

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 13th May 2019 at The Coffee Tavern

PRESENT	Cllr. N. Cartwright (Chairman) Cllr. M. Brewer Cllr. H. Chubb	Cllr. M. Phipps Cllr. M. Simkins
IN ATTENDANCE	Heidi Head (Clerk)	
ALSO PRESENT	General Public: x3 Councillor Philip Spicer	

(1) WELCOME TO PARISIONERS

Cllr. Cartwright opened the Annual Parish Meeting.

(2) APOLOGIES FOR ABSENCE

Cllr. Wigley and Cllr. Conner their apologies for absence.

(3) MINUTES OF THE ANNUAL PARISH MEETING, 14th May 2018

Final Acceptance of the Minutes of the Annual Parish Meeting, 14th May 2018

With the agreement of all present, the Minutes of the Annual Parish Meeting held on 14th May 2018 were signed by the Chairman as a true and accurate record.

(4) MATTERS ARISING

No Matters arising.

(5) ANNUAL REPORTS

(5.1) Chairman's Report: The Chairman's report was read to the Parish Council and attached to the Annual Parish Minutes (*attachment 1*).

(5.2) The Coffee Tavern Trust: The Coffee Tavern Trust's report was read to the Parish Council and attached to the Annual Parish Minutes (*attachment 2*).

(6) ACCOUNTS FOR YEAR ENDING 31ST MARCH 2019

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 13th May 2019. The final accounts were signed off by the Internal Auditor on the 9th May 2019; once approved by the Parish Council the accounts will be available for public inspection from 3rd June 2019 and forwarded to the external auditors for 5th July 2019.

(7) PROJECTS COMPLETED AND ON-GOING

(7.1) **NEIGHBOURHOOD PLAN:** Report read to Parish Council and attached to the Annual Parish Minutes (*attachment 3*).

(7.2) **VILLAGE ENHANCEMENTS/EVENTS:** See Chairman's report – *attachment 1*.

(7.3) **SCHOOL LAND CAR PARK:** Works completed.

(7.4) **ANY OTHER PROJECTS FOR THE COMING YEAR:** See Chairman's report – *attachment 1*.

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

Annual Parish Meeting closed at 7:24pm

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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		

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

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
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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
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