

# EATON BRAY PARISH COUNCIL

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## EATON BRAY PARISH COUNCIL MEETING MINUTES MONDAY 2<sup>ND</sup> OCTOBER 2023, 7:30PM, THE COFFEE TAVERN

### ATTENDANCE

**Parish Councillors:** Cllr Marie Brewer (Chair), Cllr Adriano Cappella, Cllr Sue Cappella,  
Cllr Joan Conner, Cllr James O'Brien, Cllr Jo Secker

**Members of Public:** x2

**Others:** CBC Ward Cllr Philip Spicer, Heidi Head-Parish Clerk

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

(1.1) Bedfordshire Police were not in attendance.

(1.2) Cllr Richard Ball and Cllr Mark Tomkins sent their 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) No matters were raised.

### **(4) SIGNING OF MINUTES:**

**(4.1) Meeting of Eaton Bray Parish Council, Monday 4<sup>th</sup> September 2023**

(1) An amendment to minutes page 2019, item (1)(1.2) 'Adriana' amended to 'Adriano'.

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

The Chairperson signed the minutes.

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

(5.1) Playground signage: Clerk to action.

(5.2) The Rye Gate: Awaiting replacement closing mechanism.

(5.3) Addendum to Ground Maintenance Contract – Allotment hedge: Clerk to chase for costs.

### **(6) REPRESENTATIVES**

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

(1) Potholes: Cllr Spicer has raised this matter again with CBC regarding the delay in getting repairs carried out. Road repairs are on the CBC highways plan for the end of the year.

Provisional date for repair work to Wallace Drive is 10<sup>th</sup> October 2023. Cllr Spicer will be meeting with CBC highways in November regarding these ongoing issues.

(2) Match Funding: Cllr Spicer has some grant/funds available for small groups. Interested parties to contact him direct with requests for consideration.

(3) CBC are looking into increasing car parking charges with Leighton Buzzard/Dunstable areas.

(4) Sand quarry (near to McDonalds roundabout, Leighton Buzzard). Plans have been submitted for improvements. CBC have gone out for comments. Cllr Spicer to forward details/planning number to the Clerk to enable the Parish Council to comment. All agreed.

(5) The Rye - road surfacing: Unable to comment at this stage on this matter. Cllr Spicer to obtain clarification on this and let the Parish Council know what is happening.

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

### **(7) PLANNING REPORT:**

(7.1) No matters to report.

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(7.2) No matters to report.

## **(7.3) Planning Applications:**

### **(1) Planning Application – CB/23/03000 – The Outbuildings, Farmers Lane, Tring Road**

Proposal: Demolition of retail unit, removal of hard surfacing/other structures, erection of detached dwelling.

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

### **(2) Planning Application – CB/23/03094 – Land adjacent to Moor End Lane, 1-7, Eaton Bray**

Proposal: Outline Application: Erection of one dwelling access onto Moor End Lane.

*Comment: The application is very vague. There is insufficient information on the application to enable the Parish Council to make a comment. The Parish Council would like more details, i.e., size of house, style of house, location within the land. All agreed.*

## **(8) BUSINESS MATTERS:**

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

(1) Play Inspection Report: A summary of the inspection report has been forwarded to all Parish Councillors. It was suggested the Parish Council consider setting up a maintenance contract for regular inspections of the play equipment. Cllr Sue Cappella to investigate further. The Clerk to forward a copy of the Parish Council insurance policy for information. All agreed.

(2) Additional seating: Cllr Secker sent emails, together with design/costs, to potential sponsors for the benches/picnic tables. Waiting for response. Costs for the benches, including ground works = School Lane £12,061 (inc. VAT), The Rye £11,965 (inc. VAT). B/f November PC Meeting.

#### **(3) School Lane:**

(a) MUGA.: Cllr O'Brien looking into options regarding installing a MUGA in the recreation ground. Proposed location - current basketball court. Cllr O'Brien to look at different designs/costs.

(4) Holmans Field: No matters raised.

#### **(5) The Rye Ground:**

(a) Noticeboard: It was proposed to install a noticeboard at The Rye Ground. Cllr O'Brien to look into further. All agreed.

