

# EATON BRAY PARISH COUNCIL

## Minutes of the Eaton Bray Parish Council Held on 2<sup>nd</sup> February 2009 at The Coffee Tavern

<b>PRESENT</b>	Cllr D. Marriage (Chair) Cllr R. Brand Cllr J. Conner Cllr T. Moxey	Cllr D. Pearson Cllr M. Hawkes Cllr. R. Windmill
<b>IN ATTENDANCE</b>	Heidi Head (Clerk)	
<b>ALSO PRESENT</b>	General Public x17	

### 1. APOLOGIES

County Cllr B. Piggott, 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

Those present at the meeting wished to comment on items within the agenda; Skatepark & Youth Meeting Point and Conservation Area. Agreed to discuss at relevant point in meeting.

### 4. CHAIRMAN'S COMMENTS AND CORRESPONDENCE

- |  |                            |
|--|----------------------------|
| 1) Invitation from Chilterns Access Conference, St Giles Church Hall, Totternhoe on 5 <sup>th</sup> March 2009; placed in read file, Councillors to contact Clerk if attending.  | All Cllrs/Clerk            |
| 2) Letter from Allianz regarding the Bus Stop at the Three Corners Triangle; it was confirmed that the works required for the bus stop amount to £230 and our excess on the insurance is £250, therefore the Parish Council would not be able to go through the insurers to get the work done.   |                            |
| 3) Letter regarding the Go-East panel report; it was agreed for the Clerk to email the report to all Councillors and request a hard copy of the report. Clerk to action.   | Clerk                      |
| 4) Email from Gordon Glass regarding energy saving message from the Energy Savings Trust; it was recommended the Clerk forward to Sally Siddons, Focus.  | Clerk                      |
| 5) Invitation to attend the completion of the Village Hall; placed in read file, Councillors to confirm to Clerk their attendance.   | All Cllrs/Clerk            |
| 6) Letter from the Bank of Ireland re account changes (monies up to £90,000 protected); placed in read file.   |                            |
| 7) Forms for completion regarding changes to the Data Protection Act; forward to General Purposes Working Group for completion and return to Clerk.  | GP Working Group/<br>Clerk |
| 8) Letter from Eaton Bray Lower School regarding money donated from the Parish Council for the installation of a lift; it was agreed that a letter should go the EB Lower School stating that the money donated was conditional on a 'full' lift being installed. In view of the letter received from the school the Parish Council reiterate that the money is only to be used for a 'full' lift and should this project not happen in the near future then the money is to be returned to the Parish Council in full. The school needs to be aware that this is public money and can only be used for what it was given. The Parish Council also wanted to have clarification from the school the type/style of lift they are looking at and their expected costs, as this may affect the amount of money that was initially donated. All agreed. Clerk to action. | Clerk                      |

### 5. DISTRICT AND COUNTY REPRESENTATIVES

There were no representatives from the District and County Council in attendance.

### 6. POLICE REPRESENTATIVE

There was no representative from the police in attendance.

# EATON BRAY PARISH COUNCIL

## 7. SKATEBOARD & YOUTH MEETING POINT WORKING GROUP REPORT

A number of youngsters (fourteen/14) from the parish attended the meeting to demonstrate their interest in the proposed installation of the skatepark at School Lane Recreation Ground. It was confirmed that the Public Consultation for the proposed skatepark is to take place on Thursday 12<sup>th</sup> February next, 7:30pm at The Coffee Tavern. The clerk confirmed flyers had been sent to all residents of Eaton Bray Parish, via FOCUS, and notices had been put on the parish notice boards, local shops and the Parish Council website. The Parish Council was informed that funding for the project is to be obtained from three areas: (1) The Parish Council (2) WREN (3) Confident Communities Fund.

