

# EATON BRAY PARISH COUNCIL

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## EATON BRAY PARISH COUNCIL MEETING MINUTES

MONDAY 6 SEPTEMBER 2021, 7:30PM, THE COFFEE TAVERN

### ATTENDANCE

<b><u>Parish Councillors</u></b>	Cllr Marie Brewer (Chairperson), Cllr Joan Conner, Cllr Gavyn Lugsden, Cllr Mike Simkins, Cllr Adam Richardson, Cllr Mark Tomkins,
<b><u>Public:</u></b>	3, 1 (Remote)
<b><u>Others:</u></b>	Parish Clerk, Cllr Philip Spicer-CBC (Remote)

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

### **(1) APOLOGIES FOR ABSENCE**

- (1.1) Apologies were received from Cllr Helen Chubb.
- (1.2) Apologies were received from PCSO Richard Beare and PC Steven Beer.

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

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

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

- (3.1) Two meeting attendees are considering becoming Parish Councillors and came to sit through the meeting to understand the role and what happens at meetings prior to making a final decision.

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

- (4.1) Eaton Bray Parish Council Meeting, Monday 5 July 2021: It was proposed to unanimously accept the minutes. All Agreed. The Chairperson signed the minutes.
- (4.2) Monthly Update – August 2021: It was proposed to approve the monthly update, dated 9 August 2021. All agreed. The Chairperson signed the update.

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

- (1) Tennis Courts: Clerk to organise a meeting with the Tennis Club and Cllr Marie Brewer to discuss further the previous matter raised.
- (2) Eaton Park/Willow Tree: The Clerk is waiting for a decision from CBC regarding land responsibility.

### **(6) REPRESENTATIVES**

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

(6.1.1) Simon Bailey the Engagement Youth Worker at CBC addressed the Parish Council. He confirmed he has been advising Cllr Helen Chubb and working with the council for advice/support in engaging with youths in the parish. He [Simon] has been meeting with youths from the village, tries to arrange 'meets' every other week (Wednesdays) to look at ways of going forward with this group. He explained the purpose of the group and how he was trying to establish a group identity. The Parish Council discussed the possibility to evolve harder to reach youngsters, particularly in the light of recent vandalism in the park. Simon felt that this was something that would hopefully involve. The Parish Council also requested that the young people should also understand how they could contribute as well as outlining what they would like. Simon assured the council that this was an integral part of the exercise. The Parish Council thanked him and his colleague Lisa for the work that they are doing and asked them to continue.

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Cllr Chubb and Cllr Lugsden will be the contact points and will produce a monthly report to the council. All agreed.

(6.1.2) Cllr Philip Spicer addressed the Parish Council.

**(1) July/August report submitted by Cllr Philip Spicer.**

- Greenway's parking scheme: A successful meeting with planners housing and highways. We have come to a decision we will design a scheme for car spaces and the feasibility of the scheme of costs.
- Successful road dressing of the Rye, Totternhoe Road and Bower Lane. But there was some confusion of the road diversions during the work.
  - Some areas were missed, Cllr Spicer to get clarification on why some areas were left.
  - CBC has appointed a new director for Highways, he [Cllr Spicer] has emailed then details of the parish footpaths, re allocation of monies for footpath improvements.
- Even though Eaton Bray Parish Council was unsuccessful in their community grant application. Eaton Bray Cricket Club was successful in their application for all weather practice nets.
  - Cllr Spicer confirmed there would be another opportunity for a grant at a later date.
- I have sent document about our pavements to the director of Place and communities so they can look at the future schemes for repairing these payments.
- Children's crossings "zebra crossing" - I have chased this up with Paul Salmons and I am trying to get more information on the next steps.
- Green bins are still suspended but I am chasing up when they will be restarting.
- Cllr Spicer is setting up a face-to-face meeting [Surgery] to meet with residents, looking at 4 October next before the Parish Council Meeting. Cllr Spicer to contact Cllr Conner with details. All agreed.

**(6.2) BEDFORDSHIRE POLICE:**

No police were in attendance. Clerk trying to set up a meeting with PC Steven Beer, Community Cohesion, Bedfordshire Police and Cllrs Brewer/Tomkins. Waiting response. All agreed.

**(7) PLANNING REPORT:**

**(7.1)**

(1) Eaton Park Planning application: The existing outline planning permission has been resubmitted. CBC has sent out further consultation letters to external consultees. Due to the Parish Council being an internal consultee they have not received details and have therefore requested the paperwork to be sent through. The Parish Council previously objected and these comments will be taken into account. The parcel of land has been included within the CBC Local Plan, moved out of greenbelt classification. It was proposed the Parish Council put in a further objection. Cllr Brewer will draft a response and forward to Parish Councillors for final approval. All agreed.

**(7.2) Planning Applications:**

**(1) Application: CB/21/03727 - 5 High Street**

Proposal: Replacement of a barn and outbuildings with a 4-bedroom house.

