

# EATON BRAY PARISH COUNCIL

Telephone/Fax: 01525 221464 - Email: [clerk@ebpc.co.uk](mailto:clerk@ebpc.co.uk) - Website: [www.ebpc.co.uk](http://www.ebpc.co.uk)

## Minutes of Meeting of Eaton Bray Parish Council

Held on 7<sup>th</sup> September 2015 at The Coffee Tavern

<b>PRESENT</b> (PC = Parish Council)	Cllr. L. Tribbick ( <i>Chairman</i> ) Cllr. J. Conner Cllr. M. Simkins	Cllr. M. Tomkins Cllr. G. Wigley
<b>IN ATTENDANCE</b>	Heidi Head ( <i>Parish Clerk/RFO</i> )	
<b>ALSO PRESENT</b>	General Public x15, Cllr. Ken Janes	

Due to Cllr. Windmill's absence, vice-Chairman Cllr. Tribbick presided as Chairman over the meeting.

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Windmill and Cllr. Spicer

### 2. SPECIFIC DECLARATION OF INTEREST

There were no declarations of interest at this point in the meeting.

Cllr. Tribbick read a statement to the Parish Council.

### 3. PUBLIC OPEN FORUM

Points brought to the attention of the Parish Council (PC):

- Concerns were raised regarding Dog Control Orders introduced by CBC and wanted further clarification on the guidelines: *the council contacted CBC who informed the council that dogs should be kept on leads in actual play/sports area facilities, however dogs can be let off leads on the open spaces around these areas as long as the dog is not causing a nuisance to other ground users. See item 9(15) for further details.*

### 4. PARISH COUNCILLOR CASUAL VACANCY

### 5. SIGNING OF THE ANNUAL MINUTES FOR EATON BRAY PARISH COUNCIL, 06/07/15

Amendments were made to the minutes: page 1605, item 6(table-01/06/2015) - 'mps' replaced with 'mph'; page 1605, item 6(2) - 'peoples' replaced with 'peoples' and 'door's' replaced with 'doors'. It was then agreed unanimously to accept the minutes of the Meeting of Eaton Bray Parish Council held on 6<sup>th</sup> July 2015, the Chairman signed the minutes.

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

- (1) Additional inscription/war memorial (01/09/14); *awaiting full details.*
- (2) Clerk-pension details (02/03/15); *awaiting further details.*

### 7. REPRESENTATIVES

- (1) Central Beds Council (CBC): [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

Cllr. Janes addressed the council.

- (1.1) Planning Application CB/15/022260: The PC had asked Cllr. Janes to clarify the legal position with regarding to an EIA survey in relation to land size/development size, the PC were informed that for this type of application in a rural setting an EIA survey is not required to be carried out.

- (1.2) Parish Lighting: Cllr. Janes confirmed that work has now started on problem lighting within the parish. The PC will monitor the ongoing work and report any problems.

- (1.3) Monthly Briefing Notes: The PC again asked if Cllr. Janes could forward a copy of the monthly briefing notes to the Parish Clerk for information/circulation. Due to Cllr. Janes not having these notes it was agreed for the Clerk to find out how to obtain this information. Agreed.

Attachment(1)

PC

Clerk

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- (1.4) 30MPH signs – Bower Lane/Harling Road. New 30mph/NSL (national speed limit) signs have been erected, however they have been erected in their original position and not in the agreed location of further into Harling Road (around bend) to ensure the junction with Bower Lane/Harling Road/Dunstable Road is within the 30MPH zone. Cllr. James and Cllr. Tomkins to look into this matter further. Agreed.
- (1.5) Illegal Traveller Camp: The PC wished to inform Cllr. James at their disappointed at the lack of response/advice given by CBC to the Clerk when experiencing the illegal traveller camp set up over the August bank holiday weekend. Although messages were left with CBC to contact the clerk to offer help/advice on how to deal with this matter, no response was ever received. Cllr. James noted the complaint.

Cllr.Janes/  
Cllr.Tomkins

EATON BRAY PARISH COUNCIL LOG		
(item removed when matter resolved)		
EBPC reports to Central Bedfordshire Council		
Date raised	Matter Raised/description	Response/Outcome
03/03/2014	Greenways & Knights Close / parking problems and damage to grass areas.	CBC has agreed on improvements to Greenways. Waiting for details. Cllr. James to follow this up. 07/09/15: Greenways - ongoing. 07/09/15: Knights Close – posts/bollards have been erected on the grass verges to stop damage to grass, parking matters still ongoing.
12/05/2014	Meeting with Cllr. Brian Spurr, Cllr. Simkins and Cllr. Tomkins regarding highway matters in the parish.	Awaiting report from Cllr. Spurr. 02/03/2015: Cllr. Tomkins/Simkins met with Cllr. Spurr (12 <sup>th</sup> March 2015) to go through further highways matters. Ongoing.
02/06/2014	Parish Street Lights / a number of street lights in the parish are faulty, not working. Reported to CBC.	Due to CBC updating lighting to LED lights, parish lights are not being repaired / matter ongoing. *Cllr. Marion Mustoe informed Clerk (04/03/15) that Eaton Bray lights are scheduled to be upgraded by the end of June 2015. Cllr. James to follow this up. Ongoing.
01/06/2015	30mph Speed Sign: Harling Road/ Bower Lane. CBC previously agreed to the sign being moved past the junction with Dunstable Road. Still waiting.	Cllr. James to follow this up. 07/09/15: CBC have erected new mileage signs, however they have been erected in the wrong place. Cllr. James to follow this up.

(2) Bedfordshire Police (BP): [www.bedfordshire.police.uk](http://www.bedfordshire.police.uk)

There were no police representatives in attendance.

REPORTED CRIME – YEAR TO DATE					
RECORDED CRIME			ASB INCIDENTS		
Crime Type	01/08/14 – 31/08/14	01/08/15 – 31/08/15	Anti-Social Behaviour	01/08/14 – 31/08/14	01/08/15 – 31/08/15
Violence against the Person	4	2	Total	4	12
Sexual Offences	0	0			
Robbery	0	0			
Domestic Burglary	1	0			
Burglary Other	2	0			
Vehicle Crime	2	0			
Other Theft	2	2			
Criminal Damage	4	0			
			Eaton Bray has had 12 reports of anti-social behaviour this month. (1) 1x youths playing loud music (2) 4x off road motor bikes (3) 1x neighbour dispute (4) 1x youths at skate park smoking (5) 3x abandoned vehicles (6) 1x noise complaint		

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- (1) 1x youths playing loud music
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Drugs	0	0
Other Notifiable Offences	0	1
<b>Total</b>	<b>15</b>	<b>5</b>

