

EATON BRAY PARISH COUNCIL

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EATON BRAY PARISH COUNCIL MEETING MINUTES

MONDAY 5 JULY 2021, 7:30PM, THE COFFEE TAVERN

ATTENDANCE

Parish Councillors

IN PERSON: Cllr Marie Brewer (Chairperson), Cllr Mark Tomkins, Cllr Kathy Ellison
REMOTE: Cllr Helen Chubb, Cllr Joan Conner, Cllr Mike Simkins
Public: 2x remote attendance
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 Gavyn Lugsden and Cllr Adam Richardson.
- (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

- (3.1) Skatepark: a member of the public wanted to understand the work being carried out at School Lane recreation ground and skatepark. The Parish Council confirmed that this was remedial work/repairs to the edge of the skatepark where the ground is eroding, putting in drainage/footpath and new benches.

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

Eaton Bray Parish Council Meeting, Monday 7 June 2021: It was proposed to unanimously accept the minutes. All Agreed. The Chairperson signed the minutes.

(5) MATTERS ARISING FROM MINUTES

- (1) Tennis Courts: Response has been received from the Tennis Club. They confirmed that they would not allow use by non-members. The Parish Council would like to consider offering some sessions for youngsters in the summer holidays, with the council making a contribution for its use. Cllr Ellison to speak with the Tennis Club on this matter. All agreed. The Parish Council to go back to the Tennis Club regarding the fitting of a water tap, Cllr Brewer/Clerk to put together response. All agreed.
- (2) Bower Lane Land: First investigations with the Land Registry have come back with no detail, Clerk to complete a more in-depth search of the Index Map. Payment will have to be made by cheque; the council was asked if they were happy with the Clerk making the payment. All agreed.
- (3) Eaton Park/Willow Tree: Original developers are no longer in business. The Clerk contacted CBC for advice on land responsibility. They are looking into this further.

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- (4) Bower Lane Cemetery: EB Bloomers are happy to take on the responsibility of the cemetery flower bed (Summer bedding) and asked for approval for an additional spend (not accounted in the previous budget) to cover the costs of the bedding plants. Approved. It was also noted that there is currently only one bin (which gets full) and only a few watering cans at the cemetery. Clerk to contact CBC regarding obtaining an additional bin. The council do purchase watering cans, but they get stolen. All agreed.
- (5) TerraCycle: The Clerk has now set up an account with TerraCycle and is waiting to hear from Cllr Ellison regarding the priority list before putting in application. Clerk to find out about the actual TerraCycle bin. All agreed.

(6) REPRESENTATIVES

(6.1) CENTRAL BEDFORDSHIRE COUNCIL (CBC)

Cllr Philip Spicer addressed the Parish Council.

(6.1.1)

- (1) Sewage Pump Station: backflowing into gardens, streams/ditches.
 - *Cllr Spicer still waiting to hear back from the water company.*
- (2) Greenways: (i) Parking improvement works. (ii) Garages.
 - *Parking improvements – matter ongoing. CBC planning to visit the location to look at suitable parking solutions.*
 - *Garages – Cllr Spicer waiting for confirmation from CBC on responsibility/ownership to garages and access road.*
- (3) Pavement/Medley Close: new pavement, weeds growing through the new tarmac.
 - *CBC officer reviewed the area, pavements treated and will be monitored, with required works being covered as the tarmac is under guarantee. The Parish Council were concerned about the quality of work/standard by CBC. Concerns were noted.*
- (4) Traffic calming - The Rye roundabout.
 - *Matter ongoing.*
- (5) The Rye – The Annex.
 - *Enforcement due to visit location, however due to current road closure have been unable to visit but will be looking at going soon when able. However, the matter is on hold due to the pending application.*
- (6) Grass cutting – 30/60mph locations.
 - *Cutting schedule is due to be carried out, priority has been on main junctions, but CBC will be dealing with other locations as soon as able.*
- (7) Summer events – Cllr Spicer mentioned a cinema event that would be happening the summer holidays in Leighton Buzzard. Cllr Spicer to forward to Cllr Tomkins/Clerk to add to Facebook/website. All agreed.

(6.2) BEDFORDSHIRE POLICE:

No police were in attendance.

(7) PLANNING REPORT:

(7.1)

- (1) Planning application received during the summer break: 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/21/01977/LB - 4 Church Lane, Eaton Bray**

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

- No objection - this falls within the village Conservation Area, so subject to CBC planning conditions.

