

MINUTES OF THE EATON BRAY ANNUAL PARISH COUNCIL MEETING HELD
ON Tuesday 11th May 2004 at 7.30 p.m.

PRESENT: Cllr R Bagni (In the chair)
M Beal
D Marriage
M Heyland
R Windmill
L Tribbick
D Hayes
D Pearson

IN ATTENDANCE: T Littley (Clerk)
ALSO PRESENT: Peter Rollings

APOLOGIES: Cllr Janes

PC 431 NEVILLE JOHNSON:

PC Johnson attended the meeting to introduce himself as the new beat officer, replacing Chris Pollard. PC Johnson will have the same mobile number – 07949 916865. Neville will be covering 9 villages as well as Linslade. As well as coverage from Neville, PCSO's will still be patrolling the area. Comments included that evening patrols would be most effective. Numbers to ring are; 07949 916865 – Calls can be taken when on shift
Or messages can be left.
01582 473418 – Leighton Buzzard Police Station
01582 471212 – Dunstable Police Station
999 – Emergency.

PC Johnson was asked whether he could attend periodic meetings, and also when there is a specific problem, which he is happy to do. The Youth Club have also asked whether he could attend a session, Clerk to liaise with Neville.

The village fete has been organised for 3rd July, it was asked whether assistance could be provided along with cones for this event. Clerk to liaise.

ELECTION OF CHAIRMAN:

Cllr Marriage nominated Cllr Bagni, no other nominations, seconded Cllr Heyland. 5 in favour, 2 abstained. Cllr Bagni accepted the post of Chairman.

ELECTION OF VICE-CHAIRMAN:

Cllr Heyland nominated Cllr Beal, no other nominations, seconded Cllr Pearson. All in favour. Cllr Beal accepted the post of Vice-Chairman.

APPOINTMENT OF COMMITTEES: Village Hall Committee to be deferred until the next meeting. Clerk to obtain information regarding indemnity of members as trustees of the charity. All other committees have been reformed; details will be attached with the next month's minutes.

ACTION

Clerk

Clerk

Clerk

SPECIFIC DECLARATIONS OF INTEREST:

Page Number	Member declaring Interest	Present or Absent during discussion
968	Cllr Beal	Present
967/68	Cllr Bagni	Present
968	Cllr Marriage	Present
968	Cllr Hayes	Present

Nature of Interest

Cllr Beal – Youth Club Treasurer
Cllr Bagni – Member of Village Hall Committee.
Cllr Marriage – Secretary of Sports & Social Club.
Cllr Hayes – Personal Planning Application.

CHAIRMANS COMMENTS:

Beds Heartlands – Meet the Primary Care Trust Evenings – invitation for two representatives of the P.C. to attend an evening on 22/6. Cllr Heyland to inform Clerk whether she can attend.

Cllr Heyland

Beds County Council – Plans and documents for the proposal of South Beds Waste Management, Recycling and Processing Centre – for a 5 year period. Location Goswell Yard, Billington Road, Stanbridge. Observations to be returned by 2 June 2004. Cllrs Windmill and Marriage to return comments to the Clerk.

Cllrs
Marriage &
Windmill

Items placed in the circulation file:

- SBDC – Minutes of Executive Meeting, 30/3.
- SBDC – Minutes of Standards Committee Meeting, 23/3.
- SBDC – Notice of Meeting, Licensing Sub Committee, 15/4.
- SBDC – Information Reports – April 2004.
- SBDC – Notice of Meeting, Executive Committee, 20/4.
- SBDC – Notice of Meeting, Planning Committee, 21/4.
- SBDC – Notice of Meeting, Licensing Committee, 22/4.
- Flood Action – newsletter.
- Chalk & Trees – newsletter.
- SBDC – Notice of Meeting, Rural Management Committee, 5/5.
- SBDC – Minutes of Executive Meeting, 20/4.
- Beds Playing Fields Association newsletter.
- Raynesway – Gully emptying.
- Local Council Review – Magazine.
- SBDC – Notice of Meeting, Planning Committee, 12/5.
- SBDC – Notice of Meeting, Executive Committee, 11/5.
- SBDC – Information Reports – May 2004.
- Beds Bugle.