(7) 1x encampment

## 8. PLANNING REPORT: Planning Applications – July & August

JULY 2015		
Application	Planning Location- Development	Comment
CB/15/02310	32 Moor End, Eaton Bray, LU6 2HN - retrospective planning application for garden shed/Outbuilding.	No comment
CB/15/01784	Motorcycle track, South of Stanbridge Rd, Gt. Billington, LU7 9JH - raising of existing boundary to motorcycle track to a minimum of 2.0m above the highest part of the existing track level and forming bund around junior track to north west of site as required by condition 7 of planning permission reference CB/14/03678/VOC	Additional comments: <b>See * for comments</b>
<p>*Eaton Bray Parish Council are disturbed to note the reference to a Junior track. Neither the existing planning consent nor the subsequent application, pertaining to winter operating, allow for more than one track. However, we note that the relevant Facebook page also makes reference to a Junior track and suggests that this is currently being used.</p> <p>It seems that there may be a breach of planning conditions and we would ask CBC to visit the site to investigate this, as soon as possible. We trust that CBC would not condone another flagrant breach of conditions.</p>		
AUGUST 2015		
Application	Planning Location/Address	Comment
CB/15/02791	Honeywick Cottage, Honeywick Lane, LU6 2BJ - change of use from agricultural land to scaffolding/storage.	Objection • <b>See Comment (1)</b>
CB/15/02018	Old Ley Farm, The Rye, LU6 2BQ – 3x residential homes.	Objection • <b>See Comment (2)</b>
CB/15/02755	21 Knights Close, LU6 2DS - Single storey front extension.	No objections
CB/15/02744	10 Comp Gate, LU6 2AU - Single storey rear kitchen ext.	No objections
CB/15/03001	Roundabout at jct of B489/B4506 Harling Rd/Dagnall Rd - Sign boards; free standing, post mounted with text graphic details to front of signs.	Comment: signs at major junction, distraction to road users. Heavy road use area.
CB/15/03209	Little Comp, School Lane, LU6 2DT - Application for approval of reserve matters: demolition of existing B2 working, clearance & erection of new dwelling with outline planning 12/2133/OUT.	No comment
<p><b>Comment (1)</b></p> <ul style="list-style-type: none"> <li>• Increase in early morning traffic</li> <li>• Incorrect usage – agricultural land</li> <li>• Land visible from road</li> <li>• Object to change of use from agricultural land to industrial use</li> <li>• Noise and disturbance in area</li> <li>• Concerns there have also been changes made to the adjoining property, a Grade 2 listed building – have owners complied as per planning regulations?</li> </ul> <p><b>Comment (2)</b></p> <ul style="list-style-type: none"> <li>• Agricultural land in greenbelt land</li> <li>• No provided adequate parking per building</li> <li>• Garage go forward to actual building line</li> <li>• Drainage problems in area – no flood application been made?</li> <li>• Current building on land is Grade 2 listed (17<sup>th</sup> Century farmhouse), perimeter wall is part of building, access required through listed wall – listed consent would be required.</li> <li>• Increase in traffic movement adjacent to a dangerous junction.</li> </ul>		

## 9. BUSINESS MATTERS

- (1) Neighbourhood Plan (NP): update on responses. Letters delivered to all Eaton Bray properties – total responses received = 41, In favour = 40, Against = 0, Undecided = 1. It was proposed to set up a steering group to prepare for a Neighbourhood Plan. Agreed. PC to email all those residents who expressed an interest in joining a working group to attend an

