

EATON BRAY PARISH COUNCIL

Minutes of the Eaton Bray Parish Council Held on 1st December 2008

PRESENT	Cllr D. Marriage (Chair) Cllr R. Brand Cllr J. Conner Cllr M. Heyland	Cllr T. Moxey Cllr D. Pearson Cllr R. Windmill Cllr M. Hawkes
IN ATTENDANCE	Heidi Head (Clerk)	
ALSO PRESENT	District Cllr K. Janes Theo Gray PCSO Joanne Glen	Cllr K. Cubbage, Edlesborough Parish Council Vice-Chair General Public x3

1. APOLOGIES

County Cllr B. Piggott, Cllr P. Gallagher

2. SPECIFIC DELARATION OF INTEREST

Cllr Marriage/Cllr Pearson declared their involvement with the Sports and Social Club.

3. PUBLIC OPEN FORUM

A representative from Mill End Close was concerned with the lack of progress in looking into the options for the Conservation area. The Parish Council noted the resident's concerns and that it is aware of the delay. The Parish Council informed the resident that there have been a number of issues which have caused a delay in the conservation area and that this is being looked into.

Concerns were then raised with regards to the Neighbourhood Watch, that pressure is being put on coordinators to form a steering group for Neighbourhood Watch with Eaton Bray and Totternhoe working together. However, there is a need for more residents to join the scheme; currently only 4 roads in Totternhoe and 11 roads in Eaton Bray are registered with the Neighbourhood Watch Scheme. The Parish Council agreed to support the Neighbourhood Watch believing it to be a vital support for the police and for residents to become more involved. It was recommended that the Parish Council put up notices (Parish Council Notice Boards, Focus) as a way of getting more people involved with the Neighbourhood Watch. The Parish Council agreed to look into this further.

GP Working Group

EB Parish Council

4. CHAIRMAN'S COMMENTS AND CORRESPONDENCE

1) Email/s from D. Granger regarding work quotes:

(i) Cemetery back hedge; total cost for cutting back hedge/clearing at £655 (+VAT); it was proposed/seconded and put to the vote that the Parish Council agree to this quotation for work – all agreed.

(ii) To cut and tidy the rough grass on the Rye and School lane Recreation Grounds; It was proposed/seconded and put to vote for Parish Council agreement work – all agreed.

(iii) To tidy/remove low and dangerous branches and any suckers from trees at Rye/School Lane Recreation Grounds at £420 (+VAT); It was proposed/seconded and put to vote for Parish Council agreement to the quotation – all agreed.

(iv) For clearing round gateways on entrances to Village Total cost will be £125 (+Vat). Then to include in contract will be £22 (+Vat) per month; It was proposed/seconded and put to vote for Parish Council agreement to the quotation – all agreed. Clerk to send letter to D. Granger with Parish Council decision. All agreed.

Clerk

2) Letter from John Stubbins re Parish Council Precept; item discussed on Page 1249/50, item 9, Finance Committee Report.

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| 3) Draft letter to police (PC approval); to be placed in read file, all Councillors to look at letter, letting Clerk have any additional comments by Tuesday 23 rd December 2008. Clerk to bring forward as agenda item at January PC Meeting. | All Councillors

Clerk |
| 4) Letter from BATPC re Freedom of Information, Publication Scheme; The Clerk informed the Parish Council that electors need to be made aware of the Freedom of Information Act, suggesting a note be put in focus saying, "Under the Freedom of Information Act 2000 (FOI) the Parish Council is required to routinely and proactively provide information to the public. Information can be viewed on the Parish Council Website or alternatively by applying to the Parish Clerk." All agreed. Clerk to action. |

Clerk |
| 5) Email from Lewis Knight re burial provision in Parish; Parish Council agreed the need to look into availability for the parish, it was recommended Cllr Conner and Clerk to look into the capacity and needs of burial provisions. All agreed. |

Cllr Conner/
Clerk |
| 6) Letter from Bedfordshire Countrywide Partnership, Nov 2008 re survey; forward to the GP Working Group for completion. |

GP Working Group |
| 7) Letter from BSBC re Youth Club finances; all paperwork relating to the Youth Club is now being held by the Clerk, however the signatory for the accounts needs to be a Parish Councillor. It was recommended that Cllr Windmill be the agreed signatory for cheques relating to the Youth Club accounts. All agreed. Clerk to action. |

Clerk |
| 8) Report from David Bowie re HGVs; the Parish Council were informed of the report discussing the outcome of the meeting in September 2008. It was brought to the Parish Council's attention the concerns raised by a number of villages being affected by the HGVs however it was noted that Edlesborough Parish Council have expressed no concerns to such. After speaking to Cllr Cubbage who informed the Parish Council that Edlesborough were not aware of this report, it was suggested that a copy of the report be forwarded to Edlesborough Parish Council. All agreed. Clerk to action. |

Clerk |

5. DISTRICT AND COUNTY REPRESENTATIVES

District Cllr Janes reported that the local elections for the new Council are to take place on Thursday 4th June 2009, all current Councillors will still continue in their roles until that date. Clerk informed Cllr Janes that she had not received a copy of this communication and was informed that she could contact the Legal Office at South Bedfordshire District Council to arrange for a letter to be sent. Clerk to action.

