

EATON BRAY PARISH COUNCIL

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

EATON BRAY PARISH COUNCIL MEETING MINUTES MONDAY 4th September 2023, 7:30PM, THE COFFEE TAVERN

ATTENDANCE

Parish Councillors: Cllr Marie Brewer (Chair), Cllr Mark Tomkins (vice-Chair), Cllr Richard Ball, Cllr Sue Cappella, Cllr Joan Conner, Cllr Jo Secker

Members of Public: x3

Others: Ward Cllr Philip Spicer, Parish Clerk

(1) APOLOGIES FOR ABSENCE:

(1.1) Bedfordshire Police were not in attendance.

(1.2) Cllr Adriana Cappella sent his apologies for absence.

(2) SPECIFIC DECLARATIONS OF INTEREST:

(2.1) No declarations were raised at this point of the meeting.

(3) PUBLIC OPEN FORUM:

(3.1) The developer of the land in Tring Road, Wellhead, introduced themselves to the Parish Council. They explained their proposals regarding outline planning for the development this site. The Parish Council informed the developer, that at this stage they are unable to make a comment, decision will be made upon receipt of the Planning Application.

(3.2) James O'Brien addressed the Parish Council. He explained his connection with the parish, experience, and interest in becoming a Parish Councillor. It was put to the Parish Council that James O'Brien joins the council. Proposed, seconded, all agreed. The Parish Council welcomed Cllr James O'Brien to the table.

(4) SIGNING OF MINUTES:

(4.1) Meeting of Eaton Bray Parish Council, Monday 3rd July 2023

It was proposed to unanimously accept the minutes. Proposed, seconded, all agreed.

The Chairperson signed the minutes.

(4.1) Monthly Update, 8th August 2023

It was proposed to unanimously accept the Monthly Updates for August 2023. All agreed.

(5) MATTERS ARISING FROM MINUTES

(5.1) Greenways/Knights Close parking improvements: On CBC plan, currently at draft design stage. Matter moving forward.

(5.2) Landscape buffer: Cllr Ball to forward photos/location of the two dead trees to the Clerk.

(6) REPRESENTATIVES

(6.1) CENTRAL BEDFORDSHIRE COUNCIL (CBC): Ward Cllr Philip Spicer

(1) Road dressing to be carried out in Eaton Bray – Bower Lane/High Street.

(2) Sinkhole opposite church. The matter has been reported by residents, Cllr Spicer has chased CBC on this matter.

(3) Cherry Trees, Wallace Drive. CBC will be carrying out work to the trees, to tidy/cut back.

(4) Survey – CBC priorities. The survey deadline was extended for replies.

(5) CBC Budget. Cllr Spicer is waiting to understand the allocations under the CBC budget.

(6) Fly-tipping. A reminder to all residents to report any issues on FixMyStreet.

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- (7) Cold callers. Concerns have been raised regarding cold callers going around the area, knocking on door regarding work. Residents need to be made aware of these concerns. Clerk to put information on Facebook/Focus about these concerns, to be aware. All agreed.

(6.2) BEDFORDSHIRE POLICE: No representatives for Bedfordshire police were in attendance.

(7) PLANNING REPORT:

(7.1) Eaton Park development. The Parish Council had a meeting with representatives from the Eaton Park development (outline planning approved). The council put forward concerns regarding the site when being developed, i.e., site location, adjoining Neighbours, drainage, etc. The initial design covers a range of house types, parking provisions, sustainability. Potential S106 money is available to the Parish Council, to be confirmed once final development approved; money would be released after completion of the development.

(7.2) No matters to report.

(7.3) Planning Applications:

(1) Planning Application – CB/TCA/23/00366 – Church Farm, 2 High Street, Eaton Bray, LU6 2DL
Proposal: Works to trees within a Conservation Area: T1 Weeping Willow tree to be reduced by 30%, T2 Beech tree to have the canopy raised to approx. 3M and G1 Conifers to be reduced approx. 4M high.

Comment: No objection, subject to decision of Tree Officer. All agreed.

(2) Planning Application – CB/23/02746 – 11 Bower Lane, Eaton Bray, LU6 1RB

Proposal: Single storey rear extension.

Comment: No objection, subject to decision of the Planning Officer. All agreed.

(8) BUSINESS MATTERS:

(8.1) VILLAGE RECREATION GROUNDS:

(1) Play Inspection Report: Cllr Cappella to look through the report and report back to the Parish Council at the October meeting. All agreed.

