

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 8th May 2017 at The Coffee Tavern

PRESENT (PC = Parish Council)	Cllr. N. Cartwright (<i>Chairman</i>) Cllr. J. Conner Cllr. S. Ownes	Cllr. Simkins Cllr. P. Spicer Cllr. G. Wigley
IN ATTENDANCE	Heidi Head (<i>Parish Clerk</i>)	
ALSO PRESENT	General Public x13	

1. ELECTION OF CHAIRMAN

It was proposed, seconded that Cllr. Cartwright be elected as Chairman of Eaton Bray Parish Council. All agreed; motion carried.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Janes.

3. PARISH COUNCILLOR VACANCY

The role of a Parish Councillor was explained to those present. Two parishioners put themselves forward for office, their election to office was proposed, seconded, all agreed – motion carried. The Parish Council welcomed Cllr. Marie Brewer and Cllr. Ronald Woods to the table.

The Council still has one vacancy remaining for Parish Councillor, Cllr. Cartwright to put a notice together and forward to Clerk for publication. All agreed.

Cllr.Cartwright/
Clerk

4. SPECIFIC DECLARATION OF INTEREST

- Cllr. Wigley declared an interest in item 10(2).

5. PUBLIC OPEN FORUM

Points brought to the attention of the Parish Council:

(5.1) Public transport / bus 43: the new route does not take into account the other end of the village (Bower Lane/Harling Road), not enough communication by CBC with the residents, pick-up timings need to be reviewed. The service is not as good as the 73, 20 minutes longer journey. The Parish Council were presented with names of at least 12 to 15 residents who regularly use this service to Leighton Buzzard. *The Parish Council agreed to write to transport/CBC supporting the concerns of the residents, advising the route change to include both ends of the village (bus can loop back to current route at three corners), request CBC look at pick-up timings, would be better to be 10am not 9:11am, very early for elderly bus users. The Parish Council to cordially invite transport/CBC to attend a Council meeting to discuss this matter further.*

6. SIGNING OF THE MINUTES FOR EATON BRAY PARISH COUNCIL, 03/04/17

Amendments were made to the minutes: Page 1700, item 6(6.3), 'work' replaced with 'word'; page 1702, item 9(7), 'them' replaced with 'her', 'their' replaced with 'her'.

It was agreed unanimously to accept the minutes of the Meeting of Eaton Bray Parish Council held on 3rd April 2017, the Chairman signed the minutes.

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

(7.1) Greenways Improvements: (03/03/14); matter ongoing - awaiting full details/update.

(7.2) 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.

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- (7.3) Bus company costs/numbers using service: (03/04/17); awaiting details from Cllr. Janes.
 (7.4) Moor End planning issues: (03/04/17); awaiting details from Cllr. Janes.
 (7.5) The Rye planning issues: (03/04/17); awaiting details from Cllr. Janes.
 (7.6) The Comp planning concerns: (03/04/17); awaiting details from Cllr. Janes.

8. REPRESENTATIVES

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

The was no representative from CBC in attendance.

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) 01/02/16: See minutes page, 1641, item 3 (3.1) 09/01/17: no funding available, matter on hold. 06/03/17: residents to put together a petition to show need, forwarded to Cllr. Hegley at CBC.
09/01/2017	Electric supply/Market Square	Cllr. Janes to look into who is dealing with this at CBC as Cllr. Spicer has not received a response to date.
03/04/2017	Bus Company / costs & numbers using service.	Cllr. Janes to respond.
03/04/2017	Planning issues raised: (1) Moor End (2) The Rye (3) The Comp	Cllr. Janes to look into/respond.

9. PLANNING REPORT: April 2017

- (9.1) No matter arising.
 (9.1) Planning applications received.

