

# EATON BRAY PARISH COUNCIL

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## EATON BRAY PARISH COUNCIL MEETING MINUTES

MONDAY 7 MARCH 2022, 7:30PM, THE COFFEE TAVERN

### ATTENDANCE

<b><u>Parish Councillors</u></b>	Cllr Mark Tomkins (Chair), Cllr Richard Ball, Cllr Sue Capella, Cllr Joan Conner, Cllr Howard Jones,
<b><u>Public:</u></b>	x2
<b><u>Others:</u></b>	Cllr Philip Spicer-CBC, Parish clerk

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Due to Cllr Brewer's absence, vice-Chairperson Cllr Tomkins presided as Chair over the meeting.

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

(1.1) Apologies were received from Cllr Brewer, Cllr O'Donohoe, Cllr Simkins and Beds Police.

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

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

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

(3.1) No matters raised.

### **(4) PARISH COUNCIL VACANCY:**

No applicants have come forward for the remaining position on Eaton Bray Parish Council.

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

(1) Eaton Bray Parish Council Meeting, Monday 7 February 2022: It was proposed to unanimously accept the minutes. All Agreed. The Chairperson signed the minutes.

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

- (1) Hedge, Village Hall Car Park – Clerk to forward to Cllr Spicer the Land Registry details held on file listing the registered owner, Cllr Philip Spicer to investigate. Agreed.
- (2) School Lane lighting – Clerk to chase CBC Highways/Assets Team for advice.
- (3) Cemetery tap – Clerk to chase contractor for quote. Should no response be received, Clerk to inform Cllr Ball who will try and make contact. Agreed.

### **(7) REPRESENTATIVES**

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

(7.1.1) Cllr Philip Spicer addressed the Parish Council.

- (1) Greenways: Cllr Spicer has been chasing up progress on this matter. A design and feasibility study is being carried out. Cllr Spicer will keep the Parish Council updated. The Parish Council confirmed that they had written to CBC Chief Executive and are still awaiting a reply.
- (2) Bollards: Cllr Spicer was unable to find any reference to the installation of bollards in Greenways. CBC will be making good any damage to the grass verges one weather improves. Cllr Spicer wants to encourage residents in Greenways to keep reporting damage to road kerbs/green areas on FixMyStreet.
- (3) Grant Scheme: A new match fund scheme (£2.5k) through CBC will be available for applications from parishes from April 2022 to April 2023.

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- (4) Grant Scheme: A match fund scheme (up to £25k) is due to be released by CBC for local parishes. The Parish Council will need to look into areas where youth groups can be encouraged to support the application to have a better chance of being approved by CBC.

## **(7.2) BEDFORDSHIRE POLICE:**

- (7.2.1) No representative from Bedfordshire Police were in attendance.

## **(8) PLANNING REPORT:**

- (8.1)** No matters to report.

### **(8.2) Planning Applications:**

**(1) Application No: CB/22/00541**

Location: 17 The Rye, Eaton Bray

Proposal: Proposed replacement building (Use Class E)

Comment: No objection, subject to normal planning conditions.

### **(8.3) Planning Appeals:**

**(1) Appeal Reference: APP/P0240/W/21/3285608**

Location: 25 School Lane, Eaton Bray

Planning Application: CB/21/03235/Outline Application for two dwellings and associated works

Comment: The Parish Council fully support the CBC decision to refuse the application.

We are concerned about the loss of trees/hedging that has already been removed. The Parish Council would like an update from CBC Planning as to what will be happening regarding the net loss of the trees/hedging.

**(2) Application No: CB/20/04068**

Location: Brodie Stables, The Rye, Eaton Bray

Proposal: Conversion Building B to one bedroomed dwelling

Comment: The inspector has granted the appeal with conditions.

## **(9) BUSINESS MATTERS:**

### **(9.1) MILL END CLOSE:**

**(9.1.1) Landscape Buffer:**

(1) The contractor has confirmed that they are planning the tree work on 22 March 2022 (weather permitting).