It was mentioned to Cllr Janes the problems encountered in trying to arrange a visit from the grass cutting team to look at the parish grass verges where problems had arisen with poorly cut/untidy verges this year. Cllr Janes agreed to speak to Joe Pitt to help with organising the visit and to get back to the Clerk with dates. Cllr Janes expressed his concerns with the poor response from the police regarding incidents occurred recently. The Parish Council noted his comments.

6. POLICE REPRESENTATIVE

PCSO Joanne Glen confirmed that she and PC Viv Dady had been visiting their Parishes last weekend. It was reported that there has been an increase in distraction burglaries recently and that the police are looking into this. The Parish Council thanked PCSO Glen for attending the meeting and looked forward to seeing her at future meetings.

7. SIGNING OF MINUTES OF THE PARISH COUNCIL, 3RD NOVEMBER 2008

It was agreed unanimously to accept the minutes of the Parish Council Meeting held on the 3rd November 2008, the Chairman signed the minutes.

8. MATTERS ARISING FROM THE PARISH COUNCIL MINUTES (*for information*)

- Donation to the Parish Council from St Mary's Village Carnival: it was suggested that the money be put towards improving the village, it was recommended the purchase of daffodil bulbs to be planted within the parish, i.e. Knights Close entrance, Three Corners, Gateways. All agreed. Cllr Marriage agreed to speak to

Cllr Marriage

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the garden centre for the purchase/planning of the bulbs and to confirm to Clerk. All agreed.	Clerk
<ul style="list-style-type: none"> • <u>Bower Lane Hedging</u>: The Clerk has now received the contact details for the owner of the hedging along Bower Lane. Clerk confirmed she is writing to the owner asking for the hedge to be trimmed. 	Clerk
<ul style="list-style-type: none"> • <u>Booth Place</u>: The Clerk was forwarded the contact details of whom to contact with regards to the condition of the road in Booth Place. The road is currently undergoing works and it was agreed for the Clerk to wait until completion of such before sending out a letter. All agreed. 	Clerk
<ul style="list-style-type: none"> • <u>Nursery Building at Eaton Bray Lower School</u>: It was reported that a request had been put to Eaton Bray Lower School to put a notice into Focus explaining the full use of the Nursery Building. 	
<ul style="list-style-type: none"> • <u>Village Gateways</u>: The Clerk updated the Parish Council on the Bower Lane Gateway, the insurance company confirmed that they are processing the paperwork and are awaiting confirmation of liability from their policy holder. The Clerk informed the insurance company that she would be chasing them up again; the insurance company confirmed that if they have not heard from the policy holder within 7-14 days then they would be going through their solicitors to obtain the police report of the accident. It was suggested by Cllr Pearson that the damaged Gateway (Rye) be fixed by attaching a new post to the original and repainting. All agreed. 	Clerk Cllr Pearson
<ul style="list-style-type: none"> • <u>Allotments</u>: The Clerk confirmed that one tenant has relinquished their tenancy of an allotment and this will be offered out to the next person on the waiting list. In addition payment for another allotment plot has not been received, the Clerk confirmed that she would be sending out a letter of final notice and should payment not be received within two weeks of the letter being sent out, and then the tenancy of that plot would be terminated. Clerk to action. All agreed. Cllr Hawkes confirmed that she would be arranging an Allotment Holders meeting in January 2009. 	Clerk Cllr Hawkes

9. VISIT BY THEO GRAY

<p>Theo Gray gave a presentation on the Eaton Bray Website, which also incorporates the Parish Council Website. He explained that the site is continually being developed and would like more information to be added to the site. The Parish Council mentioned the new Freedom of Information Act and that documents need to be available to members of the public, Theo confirmed that the Parish Council Website would be an ideal place to display the information. The Clerk informed Theo that she would have a number of documents needing to be put onto the website under the new publication scheme rules. Theo confirmed that this would not be a problem and asked the Clerk to forward them when able. All agreed. The Parish Council thanked Theo Gray for attending the meeting and for his informative presentation.</p>	Clerk/Theo Gray
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10. SKATEBOARDING PARK/YOUTH SHELTER

<p>Apologies were read out to the Parish Council in relation to the non-attendance of Cllr Gallagher, in which had been attached a report on the current position with regards to the proposed Skateboarding Park. It was agreed that an action group needs to be put together to help move this project further. It was recommended that Cllr Windmill help with finance, Cllr Hawkes to help with consultation, Cllr Marriage to give support to the project team. To put forward their ideas to Cllr Gallagher, with a report being put together for January 2009. All agreed.</p>	Cllr Windmill/ Cllr Hawkes/ Cllr Marriage/ Cllr Gallagher
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11. CUTTING OF PARISH GRASS VERGES

As discussed on Minutes Page 1248, Item 5, District and County Representatives.

