

EATON BRAY PARISH COUNCIL

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

Minutes of Annual Meeting of Eaton Bray Parish Council

Held on 9th May 2016 at The Coffee Tavern

PRESENT (PC = Parish Council)	Cllr. M. Tomkins (Chairman) Cllr. N. Cartwright Cllr. J. Conner	Cllr. Simkins Cllr. P. Spicer
IN ATTENDANCE	Heidi Head (Parish Clerk)	
ALSO PRESENT	General Public x7, Cllr. Ken Janes	

1. ELECTION OF CHAIRMAN

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

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Windmill, Cllr. Owens and Cllr. Wigley.

3. SPECIFIC DECLARATION OF INTEREST

- Cllr. Spicer declared an interest in item 9(2).

4. PUBLIC OPEN FORUM

Points brought to the attention of the Parish Council:

- (3.1) Missing direction sign – Leighton Buzzard sign/Northall Rd junction: *Clerk to report to CBC.*
- (3.2) Missing road sign - Woodside. *Clerk to report to CBC.*
- (3.3) High Street – tar spilt on footpath/becoming sticky in hot weather/nuisance to pedestrians using footpath. *Clerk to report to CBC.*

Clerk

Clerk

Clerk

5. SIGNING OF THE MINUTES FOR EATON BRAY PARISH COUNCIL, 04/04/16

It was agreed unanimously to accept the minutes of the Meeting of Eaton Bray Parish Council held on 4th April 2016, the Chairman signed the minutes.

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

- (6.1) Greenways Improvements: (03/03/14); matter ongoing - *awaiting full details/update.*
- (6.2) 30mph limit (Harling Road/Bower Lane): (01/06/16); no further action has been taken to date - *Highways to be chased on this ongoing issue.*
- (6.3) CBC Highways contact list: (04/04/16); awaiting up to date contact details from CBC/Cllr. Ken Janes.

7. REPRESENTATIVES

- Central Beds Council (CBC): www.centralbedfordshire.gov.uk

- (7.1) Highways concerns:
 - (7.1.1.) Cllr. Janes to arrange a meeting with Cllr. Brian Spurr and Council representatives to go through matters concerning the parish. Agreed.
 - (7.1.2) HGV – awaiting confirmation from Bedfordshire police regarding enforcements.
- (7.2) Totternhoe Road/The Rye Planning Application: application refused. Developer has up to 6 months to request appeal on decision.
- (7.3) Greenways Parking – matter ongoing.

Cllr. Janes

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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. Janes 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. 02/11/15: concerns that CBC does not have any plans to improve or change the parking. Cllr. Janes to investigate further. 07/12/15: Cllr. Janes asked to follow up. 04/01/16: See minutes page, 1636, item 3 (• 1) 01/02/17: See minutes page, 1641, item 3 (3.1)
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. Janes to follow this up. 07/09/15: CBC have erected new mileage signs, however they have been erected in the wrong place. Cllr. Janes to follow this up. 07/12/15: Cllr. Janes asked to follow up. 04/01/16: Cllr. Tomkins has spoken with area team responsible for signage; they have confirmed the signs will be relocated to new position. Awaiting final completion before removal of action point.
04/04/2016	Central Bedfordshire Council: Highways Contacts	Cllr. Janes to forward to the Clerk up to date contact details for new CBC Highways department. 09/05/16: Cllr. Janes to chase.

- Bedfordshire Police: www.bedfordshire.police.uk

There was no representative from Bedfordshire Police in attendance.

A Police Strategy Meeting being put together to look at options available for the area. All Councillors to put questions to Cllr. Spicer to be presented at the Police Strategy Meeting. Agreed.

All Councillors /
Cllr. Spicer

8. PLANNING REPORT: April 2016

(8.1)(8.1.1)CB/15/02018/OUT– Old Ley Farm, The Rye, LU6 2BQ: Council to resubmit previous comments to CBC. Agreed.

