

# EATON BRAY PARISH COUNCIL

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

## Minutes of the Meeting of Eaton Bray Parish Council

Held on 3<sup>rd</sup> October 2011 at The Coffee Tavern

<b>PRESENT</b>	Cllr. B. Piggott ( <i>Chairman</i> ) Cllr. R. Brand Cllr. J. Conner Cllr. B. Coulter	Cllr. G. Johns ( <i>Vice-Chairman</i> ) Cllr. M. Hawkes Cllr. M. Simkins Cllr. R. Windmill
<b>IN ATTENDANCE</b>	Heidi Head ( <i>Parish Clerk</i> )	
<b>ALSO PRESENT</b>	General Public x6, Cllr. Marion Mustoe	

### 1. APOLOGIES FOR ABSENCE

Cllr Heyland sent her apologies for absence.

### 2. SPECIFIC DECLARATION OF INTEREST

Cllr Brand expressed a declaration of interest, Item 10 (6).

### 3. PUBLIC OPEN FORUM

There were no matters arising.

### 4. POLICE REPRESENTATIVE

There was no police representative in attendance.

An email received from PC Viv Dady was read to the Councillors regarding the reporting of crimes/suspicious activity within the parish. Once again the police urged residents to contact the police when encountering an incident, with as much detail as possible, to aid the police in their investigations.

### 5. CENTRAL BEDFORDSHIRE REPRESENTATIVE/S

Cllr Marion Mustoe was in attendance.

- (1) Cllr Mustoe informed all councillors/residents that if they wished to speak to a planning office regarding local planning issues, there is a Planning Officer based on Monday mornings at the council offices in Dunstable.
- (2) Cllr Mustoe was made aware of the issues regarding the current scheduled grass cutting dates set out by Central Beds Council; the Parish Councillors feel that these schedules need to be revised allowing for grass cutting requirements in specific areas, i.e. dangerous junctions/black spots where visibility is priority.
- (3) Totternhoe Parish Council are looking at setting up a P3 group for them and have asked in Eaton Bray Parish Council would be interested in merging with them. Cllr Mustoe said that Totternhoe PC would be in contact in due course.
- (4) The police are setting up an initiative which will allow 8 members of the parish to be trained in using hand held speed guns, to enable spot checks of car speed through the parish roads. More information on this to follow in due course.
- (5) Cllr. Mustoe wished to remind all councillors/residents of the **Lets Talk Together** meeting being held in Eaton Bray Village Hall on 6<sup>th</sup> December 2011.

Cllr Mustoe

Website

### 6. REPORTS: (1) Chairman's Correspondence (2) Parish Clerk

#### CHAIRMAN'S CORRESPONDENCE

- (1) Letter from Central Beds Council Highways Maintenance 3-year programme, 2012-2015: forwarded to General Purposes Working Group to action. All agreed.
- (2) Email from resident regarding a tree in Medley Close: a council representative visited this

GP Working Group

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- site and on inspection found that the tree did not cause obstruction to vehicles when using the junction, however did agree that there was some overhang on the public footpath. It was recommended to organise for these branches to be trimmed. All agreed. Cllr Simkins
- (3) Email from Ross Bagni, Village Hall Committee regarding Deed of Variation: It was proposed it be forwarded to the General Purposes Working Group to action. All agreed. GP Working Group
- (4) Email from Bugle Communications regarding promotional Notice Board (free with Talk Talk sponsor): It was proposed it be forwarded to the General Purposes Working Group to action. All agreed. GP Working Group
- (5) Email regarding damage at Five Bells Bus Stop: It was recommended the Clerk look into the replacement of the damaged bricks. All agreed. Clerk
- (6) Questionnaire on War Memorials: Placed in read file for comments.
- (7) Quotation for work at St. Mary's Church: Following the request by the Church for the Parish Council to take on the grass cutting around the Cremation memorial a quotation for the additional work by the current Ground Maintenance Contractor was presented to the council. The additional cost of £20 per cut was agreed by all. However, the council did agree that should the Church wish to have a flower bed cut out/created within this section of the Churchyard that this cost be met by the Church and not the Parish Council. All agreed. Clerk
- (8) Invitation from Leighton-Linslade Town Council to Local Parish Meeting 6<sup>th</sup> October 2011 at The White House, Hockliffe St, Leighton Buzzard: Placed in read file.
- (9) Letter regarding The Late John Veitch: The application was presented to the council. All agreed. Clerk to action. Clerk
- (10) Invitation to a Planning Skill Workshop, 25<sup>th</sup> November 2011, The Rufus Centre, Flitwick: Placed in read file.
- (11) Email regarding damaged flood light pole: to be forwarded to the General Purposes Working Group to action. All agreed. GP Working Group

