

EATON BRAY PARISH COUNCIL

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

Minutes of the Annual Parish Meeting Held on 14th May 2018 at The Coffee Tavern

PRESENT	Cllr. N. Cartwright (Chairman) Cllr. M. Brewer Cllr. H. Chubb Cllr. J. Conner	Cllr. M. Phipps Cllr. P. Spicer Cllr. M. Simkins Cllr. G. Wigley
IN ATTENDANCE	Heidi Head (Clerk)	
ALSO PRESENT	General Public: No attendees	

(1) WELCOME TO PARISIONERS

Cllr. Cartwright opened the Annual Parish Meeting.

(2) APOLOGIES FOR ABSENCE

Cllr. Janes sent their apologies for absence.

(3) MINUTES OF THE ANNUAL PARISH MEETING, 8th May 2017

Final Acceptance of the Minutes of the Annual Parish Meeting, 8th May 2017

With the agreement of all present, the Minutes of the Annual Parish Meeting held on 8th May 2017 were signed by the Chairman as a true and accurate record.

(4) MATTERS ARISING

No Matters arising.

(5) ANNUAL REPORTS

The Coffee Tavern Annual Report was presented to the Parish Council and attached to the Annual Parish Minutes (*attachment 1*).

(6) ACCOUNTS FOR YEAR ENDING 31ST MARCH 2018

The Clerk, as RFO, reported that parish council year end accounts have been completed, ready for approval at the Annual Meeting of Eaton Bray Parish Council on 14th May 2018. The final accounts were signed off by the Internal Auditor on the 10th May 2018; once approved by the Parish Council the accounts will be forwarded to the external auditors for 2nd July 2018.

(7) PROJECTS COMPLETED AND ON-GOING

(7.1) NEIGHBOURHOOD PLAN: The Neighbourhood Plan is at the Consultation stage - the Parish Council together with the Neighbourhood Plan Steering Group are writing to every home within the parish to advise that the 6 week statutory consultation is now open, inviting residents to view and comment on the Pre-Submission Neighbourhood Plan. Two open meetings have been planned to allow residents to view the plans and ask questions, on Saturday 19th May at 10:00am to 12:30pm and Wednesday 6th June at 7:00pm-9:30pm.

(7.2) VILLAGE ENHANCEMENTS/EVENTS

- Christmas Market.
- Coffee Tavern – internet/broadband access is now available. Looking into Website improvements.
- The Rye – new bollards / restrictive access.
- Donation to be made to the Royal British Legion for 4x Silent Soldier silhouettes to be placed around the parish to commemorate the 100th anniversary of the end of the First World War.

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(7.3) PARISH TREES

Work on tree maintenance for parish tree is ongoing.

(7.4) ANY OTHER PROJECTS FOR THE COMING YEAR

Plan of works attached to Annual Parish Minutes (*attachment 2*).

(8) PUBLIC OPEN FORUM: No matters were raised with the Council.

Approved

Signature:	Date:	
Print Name:		
Signed on behalf of Eaton Bray Parish Council		

Agreed

Signature:	Date:	
Print Name:		
Signed on behalf of the Eaton Bray Annual Parish Meeting		

Coffee Tavern Trust

Annual Report May 2018

1) Trustees

- Currently there are five Trustees, Neil Cartwright (Chairman Parish Council), Joan Conner (PC), Alan Trantum (Hon Treasurer), Bob Coulter and Dave Pearson (co-opted).
- If anyone is interested in becoming a Trustee I would be happy to discuss responsibilities with them.

2) Coffee Tavern

- The Coffee Tavern has been quite well used; however, it would be good to see more local groups/people making use of this village facility, to encourage this, the letting fee will continue at the present levels. Large hall £6 an hour, Committee Room £3-50 an hour, Hall and Committee Room £8-00 an hour.
- An electronic barrier has been installed to the car park entrance.
- WiFi has been installed.
- Boxes and planters continue to be looked after by Bob.
- The Parish Council Notice Board to the front of the building and the Community Notice Board sited in the Coffee Tavern Garden continue to provide a service and are well used.
- The fire door to the rear of the building was breached. Henry the vacuum cleaner was stolen.
- The door has been fitted with fire service approved safety locks

3) Maintenance.

- Local Tradesmen Lee Hutt (plumbing), Steve Edwards (gas) and Paul Dyer (electrics) continue to be 'on call' for which we are very grateful.
- All necessary (gas, electrical, alarms, extinguishers and lights) safety certificates are in place.
- The fire alarms & emergency lights are tested monthly, inspected and serviced every six months. No issues to report.
- The extinguishers are inspected and serviced annually. No issues to report.

4) Coffee Tavern Cottage

- The cottage letting continues to be managed by Giblin Property Services, High Street, Eaton Bray.
- The tenants renewed their tenancy in Aug 2017.

5) Risk Assessments

- The Risk Assessment has been updated.
- The Fire Risk Assessment has been reviewed and inspected.

6) Utilities

- Gas and Electric is (Sept 2011) provided by Opus Energy no issues to report.
- Both Gas and Electricity have smart meters.

Finally, I would like to thank everyone involved for their help and support.

Eaton Bray Parish Council

2018-2019 Plans for Works

06/12/2017

Tree Maintenance £6,500.00
Cllr Spicer to review estate and advise against the survey document

Cemetery / War memorial maintenance

General maintenace	500	
Planting / Flowrrers War memorial	£500.00	
		£1,000.00

FF& E Furniture fittings & equipment)

misc	£500.00	
		£500.00

Play Equipment Maintenance

General up keep the Rye	£500.00	
General up keep School Lane	£500.00	
additional maintenace to equipment as determined by inspection	£1,500.00	
		£2,500.00

Minor Projects

Defibulator maintenance	Phil	£100.00	
VAS Signs maintenace	Mike	£250.00	
Xmas tree lighting supplies	Phil	£1,000.00	
Web Site upgrade	Glenn	£1,000.00	
			£2,350.00

Village Enhancements

General flower boxes	Mike	£300.00	
Xmas trees	Mike	£500.00	
Band for Xmas service	Phil	£250.00	
Wreaths	Phil	£100.00	
Road Closures	Heudi	£200.00	
Market Stalls advertising	Phil	£200.00	
Additional Flags	Mike	£300.00	
contingency		£500.00	
Hanging Baskets	Mike	£300.00	
			£2,650.00

Major Works

Repairs to water Course Mill End	£10,000.00	
resurface School Lane Car Park (accrural)	10,000	
		£20,000.00

Total discresonary Spend £35,500.00