

# EATON BRAY PARISH COUNCIL

## Minutes of the Eaton Bray Parish Council Held on 5<sup>th</sup> January 2009 at The Coffee Tavern

|                      |  |  |
|----------------------|--|--|
| <b>PRESENT</b>       | Cllr D. Marriage (Chair)<br>Cllr R. Brand<br>Cllr J. Conner<br>Cllr M. Heyland | Cllr T. Moxey<br>Cllr D. Pearson<br>Cllr R. Windmill<br>Cllr M. Hawkes |
| <b>IN ATTENDANCE</b> | Heidi Head (Clerk)   |  |
| <b>ALSO PRESENT</b>  | District Cllr K. Janes<br>General Public x10                                   | PC Viv Dady<br>Sergeant Glennister 5289                                |

### 1. APOLOGIES

County Cllr B. Piggott, Cllr P. Gallagher, Cllr R. Windmill, Cllr M. Heyland

### 2. SPECIFIC DELARATION OF INTEREST

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

### 3. PUBLIC OPEN FORUM

Three parents from Eaton Bray Mums and Toddlers Group (held on Wednesday afternoons at Eaton Bray Village Hall (Cheeky Monkeys)) wished to approach the Parish Council and request a grant/donation for their group. The Parish Council had already received a letter with supporting documentation from the Group applying for the grant/donation. The Group's representatives were asked what the money would be for. The Parish Council was informed that new toys need to be brought, to help set-up the group and to cover initial rental of the village hall. It was proposed that the Parish Council donate the sum of £250 to Cheeky Moneys, this was seconded. All agreed. Clerk to action. Cllr Janes who was attending the meeting mentioned that he would also put their request to a local organisation that supports Bedfordshire Groups. It was suggested the Clerk forward a copy of the Cheeky Monkeys application to Cllr Janes for his information. All agreed. The Clerk was asked whether money held for Youth Club Activities could be used to support such organisations, the Clerk agreed to look into the matter. All agreed.

Clerk

Clerk/Cllr Janes

Clerk

### 4. CHAIRMAN'S COMMENTS AND CORRESPONDENCE

- 1) Letter from Sue Fox requesting grant/donation from Parish Council: As discussed on minutes page 1252, Item 3, Public Open Forum.
- 2) Letter from Bedfordshire County Council invite to Farewell Reception, Tuesday 10 March 2009 at County Hall, Bedford: no Councillors are able to attend
- 3) Nomination form for Chairman of Council to attend the Buckinghamshire Palace Garden Party, July 2009: It was recommended that the Clerk nominate the Parish Council's standing Chairman to attend the Garden Party. All agreed. Clerk to action.
- 4) Wicksteed Playscapes Customer Satisfaction Survey: To be put forward to the GP Working Group. All agreed.
- 5) Email/letter from Stephen Girliing regarding policing in the parish: To be brought forward as an Agenda item at the PC Meeting on 2<sup>nd</sup> February 2009. All agreed.
- 6) Email from Cllr Phil Gallagher putting in his resignation as Councillor on Eaton Bray Parish Council: It was recommended the Clerk write to Cllr Gallagher on behalf of the Parish Council confirming his resignation. All agreed.

Clerk

GP Working Group

PC Meeting 02-09/  
Clerk

Clerk

### 5. DISTRICT AND COUNTY REPRESENTATIVES

District Cllr Janes gave an update on the development on the new Central Bedfordshire Council. He reported some fly tipping that had been occurring in the parish and the reporting of such. The Parish Council raised concerns from residents who have been experiencing parking issues in Dunstable; Cllr Janes confirmed he

Cllr Janes

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would look into the matter. The Clerk reported to Cllr Janes problems she had been encountering when trying to email to him, Cllr Janes confirmed that he is currently in the process of changing his email address and will let the Clerk know his new details once completed.

Cllr Janes

## 6. POLICE REPRESENTATIVE

PC Viv Dady was welcomed to the meeting with Sergeant Glennister 5289 also in attendance. PC Dady wished to correct an error in a letter written by a resident, printed in Focus, presenting crime figures for the parish as provided under the Freedom of Information Act. The crime figures reported included 35 domestic incidents (not classed as crime), many relating to low level arguments. Therefore the detection rate should have been 16% not 5% as indicated – Eaton Bray being an area low in crime. The police are currently on target to reduce crime levels from last year. The increases are occurring mainly on burglaries to sheds, stable blocks etc; but with police help/recommendations this area of crime is reducing. Theft from motor vehicles for the parish has also reduced on last year.

PC Dady informed the Parish Council that she is looking into co-ordinating a Neighbourhood Watch meeting for the area (to be held every 6 months) and will be contacting the Co-ordinators in due course.

The Parish Council was also informed of a new link on the Leighton Buzzard Police Rural website where people can look at a crime map and obtain crime figures for an area.

