following corrections:

- (i) Page 1207, line – dog fowling, change to *dog fouling*
- (ii) Page 1210, line – alary, change to *alarm*

With the corrections noted the Chairman signed the minutes.

## 8. MATTERS ARISING FROM THE PARISH COUNCIL MINUTES

The Clerk confirmed that a notice on the surgery to be held by Andrew Selous MP on 18<sup>th</sup> July 2008 had been displayed on the notice board in Mill End Close and been placed in Focus. The Clerk agreed to put up more notices regarding this visit.

Clerk

The Clerk confirmed reporting the drain issues to the relevant authority on the 14<sup>th</sup> April 2008 and it was confirmed that there had been a visit to look at the drains. The Parish Council asked the Clerk to write to follow up.

Clerk

It was reminded to Parish Councillors to report any problems on fly tipping and inform the Clerk of doing so. Cllr Windmill confirmed he would report the details of fly tipping in his area and report to Clerk.

All Councillors  
Cllr Windmill

## 9. POLICE REPRESENTATIVE

There was no representation from the police in attendance.

## 10. PCSO/POLICING FOR EATON BRAY PARISH

It was confirmed that the Confident Communities Fund agreed to fund £8,000 for the year to a 1/3 share of a PCSO. However from correspondence with PC Viv Dady and Bob Meadow there may be issues with this. It was agreed for Cllr Brand to look into the area of policing within the parish and what the next steps should be. Cllr Brand would bring his finding to the next Parish Council meeting in June 2008. Decision unanimous.

Cllr Brand  
Clerk

## 11. DISTRICT AND COUNTY REPRESENTATIVES

County Cllr Piggott gave an update on the development of the new Councils. A decision on the new structure to be agreed by end of April 2009 and County Cllr Piggott will act under a shadow authority until elections in June 2009. There will be

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communication in the future with Town and Parish Council regarding the new structures. A question was raised with regards to the Confident Communities Funding which, he believed, was for one year only. County Cllr Piggott recommended the Parish Council contact Peter Jones, Environmental Health with regards to the clearing of fly tipping at Chiltern View.

## 12. CHAIRMAN'S COMMENTS AND CORRESPONDENCE

- Communication from LLATVCC inviting the Parish Council to become a member of the group – the Clerk informed the Parish Council that they were not able to become a member of an organisation due to conflict of interest. It was put forward that the Parish Council make a donation of £50 to the group as they have put a lot of work into researching the effects on the parish with the new flight paths. Decision unanimous. Clerk to action. Clerk
- Communication regarding the possible implementation of the *Planning Portal* (planning applications submitted on-line) plus questionnaire – forwarded to Cllr Heyland to complete and return to Clerk to action. Cllr Heyland  
Clerk
- Invitation to the Chilterns Planning Training for Parish Councils – forward to Cllr Heyland and Cllr Moxey. Cllr Heyland  
Cllr Moxey
- Invitation to attend the Countrywide Assembly, 15<sup>th</sup> May 2008 – no Councillors able to attend.
- Invitation to attend a conference of the historic environment, The Making of the Chilterns Landscape, 21<sup>st</sup> June 2008 – forward to Cllr Gallagher. Cllr Gallagher
- Email from Donna Wilkinson, SBDC for Rural Business Support Events – Clerk to contact and recommend Focus and Village Carnival. Clerk
- Email from Clare Hanley, BCC regarding Youth Opportunities and Capital Funding (including supporting documentation) for Streetcred – forward to Cllr Gallagher. Cllr Gallagher
- Letter from Michael Jarrett, Secretary to Eaton Bray Cricket Club – Cllr Pearson to look into this matter and get back to Clerk with suggestions. Cllr Pearson  
Clerk
- Letter from Andrew March, BCC regarding Bedfordshire & Luton Minerals and Waste Development Framework – forward to Cllr Heyland to look into and report back to Clerk. Cllr Heyland
- Email from Keith Parker from Park Leisure re local sport and play consultant – Clerk to respond, keeping details on file. Clerk
- Email/Letter from David Betterton, resident in Northall Road, raising concerns regarding Gypsy & Traveller Accommodation proposals – Clerk to write to inspectorate fully supporting resident's comments. Clerk
- Letter from Sally Siddons requesting the erection of shed for Allotment Plot 21b – Cllr Hawkes to speak to John Hopwood on the size of requested shed, to check the allotment rules and to advise Clerk on decision. Cllr Hawkes  
Clerk
- Correspondence from Lesley Smith, Chalgrave Parish Council regarding the confederation of Parish Councils – Cllr Marriage to check date to see if able to attend. Cllr Marriage

