

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 14th May 2018 at The Coffee Tavern

PRESENT (PC = Parish Council)	Cllr. N. Cartwright Cllr. M. Brewer Cllr. H. Chubb Cllr. J. Conner	Cllr. M. Phipps Cllr. M. Simkins Cllr. G. Wigley
ALSO PRESENT	General Public x1	

1. ELECTION OF CHAIRMAN

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

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Spicer, Cllr Janes and Bedfordshire Police.

3. PARISH COUNCILLOR VACANCY

It was proposed the Clerk advertise the role, looking for someone with an active interest in road safety/speed control. All agreed.

Clerk

4. SPECIFIC DECLARATION OF INTEREST

- No matters to report.

5. PUBLIC OPEN FORUM

Points brought to the attention of the Parish Council

(5.1) Speedwatch: Is the Parish Council involved in this project? The Council are currently looking for volunteers to get involved in the Speedwatch campaign, there is a vacancy on the Council and would ideally like a resident to join the Council to take on this role for the parish.

6. SIGNING OF THE MINUTES FOR EATON BRAY PARISH COUNCIL, 08/04/2018

It was proposed to unanimously to accept the minutes for Eaton Bray Parish Council held on 9th April 2018, the Chairman signed the minutes. All agreed.

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

(7.1) 20mph speed restrictions (06/11/17): Clerk to forward a copy of the Traffic Monitoring report to show why Council is looking at speed restrictions in parish. Also to enquire whether CBC is able to carry out a traffic survey, with the details obtained in the report from the police report and costs for such. Reminder sent, awaiting reply from CBC.

(7.2) Hedging/Trees – Holmans bridge (06/11/17): No final decision made. Matter on hold.

(7.3) A Nations Tribute/WW1 (04/12/17): Council to look into options for the celebrations. Cllr Simkins to look into further. Clerk to inform society of Council's interest. The Silent Soldier Silhouettes have been purchase and placed around the parish.

(7.4) Village Sign Posts (08/01/18): Cllr Spicer and Cllr Simkins to look into options available for general maintenance/improvements of posts.

(7.5) River Ouzel/Mill End Close (14/05/18): IDB (River Ouzel) to come back with details/dates when the area has been assessed.

(7.6) Greenways (14/05/18): Cllr Brewer contacted CBC regarding the parking issues; plans were drawn up for this location however CBC was not happy with the proposals/rejected. New plans has been re-drawn and awaiting a decision. The Council to formerly write to CBC regarding the long delay in actioning this matter and contact resident regarding the petition for improvements to this area. (14/05/18) Clerk has written to resident, awaiting reply.

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(7.7) Annual Parish Monitoring Forms (05/03/18): All Councillors to return outstanding forms to Clerk for processing.

(7.8) Electric Supply/Market Square (05/02/18): Clerk to chase up CBC to find out date for works to be completed. (14/05/18) Clerk has chased up CBC, awaiting reply.

(7.9) Community Orchard (09/04/18): Some responses have come in, Cllr Chubbs to look into this project in more detail.

(7.10) St. Mary's Village Carnival (09/04/18): The Clerk to forward to all Councillors a rota for representatives to cover the stall during the carnival. All to respond to Clerk with availability. Final rota to be discussed at PC Meeting in June.

(7.11) School Lane – boundary issues (09/04/18): Cllr Spicer to look at the area and give feedback to Council.

8. REPRESENTATIVES

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

There was no representative from CBC in attendance.

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) 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. 04/09/17: Clerk has written to resident advising they organise a petition. 06/11/17: Clerk to chase up resident on petition.
08/01/18	Motorcross	08/01/18: Cllr Janes informed the Council that the track cannot be used until the bund/sound fence buffer is completed, and a Sound Management Plan is produced. Cllr Brewer enquired as to whether the use of the track will therefore revert back to the old planning restrictions/usage, summer period, however Cllr Janes informed the Council that this was not so. Cllr Brewer to contact CBC for more clarification of this matter 05/02/18: Cllr Janes feedback at PC Meeting 08/1/18 was incorrect, see minutes page 1738, item 7(7.1)(7.1.1) for correction.

