

Burrough Green Parish Council Meeting
Minutes of Monday 23rd July 2018 held in the Reading Rooms at 7.45pm

Councillors present: Cllr. Jo Batting (JB) Chair, Cllr. Greg Way (GW) Vice Chair, Cllr. Ken Simpson (KS), Cllr. Ansa Khan (AK), Cllr. Vee Mustoe (VM) & Cllr. Mark Penhaligan (MP).

In attendance: Vicky Bright, Clerk. Cllr. Alan Sharp – ECDC.

Item		Action
	The Chairman welcomed all to the meeting.	
	<u>Public Forum – LGA 1972, Section 100(1):</u> There were four members of the public present.	
18/07/1	<u>Local Authority Reports:</u>	
i)	Cambridgeshire County Council. None.	
ii)	East Cambridgeshire District Council. Cllr. Alan Sharp gave the following report; <ul style="list-style-type: none"> • Consultation on Taxi Licensing fees are in process, this is for East Cambs only, Newmarket Taxis' full under FHDC. • An application from Gladnam for 60 houses in Fordham was refused in April by ECDC, the applicant appealed and won the appeal. The Inspectors decision was based on the fact that ECDC did not have a 5-year Land Plan. The new Local Plan will rectify this and should hopefully be ratified at Full Council in October. • The Waste contract has now been taken in House, it appears that under Veolia staff morale was low and services poor. This has now been rectified and staff are currently being directed to areas identified as Fly-Tipping hotspots, 20-30 tonnes has already been collected from 3 to 4 sites. If evidence of the perpetrators is found within the rubbish collected, prosecution may result. <p>The Chair asked if Cllr. Sharp could look into the village litter bins not being emptied regularly and perhaps it could be done with the bin lorry route each week.</p>	AS
18/07/2	<u>Accepted Apologies for absence - LGA 1972, Section 85(1) & (2):</u> Cllr. A. Harris. <u>Absent:</u> None.	
18/07/3	<u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u> Cllr. G. Way declared an interest in Item 9(i).	
18/07/4	<u>Minutes of the last meeting - LGA 1972, Schedule 12, para 41(2):</u> <u>Resolved 18/07/4.01</u>	

Burrough Green Parish Council Meeting
Minutes of Monday 23rd July 2018 held in the Reading Rooms at 7.45pm

To adopt the minutes of the Annual Parish Council meeting held on 21st May 2018 as a true statement and these were signed by the Chairman (JB).

18/07/5 **Matters arising from the minutes**

i) Clerks Report

None.

ii) Councillors Reports

None.

18/07/6 **Correspondence:**

The Clerk presented two Thank You letters from the Village Voice and the Playgroup for their donations received.

18/07/7 **Planning Applications for Consideration:**

i) Update on Hartfield Road Development Complaint

The Clerk presented a response received from Rebecca Saunt from Planning ECDC, apologising for the Parish Council Comments had not been recorded or our requests for further information had not been responded to. She also confirmed they are pursuing a condition to submit permission for boundary treatments with the builders at present, but with regards to the play area promised, she states this was only shown in an indicative plan in the Outline Permission, and due to the size of the development they cannot enforce the applicant to include the play area. She states that the letters to residents consulting on the Reserved Matters application were sent out by Royal Mail, and therefore once they left the office they have no control over them, she states that a notice was displayed on the site.

With regards to the issues of working conditions not being adhered to and Parking issues, she states the Enforcement Team have spoken with the Developer and they confirmed it was a one off and would not happen again, a surprise inspection was carried out last week and all but 1 car was parked on site. They are currently investigating into the issues with Plot 8.

Residents have confirmed that Parking is still an issue and that trenches have now been dug in the site gateway, preventing vehicles from access for 2-3 weeks, so they are now parking in front of the first 2 houses and in the turning circle. 1 month ago one of the contractors reversed into two resident's fences, he has agreed to pay for repairs.