It was proposed that the Parish Council agree to the following:

- (1) The Parish Council were asked to confirm that they have allocated the sum of £27,000 from their accounts for this project, this was agreed and the resolution was proposed, seconded and carried unanimously.
- (2) The Parish Council were asked to confirm that they will support the funding for the maintenance/sustainability of the skatepark once built. The yearly allowance from the Parish Council for general maintenance of the skatepark would be £1,000 per annum. This resolution was proposed, seconded and carried unanimously.
- (3) The Clerk was asked to ensure the insurance covers damage to the skatepark by vandalism. All agreed,
- (4) To use funding donated from the Confident Communities Fund for the provision of the Skatepark/Youth Shelter. Should the project not proceed then the money will only be used for community safety related initiatives within the parish. This resolution was proposed, seconded and carried unanimously.
- (5) The Parish Council were asked to confirm that the Recreation Ground was owned by the Parish Council and for use as recreational purposes. The Clerk confirmed the Land Registry documents detailed the ownership/provision of the recreation ground. The resolution was proposed, seconded and carried unanimously.

Clerk

A resident of the parish informed the Parish Council that she has been getting signatures from parishioners who support the proposed Skatepark & Youth Meeting Point. She also informed the Parish Council that she has been getting a lot of positive feedback from parishioners who back the provision of a skatepark for the young of the parish.

It was mentioned to the Parish Council that the help/advice received from Karen Lang, Bedfordshire County Council in applying for funding has been exceptional and felt that a letter should go to the County Council thanking Karen Lang for all her hard work in this area. All agreed. Cllr Marriage/Clerk to put letter together.

Cllr Marriage/  
Clerk

## 8. SIGNING OF MINUTES OF THE PARISH COUNCIL, 5<sup>TH</sup> JANUARY 2009

An amendment was made to page 1252, Cllr Heyland/Cllr Windmill were deleted from those present listing. It was then agreed to accept the minutes of the Parish Council Meeting held on the 5<sup>th</sup> January 2009. The Chairman signed the minutes.

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

- Booth Place: the Clerk confirmed she would chase up the owner of the road with regards to problems being encountered with the stones on the path in the High Street.
- Grass Verges: the Clerk informed the Parish Council of the problems she is encountering with hearing from South Bedfordshire District Council in arranging an appointment to go round the village to look at the grass verges. It was suggested the Clerk write to more senior member of the District Council to get this moving, the Clerk agreed to do so.
- General Purposes Working Group: the new Working Group is now up and running and the members of the new committee are now in place.
- Standing Chairman's telephone costs: it was looked into and found that having an itemised phone bill was the best option. The Chairman agreed to put a spreadsheet detailing the calls/costs made for each month and to forward to the Clerk for payment. The Clerk confirmed that this was the best way forward and the spreadsheet the best way to show calls/costs. The Clerk stated that the

Clerk

Clerk

PC Chairman

# EATON BRAY PARISH COUNCIL

standing Chairman needs to be aware that should the Clerk at any time wish to query claims made; the Chairman will have to forward the full itemised phone bill for checking. All agreed.

## 10. GENERAL PURPOSES REPORT AND SIGNING OF MINUTES, 15<sup>TH</sup> JANUARY 2009

It was agreed to accept the minutes of the General Purposes Working Group held on the 13<sup>th</sup> January 2009. The Chairman signed the minutes.

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

- Schedule of Assets: the Working Group looked at the current assets listed and amended where accordingly. It was noted that the Rye Cricket Ground (leased) is not mentioned and should be added as Item 32, all agreed. The Parish Council agreed to all the amendments to the schedule of assets, Clerk to action. It was mentioned that the Parish Council need to look at the chairs/seating in the Coffee Tavern and was agreed to put this forward as an agenda item at the next PC Meeting in March. The Clerk was asked to look into the land listed as leased off School Lane and to land leased at the end of The Comp. All agreed, Clerk to look into.

Clerk

CTT/PC Meeting

Clerk

## 12. POLICING WITHIN THE PARISH

The Parish Council are currently working on the letter to be sent to Andrew Selous MP, it was agreed the letter should include the amount of policing within the area and visible policing. All agreed, Cllr Marriage/Clerk to action.

