

EATON BRAY PARISH COUNCIL

Email clerk@ebpc.co.uk – Website: www.ebpc.co.uk

MINUTES OF ANNUAL MEETING OF EATON BRAY PARISH COUNCIL MONDAY 9 MAY 2022, 7:30PM, THE COFFEE TAVERN

ATTENDANCE

Parish Councillors:

IN PERSON: Cllr Marie Brewer (Chairperson), Cllr Mark Tomkins (Vice-Chairperson), Cllr Richard Ball, Cllr Sue Cappella, Cllr Joan Collins, Cllr Howard Jones, Cllr Mike Simkins

Public: No members of the public were in attendance.

Others: Parish Clerk

(1) ELECTION OF CHAIRPERSON

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

(2) APOLOGIES FOR ABSENCE

Apologies were received from Cllr Philip Spicer and Bedfordshire Police.

(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

The Parish Council has two vacancies.

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

(6.1) Annual Parish Meeting, 10 May 2021: It was proposed to unanimously accept the minutes. All agreed. The Chairperson signed the minutes.

(6.2) Parish Council Meeting, 4 April 2022: 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, 10 May 2022: No Matters arising

(7.2) Parish Council Meeting, 4 April 2022:

(1) Greenways: The Parish Council received a response from CBC (Chairpersons correspondence) that was read to all Parish Councillors. It was proposed to hold the response on file and attach to the minutes. The Clerk to forward a copy of CBC's reply to the Greenways representative. All agreed.

EATON BRAY PARISH COUNCIL

Email clerk@ebpc.co.uk – Website: www.ebpc.co.uk

(8) REPRESENTATIVES

(8.1) **CENTRAL BEDFORDSHIRE COUNCIL (CBC):** Cllr Spicer was not in attendance.

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

(9) PLANNING REPORT:

(9.1) **Matters arising/updates from Planning Working Group:** No matters arising.

(9.2) Planning Applications:

(1) Application CB/22/01477 – 109 High Street, Eaton Bray, LU6 2DQ

Erection of single storey rear/side extension, detached garage to front, highway crossover and dropped kerb.

○ Application withdrawn.

(2) Application CB/22/01458 – 21 Totternhoe Road, Eaton Bray, LU6 2BD

Single storey rear extension

○ No objection, subject to normal planning conditions.

(3) Application CB/TCA/22/00195 – 42 High Street, Eaton Bray, LU6 2DP

Works to trees within a Conservation area.

○ No objection, subject to Tree Officer's appraisal.

(4) Application CB/22/01364 – The Bungalow, Tring Road, LU6 2JU

Demolition of existing house/stable block, erection of 1/5 storey 5-bed house and single storey garage.

○ The Parish Council forwarded concerns to CBC Planning Enforcement regarding works being currently conducted at this location. Approved.

○ It was proposed that Cllr Ball put together the Parish Council's response to this application, for approval by the Parish Council (majority) and then forwarded to CBC by the Clerk. All agreed.

(5) CB/TRE/22/00203 – Springbank, Bottom Drive, Eaton Bray, LU6 2JS

Works to a tree protected by a Tree Preservation Order.

○ No objection, subject to Tree Officer's appraisal.

(6) CB/21/03235 – 25 School Lane, Eaton Bray, LU6 2DT

Outline Application: Erection of two dwellings and associated works

○ Planning Appeal dismissed. The Parish Council to write to planning raising concerns regarding the removal of the hedge. In view of the decision, the Parish Council proposed action to be taken to reinstate hedgerow. All agreed.

(7) CB/22/01029 - 15 Bower Lane, Eaton Bray, LU6 1RB

Single Storey Side/Rear Extension.

○ No objection, subject to normal planning conditions.

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

(1) Appeal reference: APP/P0240/W/21/3288854

Application reference: CB/21/03207 - Land at Park Farm, Eaton Bray, LU6 2RR

Erection of 8 affordable houses.

○ The Parish Council objected to the initial application. The Clerk to write to the Planning Inspector. The comments submitted still stand, and fully support CBC's decision. All agreed.

(10) BUSINESS MATTERS:

(10.1) VILLAGE RECREATION GROUNDS:

(1) School Lane:

EATON BRAY PARISH COUNCIL

Email clerk@ebpc.co.uk – Website: www.ebpc.co.uk

(a) Lighting: Cllr Simkins has spoken with two electrical companies but is waiting on CBC for a response regarding the suitability/recommended lighting. It was proposed the council look at identifying a suitable unit and that a planning application is submitted. All agreed.