MINUTES OF THE LAST MEETING:

5/4/04 – P.C. meeting – Page 956 delete ‘will be around July’ add ‘is in June, Cllr Hayes will report back to the PC in July’. These were then signed as a true record of that meeting.

14/4/04 – G.P. Committee meeting – These were signed as a true record of that meeting.

CLERK’S REPORT:

Clerk reported of extra tasks that John Hopwood has completed for April

- Replaced cottage fence panel
- New garage door lock
- Replaced saddle on spring animal in School Lane rec.
- Removed lower branches of trees at St Mary’s churchyard.
- Litter picking at The Coffee Tavern car park.
- Helped installed kissing gate.
- Installed litter bin at School Lane rec.
- Cleared a bonfire site erected by youths at School Lane Rec.
- Removed a car seat from the stream at School Lane rec.
- Cleared bags of glass bottles etc. left by the side of the bottle banks.

The Chairman thanked the Cllrs involved in the installation of the kissing gate.

MATTERS ARISING:

Clerks Hours of Contact: Cllrs felt that the Clerk’s contact hours were appropriate.

Rural Housing: No further information received. Clerk to chase.

Clerk

Tobacco Bill board Advertising: An officer from SBDC has visited the site and has found no such advertising. Any further complaints should be directed to Highways at County Hall. A call received from the area manager of Unwins informed the Clerk that any advertising is always checked and done legally.

Rural Issues Committee Budget: Clerk has written to the Chairman of the Council concerning the lack of budget awarded to the Committee. Response from SBDC confirming that capital budget of £20k is available to support projects in rural areas and a revenue budget of £11,500 also exists which enables financial support to ongoing partnerships, projects and activities. Clerk to ascertain what the budget amounts are for Town Councils and to again ask the question regarding equal budgets for Town and Parish Councils.

Clerk

Harling Road Sign: Clerk has again reported this to Highways that the sign has been flattened and is not visible to drivers.

Clerk

The Coffee Tavern: A quotation has not been received from David Granger for the re-soiling and re-seeding of the car park. Clerk to chase. The boiler has now been serviced and an annual maintenance contract has been set up. Cllr Bagni to speak with John Bailey regarding whether the PC can repay John for the skip.

Clerk
Cllr Bagni

Apples & Orchards Project: Clerk has chased Steve Halton; he is extremely busy dealing with other matters within his office but has said that he will forward an article to Focus.

Youths & Police: Response received from the Post Office states that monitoring of the sale of alcohol is always paramount, and should issues arise that the purchases were for minors then persons would be refused alcohol and reported to the Police. The staff at the Eaton Bray News Food & Wine has always worked with the P.C., Police and Villagers to address issues concerned in this matter.

A telephone call was received from the Area Manager of Unwins, to state that the letter sent

to the village branch did not request a reply, but the Manager assured the Clerk that staff are vigilant in ensuring that alcohol is not sold to minors or to those supplying to minors.

St Mary's Trees: David Granger has not removed the roots and did not quote for that. Cost of removal would be around £150. D. Granger advised that he could cut it back more and kill off the stump and that it is not a danger to people walking by. Cllr Marriage and Peter Rollings to look at stump. D. Granger also advised that the weeping ash that has been reduced is completely hollow all the way to the top, with squirrel nests located throughout. He felt that the tree is fairly dangerous and would be blown down in a gale. The PC was happy with the tree survey carried out by SBDC – Tree Officer and that the tree is safe.

Cllr
Marriage &
Tree Warden

The Cottage: John Hopwood has replaced the garden fence that was blown down. John H. is also obtaining new keys for the garage lock

'No Alcohol Zone': Cllr Janes was not present at the meeting, defer until June meeting.

The Cemetery: Clerk has reviewed the plots and it would appear only one grave is misplaced; the paperwork has now been amended.

Tenders Procedure: A query was raised as to whether it was appropriate to list contractors and their bids in the minutes. A suggestion that tenders could be opened at a G.P. Committee meeting was made. Clerk to check validity of tender rules and procedures.

Clerk

Matters to be discussed at this meeting arising from the Annual Parish Meeting – Monday 10 May 2004.

Bower Lane 30mph road sign: Clerk has reported to Highways that the sign has been turned and that a more secure fastening is needed in order that the sign cannot be turned. The hedge by this sign is overgrown. Clerk to write to resident.