Cllr Marriage/  
Clerk

## 13. MILL END CLOSE/CONSERVATION AREA REPORT

The Parish Council were updated on the progress of the Working Group for this area. It was mentioned that two laurels need to be trimmed and it was agreed for Cllr Moxey to organise this. The main area to be looked into the main hedging running alongside the bridge needs to be cut/layered. It was proposed that the Clerk obtain three quotes for the work to be done. Cllr Moxey to let Clerk have contacts for companies who are able to do this work. All agreed.

Cllr Moxey

Cllr Moxey/Clerk

It was also asked for the Clerk to be the point of contact for the River Ouzel authorities, all agreed. Cllr Moxey to forward details to Clerk for action.

Cllr Moxey/Clerk

## 14. COFFEE TAVERN REPORT

The Parish Council were informed that the Clerk has contacted the Council's Solicitors and is awaiting dates when the CTT and Parish Council can meet up with the Solicitor to formalise the document. The PCC have now formally taken on the front room in the Coffee Tavern as the Parish Office as of 1<sup>st</sup> February 2009 and are currently in the process of decorating. It was pointed out that the CTT need to ensure the correct paints are being used, the CTT agreed to check.

CTT

The Parish Council was informed that the electrical control box needs to be replaced, due to new electrical rules that have come into force. This is being organised/paid for by the CTT.

Concerns were raised with regards to fire safety, the Parish Council confirmed that the Coffee Tavern is in line with all fire safety checks and are in the process of organising safety checks with the fire extinguishers as the date of the inspection expired at the end of January 2009.

CTT/Cllr Pearson

## 15. ALLOTMENT REPORT

The recent allotment meeting was a great success, with 14 plot holders attending. The Parish Council thanked Cllr Hawkes for arranging the meeting and Cllr Brand and his wife for putting together a wonderful food spread.

From the meeting, interest was shown in a communal muck heap for the allotments, the selling of produce from the allotments in order to raise funds for an Allotment Holders Group/Association. Many wanted to put a group together in order to meet, swap ideas and to improve the allotments. Cllr Hawkes enquired as to whether she would be able to be Chair for such a group, but the Parish Council informed her that she would not be able to do this role, as being a Councillor also would result in a

# EATON BRAY PARISH COUNCIL

conflict of interest. Cllr Hawkes confirmed she would let the allotment holders know. The allotment holders are looking at holding another meeting in five weeks' time to organise their next steps and start the process of putting together a formal Allotment Group. It was agreed that this meeting, to be booked at the Coffee Tavern, would not be charged a rent due to it being a newly formed group, but thereafter the CTT would need to look at charges to the group should they wish to hold meetings there. All agreed.

Cllr Hawkes

The Parish Council agreed to the position of the proposed water butts and asked Cllr Hawkes to put together the items required, including costs, for the installation of such and to bring forward to the next PC Meeting in March. All agreed.

CTT

Cllr Hawkes

PC Meeting

## 16. DYERS LANE

It was put to the Parish Council to agree to contact South Beds Planning Department (Enforcement) to organise the clearing of the rubble in Dyers Lane, which has not been done. All agreed. Cllr Marriage to forward photographs of the rubble to the Clerk to action.

Cllr Marriage/  
Clerk

## 17. BUS SHELTERS

The two bus shelters needing work within the parish are; (1) Three Corners (2) The Rye. It was recommended for the work to go ahead on the three corners Bus Shelter, as per the quote supplied for £230 (see Minutes Item 4, Pg 1257). The resolution was proposed, seconded and unanimously agreed. Clerk to action.

The Rye Bus stop is in need of work, it was recommended for Mr. D. Pearson to look at the shelter and get back to the Parish Council at the meeting in March with costs for the work. All agreed. Clerk to action.

Clerk

Clerk

## 18. PATHWAYS

Concerns were raised with the state of the Middle Path and the Ford Path with overgrown hedging/grass. It was agreed to put a P3 team together, at the next GP Working Group, to organise a quick tidy up of the area in the interim. The Clerk will get three quotes for the hedging along the conservation area and include Middle Path, for the long term work. All agreed. It was recommended that the Clerk write to the owners of the hedge along the form asking them to trim back alongside the path. All agreed.