(2) Concerns had been made regarding the access to the landscape buffer. There is not a lot the Parish Council can do, there is already clear signage stating no access to this piece of land. It was agreed not to install an actual barrier to this land strip at this time. All agreed.

### **(9.2) VILLAGE RECREATION GROUNDS:**

**(9.2.1) School Lane:**

**(1) Playground Inspection:**

(i) Footpath: Footpath repairs have been carried out. It was recommended the Parish Council monitor this footpath for future repairs. All agreed.

(ii) The Clerk has been writing to contractors for quotations for recommended works resulting from inspection report.

(2) Tennis Club: No matters to report.

(3) Lighting: The Clerk has contacted CBC for advice, no reply. Clerk to chase. All agreed.

**(9.2.2) Holmans Field:** No matters arising.

**(9.2.3) The Rye Ground:**

(1) Playground Inspection: EB Lions: Points raised regarding the goal posts on the inspection report were forwarded to the football club, who have responded confirming the use/safety of their equipment. Clerk to hold response on file for council records.

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## **(9.3) HIGHWAYS MATTERS:**

(1) Zebra/Pedestrian Crossing: Cllr Tomkins and Cllr O'Donohoe have received some data from the school (EB Academy) when they carried out a questionnaire with parents to gauge an understanding how children in the parish travelled to school. It was recommended that the Parish Council also look into other uses/needs for a crossing , i.e., older children going to school by bus, using the park, going to the local shop. It was advised that any questionnaires going out to residents would benefit from showing the area/location of the village the residents live. Cllr Tomkins and Cllr O'Donohoe are drafting a questionnaire to go out to all residents. The local village shop is happy for the Parish Council to use their location as a drop-off point for completed questionnaires. All agreed.

(2) S.I.D.: Application submitted, no updates to report.

(3) Speedwatch: The group are waiting for final confirmation from the police that all members training is now completed.

(4) Road Closed Sign: The Clerk presented the recommendations for pre-notification road closure signs. It was proposed that the Parish Council purchase signs that can be attached to the parish lamp posts to warn road users that there is to be a road closure (event and time, with more details to be obtained from the Clerk). These can then be used yearly. It was recommended to purchase signs for Remembrance Service and for Village Carnival procession. All agreed.

## **(9.4) PARISH TREES:**

(1) Mill End Close – Ransome Strip: See minutes page 1937, item (9)(9.1)(9.1.1)(1)

(2) Village Trees:

(i) Replacing damaged/dead parish trees – matter ongoing.

(ii) Reports of a tree down in School Lane, with additional trees of concern in this location. Clerk to contact the Ground Maintenance contractor to assess trees and report back to the Parish Council. All agreed.

(iii) Clerk to organise the removal of the damaged tree in Knights Close. All agreed.

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

(1) Village Signs: Cllr Simkins will be meeting with CBC Highways to confirm locations for previously agreed village signage. B/f April PC Meeting for final approval on sign design/location.

(2) Jubilee Celebrations/Beacon location:

(2.1) Picnic in the park: Surveys were sent out with only a small number of responses. From the responses received, some were interested in an event however other roads in the parish are doing their own celebrations. Due to low numbers, it was recommended not to proceed with this event. The Parish Council to wait to hear from Edlesborough Parish Council regarding their decision on a special event. If the final decision is not to proceed with the event, it was proposed the Parish Council make a comment regarding their decision on Facebook. All agreed.

(2.2) Flags & Poles: The Clerk is waiting for a new supplier contact for flag poles. Clerk to order once received. All agreed.

(3) Benches/Mill End Close: The two new benches are now installed at Mill End Close.

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

(1) Removal of Old/damaged wooden benches/School Lane: Quotations were presented to the Parish Council. It was proposed to accept the quotation from MW Agri Ltd. All agreed.

(2) Roundabout matting/School Lane: Quotations were presented to the Parish Council. It was proposed to accept the quotation from MW Agri Ltd. All agreed.

