

EATON BRAY PARISH COUNCIL

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

Minutes of Meeting of Eaton Bray Parish Council

Held on 3rd October 2016 at The Coffee Tavern

PRESENT (PC = Parish Council)	Cllr. N. Cartwright (Chairman) Cllr. J. Conner	Cllr. Simkins Cllr. G. Wigley
IN ATTENDANCE	Heidi Head (Parish Clerk)	
ALSO PRESENT	General Public x5 Cllr. Ken Janes not present	

1. APOLOGIES FOR ABSENCE

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

2. PARISH COUNCILLOR VACANCY

We have an interested resident, who was unable to make this meeting but should be attending the November Council Meeting. There is still one vacancy, Clerk to re-advertise. All agreed.

Clerk

3. SPECIFIC DECLARATION OF INTEREST

- Item 9(2) - Cllr. Wigley.

4. PUBLIC OPEN FORUM

Points brought to the attention of the Parish Council

(4.1) Concerns raised regarding the Central Bedfordshire Council local plan consultation/call for sites and the size of a potential development in the village; the Council are completing a Neighbourhood Plan and did meet with CBC in June 2016, the Council are aware of a potential allocation for development in this parish being put forward by CBC and to ensure that the Council are prepared for this they have employed a planning consultant to assist with the Neighbourhood Plan.

5. SIGNING OF THE MINUTES FOR EATON BRAY PARISH COUNCIL, 05/09/2016

Amendments were made to page 1670, item 7(1)(7.1.1) – additional line “All correspondence to Clerk” added and page 1672, item 9(8) (8.2) – additional line “Training 08/10/2016” added. It was then agreed unanimously to accept the minutes of the Meeting of Eaton Bray Parish Council held on 5th September 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.

(6.2) Village Gateways: (05/09/16); main gates repaired/painted, the Clerk to look into responsibility for the fence adjacent to gateways which requires re-staining.

(6.3) Football Agreements: (05/09/16); 2016 Pitch Agreements forwarded to EB Lions, awaiting completed/signed contracts.

(6.4) Cemetery markers/safety testing: (05/09/16); costs to be looked into further, Cllr. Conner and Clerk to organise a date for safety testing at cemetery.

7. REPRESENTATIVES

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

There was no representative from CBC in attendance.

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EATON BRAY PARISH COUNCIL LOG <i>(item removed when matter resolved)</i>		
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) 01/02/16: 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.

(2) **Bedfordshire Police:** www.bedfordshire.police.uk

There was no representative from Bedfordshire Police in attendance.

(2.1) **Police Engagement Evening:** Cllr. Owens to report back to the Council re matters discussed. b/f November meeting.

Cllr. Owens

(8) **PLANNING REPORT:** September 2016

(8.1) No updates/issues arising.

(8.2) **Planning Applications received:**

SEPTEMBER 2016		
Application	Planning Location/ Development	Comment
(1) CB/TRE/16/00331	50 Wallace Drive, LU6 2DF / works to trees subject to a TPO order	No Comment. <i>Subject to normal planning conditions</i>
(2) CB/16/03980	19 Medley Close, LU6 2DX / ground floor single storey extension & replacement front bay window	No Comment. <i>Subject to normal planning conditions</i>
(3) CB/16/04454	18 & 19 Medley Close, LU6 2DX / ground floor rear extension to both properties	No Comment. <i>Subject to normal planning conditions</i>

(8) **BUSINESS MATTERS**

(1) **Neighbourhood Plan (NP):** The Neighbourhood Plan Steering Group (NPSG) has appointed a consultant to help progress the plan. The NPSG are awaiting confirmation from the grant funding agency that their application has been accepted until an official letter from the Council is sent out to the consultant. The initial grant application applied for is £6,100 which has a 6-monthly spend period (end March), with additional applications to be submitted thereafter if needed – with a maximum of four applications from the Council up to a maximum of £9,000. All agreed.

(2) (2.1) **Tennis Club Lease:** The Solicitor's costs for the Council's spend for the new Lease was put to the Council; it was proposed to accept this estimate with the proviso that should the Solicitor's costs exceed this initial amount the Solicitor contact the Council for approval prior to any additional work/spend being carried out. All agreed.

Clerk

(2.2) **Cricket Club Lease:** The Clerk has located an old deed which shows the land ownership