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- initial meeting on 28<sup>th</sup> September next at The Coffee Tavern. All agreed. It was proposed to set up a website for communication/updates to residents on the progress of the NP, to have a summary of progress in Focus on a regular basis. Cllrs. Tomkins and Wigley put forward as project managers. All agreed. Cllr.Tomkins/  
Cllr.Wigley
- (2) The Rye Ground: All utilities are now disconnected, the area has been landscaped and the extension to the current car park completed.
- (3) Football: mini-pitches, School Lane: The PC has received the signed agreements from EB Lions. The agreements were accepted by the PC and the Chairman signed the minutes.
- (4) Cricket Club Lease: Clerk to request solicitor to release the agreed formal Lease for signature. All agreed. Clerk
- (5) Tennis Club: Waiting to hear back from the Tennis Club with first draft Lease.
- (6) Traffic/Highways:
- (6.1) Cllr. Tomkins confirmed that the HGV application has been approved, with the implementation of the new restrictions planning prior to Christmas.
- (6.2) Speedwatch sessions are to be carried out in the following months.
- (6.3) Problems with road surfaces in the parish: Cllr. Tomkins has raised this matter and is awaiting a full update from CBC regarding road resurfacing timings.
- (7) Signage throughout village: Councillors raised concerns regarding the number of groups/organisations placing signs/advertising boards on grass verges in the parish. There are still issues with the advertising board chained to a road sign at Wallace Drive; it was proposed the Clerk write again the CBC regarding this matter, informing them that the sign is now pulling the road sign over due to its weight and being chained to the actual sign. All agreed. Clerk
- (8) Clean up – village day: Cllr. Tompkins recommended to PC look into doing a clean-up village day, getting residents involved in tidying up the area and improving the look of the village. It was proposed that the Clerk contact CBC regarding blocked gulleys in the parish and kerbs with weeds coming through. All agreed. Clerk
- (9) Working with Edlesborough PC: It was recommended that the PC looks into ways that the two Parish Councils can work together for the good of the area. It was proposed to look into this recommendation further. Item to be b/f to October PC meeting. Agreed. PC/Oct
- (10) Bus Shelters: The Clerk is in the process of obtaining three quotations for the work.
- (11) Play Equipment: The PC considered quotations received. It was proposed that the council agreed to the quotation supplied by MWAgri Ltd, however proposed that the PC offer only part payment of the work scheduled to be completed be paid initially on completion, with final payment being made once work approved from RoSPA inspection. All agreed. Clerk to action accordingly. Clerk
- (12) Notice Board – Market Square: Item to be b/f to October PC meeting. Agreed. PC/Oct
- (13) Village Hall; Cheeky Monkeys: The PC was informed that the Village Hall will not review the costs for the hiring of the hall to this village community service. The PC were very disappointed by the Village Hall Committee's decision and proposed that the PC's Village Hall representative makes an appeal to the committee that they re-consider their decision to by offering support to this voluntary run group which offers a valuable lifeline to local parents/carers in the village, by reviewing their charges. All agreed. Cllr.Tomkins
- (14) Social Networking Policy: It was proposed the PC look into implementing a policy for the PC when using social network sites. A copy of another council's policy was put into the read file for reference. Item to be b/f to October PC meeting. Agreed. PC/Oct
- (15) Dog Control Orders: The PC spoke to CBC for more clarification regarding the Dog Control Orders implemented by CBC. From speaking with CBC they confirmed that dogs should be kept on leads in the actual play/sports facility area, i.e. play area/marked pitches; however dogs can be let off leads on the open spaces around these areas as long as the dog is kept aware from specific areas within the open space/recreation ground.
- (15.1) No dogs allowed at all in/on children's play areas. Failure to keep dogs out/off these

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areas will incur a warning/fine.

- (15.2) Dogs should not be allowed off lead where marked football pitches are located. However out of football season (i.e. May-August) when the pitches are not marked dogs can be let off leads to run around. During the football season dogs can be allowed off their leads but should be kept off the actual play/pitch areas; failure to do so will incur a warning/fine.
- (15.3) Dogs must be put on a lead if causing a nuisance to other ground users. Failure to do so will incur a warning/fine.
- (15.4) No dog fouling at all times. Failure to do so will incur a warning/fine.
- (15.5) On land owned by Eaton Bray Parish Council, the PC can make the final decision as to whether a person using the open space/recreation ground is fined for failure to follow the above guidelines.
- (16) Cemetery Charges/land: Item to be b/f to October PC meeting. Agreed. PC/Oct
- (17) Illegal Traveller Camp: The PC was made aware of the traveller camp set up on their land on Friday evening (28/08/15). On Tuesday (01/09/15) the Parish Council completed and filed all the necessary paperwork for eviction from the land, notice to evict was served to the travellers on Wednesday (02/09/15) and at 3:56pm the PC received confirmation that they had vacated the land. It was proposed that the Clerk contact the PCs Ground Maintenance contractor for recommendations as to a suitable deterrent for this area, i.e. bollards/fencing, including costs for the work. All agreed. Clerk
- (18) Dog Fouling: Item to be b/f to October PC meeting. Agreed. PC/Oct
- (19) Eaton Bray Parish Events: Item to be b/f to October PC meeting. Agreed. PC/Oct