APRIL 2017		
Application	Planning Location/ Development	Comment
(1) CB/17/01634	94 High Street, LU6 2DP / single storey front extension & alteration to roof/loft conversion.	No Comment. <i>Subject to normal planning conditions</i>

10. BUSINESS MATTERS

- (1) Neighbourhood Plan (NP): The letter to CBC has been responded to and reply forward to Parish Council and Neighbourhood Steering Group. No other matters to report as the Steering Group require further details/clarification from CBC before matter can proceed.
 (2) Tennis Club: The Tennis Club are happy with the proposals put forward by the Council's Solicitor on the wording of the Lease and proposed side letter. Clerk to action.
 (3) Japanese Knotweed: Clerk to write to residents requesting they clear the knotweed from their land and to follow the recommended guidelines when doing so. All agreed.
 (4) Parish Council land/lease: The Parish Council proposed the current lease set up on land at 21 School Lane to be transferred to new owners. All agreed. Clerk to action.
 (5) Public transport/bus: See Parish Council Minutes, page 1706, item 5(5.1).

Clerk

Clerk

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(6) <u>Tree tender</u> : No quotations received, Cllr. Spicer to contact contractors for tenders. All agreed.	Cllr.Spicer
(7) <u>The Rye barrier</u> : Quotations were presented to the Council, it was proposed to accept the quotation for £800 (+vat), yellow bollard. All agreed. In addition, Cllr. Spicer to organise replacement bin for The Rye, using the company supplying bollard. All agreed.	Cllr.Spicer
(8) <u>Parish Council land/Mill End Close</u> : The Council were approached by a resident regarding the purchase of a small piece of Council land adjacent to a property in Mill End Close. This matter was discussed further and it was proposed that the Council lease the land to the resident, at a peppercorn rent, as per the lease of land in School Lane with the costs/legal fees for setting up the lease be paid for by the resident. All agreed. Clerk to action.	Clerk
(9) <u>Quotations</u> : (9.1) Mill End Close – bund; it was proposed the Council agree to the works at Mill End Close to create a bund as a traveller deterrent. The Clerk to write to the residents explaining the work being carried out and a start/completion date. If residents do have any issues to write to the Clerk with their concerns. (9.2) The Coffee Tavern – broadband/internet access; quotations presented to the Council, it was proposed to accept the yearly charge with a review at the end of the year as to usage. Cllr.Spicer to action. Advertising for the facility to be amended to include internet availability at the location. Cllr. Spicer and Cllr. Simkins to look at ways/ideas for best advertising media. All agreed. (9.3) The Coffee Tavern – electric gate; due to non Coffee Tavern users parking in the car park and taking up the available space it was proposed the Council look into the installation of an electric gate; quotations were presented and it was recommended the Clerk obtain a breakdown of the costs, including costing for ten fobs, prior to final decision. All agreed.	Clerk Cllr.Conner/ Cllr.Spicer/ Cllr.Simkins Clerk
11. REPORTS	
(1) <u>Chairman's Correspondence</u> : (1.1) Letter from resident regarding The Comp/enforcement; read to Councillors. The matter is currently being investigated by CBC, enforcement number CB/EN/17/0110. A copy of this letter to be forwarded to CBC for their information. (1.2) Email from Scout Group – donation; it was proposed to offer a donation of £200 towards their proposals and to forward Cllr. Simkins contact details for further information/advice. All agreed. (1.3) Letter from CBC, Enforcement – 2 The Cheques; read to Councillors. (1.4) Letter from CBC, Enforcement – 25 High Street; read to Councillors. (1.5) Email from resident regarding highway issues – Totternhoe Road; resident to keep a log of issues and inform CBC/Parish Council when matters arise. Clerk to keep a log of any highways issues for future reference. All agreed.	Clerk Clerk/Cllr.Simkins Clerk
(2) <u>Clerk's Report</u> : (2.1) Circulation/read file handed out to Councillors. (2.2) Letter of resignation – John Hopwood; read to Councillors. Clerk to respond accordingly. (2.3) Email from European Property Acquisitions – The Rye; letter to be forwarded to Neighbourhood Plan Steering Group to look into further. All agreed. (2.4) Carnival stall – 1 st July 2017; Council/NP Steering Group to make a decision on the stall, to be discussed at June PC Meeting. All agreed.	Clerk NPSG PC/NPSG
(3) <u>Coffee Tavern (CT)/Cottage</u> : The balancing loan made by the Parish Council to the Coffee Tavern for the refurbishment of the car park; it was proposed bi-annual payments to be made to the Council. All agreed.	CTT/Cllr.Conner
(4) <u>Cemetery</u> : (3.1) Plot markers – proposed to purchase markers to allow easier location of grave plots/rows in cemetery. All agreed.	Cllr.Spicer