## PARISH CLERK

- (1) Pavilion Key: It was suggested that the council approach the Tennis Club and ask for the Parish clerk to hold a key to the pavilion, for emergency use. All agreed. Cllr Hawkes
- (2) Willow Tree, School Lane Rec Ground: The clerk informed the council that the dangerous state of the broken branch of the Willow tree has been dealt with, at a cost of £195. This branch was in an unstable state and sited above the footpath and was therefore deemed a priority in its removal. All agreed.
- (3) Travel costs: details from Central Beds Council to be reviewed. All agreed. November PC

## **7. SIGNING OF THE MINUTES OF:**

### **(1) EATON BRAY PARISH COUNCIL, 6<sup>th</sup> September 2011**

Amendments was made to Page 1401, Item 6(2), 'There was no meeting of the General Purposes Working Group' to be replaced with 'There was a meeting of the General Purposes Working Group however the minutes were not presented to the Parish Council'. It was then agreed unanimously to accept the minutes of the Meeting of Eaton Bray Parish Council held on the 6<sup>th</sup> September 2011; the Chairman signed the minutes.

### **(2) GENERAL PURPOSES MEETING, September 2011**

There was no meeting of the General Purposes Working Group.

The minutes of the General Purposes Working Group held on July 2011 were presented to the council. It was agreed unanimously to accept the minutes of the General Purposes Working Group held on the 7th July 2011; the Chairman signed the minutes.

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

### **(1) Eaton Bray Parish Council**

- There were no matters arising.

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## (2) General Purposes Working Group

- From the July General Purposes Working Group, the clerk is in the process of obtaining quotes for the turfing/grassing over an area within the cemetery.

For information:  
Clerk

## 9. **PLANNING COMMITTEE REPORT**

### (1) Planning Applications: September 2011

Application	Address/Development	Decision	Comments
CB/11/03195	7 Moor End Lane, Eaton Bray, LU6 2HW	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

## 10. **BUSINESS MATTERS**

- (1) Cricket Club Lease: The Clerk confirmed that she has written to the Cricket Club asking them to enquire as to insurance cover on the building within the club grounds, in addition the request of the Parish Council for the cricket club to carry out yearly surveyor checks on a building sited there. The clerk is awaiting a response. It was proposed that once a response is received from the cricket club regarding the yearly checks, if agreed, then the Parish Council contact the solicitor to go ahead with the final draft of the Lease. All agreed.

- (2) E.B. Lions/Football Club: The council are in the process of obtaining legal advice regarding the siting of a football facility within grounds in the parish. Once this information is received it was proposed that a special meeting of Eaton Bray Parish Council be called to discuss this matter in detail. All agreed.

November PC

- (3) Byelaws: The council was asked if they agreed to the current Byelaws being updated. All agreed. To be brought forward to council meeting in November.

November PC

- (4) St. Mary's Church: Grass cutting: As discussed under item 6(7). *Diamond Jubilee* It was proposed that the Parish Council support the Church in this even with a donation of £100 towards costs. All agreed. Clerk to action.

Clerk

- (5) Parish Plan: Relevant paperwork was placed in the read file. The council were informed that John Boswell from BRCC attended the recent Parish Plan Working Ground meeting and discussed parish plans and rural housing. From this meeting it was proposed that the council organise for a parish survey to be carried out (at no charge to the council) to look at the housing needs of the parish. It was agreed that the council would support this survey however would like to see a copy of the questionnaire prior to it going out. All agreed.

### (6) Parish Trees:

(6.1) School Lane: The Clerk is awaiting final quotations.

(6.2) Mill End Close: The Clerk is awaiting final quotations.

(6.3) Middle Path: The Clerk is awaiting final quotations.

(6.4) Market Square: The Clerk is awaiting final quotations.