## 9. REPORTS

### (1) Chairman's Correspondence:

- (1.1) Letter from Edlesborough Parish Council; read to Councillors.
  - (1.2) Email (x2) from St. Mary's Carnival Committee; read to Councillors.
  - (1.3) Email from resident regarding making an access gate from rear of property onto recreation ground; the boundary fencing must be maintained in its full state, the maintenance/care is the responsibility of the PC and it was proposed not to give permission for an access gate being created within the metal boundary fence. All agreed. Clerk to respond accordingly. Clerk
  - (1.4) Email from St. Mary's Church regarding trees encroaching onto neighbouring property; PC agreed to the trees being trimmed back to boundary line, however as it is important to note that the PC follow the rules set out by Central Bedfordshire Council regarding the trimming/cutting of trees as noted in PC Minutes 01/12/2014. Clerk to respond accordingly. Clerk
  - (1.5) Email regarding PCs decision on signage; read to Councillors.
  - (1.6) Email on the Police and Crime Plan; read to Councillors. Councillors were reminded that a request for a representative from the PC be put forward to attend a special meeting to talk about the new Model of Policing for Bedfordshire, it was proposed that Cllr. Owens be put forward. Agreed. Clerk to contact Totternhoe PC for further details. Clerk
  - (1.7) Email on the Town & Parish Council Conference, 23<sup>rd</sup> September 2015; read to Councillors. Cllr. Wigley expressed an interest in attending, all agreed. Clerk to notify accordingly. Cllr.Wigley/Clerk
- ### (2) Clerk's Report:
- (2.1) Read/circulation file handed out to all Councillors.
  - (2.2) The Clerk reminded all Councillors to return their completed annual monitoring forms to her by October PC Meeting. All Councillors
- ### (3) Coffee Tavern (CT)/Cottage:
- (3.1) Andrew Sellous MP will be conducting his parish surgery on Wednesday 30<sup>th</sup>

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September next, 11:30am-12 Noon at The Coffee Tavern (1<sup>st</sup> floor).

- (3.2) Gas inspection has been carried out – CT/Cottage passed inspection.
- (3.2) Electrical inspection has been carried out – CT/Cottage passed inspection.
- (3.3) Fire Alarm inspection to be carried out on 15<sup>th</sup> September 2015.
- (4) Cemetery: No matters to report.
- (5) Finance:
  - (5.1) The Parish Council audit papers for council audit year ending 31<sup>st</sup> March 2015 have been signed off and approved by BDO. Clerk to file.
  - (5.2) It was recommended a Finance Working Group meeting be set up in November to go through council accounts. B/f to October PC Meeting.
- (3) Working Groups: No matters to report.

PC/Oct

## 10. ACCOUNTS: TO RESOLVE TO PAY JULY/AUGUST 2015; Presented to council - all agreed.

MONTHLY PAYMENTS: JULY 2015	
Ground Maintenance	£3,447.60
War Memorial maintenance	£75.00
Cemetery maintenance	£28.00
Neighbourhood Plan: printing costs	£330.00
Neighbourhood Plan: distribution costs	£60.00
Salaries (Clerk & Handyman)	£1,117.99
HM Revenue & Customs (PAYE/NIC)	£109.73
<b>TOTAL Monthly Outgoings</b>	<b>£5,168.32</b>
MONTHLY PAYMENTS: AUGUST 2015	
Ground Maintenance	£1,227.60
Enforcement Offices: eviction of illegal traveller camp	£474.84
Village improvements: bedding/compost	29.99
Water charges: The Meads Allotments	£34.50
Annual audit fees: annual return y/e 31 March 2014	£360.00
Salaries (Clerk & Handyman)	£1,209.52
HM Revenue & Customs (PAYE/NIC)	£178.50
<b>TOTAL Monthly Outgoings</b>	<b>£3,514.95</b>

## 11. NEXT AGENDA

- Items for the next PC Meeting Agenda MUST BE SUBMITTED to the Clerk NO LATER THAN Thursday 24<sup>th</sup> September 2015. Please note items submitted after this date will not be included in the October agenda and will be deferred to the PC Meeting scheduled in November.
- Agenda items: Parish trees, Eaton Bray at Christmas, Bus stops

All Councillors

PC/Oct

The meeting closed at 10:15pm

## Next meeting/s to be held:

- Monday 5<sup>th</sup> October 2015; from 7:30pm at The Coffee Tavern (1<sup>st</sup> floor)
- Monday 2<sup>nd</sup> November 2015; from 7:30pm at The Coffee Tavern (1<sup>st</sup> floor)