

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 7th November 2011 at The Coffee Tavern

PRESENT	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
IN ATTENDANCE	Heidi Head (<i>Parish Clerk</i>)	
ALSO PRESENT	General Public x3, Cllr. Marion Mustoe	

1. APOLOGIES FOR ABSENCE

Cllr. Heyland sent her apologies for absence.

2. SPECIFIC DECLARATION OF INTEREST

Cllr. Johns declared to the council that he is now an elected member of the County Committee, BATPC.

3. PUBLIC OPEN FORUM

There were no matters arising.

4. POLICE REPRESENTATIVE

There was no police representative in attendance.

It was proposed to remove Item 4 from the agenda and when a representative attends from the police the council will authorise them to speak at the council meeting. All agreed.

5. CENTRAL BEDFORDSHIRE REPRESENTATIVE/S

Cllr Marion Mustoe was in attendance.

- (1) Cllr Mustoe informed the council that the setting up of a P3 group with Totternhoe was not as a merged group but a group that could work together should the need arise.
- (2) The Parish Council were advised to request an acknowledgement of receipt of the parish's response to planning applications when submitting.
- (3) The Core Strategy withdrawn in September last has now been replaced by the Development Strategy, proposed adoption date being February 2014.
- (4) The Gypsy and Traveller Plan's proposed adoption date is June 2012.
- (5) Cllr. Mustoe is aware of the proposed Speed Assessment request for School Lane and informed the council that they can propose a review by the Traffic Committee. All agreed. It was recommended the council look into Central Bedfordshire Councils (CBC) policy on 20mph speed limits outside of schools. Cllr. Simkins to look into further. All agreed.

Clerk/
Cllr. Mustoe
Cllr. Simkins

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

CHAIRMAN'S CORRESPONDENCE

- (1) Letter from Cllr. Marion Heyland informing the council of a two-month leave from council business due to personal reasons. The Clerk was asked to write to Cllr. Heyland acknowledging this request, to wish her well and to inform her that she is entitled to take a six-month leave from the council. All agreed
- (2) Letter from St Mary's Village Carnival 2011 with a donation to the Parish Council of £100; read to Councillors.
- (3) Email from Totternhoe Parish Council regarding volunteers to help co-ordinate speed checks with the two parishes; it was proposed that Cllr. Simkins, Cllr. Brand and Cllr. Piggott put

Clerk

Cllrs. Simkins/
Brand/Piggott

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themselves forward. All agreed.

- (4) Form of Authority for the LATE Tracy Stockwell; authorised by the Parish Council. It was proposed that future burial/memorial requests are authorised by the Clerk, with feedback to the Council the preceding meeting. All agreed.
- (5) Email regarding the removal of rabbits at The Rye football field; it was proposed the clerk obtain additional quotes for this work. All agreed.
- (6) Letter from Magpas regarding a donation request; placed in read file for councillor comment.

Clerk

Clerk

All Councillors

PARISH CLERK

- (1) The Poppy Wreaths have been delivered for placing at Edlesborough and Eaton Bray War Memorials. It was proposed that Cllr. Piggott be the official representative of Eaton Bray Parish Council at the Remembrance Day service on Sunday 13th November. All agreed. A proposed donation to The Royal British Legion of £100 was agreed. Clerk to action.
- (2) Currently the monthly Focus shows the emergency contact number, should the Clerk be unavailable, is the Council Chairman. However it was proposed that each Councillor should be put down as an emergency contact on a rota basis (i.e. monthly). All agreed.
- (3) Bird boxes which were sited in Mill End Close have been damaged by vandals. It was proposed that the council authorise for these boxes to be mended and to ask, through Focus, expert advice on the best position for the boxes to be replaced. All agreed.
- (4) The Clerk expressed that a minority of Councillors have a large amount of work and asked that Councillors put themselves forward to shares this work. Cllr. Johns offered to help as the tree contact for the parish, a work share with Cllr. Hawkes. All agreed.
- (5) A request to the Council from a Town Planning Consultant was presented to the council, it was proposed that the council meeting with this representative at 7:00pm prior to the full Parish Council Meeting on 5th December. All agreed.
- (6) A quotation received from MWAgri Ltd regarding Vertidrainage of The Rye football pitch was presented to the council. All agreed. Clerk to action.
- (7) The Council's highways contractor, Amey, have given the Parish Council an extension to the reply date for their questionnaire. Forwarded to Cllr. Simkins for completion/return. Agreed.
- (8) Carols/Brass Ensemble: It was proposed that the Carols/Brass Ensemble visit Medley Close, Knights Close, Cantilupe close, Greenways, finishing outside the White Horse. The clerk to put a notice in Focus and on the parish website advertising this event. All agreed.