12. FINANCE COMMITTEE REPORT

The minutes of the Finance Committee held on 13th November 2008 were handed out to all Councillors. The Finance Committee proposed the 2009/2010 Precept be increased from £46,500.00 to £48,400.00 (the Parish Council have not requested any

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increase in 2007/2008 and 2008/2009). The increase (4%, well below inflation) is as per recommendations from NALC who advise that the reserves should be in line with the precept. The Finance Committee raised a concern that the current year's money is projected to be below the recommended amount raised, and should the precept not be increased the reserves will go too low over the next financial period. It was proposed/seconded and put to the vote that the Parish Council increase the Precept for 2009/2010; all in favour. Clerk to action.

Clerk

It was recommended that the Parish Council need to incorporate into the budget a Civil Fund section to allow for any legal/solicitor advice that may be required by the Parish Council. It was proposed/seconded that this provision be allowed, all in favour. Cllr Windmill to amend accounts accordingly on the income & expenditure form and forward to Clerk. All agreed.

Cllr Windmill/
Clerk

The Parish Council asked the Clerk to leave the room whilst they discussed the Clerks salary review for 2009/2010. Upon the Clerk's return it was confirmed that the Parish Council had agreed to review/update the Clerk's current salary with Cllr Windmill looking at the pay guidelines; with the proposal for the Clerk's salary increase to be put forward at the January Parish Council meeting. All agreed.

Cllr Windmill

13. COFFEE TAVERN REPORT

It was reported to the Parish Council that a meeting had taken place with the council's solicitors, Cllr Marriage, Cllr Conner and the Clerk; in putting together a deed setting out the relationship between the Coffee Tavern Trustees and the Parish Council. The document is now in the process of being put together and when the final deed is ready for approval, it will be presented to the Parish Council and the Coffee Tavern Trustees for their approval/completion. The Parish Council was informed that the Coffee Tavern Trustees had agreed to move their AGM to the end of the financial year; this had been mentioned to the council's solicitors who agreed this could be done. All agreed.

A copy of up-to-date Coffee Tavern Trust accounts was handed to the Clerk.

14. CLERK REPORT

- The Clerk informed the Parish Council that an enquiry had been made to the Parish Council for the scattering of ashes at the Bower Lane Cemetery. The Parish Council was informed that this was prohibitive however listed the options that could be made available, if the Parish Council agrees:

(i) if wishes of the family are to scatter on a family grave, the turf/stone (dependant on type of grave) needs to be pulled back/lifted to allow the ashes to be scattered and then reset in original place. No additional memorials permitted and a new application must be made if original memorial is not sufficient for further inscriptions.

(ii) the ashes to be buried in an old family grave, if the previous burial was a full grave and approval is obtained by the Parish Council; the family needing to present to the council family documentation relating to the original burial plot/deceased. No additional memorials permitted and a new application must be made if original memorial is not sufficient for further inscriptions.

(iii) the ashes are interred within the new section of the cemetery.

All agreed. Clerk to action.

Clerk

- It was recommended that Cllr Moxey take over the responsibilities of P3 from Cllr Gallagher. All agreed. Cllr Marriage to speak to Cllr Gallagher about the changes.

Cllr Marriage

- The Clerk read out to the Parish Council the letter being sent to the resident adjoining the Bower Lane Cemetery and the agreed cutting of the adjoining hedge.

- The Clerk confirmed that the dog hygiene bins had been received and were now stored in the Parish Council garage. Cllr Pearson agreed to check the dog bins prior to the payment of the invoice. All agreed.

Cllr Pearson

- The Clerk confirmed that the Parish Council need to agree to the adoption of the Freedom of Information Act Publication Scheme. It was agreed to bring this to the

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Parish Council in January 2008.

- The Parish Council was asked to approve the purchase of two Christmas trees to be put on the front of the Coffee Tavern, at a maximum cost of £50. It was proposed/seconded that these trees be ordered, all in favour. Cllr Marriage agreed to order the trees, the Clerk to confirm to the garden centre the order. All agreed.
- The Clerk was requested to go through and list all items that are currently outstanding from the General Purposes Working Group. All agreed. Clerk to action.
- The Clerk recommended the Parish Council donate a sum of money to the Royal British Legion Annual Poppy Appeal. The Parish Council recommended £100 donation. All agreed. Clerk to organise cheque.

Clerk

Cllr Marriage/
Clerk

Clerk

Clerk

15. PLANNING COMMITTEE REPORT

The following planning applications were considered:

Application Nos.	Development Site	Decision	If Refusal: Grounds for
TP/08/1080	3 Green Lane, Eaton Bray	No objection	-
TP/08/1042	Charming Shadows, Springfield Road, Eaton Bray	No objection	-
TP/08/1114	17 The Comp, Eaton Bray	No objection	-

The Clerk to report Parish Council's decision to the relevant authority. All agreed.

Clerk

16. TO RESOLVE TO PAY NOVEMBER 2008 ACCOUNTS

It was unanimously agreed to pay the November 2008 accounts.

17. NEXT AGENDA

Items for the Parish Council Meeting Agenda to be submitted to the Clerk no later than, Tuesday 23rd December 2008.

All Councillors

The meeting closed at 10:30pm.

Next meeting to be held: Monday 5th January 2009, 7:30pm at The Coffee Tavern.

Parish Council