

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 2 July 2012 at The Coffee Tavern

PRESENT	Cllr. G. Johns (<i>Chairman</i>)	Cllr. B. Piggott
	Cllr. J. Conner	Cllr. M. Simkins
	Cllr. B. Coulter	Cllr. M. Tomkins
	Cllr. L. Doughty	Cllr. R. Windmill
IN ATTENDANCE	Heidi Head (<i>Parish Clerk</i>)	
ALSO PRESENT	General Public x16	
	<i>Parish Councillor Applicant:</i> Carol Willis Councillor Marion Mustoe	

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. PARISH COUNCILLOR CO-OPTION

Carol Willis 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 Carol Willis be co-opted onto the council. All agreed.

Cllr. Carol Willis was welcomed/co-opted onto the Parish Council.

3. SPECIFIC DECLARATION OF INTEREST

There were no declarations of interest from member of the Parish Council. Ward Councillor Marion Mustoe declared an interest in Item 9, planning application CB/12/01812.

4. PUBLIC OPEN FORUM

• The Rye Ground – planning application

Members of the public addressed the council concerning the planning application for The Rye Ground, application number CB/12/01812. The Parish Council wished to remind all those attending that the Parish Council had agreed in principle to support the application, however the final decision would be made by Central Bedfordshire Council (CBC). Concerns raised by the public were:

- Believe the proposals for this project were not clear and not enough information was made available to residents.
- The area is a village green and should be left open and not have an area of it enclosed.
- Concerned that EB Lions will want to develop the area for more adult football.
- Traffic issues – poor access/parking.
- Concerned with length of lease – 21 years.
- It is a beautiful green space, this build with ruin the area.
- Concerned with the environmental damage, i.e. existing trees/hedging.

Representatives from EB Lions address the council:

- The plans have been submitted to CBC, where issues of access/parking are being assessed.
- An environment survey has been carried out; one tree (dead) is being removed however a new tree is to be replanted. No other trees/hedges are being removed.
- The Parish Council will not be funding this development. EB Lions are raising money by grants and fundraising.

The Parish Council wished to re-iterate that the Parish Council own the land and if the

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application were approved by CBC the Parish Council will be adding conditions/restrictions within the Lease to its usage. Councillor Mustoe informed the council that the Planning Officer responsible for this application confirmed that due to the nature of this application it will be put to Planning Committee for final decision.

The Parish Council reminded all members of the public that they must make their responses/opinions direct to CBC. The deadline for all responses being 9 July 2012.

5. CENTRAL BEDFORDSHIRE REPRESENTATIVE

Cllr. Mustoe addressed the Parish Council.

- CBC has now adopted a Code of Conduct which comes into force on 1 July 2012.
- CBC is launching a new opportunity called *Community Games*. This is for communities/organisations to come together to take part in Sporting of Cultural Activities in celebration of the London 2012 Olympic/Paralympics Games. If you have an exciting event or planning a community event in the summer that the Community Games Fund can help with access to a small grant of £250.

To find out more about the Community go to communitygames@teambedsandluton.co.uk, or call 01582 813760.

- The consultation on the draft Development Plan for Central Bedfordshire is taking place from 20 June 2012 to 8 August 2012. The consultation documents can be viewed on <http://www.centralbedfordshire.gov.uk/council-and-democracy/have-your-say/current-online-consultations.aspx>.

POLICE REPRESENTATIVE

PCSO Claire Young attended the meeting and went through the crime figures for June. There were 4 incidents; phone theft, iPad theft, domestic incident and damage to a vehicle. The Parish Council enquired as to quarterly monthly crime stats, PCSO Young informed that she would organise for these to be forwarded to the Parish Clerk.

There have been vehicles gathering at School Lane car park, the police are aware of this matter and are monitoring the situation.

The police wished to remind all residents, during the summer months, to ensure doors and windows are locked securing when leaving their property.

PCSO/Clerk

6. EB LIONS/FOOTBALL CLUB

- Discussed under Item 4, page 1451.

7. SIGNING OF THE MINUTES OF:

(1) EATON BRAY PARISH COUNCIL, 14 May 2012

Annual Parish Meeting: It was agreed unanimously to accept the minutes of the Annual Parish Meeting held on 14 May 2012; the Chairman signed the minutes.

Annual Meeting of Eaton Bray Parish Council: It was agreed unanimously to accept the minutes of the Annual Parish Meeting held on 14 May 2012; the Chairman signed the minutes.

(2) GENERAL PURPOSES WORKING GROUP, 17 May 2012

It was agreed unanimously, by attendees at the General Purposes Working Group, to accept the minutes of the meeting held on 17 May 2012; the Chairman signed the minutes.

