

# EATON BRAY PARISH COUNCIL

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## EATON BRAY PARISH COUNCIL MEETING MINUTES

MONDAY 7 JUNE 2021, 7:30PM, THE COFFEE TAVERN

### ATTENDANCE

#### Parish Councillors

**IN PERSON:** Cllr Marie Brewer (Chairperson), Cllr Kathy Ellison, Cllr Adam Richardson, Cllr Mike Simkins

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

**Public:** No members of public were present

**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) APOLOGIES FOR ABSENCE**

- (1.1) Apologies were received from Cllr Mark Tomkins.
- (1.2) Apologies were received from PCSO Richard Beare.

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

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

#### **(3) PUBLIC OPEN FORUM**

No matters raised.

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

- (4.1) Annual Parish Meeting, 10 May 2021: It was proposed to unanimously accept the minutes. All agreed. The Chairperson signed the minutes.
- (4.2) Annual Meeting of Eaton Bray Parish Council, 10 May 2021: It was proposed to unanimously accept the minutes. All Agreed. The Chairperson signed the minutes.

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

- (5.1) Annual Parish Meeting, 10 May 2021: No Matters arising
- (5.2) Annual Meeting of Eaton Bray Parish Council, 10 May 2021:
  - (1) Sewage Pump Station: This matter in ongoing. Cllr Spicer has not received a response from Anglian Water regarding arranging a meeting. Cllr Spicer to chase this up.
  - (2) Greenways Parking Scheme: Cllr Spicer is speaking with CBC Housing and Planning regarding the amenity space.
  - (3) The Rye – Annex: Matter ongoing.
  - (4) Fly Tipping: The situation seems to have improved in The Rye, possible due to increased checks by the police and CBC. It is believed that the police have caught offenders in action.
  - (5) TerraCycle: An email link was forwarded to all Parish Councillors for information. Nisa Shop have agreed to be a collection point. Cllr Ellison and Cllr Brewer to complete the form and forward to Clerk to sending off. All agreed.

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- (6) Skatepark – benches: There has been a delay in the supply of the benches. Recommend works be moved to 7 July 2021. All agreed.

## (6) REPRESENTATIVES

### (6.1) CENTRAL BEDFORDSHIRE COUNCIL (CBC)

Cllr Philip Spicer addressed the Parish Council.

#### (6.1.1) **May report submitted by Cllr Philip Spicer.**

- (1) The manhole cover on the High Street is now fixed and been replaced.
- (2) All the road drains which were reported as blocked have now been cleared.
- (3) Asked about referendums and polls for parish councils - regards to village enhancements. Slip End have had some form of asking the parishioners for their opinion, it was not through CBC. A parish poll is an antiquated way of asking a question about a specific question. Here is a fact sheet from Knowsley Council:  
<http://www.knowsley.gov.uk/knowsleycouncil/media/Documents/guide-to-Parish-polls.pdf>
- (4) The major grant of 25k for infrastructure closes on the 1st of July. Cllr Spicer recommend that you contact our community partner CVS who are best placed to assist your bid would be best:  
<https://www.cvsbeds.org.uk/contact-us/>
- (5) Footpaths within Eaton Bray ward please report any problems on this website and look at the map to highlight the actual footpath number:  
[https://www.centralbedfordshire.gov.uk/info/82/countryside/431/rights\\_of\\_way](https://www.centralbedfordshire.gov.uk/info/82/countryside/431/rights_of_way)

#### (6.2.1) **Additional matters raised:**

Garages/Greenways: Concerns were raised regarding the garages at the back of Greenways, items being dumped by a low-loader, items being left in the garage area. Cllr Spicer to investigate the following:

- Which two garages are CBC owned? and of those privately owned, what is the area of owner responsibility?
- Who owns the access to the garages?
- Who owns the area in front (courtyard area) of all the garages?

Cllr Spicer to investigate this further and to locate the agreement when the garages were bought from CBC. All agreed.

