

EATON BRAY PARISH COUNCIL

Telephone/Fax: 01525 221464 Email: clerk@ebpc.co.uk Website: www.ebpc.co.uk

Minutes of the Eaton Bray Parish Council Meeting

Held on 6th December 2010 at The Coffee Tavern

PRESENT	Cllr M. Hawkes (<i>Chairman</i>) Cllr J. Conner Cllr A. Garofall	Cllr G. Johns Cllr D. Pearson
IN ATTENDANCE	Heidi Head (<i>Parish Clerk</i>)	
ALSO PRESENT	Cllr Marion Mustoe Cllr Ken Janes General Public x5	

1. APOLOGIES FOR ABSENCE

Councillor Marion Heyland and Councillor Richard Windmill sent their apologies for absence.

2. SPECIFIC DECLARATION OF INTEREST

There were no declarations of interest.

3. PUBLIC OPEN FORUM

The Parish Council were asked if they had decided on the agreed maximum size/style of memorials in the new section of the Cemetery in Bower Lane, Eaton Bray. The following amendments to the current regulation were proposed:

7. MEMORIALS ON CREMATED REMAINS GRAVES

7.1 Plaques or tablets ("memorials") in the Garden of Remembrance shall be placed centrally on the plot, and shall not exceed 50cms (20 inches) in width and 45cms (18 inches) front to back. The minimum thickness shall be 5cms (2 inches) and the maximum 8cms (3.5 inches) at the front rising to a maximum 25cms (10 inches) at the back. A recess for the insertion of a flower vase is permitted.

7.2 No other objects or materials shall be permitted on these plots. The cutting away of turf from around the memorials and the insertion of bedding plants, chippings, plastic strips or any other materials is not permitted.

7.3 The memorial must be fixed in a horizontal position on a foundation base, the top of which shall be flush with, or below, the surrounding turf.

7.4 The foundation base shall not extend more than 5cms (2 inches) on any side beyond the memorial

However, it was suggested that members of the Parish Council visit the cemetery to look at the area to be able to fully understand the reasons behind the sizing of the memorial stones before a final decision on an amendment to the regulations. All agreed. Site visit to be arranged.

Parish Councillors

4. CHAIRMAN'S COMMENTS AND CORRESPONDENCE

- (1) Letter from allotment plot holder to erect a shed on allotment plot 23; all agreed.
- (2) Email from resident regarding concerns with digital change over and internal aerials. From recent investigations there was a request from the then Parish Council, to the planners/developers of the original Wallace Drive development, to avoid the use of external aerials. This was agreed however the request only applied to the first development of Wallace Drive which was carried out late 1970's/early 1980's. The requirement from the Parish Council did not extend to the second/subsequent Wallace Nurseries estate which was constructed between 1986/1996. The developers at the

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time decided to include the restrictive covenant as it was felt it enhanced the visual appeal of the development. Since that time many properties have erected external aerial/satellite dishes on their properties. Therefore the Parish Council have no issues with these aerial being fitted and agreed that it would be the decision of the Planning Authority, Central Beds Council, to allow/not allow the erection of external aerials on this development. All agreed.

- (3) Email from Highways, Central Beds Council regarding overgrown verges with trees/bushes; adjacent to Yew Tree Close, Eaton Bray; the council asked the Clerk to verify ownership of this land as there was a belief that this was the responsibility of Central Beds Council and not the Parish Council. All agreed.
- (4) Training available for the Development Chairmanship Skills, Tues 15/02/11 & Thus 24/02/11 in Biggleswade; placed in read file.
- (5) Training available for Intermediate Chairmanship Skills, Thurs 10/03/11 & Tues 15/03/11 at Biggleswade; placed in read file.
- (6) Communication from an unknown sender regarding an overgrown tree in Coffee Tavern car park causing obstruction to traffic; recommended to look into this report and come back to Parish Council with findings. All agreed.
- (7) Email from Voluntary & Community Action – strategy & Consultation – supporting a stronger civil society; recommended to General Purposes Working Group to look into further. All agreed.
- (8) Documentation from Beds & Luton Local Resilience Form; recommended to General Purposes Working Group to look into further. All agreed.
- (9) Documentation from Emergency Assistance Centres; recommended to General Purposes Working Group to look into further. All agreed.