Clerk

The Rye/Totternhoe Road Junction: Clerk has E-mailed Gary Baldwin at Beds C.C. to ascertain information and costs involved, a reply stated that this junction is not a priority for Beds C.C. as it does not have an established accident record, but to liaise with the Highways Partnership Scheme as they may have the budget to do this. Clerk to contact.

Clerk

The Focus Magazine: Clerk to inform Focus of dates for forthcoming PC meetings, to be included in the 'village diaries'. Also it was noted that last month's edition carried an extremely edited version of the April minutes, Clerk to ascertain whether there has been a change in their editing policy.

Clerk

The Meads Bus Shelter: G.P. Committee to discuss whether it would be appropriate to install a litter bin at this location.

G.P. Comm.

Clarification of St Mary's Wall payment: The payment of £3410.00 was made in December 2002. Thus making the payment included in Financial Year 2002/2003. 14sqm of wall needs to be completed. As agreed in the minute's page 934, it was resolved that P. Burdett would complete the remaining works at a cost of £158.00. Works were to be completed in Spring 04, Clerk to chase.

Clerk

REPORT FROM THE G.P. COMMITTEE MEETING – 14/4/04:

Financial Regulations Model 2 – The amendments have been considered and have been included in the circulation file for review by all Cllrs.

All Cllrs

Clauses for Tender – Cllr Marriage proposed that the new clause should be included in the

contract conditions, seconded by Cllr Beal, unanimous. Clerk to amend and issue Cllrs with a copy.

Clerk

Rye Car Park Upgrade – Clerk to obtain further information on works completed by the favoured contractor and issue to G.P. Cllr Marriage proposed that a further site visit with the contractor be arranged, seconded by Cllr Pearson, unanimous.

Clerk
G.P. Comm.

Bench seat – G.P. recommended that the bench would be most used within School Lane Rec., agreed by the P.C. Cllr Marriage proposed that the exact site be located by G.P., seconded by Cllr Pearson, 6 in favour, 1 against, 1 abstained.

G.P. Comm.

Next G.P. meeting, Thursday 20th May, 7.30 p.m. in The Coffee Tavern.

DISTRICT AND COUNTY & OTHER REPRESENTATIVES:

No items to report.

RESOLVE TO APPOINT INTERNAL AUDITOR:

A discussion was held on the need to put in place risk management procedures. Cllr Piggott had recommended at the Annual Parish meeting that a 3 year forecast be adopted. Cllr Tribbick proposed that a Finance Committee be set up, seconded by Cllr Bagni, unanimous. Cllr Tribbick to chair this committee, and members to include Cllrs Beal, Bagni, and Heyland as the core group, and other Cllrs being called upon as necessary.

A discussion was held on the re-appointment of Internal Auditor, Mr Ray Foster, Cllr Windmill proposed that Mr Foster was re-appointed to carry out the end of year return for 2003/2004, seconded by Cllr Heyland, 4 in favour, 3 against, 1 abstained.

HIGHWAYS AND TRAFFIC CALMING:

A quotation has been received for £2925.00 plus VAT to replace the traffic sensors along Bower Lane. A previous verbal quote of £1750 was obtained in 2003; Clerk to contact TSS to ascertain why there has been a substantial increase.

Clerk

Clerk has set up a meeting with Raynesway on Wednesday 26 May, to discuss further carriageway repairs. To include the Totternhoe gateway roundel, this again is peeling.

Clerk

Response from Highways regarding 30mph repeater signs around the periphery of the village is that all have sufficient street lighting and 30 mph could not be legally provided. Cllrs felt that other locations did have examples of signs being in place despite the street lighting. Cllr Marriage to obtain information.

Cllr
Marriage

THE VILLAGE HALL:

Cllr Bagni resigned as Trustee to the Village Hall.

The Cllrs were issued with copies of letters between Norman Lee, the Church, and Solicitors. In brief the Trustees and the Church would wish the same outcome as that of the PC.

The VH Trustees have requested that a letter of intent be issued to the contractor subject to the satisfactory lease being agreed between all parties. The lease must be in place before the grant is handed over.

Cllr Bagni proposed that the Parish Council grant the balance of £85k to the VH Trustees

subject to approval of the lease, for use of refurbishing the hall in conjunction with the Joint Working Party. The monies will be released at certified stage payments, seconded by Cllr Hayes, unanimous.