(2) Application: CB/21/02413/GPDE - 2 The Rye, Eaton Bray

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

- No objection – subject to normal planning conditions.

(3) Application: CB/21/01636/LDCP - Orchard Cottage, Totternhoe Road, Eaton Bray

Proposal: Lawful development certificate – single storey rear extension.

- No objection to the lawful development certificate, subject to CBC Planning.

(4) Application CB/21/02675/FULL – Rosebury Farm, Bellows Mill Lane, Eaton Bray

Proposal: Gospel Hall with associated parking/lighting.

- No objection – some reservations about increased traffic coming onto a countryside road before and after meetings. Consideration should be taken into account with any effects the development may have with the current watercourse.

(8) BUSINESS MATTERS:

(8.1) MILL END CLOSE:

(1) Waterside/IDB-repair work:

- The repair works to the island up-stream were approved under the Clerk's emergency power. All agreed.
- The river/island had to be cleared to allow access to the land. This was necessary work as the council needed to sort out the issue with the water leaking into the stream and potential damage to properties down-stream. The Parish Council also have a statutory duty to provide clear access for the water board to enter onto the land for river work/maintenance, which prior to clearance was not possible. With regards to the visual aspect of the site, this will be addressed once all maintenance work is carried out. All agreed.
- Debris from the island to be cleared as part of the ongoing work. Quotations put to the council, proposed MWAgri Ltd, seconded, all approved.
- Access point: The Parish Council to look into the options regarding the access point onto the island. B/f September PC Meeting. All agreed.
- Edlesborough resident contacted the council regarding a tree which fell into the river, would like support in getting this cleared. The Parish Council recommended that the resident contact MWAgri Ltd who will be in this location tidying up the debris. It was proposed the Clerk write to the Edlesborough Clerk asking them to respond to the resident as they are in Edlesborough. All agreed. With regards to the river, this is not the Parish Council's responsibility and the contractor cannot touch anything in the river.
- Fencing – work to start on Monday 12 July next. Parish Council representatives to meet up with contractor to agree fence line. Cllrs Brewer, Ellison and Tomkins to attend. All agreed.

(2) Landscape Buffer/Mill End Close: Quotations presented to the council for this work, it was proposed to accept the quotation for tidying up of the buffer strip and to the amendment of the current Ground Maintenance Contract to include regular maintenance of the strip. All agreed.

(8.2) VILLAGE YOUTH PROJECT:

(1) Youth Council: Two meetings of the youth council have been held now hosted by the Youth Engagement Workers at CBC. These have been really positive raising issues centred around the park. The young people raised some concerns around safety and littering in the park. These concerns have been passed to the relevant agencies. The parish council and the youth council are now in discussion with the possibility of some more sports equipment for the park, this is in addition to the new upgraded playground which will be installed. Activities are now being

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discussed and costed to provide something for the youth council to organise and provide for the youngsters of the village.

(2) Youth Shelter: Cllr Chubb, Cllr Brewer and Cllr Ellison to meet up and look at designs/costs to put to the Parish Council. B/f September PC Meeting. All agreed.

(3) Youth Events: Cllr Chubb/Elison put forward recommendations for outside village activities. Cllr Spicer to look into transport (minibus) facilities provided by CBC. All agreed. It was recommended that any proposals for youth events must be costed/discussed through a working group with final decision to be put to the council at their meeting. All agreed. Councillors must be mindful that when planning events that they need to ensure safeguarding, insurance and risk assessments are all covered.

(8.3) VILLAGE RECREATION GROUNDS:

(8.3.1) School Lane:

(1) Play area gate: Waiting for gate quotations.

(3) Basketball Pitch: B/f September PC Meeting, Cllrs Brewer/Elison/Chubb/Simkins to meet up to look at the site further. All agreed.

(4) Community Assess Grant [CAG]: The CAG was submitted on 1 July 2021, the Parish Council proposed to contribute 61% of the quote. Awaiting decision.

(5) Play Equipment: The play area design was presented to the Parish Council. It was proposed to accept the quotation for the play equipment costs, but to put on hold the work to the grass matting until CAG decision. Possible planned work to the play area to start September onwards. Proposed, seconded, all agreed. Clerk to confirm order.

(6) Skatepark: Repair work being carried out. Clerk to organise an assessment of the skatepark bower for concrete damage/wear. All agreed.

