

# EATON BRAY PARISH COUNCIL

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## MINUTES OF ANNUAL MEETING OF EATON BRAY PARISH COUNCIL MONDAY 10 MAY 2021, 7:30PM, THE COFFEE TAVERN

### ATTENDANCE

#### Parish Councillors:

**IN PERSON:** Cllr Marie Brewer (Chairperson), Cllr Mark Tomkins (Vice-Chairperson),  
Cllr Kathy Ellison, Cllr Adam Richardson

**REMOTE:** Cllr Helen Chubb, Cllr Joan Conner, Cllr Gavyn Lugsden

**Public:** x3 (resident/remote)

**Others:** Parish Clerk (In person), Cllr Philip Spicer-CBC (Remote)

To ensure that the Parish Council adhered to government guidelines on social distancing, a restriction on the numbers of those attending in person was put in place (maximum four Parish Councillors and the Parish Clerk) with the other Parish Councillors attending remotely. Press and Members of the Public were not able to attend the meeting in person, however, were able to join the meeting through the ZOOM link provided on the EBPC website.

The Chairperson presented the rule regarding those attending remote/Zoom.

#### **(1) ELECTION OF CHAIRPERSON**

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

#### **(2) APOLOGIES FOR ABSENCE**

**(2.1)** Apologies were received from Cllr Mike Simkins.

#### **(3) SPECIFIC DECLARATIONS OF INTEREST**

No declarations of interest were made at this point in the meeting.

#### **(4) PUBLIC OPEN FORUM**

No matters raised.

#### **(5) PARISH COUNCIL VACANCY**

No candidates have come forward to cover this vacancy. Cllr Tomkins and Parish Clerk to advertise accordingly. All agreed.

#### **(6) SIGNING OF MINUTES: Eaton Bray Parish Council Meeting**

**(6.1)** Annual Parish Meeting, 9 November 2021: It was proposed to unanimously accept the minutes. All agreed. The Chairperson signed the minutes.

**(6.2)** Parish Council Meeting, 12 April 2021: It was proposed to unanimously accept the minutes. All Agreed. The Chairperson signed the minutes.

#### **(7) MATTERS ARISING FROM MINUTES**

**(7.1)** Annual Parish Meeting, 9 November 2021: No Matters arising

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## **(7.2) Parish Council Meeting, 12 April 2021:**

- (1) Village Calendar: Waiting for restrictions to be lifted to display photographs for all Councillors to view and choose the top twelve to go into the calendar. Date for view to be confirmed.
- (2) Benches – Mill End Close: Matter to be brought forward to next meeting.
- (3) Parish Benches – maintenance: The Parish Clerk has authorised the Village Handyman to carry out the work.

## **(8) REPRESENTATIVES**

### **(8.1) CENTRAL BEDFORDSHIRE COUNCIL (CBC)**

Cllr Philip Spicer addressed the Parish Council.

#### **(8.1.1) April report submitted by Cllr Philip Spicer.**

- (1) Sewage Pump Station: backflowing into gardens, streams/ditches – update on meeting with Anglian Water & representative from Parish Council.  
*No news, sent email asking for meeting with a Parish Councillor.*
  - (2) Blocked drains - email from resident raising concerns, forwarded to Cllr Spicer for action.  
*The work order has been issued.*
  - (3) Greenways parking. Urgent matter.  
*Greenways park scheme, a meeting has been held with the highways and housing. They are in favour of a park scheme, but the problem is with planning and amenity land. Cllr Spicer to lobby the directorate and the head of planning regarding the amenity land.*
  - (4) Planning – The Annex, The Rye: requiring further investigation, breaches of planning.  
Awaiting an update from CBC.  
*No news as they have a planning appeal in progress.*
  - (5) Broken Manhole Cover – High Street: matter reported, site visit report ‘no work to be done’, however issue with cover remains. Awaiting an update from CBC.  
*Findings show it is not broken; the tarmac has come away from the drain.*
  - (6) Footpaths in parish - many of poor quality, requiring work.  
*Please can you indicate to the right-of-way team which public footpaths are in poor condition.*
    - The Parish Council confirmed that the concerns related to pavements in the parish. Cllr Tomkins and Cllr Brewer have forwarded photographs of the problem areas to Cllr Spicer. Cllr Spicer asked if Parish Councillors could resend their pavement reports. All agreed. Concerns regarding the new pavement in Medley Close which is already has weeds growing through the new tarmac. Cllr Richardson to forward photo evidence to Cllr Spicer to investigate. All agreed.
    - Footpaths: Cllr Spicer to forward to the Parish Clerk the footpath number map to help with any future matters that need to be raised. All agreed.
  - (7) Road Patching. Awaiting an update from CBC.  
*Have reported the patching at the top of the Rye and no further comment has come back.*
  - (8) Traffic calming - The Rye roundabout.  
*Feasibility study will probably be during bidding Q3 or Q4.*
- Further updates:
- (1) Road signs on Harling Road at the bends have been put up with maximum speed of 40mph.
  - (2) Recycling scheme is ongoing, but the Parish Council understands the shop is willing to take part, but it is finding the right container to take the wrappers.
    - Although supporting the scheme, the school currently have a scheme which encourages children to not bring in any non-recyclable items so feel that at this time this new scheme would not be a viable option.
    - Cllr Ellison to forward TerraCycle details for all Parish Councillors.

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(3) Central Bedfordshire is very concerned with the island at Mill End Close as they have residents complaining to them of the safety issue of it.

**(8.2) BEDFORDSHIRE POLICE:** No police were in attendance.

(1) Email sent to the Parish Council regarding concerns with the number of people attending a recent funeral in the parish. Bedfordshire Police responded to the matter raised. Clerk to inform resident of the police response. All agreed.

(2) Fly Tipping: The local police are carrying out regular patrols and are in talks with CBC regarding the way forward in dealing with these problems.

## (9) PLANNING REPORT:

### (9.1)

(1) The Comp – erection of fence: Matter being investigated by CBC, Planning Enforcement.

(2) Rosebury Farm PBCC: The pre-consultation has been circulated within the parish, currently no formal application has been raised. No comment, await Planning Application.

### (9.2) Planning Applications:

(1) **CB/21/01591**, 36 School Lane Eaton Bray

*Part two-storey part single-storey rear extension and front porch extension.*

o No objection subject to normal planning considerations.

(2) **Application No: CB/TCA/21**, St Mary The Virgin Church, High Street, Eaton Bray

*Works to trees within a Conservation Area.*

o Planning decision approval received.

(3) **Application No: CB/21/01467**, Trevere, Springfield Road, Eaton Bray

*Demolition of two outbuildings and erection of a dwelling.*

o No objection, subject to CBC planning conditions regarding development on agricultural land and concerns were raised regarding access.

(4) **Application No: CB/21/01670**, 1 Medley Close, Eaton Bray

*Front and rear single storey extensions and rear dormer extension.*

o No objection subject to normal planning considerations.

(5) **Application No: CB/21/00872/REG3**, Chiltern View Caravan Park, Northall Road, Eaton Bray  
*Installation of CCTV cameras on pole at entrance to Chiltern View Caravan Park.*

o No objection.

(6) **Application No: CB/21/01808/LDCE**, 18 Moor End, Eaton Bray

*Lawful Development Certificate – outbuilding for office use, later for gym.*

o Whilst the Parish Council does not condone building without planning permission, we have no objection to this.

(7) **Application No: CB/21/01918/AG**, Doolittle Farm, Harling Road, Eaton Bray

*Prior notification of Agricultural Development – barn to store crops and machinery.*

o Noted, no comment.

(8) **Application No: CB/21/01747/LDCP**, 40A The Nurseries, Eaton Bray

*Lawful Development Certificate – single storey side extension.*

o Whilst the Parish Council does not condone building without planning permission, we have no objection to this.

**(9.3) Planning appeals received prior to Parish Council Meeting:**

(1) **Appeal reference: APP/P0240/W/21/3266958**

Application reference: CB/20/03249, The Yard, The Ford, Harling Road, Eaton Bray

*Divide the site into a plot for a 2-bedroom bungalow with the builder's yard to be retained on the part of the site to the south west.*

o No comment required, the Parish Council did not object to the planning application.

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## (10) BUSINESS MATTERS:

### (10.1) MILL END CLOSE:

(1) Waterside/IDB: Cllr Brewer and Cllr Tomkins met with residents regarding concerns raised with the riverbank. The Parish Council received communication from the Director of Operations, IDB. The Parish Council believed IDB were to carry out the work on the council's behalf (paid for by the Parish Council). Cllr Brewer and Cllr Tomkins met with a contractor to look at the riverbank and to provide a quote for emergency repair works to be carried out to the island (repair gaps, weak sections, making the bank stronger). The Parish Council accepted the quote to carry out the work in the next few weeks. Proposed, seconded, all agreed. Cllr Brewer to write to IDB updating them on the situation. All agreed. Parish Clerk to respond to CBC and update them on the matter (breach to be repaired, emergency fencing, new permanent fencing to be installed along the bank). All agreed.

(2) Fencing: Quotations presented to the Parish Council. It was proposed to accept J. Weatherley's quotation. Temporary fencing to be erected in the next couple of weeks with permanent fencing to be erected in June. All agreed.

### (10.2) VILLAGE YOUTH PROJECT:

Cllr Chubb put forward the proposed notice to go into Focus/Website/Facebook regarding the Youth Council project. All agreed. Clerk/Cllr Tomkins to action.

### (10.3) VILLAGE RECREATION GROUNDS:

#### (10.3.1) School Lane:

(1) Skate Park: Repair works, new benches – possible planned delivery/start date of 14 June 2021. Email received by resident asking about proposed work to skate park, the Clerk to respond that the skate park is not currently being repaired, just the edges of the skate park and new pathway where the grass has worn away.

(2) Basketball pitch: Guidelines for a full pitch show 26Mx14M (354m<sup>2</sup>). There is the option to look at using permeable surfacing and to make it a multi-play area (basketball, football, cricket...). The Parish Council recommended getting full costings for budgeting, Cllr Ellison and Cllr Brewer to meet with contractors for design recommendations. It was proposed the council also look at other areas of funding, with Cllr Spicer forwarding any suitable links. All agreed.

(3) Play Equipment: The Parish Council have now chosen their two preferred suppliers and are meeting up with the suppliers to look over designs/costings. It was proposed that once the work is completed the council look at getting the school involved at an official opening, or putting a competition together for the village, with the winner getting to officially open the new playground. All agreed.

#### (10.3.2) Holmans Field:

(1) EB Lions Agreement 2021-2022: The 2021-2022 EB Lions Agreement has been sent out for signature by the club.

#### (10.3.3) The Rye Ground:

(1) S106 – CBC confirmed that they have submitted the release of funds for the fitness equipment.

(2) Training Rig: The expected date of delivery/installation is 7 June 2021. It was proposed that the Parish Council hold an official opening of the training rig, to thank everyone who has been involved in this project. All agreed.

(3) Personal Trainers: It was suggested the Parish Council look into how to handle personal trainers wishing to book the equipment. It was recommended the council investigate what other council's do. Cllr Tomkins to look into further. All agreed.

### (10.4) HIGHWAYS MATTERS:

(1) Speedwatch: Planning start for Speedwatch is June 2021.

(2)+(3) Pavements: Concerns were raised about people parking their vehicles over the whole of the pavement, causing pedestrian to have to walk into the road or onto resident's property.

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Photos have been forwarded to the Parish Clerk for Parish Council records. It was proposed that the Parish Council put together a letter, stating the highways code and council's concerns, which can be left on illegally parked vehicles. Also informing those breaking the highways code that the vehicle details have been noted and should this continue CBC and Bedfordshire Police will be notified. Cllr Tomkins to draft a letter, share to the Parish Councillors for majority approval. All agreed.

## **(10.5) VILLAGE GATEWAYS:**

The Parish Council obtained quotes for work to the Village Gateways, from general sand/repair to complete overhaul, costs ranging from £575 up to £2000. It was suggested that another option was to remove the gates completely, Parish Councillors were unable to agree whether to do this or not, so it was proposed that the Parish Council put out a village poll (website, Facebook, Focus) to give residents the opportunity to have their say. Proposed, seconded, all agreed. Cllr Tomkins/Parish Clerk to action.

## **(10.6) PARISH TREES:**

(1) St. Mary's Churchyard: Planning application approved, Parish Clerk to book in the tree works for later in the year (September/October) and to inform the church of the proposed dates. All agreed.

(2) CBC Tree Planting: Cllr Richardson has been looking into the initiative further, looking at suitable locations and suggested a walk round with a tree surgeon for advice on suitable trees/locations. The Parish Council recommended to look into getting volunteers to help with the planting of these trees/hedging and the watering these new plants, with the Parish Council responsible for their long-term maintenance. Another option would be the planting of a hedgerow in Mill End Close and for native hedging in the place of the removed Leylandii in the church yard. Cllr Spicer to speak with CBC regarding a possible map showing the location underground utilities. All agreed. If the Parish Council find locations which are CBC land, this would need approval by them, this would be on the application form. It was proposed the Parish Council publicise this project, Cllr Richardson to put together a notice for Facebook and forward to Clerk to action. All agreed.

## **(10.7) VILLAGE ENHANCEMENTS/EVENTS:**

(1) Hanging Baskets: Matter ongoing.

(3) Bench/Mill End Close: Matter ongoing.

(4) Litter Pick: Proposed date of 5 June 2021. Cllr Brewer to forward details to Clerk for Facebook/focus/website. All agreed.

(5) Fun Days: To look into further the Parish Council supporting a fun event at the school (mini disco, cakes), with a suggested date at the end of term. Cllr Ellison and Cllr Lugsden to speak with the school. Another option is to do a Family Day for the parish – to look into further.

## **(10.8) COMMUNITY ASSET GRANT SCHEME:**

(1) ) It was proposed that Councillors put together a wish list together and ready for the next grants. All agreed.

(2) Leisure Strategy: Cllr Brewer and Cllr Chubb to complete the application form regarding funding towards a Youth Shelter. All agreed.

## **(10.9) TENDERS/QUOTATIONS:**

(1) St. Mary's Trees/Phase 2: An amended quotation for Phase 2 of the tree works together with stump grinding the removed Leylandii was presented to the Parish Council. The grinding out needs to ensure that the ground is ready for planning a replacement native hedge. All agreed.

## **(11) REPORTS:**

### **(11.1) PARISH COUNCIL CHAIRPERSON:**

#### **(11.1.1) Correspondence:**

(1) Email/resident-concerns with numbers attending funerals: See page 1886, 8 (8.2)(1)

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- (2) Email-CBC, Partnerships Community: Read to Councillors.
- (3) Email/resident-play group: Read to Councillors. Approved, subject to them carrying out a risk assessment and holding adequate insurance.
- (4) Email-PCSO R. Beare: Read to Councillors. See page 1886, 8 (8.2)(1)
- (5) Email/resident-concerns with roads and access: Ready to Councillors. Clerk to reply – the Parish Council are actively looking into improvements to road/pavements. All agreed.
- (6) Email-Poppet Productions: Read to Councillors. This area comes under the jurisdiction of Whipsnade Parish, Clerk to forward email. All agreed.
- (7) Email-CBC, Partnerships Community: Read to Councillors.
- (8) Email/resident-EB Methodist Church: Read to Councillors. Approved, subject to them having a full risk assessment and holding adequate insurance, also needing to ensure that those attending use the car park and not park in the road. All agreed.
- (9) Email-resident – Church tree work: Read to Councillors. Work is not planned to be carried out till later in the year (September/October). Clerk to respond. All agreed.
- (10) Email-St. Mary's Church: Read to Councillors. Clerk to obtain quotations for the work.
- (11) Email-T.Chatterley: Currently only looking at the installation of the training rig, not considering a running track at this time. Clerk to respond. All agreed.
- (12) Email-CBC, Leisure Strategy: See page 1888, 10 (10.8)(2)
- (13) Email/resident – Skate park works: See page 1887, 10 (10.3)(10.3.1)(1)
- (14) Notice of Planning Decision, CB-TA-21-00187: Presented to Parish Council.
- (15) Email-CBC, Planning: Read to Councillors.
- (15) Email-PCC Events: Read to Councillors.
- (16) Email-T.McAlpine, CBC: See page 1886, 10 (10.1)(1)
- (17) Email-Parish Clerk, EPC: The Parish Council proposed to support Edlesborough Parish Council on the Ivinghoe Area Freight Zone Consultation. Clerk to respond. All agreed.
- (11.1.2) No matters to report.

## **(11.2) PARISH CLERK:**

- (1) CCTV Cameras: Suggested locations, 2x The Rye (car park) and 1x School Lane (by stream). All agreed. Clerk to action.

## **(11.3) PARISH AMENITIES/VENUES:**

- (1) Cottage: No matters to report.
- (2) The Coffee Tavern: CBC has granted the Council Tax Exception on the building, due to it having charity status. All procedures and paperwork in place to ensure the venue is COVID compliant, in readiness for the hall re-opening on 17 May 2021.
- (3) The Village Hall: Cllr Richardson is still waiting to hear back from the Village Hall Committee.

## **(11.4) PARISH BURIAL GROUNDS:**

### **(11.4.1) Bower Lane Cemetery:**

- (1) Burials: Number of burials/internments for April 2021: Zero.

### **(11.4.2) St. Mary's Churchyard:** No matters to report.

## **(11.5) PARISH ALLOTMENTS:**

- (1) Holman's Field: No matters to report
- (2) Allotment Renewals: All plots are now let.

## **(12) MONTHLY ACCOUNTS:**

### **(12.1) DRAFT ACCOUNTS FOR YEAR TO 31 MARCH 2021:**

The clerk distributed the accounts for the Annual Return to all Parish Councillors. The Council approved Section 1 – Annual Governance Statement 2020-2021 and Section 2 – Accounting Statements 2020-2021. It was proposed to agree to approve the accounts for the year to 31 March 2021. Proposed, seconded, all agreed – decision unanimous. The Chairman signed on behalf of the Parish Council.

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**(12.2) TO RESOLVE TO PAY APRIL 2021 ACCOUNTS:** Proposed, seconded, all agreed.

**(12.3)** The Parish Council was satisfied the internal audit met statutory requirements.

- *A copy of the Parish Council monthly accounts can be obtained by applying to the Clerk.*
- *The Parish Council gives Notice of appointment of date for the exercise of public rights, for accounts for the year ended 31 March 2021. Any person interested has the right to inspect the accounts by contacting the Parish Clerk. The inspection period is 30 working days, commencing 11 May 2021 and ending 22 June 2021.*

**(13) ITEMS FOR NEXT AGENDA:**

(13.1) Next Meeting:

- Parish Council Meeting, Monday 7 June 2021, from 7:30pm, The Coffee Tavern / Remote
- Parish Council Meeting, Monday 5 July 2021, from 7:30pm, The Coffee Tavern

(13.2) Agenda items:

- Village Open Day, Bower Lane Land, Volunteer Register
- Parish Councillors to forward any items for the next Parish Council Meeting to the Parish Clerk by Friday 28 May 2021.

Meeting closed at 21:51hrs.