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

## (7) PLANNING REPORT:

### (7.1)

(1) Late applications received prior to the meeting: Cllr Lugsden to forward to Planning Committee for comment, then put forward recommendations to Parish Council for final approval by majority. All agreed.

### (7.2) Planning Applications:

#### (1) **Application No: CB/21/01381/LDCE - 7 The Rye, Eaton Bray**

Proposal: Lawful development certificate - existing/Stables with associated menage and fencing.

- No objection - Subject to CBC standard planning condition.

#### (2) **Application No: CB/TCA/21/00240 - 4 Church Lane, Eaton Bray**

Proposal: Works to trees within a Conservation Area: trim Eucalyptus Tree due to excessive lean over the road and neighbouring properties.

- No objection - Happy to accept tree officer's decision.

#### (3) **Application No: CB/21/01977/LB - 4 Church Lane, Eaton Bray**

Proposal: Listed Building/Demolition of existing conservatory/outhouse and erection of single storey rear extension.

- No update yet - will include in next PC meeting.

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**(4) Application No: CB/21/02130/RM - Honeywick Farm, Honeywick Lane, Eaton Bray**

Proposal: Reserved Matters - Outline Application CB/20/02990/OUT (Outline: all matters reserved except access, demolition of several existing buildings, creation of a new self-build residential dwelling). Appearance, landscaping, layout and scale in relation to outline permission.

- No objection - Subject to CBC standard planning conditions.
- Note: New build will be in dominant view line to neighbour (Honeywick Cottage).

**(5) Application No: CB/21/02289/FULL - 16 Church Lane, Eaton Bray**

Proposal: Single storey rear extension, loft conversion with rear facing dormer.

- No objection - Subject to CBC standard planning conditions

**(6) Application No: CB/TRE/21/00236 - 43 Wallace Drive, Eaton Bray**

Proposal: Works to trees with TPO-SB/78/00004/A1: Reduce growth over footpath at the front of the property and remove 1-2 meters of the growth in driveway.

- No objection - happy to accept tree officer's decision.

**(7) Application: CB/21/02413/GPDE – 2 The Rye, Eaton Bray**

Proposal: Prior notification of Householder Extension for a single storey rear extension.

- No update yet - will include in next PC meeting.

**(8) Application: CB/21/01636/LDCP – Orchard Cottage, Totternhoe Road, Eaton Bray**

Proposal: Lawful development certificate – single storey rear extension.

- No update yet - will include in next PC meeting.

**(8) BUSINESS MATTERS:**

**(8.1) MILL END CLOSE:**

(1) Waterside/IDB: The Parish Council's contractor has repaired the main island. However, there was still water flowing into the stream. Water appears to be running out at the bottom of the island upstream of the bridge and the Parish Council needs to clear this area urgently to be able to assess the problem. Proposals for emergency works were submitted to the council, which were approved under the Clerk's emergency power. All agreed.

(2) Landscape Buffer/Mill End Close: Area requires tidying up. Clerk to contact Ground Maintenance for a quote for this work and the additional cost if added to the current Ground Maintenance Contract. All agreed.

**(8.2) VILLAGE YOUTH PROJECT:**

(1) Youth Council: The meeting was postponed because of half term and people were away. Cllr Chubb and Cllr Ellison met with the Youth Engagement Workers and discussed activities, in which they learnt about a Holiday Activity Fund and are now looking into this further.

(2) Youth Shelter: The Parish Council looking at applying for a community grant towards the purchase of a shelter. Cllr Chubb/Cllr Brewer have been looking at suppliers, however the council need to understand the spend, i.e., to match fund the CBC grant. It was proposed that the Parish Council approve a spend up to £5K towards a shelter. Proposed, seconded, all agreed. Cllr Chubb, Cllr Brewer and Cllr Ellison to meet up and look at designs and put together a summary together with costing to submit with the application. All agreed.

**(8.3) VILLAGE RECREATION GROUNDS:**

(8.3.1) School Lane:

(1) Play area entrance: It was proposed to add works to improve the entrance to the play area. Costings were presented to the Parish Council, all approved.

(2) Play area gate: It was proposed to put in an additional entrance gate to the play area. Clerk to look into costings. All agreed.

(3) Basketball Pitch: Cllr Ellison to collate more information regarding size/costings, to bring forward to 2022-2023 budget/decision. All agreed.

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(4) Tennis Courts: The Parish Council to contact the Tennis Club regarding the possibility of making any time on their courts for community use. Clerk to contact the Tennis Club. All agreed.

(5) Play Equipment: The two proposed suppliers designs/costings were put to the Parish Council, both quotes include the removal of old items, installation of new items and safety matting. The Parish Council voted 7-1 in favour of Komplan. Proposed, seconded, all agreed.

(8.3.2) Holmans Field:

(1) Dog Control Order: The Parish Council has received complaints regarding dogs running around the field, it was proposed that the Clerk put out a reminder to all recreation ground users regarding dogs being on/off a lead in these locations. All agreed.

(2) Litter Bin: It was proposed the Parish Council install a litter bin on Holmans Field side of the bridge. All agreed. Clerk to order bin and organise fitting.

(8.3.3) The Rye Ground:

(1) Training Rig: There has been a delay with the installation of the rig, the new planned date is w/c 14 June.

## **(8.4) HIGHWAYS MATTERS:**

(1) Speedwatch: No matters to report.

## **(8.5) VILLAGE MATTERS:**

(1) Litter Bins: See minutes page 1894, item (8)(8.3.2)(2)

(2) Parish Plan: It was suggested that the Parish Council put together a working group to look at ideas for the parish and to go out to parishioners for their views. It was proposed that the Clerk put together a meeting with representatives from the Parish Council and the Parish Clerk from Slip End Parish Council to look at Slip End's parish plan. All agreed.

(3) Village Open Day: It was proposed that the Parish Council continue to look into putting together a village open day perhaps in September/October – dependent on Covid restrictions. All agreed.

(4) Bower Lane land: The option of using this land as a natural area for residents to use. The Clerk is applying to the Land Registry for an official copy of the title deed, prior to proceeding with any plans for this location.

(5) Volunteer List: It was proposed the Parish Council put together a list of organisations in the village that are looking for volunteers, this would provide potential volunteers with essential contact point. The Parish Council are happy to support this initiative and put the details on their website. All agreed.

(6) Community Grant: See minutes page 1893, item (8)(8.2)(2).

## **(8.6) PARISH TREES:**

(1) St. Mary's Churchyard: Works planned September, w/c Monday 13 September to Friday 17 September – weather dependent.

(2) CBC Tree Planting: Cllr Richardson is organising a walk around the parish to look at suitable locations for trees/hedging plants. Cllr Spicer previously went through CBC to check suitable locations, i.e., quality of ground, and will look for previous reports and forward these to Cllr Richardson. Cllr Richardson proposed to carry out a survey on the proposed land where trees can be planted. Cllr Richardson and Cllr Simkins to speak with CBC Tree Officer to check the ground suitability/location. All agreed.

(3) Jubilee Tree: Bring forward – July PC Meeting.

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

(1) Hanging Baskets: Cllr Ellison suggested the Parish Council look at other options, i.e., using a company that supplies the baskets, flowers, with the council organising the watering of the plants. The Clerk to write to the Village Handyperson to see if this is something they can do, the Parish Council to supply the water bowser/extension pole. All agreed.

(2) Parish Calendar: Parish Councillors have looked at all the photographs submitted and made their preferences.

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(3) Mill End Close – benches: Cllr Brewer and Cllr Simkins to look at the options available. All agreed.

(4) Village Signs: To put forward for 2022-2023 budget/approval.