(b) Play area groundworks: It was proposed to obtain quotations for groundworks to the play area. It was proposed to also go back to the playground repair contractor for an additional quote for ground works, to improve the whole area. The clerk to organise a meeting with contractors to look at options for groundwork improvements. All agreed.

(2) Holmans Field: No matters arising.

(3) The Rye:

(a) EB Lions use of ground: The submitted pitch rota/schedule did not show Monday use. The clerk to go back to the football club and ask that they ensure all pitch use of The Rye is listed in their weekly schedules. All agreed.

(b) Cricket Club: The club approached the Parish Council with a request to use The Rye ground for an event (one-off use). It was proposed to agree to the request with the following conditions. All agreed.

- The Cricket Club forward a one-off payment of £10 towards the use of the ground.
- The use of The Rye ground any public liability issues arising during the event to be covered under the Cricket Club's own insurance policy. The Cricket Club to provide a current copy of its Public Liability/Insurance to the Parish Council for their records.
- The Cricket Club shall be responsible for the conduct of players, spectators/visitors.
- Proper supervision/monitoring of car parking, specifically not to park on the pavement in The Rye or between the car park entrance and the junction with Totternhoe Road.
- The prompt removal of any litter/debris etc., after the event.
- This permission is subject to the Byelaws relating to The Rye Recreation Ground a copy of which is attached.

(c) The Parish Council received a call from a concerned resident regarding a large group of people using The Rye ground for a BBQ and potential damage to the barred/padlocked entrance. The Clerk organised for the rubbish to be removed (under Clerk's emergency powers) which resulted in four bags of rubbish and a used BBQ. The Clerk will also get the lock checked for any damaged. Approved.

(10.2) HIGHWAYS MATTERS:

(1) S.I.D.: The Parish Council has two options, (i) the council buy the units commercially (ii) the council go through the CBC initiative and the camera units on offer. Cllr Tomkins to look into further, to understand the costs to the Parish Council (b/f June PC Meeting). All agreed. Clerk to contact Billington Parish Council to find out the make of their S.I.D. device. All agreed.

Speedwatch: Bedfordshire Police has confirmed all Speedwatch members are fully qualified. Cllr Tomkins contacted Totternhoe Parish Council to organise Speedwatch camera schedule. Awaiting details.

(10.3) PARISH MATTERS:

(1) The Rye CCTV cameras to be fitted, locations as agreed. Cllr Simkins and Cllr Tomkins to agree the location for a CCTV camera pole at School Lane recreation ground.

(10.4) VILLAGE ENHANCEMENTS/EVENTS:

(1) Village Sign: Cllr Brewer and Cllrs Simkins to agree to best location for the third village sign. All agreed.

EATON BRAY PARISH COUNCIL

Email clerk@ebpc.co.uk – Website: www.ebpc.co.uk

(2) Platinum Jubilee:

- (a) **Flags/poles:** Cllr Simkins to organise fitting, the poles require some modification to fit to the streetlights. The Three Corners flag requires replacing, all agreed. Clerk to order new flag.
- (b) **Tree:** It was proposed to the planning of a tree in School Lane recreation ground, just past the car park on the left-hand side. All agreed. The Parish Council to look at suitable trees, with a view to planning the tree in September, and to get tree protectors to hopefully stop any damage to the tree. The Parish Council will organise a plaque once the tree is in place. All agreed.
- (c) **Party on the green:** The Parish Council was contacted by Edlesborough Parish Council regarding Eaton Bray contributing to the costs of organising the event. Eaton Bray Parish Council agreed in principle to this request, asking for additional details. However, Edlesborough Parish Council have now decided not to continue with this event.
- (d) **EB Bloomers:** EB Bloomers contacted the Parish Council regarding their proposal to plant red/white flowers in the planters in recognition of the jubilee. They asked if the council would support flags for the troughs however the Parish council had concerns that these would be stolen, all agreed. The Parish Council is in the process of installing flags down the main High Street for the event.

(10.5) TENDERS/QUOTATIONS:

- (1) **Play Area repairs:** Quotations received were presented to the Parish Council for repair works highlighted in the recent play inspection report. It was proposed to accept the quotation to carry out the following:
 - (a) **The Rye:** all proposed works to The Rye, paintwork blue and agreed. Not to carry out works to the outdoor fitness equipment as this is not essential. All agreed.
 - (b) **School Lane:** the small entrance gate to play area, replace post caps, basketball board back, basket swing. Paintwork blue and green. Not to do the matting under the swings or mini roundabout.
- (2) **St. Mary's Church churchyard – natural area:** Costs for this area were presented to the Parish Council, cut once a year and removal of debris. The Parish council agree to a natural area within the churchyard and feel that the church should pay for the cutting and removal of the debris. Clerk to get a breakdown of the costs, to present to the church.
- (3) **Bus Shelters – The Rye/Three Corners:** Quotations were presented to the Parish Council. It was proposed to put the final decision on hold until a breakdown of the work is supplied, (i) to tidy/paint the bus shelters (ii) replace broken/missing tiles. All agreed.

(11) REPORTS & CORRESPONDENCE

(11.1) PARISH COUNCIL CHAIRPERSON:

(11.1.1) Correspondence:

- (1) **Email/resident-parish trees in School Lane recreation ground:** It was proposed that Cllr Tomkins visit the location to assess the trees and report back to the council. All agreed.
- (2) **Email/resident-parish trees in Ransome Strip:** The clerk to respond as previously with landowner's contact details, copying in CBC/Cllr Philip Spicer for information. All agreed.

EATON BRAY PARISH COUNCIL

Email clerk@ebpc.co.uk – Website: www.ebpc.co.uk

(3) Email/resident-allotment greenhouse: The Parish Council approved the siting on a greenhouse for the allotment plot, with the following condition: *“On termination of the tenancy, the tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment Garden at their own cost, unless agreed with the Parish Council (in writing) to leave in situ. Any shed, greenhouse or other building erected on the site are there at the owners risk, the Parish Council shall not be responsible for any loss or damage caused to these structures.”*

(4) Email/Tennis Club-sign: The Parish Council had no objection to the request; however, this matter does not come under the jurisdiction of the Parish Council, Clerk to advise the Tennis Club to contact CBC. All agreed.

(5) Email/resident-The Meads/road concerns: This matter does not come under the jurisdiction of the Parish Council, Clerk to forward correspondence to CBC. All agreed.

(6) Email/resident-The Rye/Dyers Lane concerns: This matter does not come under the jurisdiction of the Parish Council, Clerk to forward correspondence to CBC. All agreed. Speedwatch would not be able to conduct checks at this location as it not an approved location due to road visibility.

(7) EB Bloomers-jubilee: See minutes page 1887, item (10.4)(2)(d).

(8) Email/Eaton Bray WI: The WI would like to create some jubilee yarn boms for the parish, within the churchyard and trees in the parish. All agreed.

(9) Letter/CBC-Greenways: See minutes page 1884, item (7)(7.2)(1). Letter attached to minutes.

(11.2) PARISH CLERK:

(1) Parish Office surgery, Tuesday 15 March 2022

(a) A new allotment holder visited the office to sign their Allotment Agreement.

(b) It was put to the Parish Council, due to a need for additional burial land, that the council have the option to share (gifted) land with the landowners (Rosebury Farm). In principle this proposal was agreed however the council would require more details to fully understand the proposed application. All agreed.

(2) St. Mary’s Church enquired whether the Parish Council would be carrying out ‘no mow May’ in the churchyard. The Parish Council are not considering it this year.

(3) Mill End Close - watercourse: There is a lot of water within the adjacent ditch, upstream of sluice which needs assessment. Clerk to organise a meeting with the water contractor and Cllr Tomkins. All agreed.

(4) Mill End Close - tree: A large tree has fallen onto the river island, Clerk to obtain a quotation for removal. All agreed.

(5) Gym Rig - signage: The suppliers have forwarded a copy of the artwork for the required sign. Cllr Tomkins to look at designs/signage for installation. All agreed.

(6) The Coffee Tavern - council noticeboard: The Clerk put forward a suggestion towards the tidying and cleaning up of the noticeboard with material cost only and no charge for the labour. Approved.

(11.3) PARISH AMENITIES/VENUES:

(1) The Coffee Tavern & Cottage:

(a) The cottage stop cock was damaged, now been repaired.

(b) Final quotes are now in for the painter and decorator.

(c) Quotes have been received for roof repair.

EATON BRAY PARISH COUNCIL

Email clerk@ebpc.co.uk – Website: www.ebpc.co.uk

(d) The CTT put forward their proposal for the Parish Council to pay a fee for using the venue for council meetings and the Parish Office to go towards the cost of running the building. This proposal was agreed in principle. The CTT to confirm the annual costs to the Parish Council for use of the facilities and present to the council at their next meeting (b/f June PC Meeting) for final decision. It was also proposed that there should be a charge to use the building for the CBC Ward Cllr Spicer and Andrew Selous MP. All agreed.

(e) The CTT put forward the proposal to refurbish the inside of The Coffee Tavern, it was decided to look into this further. It was suggested that the Parish Office requires refurbishing, painting, furniture, tidying up. The Parish Council to fund these improvements. All agreed.

(2) The Village Hall: The Clerk has now been forwarded a copy of the Village Hall Committee, details to be held on file.

(3) Tennis Club: see minutes page 1888, item (11)(11.1)(4).

(11.4) PARISH BURIAL GROUNDS:

(11.4.1) Bower Lane Cemetery:

(1) Burials:

(a) Number of burials/internments for April-May 2022: Zero.

(b) The plumber has looked at the cemetery tap and will not be carrying out work to the tap due to it being a bigger repair job than they are able to do. The Clerk is looking for another plumber.

(c) Both the grey bin and green bins have been emptied. Visitors to the cemetery are still putting non-green items in the green bin and not the grey bin and the Clerk is having to move items over. The Clerk to organise for a warning sticker for the bin.

(d) Damaged boundary fence post: The Clerk to get a quote to repair/replace the damaged post. All agreed.

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

(11.5) PARISH ALLOTMENTS:

(1) Tenancy Agreement: It was proposed to amend the current Tenancy Agreement to include the following condition: *"15. On termination of the tenancy, the tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment Garden at their own cost, unless agreed with the Parish Council (in writing) to leave in situ. Any shed, greenhouse or other building erected on the site are there at the owners risk, the Parish Council shall not be responsible for any loss or damage caused to these structures."* The Clerk to inform current allotment holders of the change to the tenancy agreement and make the necessary amendment to the Tenancy Agreement. Proposed, seconded, all agreed.

(2) Allotment fees: 2022-2023 fees to remain the same as 2021-2022 fees. All agreed.

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

(2) The Meads: All plots are now let.

(12) PARISH COUNCIL REGULATIONS/POLICIES 2022:

(1) Standing Orders: Amendment to be made to APM time, 6pm to 7pm. Proposed, seconded, all agreed. A request was made to contact NALC regarding the wording of the Standing Orders, to understand if there has been/or will be an amendment made to this

EATON BRAY PARISH COUNCIL

Email clerk@ebpc.co.uk – Website: www.ebpc.co.uk

policy to change from he/him to them/their. Clerk to check to see if there is an updated version available. All agreed.

(2) Financial Regulations: It was proposed that the limit for spend, under *Emergency Powers*, to be increased from £1K to £2K. It was proposed, seconded, all agreed.

(3) Risk Assessment: Proposed, seconded, all agreed.

(4) Code of Conduct: Proposed, seconded, all agreed.

(5) Data Protection: Proposed, seconded, all agreed.

(6) Complaints: Proposed, seconded, all agreed.

(13) PARISH COUNCIL INSURANCE RENEWAL 2022-2023: It was proposed, seconded, all agreed to the 2022-2023 Insurance Renewal. Clerk to make payment.

(14) PARISH COUNCIL ACCOUNTS:

(1) DRAFT ACCOUNTS FOR YEAR TO 31 MARCH 2022:

(a) The clerk distributed the accounts for the Annual Return to all Parish Councillors. The Parish Council approved/signed Section 1 – Annual Governance Statement 2021-2022 with the following exception (4) the council did not provide proper opportunity during the year 2020-2021 for exercise of public rights [correction made to 2021-2022] and Section 2 – Accounting Statements 2021-2022. It was proposed to agree to approve the accounts for the year to 31 March 2022. Proposed, seconded, all agreed – decision unanimous. The Chairman signed on behalf of the Parish Council.

(b) 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 to give Notice of appointment of date for the exercise of public rights, for accounts for the year ended 31 March 2022. The notice to be displayed on the Parish Council website and official notice board on 31 May 2022. Any person interested has the right to inspect the accounts by contacting the Parish Clerk. The inspection period is 30 working days, commencing 1 June 2022 and ending 14 July 2022.*

(2) TO RESOLVE TO PAY APRIL 2022 ACCOUNTS: Proposed, seconded, all agreed.

(15) PARISH COUNCIL REMINDERS:

(1) Parish Council Open Office:

(a) Tuesday 17 May 2022, 10am-12noon, The Coffee Tavern

(b) Tuesday 14 June 2022, 10am-12noon, The Coffee Tavern

(2) Next Meeting: Parish Council Meeting, 1st Floor, The Coffee Tavern

(a) Monday 5 June 2022, from 7:30pm

(b) Monday 4 July 2022, from 7:30pm

(3) Agenda items: Parish Councillors to forward any items for the next Parish Council Meeting to the Parish Clerk by Wednesday 25 May 2022.

MEETING CLOSED: 21:30hrs