

EATON BRAY PARISH COUNCIL

Email: clerk@ebpc.co.uk - Website: www.ebpc.co.uk

Minutes of the Annual Parish Meeting **Held on 14 May 2012 at The Coffee Tavern**

PRESENT	Cllr. G. Johns (Chairman) Cllr. J. Conner Cllr. B. Coulter	Cllr. M. Simkins Cllr. M. Tomkins Cllr. R. Windmill
IN ATTENDANCE	Heidi Head (Clerk)	
ALSO PRESENT	General Public x6	
APOLOGIES	Cllr. B. Piggott Cllr. Marion Mustoe	

APPOINTMENT OF CHAIRMAN TO PRESIDE OVER MEETING

As apologies for absence had been received from Cllr. Brian Piggott, current Chairman of the Parish Council, Vice-Chairman Cllr. Gordon Johns presided as Chairman over the Annual Parish Meeting.

PUBLIC OPEN FORUM

There were no items brought to the Parish Council's attention.

MATTERS ARISING

1. Final Acceptance of the Minutes of the Annual Parish Meeting, 9 May 2011

With the agreement of all present, the Minutes of the Annual Parish Meeting held on 9 May 2011 were signed by the Chairman as a true and accurate record.

PROJECTS COMPLETED AND ON-GOING

The Clerk wished to thank all the Parish Councillors and many others who have worked for/with the Parish Council over the year.

All the work and support that everyone has given is much appreciated.

1. Cemetery

We have received a number of positive comments this year regarding the improved condition and appearance of the cemetery. The new Grounds Maintenance Contractor has been able to achieve this by cutting the grass on a very regular basis. He has also instituted an on going programme of work to cut the neglected, encroaching and over grown hedges back to the original boundary line. Members of the Community Payback Scheme spent three days clearing debris from around/under the hedges to the front and sides of the cemetery. In excess of three tons was removed. There is a plan to replace the front hedge in the Autumn with a new Laurel hedge. The Council is still looking at a range of options regarding the acquisition of extra burial land.

2. Coffee Tavern/Cottage

2.1 Trustees

Currently there are six Trustees, - Brian Piggott (Chairman Parish Council), Alan Trantum (Hon Treasurer), Bob Coulter (P.C.) Joan Conner (P.C.) David Pearson and Margret Hawkes (who although no longer Parish Cllr both expressed a desire to remain as Trustees).

EATON BRAY PARISH COUNCIL

Email: clerk@ebpc.co.uk - Website: www.ebpc.co.uk

2.2 Coffee Tavern

The Coffee Tavern has been quite well used; however it would be good to see more local groups/people making use of this village facility, to encourage this the letting fee has remained at the 2009 level. Window boxes and planters have been added to the outside of the building.

A new Parish Council Notice Board has been fixed to the front of the building and a Community Notice Board has been sited in the Coffee Tavern Garden.

2.3 Maintenance

Lee Hutt and associates and Richard Ellison continue to 'look after' the gas and electrics in the Cottage and Coffee Tavern for which we are very grateful

All necessary safety certificates are in place

There is nothing to report at the present time although it must be remembered that the heating system is quite elderly.

The fire alarms & emergency lights are checked and serviced every six months.

The extinguishers are checked and serviced annually.

General maintenance/minor works are usually completed by Vernon Cornwell.

The condition of the 'Grass Crete Matting' in the Car Park is being monitored and the Parish Council kept informed.

2.4 Cottage

The tenants (2008 – 2012), Mr Emmer and Ms Wood have bought their own property and vacated the cottage at the end of their current six month tenancy. The letting agent, Lenwell Property Management Services, has successfully re-let the cottage as of the 31st April 2012.

Before the new tenant moved in, the cottage was totally redecorated, three Passyfier Vents were installed to the outside walls of the lounge and the two bedrooms and a number of roof tiles were replaced and the flashing repaired.

2.5 Risk Assessment

The Risk Assessment has been updated.

The Fire Risk Assessment has been introduced.

2.6 Utilities

Gas and Electric is now (Sept 2011) provided by Opus Energy

Joan Conner now keeps a regular log of meter readings

Finally I would like to thank everyone involved for their help and support.

Cllr. Joan Conner

Chairman of The Coffee Tavern Trustees

3. Recreation Ground Improvements

The two new pieces of play equipment are in storage and ready for fitting. The Council are awaiting details of quotes for the safety matting required for these pieces. The Parish Council are working with the local football club, EB Lions, for the provision of an all-weather training pitch at The Rye Ground.

4. Any other project for the coming year

- The Coffee Tavern Trustees are looking into the tidying up of the car park.
- Now the new 20mph speed limit signs and restrictions are in force for School Lane, the Parish Council will be working with the local police to ensure these speeds are adhered to.
- Village Sign; the working group are in the process of finalising design/funding.
- The Parish Council hope to encourage residents to join an Improvement Team; volunteering their help to improve the parish in which they live.
- The Parish Council are looking at purchasing additional Christmas lights to add more cheer to the parish at that time of year.

EATON BRAY PARISH COUNCIL

Email: clerk@ebpc.co.uk - Website: www.ebpc.co.uk

5. Accounts for year ending 31 March 2012

The Clerk, as RFO, reported that parish council financial records are up to date and that draft year end accounts have been completed, ready for approval at the Annual Meeting of Eaton Bray Parish Council on 14 May 2012. The final accounts were signed off by the Internal Auditor on the 10 May 2012, once approved by the Parish Council the accounts will be forwarded to the external auditors for 2 July 2012.

Approved

Signature:	Date:	
Print Name:		
Signed on behalf of Eaton Bray Parish Council		

Agreed

Signature:	Date:	
Print Name:		
Signed on behalf of the Annual Parish Meeting		