Clerk

Parish Councillors

GP Working Group

GP Working Group

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5. POLICE REPRESENTATIVES

PC Viv Dady was in attendance. There were 7 recorded crimes within Eaton Bray Parish in October and 7 recorded in November.

Be Aware: the police wished to remind all residents not to leave valuables in garden sheds/garages or on display in motor vehicles. For further information on Crime Prevention please visit website: www.bedfordshire.police.uk/neighbourhood_teams/teams/cb_leighton_rural.htm

6. CENTRAL BEDFORDSHIRE REPRESENTATIVE/S

Ward Cllrs Marion Mustoe and Ken Janes attended the meeting. Cllr Mustoe wished to bring to the residents attention the threat to the **73 Bus**. This is the community bus that services the villages of Billington, Eaton Bray and Totternhoe into Leighton Buzzard. Due to major cutbacks in the near future this service could be in danger of being withdrawn. This is a service financially supported by Central Bedfordshire Council. It travels the round trip 3 times a day, 6 days a week. Timetables are on the Bus Stops. It is important that residents use this service, if not, it may be lost. Cllr Janes informed the council that he has been speaking with the Football Club regarding the proposed development of the land in Bower Lane as an all purpose pitch. He informed the club that when putting in a planning application, the plans would need to include toilet facilities (water/electricity) in the site. EB Lions agreed to re-look at the plans to be submitted.

7. SIGNING OF MINUTES OF THE PARISH MEETING, 1st November 2010

It was agreed unanimously to accept the minutes of the Parish Council Meeting held on the 1st November 2010; the Chairman signed the minutes.

8. SIGNING OF MINUTES OF GENERAL PURPOSES WORKING GROUP, 4th November 2010

It was agreed unanimously to accept the minutes of the General Purposes Working Group Meeting held on the 4th November 2010; the Chairman signed the minutes.

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9. MATTERS ARISING FROM PARISH COUNCIL/GENERAL PURPOSES MINUTES (*for information*)

(1) Eaton Bray Parish Council

- The Clerk confirmed that a communication has been sent regarding the possible relocation of the flag pole to the Parish Council's memorial garden. An application to the council will need to be issued for this request to be formally agreed.
- The Clerk confirmed that she was waiting for quotes to mend/replace the damaged chain link fence at the entrance to The Rye recreation ground field.

(2) General Purposes Working Group

- There were no matters arising.

10. PLANNING COMMITTEE REPORT

Planning Applications, November 2010

Application	Address/Development	Decision	Comments
CB/10/04275	6 Yew Tree Close, Eaton Bray/construction of tiled pitched roof to existing front&side extension	No Objections	n/a

- All planning application recommendations by the Parish Council are to be reported to the relevant authority. All agreed. Clerk to action.

Clerk

11. BUSINESS MATTERS

(1) **Cricket Club Lease:** The draft Lease has been put together by the Council's solicitors who are awaiting details of the Cricket Club Trustees.

(2) **Cemetery:** It was recommended that the council put together a formal contract for Dave Lee who has been carrying out the maintenance of the cemetery grounds for the last few months. It was suggested this be put to the General Purposes Working Group. All agreed.

GP Working Group

(3) **Byelaws:** This is currently being looked at by the General Purposes Working Group.

GP Working Group

(4) **Ground Maintenance Contract:** The councillors went through the current three-year contract and are all happy with the content. It was proposed that an addition be added to the contract; "*Item 5, sub-section 5.6 Collection and removal of fallen leaves to leave site clear for Armistice Day.*" All agreed. It was proposed and seconded that the Clerk sends out Invitations to Tender. All agreed.

Clerk

(5) **Speed/Road Assessments:** Concerns were raised with the council regarding the time taking for Central Beds Council, Highways, to carry out a speed road/assessment of School Lane. The Clerk confirmed she would continually chase Central Beds Council to carry out this work. All agreed.

Clerk

(6) **Changing Rooms:** It was proposed that the Parish Council organise for a surveyor to look at/check condition of the Changing Rooms. It was suggested the Clerk speak to Central Beds Council for a point of contact. All agreed.

Clerk

(7) **Mobile Library Cuts:** Concerns were raised to the proposed cuts to the Mobile Library Services for this area. It was suggested that the Clerk write to Central Beds Council informing them of these concerns. All agreed.

