

# EATON BRAY PARISH COUNCIL

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

## Minutes of the Annual Meeting of Eaton Bray Parish Council

Held on 14 May 2012 at The Coffee Tavern

<b>PRESENT</b>	Cllr. G. Johns ( <i>Chairman</i> ) Cllr. J. Conner Cllr. B. Coulter	Cllr. M. Simkins Cllr. M. Tomkins Cllr. R. Windmill
<b>IN ATTENDANCE</b>	Heidi Head ( <i>Parish Clerk</i> )	
<b>ALSO PRESENT</b>	General Public x6 <i>Parish Councillor Applicant: Linda Doughty</i>	

### 1. ELECTION OF CHAIRMAN

It was proposed, seconded that Councillor Johns be elected as Chairman of Eaton Bray Parish Council. All agreed; decision unanimous.

### 2. APPOINTMENT/CO-OPTION OF COUNCILLORS

Mrs. Linda Doughty addressed the council, expressing an interest in becoming a member of the Parish Council. She resides in Eaton Bray and would like to help to make a difference to the parish. The Parish Council considered her application and it was proposed that Linda Doughty be co-opted onto the council. All agreed.

Cllr. Linda Doughty was welcomed/co-opted onto the Parish Council.

#### (1) Parish Council Working Groups/Committees

The Council went through the Working Group/Committees for the following year; the proposed changes were put the council. All agreed. Clerk to amend.

#### (2) Parish Councillors Working Areas

It was recommended to defer the decision of the Parish Councillors Working Areas until the next Parish Council Meeting. All agreed.

### 3. APOLOGIES FOR ABSENCE

Cllr. Marion Mustoe and Cllr. Brian Piggott sent their apologies for absence.

### 4. SPECIFIC DECLARATION OF INTEREST

There were no declarations of interest.

### 5. PUBLIC OPEN FORUM

- Village Sign: Representatives from the Village Sign Working Group (VSWG) presented to the council the draft designs of the proposed village sign. Once approval by the Parish Council for the design is obtained they will put together a better quality template for display at the carnival. The Parish Council agreed to the proposed sign. The VSWG feel it would be nice to have it completed this year to mark the Diamond Jubilee, the date being depicted at the top. The VSWG are in the process of looking at funding opportunities and asked the Parish Council if they would consider making a donation towards this project. The Parish Council agreed to discuss the matter of funding later on in the meeting. All agreed.

- Overgrown hedge: The Parish Council was asked if they could contact the owners of properties in the village whose hedges are growing over the High Street public footpath. All agreed.

### 6. CENTRAL BEDFORDSHIRE REPRESENTATIVE

There were no members of Central Bedfordshire Council (CBC) represented at the meeting. Cllr.

Clerk

PC/July

Item 11(9)

Clerk

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Mustoe sent her apologies for absence.

## 7. EB LIONS/FOOTBALL CLUB

- The Parish Council looked at the proposed designs put forward by EB Lions and agreed in principal to the design. The council submitted the planning application to CBC at the cost of £167.50 (as agreed at the Parish Council Meeting on 2 April 2012).
- It was proposed that EB Lions and the Parish Council will need to meet to put together the draft proposals for the Lease/Covenants. All agreed.

## 8. SIGNING OF THE MINUTES OF:

### (1) EATON BRAY PARISH COUNCIL, 2 April 2012

It was agreed unanimously to accept the minutes of the Parish Council Meeting held on 2 April 2012; the Chairman signed the minutes.

### (2) GENERAL PURPOSES WORKING GROUP, April 2012

There was no April meeting of the General Purposes Working Group.

## 9. 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.

## 10. PLANNING COMMITTEE REPORT

Planning Applications, April 20121

Application	Address / Development	Decision	Comments
CB/12/01345	4 Bower Lane, LU6 1RB / Proposed single storey extension to front & rear elevations, conversion of loft	No Objections	No Comments
CB/12/01573	43 Church Lane, LU6 2DJ / Ground floor rear extension	No Objections	No Comments
CB/12/01334	The Gate House, The Comp, LU6 2DH / Two storey side & single storey rear extension, detached garage	No Objections	No Comments
CB/12/01542	Land at 4 Moor End Lane, LU6 2HW / Variation of condition 15, planning permission CB/11/04106; improve appearance & enhance aspect/functionality of internal layouts	Recommendation as before	As before
CB/12/01328	Unit 23, Icknield Way Farm, Tring Rd, LU6 2JX / change of use to riding school from livery yard	No Objections	No Comments
CB/TCA/12/00122	34 High Street, LU6 2DP / works to trees in conservation area	No Objections	No Comments
CB/TCA/12/00135	4 Church Road, Totternhoe, LU6 1RE / works to trees in conservation area	No Objections	No Comments

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CB/11/004496	Land rear of White Horse PH, Park Lane, LU6 2DG / development with 4 houses and ancillary works/changes to existing pub car park	Recommended Refusal	<ul style="list-style-type: none"> <li>(1) Within a flood area</li> <li>(2) Over-development of site</li> <li>(3) Overdevelopment in a conservation area</li> <li>(4) Poor access</li> <li>(5) Loss of car parking spaces</li> <li>*see below</li> </ul>
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\*The loss of car parking space will reduce potential customers from visiting the White Horse, the only remaining public House in this parish. In addition those that do visit, with reduced customer parking, will lead to indiscriminate parking in and around this area.

- 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) Eaton bray Lower School: The Parish Council looked at the consultation papers and made the following recommendation: (1) neither agree/disagree (2) concerns with Increase of traffic in an already congested road, parking availability, safety of road users/walkers. The Parish Council believes that these issues MUST be addressed when considering an increase of pupil number to the school.
- (2) Cricket Club Lease: Awaiting details from Cricket Club regarding proposed final Lease.
- (3) Byelaws: Awaiting approval from the Dept. of Communities & Local Government Byelaws Section.
- (4) Quotations for Work:
  - Removal of fallen tree at Mill End Close, £40.00 +vat; all agreed.
  - Removal of fallen tree in The Pound, £40.00 +vat; all agreed.
  - Repair to damaged section of wire fencing, School Lane Rec. Ground, £120.00 +vat; all agreed.
  - Repair to gatepost at St. Mary's Church, £153.00; all agreed.
  - Repair to fence at Mill End Close, £65.00; all agreed.
  - School Lane; waiting for additional quotes regarding work.
- (5) Facebook: Eaton Bray is now on Facebook. It was proposed that the Parish Council try to get as much useful information put on this new resource. Agreed. Clerk to put notices up informing residents of these new changes. Agreed.
- (6) Summer Event-River Ouzel/Mill End Close: The Parish Council were asked by St. Mary's Church if they were happy to allow a summer holiday event for youngsters and their carers situation near the River Ouzel/Mill End Close.. The idea would be to have a picnic and pooh sticks competition in Mill End Close where the road goes over the River Ouzel. To include face painting, storytelling (Pooh), singing and of course a pooh sticks competition for children and grownups. They would like to use the green area beyond the bridge (from the High St) and erect a few gazebos/marquee and allow picnics. The Parish Council agreed to the event, with the following stipulations; (1) they ensure they have adequate public insurance for this event (2) they carry out a Risk Assessment, adhere to the Head & Safety matters, i.e. near to water etc (3) they ensure to safety of all attending (4) the whole area is left clean and tidy when departing (5) they are responsible for ensuring all residents within that vicinity are made aware of the event, i.e. noise etc. All agreed.
- (7) Luton Airport-noise: The recommendation of a noise sensor is placed within the parish to assess the levels of aircraft noise. It was proposed that Cllr. Johns may have a suitable location for this devise. All agreed. Clerk to action.
- (8) Speed/Traffic Calming: Cllr. Mike Simkins will now start discussing ideas/proposed within the new Highways Working Group.

Clerk

Clerk

Cllr. Simkins

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- (9) Neighbourhood Plan: It was recommended that Cllr. Coulter contact the Chairman of Toddington Parish Council to find out how they proceeded with this plan. All agreed.
- Village Sign: It was proposed that the Parish Council support the village sign project by making a contribution towards its cost of £1000; this was proposed, seconded. All agreed.
- (10) Five Bells: People are continuing to park on the area designated as common land and in addition a large pile of sand/building material is now situated on the land and encroaching onto the public footpath. It was proposed the clerk write to the owners of the property asking them to adhere to common land requirements. All agreed. Clerk to action. Clerk
- (11) Village Carnival Stall: The Clerk went through the proposed rota for the day, confirming that she will send an updated list prior to the carnival. All agreed. Clerk to action. Clerk

## 12. GENERAL REPORTS

### (1) Chairman's Correspondence

- (i) Email regarding a Mobile Noise Monitoring Trailer; actioned under Item 12 (7), page 1398.
- (ii) Letter from Bedfordshire Police regarding the Bobby Scheme; read to all councillors.
- (iii) Email from resident donating an Oak tree as a replacement to the tree recently removed from Market Square; placed in read file for councillor comments.
- (iv) Email from resident regarding Market Square/advertising; the councillor is aware of the advertising being placed on Market Square and do feel it is very important for the White Horse Public House to be able to inform residents/passers by of the new offerings/timings. This is the last village pub and it is important to encourage footfall into this facility to keep it going. It may be that the notices be in more keeping with the area, i.e. tradition style, aesthetically pleasing. All agreed. Clerk to write to new proprietor. With regards to the development notices, this is not within the Parish Council jurisdiction and unable to enforce. This matter would need to be dealt with by CBC. Clerk
- (v) New Councillor Induction Training; read to councillors.
- (vi) Letter received from Centrebus for funding; read to councillors.
- (vii) Central Beds Council Works Programme 2012/2013; shown to all councillors. A request for the full 4-year plan to be made. All agreed. Clerk to action. Clerk
- (viii) RoSPA Inspection Report 2012; forwarded to General Purposes Working Group. Agreed. It was proposed that the Parish Council look at setting up a Skatepark Liaising Group with local youth and the Parish Council to keep ongoing communication between the two groups. All agreed. GP Working Group
- (2) Parish Clerk
- (i) Parish Council emergency contact for April/May 2012 is Cllr. Simkins. Agreed
- (ii) The Clerk reminded all Councillors to ensure that they have informed her when they will be away and not contactable. All Councillors
- (iii) The Clerk read to the council a comment made of the Eaton Bray Forum, congratulating the Parish Council of the improvements being made to the Coffee Tavern frontage.
- (3) Recreation Ground Improvements  
Clerk to chase up costs/quotes for demolition of Sports & Social Club building. Clerk
- (4) Coffee Tavern/Cottage  
Report within Annual Parish Meeting Minutes, page 1444, item 2.
- (5) Cemetery  
Report within Annual Parish Meeting Minutes, page 1443, item 1.
- (6) Finance  
Discussed under Item 15, page 14

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## 13. PARISH COUNCIL INSURANCE RENEWAL 2012/2013

It was put to the Parish Council to continue with the current insurance company, AON Ltd; it was proposed, seconded and carried unanimously.

## 14. REVIEW

### (i) Risk Assessment

Document circulated to all Councillors; to be reviewed at July Parish Council Meeting.

PC/July

### (ii) Finance Regulations

Document circulated to all Councillors; to be reviewed at July Parish Council Meeting.

PC/July

### (iii) Code of Conduct/Ethical Standards

Document circulated to all Councillors; to be reviewed at July Parish Council Meeting.

PC/July

## 15. DRAFT ACCOUNTS FOR YEAR TO 31<sup>ST</sup> MARCH 2012

(1) The clerk distributed the accounts for the Annual Return. It was unanimously agreed to approve the accounts for the year to 31<sup>st</sup> March 2012 and the Chairman signed on behalf of the Parish Council.

(2) The Clerk asked the Parish Council if they were satisfied that the existing internal audit arrangements were satisfactory, met all the statutory requirements and with the effectiveness of the report. Agreed, carried unanimously.

## 16. TO RESOLVE TO PAY APRIL 2012 ACCOUNTS; unanimously agreed to pay April accounts.

MONTHLY PAYMENTS: APRIL 2012	
Ground Maintenance	£1,657.20
Central Beds Council; planning application	£167.50
Central Beds Council; road closure notice	£153.00
General Maintenance: repairs to gatepost, fencing	218.00
Internal Audit fees	£100.00
Contractual work; Coffee Tavern/cottage	£2,270.40
General Maintenance; repairs to damaged chain link fencing	£144.00
Agricultural Drainage Rates; river Ouzel	£3.50
RoSPA Inspection	£403.20
GAPP Membership 2012	£60.00
Insurance Renewal 2012	£2,398.50
Salaries (Clerk & Handyman)	£1,002.53
HM Revenue & Customs (PAYE/NIC)	£159.11
<b>TOTAL Monthly Outgoings</b>	<b>£8,736.94</b>

## 17. NEXT AGENDA

- Items for the next Parish Council Meeting Agenda **MUST BE SUBMITTED** to the Clerk **NO LATER THAN** Tuesday 19<sup>th</sup> June 2012. Items submitted after this date will **not** be included in the July agenda and will have to be deferred to the Parish Council Meeting scheduled in September 2012.

All Councillors

The meeting closed at 10:00pm.

Next meeting/s to be held:

(1) Parish Council Meeting: Monday 2<sup>nd</sup> July 2012, 7:30pm at The Coffee Tavern

(2) Parish Council Meeting: Monday 3<sup>rd</sup> September 2012, 7:30pm at The Coffee Tavern