- *Although this is infilling and replacing an existing building the size of the proposed house does not conform to our Neighbourhood Plan which expresses a preference for smaller 2-3 bedroomed houses. We also have concerns about the new driveway exiting onto an already busy High Street.*

**(2) Application: CB/21/03213 - The Hawthorns**

Proposal: application for an additional stable and a menage.

- *No objection subject to normal planning conditions.*

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(3) **Application: CB/21/03503 - Doolittle Mill Farm**

Proposal: application for construction of an agricultural building.

- *No objection.*

(4) **Application: CB/21/02881 - 17 The Rye**

**Proposal:** replacement of a dwelling which is effectively an extended caravan with a proper dwelling.

- *No objection as this is replacing an existing occupied dwelling.*

(5) **Application: CB/21/02675 - Rosebury Farm**

Proposal: this is additional information to this application which the Parish Council has previously commented on.

- *No additional comments.*

**(8) BUSINESS MATTERS:**

**(8.1) MILL END CLOSE:**

(1) Access gate: Quotations were presented to the Parish Council for fitting gate and side fencing, quotation from Johnny Weatherley was approved. The Clerk to organise the fitting of a lock similar to style/design of the other gate and keys will be held by the Parish Council. All agreed.

(2) Landscape Buffer: Waiting on quotes for the tree in the buffer strip.

(3) Bench: Clerk to look for additional bench designs. It was proposed to order a litter bin to be fitting in the location of the new bench and to inform CBC of this new bin. All agreed.

(4) Waterside/IDB-repair work: The repair works to the island up-stream has been completed and the IDB (Internal Drainage Board) have been informed they have clear access to the river/waterway to carry out essential works.

**(8.2) VILLAGE YOUTH PROVISION:**

See minutes page 1904, item 6(6.1)(6.1.1)

**(8.3) VILLAGE RECREATION GROUNDS:**

(8.3.1) School Lane:

(1) Basketball Pitch: The Parish Council to look into option to improve this location. Cllr Brewer to look into designs/costs. All agreed.

(2) Picnic benches: There has been some vandalism to the benches, it was recommended that the Parish Council leave them for now, due to the potential for more vandalism. All agreed. Another option is to remove the paint and leave it as a galvanized steel look. Clerk to obtain quote for work. All agreed.

(3) New playground equipment: The Parish Council's C.A.G. application was not successful. The Parish Council have put in the order for the new equipment, currently planning end of September fitting. Clerk to chase supplier for start date. All agreed. Notices to go out informing residents/park users of the playground closure during this period.

(4) Playground inspection: Cllr Conner to forward a list of contacts to carry out playground inspections. Clerk to contact for quotes, with inspections to be carried out once work completed. All agreed.

(5) Fence/barrier – School Lane car park. Quotations for replacement wooden posts presented to the Parish Council. It was proposed that the council also look into other options regarding materials used (i) concrete posts (placed meter in) with metal railing (ii) bund (similar in design to Mill End Close). All agreed. Clerk to action.

(8.3.2) Holmans Field: New litter bin has been fitted.

(8.3.3) The Rye Ground: The rig training rings outside cover has been damaged, although the actual rings are fine. It was proposed not to get replacements unless highlighted on the playground inspection. All agreed.

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

(1) Speedwatch: Not enough members to be able to carry out Speedwatch checks. Clerk to send out advert for volunteers on Facebook. All agreed.

(2) Zebra/Pedestrian Crossing: Matter ongoing. Decision to be made on whether to move forward on this proposal.

(3) S.I.D.: Cllr Tomkins to go to other suppliers to quotes. All agreed.

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

(1) Village Open Day: B/f October PC Meeting.

(2) TerraCycle: Scheme appears too complicated, the Parish Council decided not to go ahead.

(3) Volunteer Scheme: Clerk to forward details of those who have applied to the scheme to Cllr Tomkins to put on site. All agreed.

(4) Handyperson Contract: Clerk forwarded a copy of the current contract to all Parish Councillors for information. It was proposed to keep the contract in its current form. All agreed.

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

(1) Tree Planting: Cllr Richardson is looking at suggested locations for trees (native species), CBC will provide the trees, but the Parish Council will need to organise the planting. Application deadline, November 2021. Need to confirm suitable sites, council to obtain information from CBC regarding any potential underground services. A resident is working alongside Cllr Richardson as a point of contact between the council and residents. Cllr Simkins is happy to assist Cllr Richardson in identifying areas suitable for planting, will speak with CBC for help/advice. All agreed.

(2) Jubilee Tree: Matter on hold

(3) St. Mary's Church:

(a) Work to trees in the Churchyard planned to commence w/c 13 September, for one week, weather permitting.

(b) Clerk has requested from the Church a copy of the Village Hall Lease for council records. The Clerk also forwarded a copy of the council's enquiry, initially sent to the Village Hall Committee, to the Church regarding location of a dog hygiene bin. All agreed.

