

Burrough Green Annual Parish Council Meeting

Minutes of Monday 21st May 2018 held in Reading Rooms at 8:23pm

Councillors present: Cllr. J. Batting, Cllr. K. Simpson, Cllr. A. Harris, Cllr. A. Khan, Cllr. V. Mustoe & Cllr. M. Penhaligan

Present: Clerk – Vicky Bright.

<p>18/05/1</p>	<p>Meeting opened at 8:23pm ANNUAL COUNCIL BUSINESS Election of Chairman: Cllr. Jo Batting was proposed by Cllr. Khan and seconded by Cllr. Harris. Cllr. Batting was elected following a majority vote for and Cllr. Jo Batting accepted the position of Chairman for the year 2018-2019.</p> <p>To Receive the Chairman's Declaration of Acceptance of Office: Cllr. Jo. Batting signed the declaration of office of Chairman for the year 2018-2019 and this was witnessed and countersigned by the Clerk.</p> <p>Thanks were extended to the Chairman for her hard work and dedication.</p>	
<p>18/05/2</p>	<p>Chairman's Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)): The Chairman welcomed everyone. Apologies: Cllr. Greg Way Absent: None</p>	
<p>18/05/3</p>	<p>Election of Vice Chairman: Cllr. Greg way was proposed by Cllr. Khan and seconded by Cllr. Simpson. Cllr. Way was elected as Vice Chair for the year 2018-2019, following a majority vote for.</p> <p>To Receive the Vice Chairman's Declaration of Acceptance of Office: The Clerk is to arrange for Cllr. Way to sign his Declaration of Acceptance of Office after the meeting.</p>	<p>Clerk/GW</p>
<p>18/05/4</p>	<p>To Receive the Declarations of Office by Members: All members signed their declaration of office of Councillor for the year 2018-2019 and these were witnessed and countersigned by the Clerk.</p>	
<p>18/05/5</p>	<p>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III: None.</p>	
<p>17/05/6</p>	<p>Appointment of Councillor Responsibilities & Representatives on Outside Bodies: Resolved 18/05/6.01 The following was agreed; Representative on the Reading Rooms Committee – Cllr. V. Mustoe School Liaison – Cllr. A. Harris. CAPALC / SALC Liaison – Clerk. ECDC (Parish Forum) – As needed. Playground Inspections – Cllr. A. Harris Speed Watch – Jo Batting (Carla Nicholson) VAS Data – Cllr. M. Penhaligan (Mark Batting).</p>	

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- 18/05/7** **Appointment of the Responsible Financial Officer:**
Resolved 18/05/07.01
It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2018-2019.
- 18/05/8** **Adoption of the Annual Governance Statement and Internal Audit Report for 2017-2018:**
The Clerk presented the Internal Auditors written report; no significant or outstanding issues were highlighted.
Resolved 18/05/8.01
The Internal Audit Report was accepted and adopted.

Resolved 18/05/8.02
The Annual Return for 2017/2018 was scrutinised and the Annual Governance Statement Section 1 was adopted as a true statement by all Councillor's present and signed as such by the Chairman (JB) and the RFO.
- 18/05/9** **To Approve the Final Accounts for the Financial Year ended 31st March 2018:**
Expenditure for 2018/19 was £15,216.45, with income totalling £9,984.93. The balance in the Lloyds Treasurer account carried forward to 2018-19, as of 31st March 2018 is £13,664.71
Resolved 18/05/9.01
The final accounts and Bank Reconciliations for the financial year ended 31st March 2018 were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman (JB).

Resolved 18/05/9.02
Section 2 Accounting Statements 2017/18 of the Annual Return were approved and accepted by all Councillor's and signed as such by the Chairman (JB).
- 18/05/10** **To Review & Adopt the Budget for 2018/2019:**
Resolved 18/05/10.01
The projected budget for 2018-19 was scrutinised and approved and signed by the Chairman (JB).
- 18/05/11** **Review & Adoption of Financial Risk Assessment 2018/2019:**
Resolved 18/05/11.01
The Financial Risk Assessment for the financial year 2018-19 was reviewed and adopted by the Full Council and signed by the Chairman (JB).