(8.2) Planning Applications received:

APRIL 2016			
	Application	Planning Location/ Development	Comment
(1)	CB/16/01415/FULL	1 Honeywick Lane, LU6 2BD / Construction of new access & erection of entrance gates	The Council request for signage restriction on road side. Displayed on own property only. Size/scale signage review by CBC planning for visual impact.
(2)	CB/16/01315/LB	Church Farm, 2 High St, LU6 2DL / LB Consent: lime render to various external brick panels	No Comment. <i>Subject to normal planning conditions</i>
(3)	CB/16/01419/FULL	8 School Lane, LU6 2DT / Proposed single story extension/relocation of boundary fence	No Comment. <i>Subject to normal planning conditions</i>
(4)	CB/16/01632/FULL	25 Medley Close, LU6 2DX / Single storey rear extension	No Comment. <i>Subject to normal planning conditions</i>
(5)	CB/16/01568/FULL	18 Yew Tree Close, LU6 2ED / Single storey extension/pitched roof/garage conversion	No Comment. <i>Subject to normal planning conditions</i>

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9. BUSINESS MATTERS

- (1) Neighbourhood Plan (NP): The Neighbourhood Plan Steering Group (NPSG) is looking at other council Neighbourhood Plans for ideas – many of whom took on/paid for a consultant to assist in the implementation of the plan; the Council to look into this option further and to present details/costs to Council. NPSG
- * The NPSG would like to carry out environmental and wildlife surveys for the area, cost £110 and £90 +vat. All agreed.
 - * The NPSG requested an initial allocation of £1000 (from agreed budgeted spend) for initial/current expenditure costs. All agreed.
 - * The NPSG proposed to set up a website for village communication of the NP. All agreed.
 - * It was suggested that Eaton Bray PC and Edlesborough PC share a stall at the carnival due to the number of issues affecting both parishes. All agreed. NPSG
- (2) Cricket Club Lease: The Solicitor has requested copy of the original deeds when the land was given to the parish. Clerk has been unable to locate the document in office files, recommended the Cricket Club check to see if they hold this paperwork in their files, Cllr. Spicer to enquire. Agreed. Cllr. Spicer
- (3) Tennis Club: Awaiting confirmation from Solicitor. Clerk to chase. Clerk
- (4) Skatepark: Cllr. Tomkins visited the University who are in the process of putting the drawings/visuals together for approval by the Council. The University has put forward costs of £300 for the work. Agreed by Council. It was recommended that the Council obtain a date for when the work will commence to ensure adequate warning to residents that the Skate Park will not be in use during this period. Agreed. Cllr. Simkins
- (5) CCTV: The proposed locations are Three Corners, School Lane car park and The Rye car park. All agreed. Clerk to action. It was proposed the Council organise signage to inform people of the CCTV in those areas. All agreed. Clerk
- (6) Highways Matters:
- (6.1) Speedwatch: It was proposed that the Council look into options available for Speedwatch signage within the parish. Cllr. Tomkins to action. All agreed. Clerk to re-advertise the need for more volunteers. Agreed. Cllr. Tomkins
 - (6.2) Speeding: It was suggested the Council look into the option of temporary chicanes on the village roads. Cllr. Tomkins and Cllr. Spicer to look into further. Agreed. Cllr. Tomkins/
Cllr. Spicer
 - (6.3) Yellow Lines: Cllr. Simkins spoke with CBC regarding the proposal of putting yellow lines at the junction of Church Lane and round the corner into the High Street (level with CT door). Matter ongoing. Due to dangerous junction/sharp bend in road – hazardous when cars parked in this location. Cllr. Simkins
 - (6.4) HGV: All HGV vehicles ignoring restriction to be reported and details held on file for future reference. Agreed. It was suggested that concerns be raised with Cllr. Brian Spurr regarding CBC's comment on training vehicles using the parish roads. All agreed. The Council has only paid half of the implementation costs to CBC; it was proposed the council hold the remaining payment (£4,000) whilst issues with CBC are ongoing. All agreed. Cllr. Tomkins
- (7) Events/Village Carnival
- (7.1) St. Mary's Village Carnival, 2nd July 2016: Clerk to send out rota/shift times for Council stall. More helpers needed. Clerk
 - (7.2) Events: Looking at a parish market, small local traders (local produce/crafts) who would apply to the Council for the event. Suggested location Market Square. The stall holders must hold their own insurance to set-up at this event. The event would be advertised on local notice boards, face book, website. Agreed. Cllr. Spicer to put dates forward, ideally a Sunday in July/August. All agreed. Clerk to forward a copy of the Council's Risk Assessment forms to Cllr. Spicer for completion/file records. Agreed. Cllr. Spicer
Clerk
- (8) Bench/Seating: It was proposed that the circular seating at the Three Corners be relocated

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to a more central location on the green. It was proposed a maximum spend for this work of £500. All agreed. Cllr. Simkins to action.

Cllr. Simkins

(9) Quotations:

(9.1) Bower Lane Cemetery fencing: Quotations received. It was proposed to accept the quotation to carry repair to the damaged section of fencing. All agreed. Clerk to action.

