

EATON BRAY PARISH COUNCIL

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

Annual Meeting of Eaton Bray Parish Council

Held on 13 May 2013 at The Coffee Tavern

PRESENT	Cllr. G. Johns (<i>Chairman</i>) Cllr. J. Conner Cllr. B. Piggott	Cllr. L. Tribbick Cllr. G. Wigley Cllr. R. Windmill
IN ATTENDANCE	Heidi Head (<i>Parish Clerk</i>)	
ALSO PRESENT	General Public x12	

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. COUNCILLOR APPOINTMENT

Councillor Gordon Johns welcomed newly elected Parish Councillor, Glenn Wigley to the Parish Council. It was proposed, seconded that Councillor Piggott be elected as vice-Chairman of Eaton Bray Parish Council. All agreed.

3. APOLOGIES FOR ABSENCE

Cllr. Marion Mustoe, Cllr. Linda Doughty and Cllr. Bob Coulter sent their apologies for absence.

4. SPECIFIC DECLARATION OF INTEREST

There were no declarations of interest from members of the Parish Council.

5. PUBLIC OPEN FORUM

- Would like a copy of the proposed Byelaws, as per the notice in the newspaper; *contact Parish Clerk to request a copy.*
- Bench/The Rye: *Clerk to look into.*
- Dog Fouling: *The Parish Council have made CBC aware this problem and have put notices in focus to all dog owners/walkers about this problem.*
- When the Parish Council are given sites where training pitches are currently being used with lighting levels proposed, they would like to be informed so they can visit the location.

6. SIGNING OF THE MINUTES FOR EATON BRAY PARISH COUNCIL MEETING, 08/04/13

It was agreed unanimously to accept the minutes of the Meeting of Eaton Bray Parish Council held on 8th April 2013; the Chairman signed the minutes.

7. MATTERS ARISING FROM EATON BRAY PARISH COUNCIL MINUTES (*for information*)

- (7.1) Pavilion – 08/04/13 – *clerk will be meeting up with a representative from CBC to look at site for the presence of Bats.*
- (7.2) Bin/bus-stop – 08/04/13 – *clerk to obtain quotes for replacement bin.*
- (7.3) Local Transport Plan/Match Fund – 08/04/13 – *Highways Working Group (HWG) looking into further.*
- (7.4) Handrail/School Lane – 08/04/13 - *fitted this week.*

8. REPRESENTATIVES

- (1) Central Beds Council (CBC): Cllr. Mustoe was not in attendance however forwarded the

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Briefing note for the Parish Council's information:

- (1.1) **New CBC Chairman:** Councillor Caroline Maudlin has been elected as the new Chairman of Central Bedfordshire Council.
- (1.2) **Priory House car park:** Following feedback regarding the limited car parking spaces at Priory House, a scheme to add 50 spaces is underway.
- (1.3) **National Citizen Service (NCS):** This is a service for young people in Year 11 and Year 12, a change for young people to spend two weeks away from home, learning new skills like abseiling and camping. They also get to hone their business skills, learning moving making, how to start a business and more ... For details on this course and its cost call NCS on 0845 4607410 or visit their website <http://www.ncsyas.co.uk>.
- (1.4) **Flag-raising ceremony for Armed Forces Day:** On Monday, 24th June 2013, 10am (for 10:30am) CBC is holding a flag-raising ceremony in support of Armed Forces Day at Priory House, Chicksands. ALL ARE WELCOME. Please make a note of this date and time in your diary.
- (2) **Bedfordshire Police:** The Police were not in attendance at the meeting however forwarded the police report for 01/04/13-30/04/13.
 - (2.1) There have been 2 reported crimes for April: 1x vehicle crime, 1 other theft. In addition there have been incidents of anti-social behavior: 4x transport, 3x anti-social, 13x public safety/welfare.
 - (2.2) It was proposed the Parish Council contact PCSO Laura Wilson to enquire as to her attendance the meeting in June. Agreed.

PCSO Wilson/
Clerk

9. EB LIONS/FOOTBALL CLUB

- (7.1) It was proposed that the council hold a working group, inviting representatives from EB Lions, to look through the proposals put forward regarding Holmans Field. Agreed.
- (7.2) The first draft of the Scheme of Use was put to the councillors, this is a working document and it was proposed that all Councillors look at the draft and make comments for discussion at the next PC Meeting. All agreed.
- (7.3) It was proposed that Parish Councillors need to visit a training pitch site where the levels of lights proposed are currently being used. EB Lions/Cllr. Windmill to look into suitable locations to put forward for viewing. Agreed.

Clerk

All Councillors

All Councillors/
EB Lions/
Cllr. Windmill

10. PLANNING COMMITTEE REPORT

- (1) Planning issues arising: Planning Application CB/13/00810-4a Moor End Lane, is being put to CBC Planning Committee on 22nd May 2013.
- (2) Planning Applications, April 2013

Application	Address / Development	Decision	Comments
CB/13/01352	27 Wallace Drive, Eaton Bray, LU6 2DF / single storey side extension	No Objection	n/a

11. BUSINESS MATTERS

- (1) Cricket Club Lease: The Parish Council's signed lease has been forwarded to the Solicitors and the Cricket Club's Lease has been forward to them for completion. The Solicitor has reminded the Parish Council that the Cricket Club return their signed counterpart lease back to them with instructions to complete and it is the responsibility of the Cricket Club to apply to register the lease at the Land Registry in accordance with the statutory requirements. It was proposed the Clerk write to the Cricket Club reminding them of this detail. Agreed.
- (2) Parish Byelaws: the Byelaws notice has been placed in the Leighton Buzzard Observer, deadline for requests being 30th May 2013. Then the Byelaws must be forwarded to the relevant government department for final signing off.
- (3) Highways Programme 2013/2014: Document forwarded to all Councillors for their

Clerk

PC/June

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information.