Cllr Hayes proposed that the Clerk issue a statement of monies already spent, seconded by Cllr Heyland, unanimous.

Clerk

Cllr Marriage proposed that the Clerk determines the processes and timings of drawing down the loan, seconded by Cllr Beal, unanimous.

Clerk

Invoice from KJM Todd for £2,312.40 – To provide tender documentation, obtain tenders carry out duties of the planning supervisor, as per quote 24/6/03. Agreed to pay.

Invoice from Blenheim Environmental Services £470.00 – To provide an asbestos survey. Agreed to pay.

REPORTS:

Eaton Bray Lower School: Cllr Heyland reported that the head teacher, Ros Jacklin will be leaving at the end of this term. OFSTED inspectors have visited the school, although no report has yet been received, it would appear that the inspection was satisfactory.

Youth Club: Cllr Beal reported of a good attendance level and no further issues to report.

Sports & Social Club: Cllr Marriage reported that the Club are reviewing their financial situation and a review of the football pitch and its maintenance. A new football team have approached the club to request whether they could play matches on the rec. The PC agreed that they would be happy for the Sports & Social Club to decide upon this request.

P.A.I.N. London Luton Airport: No items to report.

NEXT AGENDA:

No items to report.

PLANNING:

Following the Annual Parish meeting whereby a resident from Church Lane asked the PC to consider a request from Anglian water to be able to gain access to the main sewage via the allotments – Drawings were provided to the Cllrs to show clearly what the situation would involve. Agreed: that a legal document which ties to the property and not the resident be drawn up to state that any damage caused by the water board to PC land or property would be paid for by the resident of 45 Church Lane, Eaton Bray. All costs for this legal document, including approval by the PC Solicitor are to be borne by the resident. Clerk to forward details of PC Solicitor to resident.

Clerk

No objections were raised on the following applications;

SB-TP-04-0358 Erection of two storey side extension to provide annexe accommodation Loft conversion and front porch, 14 Park Lane.

SB-TP-04-0414 Erection of two storey rear extension, 1 Icknield Way, Tring Road.

SB-TP-04-0468 Erection of conservatory to rear, 37 Wallace Drive.

SB-TP-04-0516 Erection of first floor rear extension, Church View, Church Lane.

SB-TP-04-0517 Erection of first floor rear extension, side porch and replacement double garage, 3 Jubilee Cottages, Tring Road.

SB-TP-04-0539 Insertion of rear dormer window and alterations to roof, The Chalet, Church Lane.

SB-TP-04-0554 Erection of conservatory to rear, 26 High Street.

Decisions made by District Council

Notice of Grant of Planning Permission;

SB-TP-04-0178 Erection of part two storey, part single storey rear extension, 22 School Lane.

Notice of Approval of Reserved Matters;

SB-TP-04-0173 Erection of one detached dwelling (reserved matters) (resubmission) Land between 57/59 Bower Lane.

Cllr Beal proposed that the accounts for April were paid, seconded by Cllr Windmill, unanimous.

ACCOUNTS:

PAYEE		AMOUNT	V.A.T.
Mr Hodge	Windows (C.Tav)	8.00	
Mrs Hignell	Caretaker (C.Tav)	83.33	
	Materials	3.73	
John Hopwood	Maintenance	174.10	
John Hopwood	Expenses	102.43	
Inland Revenue	PAYE	49.90	
David Granger	Ground Maintenance	No invoice	
	+ additional work	569.88	84.88
David Granger	Hedging & shrubs	103.28	15.38
T Littley	Clerk	448.76	
British Gas	Electric (C/Tav.)	11.01	0.52
Gates Plumbing	Boiler service (C/Tav.)	58.75	8.75
KJM Todd	V.Hall	2312.40	344.40
Austin's Solicitors	Advice on lease	323.15	48.15
Allianz & Cornhill	Insurance	1933.24	
Blenheim Environ. Services	Survey – V. Hall	470.00	70.00
	TOTAL	£6676.03	£573.23

INCOME

Mr Bailey	Cottage Rent	235.00
Lettings	Coffee Tavern	196.00
EBS&SC	Loan	*
Lloyds TSB	Interest	*
Bank of Ireland	Interest	*
Allotment rent	New plot	2.50
Allotment rent	Late payment	5.00
	TOTAL	£

Dated this day of 2004