

EATON BRAY PARISH COUNCIL

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EATON BRAY PARISH COUNCIL MEETING MINUTES

MONDAY 6 JUNE 2022, 7:30PM, THE COFFEE TAVERN

ATTENDANCE

<u>Parish Councillors</u>	Cllr Marie Brewer, Cllr Richard Ball, Cllr Sue Cappella, Cllr Joan Conner, Cllr Howard Jones, Cllr Mike Simkins, Cllr Mark Tomkins
<u>Public:</u>	No members of public in attendance
<u>Others:</u>	Cllr Philip Spicer-CBC, PC Steven Beer, Parish clerk

(1) **APOLOGIES FOR ABSENCE:** No apologies received.

(2) **SPECIFIC DECLARATIONS OF INTEREST**

(2.1) Cllr Tomkins declared an interest in Item (8)(8.3)(4).

(3) **PUBLIC OPEN FORUM**

(3.1) No members of public were in attendance.

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

- (1) Annual Parish Meeting, Monday 9 May 2022: It was proposed to unanimously accept the minutes. All Agreed. The Chairperson signed the minutes.
- (2) Annual Meeting of Eaton Bray Parish Council, Monday 9 May 2022: It was proposed to unanimously accept the minutes. All Agreed. The Chairperson signed the minutes.

(5) **MATTERS ARISING FROM MINUTES**

- (1) Mill End Close: fallen tree along river course. The tree has fallen into the river from the Buckinghamshire side of the riverbank. It was recommended the Clerk contact Edlesborough Parish Council advising them to contact the resident regarding the fallen tree which is blocking the central river island and may cause access issues. All agreed.
- (2) Gym Rig: Design for signage to be forwarded to Cllr Tomkins.
- (3) The Coffee Tavern council noticeboard: The new locks will be fitted in the next few weeks. The Parish Council wished to thank David Head for refurbishing the noticeboard at no cost to the Parish Council apart from materials.
- (4) Plumber/Bower Lane Cemetery: The Clerk is having trouble finding a plumber to carry out the maintenance work needed to the cemetery tap/pipe. Cllr Simkins to check location of stop cock.
- (5) Fence post/Bower Lane Cemetery: The Clerk is waiting for the quotation to carry out repair works and will forward to the Parish Council for approval. All agreed.

(6) **REPRESENTATIVES**

(6.1) CENTRAL BEDFORDSHIRE COUNCIL (CBC)

(6.1.1) Cllr Philip Spicer addressed the Parish Council.

- (1) Greenways: Cllr Spicer confirmed receipt of the letter from CBC, setting out a timetable of proposed works. The Clerk confirmed that a copy of the letter has been attached to the Parish Council Minutes, 9th May 2022.
- (2) Flooding: Since works have been carried out the problems previously experienced appear to have been resolved.
- (3) Community Fund: The application process is now live. Cllr Spicer recommended the Parish Council apply. Agreed. B/f July Parish Council Meeting.

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(4) Tree-Medley Close: The remove of the tree was held off till after the Platinum Jubilee. The Tree Officer's assessment of the tree was that it is rotten inside and diseased and requires removal. CBC are looking into planting a replacement tree.

- It was proposed that the Parish Council write to the head of the CBC Tree Department (Cllr Spicer to confirm to the Clerk the contact) requesting that due to potential sensitivities regarding removal of trees/work to trees that the council would like prior notification of any major tree works in the parish and confirmation that CBC will be planting replacement for any trees that are removed. All agreed.

(6.2) BEDFORDSHIRE POLICE: PC Steven Beer, Community Cohesion, was in attendance.

(6.2.1) PC Steven Beer addressed the Parish Council.

- (1) The police are aware of traffic/delivery lorries blocking access to The Meads and are looking into the matter. The Parish Council asked for an update of this matter. Awaiting details.
- (2) There have been no further reports of incidents at School Lane recreation ground with a Horse and Cart, however the matter is being monitored.