- (7) Standing Orders: It was proposed that councillors look at current Standing Orders for 2011-12 and make recommended amendments, to be reviewed at PC Meeting. Forwarded to General Purposes Working Group to look into. All agreed. To be reviewed at PC Meeting in November.

GP Working Group  
November PC

- (8) Open Spaces: The council were informed of additional common land located at Bison Hill which comes under Eaton Bray parish. Cllr Johns informed the council that he is still looking into other areas of land and trying to obtain supporting documentation regarding the ownership/jurisdiction of such.

- (9) Village Drains: It was noted that during heavy rain the village drains are unable to cope. It was proposed that the clerk contact the Ouzel authorities to enquire what plans there are/if any for improvements to the drainage in this area. All agreed.

Clerk

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## (10) Village Traffic/Parking:

(10.1) It was felt that there is a need for better speed control within the village. The clerk confirmed that she has again chased Central Beds Council regarding the speed assessment to be carried out in School Lane and is awaiting a response. There is a Local Area Transport Plan consultation for this area to be carried out in 2012 and it was recommended that the council get involved in this, together with Cllr Mustoe, to find out options available to deter/reduce speeding in this area. All agreed.

Cllr Simkins/  
Cllr Mustoe

(10.2) There have been issues with poor parking within the parish. Cars causing roads to be blocked and using spaces reserved for visitor parking not extended parking for residents. The fire service has been approached to carry out a site visit to parish roads to see if there are issues with the current parking within the parish. It was recommended the council display posters issued by the fire department within the parish notice boards regarding parking issues. All agreed.

Cllr Brand/  
Clerk

## 11. GENERAL REPORTS

(1) Recreation Grounds: The Community Team have nearly completed all paving within the parish recreation grounds and the council are very pleased with the work carried out. The council were informed that the Community Team can also carry out other work within the parish, i.e. clearance work, hedge trimming, tidying of areas etc. It was recommended Cllr Heyland look into this further. All agreed.

Cllr Heyland

(2) Coffee Tavern/Cottage: The utilities company for these buildings have been renewed and suppliers changed. The cottage tenants have reviewed their tenancy.

(3) Cemetery: The unstable fencing has been removed and the council now need to look at other options. Options to be looked at by the General Purposes Working Group. All agreed.

GP Working Group

(4) Finance: The Finance Working Group got together to look at the current finances. It was proposed that the Clerk put together an up to date current spend and a forecast for council spend to year end. All agreed.

Clerk

(5) Allotments: An allotment inspection was carried out prior to renewals and it was noted that three plots have not been kept to the required condition, despite the council sending written warnings to the tenants. It was agreed that the council write to these tenants (i) Plot 22; allocate a ½ plot, with whole plot terminated (ii) Plot 18b; ½ plot given 3 months' notice (iii) Plot 10; notice to terminate. All agreed.

Clerk

## 12. TO RESOLVE TO PAY SEPTEMBER 2011 ACCOUNTS

It was unanimously agreed to pay the September 2011 accounts.

MONTHLY PAYMENTS: SEPTEMBER 2011	
Ground Maintenance	£1,011.50
Audit fee, y/e 31 March 2011	£510.00
Tree Works: Willow tree, School Lane Rec Ground	£195.00
ICO: data protection renewal 2011-12	£35.00
CPRE Membership Renewal 2011-12	£29.00
Edlesborough Parish Council; joint costs – Mink traps	£97.50
Reimbursement of costs: Recreation Ground materials	£39.16
Salaries (Clerk & Handyman)	£852.61
HM Revenue & Customs (PAYE/NIC)	£88.84
<b>TOTAL Monthly Outgoings</b>	<b>£2,858.61</b>

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## 13. NEXT AGENDA

- (1) Items for the next Parish Council Meeting Agenda MUST BE SUBMITTED to the Clerk NO LATER THAN Tuesday 25<sup>th</sup> October 2011. Items submitted after this date will not be included in the November 2011 agenda and will have to be deferred to the Parish Council Meeting scheduled in December 2011.
- (2) Items for inclusion at next PC Meeting, November:

The meeting closed at 9:50pm.

### Next meeting/s to be held:

- (1) Parish Council Meeting: Monday 7<sup>th</sup> November 2011; 7:30pm at The Coffee Tavern
- (2) Parish Council Meeting: Monday 5<sup>th</sup> December 2011; 7:30pm at The Coffee Tavern

All Councillors