Clerk

(8) **New Councillors?** Due to the Parish Council requiring new councillors to stand, it was suggested that the council look at trying to recruit younger members of the parish to join. It was suggested that the council speak to local colleges to encourage younger members of the parish to join. All agreed. Cllr Garofall to look into.

Cllr Garofall

12. REPORTS

(1) **Recreation Ground Improvements:** Final drawings/quotations are now being forwarded to the Parish Council for approval.

(2) **Coffee Tavern:** The windows have now been painted and the fire office has visited the building to complete the fire test. Awaiting full report.

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- (3) **Cemetery:** Issues were raised under Item 3 and Item 11, sub-section (2).
- (4) **Allotments:** The Clerk is in the process of updating allotment records for the 2010-2011 season. The new sign has now been erected on the main allotment entrance gate. Clerk
- (5) **Finance:** The Finance Working Group looked at the council spend for 2010-2011 and the council spend for 2011-2012 and raised concerns at costs. It was proposed to organise another Finance meeting to go through areas where spends can be reduced. All agreed. Finance Working Group
13. **PRECEPT/BUDGET 2011-2012**
The Parish Council looked at the recommended capital projects for 2011/2012 and it was proposed that the council look into reducing areas of spend. It was recommended that the 2011/2012 Precept remains the same as last year's. It was proposed/seconded and put to the vote that the Parish Council retain the previous year's Precept of £49,000. All agreed. Clerk to action. Clerk
14. **RISK ASSESSMENT/FINANCIAL REGULATIONS REVIEW 2011-2012**
Risk Assessment: It was put to the Parish Council that a review of the current Risk Assessments be carried out, with the changes agreed at the PC Meeting in January 2011. All agreed. PC Meeting/Jan
Financial Regulations: It was put to the Parish Council that a review of the current Financial Regulations be carried out, with the changes agreed at the PC Meeting in January 2011. All agreed. PC Meeting/Jan
15. **PARISH CLERK REPORT**
- (1) The clerk informed the Parish Council of concerns raised by a resident regarding a Mirror situated at The Comp allowing visibility for on-going traffic. The council confirmed that this is a private matter and that the residents concerned would need to speak with Central Beds Council, Highways on this matter.
- (2) Parish Council Vice Chairman Cllr Johns was asked to complete the Declaration of Acceptance of Office of Vice-Chairman. The Clerk informed the council that since Cllr Johns is willing to serve, he is now Vice Chairman until a new Vice Chairman is elected in May 2011. If willing he may of course stand again for the office of Vice Chairman in May 2011. This was proposed, seconded, all in favour of Cllr Johns taking on this role.
- (3) Tree Quote (Mill End Close); Quotations for the work to clear fallen trees along the ransome strip, £296 +VAT was presented to the council. All agreed. Clerk to action. Clerk
- (4) Church Leaves quote; the quotes presented to the council for the work to clear the fallen leaves in the churchyard have come in very high. It was suggested to look at obtaining additional quotes for this work to reduce costs. All agreed. Clerk to action. Clerk
- (5) Bower Lane Land; The Clerk informed the council that she has now heard from The Charity Commission who require proof of ownership of the land prior to looking at the council's request for change of use. The Clerk is now in the process of obtaining the requested documentation.
- (6) Banners on Memorial Railings; Complaints have been received regarding banners/advertising being attached to the Memorial railings, residents believing it to be inappropriate for such notices to be displayed there. It was recommended the Clerk write to the church expressing these concerns and asks them to relocate such notices to a more appropriate area. All agreed. Clerk
16. **TO RESOLVE TO PAY NOVEMBER 2010 ACCOUNTS**
It was unanimously agreed to pay the November 2010 accounts.
17. **NEXT AGENDA**

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- Items for the next Parish Council Meeting Agenda **MUST BE SUBMITTED** to the Clerk **NO LATER THAN** Tuesday 28th December 2010. Items submitted after this date will **not** be included in the January 2011 agenda and will have to be carried forward to the Parish Council Meeting scheduled in February 2011.

All Councillors

The meeting closed at 9:55pm.

Next meeting/s to be held:

- (1) Parish Council Meeting: Monday 10th January 2011, 7:30pm at The Coffee Tavern
- (2) Parish Council Meeting: Monday 7th February 2011, 7:30pm at The Coffee Tavern