P3/  
GP Working Group  
Clerk

Clerk

## 19. ST MARY'S VILLAGE CARNIVAL

The Parish Council agreed to have a stall at the St Mary's Village Carnival on the 4<sup>th</sup> July 2009. Clerk to action. It was felt this would be an ideal opportunity to show parishioners all the work the Parish Council has put in, in the last year, for its parish. All agreed. To be brought forward as an agenda item at a later PC Meeting to go through individual responsibilities. All agreed.

Clerk

PC Meeting

It was agreed that the Parish Council organise the road closure for the village carnival of the Bedfordshire side. Clerk to action.

Clerk

A suggestion was raised for the Parish Council to sponsor the winning cup for the Village Carnival decorated house competition. However it was felt that as the Parish Council has to fund the advert for the road closure announcement, that the Carnival Committee should sponsor the cup. All agreed.

## 20. CLERK'S REPORT

- The Clerk asked the Parish Council to agree the dates for the Annual Parish Meeting and the Annual Meeting of the Parish Council; it was agreed to hold the Annual Parish Meeting on Tuesday 5<sup>th</sup> May 2009 and the Annual Meeting of the Parish Council on Wednesday 6<sup>th</sup> May 2009.
- The Clerk informed the Parish Council that all Councillors will need to sign a new bank mandate form to update the Bank's records; Clerk to organise.
- The Clerk reminded the Parish Councils that the Read file needs to be read by all Councillors prior to the following PC Meeting when file is to be returned to Clerk. If there are any problems the Councillors should speak to the Clerk.
- The Clerk asked the Parish Council if they would consider offering a donation to

All Cllrs/Clerk

All Cllrs

# EATON BRAY PARISH COUNCIL

Focus for all the help and work they do for the Parish Council. The Parish Council suggested a small donation of £25; it was proposed, seconded, all agreed. Clerk to action.

Clerk

- The Clerk wished to remind the Councillors about the Parish Council Website, the new additions to the site and especially to a new forum on the Eaton Bray Website in which there is a section for the Parish Council.
- The Clerk asked the Parish Council if she could attend two courses: (1) Cemetery Management (2) Internal Audit; it was suggested that Cllr Conner could also attend the Cemetery Management being the Councillor who is responsible for this area. The request was proposed, seconded, all in favour. Clerk to action.
- The Clerk asked that the Parish Council need to decide whether to charge people wishing to obtain information from the burial records archive. It was agreed that the retrieving/recording of such information is time consuming and agreed charges should be made for this service. It was recommended that people enquiring would be charged an initial search fee of £10, with more detailed searches costing an additional £15. All agreed. Clerk to action.
- The Clerk informed the Parish Council that should they want an up to date list of the Register of Electors she will need to apply to Electoral Services for copies, listing names of Councillors' wishing to hold a copy. All Councillors stated they would like a copy. All agreed, Clerk to action.
- Concerns were raised with regards to horses going onto School Lane Recreation Ground and land in Mill End Close; both places horses are prohibitive. The Clerk agreed to put a notice in Focus reminding horse riders where there are not able to go, but also it was suggested new notices be displayed. It was agreed to look into the new notices at the next GP Working Group.

Clerk

Clerk

Clerk

Clerk

GP Working Group

## 21. PLANNING COMMITTEE REPORT

The following planning applications were considered:

Application Nos.	Development Site	Decision	If Refusal: Grounds for
TP/09/0031	Land at Wellhead Bungalows, Springfield Road	No objection	ADDITIONAL COMMENT: Change of use of land should be noted and controlled.

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

Clerk

## 22. TO RESOLVE TO PAY JANUARY 2009 ACCOUNTS

It was unanimously agreed to pay the January 2009 accounts.

## 23. NEXT AGENDA

Items for the Parish Council Meeting Agenda to be submitted to the Clerk no later than, Tuesday 17<sup>th</sup> February 2009.

All Cllrs

The meeting closed at 10:15pm.

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

PC Meeting