Review Effectiveness of Internal Audit Procedure:
Resolved 18/05/11.02
The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, Mijan Ltd for the financial year 2018-19.
- 18/05/12** **To Consider any Annual Donations:**
Resolved 18/05/12.01

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Village Voice - £125.00
Playgroup - £100.00
Archive Group - £25.00
Play Area Grass Cutting Donation - £150.00

It was agreed that the Parish Council would pay for the Reading Rooms Annual Building & Contents Insurance Premium, and that emergency repairs carried out totalling £344, would total this year's donation.

Cllr. Ansa Khan left the meeting at 9:03pm.

ORDINARY COUNCIL BUSINESS

18/05/13

Minutes of the meeting held on 26th March 2018- LGA 1972, Schedule 12, para 41(2):

Resolved 18/05/13.01

The minutes of the meeting held on 26th March 2018 were adopted as true statements and signed by the Chairman (JB).

18/05/14

Correspondence:

ECDC Community Governance Review – Draft Proposals

Consultation runs until 25th June 2018 <http://www.eastcambs.gov.uk/elections-voting/review-polling-district-polling-places-and-polling-stations>

Cambridge & Peterborough Minerals & Waste Local Plan Preliminary Draft Consultation

16th May 2018 to 26th June 2018 www.cambridgeshire.gov.uk/mwlp

ECDC Provision of Bring Back Sites in East Cambridgeshire

Survey available <https://www.surveymonkey.co.uk/r/HMMMMVQN>

18/05/15

i)

Planning Applications:

18/00620/FUL – First floor front & side extensions. Single storey rear extension to house, with render finish to all walls and garden shed – 4 Walnut Tree Cottages, Burrough Green, CB8 9ND

Resolved 18/05/15.01

The following comments are to be submitted;

'In the original planning application (17/02117/FUL), the East Cambridgeshire Conservation Officer commented; "The proposed extensions and alterations have been designed to complement the existing building and the materials and details will match the existing building."

In the original planning permission (17/02117/FUL), planning permission was granted with the following condition "materials to be used in the construction of the external surfaces shall be of the same colour, type and texture of existing building"

The new planning application (18/00620/FUL) is proposing to render the property. This does not complement or match the existing building or buildings in the locality. As the property is semi-detached, the property will no longer match its adjoining neighbour.

The structure does not appear to be positioned correctly as shown in the plans, as it appears too close to the neighbouring property boundary (1 Walnut Tree). Also the note on the

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application stated that the shed had already been constructed which it clearly had not, and is now in the process of being built.

There are also concerns that some of the neighbouring residents have not been informed of the new planning application proposal or consulted upon.

- ii) **Update on Hartfield Road Development**
The Clerk is to write to the Head of Planning to raise the following concerns and points and to add the support of the Parish Council to residents' objections, as discussed at the Annual Parish Meeting this evening.
1. The PC's comments and objections to the application were not submitted by the Planning Department, nor recorded online.
 2. The houses appear larger than the original plans. Including Plot 8 and Plot 1 who also has boundary issues.
 3. Residents were not sent notifications on new revised plans, nor were given access to the new plans for consultation.
 4. Parking is an issue, as is privacy. The promised fencing to the boundary and the play area have not been developed, as promised.
 5. Builders and contractors are not adhering to conditions stating working hours, they are also causing disturbance and issues with parking and access.

Clerk

18/05/16

- i) **Highways Issues:**
CIL Submission / LHI Scheme – Pedestrian Crossing
The Clerk started by advising that the Parish Council would be receiving 15% of the CIL contribution from 17/01083/RMA.
- With regards to the Pedestrian Crossing, Highways had refused to help with design and costings, therefore the PC had missed the CIL Deadline.
- Highways advised that we could apply again to the LHI Scheme, but they would not provide any support and the PC would need to fund the design and quotes process. It was agreed to holdfire on the Pedestrian Crossing.