### **(8.2) BUSINESS MATTERS:**

(1) Mill End Close/Waterside: Fencing and gate installed. Clerk to pay contractor. Approved.

(2) Ground Maintenance Contract – Addendum: Clerk to chase contractor for costs.

(3) Bus Stop: To consider relocating the bus stop/sign at Market Square. Cllr Spicer to speak with CBC regarding moving the bus stop sign to the bench.

(4) The Comp (location of old nurseries): There was discussion about putting a dog bin in this location, however this is a private road not a public road and therefore CBC will not empty. The Parish Council to look at putting reminder signs in this area. All agreed.

### **(8.3) HIGHWAYS MATTERS:**

(1) V.A.S. signs: Two new replacement speed signs have been fitted and are working. Cllr Tomkins to put together a report on the data received from the speed signs. B/f November PC Meeting.

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

(1) Christmas Working Group: No matters to report.

(2) Litter Picking: The next Village Litter Pick is on Saturday 14<sup>th</sup> October. Clerk to put a reminder on Facebook.

(3) School Lane lighting: Numerous factors involved in trying to get this project up and running, i.e., ecology report (additional cost to the Parish Council), mapping system - institute of lighting will not undertake designs unless based on top geographical survey to align with their software. There is an issue going solar, the lights would not have enough battery power to store charge for continuous lights, would need to consider an additional back up power supply. Cllr Adriano

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Cappella to look at costs for surveys, mapping system, etc. To also look into lighting controlled by sensors/movement. B/f November PC Meeting.

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

- (1) Business Post re-direction: 6-months £352. All agreed.
- (2) Memorial Garden: £765.00 (+vat). All agreed.

## **(9) REPORTS:**

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

#### **(9.1.1) Correspondence:**

- (1) Email from CBC: Salt Bag Scheme – Clerk to forward to EB Academy for information. Agreed.
- (2) Email regarding Planning Application CB/23/01249 – Clerk to forward Parish Council's response. Approved.
- (3) Email from resident regarding parking issues in parish. Clerk to respond. Not Parish Council jurisdiction, forward email to CBC/police for information. Approved.
- (4) Email from EB Academy regarding S106 money: Cllr Brewer previously communicated with the school regarding CBC contacts for S106 money. Clerk to reply suggesting the school get in touch with Cllr Brewer. All agreed.
- (5) Email from Lisa Scott, CBC regarding a Public Space Protection Order. The Parish Council currently has a Byelaw on parish land prohibiting horses/wheeled vehicles from recreation grounds. Any person/s ignoring this legal legislation can be prosecuted. However, evidence will be required, i.e., photographs/video. It was proposed that a noticeboard been fitted at The Rye to display the Byelaws and other required information. All agreed.

#### **(9.1.2) No matters to report.**

### **(9.2) PARISH CLERK:**

#### **(9.2.1) Parish Office Surgery:**

##### **(1) Tuesday 12<sup>th</sup> September**

- (a) The rings on the fitness gym (The Rye) are damaged and need to be removed. We need to see if they can be removed. Cllr Sue Cappella and Cllr Adriano Cappella to check to see what is involved/tools needed and remove if able. All agreed.
- (b) A large gap in the play area fence (School Lane) needs repair.
- (c) The large swing seat (School Lane) requires maintenance.

#### **(9.2.2) Parish Clerk's Report:**

- (1) The clerk is moving home, 6<sup>th</sup> October 2023. All council records need amending. Noted.
- (2) Car Park barrier: The Clerk is having problems finding a company who can repair the non-working keys. Currently the only option being recommended is a replacement electrical box for the barrier with a new set of remotes. The Clerk will continue looking.
- (3) Remembrance Day: The Parish Council has several lamp-post poppies in the Council store/garage. Cllr Cappella to check stock. Clerk to order additional fixings if needed. All agreed.
- (4) Loose gate, off Park Lane. Clerk to write to landowner.