The Parish Council informed PC Dady that they were very pleased to see PCSO Glen walking around the village recently, a number of parishioners' spoke to the Parish Council who were pleased to see a police presence within the parish.

PC Dady asked the Parish Council if they would like to be included on the SID (speed indicator device) rota. All agreed.

PC Dady

PC Dady wanted the Parish Council to make parishioners aware of a scam, using the digital TV changeover as a means for distraction burglaries. Clerk to put in Focus. All agreed.

Clerk/Focus

## 7. SIGNING OF MINUTES OF THE PARISH COUNCIL, 1<sup>ST</sup> DECEMBER 2008

It was agreed unanimously to accept the minutes of the Parish Council Meeting held on the 1<sup>st</sup> December 2008, the Chairman signed the minutes.

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

- Bower Lane Hedging: the Clerk confirmed a letter had been sent to the owner requesting the hedge to be trimmed back.
- Booth Place: the Clerk confirmed that a letter would be sent out to the owner of the road regarding its condition at the entrance and the High Street path.
- Village Gateway: the Clerk informed the Parish Council that she had now heard from the Insurance Company who are in receipt of our letter/s and quotation for the work and is expecting to hear from them by the end of the month.
- Allotments: it was confirmed that a meeting of the allotment holders is being arranged for Sunday 1<sup>st</sup> February 2009 at The Coffee Tavern. Cllr Hawkes is currently in the process of putting the details together for the Clerk to type up and send out.
- Clerk's Salary/Work Hours review: it was confirmed that a meeting is in the process of being set up for the Clerk's yearly appraisal with Cllr Marriage/Cllr Windmill.

## 9. GENERAL PURPOSES REPORT AND SIGNING OF MINUTES, 11<sup>TH</sup> DECEMBER 2008

An amendment was made to the minutes, Item 'Mill End Close' to read "February 2009" and not "January 2009". It was then agreed to accept the minutes of the General Purposes Working Group and the Chairman signed the minutes.

## 10. MATTERS ARISING FROM THE GENERAL PURPOSE MINUTES (*for information*)

- Annual Patch Inspection: the Councillors confirmed they had received a copy of the inspection report with actions highlighted. All agreed with the decision made.

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## 11. THE RUNNING OF THE GENERAL PURPOSES WORKING GROUP

It was brought to the Parish Council's attention that due to the resignation of Cllr Gallagher (current Chairman for the GP Working Group and Vice-Chairman of the Parish Council) that the Parish Council now need to elect a replacement for this role and was suggested that this be put on the next Parish Council Meeting agenda for 2<sup>nd</sup> February 2009. All agreed. Cllr Brand confirmed that he is happy to sit on the committee of the GP Working Group but is not able to be Chair.

PC Meeting 02-09/  
All Councillors

## 12. POLICING WITHIN THE PARISH

It was suggested that each Parish Councillor complete a Neighbourhood Priorities Form and return to the Clerk prior to the PC Meeting in February; setting out their policing priorities for the parish. All agreed. Clerk to forward forms for completion. The draft letter to be sent out regarding policing problems occurring within the parish has still yet to be formalised, it was agreed that the Parish Council need to ensure all information within the letter is correct before it is sent out. It was recommended Cllr Marriage/Clerk start putting together a letter using the information received to date. With the suggestion of communicating with Andrew Selous MP of the Parish Council's intention. All agreed. It was recommended to bring this item forward to the next PC Meeting in February. All agreed.

All Councillors  
Clerk

Cllr Marriage/Clerk

PC Meeting 02-09/  
Clerk

## 13. SKATEBOARD AND YOUTH PROJECT REPORT

The Parish Council was informed that a Working Group has been set up for this project and the first meeting has been set up for Wednesday 7<sup>th</sup> January 2009. This first meeting is for the team to get together, look at the draft plan and agree next steps. The Working Group is planning to hold monthly meetings in order to move this project forward with regular updates at the Parish Council Meeting.

A letter received from a resident regarding the proposed project was shown to the Parish Council and it was suggested that Cllr Hawkes contact the resident to explain the project plan. All agreed.

The Parish Council was informed of some youths who are interested in getting involved with the project and the Parish Council suggested Cllr Hawkes speak to them about inviting them to a future Skateboard/Youth Project Working Group. All agreed.

It was raised to the Parish Council that this project may be a good opportunity for the Parish Council to look at the School Lane Recreation Ground as a whole, with the view to improving the facilities on offer. Cllr Hawkes agreed to look into this. All agreed.

PC Meetings

Cllr Hawkes

Cllr Hawkes

Cllr Hawkes

## 14. MILL END CLOSE/CONSERVATION AREA REPORT

The Parish Council was informed that a Working Group has been set up for this project with Cllr Moxey as the Chair. It was recommended that Cllr Brand meet with Cllr Moxey to go through the process for the project. All agreed. It was also mentioned that Edlesborough Parish Council are aware of this project and a Councillor from the Parish Council in Edlesborough has agreed to be the contact for their area. It was recommended monthly meetings for this Working Group and regular updates at the Parish Council Meeting. All agreed.