18/05/17

- i) **Play Area:**
Land Registry Update
Cllr. Khan and Cllr. Way are still to action the signatories' ID verification.
- ii) **Annual RoSPA Report**
No Issues raised or highlighted. Thanks was given to Cllr. Harris for the regular checks she performs on the Play Area equipment.
- iii) **End Year Accounts & Bank Reconciliation Report**
Resolved 18/05/17.01
That the Bank balances and reconciliation of payments & receipts from the Play Area accounts be received and adopted and initialled as such by the Chairman (JB).
- The Lloyds Play Area account balance was confirmed as £827.07 as of 31st March 2018.

AK/GW

18/05/18

- i) **Finance & Policies:**
Parish Council Bank Reconciliation from List of Payments/Receipts

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The Payments and receipts were scrutinised and approved. The Lloyds Treasurer account balance was confirmed as £22, 151.96 as of 30th April 2018.

Resolved 18/05/18.01.

That the Bank balances and reconciliation of payments & receipts be received and adopted and initialled as such by the Chairman (JB).

ii)

Parish Council Account Cheques for signing and approval

Resolved 18/05/18.02

It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. J. Batting and Cllr. K. Simpson.

Came & Co.	Insurance	000714	£738.52	
CAPALC	Membership	000715	£185.03	
Playsafety Ltd	Annual RoSPA	000716	£79.80	
Mrs V Bright	Office Allowance 2018/19	000717	£289.00	
Mrs V Bright	Mileage & expenses	000718	£14.89	
Mr M Batting	Plumbing repairs RR	000719	£35.00	

Approval of cheques and to authorise payment of invoices signed between meetings

Resolved 18/05/18.03

Approved cheque payments since the last meeting.

28.04.18	713	Mr M Batting	Disabled tap repairs RR	£370.00
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iii)

Parish Council Annual Insurance Renewal

The Clerk presented a comparison between three companies; Hiscox, Ecclesiastical & Inspire/AXA.

Resolved 18/05/18.04

It was agreed to accept the annual premium from Inspire/AXA for a cost of £688.52.

iv)

GDPR Update

The Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.

Officials from the Department for Culture, Media and Sport have confirmed that all other measures will still apply, but that appointing a Data Protection Officer to support a council's approach to data protection will be discretionary. The Clerk is to continue working on compliance and is liaising with SALC and the DPO Centre regarding templates for documents, such as Policies, consent forms etc. And also, regarding further training.

Clerk

v)

Approve Clerks Pay Rise in line with the NALC 2018-19 Pay Scales Increase

The Clerk presented the NALC 2018-19 Pay Scales increase and advised that the Pay scale 24, which the Clerk is currently paid, has increased from £11.415 per hour to £11.643 per hour.

Resolved 18/05/18.05

It was agreed to approve the Clerks salary to be increased from £11.415 to £11.643 per hour, backdated to April 2018.

18/05/19

Parish Matters:

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i)

Reading Rooms Update

It has been confirmed by Lisa Chambers – ACRE, that the Parish Council are Holding or Custodian Trustees; effectively, they are a legal body who are able to lease the building. They are a silent party with no management or financial responsibility to the Reading Room. This responsibility solely lies with the Management Trustees of the RR. The Parish Council however, have agreed to take on the responsibility of the Annual Building & Contents Insurance for the Reading Rooms, as a donation to the Reading Room.

The Reading Room Committee is to hold their AGM on 4th June 2018, to discuss the Committee and a forward plan.

18/05/20

Items for next Meeting to be held on Monday 23rd July 2018 at 7:45pm, in the Reading Rooms.

- GDPR Update & to Approve Policies
- Update on Hartfield Rd Development & Speed Restriction
- Play Area Land Registry Update
- Byway 3 Gates Update
- Reading Rooms Update Report

Meeting closed at 9:30pm

Signed: *Joanna Batting*
Chair, Burrough Green Parish Council

Date: 23rd July 2018