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- of the Cricket Club land was transferred to the Parish Council. The Clerk requires two Councillor signatures on the lease, Cllr. Cartwright and Cllr. Windmill, and once completed will visit the Solicitor which the final signed Lease and original deed required for the Lease to be finalised. All agreed.
- (3) Events/Village Enhancements
- (3.1) Tree planting: Central Bedfordshire Council will be planting trees in the parish. The locations for these trees are: Medley Close, Knights Close and Greenways; other areas have been considered - Wallace Drive and The Orchards, however there are underground services in these area which make them unsuitable; additional scans will be carried out on these locations to double check suitability. The proposed trees will be a small blossom variety, with planting due to be carried out during the Autumn.
- (3.2) Christmas 2016:
- (3.2.1) The previous supplier for Christmas trees is no longer able to fulfil the Council requirements; the Council are looking for a suitable replacement. All Agreed.
- (3.2.2) The Brass band is being organised, date to be confirmed. All Agreed.
- (3.3) Hanging baskets: Matter ongoing.
- (4) Ground Maintenance Contract 2017-2020: Cllr. Conner and Clerk to put together a proposed new contract for 2017 to 2020, to be b/f November meeting. All agreed.
- (5) Bedfordshire Day, 28th November 2016: Cllr. Simkins to organise a flag to be displayed at Three Corners on this day, in addition it was proposed the Council look at sourcing additional suitable flags for display. All agreed.
- (6) Speedwatch: No matters to report.
- (7) Remembrance Sunday 2016: The Remembrance Service is on Sunday 13th November at Eaton Bray War Memorial. Helpers are needed to wear the high visibility jackets and stand in the two sections of road where the road closure is being implemented. From Church Lane/High Street junction to Northall Road/High Street junction. Road cones will be supplied by the Church for placing in the road. The closure is part of the CBC road closure list for Remembrance Services and the times for Eaton Bray road closure is from 10:50am to 11:15pm.
- (8) St. Mary's Flagpole: Cllr. Simkins reported back to the Council regarding the discussions with the Church on the responsibilities/use of the flag pole situated in the churchyard. It was proposed that the Council agreed to the proposals put forward. Council awaiting response from Church. All agreed.
- (9) Quotations: No quotations were presented to the Council.
- (9) REPORTS**
- (1) Chairman's Correspondence:
The following were read to Councillors:
- (1.1) Community Engagement Event: Cllr. Owens to look into further and obtain advice as to procedures for Council to follow should travellers' camp on CBC land. All agreed.
- (1.2) Community Sports Facility: To reassure the correspondent that the village has a lot of sporting opportunities, it was recommended the Clerk respond accordingly - *village well supported in terms of sports; Tennis & Cricket Clubs, a skate park, a village hall, several social societies, two parks equipped with play equipment together with a junior football club that has over 250 local youngsters and 22 teams and to ask if they would be interested in joining the Council as a Parish Councillor or get involved with the Neighbourhood Plan.* All agreed.
- (1.3) Memorial Bench: It was felt that there are no suitable locations on grass corners for a bench; however, Cllr. Conner and Clerk will re-assess the cemetery as to a possible position for a bench and respond accordingly. All agreed.
- (1.4) Bower Lane land: It was proposed to thank the land developers for their correspondence; however, the Council are currently in correspondence with the Church regarding cemetery land options. All agreed.

Cllr.Windmill/
Cllr.Cartwright/
Clerk

Cllr Simkins
Cllr Simkins

Cllr.Conner/
Clerk

Cllr. Simkins

Councillors

Cllr. Owens

Clerk

Clerk/Cllr Conner

Clerk

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(2) Clerk's Report:

- (2.1) Circulation/read file handed out to Councillors.
- (2.2) School Lane car park: Bush at the entrance to the car park is causing visibility issues, Clerk to organise it be cut back/removed. All agreed. Clerk
- (2.3) Remembrance – Poppy Wreaths: The wreaths for placing at Edlesborough and Eaton Bray War Memorials have been delivered. A proposed donation to The Royal British Legion of £100 was agreed. Clerk to action. Clerk
- (2.4) Problem signage: There is a large amount of signage/advertising boards located opposite the MOT garage in Totterhoe Road. Clerk to write to CBC regarding the number of signs being displayed, the permitted amount for this area and what was agreed in planning. Clerk to copy in Cllr. Janes. All agreed. Clerk
- (3) Coffee Tavern (CT)/Cottage: The Coffee Tavern Trustees are looking into the renovation of the carpark. A proposal was put to the Council regarding the option of a balancing loan being made by the Council towards this work. The Council agreed in principle to consider a balancing loan to the Trust for improvements to the car park area.
- (4) Cemetery: Memorial tests to be carried out by Clerk and Cllr. Conner. Clerk/Cllr Conner
- (5) Finance:
- (5.1) Final payment of £4,000 for implementation of HGV 7.5T restrictions; Clerk to withhold payment until the following issues are resolved, (i) full signage in place (ii) process for enforcement control set up by relevant authorities on those not adhering to the restrictions. All agreed. Clerk
- (5.2) Finance Working Group: Clerk to set up a date for the working group to meet to go through the Council finances. All agreed. Clerk
- (6) Working Groups: No matters to report.

(10) ACCOUNTS: TO RESOLVE TO PAY SEPTEMBER 2016; Presented to council - all agreed.

MONTHLY PAYMENTS: SEPTEMBER 2016	
Contractor: Ground Maintenance	£1,287.60
Contractor: Village Handyperson	£160.00
Village maintenance: Gateways	£280.00
Information Commissioners Office: Data Protection renewal 2016-17	£35.00
Membership renewal: SLCC 2016-17	£405.00
Salaries: Council staff	£847.96
HM Revenue & Customs (PAYE/NIC)	£20.78
TOTAL Monthly Outgoings	£3,036.34

(11) NEXT AGENDA

- Items for the next Council Meeting Agenda **MUST BE SUBMITTED** to the Clerk **NO LATER THAN Thursday 27th October 2016**. Please note items submitted after this date will not be included in the November agenda and will be deferred to the Council Meeting scheduled in December.

Councillors

The meeting closed at 9:21pm

Next meeting/s to be held:

- Monday 7th November 2016, from 7:30pm at The Coffee Tavern (1st floor)
- Monday 5th December 2016, from 7:30pm at The Coffee Tavern (1st floor)