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

#### **(1) Cottage/The Coffee Tavern:**

- (a) The plumber has been contacted to look at the overflow pipe at the rear of the Coffee Tavern. Awaiting reply.
- (b) Quote/invoice for works: Coffee Tavern garage/wall. Clerk to pay invoice. Approved.
- (c) The Coffee Tavern car park wall (side and front): Cllr Adriano Cappella/Cllr Joan conner to look at the walls and put forward suggestions to the council for improvement work. All agreed.
- (d) The Coffee Tavern front door: Clerk to get quote for repair. There is an eroding brick, creating a hole next to the door. All agreed.

#### **(2) Village Hall: No matters arising.**

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(3) Tennis Club: No matters arising.

(4) Cricket Club: No matters arising.

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

(1) Bower Lane Cemetery:

(1.1) Issues with Ground Maintenance:

(1) Graves becoming covered with grass/leaves.

(2) Ivy on trees – needs removal.

(3) Hedge (adjacent to Café Masala) overgrown – needs cutting back.

(4) Hedge (back of cemetery) overgrown – needs cutting back.

(5) Shredding of dead bushes/trees (costs approved by the PC) has still not been done.

(6) Cemetery paths – need edging. Will need to consider repair due to cracking.

It was proposed the Parish Council write to the Ground Maintenance Contractor highlighting these issues, explaining the council is dissatisfied with the quality of the work in the cemetery.

Cllr Conner to put together a list/details and forward to the clerk to action. All agreed.

(1.2) Memorial Garden: Clerk to amend cemetery fees/records. All agreed.

(1) Proposed max height of plaques above ground 15cm/6" x 21cmx8.5" wide. The clerk to amend cemetery fees. All agreed.

(2) Cost £30 for parishioner, £60 non-parishioner.

(3) Applicant to complete a Memorial Garden application form and be responsible for sourcing the plaque.

(2) St. Mary's Churchyard:

(2.1) War Memorial: Cllr O'Brien is looking into options on how to secure the Poppy Wreaths at the War Memorial to ensure they stay in place. Cllr O'Brien spoke with a company who supply suitable bespoke fittings. One option is to have a rail made for the front/sides of the memorial in which to display the wreaths. Cllr O'Brien to obtain costs. B/f November PC Meeting.

## **(9.5) PARISH ALLOTMENTS:**

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

(2) The Meads Allotments: No matters arising.

(3) Allotment Inspection: Tuesday 12<sup>th</sup> September 2023.

- There are 39 allotment plots.

- Excellent condition: 31 plots.

- Fair condition – to be monitored: 5 plots.

- Poor condition – not cultivated according to Tenancy Agreement: 2 plots.

- Potential vacant plots to LET: x3 plots.

## **(10) PARISH COUNCIL ACCOUNTS:**

### **(10.1) Monthly Accounts**

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

(2) Amendment to Monthly accounts sheet:

Bird & Worm Garden Services – amended from £390 (inc vat) to £7615.93. Approved.

### **(10.2) Parish Accounts:**

(1) Savings Accounts: To enable transfer of funds within the savings account, Cllr Brewer/Cllr Ball were required to sign an approval form. All agreed.

(2) SCRIBE: Cllr Ball, Cllr Brewer and clerk in process of inputting payment codes.

### **(10.3) Notice of conclusion of the audit: Annual Return y/e 31 March 2023. Noted.**

(1) Copy of completed audit to go onto the Parish Council Website.

(2) Audit notice of conclusion displayed on the Parish Council noticeboard, 3<sup>rd</sup> October 2023.

## **(11) PARISH COUNCIL REMINDERS:**

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

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- (1.1) Tuesday 10<sup>th</sup> October 2023, from 10am-12noon.
- (1.2) Tuesday 14<sup>th</sup> November 2023, from 10am-12noon.
- (2) Next Meeting: Parish Council Meeting, The Coffee Tavern (1<sup>st</sup> floor)
  - (1) Monday 6<sup>th</sup> November 2023, from 7:30pm.
  - (2) Monday 4<sup>th</sup> December 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 27<sup>th</sup> October 2023.

**The Chairperson closed the meeting at: 21:30 hrs.**

**SIGNED FOR AND ON BEHALF OF EATON BRAY PARISH COUNCIL**

APPROVED – EATON BRAY PARISH COUNCIL MEETING

SIGNATURE:

PRINT NAME:

DATE: