

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 13th May 2019 at The Coffee Tavern

PRESENT (PC = Parish Council)	Cllr. N. Cartwright Cllr. M. Brewer Cllr. H. Chubb	Cllr. M. Phipps Cllr. M. Simkins
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 Brewer as vice-Chairman. All agreed; motion carried.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Wigley, Cllr Conner and Bedfordshire Police.

3. PARISH COUNCILLOR VACANCY

(3.1) Councillor Philip Spicer, Central Bedfordshire Council

The Parish Council wished to congratulate ex-Eaton Bray Parish Councillor, Cllr Spicer on his election as Eaton Bray Ward Councillor, they thanked him for all the work he carried out in his role on the Parish Council and wished him all the best in his new position. Cllr Spicer wished to take this opportunity to thank all those that voted for him in his constituency and to the Parish Council for the time working for the parish.

(3.2) Parish Councillor Applicant

The Parish Council welcomed Mark Tomkins to the meeting, who put himself forward as an applicant for the position of Parish Councillor. Mark Tomkins previously stood as a Parish Councillor for Eaton Bray, however due to work commitments at that time had to sadly resign from the role, he now has more time to dedicate to the role and would therefore like to be re-considered. It was put to the Parish Council that Mark Tomkins join the Council. Proposed/seconded. All agreed. The Parish Council welcomed Cllr Mark Tomkins to the table.

(3.3) The Parish Council still have a vacant seat and it was proposed the Clerk advertise the role. All agreed.

4. SPECIFIC DECLARATION OF INTEREST

(4.1) No matters to report.

5. PUBLIC OPEN FORUM

Points brought to the attention of the Parish Council

(5.1) CBC Local Plan Enquiry: What is happening with the local plan? The enquiry is due to commence, an EBPC approved consultant has put in a submission to CBC for/on behalf of Eaton Bray Parish Council.

6. SIGNING OF THE MINUTES FOR EATON BRAY PARISH COUNCIL, 01/04/2019

The following amendments were made to the minutes:

(6.1) Page 1795, item (8)(8.3) police amended to *policy*.

It was proposed to unanimously to accept the minutes for Eaton Bray Parish Council held on 1st April 2019, all agreed. The Chairman signed the minutes.

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

(7.1) Speedwatch(01/04/19): Speedwatch poster (design forward to Clerk by Cllr Phipps) to be printed and displayed accordingly. Design to be forwarded to Cllr Tomkins for printing. All agreed. Action - Clerk/Cllr Tomkins.

(7.2) Road Safety(01/04/19): To look into the possibility of installing road safety signage/

Reference/Action

CBC=Central Beds Council

NP=Neighbourhood Plan

SG=Speedwatch Group

PC=Parish Council

EBPC=Eaton Bray Parish Council

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furniture for the village. Cllr Phipps to put together a proposal and present to PC. All agreed.
Action – Cllr Phipps.

(7.3) School Lane/High Street junction(01/04/19): To look into the possibility installing a zebra crossing at this junction. Action – Cllr Simkins.

(7.4) War Memorial Dedication(01/04/19): To meet with resident and discuss options. This will be a 2020 event, matter to be brought forward and a later date. Action – Cllr Simkins.

8. REPRESENTATIVES

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

Cllr Philip Spicer attended the meeting and introduced himself as the new Ward Councillor for the parish.

(8.1.1) Old Ley Farm: the enforcement team are aware of matter/issues relating to this land, if residents have any concerns regarding work on the land to contact CBC (on-line, enforcement team) giving location/details or phone/email CBC customer services. All contact details on CBC website.

(8.1.2) Road Surfacing: The PC asked Cllr Spicer why the High Street has been omitted from the future road surfacing plans, Cllr Spicer to investigate and report back to the PC.

(8.1.3) Motor Cross Track: The PC reported to Cllr Spicer that the Motor Cross are not operating to existing planning hours/also operating more than 7 bikes. Cllr Spicer to look into these reports. Cllr Brewer to forward key points to Cllr Spicer for information. All agreed.

(8.1.4) Mill End Watercourse: The PC are concerned with the possible cost to the PC for repair of the riverbank. Cllr Spicer to look into spend/fund/grants options available – is there support to Parish Councils for such large expense/work? All agreed.