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

- Eaton Bray Parish Council
 - The White Horse – signage: the Parish Clerk has written to the new Landlord with the recommendations of the Parish Council.
 - Hedges/trees: the Clerk is in the process of writing to individuals/CBC requesting hedges/trees be cut back where encroaching onto public footpaths. Discussed under Item 10 (12).
- General Purposes Working Group: There were no matters arising.

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9. PLANNING COMMITTEE REPORT

Planning Applications, May/June 2012

Application	Address / Development	Decision	Comments
CB/12/01919	1 Orchard Way, LU6 2JJ / erection of single storey front & side extension & dormer roof extension	No Objections	No Comments
CB/12/02014	8 School Lane, LU6 2DT / erection of rear conservatory	No Objections	No Comments
CB/12/01812	The Recreation Ground / erection of all-weather training pitch/fencing & floodlighting	No Comment	See below*

*Concerns raised to Parish Council, see Item 4, page 1451; members of public advised to contact CBC direct with their responses to the application. Agreed/carried.

- 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) Councillors Patch of Parish: The Parish Council went through and agreed their areas of responsibility. The Clerk requested all councillors to go round their designated areas and report back any issues that need addressing at the Parish Council Meeting in September. All agreed.

All Councillors

(2) Code of Conduct: The CBC Code of Conduct was presented to the Parish Council and recommended for adoption by Eaton Bray Parish Council. It was agreed unanimously to accept the Code of Conduct for 2012, taking effect from 1 July 2012. All agreed.

(3) Risk Assessment: The Risk Assessment was presented to the Parish Council. It was agreed unanimously to accept the Risk Assessment Review for 2012; the final documented will be presented to the Parish Council at the September meeting for signing. All agreed.

PC/September

(4) Financial Regulations: The Financial Regulations were presented to the Parish Council. It was recommended that an amendment be made to item 3 (3.3):

"The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such urgency that, in the opinion of the Clerk, it must be done at once, whether or not there is budgetary provision, subject to a financial limit of £1000; with the Clerk obtaining agreement from current Chairman/Vice-Chairman for an emergency spend between £500-£1000. The Clerk shall report the action taken to the full Council as soon as practicable thereafter.

For non-emergencies, up to £1,000, the Clerk should obtain one quote from a reputable contractor. Spend between £1,000-£20,000 must be supported by at least three separate quotes for presentation to the council. Spend over £20,000 must be sent out to tender, as per the Parish Council Standing Orders."

All agreed/carried. The final document will be presented to the Parish Council at the September meeting for signing.

PC/September

(5) Cricket Club Lease: The Parish Council read the response from the Cricket Club regarding the rent increase; however do feel their concerns are unfounded and that the council will not be planning to use public funds to calculate rent increases. The council feel that the Lease is at the stage where it is ready for signing and recommended the Clerk contact the Cricket Club with their recommendation. All agreed.

Clerk

(6) Byelaws: The Parish Clerk has chased the Dept. of Communities & Local Government Byelaws Section and awaiting reply.

(7) Core Strategy: The Development Plan has gone to consultation. From the information

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supplied Eaton Bray has currently not been targeted.

- (8) Neighbourhood Plan: Further to a recent meeting attended by a representative of the Parish Council, it was felt that the plans are costly to organise and can take around 2-3 years to develop. From the meeting it was not clear as to the benefits to the parish it would offer. It was therefore felt that a Neighbourhood Plan was not appropriate at this time. All agreed.

Parish Plan: The Parish Plan Working Group are looking at developing EBAT 'Eaton Bray Action Team' which will be a group of people/residents who can help/volunteer some of their time towards the beautification and improvement of the parish. Details about this will be included on the council stall at the carnival. All agreed.

Cllr. Coulter

It was suggested that the Parish Council look into purchasing additional Christmas lights, to enable more decoration around the village at Christmas time. It was proposed an initial spend of up to £100 for lighting. All agreed. Cllr Simkins to action.

Cllr. Simkins

- (9) Notice Board: Item for discussion at Parish Council Meeting, 3 September 2012.

- (10) Dog Bin: Item for discussion at Parish Council Meeting, 3 September 2012.

- (11) CBC/Grass Cutting: Item for discussion at Parish Council Meeting, 3 September 2012.

- (12) Trees/Hedging: The Clerk asked all Councillors to go round their patch of parish and look for trees/hedging that is encroaching onto public footpaths/highways. Those responsible will be contacted and advised to trim back the problem vegetation. The Clerk confirmed she will chase CBC with regards to, (i) overgrown tree in Medley Close encroaching onto public footpath (ii) overgrown hedge/grass outside the property adjoining Bower Lane/Dunstable Road. Agreed.