Cllr Brand/  
Cllr Moxey

PC Meetings

## 15. COFFEE TAVERN REPORT

The Parish Councillors' looked at the draft Deed of Appointment/Supplemental Deed put together by the Council's Solicitors; which sets out the relationship between The Coffee Tavern Trustees and The Parish Council. It was proposed to accept the deed and seconded. Carried Unanimously. Clerk to contact Solicitors to arrange meeting to formalise the document.

Clerk

## 16. PARISH COUNCIL MOBILE PHONE

It was brought to the Parish Council's attention the cost incurred to the Chairman of the Parish Council for all the telephone calls made in relation to Parish Council business. It was recommended that the standing Chairman of the Parish Council hold a Parish Council mobile phone enabling the Chairman to claim back calls made for the Parish Council. It was agreed for the Clerk to look into the options available for a

Clerk

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mobile phone, pay-as-you-go/contract, and the costs that would be incurred to the Parish Council. Reporting back to the Parish Council the findings. All agreed.

It was also suggested the Chairman could organise an itemised monthly telephone bill for his home phone, showing a breakdown of calls made, enabling the Chairman to highlight and claim back calls made on behalf of the Parish Council. All agreed for Cllr Marriage to look into this option, reporting back to the Parish Council with his findings.

Cllr Marriage

The Clerk reminded the Parish Council that a clear record of calls/costs would be needed to ensure a full audit trail for the Parish Council accounts.

## 17. ADOPTION OF THE PARISH COUNCIL'S PUBLICATION SCHEME

It was put to the Parish Council to formally agree to adopt the Parish Council's Model Publication Scheme as laid out under the Freedom of Information Action (FIA). This resolution was proposed, seconded and carried unanimously.

## 18. CLERK'S REPORT

- A resolution was put to the Parish Council to agree to the changes on the Youth Club accounts. The proposal was for Cllr Windmill to be signatory and the Clerk to be the holder of the paperwork/records. The resolution was proposed, seconded and carried unanimously. Clerk to action.
- The Clerk updated the Parish Council on the missing village sign, upon entering Eaton Bray via Bower Lane, and the problems encountered when trying to ascertain responsibility of such. The Clerk confirms she is currently waiting to hear from Highways with their findings.
- The Clerk confirmed to the Parish Council that she has currently only received 6 (six) responses from Eaton Bray Parish residents from the Housing Need Survey and recommended putting a reminder in the FOCUS and putting the form on the Parish Council Website. All agreed.
- The Clerk recommended the Parish Council look at the current fixed assets listed and to agree its assets for year end, 31<sup>st</sup> March 2009. To be forwarded to the GP Working Group. All agreed.
- The Clerk present a letter received that morning from a resident unhappy with decisions being made by the Planning Department at South Bedfordshire District Council. It was recommended it be placed in read file and copy forwarded to Chairman of the Planning Committee for information. All agreed.
- The Clerk showed an invitation for the Chairman of the Parish Council to attend the official opening of the Dunstable Fire Station in the presence of The Princess Royal on Tuesday 13<sup>th</sup> January 2009. Unfortunately, due to other commitments the Chairman is unable to attend however the Parish Council can send another Councillor to go on his behalf. This request was put to the Parish Council and Cllr Brand confirmed he would be able to attend. Clerk to action.
- The Clerk updated the Parish Council with regards to the agreed road markings in Wallace Drive/The Nurseries. The order has been placed by Beds County Council with the contractors.
- The Clerk asked that the GP Working Group look through the inspection report from Wicksteed and agree any works to be done. All agreed.
- Correspondence had been received from Bedfordshire County Council regarding their Annual Satisfaction Survey. It was recommended to go to the GP Working Group. All agreed.

Clerk

Clerk/Focus

GP Working Group

Clerk

Clerk

GP Working Group

GP Working Group

## 19. PLANNING COMMITTEE REPORT

The following planning applications were considered:

| Application Nos. | Development Site             | Decision     | If Refusal: Grounds for |
|------------------|------------------------------|--------------|-------------------------|
| TP/08/1154       | 12 High Street, Eaton Bray   | No objection | -                       |
| TP/08/1179       | 1 Dunstable Road, Eaton Bray | No objection | -                       |

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

Clerk

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## 20. TO RESOLVE TO PAY DECEMBER 2008 ACCOUNTS

It was unanimously agreed to pay the December 2008 accounts.

## 21. NEXT AGENDA

Items for the Parish Council Meeting Agenda to be submitted to the Clerk no later

All Councillors

than, Tuesday 20<sup>th</sup> January 2009.

The meeting closed at 10:10pm.

Next meeting to be held: Monday 2<sup>nd</sup> February 2009, 7:30pm at The Coffee Tavern.