- (4) Trees/Hedging: Concerns have been raised regarding overgrown hedging in Harling Road at Appledown Kennels and the condition of the road. Cllr. Doughty has proposed she speak to the land owners asking to deal with this matter, the Clerk informing CBC of the road issues. Agreed.
- (5) The Rye - Football: The Parish Council have received a communication regarding the use of The Rye Ground for adult football. To be able to consider further, it is proposed the council obtain more detail regarding this team; full contact details, the team name, the league it is in, % of players living in Eaton Bray, conditions of use of the pitch, how often the play, how often they train, where do they play currently, noting that they are no other facilities currently available on the site. Agreed. Clerk
- (6) Working Groups/Committees:
The Council went through the Working Group/Committees and councillors areas for the following year; the proposed changes were put the council. All agreed. Clerk to amend. Clerk
- (7) Stall: St Mary's Village Carnival, Saturday 6th July 2013: The clerk went through the draft rota for the carnival. Agreed and updated.

12. REPORTS

(1) Chairman's Correspondence

- (1.1) Anonymous letter received regarding display boards; the Councillors feel that currently this is not an issues, however agreed to look at the matter should it become a problem in the future.
- (1.2) Amey/Town & Parish Council satisfaction survey; forwarded to HWG. Agreed HWG
- (1.3) Bucks & River Ouzel, Watercourse Maintenance 2013/14; placed in read file.
- (1.4) Postcode Trust Guidance Notes/postcode lottery; put on village website. Agreed. Clerk
- (1.5) Fir Trees/Community pack; forwarded to EBAT. Agreed. EBAT

(2) Parish Clerk

- (2.1) Land in Medley Close; b/f June PC Meeting. PC/June
- (2.2) Speed reduction stickers; b/f June PC Meeting. PC/June
- (2.3) Quotations for work – circular seat, Three Corners. The council agreed to the quotation of £290 (+vat). Clerk to contact contractor. All agreed. Clerk
- (2.4) Quotations for work – cemetery hedge; b/f June PC Meeting. PC/June
- (2.5) Quotation for removal/disconnection of gas meter at Pavillion. The Council agreed, due to the safety aspect of the meter remaining to cost of £354. Clerk to action. Clerk
- (2.6) On Sunday 12 May, the Clerk was contacted by a concerned resident regarding potential issues at a site in Harling Road. The Clerk informed the council that she contacted CBC Planning and Cllr. Mustoe regarding this matter. CBC confirmed they would be sending an enforcement officer to this area to look into further.
- (2.7) On Saturday 11 May, the Clerk was informed about damage occurring to the fence alongside the school/behind tennis club. The Clerk reported the matter to PCSO Laura Wilson and informed a school contact of the situation.

(3) Coffee Tavern/Cottage: b/f June PC Meeting.

(4) Cemetery: b/f June PC Meeting. Annual report placed in read file. PC/June

(5) Finance: The clerk was asked to look into the listing of the council's fixed assets register, amounts given and any additions/amendments that may need to be made. Agreed. PC/June

(6) Working Groups: b/f June PC Meeting.

13. PARISH COUNCIL INSURANCE RENEWAL 2013/2014

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

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14. DRAFT ACCOUNTS FOR YEAR TO 31ST MARCH 2013

- (1) The clerk distributed the accounts for the Annual Return. It was proposed to agree to approve the accounts for the year to 31st March 2013, 5x in favour, 1x abstain (LT) – majority agreed; the Chairman signed on behalf of the Parish Council.
- (2) The Clerk asked the Parish Council if they were satisfied the internal audit met all the statutory requirements. Agreed.

15. ACCOUNTS: TO RESOLVE TO PAY APRIL 2013; Presented to the Parish Council - all agreed.

MONTHLY PAYMENTS: APRIL 2013	
Ground Maintenance	£1,199.10
Central Beds Council; By-Election/contested 4 April 2013	£2,730.74
Central Beds Council; By-Election/uncontested 2 May 2013	£100.64
Insurance Renewal 2013/14	£2,622.10
Playground rubber matting	£258.00
No-parking signs x3 (supply/fit)	£342.00
Emergency work; damage to pavilion	£75.00
Donation: GAPP common fund	£200.00
Internal Audit; 10 th May 2013	£100.00
Salaries (Clerk & Handyman)	£1,274.34
HM Revenue & Customs (PAYE/NIC)	£135.82
TOTAL Monthly Outgoings	£9,037.74

16. NEXT AGENDA

- Items for the next Parish Council Meeting Agenda **MUST BE SUBMITTED** to the Clerk **NO LATER THAN Thursday 23rd May 2013**. All Councillors please note that items submitted after this date will **not** be included in the June agenda and will have to be deferred to the Parish Council Meeting scheduled in July 2013.

The meeting closed at 10.20pm

Next meeting to be held:

Monday 3rd June 2013, 7:30pm in The Coffee Tavern (1st floor)

All Councillors