All Councillors/
Clerk

- (13) Village Sign: Quotations were presented to the Parish Council for the proposed Village Sign. It was proposed that the Parish Council accept the quotation supplied by Signs of The Times = £5,641.85 (+vat); total includes post/fitting. All agreed/carried.

Clerk

- (14) Five Bells: Discussed under Item 11 (1) (iii), page 1454.

- (15) Village Carnival Stall: St. Mary's Village Carnival, 7 July 2012 - the Clerk has forwarded the rota for the day to all Parish Councillors.

11. GENERAL REPORTS

(1) Chairman's Correspondence

- (i) Letter from The Coffee Tavern Trust; read to all Councillors.

- (ii) Letter from allotment plot 1&2 School Lane holder; damaged fencing needs repair, recommended Clerk obtains quotes for work. All agreed.

Clerk

- (iii) Letter from current owners of 2 Market Square (Five Bells); read to Councillors, recommended Clerk find out contact details of builders at the site and write to them regarding parked vehicles/building rubble. All agreed.

Clerk

- (iv) Email from Ross Bagni regarding model airplanes; read to all Councillors, Clerk is looking into the matter.

- (v) Email from Pitstone Parish Council regarding skate jam; Clerk to look into who would be responsible for insurance cover for this event and to request a detailed plan for this event from Pitstone Parish Council prior to consideration. All agreed.

Clerk

Clerk

- (vi) Email from resident regarding hedge to rear of property (Mill End Close), recommended clerk obtains quotes for work. All agreed.

- (vii) Letter from CBC regarding planning application appeal, London Gliding Club; read to all Councillors.

(2) Parish Clerk

- (i) Parish Council emergency contact for August is Cllr. Conner. Agreed.

Clerk

- (ii) Quotation for work – damage to Sports & Social Club = £165; all agreed.

Clerk

- (iii) Quotation for work - removal of fallen tree, The Rye Ground = £40 (+vat); all agreed.

Clerk

- (iv) Quotation for work – removal of fallen trees, Mill End Close = £150 (+vat); all agreed.

- (v) The Clerk proposed that the lower ground floor room (left of main door) be used as a Parish Council small meeting room and be fitted out as such. All Agreed. Cllr Conner

Clerk/Cllr. Conner

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and Clerk to organise.

(vi) The Parish Council wished to send their thanks to The Rye Nurseries who kindly helped out when the council needed additional garden materials for their bedding plants.

(3) Recreation Ground Improvements

After the recent site inspection from RoSPA the following recommendation were raised:

(i) New safety sign for Skate & Ride Area (temporary sign has been fixed until permanent is available). Agreed.

(ii) The Parish Council to place signs for no kite flying, dog ban within The Rye play area; notices to be sited in The Rye notice board. Agreed.

(4) Coffee Tavern/Cottage

The Clerk was asked to contact the Ground Maintenance Contractor and organise for the Coffee Tavern car park to be tidied up/weeded. All agreed.

(5) Cemetery

Item for discussion at Parish Council Meeting, 3 September 2012.

(6) Finance

Item for discussion at Parish Council Meeting, 3 September 2012.

Clerk

Clerk

12. ACCOUNTS: TO RESOLVE TO PAY MAY/JUNE 2012; all agreed.

MONTHLY PAYMENTS: MAY 2012	
Ground Maintenance	£1,158.00
Re-imbursment: CT planters, bunting, flags, equipment repair	£163.86
Salaries (Clerk & Handyman)	£837.41
HM Revenue & Customs (PAYE/NIC)	£79.97
TOTAL Monthly Outgoings	£2,239.24

MONTHLY PAYMENTS: JUNE 2012	
Ground Maintenance	£1,110.00
Repair: damage to Sports & Social Club building	£165.00
Re-imbursment: cemetery bedding plants	£35.88
Re-imbursment: diamond jubilee/picture&mount	£8.00
Tree works: 4x pine trees, Bower Lane Cemetery	£680.00
Payment of Public Works Loan; village hall	£3,578.27
British Association of Town & Parish Council; affiliation fee	£518.00
Salaries (Clerk & Handyman)	£882.84
HM Revenue & Customs (PAYE/NIC)	£91.97
TOTAL Monthly Outgoings	£7,069.96

13. NEXT AGENDA

- Items for the next Parish Council Meeting Agenda **MUST BE SUBMITTED** to the Clerk **NO LATER THAN Tuesday 21 August 2012**. Items submitted after this date will **not** be included in the September agenda and will have to be deferred to the Parish Council Meeting scheduled in October 2012.

The meeting closed at 10:00pm.

Next meeting/s to be held:

- (1) Parish Council Meeting: Monday 3rd September 2012, 7:30pm at The Coffee Tavern
- (2) Parish Council Meeting: Monday 1st October 2012, 7:30pm at The Coffee Tavern

All Councillors