(7) PLANNING REPORT:

(7.1) It was proposed to include a Planning Enforcement section in the Parish Council Agenda for potential future matters that arise. All agreed.

(7.2) Planning Applications:

(1) Application No: CB/22/01720 – 109 High Street, Eaton Bray, LU6 2DW

Proposal: Single storey rear/side extension, detached garage & widened driveway crossover.

Comment: No objections, subject to normal planning conditions.

(2) Application No: CB/22/01175 – Springbank, Bottom Drive, Eaton Bray, LU6 2JS

Proposal: Installation of front dormer, external chimney stack and alterations.

Comment: No objections, subject to normal planning conditions.

(7.3) Planning Appeals:

(1) Appeal Ref: APP/P0240/W/21/3287114

Application No: CB/21/00939 – Crosswaters Farm House, Icknield Way, Eaton Bray, LU6 2EE

Description: Outline application – erection of farm manager's dwelling.

Comment: The Parish Council previously supported the application, commenting that although opposed to development within greenbelt, if the application is necessary for the business (farm) then the council would support the proposal.

(8) BUSINESS MATTERS:

(8.1) VILLAGE RECREATION GROUNDS:

(8.1.1) School Lane:

- (1) Lighting: Matter ongoing.
- (2) Play area: Parish Councillors to meet with contractors to look at groundwork improvements in this location.
- (3) New signage: New play area signage has been fitted to the gate/fence, as recommended in the Play Inspection report.

(8.1.2) Holmans Field: No matters to report.

(8.1.3) The Rye Ground: The Parish Council has budgeted for new play equipment in this location. The old seesaw is being removed and the swings/slides being renovated. B/f July PC Meeting.

(8.2) HIGHWAYS MATTERS:

(1) S.I.D.: The Parish Council has received three quotations for new signage, c£4,100 (each device/installation). The following locations were put to the council, (i) Three Corners (current location of old device), (ii) Totternhoe Road (opposite Methodist Church. All agreed. Another

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option is to install a new devices in Northall Road and The Rye. The Parish Council to look into additional costs. It was proposed to agree to the first two locations, the Clerk to forward a copy of the quotations to all Councillors for approval. All agreed.

(2) Speedwatch: The group are struggling to get enough volunteers to cover Speedwatch sessions. There are not enough members to comply with policy guidelines. It was recommended to put this matter on hold and inform residents that the Speedwatch Group has been put on hold due to a lack of interest. More volunteers are needed for a viable group to be able to operate. All agreed.

(8.3) BUSINESS MATTERS:

(1) CCTV Policy: Proposed, seconded, all agreed.

- Still waiting for final decision of location of CCTV camera in School Lane ground.

(2) Advertising Policy: The Parish Council have a policy regarding advertising within the parish, which can be found on the Parish Council website. Parish Councillors were asked to inform the Clerk of any non-approved advertising in the parish. It was also recommended the Clerk write to CBC regarding advertising on CBC land, explaining the Parish Council's policy and ask CBC for their policy regarding advertising in this location. All agreed.

(3) EB Lions Football Agreement, 2022-2023. It was proposed that the Parish Council agree to a new Football Agreement for 2022-2023, at the cost of £300 per pitch, use as per the 2021-2022 agreement. Proposed, seconded, all agreed. The Clerk to remind the club to forward a copy of the pitch rota for both pitches for both matches and training.

(4) Website Domain: There are proposed changes being put forward regarding the use of [gov.uk] domain for all Parish Councils. This would mean an additional costs for the yearly domain name, and all email addressed would need to be [gov.uk] and using Microsoft 0365. The recommendation is that EBPC apply for the [.gov] domain name. All agreed. The update on software on office computer equipment will incur a cost per person/user. B/f July PC Meeting.

(5) Grant Application: CPRE – an application has been submitted by CPRE for a grant of £300 to go towards the work they do. The Parish Council feel that they have been a great help with regards to planning advice and it was proposed that the Parish Council approved the application. Proposed, seconded, all agreed. Clerk to organise payment.

(a) It was agreed that the Parish Council continue to have the Grant application on the website, and any submissions to be discussed on a case-by-case basis. All agreed.

(6) Parish Council working grounds and parish wards

(a) Parish Council Working Groups: Amendments made, Clerk to forward updated copy to all Parish Councillors. All agreed.

(b) Parish Council parish wards: Allocations made, Clerk to forward updated copy to all Parish Councillors. All agreed.

(7) BATPC/New Councillor Training: No updates, leave matter on agenda. All agreed.

(8.4) PARISH TREES:

(1) Mill End Close

(a) River/downstream – large tree fallen from neighbouring property. Contractor has supplied a quotation for the removal of the tree to the resident, awaiting to hear back.

(b) River/upstream – Edlesborough: fallen tree. See Minutes page 1955, Item 5(2).

(c) School Lane trees – the trees have been assessed and currently they are not causing any potential damage to neighbouring properties. The clerk to respond, reminding residents that they are legally allowed to cut back any branches overhanging their property up to the boundary line. As per the Parish Council tree policy. All agreed.

(8.5) VILLAGE ENHANCEMENTS/EVENTS:

(1) Village Signs: Decision on location of third sign to be made. B/f July PC Meeting.

(2) Jubilee flag & tree

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(a) Flags: The flags along the High Street look lovely and the Parish Council thanked Cllr Mike Simkins for organising the display. It was recommended that the Parish Council leave the flags up until after the carnival (end July). All agreed. Cllr Simkins to look at the fittings remaining on the posts, which then could be used for other events. All agreed.

(b) Tree: It was proposed the plant a tree in celebration of the Queen's Platinum Jubilee in School Lane recreation ground. Quotations/tree specs were presented to the Parish Council. It was proposed the council look at purchasing a 4-5M high tree, supplied/planted by the tree specialist, with preference for the Cherry. All agreed. The Clerk to contact the supplier, reserve the preferred tree with supply/delivery around September. The Clerk was asked to find out rules/procedures for applying a TPO on this tree. It was also recommended the council fit a metal cage around the tree, with the inclusion of a plaque. Cllr Brewer to look into and forward designs/costs to all Parish Councillors for approval. B/f July PC Meeting.

(3) Official: Forward Planning

To ensure the Parish Council are prepared for any official events, it was recommended the Clerk hold any paperwork for reference. Cllr Tomkins to forward copies of paperwork he holds on file. All agreed.

(8.6) TENDERS/QUOTATIONS:

(a) Tree- Mill End Close/Riverbank: A tree has fallen on the riverbank and leaning onto the Parish Council fence. Under emergency powers the Clerk approved the removal of the tree before any damage could occur to the new fencing. Approved.

(b) Bus Shelters (Three Corners/White Horse/The Rye): Due to a lot of offensive graffiti being written in these locations, it was agreed to organise for the three brick shelters to be cleaned/repainted at the quotation supplied. All agreed.

(c) The Coffee Tavern:

(i) Parish Council Meetings: Annual charge £220. Approved.

(ii) Parish Council Office: Annual charge £110. Approved.

(iii) New lighting/office: replacement of old ceiling light with more modern fitting, c£70. Approved.

(9) REPORTS:

(9.1) PARISH COUNCIL CHAIRPERSON:

(9.1.1) Correspondence:

(1) Email: Resident – enquiry as to the removal of a large tree in Knights Close. Clerk to forward email to CBC and ask for an explanation as to its removal and a replacement tree. All agreed.

(2) Email: Resident – concerns regarding the bins in Bower Lane Cemetery. Clerk to respond, explaining the recent issues regarding visitors using the incorrect bin and that they should not be having to take the bins out to be emptied. In the past CBC have always gone into the Cemetery to collect the bins. The clerk to speak with CBC to find out what is happening. All agreed.

(3) Email: Resident – enquiry regarding the car parking at The White Horse. As far as the Parish Council are aware this is private land owned by the pub.

(4) Email: Resident – concerns raised regarding play equipment at School Lane getting hot in the sun. This piece of equipment has been there for a few years and the council has not had any other concerns raised regarding this matter and was not highlighted under the Play Inspection report. Cllr Brewer/clerk to put together a response. All agreed.

(5) Email: Hedgehogs-R-US - Clerk to forward details to Parish Councillor's, B/f July PC Meeting.

(6) Email: Resident – highways concerns/The Meads. See Minutes page 1956, item(6)(6.2)(6.2.1)(1).

(7) Email: Cllr Spicer – update regarding the tree in Medley Close.

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(8) Email: resident – tree/Yew Tree Close: The Parish Council try to carefully consider locations for trees in the parish due to a potential legacy problem on care/maintenance and do not feel that Three Corners is a suitable location for another tree. The council are to be planting a tree in honour of the Queen’s Platinum Jubilee in School Lane recreation ground and do invite residents to become involved in this and to help with the care (watering) of the tree. If you are interested, please contact the council with your details.

(8) Grant Application – CPRE: See Minutes page 1957, item 8(8.3)(5).

(9.2) PARISH CLERK:

(1) Parish Office Surgery, Tuesday 18 May 2022

- In his capacity as Coffee Tavern Trustee Dave Pearson came in to collect his copy of the Deed of Adherence.
- A resident came in expressing concerns with the number of trees/bushes being cut at this time, during nesting season, and ask that people can take care during this time. The Parish Council will put a reminder in Focus.
- Cllr Spicer came into the office and met with Cllr Brewer and the Clerk.
- Cllr Brewer and Cllr Tomkins carried out the Clerk’s yearly appraisal.
- Cllr Conner came in to discuss options with regards to the refurbishment of the Parish Council office.

(2) Parish Office Surgery – June. The open office will be on Tuesday 14 June, 10am-12noon.

(3) Anonymous letter received. The Clerk forwarded a copy of the letter to planning (planning related matter) however as the correspondence received did not give full name/address CBC Planning were at this time not able to act of the matter, however, would keep details on file should other concerns relating to this location be raised.

(4) Citizens Advice: A recommendation was put to the council for Eaton Bray to hold a Citizen’s Advice Surgery. Cllr Brewer to investigate further, b/f June PC Meeting. All agreed.

(5) Queen’s Platinum Jubilee – letter of thanks. It was proposed that the Parish Council officially write to Her Majesty The Queen thanking The Queen for her seventy years’ service to the United Kingdom and the Commonwealth. Clerk to draft letter for approval. All agreed.

(9.3) PARISH AMENITIES/VENUES:

(1) Cottage/The Coffee Tavern:

- (a) All windows have been cleaned, inside and outside.
- (b) The Cottage bathroom roof is being replaced w/c 13 June 2022 (weather permitting).
- (c) Painting to the Coffee Tavern to commence 15 June 2022 (weather permitting).
- (d) The Coffee Tavern and Cottage passed their gas safety inspections and the boilers have been serviced.

(2) The Village Hall: A barrier is being fitted to stop people using the hall car park overnight.

(3) Tennis Club: No matters to report.

(4) Cricket Club: No matters to report.

(9.4) PARISH BURIAL GROUNDS:

(1) Bower Lane Cemetery:

- Burials: Number of burials/internments for May/June: None.
- Memorials: Number of memorial applications for May/June: One

(2) St. Mary’s Churchyard:

- Clerk to chase response from the Church regarding the Parish Council’s decision of the rewilding area.

(9.5) PARISH ALLOTMENTS: Allotment inspections to be carried out 14th June 2022.

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

(2) The Meads Allotments: No matters arising.

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(10) MONTHLY ACCOUNTS:

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

(11) ITEMS FOR NEXT AGENDA:

(1) Parish Council Open Office, The Coffee Tavern (ground floor)

Tuesday 14 June 2022, 10am-12noon

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

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 Friday 24 June 2022.

(12) MEETING CLOSED: 21:39hrs