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(3.2) Cemetery bench - letter was read to Councillors regarding the proposal by a resident to sponsor a bench in the cemetery, the location of the bench has now been agreed, it was recommended the Clerk look into costs for benches (wood effect/no maintenance design) and present them to the resident for a decision. All agreed.

Clerk

(3.3) Cemetery land – Clerk to write to land owner (Cafe Masala) with a proposed purchase price for the land of £15,000. At the same time, Clerk to contact the Council's Solicitors to find process/costs with regards to compulsory purchase of land. All agreed.

Clerk

Clerk

(5) Working Groups: No matter to report.

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

(12.1) 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 2017. The Chairman signed the final document.

(12.2) 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 2017. The Chairman signed the final document

(12.3) Risk Assessment: The Risk Assessment was presented to the Parish Council and recommended for adoption by Eaton Bray Parish Council. An amendment was made to page 3, item 3 to include 'RoSPA report'. It was then agreed unanimously to accept the Risk Assessment for 2017. The Chairman signed the final document.

13. PARISH COUNCIL INSURANCE RENEWAL 2017/2018

Insurance Renewal costs were put to the Parish Council, AON Ltd is the recommended insurers for 2017/2018. All agreed.

14. DRAFT ACCOUNTS FOR YEAR TO 31ST MARCH 2017; INTERNAL AUDIT REVIEW/EFFECTIVENESS OF REPORT

(14.1) The clerk distributed the accounts for the Annual Return. The Council approved Section 1 – Annual Governance Statement 2016/17 and Section 2 – Accounting Statements 2016/17. It was proposed to agree to approve the accounts for the year to 31st March 2017. All agreed – decision unanimous. The Chairman signed on behalf of the Parish Council.

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

15. ACCOUNTS: TO RESOLVE TO PAY APRIL 2017; Presented to council - all agreed.

MONTHLY PAYMENTS: APRIL 2017	
Ground Maintenance	£1,344.90
Village enhancements: St. George's Flag	£43.14
Neighbourhood Plan: unallocated spend / grant ref: NPG-02570	£1,050.00
Insurance Renewal: 2016-2017	£2,557.28
Internal Audit fees: accounts y/e 31 March 2017	£100.00
Salaries: Clerk & Village Handyperson	£966.81
HM Revenue & Customs (PAYE/NIC)	£32.42
TOTAL Monthly Outgoings	£5,185.56

- Parish Council Direct Debit Card: it was proposed/agreed to a Council direct debit card. The Clerk presented the relevant paperwork to the Council for authorisation/sign off. All agreed. Clerk to action.

Clerk

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16. NEXT AGENDA

- The Rye/Motorcross.
- Carnival / rota stall.
- Convex mirrors – road junctions.
- Mill End Close – landscape buffer.
- Items for the next Council Meeting Agenda MUST BE SUBMITTED to the Clerk NO LATER THAN Thursday 25th May 2017. 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.

The meeting closed at 10:00pm.

Next meeting/s to be held:

- Monday 5th June 2017; from 7:30pm at The Coffee Tavern (1st floor)
- Monday 3rd July 2017, from 7:30pm at The Coffee Tavern (1st floor)

PC/June

All Councillors