(2) Additional seating: Cllr Secker put forward proposed costs for the bases to the picnic tables/benches, currently coming in around £12K. The Tennis Club and another sponsor have offered to contribute towards these new benches. Cllr Secker to draft a letter to the Tennis Club/Sponsor, setting out the proposed costs/designs, to understand what their contribution to this project would be. All agreed. To bring forward to October meeting.

(8.1.1) School Lane:

(a) Signage: Due to continued damage to the play area signage, it was proposed to replace with strong /cast iron signs, bolted onto the play area fence. All agreed. Clerk to action.

(b) Play Equipment Service – Zip Wire: The costs for twice-yearly maintenance of the zip-wire presented to the Parish Council. Proposed, seconded, all agreed. Clerk to action.

(8.1.2) Holmans Field: Quotes for fencing work were presented to the Parish Council. It was recommended an access gate also be fitted within the fencing. Cllr Tomkins to meet with the fencing contractor. All agreed. It was proposed the Parish Council approve the work to be carried out due to concerns with the ditch depth. Proposed, seconded, all agreed.

(8.1.3) The Rye Ground:

(a) Gate at top end (by The Rye triangle): New gate spring closure ordered. Approved.

(b) P.S.P.O. [Public Space Protection Order]. The Parish Council to investigate this further. Cllr Brewer contacted CBC to find out more about this, awaiting reply. The Parish Council has a Byelaw regarding horses in this location; 'Horses – The riding or driving of horses or ponies is prohibited.'

(8.2) BUSINESS MATTERS:

(1) Mill End Close/Waterside: Fencing installed, gate/return to be fitted.

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(2) Annual Monitoring/Patch of Parish: A reminder to Parish Councillors that all forms need to be completed/returned to the Parish Clerk. An amendment was made to the 'Patch Map' – Cllr Brien = patch 9, Cllr Ball = patch 6. Approved.

(3) OS Mapping: Parish Online – yearly cost £153.60 p/a. Clerk to subscribe/pay fee. All agreed.

(4) WhatsApp: The Eaton Bray Parish Council WhatsApp Group is now up and running.

(5) PC Laptop/back-up: Cllr Ball and Clerk to get together to look at options available.

(6) Village Handyperson Contract Review: It was proposed to renew the Village Handyperson Contract.

(7) Ground Maintenance Contract - Addendum / Meads Allotment and Church Lane Hedge.

Quotation to cut back the overgrown hedge at the back of The Meads allotment onto Church Lane. Approved. Addition to GM contract – waiting for costs.

(8) Parish Gardener:

(a) War Memorial Garden – costs for work coming in around £20 p/hr. Proposed allocated budget for spend is £500. All agreed.

(b) War Memorial – to look at making a more permanent fixing to hold the wreaths in place. Cllr O'Brien to look into . All agreed.

(9) EB Lions Agreement: (a) The Rye (b) Holmans Field. The current agreement details to remain, with an amendment to the fee per field, to increase to £325. Proposed, seconded, all agreed. EB Lions must ensure the car park is being fully utilized and that cars are parked on the adjacent roads as per the agreement.

(8.3) HIGHWAYS MATTERS:

(1) V.A.S. signs: the solar panel is installed, final fitting to be carried out this month.

(2) Wallace Drive/Road Surface: Scheduled to be completed, date to be confirmed.

(3) HGV Road Signage: Matter ongoing.

(8.4) VILLAGE ENHANCEMENTS/EVENTS:

(1) Christmas Working Group: No matters to report. Clerk to send out wreath sponsor letters.

(2) Litter Picking: Cllr Secker is looking at holding the village Litter Pick on Saturday 14th October. Cllr Secker to confirm details to the Clerk to place advertisements in Focus/Facebook. Proposed to purchase bag hoops (10 hoops) to help the litter pickers when filling bin bags. All agreed.

(3) School Lane lighting: Matter ongoing.

(4) D-Day 80th Anniversary, 6th June 2024: Date noted, currently nothing planned.

(8.5) TENDERS/QUOTATIONS: No quotations were presented at this point of the meeting.