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

(1) Village gateways: Quotations presented to the Parish Council; however, one does not include gateways at both ends of the village. It was proposed to get an updated quotation for the work. Bring forward, July PC Meeting. All agreed.

(2) The Coffee Tavern noticeboard: The official Parish Council notice board at The Coffee Tavern is getting tatty, there is a leak causing the internal pin board to bow. It was proposed the Clerk organise for a quote for repair of the notice board. The Clerk currently only has one key for the locks, so would either need an additional key made or replacement locks. Clerk to action. All agreed.

(3) EB Bloomers: An invoice has been submitted for the purchase of summer bedding. It was proposed the Clerk organise payment. All agreed.

## **(9) REPORTS:**

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

#### **(9.1.1) Correspondence:**

(1) Email/resident-concerns regarding the garages at Greenways. See minutes page 1892, (6)(6.2.1).

(2) Email/resident-concern regarding a planning application in The Rye and road speed. Matter forwarded to Cllr Spicer to investigate.

(3) Email/resident-landscape buffer. See minutes page 1893, (8)(8.1)(2).

(4) Email/Bedfordshire Police. Forwarded to Parish Councilors for information. Cllr Ellison attending the PCC Meeting.

(5) Email/resident-pride flag. The Parish Council has previously agreed to only fly specific flags, i.e., Union Flag, Bedfordshire Flag, England Flag. the Clerk to write to the resident explaining the council's policy and their comments are duly noted.

### **(9.2) PARISH CLERK:**

(1) Litter Pick Day, Saturday 5 June 2021: Fourteen bags of rubbish plus miscellaneous items were collected. The Parish Council wished to thank the Parishioners that took part as well as Roy Michel for all his help and support.

(2) Grants and Funding Working Group: It was proposed that the Parish Council put together a working group to look into areas of funding, available grants, that the council could use for future projects. Cllr Ellison (Chairperson) and Cllr Chubb. All agreed.

(3) Willow tree land: The Parish Clerk has looked into the ownership of this land, and it is registered under the original developers, who have ceased trading. The Clerk to contact CBC to find out who is now responsible for the land is the developer listed on the title deed is not in existence. All agreed.

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

(1) Cottage: Annual gas safety inspection has been carried out and passed.

(2) The Coffee Tavern: Annual gas safety inspection has been carried out and passed. The first external booking has been made, with the new Covid restrictions in place.

(3) The Village Hall: Despite emails there has been no response from The Village Hall Committee.

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

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

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

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(2) Cemetery Maintenance: A number of concerns have been raised regarding the quality of the ground maintenance at the Cemetery. Clerk to write to Ground Maintenance Contractor regarding the cemetery maintenance. All agreed.

(3) Cemetery flower bed: Clerk to contact EB Bloomer to see if they would be happy to take over the maintenance of the cemetery flower bed, only summer bedding (daffodil bulb already planted for Spring).

(9.4.2) St. Mary's Churchyard: No matters to report.

## **(9.5) PARISH ALLOTMENTS:**

(1) Holman's Field: No matters to report

(2) The Meads Allotments: Plot 16 became available to let, it was decided to split this plot into two half plots, Plot 16a and Plot 16b and released to those on the waiting list.

## **(10) MONTHLY ACCOUNTS:**

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

## **(11) ITEMS FOR NEXT AGENDA:**

(11.1) Next Meeting:

- Parish Council Meeting, Monday 5 July 2021, from 7:30pm, The Coffee Tavern
- Parish Council Meeting, Monday 6 September 2021 from 7:30pm, The Coffee Tavern

(11.2) Agenda items:

- SID, Litter Bins, CT Community Notice Board, Village Signs, Parish Plan, Lamp post planters, Village Gateways.
- Parish Councillors to forward any items for the next Parish Council Meeting to the Parish Clerk by Friday 25 June 2021.

Meeting closed at 22:06hrs.