Cllr. Johns

Clerk

Clerk

Cllr. Simkins

Cllr. Simkins/
Clerk

7. SIGNING OF THE MINUTES OF:

(1) EATON BRAY PARISH COUNCIL, 3rd October 2011

It was agreed unanimously to accept the minutes of the Parish Council Meeting held on the 3rd October 2011; the Chairman signed the minutes.

(2) GENERAL PURPOSES MEETING, October 2011

It was agreed unanimously, by attendees at the General Purposes Working Group, to accept the minutes of the General Purposes Working Group Meeting held in October 2011; the Chairman signed the minutes.

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

- Eaton Bray Parish Council: There were no matters arising.
- General Purposes Working Group: There were no matters arising.

9. PLANNING COMMITTEE REPORT

(1) Planning Applications: October 2011

Application	Address/Development	Decision	Comments
CB/11/03451	33 the Orchards, Eaton Bray/erection of single storey side extension, including converting park of garage into living accommodation. Modifying roofs.	No objections	n/a

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

10. BUSINESS MATTERS

- (1) Cricket Club Lease: It was proposed that a representative from the Parish Council, Cllr. Windmill, has a seat on the Cricket Club Board. All agreed. The Cricket Club proposed a £100 per year fund; set up by the Cricket Club to go to the Parish Council should they disband to pay for maintenance of the club house. All agreed. With these additions, it was proposed the Clerk contact the council's Solicitors for the final Lease. All agreed.
- (2) Standing Orders: The Parish Council are now in receipt of the new NALC updates. Cllr. Johns offered to put together an updated version of the council's Standing Orders based on the new NALC model and present to the Parish Council for discussion. It was proposed this be on the January 2012 Parish Council Agenda. All agreed.
- (3) The Rye Changing Rooms: The clerk informed the council that despite numerous communications with the agreed surveyor, she has not had a response. It was proposed that the clerk send out more quotations for this work. All agreed.
- (4) Byelaws: It was proposed that the draft Byelaws put together be agreed and forwarded to relevant government departments for initial approval. All agreed. Cllr. Johns to action.
- (5) Parish Plan: The BRCC have agreed to carry out a Housing Needs survey within the parish. The council was informed that the first improvement to the village is the frontage of the Coffee Tavern.
- (6) Parish Trees - Middle Path: The Clerk presented to the council the quotations received from the contacted contractors. One quotation did not fully include all working as per the specifications and therefore dismissed, the councillors looked at the other two quotations and it was proposed that the quotation by MWAgri Ltd be accepted. All agreed.
- (7) Open Spaces: The council are still investigating areas of land within the parish.
- (8) Roads/Traffic Issues: (i) It was proposed that the current 30mph sign in Bower Lane is incorrectly positioned and should be moved past the Dunstable Road junction, into Harling Road at the sharp bend section. All agreed. Clerk to contact CBC. It was also proposed that a clearly visible stop sign and new white lines at the Dunstable Road/Bower Lane/Harling Road junction is installed due to a number of serious road accidents at this section of road. All agree.
(ii) As discussed under Item 5 (5).
- (9) Five Bells: From further investigations it has come to the Parish Council's attention that the area of Common land to the front of the old Five Bells is divided from the Five Bells land by a line drawn across the front of the Five Bells and continuing straight to Park Lane. The Council proposed that the current owner be written to and informed that this whole section of land is registered as Common Land and therefore motor vehicles are not allowed on this land. All agreed.
- (10) Community Fire Safety: It was proposed that the council look at putting a notice in Focus informing all residents on the fire safety aspects of their homes/roads. In addition that the Parish Council invite a representative from the Fire Authority to speak at a Parish Council meeting. All agreed. Invite to January 2012 meeting. Agreed.
- (11) Village Hall Lease: It was proposed that the Parish Council agreed to the Village Hall be 'Vested in the Official Custodian'. All agreed.
- (12) EB/Lions Football: The Parish Council are awaiting response from relevant departments.
- (13) Agenda Items: Items to be discussed at the council meeting in December. All agreed.
- (14) P3 Group: It was proposed that the council set up a P3 group to allow residents to carry out work, i.e. tidying up of bushes etc. on council land; with Parish Council approval through the P3 Group. All agreed. Cllr. Hawkes to action.