PS

PS/MB

PS

(8.2) Police Representative:

There was no representative from the police in attendance.

(9) PLANNING REPORT: April 2019

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

(9.2)

APRIL/MAY 2019			
	Application	Planning Location/ Development	Comment
(9.2.1)	CB/18/0499	Honeywick Cottage, Honeywick Lane, LU6 2BJ / Lawful Development Certificate	Application subject to normal planning conditions. Please note: (i) The Parish Council does not support developments within greenbelt. (ii) Green Belt boundaries should only be altered where exceptional circumstances are fully evidenced and justified, the case for its removal has not been proved.
(9.2.2)	CB/19/01221	Land to rear of Charming Shadows, Springfield Rd, LU6 2JT / erection of one new detached dwelling/double garage	Objection: The proposed development is within the Green Belt. Green Belt boundaries should only be altered where exceptional circumstances are fully evidenced and justified, the case for its removal has not been proved.
(9.2.3)	CB/TCA/19/00179 CB/TCA/19/00180	St Mary The Virgin, High Street, LU6 2DL / works to trees within conservation area	No comment (applicant Eaton Bray Parish Council)

Clerk

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(10) BUSINESS MATTERS

- (10.1) Neighbourhood Plan (NP): Report read to Parish Councillors, Clerk to place update in Focus. All agreed. We have received additional questions from the NP examiner needing reply, on speaking with the NP consultant to get them to assist would incur an additional fee of £1,100.00; it was proposed that we instruct the consultant to act on our behalf. All agreed. Clerk
- (10.2) Village Events/Enhancements: Clerk
- (10.2.1) Hanging Baskets/CCTV – Clerk to chase contractor for quote. All agreed. Clerk
- (10.2.2) The Rye triangle/raising kerb outside Coffee Tavern – Cllr Brewer to investigate reason for decision by CBC. All agreed. MB
- (10.2.3) Brick entrance sign – Cllr Simkins met with CBC, the area/ground was surveyed for any unground works, all clear. Looking into options/costs available for construction of the sign. Matter ongoing. MS
- (10.2.4) Proposed to purchase flags – 75th anniversary of D-Day, 6th June and Armed Forces Day, 29th June 2019. All agreed. Cllr Simkins/Clerk to action. MS/Clerk
- (10.3) Village Matters:
- (10.3.1) Recycling Bins – no matters raised. MT
- (10.3.2) Wheely Bin Stickers – Cllr Tomkins to look into previous communications for contact. All agreed. SG
- (10.4) Speedwatch/Road Safety: Speedwatch Volunteer Training, 18th May 2019, 10am – Police Headquarters, Kempston.
- (10.5) Tenders/Quotations:
- (10.5.1) Ground Maintenance Contract 2020-2023: Councillors to put forward amendments/changes to the Clerk for final approval by the PC. All agreed. Councillors
- (10.5.2) The Rye – proposed additional hedge planting. All agreed. Clerk

(11) REPORTS

(1) Chairman's Correspondence:

The following were read to Councillors:

- (1.1) Leighton Buzzard Police: Priority Settings Meeting, 24th May 2019 – Cllr Chubb to attend. All agreed. Clerk to action. HC/Clerk
- (1.1.1) The PC were updated on the meeting with the approved CBC CCTV contractors.
- (1.2) Letter – EB Skatepark: read to Councillors. Proposed the PC invite those putting forward recommendations for improvements to the skatepark to July PC Meeting, asking them to put together a presentation, to include pictures/photos of their proposals. All agreed. Clerk to action. Clerk
- (1.3) Letter – St. Mary's Flower Festival: Read to Councillors.
- (1.4) Report – Village Market, 11th May 2019: The Eaton Bray Market Group would like to thank the PC for their support/assistance with the market and to all those that came and visited/supported the market stalls. The group now have a Facebook page "Eaton Bray Market" where people can find out important dates, book stalls, etc., and they are already gaining a lot of likes/followers. The Eaton Bray Market Group are proposing a market later in the year, Sunday 1st September 2019. All agreed.
- (1.5) Noticeboard – Village Shop/Nisa: The PC was informed that the notice board at the Village Shop was in a bad state. It was proposed the current notice board is removed, the shop to be informed of this decision. All agreed. Clerk to action. Clerk
- (1.6) Email/Burglary: Read to Councillors.

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| (1.7) Advertising Application: Edlesfest – present to PC for decision. Approved. All agreed. | Clerk |
| (2) Clerk's Report: | |
| (2.1) Circulation/read file handed out to Councillors. | |
| (2.2) Parish Defibrillator – it was proposed that Cllr Chubb be the PC contact. All agreed. | HC/Clerk |
| (3) Coffee Tavern (CT)/Cottage: | |
| (3.1) See Annual Parish Meeting Minutes, attachment 2. | |
| (3.2) To understand the Letting Agents fees, the PC requested a breakdown of their costs. Clerk to contact CTT for details. All agreed. | Clerk |
| (4) Cemetery: To matters to report. | |
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(12) STANDING ORDERS/FINANCIAL REGULATIONS/RISK ASSESSMENT/DATA PROTECTION: | |
| (12.1) <u>Standing Orders</u> : 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 2019. The Chairman signed the final document. | |
| (12.2) <u>Financial Regulations</u> : 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 2019. The Chairman signed the final document. | |
| (12.3) <u>Risk Assessment</u> : 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 2019. The Chairman signed the final document. | |
| (12.4) <u>Data Protection</u> : 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 2019. The Chairman signed the final document. | |
| (12.5) <u>Code of Conduct</u> : The Code of Conduct was presented to the Parish Council and recommended for adoption by Eaton Bray Parish Council. It was agreed unanimously to accept the Code of Conduct for 2019. The Chairman signed the final document. | |
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(13) PARISH COUNCIL INSURANCE RENEWAL 2019-2020 | |
| Insurance Renewal costs/policy cover was presented to the Parish Council; BHIB Insurance Brokers are the recommended insurers for 2019-2020. All agreed. | |
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(14) DRAFT ACCOUNTS FOR YEAR TO 31ST MARCH 2019; 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 2018-2019 and Section 2 – Accounting Statements 2018-2019. It was proposed to agree to approve the accounts for the year to 31 st March 2019. 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. | |
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(15) ACCOUNTS: | |
| (15.1) <u>To resolve to pay April 2019 accounts</u> : Presented to Council – all agreed. | Clerk |

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MONTHLY PAYMENTS: APRIL 2019	
Contractor: Ground Maintenance	1,643.40
Contractor: Village Handyperson	£240.00
Neighbourhood Plan: Consultancy fees	£2,700.00
Village Projects: School Lane Car park	£15,794.00
Insurance Renewal 2019-2020	£2,338.98
Internal Audit, y/e 31 st March 2019	£100.00
Office Equipment: Project safety bag/risers	37.97
The Coffee Tavern: monthly internet access/usage 3.co.uk	£11.99
Salaries: Council staff	£1,033.88
Pension: Council staff	£30.54
HM Revenue & Customs (PAYE/NIC)	£77.21
TOTAL Monthly Outgoings	£24,007.97

(11) NEXT AGENDA

- Items for the next Council Meeting Agenda MUST BE SUBMITTED to the Clerk Sunday 26th May 2019. Items submitted after this date will not be included in the June meeting.
 - Parish Defibrillator
 - Watercourse
 - Road Surface/Highways

Councillors

The meeting closed at 9:32pm

Next meeting/s to be held:

- Monday 3rd June 2019, from 7:30pm in The Coffee Tavern (1st floor)
- Monday 1st July 2019, from 7:30pm in The Coffee Tavern (1st floor)
- Monday 2nd September 2019, from 7:30pm in The Coffee Tavern (1st floor)

Eaton Bray Parish Council

Chairman's Report 2018-2019

Over the course of the year the number of Councillors has varied, and we have struggled to fill the vacancy(s). With the election of one of our members to represent CBC we need to actively encourage Parishioners to fill the two potential positions.

The finances are in a satisfactory position and we have a small surplus of working Capital after allowing for our liabilities and accruals. This will provide the funding for the activities we envisage and possibly partly reduce the burden that the water course maintenance may incur

In addition to the general duties that the PC have to deal with there have been a number of successful activities that the PC have overseen in the year. These include:

- Submission of the Eaton Bray Neighbourhood plan and its acceptance to go to the next stage of examination
- The installation of Silhouettes and poppies to commemorate the War
- Resurfacing of School Lane car park
- A successful litter picking morning
- A Christmas and Spring Market on Market Square
- Carol service at three Corners and Market Sq.
- Additional trees planted in the Park

During the oncoming year it is planned to continue development on the following aspects

- Hanging basket roll out
- Brick Signage at the entrance to the village
- Additional Markets
- Upgrading the Children's play area
- Successful adoption of the Neighbourhood Plan
- Reinvigorate the speed watch campaign

A significant issue the PC will need to deal with in the coming year is the repair to the water course at Mill End. This could be a significant expenditure that requires funding and is principally a requirement of the Water Authority.

In conclusion, I thank my fellow Councillors for their continued support and look forward to working with them over the next year.

Neil Cartwright
Chairman Eaton Bray Parish Council

Coffee Tavern Trust

Annual Report May 2019

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

Fortunately, the Coffee Tavern has not suffered any anti-social incidents this year. The Coffee Tavern now has two regular weekly bookings: Golden Years O.A.P. group meet Mondays, Tuesdays and Thursdays; Raven Counselling Fridays and occasional Thursdays.

It is good to see the Coffee Tavern being well used.

There have been a couple of incidents involving the electronic barrier. Fortunately, Malcolm was able to rectify/repair very quickly.

Boxes and planters continue to be looked after by Bob Coulter.

The Parish Council Notice Board to the front of the building and the Community Notice Board; which needed repairs, sited in the Coffee Tavern Garden continue to provide a service and are well used

The fire door to the rear of the building has been fitted with Fire Service approved safety locks.

Bins have been fitted with 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 2018.

5) Risk Assessments

The Risk Assessment has been updated.

The Fire Risk Assessment has been reviewed and inspected.

6) Utilities

Gas and Electric is 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.

Councillor Joan Conner
Eaton Bray Parish Council / Coffee Tavern Trust

Coffee Tavern Trust

RECEIPTS AND PAYMENTS ACCOUNT

For the year ending 5th April 2019

INCOME

Coffee Tavern lettings	3359.75
Cottage rent	8700.00
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	12059.75

EXPENDITURE

Agents fees	1044.00
Caretaker	1116.65
Cleaning materials	28.86
Energy costs	751.82
Water costs	140.73
Focus Advertising	000.00
Insurance	723.60
Repairs etc.	1497.65
Cottage expenditure	465.32
Fire and Safety	441.60
Miscellaneous	137.55
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	6347.78

FINANCIAL POSITION

5TH APRIL 2019

CURRENT ASSET

Cash in Bank	15380.53
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MADE UP

Amount B/F	9668.56
Surplus for 2017/2018	5711.97
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	15.80.53

Eaton Bray Parish Council

Neighbourhood Plan

Following our consultation and village meetings held in the Coffee Tavern last summer we submitted our NP to Central Bedfordshire (CBC) at the beginning of December. CBC were then able to commence their review of our NP by holding a “Regulation 16 Consultation” early in 2019, this is a second check on our NP making sure that we comply with Neighbourhood Planning Law as well as giving various statutory consultees an opportunity to consider our NP again. Which is lucky that we did, the Chilterns Conservation Board who look after Dunstable Downs (and lots of other very important ANOB’s) had a lot to say and gave us some important advice.

The Reg. 16 Consultation completed at the end of March and in April CBC appointed an independent examiner in accordance with current NP regulations. The examiner wrote to the Parish Council on 30th April 2019, a copy of this letter can be found on the Parish web site along with his 30 questions ... If we answer the examiner’s questions to his satisfaction, there will be a referendum (that dreaded word!) later in the year.

This and other documents are posted on the Parish web site www.ebpc.co.uk follow the link to Neighbourhood Plan.

Send your comments to *the Parish Clerk* at clerk@ebpc.co.uk

Thank you.

Councillor Glenn Wigley
Chairman EBPC NP