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

(1) Lamp post planters: It was agreed not to pursue this further at this time.

(2) Parish Calendar: Due to high printing costs, etc., it was proposed not to continue with this. All agreed.

(3) Mill End Close – bench: See minutes page 1908, item 8(8.1)(3)

(4) Village Signs: Cllr Simkins presented the proposed locations for new village signs. Preferred choice Northall Road and The Rye. All agreed. Cllr Simkins to progress matter further. All agreed.

(5) Parish Plan: Cllrs Conner, Brewer and Ellison met with the Slip End Clerk to look at their Parish Plan. It would take a lot of work to progress a Parish Plan and therefore we will not be pursuing it. All agreed.

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

(1) Bower Lane Cemetery Gates: Quotations presented to council, proposed to accept Pat Curran's quote. All agreed.

(2) Beacon: Cllr Brewer to look into costs/location. All agreed.

(3) Council notice board: Quotations presented to council, proposed to obtain additional quotes for this work. All agreed.

## **(9) REPORTS:**

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

(9.1.1) Correspondence:

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- (1) Email: CBC – Electric Vehicle ChargePoint’s: Parish Council to express an interest with CBC. Clerk to contact Village Hall/Church as a potential location. All agreed.
- (2) Email: Allotment Warden– Plot 21 & gate: See minute page 1908, item 9(9.5)(2)(ii)
- (3) Email: Resident – St. Mary’s Church trees: Clerk to respond with the council’s policy on work to trees in the parish. The resident having the right to cut back to boundary line any overhanging branches. All agreed.
- (4) Email: Resident – garden waste collections: Copied to the Parish Council for information.
- (5) Email: MWAgri – tree rear of Mill End Close/buffer strip: Clerk to obtain quotes for work to the tree. All agreed.
- (6) Email: Cllr Ellison – resignation: Read to Parish Councillors for information. Clerk to write to Cllr Ellison thanking them for her work whilst on the council. All agreed.
- (7) Email: Resident – Mill End Close bench: Clerk to let resident know that the council will be fitting litter bin at this location. All agreed.
- (9.1.2) Boundary Commission: It was proposed the Parish Council respond to the consultation, Clerk to forward other council’s responses to Cllr Brewer, who will put together a response from the Parish Council. All agreed.

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

- (1) The Clerk to carry out Jury Duty, Monday 27 September 2021 to Friday 8 October 2021. She confirmed that she will still be carrying out council business, although it may be at different times of the day. If absent from the Parish Council Meeting on Monday 4 October 2021, it was proposed in the Clerk’s absence that Cllr Tomkins be official minute taker at the meeting. All agreed.
- (2) Defib/Circuit: Clerk to register the parish Defibrillator. All agreed.
- (3) Cricket Club Lease: The Clerk has managed to obtain the council’s copy of the lease from the Solicitors and will be going personally to collect the paperwork.

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

- (1) Cottage: No matters arising.
- (2) The Coffee Tavern:
  - (a) Members of The Coffee Tavern Trust (CTT) and Parish Council will be carrying out interviews for the Coffee Tavern Caretake position on Tuesday 14 September next. In the interim, the Parish Council office telephone number will be the first point of contact for anyone making booking enquires, with Cllr Conner being the bookings Clerk. All agreed.
  - (b) The outside of the building requires some maintenance, the CTT are looking for quotes to carry out the work. All agreed.
  - (c) The PCC booked the venue for their summer of fun and focus events.
- (3) The Village Hall: See earlier notes on matters relating to the Village Hall.

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

- (9.4.1) Bower Lane Cemetery:
  - (1) Burials: Number of burials/internments for July/August 2021: Two.
  - (2) Cemetery Tap: Need repair, Clerk to obtain quotes for the work. All agreed.
- (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:
  - (a) Three plots are becoming overgrown, Clerk has contacted the tenants asking them to ensure their plots of cultivated according to the Allotment Tenancy Agreement, with 8-weeks’ notice given. Failure to comply with the request will mean these plots being released to the next people on the waiting list. All approved.

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(b) Allotment Gate: The Parish Clerk previously wrote to the new resident and a visit was made to them by Cllr Tomkins to discuss the matter further. The original owner is currently living in Edlesborough and therefore still able to keep the allotment plot. It was proposed the Clerk write to the new resident, informing them that the gate should not be used as an access to the village and the gate to be blocked/locked and not used. Clerk to give two weeks' notice from date of letter, failure to follow request will result in the Parish Council fitting a padlock to the gate on the allotment side. All agreed.

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

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

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

(11.1) Next Meeting:

- Parish Council Meeting, Monday 4 October 2021 from 7:30pm, The Coffee Tavern
- The meeting will be held as full council, Councillors and member of the public to attend, no council business at this meeting will be held remotely.

(11.2) Agenda items: Parish Councillors to forward any items for the next Parish Council Meeting to the Parish Clerk by Friday 24 September 2021.

Meeting closed at 22:18hrs.