11. GENERAL REPORTS

- (1) Recreation Grounds: The Clerk informed the council that the yearly RoSPA inspection is due to

Clerk

Clerk

Cllr. Johns

Clerk

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Cllr. Brand/
Clerk

Cllr. Hawkes

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the parish recreation ground play areas and skate & ride. All agreed.

- (2) Coffee Tavern/Cottage: The General Purposes working Group looked into the offer of a free notice board, via Talk Talk for siting near the Coffee Tavern. The preferred design was the wooden board and would be a notice board for community use, with the Coffee Tavern notice boards on the main building for Coffee Tavern/Parish Council use only. All agreed.
- (3) Cemetery: The Clerk has received a communication from the old contractor of The Cemetery regarding an unpaid invoice. The council have considered the payment of the invoice for work which the council do not feel was carried out to the council's request and it was proposed to pay for the materials only the contractor used for this work. All agreed.
- (4) Finance: A meeting of the Finance Working Group is set up for the 16th November next to go through the council's finances.
- (5) Allotments: Allotment renewal payments are coming in, clerk will be chasing up non-payments and if these are not received within an allotted time the tenants of those allotments will lose their tenancy and the plots released. Agreed.

Clerk

12. TO RESOLVE TO PAY OCTOBER 2011 ACCOUNTS

- (1) It was unanimously agreed to pay the October 2011 accounts.

MONTHLY PAYMENTS: SEPTEMBER 2011	
Ground Maintenance	£1,095.50
Works to: damaged door/Clubhouse & fitting rubbish bins	£195.00
Removal/supply/fitting replacement lockable bollards	£309.48
Central Beds Council charges: uncontested election, road closure	£250.23
SLCC Membership Renewal 2011-12	£118.00
Donation from Parish Council to church Diamond Jubilee Celebrations	£100.00
Insurance Renewal: Clubhouse, The Rye	£381.60
Salaries (Clerk & Handyman)	£1002.42
HM Revenue & Customs (PAYE/NIC)	£169.37
TOTAL Monthly Outgoings	£3,621.60

- (2) The Clerk informed the council that the external auditors (BDO LLP) confirmed that the audit for the year ended 31 March 2011 was completed on 25 September 2011, an amendment to the fixed assets figure was made where upon there were no matters arising. The notice of conclusion of audit will be displayed accordingly.

13. NEXT AGENDA

- (1) Items for the next Parish Council Meeting Agenda MUST BE SUBMITTED to the Clerk NO LATER THAN Tuesday 25th November 2011. Items submitted after this date will not be included in the Dec'11 agenda and will be deferred to the Parish Council Meeting scheduled in Jan'12.
- (2) Items for inclusion at next PC Meeting: *Football Pitch, The Rye*

All Councillors

The meeting closed at 9:45pm.

Next meeting/s to be held:

- (1) Parish Council Meeting: Monday 5th December 2011; 7:30pm at The Coffee Tavern
- (2) Parish Council Meeting: Monday 9th January 2012; 7:30pm at The Coffee Tavern