## **(10) REPORTS:**

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

#### **(10.1.1) Correspondence:**

(1) Email: Resident – planning application/static caravan: The Parish Council is unable to comment at this stage, this proposal would need to go through CBC planning procedures.

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- (2) Letter: Resident – damaged tree/School Lane. The Parish Council to have trees in this location assessed for damaged, obtaining quotes for work if advised. All agreed.
- (3) Email: CBC – parish grass pitch improvements. The Parish Council to complete application form and return to CBC for further consideration. All agreed.
- (4) Email: BATPC – New Councillor Induction Training. Clerk to write to BATPC, due to many new Councillors would they [BATPC] consider carrying out an additional training session (could include other location parishes), held at The Coffee Tavern as a suitable venue. All agreed.
- (5) Email: Resident – road surface condition: The clerk to forward enquiry to CBC to investigate and action accordingly. All agreed.
- (6) EBPC: BATPC – NALC pay agreements/Clerk: The National Joint Council for Local Government Services (NJC) has agreed on the new rates of pay applicable from 1 April 2021, with an updated list pay scales for 2021/22 for clerks, to be applied from 1 April 2021. It was proposed that the Parish Council approve the new rate of pay for the Parish Clerk, based on the clerk's current SCP pay scale, backdated to 1 April 2021. Proposed, seconded, all agreed.

## **(10.2) PARISH CLERK:**

- (1) Parish Office Surgery, 15 February 2022: Matters raised from open office presented to the Parish Council. Clerk to action accordingly. All agreed. March surgery to be held on Tuesday 15 March, 10am-12noon. Clerk to put reminder on Facebook/website. All agreed.
- (2) Community Notice Board – website. It was agreed to create a community noticeboard on the parish council website where residents can advertise local events. Those wishing to put an advert of the website noticeboard would need to ensure the event details have a picture with supporting text to ensure website compliance.

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

- (1) Cottage: Tenancy has been renewed, agent – Giblin's. There are some minor works to be done to the property. CTT are in the process of obtaining quotes.
- (2) The Coffee Tavern: There was some storm damage to the ladies toilet, damaged roof now repaired.
- (3) The Village Hall: Cllr Jones has tried to contact the Village Hall Trustees, no reply to date.
- (4) Tennis Club: Matter ongoing.

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

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

- (1) Burials: Number of burials/internments for December/January = two.
- (2) Cemetery Tap: Clerk waiting for final quotations.
- (3) After the recent storm there was several broken branches/hedging littered around the cemetery, with a clearing process being organised.

(10.4.2) St. Mary's Churchyard: Work to the Ash tree is planned to take place on 23 March 2022 (weather depending).

## **(10.5) PARISH ALLOTMENTS:** Allotment inspection to be carried out to all allotments, May 2022.

(1) Holman's Field: No matters arising.

### **(2) The Meads Allotments:**

- (a) Storm damage to an allotment plot, large tree branch breaking off and damaging tenant's greenhouse. Due to the location of the tree, it is hard to confirm responsibility (adjacent landowner or Parish Council). It was proposed that the Parish Council assist with the safe removal of the large branch, and without prejudice, offer a one-off contribution to the tenant towards a replacement greenhouse up to £200 (based on like-for-like). Tenant to purchase replacement greenhouse and supply the clerk a copy of the purchase receipt for payment to be made. All agreed.

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## **(11) MONTHLY ACCOUNTS:**

(11.1)

(1) To resolve to pay February 2022 accounts: Proposed, seconded, all agreed.

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

(12.1) Next Meeting:

○ Parish Council Meeting, Monday 4 April 2022 from 7:30pm, The Coffee Tavern

(12.2) Agenda items: Parish Councillors to forward any items for the next Parish Council Meeting to the Parish Clerk by Friday 29 April 2022.

○ CBC Match funding

○ Jubilee tree

○ Youth Shelter

(12.3) Parish Council Open Office: Tuesday 12 April 2022, 10am-12noon, The Coffee Tavern

## **(13) MEETING CLOSED: 21:25hrs**