## 13. GENERAL PURPOSES WORKING PARTY REPORT AND SIGNING OF MINUTES, 24<sup>TH</sup> APRIL 2008

It was agreed unanimously to accept the minutes of the General Purposes Working Party held on the 24<sup>th</sup> April 2008, with the following corrections:

- (i) Correction of meeting date – May change to *April*
- (ii) Correct of Holmans field section – RHS to be *LHS*

With the corrections noted the Chairman signed the minutes.

## 14. MATTERS ARISING FROM THE GENERAL PURPOSES MINUTES

Dog Bins: it was agreed that the Parish Council would put in more dog bins and agreed they should be ordered in the following order of priority, (i) Market Square (ii) The Meads (iii) Holmans Field (iv) Church Lane (v) School Lane Recreation Ground. The Parish Council agreed unanimously to a commitment of spend for the bins of £1000, not exceeding, and ordering of bins would stop once this figure was reached.

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<p><u>Skateboarding:</u> Cllr Gallagher agreed this area is on-going and is looking at putting together a pictorial to show what the skateboard park would look like.</p>	Cllr Gallagher
<p><u>Miscellaneous:</u> Cllr Gallagher confirmed he is looking into the option of a kissing gate at the School Lane end of Holmans field, due to the original stile being broken.</p>	Cllr Gallagher
<p><b>15. COFFEE TAVERN/PARISH COUNCIL</b></p> <p>The Parish Council discussed the ownership of the Coffee Tavern. From current documentation of file it shows that the Coffee Tavern Trustees do not own the building and that it was conveyed to the Parish Council in 1961. With the Coffee Tavern and adjoining cottages being vested to the Parish Council it was decided that more clarification was needed on the role of the Trustees for the Coffee Tavern and what the responsibilities of the Trustees are in relation to liability and ownership of the buildings. It and agreed for the Clerk to approach the Parish Council Solicitors who currently hold the deeds for these buildings to establish the relationship between the Coffee Tavern and the Parish Council. It was agreed a quote for the information initially be obtained from the Solicitor, with an authorised spend of £500 (subject to estimate). Decision unanimous.</p>	Clerk
<p><b>16. KERBING AND THREE CORNERS TRIANGLE</b></p> <p>The Parish Council looked at what their spending should be on for this year, suggestions given (i) kerbing at three corners triangle (ii) signage for the village gateways (iii) village footpaths (iv) pathways on dual carriageway, Wellhead. It was agreed for Parish Councillor's to forward their suggestions to the next General Purposes Working Group in May 2008, for submission at the June Parish Council Meeting.</p>	All Councillors GP Working Group
<p><b>17. CONSERVATION AREA – RIVER OUZEL</b></p> <p>The Parish Council confirmed they are looking into the conversation area and the issues raised. They invited concerned residents to attend the General Purposes Working Group in June 2008 to look into this further. Cllr Brand agreed to be the liaison for this area.</p>	GP Working Group Cllr Brand
<p><b>18. VILLAGE SIGNPOST</b></p> <p>The Parish Council confirmed that they have received the new village sign and is ready to be fitted on site; the green outside the off-licence. It was agreed for the Clerk to obtain quotes for the work to be done. Cllr Marriage agreed to email some contacts he had on file to the Clerk.</p>	Clerk Cllr Marriage
<p><b>19. CEMETERY</b></p> <p>Cllr Conner recommended for John Hopwood to carry out additional work at the Cemetery - to tidy up the old section of the Cemetery (Section 1). It was agreed for an additional 4 hours (max) a week for John's May worksheet. Decision unanimous. Clerk to action.</p>	Clerk
<p><b>20. HIGHWAYS</b></p> <p>The Parish Council was shown the report following the recent visit by Nick Carofalo from Bedfordshire Highways. It was agreed for the Clerk to write to Mr Carofalo thanking him for his time and for the works completed since that meeting. The Clerk was also asked to write to enquire as to the resurfacing of the High Street, mentioning a dropped manhole cover opposite Perry Mead by Roebuck Garage. Decision unanimous.</p>	Clerk Clerk
<p><b>21. PARISH COUNCIL INSURANCE RENEWAL</b></p> <p>It was agreed to continue with the current insurance company, Allianz, to include insurance cover for the village gateways. Clerk to obtain cost for insurance purposes of village gateways.</p>	Clerk

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## 22. DRAFT ACCOUNTS FOR YEAR TO 31<sup>ST</sup> MARCH 2008

The clerk advised the council that arrangements had been made for the internal auditor to examine the accounts prior to forwarding to the external auditors. The clerk distributed the accounts for the Annual Return. It was unanimously agreed to approve the return and the Chairman signed on behalf of the Parish Council.

## 23. CLERK

- The Clerk mentioned the broken bridge at Holmans Field confirming that there needs to be a replacement of 3-4 boards and adjustment to others. It was agreed for Cllr Pearson to get a quote for the works to be done to forward to Clerk. An agreed spend of no more than £500.
- The Clerk recommended a thank you card and gift be send to Mick Beal who recently resigned from the Parish Council after a number of years. Those present all agreed to a contribution to a gift. Cllr Marriage agreed to purchase gift, informing the Clerk when done so.
- The Clerk recommended that the Council should look into, for the next financial year, a pay review for John Hopwood. All agreed to look into this for the 2009-2010 Precept.
- The Clerk asked for approval to order a new No Dogs Allowed sign for the School Lane Children's Play Area. It was also suggested the Clerk arrange for a new sign to be put up in the School Land recycling area. All Agreed. Cllr Pearson said he would first check to see if we currently hold and signs in store and to get back to Clerk with findings.
- The Clerk mentioned the possibility of their being a 'well' in the Meads Allotments. Cllr Hawkes confirmed there were two; one on plot 25 and one on plot 22. It was agreed for Cllr Hawkes to look at the positioning of the 'wells' to check for safety. The Clerk then asked if John Hopwood could clearly mark the area where sited on plot 22 to allow leasing to new tenant. All agreed.
- The Clerk mentioned that a burial is to take place on the original section of the cemetery (reserved plot) on the 15<sup>th</sup> May 2008 and due to overgrown trees/hedging asked permission to get the area cleared ready for the grave digger. All agreed for Clerk to organise clearance.

Cllr Pearson  
Clerk

Cllr Marriage  
Clerk

All Councillors  
Clerk

Clerk  
Cllr Pearson

Cllr Hawkes  
Clerk

Clerk

## 24. PLANNING COMMITTEE REPORT

The following planning applications were considered:

Application Number	Development site	Decision	If Refusal: Grounds for
TP/08/0391	32 Moor End, Eaton Bray	Recommended Refusal	Poor access Greenbelt
TP/08/0412	82 Mill End Close, Eaton Bray	No objection	

Minus One, Tring Road, Wellhead: Concerns were raised regarding the continued development of this property. It was recommended the Clerk contact the enforcement officer to visit the property and look at the site, with regards to any recent planning application, to include adjacent fields.

Clerk

## 25. TO RESOLVE TO PAY APRIL 2008 ACCOUNTS

It was unanimously agreed to pay the April 2008 accounts.

## 26. NEXT AGENDA

Items for the Parish Council Meeting Agenda to be submitted to the Clerk no later than, Thursday 22<sup>nd</sup> May 2008.

The meeting closed at 10:30pm.

Next meeting to be held: Monday 2<sup>nd</sup> June 2008, 7:30pm at The Coffee Tavern.

All Councillors