The Clerk advised residents and their neighbours to record any incidence of working outside of set conditions and any parking issues and to forward them to the Clerk who will submit these to the Enforcement Team, when she follows up on an update for Plot 8.

ii) CIL Guidance for Parish Councils

The Clerk presented the following guidance to Council;

Clerk

Burrough Green Parish Council Meeting
Minutes of Monday 23rd July 2018 held in the Reading Rooms at 7.45pm

Introduced CIL on 1 February 2013, CIL is a levy that is charged on most new development in the District. The money raised through this levy will be used to pay for strategic infrastructure required to support development in the District. It is now confirmed that the District Council will be required to pass to the relevant Town/Parish Council 15% of CIL receipts that arise from development in their parish area. Payments will be capped to £100 per council tax dwelling per year, for example, a Parish/Town with 500 dwellings cannot receive more than £50,000 of CIL receipts per year. The Regulations state that this proportion of funds must be used to support the development of the local area by funding:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

The Regulations have provided the local Town/Parish Council with a much more flexible approach for spending their CIL receipts. These wider spending powers for the Town/Parish Council allow the local community to decide what they need to help mitigate the impacts of development in their area. This may be for a local project, or the Parish may decide to contribute their proportion of the funding to the strategic projects which are being supported by the District Council. Decisions on the expenditure of the funds are at the Parish Council's discretion, provided that is in accordance with the CIL regulations. If a Town/Parish Council has failed to spend CIL funds transferred to them within a period of 5 years from the date of initial receipt, or has not applied the funds in accordance with the Regulations then the District Council can serve a notice on the Town/Parish Council requiring it to repay some or all of the receipts that had been transferred to them. The District Council will then be required to spend any recovered funds in the Town/Parish Council's area.

The Clerk confirmed that the Parish Council had been in receipt of £4,402.83 CIL receipts from the Hartfield Road development (17/01083/RM).

iii) Formal Resolution of comments for application 18/00619/FUL

Resolved 18/07/7.01

No objections to application 18/00619/FUL.

iv) Formal Resolution of comments for application 18/00620/FUL

Resolved 18/07/7.02

No objections to application 18/00620/FUL.

v) Formal Resolution of comments for application 17/01027/FUM amendment.

Resolved 17/07/7.03

No objections to application 18/01027/FUM, but the Parish Council wishes to express that a condition should be made to enforce an Agricultural/Equine Occupancy Restriction, with any permission granted.

18/07/8

Highways:

i) VAS Data Update / Speed Watch Report

Burrough Green Parish Council Meeting
Minutes of Monday 23rd July 2018 held in the Reading Rooms at 7.45pm

No Speed Watch sessions have been carried out. Cllr. Penhaligan will download the next two months' data and compile. The Clerk is to send Carla Nicholson Annual Report to Sgt. Mark Rabel (SNT).

**MP
Clerk**

ii) Update on Barriers on the Lane between Bradley Road/Brinkley Road (Byway 3)

The Landowner s have both now agreed and given permission for gates at both ends of the Byway. The Clerk has confirmed that the quote from J&G Groundworks still stands at £3,392.20 to install 7 metal posts and 2x2.4m metal gates across each end of the Byway, with a 1.95m gap ditch and path side for pedestrian access, and the post in a removable metal sleeve. The Chairman is to approach the landowners for a donation towards the scheme and the Clerk will then instruct J&G to proceed.

JB/Clerk

iii) Update on Speed Restriction Application Top Road/Hartfield Rd

A meeting is planned on site with Highways (Matt Staton/Jacob Hobbs), this Friday 27th July at 10:30am, to discuss the issues of speeding, lack of visibility etc. on Top road to consider options for a Speed Reduction. Cllr. Jo Batting and Cllr. Ken Simpson will attend, along with Cllr. Alan Sharp (ECDC) and Cllr. Mathew Shuter (CCC).