(9) REPORTS:

(9.1) PARISH COUNCIL CHAIRPERSON:

(9.1.1) Correspondence:

(1) Email from Cricket Club: Clerk to look into registering the land, deeds held in office deed cabinet. As far as the Parish Council are aware, there is currently no S106 money available, suggest the club make an enquiry with Cllr Philip Spicer/CBC.

(2) Email – CBC Public Space Protection Order: See minutes page 2020, item (8)(8.1)(8.1.3)(b).

(3) Email from resident regarding traffic/highways matters in Northall Road. This does not come under the jurisdiction of the Parish Council, Clerk to forward email to CBC/Cllr Spicer to action.

(4) Email – Digital Mapping: See minute page 2021, item (8)(8.2)(3).

(9.1.2) No matters to report.

(9.2) PARISH CLERK:

(9.2.1) Parish Office Surgery:

(1) Tuesday 14th July 2023:

(a) Cllr Brewer organised front door keys/car park remote to give to the builder. Refurbishment works planned to start 11th July 2023.

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(b) Cllr Conner organised for the Parish Office key to be available to allow the room to be used for storage and access to current hall users when refurbishment work is carried out.

(2) Tuesday 8th August 2023:

(a) Resident concerned regarding bus stop signs being covered by overgrown trees/hedging. Needs to be trimmed back.

(b) Resident wanted to know more details regarding village litter pick and the Parish Council's project regarding installing benches within the parish recreation grounds. The clerk to forward Cllr Seckers details. Approved.

(9.2.2) Parish Clerk's Report:

(1) Bower Lane land: Clerk to find out size of land for Land Registry application. Approved.

(9.3) PARISH AMENITIES/VENUES:

(1) Cottage/The Coffee Tavern:

(a) Snagging work to the internal fire door has been completed.

(b) There is an overflow from the water heater in the kitchen, dripping out of the pipe into the neighbouring cottage. The clerk to contact builder regarding extending the pipe so any overflow water can be directed into the nearby drain. Approved.

(c) New electrical certification: Request put in, waiting for new certificate to be sent.

(d) Quotation for CT Wall and garage. To obtain additional quotes for the two pieces of work. All agreed. Clerk to action.

(e) Indoor bins – new bins have been installed.

(f) Fire Alarm/Lighting test: Passed. The equipment is old, exceeding the manufacture life span. Recommendation new system/devices. Forwarded to CT Trustees to action.

(g) Car Park barrier: Remote control not working, trying to find suppliers who can carry out repair/service of the remotes to ensure they can be repaired if/when needed. All agreed.

(2) Village Hall: No matters to report.

(3) Tennis Club: No matters to report.

(4) Cricket Club: See minutes page 2021, item (9)(9.1)(9.1.1)(1).

(9.4) PARISH BURIAL GROUNDS:

(1) Bower Lane Cemetery: Proposed Memorial Garden – Clerk to chase MWAgri Ltd for design/costs. All agreed.

(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) Allotment Inspection due to be carried out Tuesday 12th September 2023.

(b) A request for the installation of Beehives on an allotment plot in The Meads was put to the Parish Council. Proposed request refused. All agreed.

(10) PARISH COUNCIL ACCOUNTS:

(10.1) Monthly Accounts

(1) To resolve to pay August 2023 accounts: Proposed, seconded, all agreed.

(2) To confirm payment of July 2023 accounts (Monthly Update, 8th August 2023). Approved.

(10.2) Parish Accounts:

(1) Savings Accounts: Clerk is in the process of transferring money into agreed saving accounts.

(2) SCRIBE: Cllr Ball, Cllr Brewer and clerk to go through the accounting system and agree cost/payment codes. All agreed.

(11) PARISH COUNCIL REMINDERS:

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

(1.1) Tuesday 12th September 2023, from 10am-12noon.

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- (1.2) Tuesday 10th October 2023, from 10am-12noon.
- (2) Next Meeting: Parish Council Meeting, The Coffee Tavern (1st floor)
 - (1) Monday 2nd October 2023, from 7:30pm.
 - (2) Monday 6th November 2023, from 7:30pm.
- (3) Agenda items: Parish Councillors to forward any items for the next Parish Council Meeting to the Parish Clerk by Friday 22nd September 2023.

The Chairperson closed the meeting at: 21:31 hrs.

SIGNED FOR AND ON BEHALF OF EATON BRAY PARISH COUNCIL

APPROVED – EATON BRAY PARISH COUNCIL MEETING

SIGNATURE:

PRINT NAME:

DATE: