

# EATON BRAY PARISH COUNCIL

## Minutes of the Eaton Bray Parish Council Held on 3<sup>rd</sup> March 2009 at The Coffee Tavern

<b>PRESENT</b>	Cllr D. Marriage (Chair) Cllr R. Brand Cllr J. Conner Cllr T. Moxey	Cllr M. Heyland Cllr D. Pearson Cllr M. Hawkes Cllr. R. Windmill
<b>IN ATTENDANCE</b>	Heidi Head (Clerk)	
<b>ALSO PRESENT</b>	General Public x22 District Cllr Ken Janes County Cllr Brian Piggott PC Viv Dady	

### 1. APOLOGIES

No apologies were received.

### 2. SPECIFIC DELARATION OF INTEREST

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

### 3. PUBLIC OPEN FORUM

A number of residents addressed the Parish Council with reference to the proposed Skatepark at School Lane Recreation Ground. Questions raised by those attending were; why this locality for the proposed build, the length of notice given for the public consultation, their concerns with anti-social behaviour, the policing of the area, maintenance of the area, why build in this village, is this going ahead, how many children in the village are interested, who would use this facility?

The Parish Council informed those present that as part of their investigations they had been in contact with a number of Parish/Town Council's within the Herts, Beds and Bucks area to gauge their opinions on the skatepark they had installed in their area. The feedback from these councils was very positive all stating that the skatepark had improved their area, there was no increase in anti-social behaviour and one even reported a 30% decrease in problems since their installation. They were all well used, even in a small parish.

The Parish Council informed those present that under the Local Government guidelines, "*..... any public notices should be displayed with at least three clear days (not including date of issue and meeting) before the meeting takes place. The notice of the time and place of the meeting must be affixed in some clear place in the locality.*" The main Parish Council notice boards for meeting notices are the Coffee Tavern and Knights Close, and have been for many years. To ensure all areas were covered they were put in the notice boards on the 23<sup>rd</sup> January 2009 outside The White Horse, The Meads, School Lane Recreation Ground, Coffee Tavern, Knights Close and Mill End Close. The shops that displayed the notice were the Village Store and the Butchers. Eaton Bray Lower School was also given two notices, one to display in the main school notice board and one for the nursery. The notice was put onto the Parish Council website on the 23<sup>rd</sup> January 2009. However, in addition, the Parish Council also decided to put flyers in the FOCUS magazine (albeit delivered near to the meeting date) to ensure that every resident within the parish was aware of the Parish Council's proposals.

Another resident addressed the council, who agrees with the proposed skatepark, expressing his concern with a circular received through his door from an unknown sender listing a number of reasons why a skatepark should not be built. He was

# EATON BRAY PARISH COUNCIL

concerned that this gave the wrong impression of the Parish Council proposal; it was not entirely accurate and would lead to a kneejerk reaction. He also believed the circular to be unjust in that it asked those who were happy with the skatepark not to write to the Parish Council whilst those who opposed to the proposed build do so. Both parties, whether for or against this proposal, have the right to write to the council with their opinion. He also informed the Parish Council that he had spoken direct to the police responsible for the Hemel Hempstead skatepark who confirmed that they had not had an increase in anti-social behaviour since the installation and is a well used facility.

The Parish Council explained that they were aware of the aforementioned circular and were currently contacting the people mentioned within it, to inform them that at no time did the Parish Council agree or were involved in such a misleading document being circulated to residents in the parish. The Parish Council would also be looking into the legalities of this circular and how it was written.

Clerk

## 4. CHAIRMAN'S COMMENTS AND CORRESPONDENCE

- 1) Letter received from Cheeky Monkeys, Under Fives Playtime thanking the Parish Council for their kind donation; read out to all Councillors.
- 2) Email received from a Resident asking if the Parish Council could look into reinstating a missing bollard at entrance to footpath leading to Dyers Lane; the Parish Council agreed to contact South Bedfordshire regarding this. Clerk to action.
- 3) Letter received from Eaton Bray Lower School; declining the invitation to attend Public Consultation suggesting parents are better able to comment on proposed Skatepark. Placed in read file.
- 4) Letter received from Eaton Bray Lower School; updating Parish Council on latest developments with Children's Centre, including questionnaire. Placed in read file.
- 5) Email received from a Resident regarding the condition of School Lane during snow, asking if the road could be gritted. The Parish Council have on previous occasions contacted South Bedfordshire for this road to be gritted but on each occasion the council have said this cannot be done. Clerk to respond to resident.
- 6) Letter received from Bedfordshire County Council; questionnaire on Totternhoe Knolls. Forward to the General Purposes Working Group.
- 7) Email received from a University Student with a questionnaire to aid in his studies of Housing Needs. Forward to the General Purposes Working Group.
- 8) Invitation received from BRCC; Playing Fields Meeting, 21<sup>st</sup> March 2009 at Old Warden. Placed in read file, if interested please contact Clerk.
- 9) Invitation received from Milton Keynes Council; Local Government Conference, 24<sup>th</sup> April 2009 at Milton Keynes Stadium. No Councillors able to attend.
- 10) Entrance Form from Calour Village of the year competition 2009. The Parish Council did not feel the village should enter this year.
- 11) Letter received from GAPP; invitation to join GAPP and Bedfordshire Councils Planning consortium. It was agreed that Eaton Bray Parish Council should join GAPP. All agreed. Clerk to action.
- 12) Invitation received to attend Bedfordshire Society of Local Council Clerks and Local Council Support Conference, 9<sup>th</sup> March 2009 at The Rufus Centre, Flitwick; No Councillors or Clerk is able to attend.

Clerk

Clerk

GP Working Group

GP Working Group

All Councillors

Clerk

## 5. DISTRICT AND COUNTY REPRESENTATIVES

County Councillor Brian Piggott addressed the Parish Council, explaining that with the new changes taking place at the end of the month he is nearing the end of his term in office. The Parish Council thanked him for his time and as County Councillor he has been a great asset to the village.

District Councillor Ken Janes addressed the Parish Council and confirmed that the newly formed County/Mid-Bedfordshire Council elections are to take place on the 4<sup>th</sup> June 2009. He asked if the Clerk would forward copies of all emails sent to/received from South Bedfordshire District Council regarding the issues of grass cutting within the

# EATON BRAY PARISH COUNCIL

parish. Clerk confirmed she held all email responses and would forward copies to him.

District Councillor Janes also expressed how upset he was to see the circular sent out regarding the proposed Skatepark, by person/s unknown, had his name at the bottom. Some residents believing the comments to come from him.

He personally supports the Parish Council in this project and believes the build they are looking at, i.e. concrete, is a good design. The Parish Council thanked him for his comments.

## 6. POLICE REPRESENTATIVE

PC Viv Dady addressed the meeting and informed the Parish Council that she is getting another PCSO to support her, meaning that PCSO Joanne Glenn will solely be responsible for Eaton Bray and Totternhoe. PC Dady forwarded details of Crime Reduction Products that are available to protect garages/sheds etc., and asked if the Parish Council would put these on their notice boards and Website. All agreed. Clerk to action.

Clerk

It was again reiterated the importance for all members of the public to report anything they see (crime/suspicious) by contacting the local police; all contact numbers are listed in the parish FOCUS and Website. A concern was raised that many people are reticent in contacting the police if they witness a crime or see something suspicious as their name will be given out. PC Dady confirmed that all callers names are confidential and would not be used by the police unless contacted and permission given.

Due to a number of car crimes, it was reminded that drivers should not leave their car unattended with the engine on; it is also an offence to do so.

## 7. SIGNING OF MINUTES OF THE PARISH COUNCIL, 2<sup>ND</sup> FEBRUARY 2009

It was agreed unanimously to accept the minutes of the Parish Council Meeting held on the 2<sup>nd</sup> February 2009, the Chairman signed the minutes.

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

- Standing Chairman's telephone costs: it was proposed that now the Parish Council has agreed to the standing Chairman of the Parish Council claiming back telephone calls/costs relating to Parish Council business, that the new resolution be included in the Parish Council Standing Orders. In addition that the Standing Orders state that the standing Parish Clerk, can at any time, request a full copy of all telephone calls should they/or a Parish Councillor believe a check on all telephone claims is required. All agreed. Clerk to organise an amendment to the current Standing Orders and bring forward for agreement at the next Parish Council Meeting.
- Dyers Lane: Cllr Marriage agreed to forward photographs of the area to the Clerk for her attention.

Clerk  
PC Meeting,04/09

Cllr Marriage

## 9. GENERAL PURPOSES REPORT & SIGNING OF MINUTES, 16<sup>TH</sup> FEBRUARY 2009

It was agreed to accept the minutes of the General Purposes Working Group held on the 16<sup>th</sup> February 2009. The Chairman signed the minutes.

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

- Data Protection Survey: Cllr Marriage agreed to forward the completed survey to the Clerk for her attention.
- No Horse Riding: Cllr Brand confirmed he is putting together a letter to all local stables informing them of the areas where horse riding is prohibited in the parish. Once the draft is put together, Cllr Brand to forward letter to Clerk for action. All agreed. The Clerk showed a design put together for the new notices, all agreed to format. Cllr Brand and Cllr Pearson to visit the agreed sites to look at the style of signs needed, i.e. free-standing, attached, once agreed to get back to Clerk who

Cllr Marriage

Cllr Brand  
Clerk

Cllr Brand/  
Cllr Pearson/Clerk

# EATON BRAY PARISH COUNCIL

will organise a quote. All agreed.

## 11. POLICING WITHIN THE PARISH

The Parish Council are currently working on the letter to be sent to Andrew Selous MP, Cllr Marriage and Cllr Brand agreed to draft the letter in readiness for sending out. All agreed.

Cllr Marriage/  
Cllr Brand

It was brought to the Parish Council's attention the need for more Homewatch areas within the Parish. It was suggested that the Clerk put a notice in FOCUS asking for more people to come forward if they are interested in becoming a Homewatch co-ordinator. Those interested could contact the Clerk direct who would, on their agreement, forward their details to the Neighbourhood Watch Co-ordinator in the area who would contact them to discuss the role in more details. All agreed. Clerk to action.

Clerk

## 12. MILL END CLOSE/CONSERVATION AREA REPORT

The Parish Council were updated on the progress of the Working Group. Cllr Moxey wished to express his thanks to all those volunteers who have worked and supported the Parish Council in the last few weeks. The work completed so far has been extremely hard and tiring but the results are excellent. All dead material/ivy is being removed, elder trees are being cut back, however the Parish Council will need to look into the long term provision of keeping the hedge cut. A large amount of rubbish has been accumulated and is now at the entrance to Mill End Close, next to the bridge, and needs to be cleared. Clerk to action. All agreed.

Clerk

Now the area is being cleared an area has been exposed where there is no fencing next to the water. Cllr Pearson agreed to look into the possibility of placing a barrier to ensure the area is closed off, he recommended sheep netting and will look into this and get back to the Parish Council. All agreed.

Cllr Pearson

A request was made to the Parish Council as to the best solution to dispose of the numerous branches that are now lying on the grass and needing to be cleared. Suggestions raised were; (i) the burning of the branches (ii) the shedding of the branches. It was agreed that the cost implications of the removal of such would need to be looked into; Cllr Moxey believed the best solution would be the controlled burning of the wood/branches. Cllr Brand agreed to speak to the Fire Service to ascertain their views on the option of burning. All agreed. Cllr Moxey agreed to enquire to the cost of shredding the material. All agreed.

Cllr Brand  
Cllr Moxey

Cllr Moxey confirmed that a meeting with Steve Halton had been set up to look at the hedging on the 12<sup>th</sup> March 2009 at 10:00am.

The Parish Council wanted to thank Cllr Moxey and all the members of the Working Group for all their hard work, time and commitment they have been putting into this Conservation Area.

## 13. P3 REPORT

The Parish Council recommended that now the Conservation Area project is underway that the P3 Group is reformed. This would ensure that all volunteers and equipment used whilst working within the P3 group are covered by the insurance. All agreed. It was decided that within the next few weeks the new group needs to be registered, with all names of volunteers being held by Cllr Moxey and copied into the Clerk. It was suggested the Clerk put together a document which listed the volunteers' names, address and contact details and held by the Clerk for her records. All agreed.

Cllr Moxey  
Clerk

It was recommended that Cllr Moxey ensured all volunteers, when working on site, inform Cllr Moxey and Clerk of the work they are proposing to complete and tools being used, so a working record is kept at all times. All agreed.

Cllr Moxey  
Clerk

# EATON BRAY PARISH COUNCIL

## 14. SKATEBOARD & YOUTH MEETING POINT WORKING GROUP

The Parish Council were informed that the Working Group has received two designs/quotations back from the three suppliers contacted and should receive the other design/quotation this week.

Since the Public Consultation, one area of concern raised has been the anti-social behaviour experienced within the parish. The Parish Council agreed that this is an area that should be looked into, not in relation to a proposed Skatepark, but as a separate issue that the Parish Council should discuss with the police on how as a parish the current problems being experienced could be reduced. It was agreed to bring this issue forward as an agenda item for the Parish Council. All agreed. It is important that the Parish Council work with the police in this new project, not only the proposed area but the recreation ground as a hole.

PC Meeting

The Clerk confirmed that the Parish Council Website is getting a lot of 'hits', the Skatepark area, which had already received nearly 200 'hits' prior to the Public Consultation, is now at around 450 and rising. In addition, the Clerk recommended that a Question & Answer Sheet – questions brought to the Parish Council's attention and the relevant response and a plan showing the approximate location of the skateboarding area, be added onto the Website to enable parishioners to see and be kept up to date with what is happening. All agreed. Clerk to action.

Clerk

It was also recommended that the Parish Council put in FOCUS a note to parishioners informing them that if they would like to see a working skateboarding area that they visit Stevenage where a similar structure has been built, although it is much larger than the one proposed in the village. All agreed. Clerk to action.

Clerk

Cllr Brand suggested he contact a member of the parish who works for the police to get his opinion on the proposed build, also how to deal with anti-social behaviour. It was agreed for Cllr Brand to contact this resident for advice and also to ask them what the Parish Council can do to help with issues that are currently being experienced by residents within the parish.

Cllr Brand

It was also suggested that the Clerk write direct to Andrew Selous MP, forwarding him a copy of the circular that was sent to residents of the parish and the Parish Council report on the proposed skatepark. All agreed. Clerk to action.

Clerk

## 15. COFFEE TAVERN REPORT

The Parish Council was informed that the management transfer of the letting of the Cottage is now complete and the PCC office in The Coffee Tavern is now in full operation.

The original suppliers of the fire alarm bell need to be contacted, Clerk to check files for contact. All agreed. It was confirmed that all the electrical work in the Coffee Tavern has now been updated and all the kitchen equipment tested.

Clerk

It was recommended that the Coffee Tavern need more chairs to cater for the number of people that are allowed to hire the room. Cllr Marriage agreed to look into this matter and get back to the Parish Council. All agreed.

Cllr Marriage

The Parish Council were informed of the meeting with the Parish Council's Solicitors regarding the relationship between The Coffee Tavern Trustees and The Parish Council. The agreement has now been agreed and once documentation has been received regarding the Trustees the agreement can be presented ready for signature. The Solicitor required confirmation from the Parish Council the names of the Trustees when it was not under direct control of the Parish Council. The Parish Council Minutes did not state the Trustees names but the Minutes of the Coffee Tavern Trustees on 2<sup>nd</sup> April 2007 and Minutes of The First Annual General Meeting held on 11<sup>th</sup> September

# EATON BRAY PARISH COUNCIL

2007 listed the names of the Trustees at that time. Therefore it was put to the Parish Council that they look at the minutes mentioned and agree to them being an accurate and true record of the Trustees during that period. It was put to a resolution, proposed by Cllr Windmill, Seconded by Cllr Brand, all unanimous. Therefore the aforementioned minutes are agreed to be an accurate and true record of the Coffee Tavern Trustees during the period when The Coffee Tavern and Cottage came under direct control of the Trustees.

## 16. BUS SHELTERS

It was agreed to bring this item forward to the next Parish Council Meeting. Cllr Marriage and Cllr Pearson to look at the bus shelter and put together a report. All agreed.

PC Meeting,06/04  
Cllr Marriage/  
Cllr Pearson

## 17. FINANCE REPORT

It was agreed to bring the budget report forward to the next Parish Council meeting.

PC Meeting,06/04

The Parish Council was updated on the Clerk's appraisal. The Parish Council are very pleased with the Clerk's work she has carried out since joining in January 2008 and through discussions believed that her contracted hours of 15 per week do not cover the work she is currently handling, therefore recommended an increase in hours to 18 per week. It was put to the vote, all agreed to the increase in hours. Clerk to amend contract. The Parish Council were informed that the employers' side of the National Joint Council (NJC) for local government services made a final pay offer for 2008/09 for 2.45%, given the time that has elapsed since the award was due the NJC have decided that the Employers' final offer should be implemented, with effect from 1 April 2008. Therefore it was put to the Parish Council to increase the Clerk's salary by the agreed 2.45% and be backdated to the 1<sup>st</sup> April 2008 as recommended by the NJC. It was put to the vote, all agreed to the salary amendments. Clerk to amend contract. In addition, due to the work done by the Clerk it was recommended that the Clerk look into the scale system for Parish Clerks to see if she is eligible to move from the scale she is currently on to the next on the table. All agreed. Clerk to look into.

Clerk

Clerk

Clerk

## 18. CLERK'S REPORT

- An applicant for the position of Parish Councillor was asked to address the Parish Council. The applicant introduced themselves and explained to the Parish Council their reasoning behind wishing to join. The Parish Council thanked them for their address and confirmed they would contact them in due course.
- The Clerk reported that a resident had contacted the Parish Council regarding dropped kerbing being installed at no expense to residents, when they have tried to have this work done and have been quoted a cost for this. The Clerk contacted highways who confirmed the following "*... the dropped kerbing was put in however this was only agreed because of the size of the original kerbing being only 40mm and that meant no reconstruction work was required and at no extra cost; it was therefore completed as part of the pavement works that were ongoing at the time. The dropped kerbing requested by this resident would require substantial reconstruction work and cost.*" The Clerk confirmed that she had written to the resident with her findings.
- The Clerk asked the Parish Council to look at the updated Equal Opportunities Policy and recommended that it be adopted. The policy was looked at by all Councillors and it was proposed, seconded and agreed unanimously to adopt the Equal Opportunities Policy. The Chairman then signed the policy.
- The Clerk handed out to all Councillors a copy of her **agreed contact hours, Tuesday, Thursday and Friday from 9:30am to 1:30pm** and asked for the Parish Council agreement for the amendment to be accepted and updated accordingly. All agreed.
- A request was put forward from an Allotment holder for the replacement of an existing shed with a greenhouse on one plot and the erection of a new shed on another plot. All agreed. Clerk to action.
- Clarification was requested from the Parish Council as to its commitment to the proposed Skatepark. A question raised in the Public Open Forum was, the Clerk

Clerk

# EATON BRAY PARISH COUNCIL

believed, not answered fully. The Parish Council confirmed that in relation to the project, the Parish Council is currently supporting the provision of a Skatepark as the money agreed to fund the project from the Parish Council was voted for and agreed. This Parish Council then have a legal obligation to only use the money for which it is was agreed/allocated, in this case the proposed Skatepark and are therefore committed to this project. This stands for a period of 6 months from the decision/agreement of the Parish Council. However, should the additional funding required for this project not be achieved and the designs put forward to the Parish Council not be deemed suitable for the size of the recreation ground and the village, then after the 6 months has expired the money could be returned to the Council's reserves.

## 19. PLANNING COMMITTEE REPORT

The following planning applications were considered:

Application Nos.	Development Site	Decision	If Refusal: Grounds for
CPD/09/0036	9 The Nurseries, Eaton Bray	-	-
TP/09/0008	The Paddocks, Springfield Road, Eaton Bray	No objection	-
TP/09/0115	Moat Hall, 36 Moor End, Eaton Bray	Over development	Concern as wording on application mentions: (1) proposed (2) retained Please advise if work has already taken place.

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

Clerk

## 20. TO RESOLVE TO PAY FEBRUARY 2009 ACCOUNTS

It was unanimously agreed to pay the February 2009 accounts.

## 21. NEXT AGENDA

Items for the Parish Council Meeting Agenda to be submitted to the Clerk **no later** than, Tuesday 24<sup>th</sup> March 2009.

All Councillors

The meeting closed at 11:15pm.

Next meeting to be held: Monday 6<sup>th</sup> April 2009, 7:30pm at The Coffee Tavern.