18/07/9 **Play area:**

i) Land Registry Update

Cllr. Khan and Cllr. Way are still getting Witness' ID verified, no update at present.

AK/GW

ii) Fence Painting Update

A Working Party has been organised for this Thursday 26th July at 6pm, to paint the fence, refreshments will be provided. The last missing panel has now been replaced.

18/07/10 **Finance**

i) Parish Council Bank Balances and Reconciliation

The bank balance was confirmed as £19,360.84 as of 29th June 2018.

Resolved 18/07/10.01

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

ii) Cheques for signing and approval

Resolved 18/07/10.02

It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. Greg Way & Cllr. Ken Simpson.

Stackhouse Poland Ltd	Addition of Reading Rooms Insurance	724	£67.78
Mijan Ltd	Internal Audit	725	£62.25
Mrs V Bright	Mileage, expenses & overtime	726	£56.55

Burrough Green Parish Council Meeting
Minutes of Monday 23rd July 2018 held in the Reading Rooms at 7.45pm

Mrs V Mustoe	Fence Repairs materials	727	£48.12
--------------	-------------------------	-----	--------

iii)

GDPR Update

The Clerk presented the Councils Data Audit Report and newly drafted Privacy Policy, Privacy Notice for Employees and a Subject Access Request (SAR) Policy and Procedure for approval.

Resolved 18/07/10.03

It was agreed to adopt the General Privacy Policy, and this was duly signed by the Chairman (JB)

Resolved 18/07/10.04

It was agreed to adopt the Privacy Notice for Employees, and this was duly signed by the Chairman (JB).

Resolved 18/07/10.05

It was agreed to adopt the SAR Policy & Procedure, and this was duly signed by the Chairman (JB).

18/07/11

Parish Matters:

i)

Defibrillator & VETS Update

The Clerk advised that she was still waiting on information on funding for the Village Emergency Telephone System Scheme, it was agreed to defer until more information was received.

Clerk

The Clerk is to order a Fridge Magnet and a Key Fob, with the cabinet code, for each household. If residents require extra key fobs they should contact the Clerk.

Clerk

Resolved 18/07/11.01

It was agreed to order 250 Fridge Magnets and 250 Key fobs at £0.25 each from CHT.

ii)

Reading Rooms Update

The Clerk explained that after talking with James McDonald from Came & Co. he apologised that the email he sent on 20th April, was incorrect advice, he had misunderstood and assumed the Reading Rooms Committee was a Committee of the PC made up solely by Parish Councillors. So with regards to the insurance of the building, contents and out building/shed, these are all fully covered on the Parish Council Insurance. It has been advised that we as the Parish Council should continue to insure the building, contents & shed etc. on our Policy, as it will work out cheaper, and would be better if we are the lessee of the building. With regards to liability Insurance for the Committee, he has advised that as they are Charity registered and are a separate entity, they would need to have their own separate policy. I have supplied the Committee details of this and the forms needed and put them in touch with James McDonald.

Mark Batting has applied on behalf of the Reading Rooms for a grant from Cambridgeshire Community Foundation towards the Kitchen refurbishment, quotes have come in at approximately £10,000. It was felt this was a priority, as feedback had shown a demand for Cooking/kitchen facilities.

Burrough Green Parish Council Meeting
Minutes of Monday 23rd July 2018 held in the Reading Rooms at 7.45pm

The Damp Survey has been carried out and works are on hold until a full structural survey can be carried out.

18/07/12

Items for next Agenda:

- Play Area Land Registry Update
- Reading Rooms Update
- VETS Scheme Update on Funding
- GDPR Update
- Hartfield Road Development Update
- Update on Speed Reduction Application for Top Road
- Update on Byway 3 Gates
- Speed Watch / VAS Data Update

Next Meeting will be held on Monday 24th September 2018, at 7:45pm, in the Reading Rooms.

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 9:15pm.

Signed: *Jo Batting*
Chair, BGPC

Date: 24th September 2018