(8.3.2) Holmans Field:

(1) Litter Bin: New litter bin ordered, waiting delivery/installation.

(8.3.3) The Rye Ground:

(1) Training Rig: The Training Rig is now in place and there is good feedback on this new facility.

(2) EB Lions: EB Lions would like to resume training/matches at The Rye. It was proposed to agree to the football club using The Rye with the conditions of use (as previously agreed) and at the current reduced fee of £300 (reduction of £100 for this year as per Holmans Field). All agreed. Clerk to send out contract.

(8.4) HIGHWAYS MATTERS:

(1) Speedwatch: Number of volunteers reduced, not enough members. Clerk to put a note in Focus asking for volunteers. All agreed.

(2) Zebra/Pedestrian Crossing: B/f September PC Meeting.

(3) S.I.D.: Due to issues with the previous supplier, it was proposed the council withdraw the offer and look for a new supplier. All agreed. Cllrs Tomkins/Simkins to action.

(8.5) VILLAGE MATTERS:

(1) Parish Plan/Slip End: The two available dates to meet up are 22 July or 29 July. Both dates are good for most Councillors, it was proposed the Clerk go back and confirm availability and confirm the meeting venue as The Coffee Tavern, 3:00pm. All agreed.

(3) Litter Bin/TerraCycle: Holmans Field bin on order. Clerk awaiting final confirmation of recycling choice and to check with TerraCycle the bin/s needed. All agreed.

(4) Defibrillator: The Parish Council previously investigated the option of a second Defibrillator in the parish. At that time deferred the decision due to the high maintenance costs. However, the council are now looking into this option again and a suitable location. One option could be to put a red telephone box in the village but would need to check suitability for electricity supply/location and costs. Cllr Simkins to look into. B/f September PC Meeting.

(5) The Coffee Tavern – Parish Council Noticeboard: Awaiting quotation.

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(6) Volunteer List: B/f September PC Meeting.

(7) Maintenance Work Schedule: Clerk to forward Village Handyperson's contract to Councillors. The Parish Council currently do have a yearly schedule – all items listed on the Annual Monitoring Form – summer yearly check. The clerk emailed all Parish Councillors the map showing their patch of parish to check together with the Annual Monitoring Form, responses back to Clerk by Friday 20 August 2021.

(8.6) PARISH TREES:

(1) Tree Planting:

- CBC Tree Planting: B/f September PC Meeting.
- Jubilee Tree: B/f September PC Meeting.

(2) Mill End Close: No matters arising.

(8.7) VILLAGE ENHANCEMENTS/EVENTS:

(1) Hanging Baskets: Clerk to arrange meeting for Councillors to meet with the Slip End Parish Council Clerk to look at their Parish Plan – proposed available dates 22 July/29 July, at The Coffee Tavern, 3:00pm. Clerk to action. All agreed. Cllr Ellison/Clerk to put together costs for hanging baskets, including watering/bowser/extension pole. B/f September PC Meeting.

(2) Parish Calendar: Cllr Ellison looking at additional photos for the calendar. Decision September PC Meeting.

Note: At this point in the meeting, the internet connection was lost and those attending remotely were not able to continue with the meeting. The Parish Clerk confirmed that those Parish Councillors in attendance were able to legally continue with council matters as they were at quorum (three).

(3) Mill End Close – bench: The proposed benches were put to the council with the Streetmaster bench (Barmouth) being the preferred choice. It was proposed that we should purchase one bench at this time. All agreed. Clerk to send out the bench proposal to all Councillors for final approval and then put in the order. All agreed.

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

(8.8) TENDERS/QUOTATIONS:

(1) Community Noticeboard: the noticeboard requires more work; it was proposed to accept the quote to sand down the noticeboard and repaint. All agreed.

(2) Village Gateways: The village poll response suggested a strong support to keep the gates. The Parish Council agreed to approve the work to sand/repaint the gateways. Approved.

(9) REPORTS:

(9.1) PARISH COUNCIL CHAIRPERSON:

(9.1.1) Correspondence:

(1) Email: EB Lions: see minutes page 1900, item (8)(8.3)(8.3.3)(2).

(2) Email: Resident – School Lane damaged tree. Parish Council are aware, keeping an eye on the tree.

(3) Email: Resident - defibrillator. The Clerk to respond, letting them know Parish Council are looking into the possibility of a second defibrillator in the parish. All agreed.