Clerk

10. REPORTS

(1) Chairman's Correspondence:

(1.1) Email from resident suggesting the erection of 'no car' signage at Market Square. The Councillors believe the area should be left clear of signage, will chase up The White Horse regarding the moving of the CCTV camera to cover this area. Agreed.

(1.2) Email from MWAgri informing the Council of damage to the The Rye gateways. It was recommended the damaged section be removed, the Council then to decide on what action to take regarding the gateways. All agreed.

(1.3) Email regarding Cllr. Wigley attending other council Gypsy & Traveller Working Groups/Meetings. All agreed.

(2) Email from Gordon Gray/Church holding a service at the parish War Memorial to commemorate the Battle of the Somme. The Council agreed to commemorations to take place at the Eaton Bray War Memorial, however feel it would be a lovely gesture for the Union flag to be flown on the flag pole that day. All agreed.

Clerk

(3) Clerk's Report:

(2.1) Circulation/read file handed out to Councillors.

(2.2) Parish allotment lawnmower: recommended in be stored at the allotments. Clerk to check council insurance, if covered under insurance it was recommended the Council agree to this suggestion. All agreed.

Clerk

(4) Coffee Tavern (CT)/Cottage: The Coffee Tavern report was presented to the PC. Herewith attached to minutes.

Attachment 1

(5) Cemetery: All stumps removed from cemetery and the section has now been turfed. The Council to look into the costs for compulsory purchase of additional land, the legalities and CBC legal support. Clerk to chase the Church for land costs. All agreed.

Clerk

(5) Finance: See minutes page 1661, item 14.

(6) Working Groups: It was proposed the Council look into additional tree planting within the parish. CBC has been contacted and have no issues, just advise them on location and tree type. Suggested locations: Greenways, The Orchards, Wallace Drive, Medley Close, Knights Close. Agreed. Matter ongoing - Cllr. Simkins to look into further. All agreed.

Cllr. Simkins

11. PARISH COUNCIL: STANDING ORDERS/FINANCIAL REGULATIONS/RISK ASSESSMENT

(11.1) Standing Orders: The Standing Orders were presented to the Parish Council and recommended for adoption by Eaton Bray Parish Council. It was agreed unanimously to accept the Standing Orders for 2016. The Chairman signed the final document.

(11.2) Financial Regulations: The Financial Regulations were presented to the Parish Council and recommended for adoption by Eaton Bray Parish Council. It was agreed unanimously to accept the Financial Regulations for 2016. The Chairman signed the final document

(11.3) Risk Assessment: The Risk Assessment was presented to the Parish Council and recommended for adoption by Eaton Bray Parish Council. It was agreed unanimously to accept the Risk Assessment for 2016. The Chairman signed the final document.

12. PARISH COUNCIL INSURANCE RENEWAL 2016/2017

Insurance Renewal costs were put to the Parish Council, AON Ltd is the recommended insurers for 2016/2017. All agreed.

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13. DRAFT ACCOUNTS FOR YEAR TO 31ST MARCH 2016; INTERNAL AUDIT REVIEW/EFFECTIVENESS OF REPORT

(13.1) The clerk distributed the accounts for the Annual Return. The Council approved Section 1 – Annual Governance Statement 2015/16 and Section 2 – Accounting Statements 2015/16. It was proposed to agree to approve the accounts for the year to 31st March 2016. All agreed – decision unanimous. The Chairman signed on behalf of the Parish Council.

(13.2) The Parish Council was satisfied the internal audit met all statutory requirements.

14. ACCOUNTS: TO RESOLVE TO PAY APRIL 2016; Presented to council - all agreed.

MONTHLY PAYMENTS: APRIL 2016	
Ground Maintenance	£1,227.60
Repair of perimeter fencing: School Lane Recreation Ground	£186.00
Insurance Renewal: 2016-2017	£2,500.20
Internal Audit fees: accounts y/e 31 March 2016	100.00
Salaries: Clerk & Village Handyperson	£1,087.83
HM Revenue & Customs (PAYE/NIC)	£83.93
TOTAL Monthly Outgoings	£5,185.56

15. NEXT AGENDA

- Items for the next Council Meeting Agenda MUST BE SUBMITTED to the Clerk NO LATER THAN Thursday 26th May 2016. Please note items submitted after this date will not be included in the June agenda and will be deferred to the Council Meeting scheduled in July.

All Councillors

The meeting closed at 9:55pm

Next meeting/s to be held:

- Monday 6th June 2016; from 7:30pm at The Coffee Tavern (1st floor)
- Monday 4th July 2016, from 7:30pm at The Coffee Tavern (1st floor)