(8.2) Police Representative:

There was no representative from the police in attendance.

(9) **PLANNING REPORT:** April 2018

(9.1) Issues arising/update: No matters arising.

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(9.2)

APRIL 2018		
Application	Planning Location/ Development	Comment
(9.2.1) CB/18/01392	13 Church Lane, LU6 2DJ / single storey rear extension	No comment – subject to normal planning conditions
(9.2.2) CB/TCA/18/00107	Church Farm, 2 High Street, LU6 2DL / works to trees within Conservation area	No comment – subject to normal planning conditions
(9.2.3) CB/18/01200	3 May Close, LU6 2RL / single storey rear extension	No comment – subject to normal planning conditions

(10) BUSINESS MATTERS

(10.1) Neighbourhood Plan (NP): Following last years' consultations the Parish Council has completed the Pre Submission Neighbourhood Plan. The Council are now writing to every home within the parish to advise them that the 6 week statutory consultation is now open, inviting residents to view/comment on the Pre-Submission Neighbourhood Plan. The consultation runs from Friday 11th May to Friday 22nd June 2018. There are two open meetings at The Coffee Tavern for residents to view the plan and ask questions on, Saturday 19th May and Wednesday 6th June 2018. The Clerk asked for clarification regarding sending out hard copy/costs. It was agreed that hard copies are for reading/reference only and should be returned to the Parish Clerk within a two week period, reminding residents that the full document can be viewed on the main website page – the hard copies will also be available at the two open meetings. All agreed.

(10.2) Village Events/Enhancements:

(10.2.1) Soldier Silhouettes – the Parish Council agreed to a donation to the Royal British Legion for the purchase of 4x Silent Soldier Silhouettes at £100 each, to be placed around the parish. Cllr Simkins to action. All agreed.

(10.2.2) Hanging Baskets – Cllr Simkins to place order. All agreed.

(10.2.3) Tree Carvings – work ongoing.

(10.2.4) Village Handyperson Annual Contract for work – proposed that annual maintenance work to village gateways be incorporated into contract. Clerk to bring the current Village Handyperson contract to next PC Meeting (June) for further discussion. All agreed.

(10.2.5) Speed Cameras – Cllr Simkins to look into costs and options available, once received to forward to the Council for further discussion. All agreed.

(10.3) Land at Bower Lane: See minutes page 1755, item (7)(7.9). Cllr Chubb to contact residents who have responded. All agreed.

(10.4) Mill End Close:

(10.4.1) Trees: Quotes for work are being sent in. Cllr Spicer to chase for final quotes and present to Council for a decision.

(10.4.2) River Ouzel/Bank: IDB (River Ouzel) have confirmed that they are due to assess the area and report back to the Council suggested work/costs. Clerk to chase. All agreed.

(10.4.3) Lease of Land: The Lease was presented to Council for approval. All agreed. Cllr Cartwright/Clerk signed the lease. Clerk to return to Solicitor.

(10.5) Tenders/Quotations: No quotations were presented to the Council for consideration.

Cllr Simkins
Cllr Simkins
Cllr Spicer

Clerk
PC/June

Cllr Simkins

Cllr Chubb

Cllr Spicer

Clerk

Clerk

(11) REPORTS

(1) Chairman's Correspondence:

The following were read to Councillors:

(1.1) Letter-Resident: seating in park. Read to Councillors. One option for additional benches in the parish recreation grounds could be for Memorial Benches. Cllr Brewer to record current number of benches/locations in parish, with the Clerk forwarding a copy of the agreed recommended bench to Cllr Brewer for information. In addition the

Cllr Brewer
Clerk

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- Clerk to contact the Ground Maintenance Contractor for suggested locations within parish recreation grounds. All agreed. Clerk
- (1.2) Email-Ian Taylor, Highways: parish visit. Read to Councillors. Cllr Simkins and Cllr Cartwright to meet up with Highways for a parish visit. All agreed. Clerk to respond. Cllr Simkins/
Cartwright/Clerk
- (1.3) Email-FG Villages: Read to Councillors.
- (1.4) Email-Councillor Induction Training: Read to Councillors.
- (1.5) Email-Community Government Review: Read to Councillors. The Councillors raised concerns regarding the proposal to cut the number of Parish Councillors from nine Councillors down to seven. Due to the large amount of workload/duties carried out by the Parish Councillors they feel it is very important to maintain the quota of nine Parish Councillors for Eaton Bray Parish Council - to ensure the smooth running of the Council and to be able to give residents the help/support they need. Clerk to respond. All agreed. Clerk
- (2) Clerk's Report:
- (2.1) Circulation/read file handed out to Councillors.
- (2.2) Recreation Ground: prior to RoSPA inspection it was proposed the Parish Council organise for high pressure washing of all equipment. All agreed. Clerk to action. Clerk
- (2.3) St. Mary's Village Carnival, 7th July 2018: see minutes page 1755, item (7)(7.10). It was suggested that Councillors design banners for the Council stand. All agreed. Proposed designs to be put to Council at next PC Meeting (June).
- Cllr Conner: The Coffee Tavern
 - Cllr Phipps: Speedwatch
 - Cllr Wigley: Neighbourhood Plan
 - Cllr Chubb: Community Project
- (3) Coffee Tavern (CT)/Cottage:
- (3.1) See Annual Parish Meeting Minutes, page 1752, item (5) – attachment 1.
- (4) Cemetery: Flower bed has been planted ready for summer.
- (12) **STANDING ORDERS/FINANCIAL REGULATIONS/RISK ASSESSMENT/DATA PROTECTION:**
- (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 2018. 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 2018. 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. It was agreed unanimously to accept the Risk Assessment for 2018. The Chairman signed the final document.
- (12.4) Data Protection: Councillors agreed for the Parish Clerk to continue as the Data Protection Officer for Eaton Bray Parish Council. The Data Protection Policy was presented to the Parish Council and recommended for adoption by Eaton Bray Parish Council. It was agreed unanimously to accept the Data Protection Policy for 2018. The Chairman signed the final document.
- (13) **PARISH COUNCIL INSURANCE RENEWAL 2018/2019**
Insurance Renewal costs/policy cover was presented to the Parish Council; BHIB Insurance Brokers are the recommended insurers for 2018/2019. All agreed.
- (14) **DRAFT ACCOUNTS FOR YEAR TO 31ST MARCH 2018; 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 2017/18 and Section 2 – Accounting Statements 2017/18. It was proposed to agree to approve the accounts for the year
- Councillors:
Conner/Phipps/
Wigley/Chubb

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to 31st March 2018. 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:

(10.1) To resolve to pay April 2018 accounts: Presented to Council – all agreed.

MONTHLY PAYMENTS: APRIL 2018	
Contractor: Ground Maintenance	£1,344.90
Contractor: Village Handyperson	£422.00
Professional fees: Cricket Club Lease	£480.00
Donation: The Royal British Legion – The Silent Soldier Silhouette 4x £100	£400.00
Insurance Renewal 2018-2019	£2,261.49
Internal Audit, y/e 31 st March 2018	£100.00
Salaries: Council staff	£1,105.85
Pension: Council staff	£400.00
HM Revenue & Customs (PAYE/NIC)	£90.05
TOTAL Monthly Outgoings	£6,604.29

(11) NEXT AGENDA

- Items for the next Council Meeting Agenda **MUST BE SUBMITTED** to the Clerk **Sunday 27th May 2018**. Items submitted after this date will not be included in the June meeting.
 - Village Handyperson – work schedule/contract
 - St. Mary's Village Carnival
 - Village CCTV system
 - Speed Cameras

Councillors

The meeting closed at 9:00pm

Next meeting/s to be held:

- Monday 4th June 2018, from 7:30pm in The Coffee Tavern (1st floor)
- Monday 2nd July 2018, from 7:30pm in The Coffee Tavern (1st floor)