(4) Email: Resident – landscape buffer. The Clerk to respond updating them on this matter. All agreed.

(5) Email: Resident – overgrown hedge. The Clerk to write to the property occupier asking them to cut back their hedge to the boundary. All agreed.

(6) Email: Resident – Mill End Close/Waterside work. The Clerk to write to the resident and respond to the points raised. All agreed.

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- (7) Email: EB Cricket Club. Read to Councillors. The Parish Council will consider the planning application on its merits, when presented.
- (8) Email: The Parish Council was asked to look into further training for all Parish Councillors. The clerk to look into further. All agreed.
- (9) Email: Resident – Japanese Knotweed. Clerk to respond and forward a copy of the email to CBC Environmental Services to look into and action. All agreed.
- (10) Email: Resident – Mill End Close/Waterside. Clerk to reply - the island has been cleared to enable full access for essential works needed to stop the leakage and alleviate potential damage to properties down-stream. The council have a statutory duty to provide clear access for the water board onto this section of land. Debris from the island will be cleared as part of the ongoing work. The dredging/clearing of the main river is not the responsibility of the Parish Council but the river authority (IDBS) and the contractor currently on site is only responsible for clearing the island and not the river/bank. Once all the work is done the Parish Council will be reviewing the situation. All agreed.
- (11) Email: Resident – Mill End Close/Waterside: Clerk to reply – work is currently ongoing, however once complete the Parish Council will be reviewing the area. Thank you for your offer of help. All agreed.

(9.2) PARISH CLERK:

- (1) During the summer recess, the Parish Council will conduct business as agreed during Lockdown. All planning applications will be reviewed by the Planning subgroup as they come in, with the conclusions of the subgroup sent out to all councillors for final review. Any urgent matters will be dealt with by the Parish Clerk, Chairperson and Vice-Chairperson, consulting with Parish Councillors if a decision is needed before the September PC Meeting. All agreed.

(9.3) PARISH AMENITIES/VENUES:

- (1) Cottage: B/f September PC Meeting.
- (2) The Coffee Tavern: (i) Pop-Up Café: not a Parish Council matter but can be organised separately by individuals/groups.
- (3) The Village Hall: (i) The Clerk has sent another email, awaiting reply. (ii) Electric Charging Points: possible location at the hall, Cllr Ellison to investigate options/costs and process. B/f September PC Meeting. All agreed.

(9.4) PARISH BURIAL GROUNDS:

(9.4.1) Bower Lane Cemetery:

- (1) Burials: Number of burials/internments for June 2021: Zero.
- (2) Cemetery Maintenance: (i) Tidy-Up Day: concerns with safety/risk when in this location.
- (3) Cemetery flower bed: Clerk contacted EB Bloomers and they are happy to take over the flowerbed.

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

(9.5) PARISH ALLOTMENTS:

- (1) Holman's Field: Cllr Tomkins to visit the allotments and send a report to the Clerk on its condition.
- (2) The Meads Allotments:
- (i) All plots currently let.
- (ii) Concerns raised regarding an access gate from a private property into the allotments. It was agreed in 2009 with the then owner to keep the gate onto the allotments and only as a '*permissive right of way*' for them to gain access to their allotment plot only. However, when they vacated the property, the resident was required to remove the gate and the fence line reinstated. We understand that the resident has now moved, but the gate is still in existence. Clerk to write to new resident informing them that this is not a legal right of way and as per the Parish Council's contract with the previous owner the gate should be removed and the fence

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reinstated, or the council will look into the option of padlocking the gate from the allotment side/re-instating the hedge line along this boundary. All agreed.

(10) MONTHLY ACCOUNTS:

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

(10.2) PARISH COUNCIL SIGNATORIES: Clerk to look into the current approved signatures and those needed to be added. All agreed.

(11) ITEMS FOR NEXT AGENDA:

(11.1) Next Meeting:

- Parish Council Meeting, Monday 6 September 2021 from 7:30pm, The Coffee Tavern
- Parish Council Meeting, Monday 4 October 2021 from 7:30pm, The Coffee Tavern

(11.2) Agenda items:

- SID, Village Signs, Parish Plan, Lamp post planters.
- Parish Councillors to forward any items for the next Parish Council Meeting to the Parish Clerk by Friday 27 August 2021.

Meeting closed at 22:15hrs.