

EATON BRAY PARISH COUNCIL

Telephone/Text: 07931479663 - Email: clerk@ebpc.co.uk - Website: www.ebpc.co.uk

Minutes of Meeting of Eaton Bray Parish Council Held on 13th January 2020 at The Coffee Tavern

PRESENT (PC = Parish Council)	Cllr. M. Brewer (Chairman) Cllr. M. Tomkins (Vice-Chairman) Cllr. H. Chubb	Cllr. J. Conner Cllr. G. Wigley
ALSO PRESENT	General Public: x6, Cllr Philip Spicer, Parish Clerk	

ELECTION OF CHAIRMAN

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

1. APOLOGIES FOR ABSENCE

(1.1) Cllr Mike Simkins and Cllr Adam Richardson were not in attendance.

2. SPECIFIC DECLARATION OF INTEREST

- (2.1) Cllr Tomkins declared an interest in agenda item (8)(8.6).
(2.2) No other declarations of Interest were made at this point in the meeting.

3. PUBLIC OPEN FORUM

Points brought to the attention of the Parish Council

- (3.1) Work being carried out to land at rear of cottages, Bower Lane – the Parish Council are not aware of any current applications regarding this land. It is therefore recommended that residents write to CBC regarding their concerns and ask CBC to investigate what is happening. The Parish Council will also write to CBC to enquire further regarding works being carried out. The Parish Council asked Cllr Spicer to also check with CBC.
- (3.2) Bower Lane land [agenda item (8)(8.5)]. An option of shared use for potential users was discussed (see options below). The Parish Council suggested those interested in this land put together a business plan, showing costs involved, i.e. road changes (dropped kerb access), planned use times, access, safety for land users, etc. The Parish Council to organise access to the site so it can be assessed for suitability – Cllr Chubb/Cllr Tomkins to be Parish Council contacts. The Clerk to forward Councillor contact details. All agreed.
- (3.2.1) Option 1: Setting up an adventure/holiday club - for a Forest School.
(3.2.2) Option 2: Scouts – an outside area/location.
(3.2.3) Option 3: Combined used by Option 1 and Option 2.

4. SIGNING OF THE MINUTES FOR EATON BRAY PARISH COUNCIL, 02/12/2019

It was proposed to unanimously accept the minutes for Eaton Bray Parish Council held on 2nd December 2019, all agreed. The Chairman signed the minutes.

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

- (5.1) Brick entrance sign (02/07/19): Awaiting design ideas from the contractors and an understanding of the costs. *Action – Cllr Simkins.*
- (5.2) Zebra Crossing-School Lane/High Street Junction (13/05/19). Waiting a call back from CBC. *Action – Cllr Simkins.*

Reference/Action

KEY

CBC=Central Beds Council
NP=Neighbourhood Plan
SG=Speedwatch Group
VMG=Village Market Group
GPWG=General Purpose Working Group
EBPC=Eaton Bray Parish Council

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- (5.3) High Street – resurfacing (01/07/19): Cllr Spicer confirmed the request is on the CBC list, he is awaiting confirmation of if/when the works will happen. Potentially 2021. Matter ongoing. *Action - Cllr Spicer.*

6. REPRESENTATIVES

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

Cllr Philip Spicer was in attendance.

(6.1.1) Potholes – Cllr Spicer reminded residents that if they see potholes, to take a photo/location reference and report to CBC who will then look into/action.

(6.1.2) A new CBC incentive – looking at public footpath repairs. Cllr Spicer asks residents/Parish Councillors that when walking around the village to take photos/location details of poor footpaths and report to CBC via their website link - https://www.centralbedfordshire.gov.uk/info/82/countryside/431/rights_of_way

Clerk to put details/link on Facebook/Focus. All agreed.

(6.1.3) CBC Grant Scheme 2020 – match-funding now active. The first allocation of funds application is available till end February 2020, with the second allocation of funds opening in May 2020. There will be £25K available funds. If a council's application is approved for match funding, council's would have to wait two years before applying again. Application forms are available on-line. B/f March 2020.

(6.1.4) Bower Lane/Harling Road – 30mps signs: Matter ongoing.

- (6.2) Police Representative:

There was no representative from Bedfordshire Police in attendance, the Parish Council to write to express disappointment at their non-attendance. All agreed.

For general Police contact/enquiries: **Non-emergency call 101 / All emergencies 999**

For reporting a crime on-line: <https://www.bedfordshire.police.uk/report/Report-Shared/Report-a-crime>

7. PLANNING REPORT: December 2019-January 2020

- (7.1) **Issues arising/update:**

(7.1.1) S106 Funding: Matter ongoing.

(7.1.2) Planning Appeal – Bower Lane: Appeal hearing to take place on 10th and 11th March 2020. The Parish Council to send representatives, Cllr Brewer/Cllr Chubb. All agreed.

(7.1.3) Planning Application Proforma: The Parish Council to put together a planning proforma for applications/appeals. Cllr Wigley to meet with Cllr Brewer/Cllr Chubb to prepare a proforma for evaluating planning applications. All agreed.

- (7.2) **Planning applications received prior to Parish Council Meeting:**

(1) CB/19/04015 – 23 Cantilupe Close, Eaton Bray, LU6 2EA/front extension with small canopy & roof light. *Decision: No objections – subject to normal planning conditions.*

8. BUSINESS MATTERS

- (8.1) Local/Neighbourhood Plan

(8.1.1) CBC Local Plan – matter ongoing.

(8.1.2) Neighbourhood Plan compliance list/proforma: see minutes page 1827, Item (7)(7.1.)(7.1.3).

- (8.2) Watercourse/Mill End Close: Matter ongoing.

Clerk

PC March
Cllr Spicer

Clerk

Cllr Brewer/
Cllr Chubb

Cllr Wigley/Cllr
Brewer/Cllr Chubb

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(8.3) Recreation Ground Matters:

(8.3.1) School Lane Skatepark: Cllr Tomkins put together a draft plan/design and forwarded it to the Skatepark group to look at. He is also contacting contractors to obtain estimates/costs for improvement work, currently coming in at around £25K-£35K. Matter ongoing.

(8.3.2) EB Lions review – lease/parking/costs: Clerk to put together an actual cost for the maintenance of the land (verti-draining, grass cutting, car park security). The Clerk to contact EB Lions to check they have received previous emails regarding problem parking, as the Parish Council has not received a response. All agreed. As the Lease for using parish land is up for renewal, the Clerk to forward a copy of the current Lease to Councillors for information, to be discussed at the PC Meeting in March. All agreed.

Clerk

Clerk

Clerk/
PC March

(8.4) Good Neighbours: Matter ongoing.

(8.5) Bower Lane/parish land: see minutes page 1826, item (3)(3.2).

(8.6) Parish Council Website:

(8.6.1) A report was presented to the Parish Council regarding the legal requirements for Parish Council websites. It was proposed that a Website Accessibility Compliance Statement be put on the website, all agreed. Costs for work presented to the Council; proposed, seconded, all agreed. Approved Website Consultancy to put together the initial compliance statement. Matter to be b/f PC February. All agreed.

PC February

(8.6.2) The Clerk to contact the current Website manager and explain the decision of the Parish Council to outsource the work and the changes being proposed. The Parish Council greatly appreciates the help/advice that the current website manager has offered over the years and would still appreciate IT support/advice for Parish Clerk. All agreed.

Clerk

(8.7) Speedwatch/Highways Matters:

(8.7.1) Speedwatch update:

(1) Four sessions have been carried out. More planned. Additional training dates have been requested, awaiting details.

(2) S.I.D. [Speed Indicator Device]: Cllr Tomkins looking into replacement/costs. He is to set up a meeting with the contractors to look at device options and obtain quotes. All agreed. B/f PC February 2020.

Cllr Tomkins/
PC February

(8.7.2) Drainage Problem: The Comp/High Street corner, The Rye + other locations within the village suffering from blocked drains. Clerk to report to CBC problems being experienced, in particular The Comp/Market Square (considerable flooding), High Street, The Rye – drains blocked with sludge/silt/leaves, with risk to road users and neighbouring properties. All agreed.

Clerk

(8.8) Parish Defibrillator: The Parish Council looked into the option of a second defibrillator and the moving of the current defibrillator to another location. It was recommended, at this time, to remain with the current location for the existing defibrillator and not to purchase an additional device. Clerk to contact the Tennis Club regarding their donation and ask if they are happy to fund the upkeep of the current defibrillator or would like a refund. All agreed.

Clerk

(8.9) Village Enhancements/Events:

(8.9.1) EB Village Market: The VMG [Village Market Group] has sent out notices asking for more volunteers/helpers. It was asked if the Parish Council would store equipment in the council store, with a nominated member being a key

Clerk/VMG

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holder, all agreed. Clerk to contact the VMG to organise. All agreed.

(8.9.2) Village Open Day: It was suggested that the Parish Council look at holding a Village Open Day – an opportunity to show residents what groups/organisations are available in the village; village hall, church, tennis club, cricket club, EB Bloomers, etc. Clerk to put a notice in Focus/Facebook informing residents of the proposed open day, asking people to contact the Parish Council with their interest – Cllr Brewer to put together wording and forward to Clerk to action. All agreed. B/f PC March 2020.

Cllr Brewer/Clerk

(8.9.3) VE Day: Are the Parish Council looking at doing something to recognise the event, 8th May 2020? Cllr Chubb to speak with Cllr Simkins to find out if any events are being planned. All agreed.

Cllr Chubb/
Cllr Simkins

(8.10) Tenders/Quotations presented to Parish Council:

(8.10.1) Ground Maintenance Contract 2020-2023: The Council considered the tender application responses for the Ground Maintenance Contract; it was proposed and seconded that the council proceed to offer the contract to MWAgri Ltd. Clerk to confirm with the contractor the fixed term cost and monthly costs. Proposed, seconded, all agreed – motion carried.

Clerk

9. REPORTS

(1) Chairman's Correspondence:

(1.1) Planning & Development Consultant – Bower Lane, Eaton Bray. Planning Consultants made a request to address the Parish Council regarding the Bower Lane proposals; it was proposed that the Clerk inform them that the Parish Council will first wait the outcome of the appeal in March 2020. All agreed.

PC April

(1.2) Road Safety Mirror – Church response read to councillors. Clerk to re-send email dated 31st October 2019 with all the relevant details and ask the Church to contact Cllr Tomkins for further discussion. All agreed.

Clerk/Cllr
Tomkins/Church

(2) Clerk's Report:

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

(2.2) Village Gateway Damage: Clerk has been informed by the Council's insurance that they require more details regarding the vehicles involved. She is in the process of contacting Bedfordshire Police for the required information.

(2.3) BT Phone Box Consultation: It was put to the Parish Council to agree to the decision of CBC – to object to the removal of the phone box at Wallace Drive/High Street. All agreed.

Clerk

(2.4) Broken/damaged play equipment – rocking horse/School Lane: It was recommended the Clerk organise for the removal of the damaged equipment and to order a new replacement rocking horse. All agreed.

Clerk
Clerk

(3) Coffee Tavern (CT)/Cottage:

(3.1) An asbestos survey on the building was carried out – the findings are that the building is clear of asbestos.

(3.2) Damage to The Coffee Tavern: An emergency exit door was damaged, glass/windows broken – however the offenders were unable to gain entry. The incident was reported to the police and a crime reference number obtained. The CT Trustees are looking into the installation of cameras for security. All agreed.

(4) Cemetery: No matters to report.

(5) Allotments: 2020 Allotment renewals due. Payments to be made, by cheque/cash, direct to the Parish Clerk. A reminder has gone out in Focus.

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(6) Eaton Bray Village Hall: No matters to report.

10. ACCOUNTS:

(10.1) To resolve to pay December 2019 accounts: Presented to Council – all agreed.

MONTHLY PAYMENTS: DECEMBER 2019	
Contractor: Ground maintenance	£1,367.40
Contractor: Village Handyman	£200.00
Village Enhancements: Cable/light fitting	£1,096.52
Village Enhancements: EB Bloomers – brackets	£180.00
Membership/Subscription Renewals: BATPC 2020-2021	£580.00
Village Market: pop-up gazebo	£59.98
Village Market: banner/printing	£61.20
Parish Office: Stationery/miscellaneous	£35.22
The Coffee Tavern: <i>monthly internet access/usage 3.co.uk</i>	£11.99
Salaries: <i>Council staff</i>	£1,451.33
Pension: <i>Council staff</i>	£54.36
HM Revenue & Customs (<i>PAYE/NIC</i>)	£436.19
TOTAL Monthly Outgoings	£5,534.19

(10.2) Budget/Precept 2020-2012: Annual budget presented to the Parish Council for consideration. Proposed Precept increase of 2.4% £100,145. All agreed. Clerk to action.

Clerk

11. NEXT AGENDA

(1) Items for the February Parish Council Meeting Agenda MUST BE SUBMITTED to the Clerk by Saturday 25th January 2020. Items submitted after this date will not be included in the February meeting.

All Councillors

(2) Items for PC meeting: Grant scheme/match funding CBC, Highways – Harling Road.

PC Agenda Items

The meeting closed at 21:41hrs

Next meeting/s to be held – The Coffee Tavern (1st Floor)

- Monday 3rd February 2020, from 7:30pm
- Monday 2nd March 2020, from 7:30pm
- Monday 6th April 2020, from 7:30pm