

**Burrough Green Parish Council Meeting**  
Minutes of Monday 26<sup>th</sup> March 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. Angela Harris (AH), Cllr. Ansa Khan (AK) (arrived 7:56pm).

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

Item		Action
	The Chairman welcomed all to the meeting.	
	<b><u>Public Forum – LGA 1972, Section 100(1):</u></b> There were no members of the public present.	
<b>18/03/1</b>	<b><u>Local Authority Reports:</u></b>	
i)	<b>Cambridgeshire County Council.</b> None.	
ii)	<b>East Cambridgeshire District Council.</b> <ul style="list-style-type: none"> <li>• The Waste contract changes a week tomorrow to East Cambs Trading Co. (Street Scene). Residents can purchase an extra Blue Bin for £25, a one-off payment, the Brown Bin is £40 annual charge. The black bins are collected weekly and the blue bins fortnightly. The same IT system will be used as for ECDC Customer Service, so this should ensure ease of communication.</li> <li>• The refuse collections were cancelled last week due to bad weather, for Health &amp; Safety reasons. The collections have now been caught up.</li> <li>• The Parish Forum is on Tuesday 27<sup>th</sup> March at 7:30pm, in Ashley.</li> <li>• The Parish Conference is on Wednesday 4<sup>th</sup> April at 12pm.</li> <li>• The new Hythe Leisure Centre opens 11<sup>th</sup> May.</li> </ul> <p>The Chairman raised the issue of comments submitted by the Parish Council on application 17/010831/RMA, development on Hartfield Road not being entered onto the Planning Portal online. Residents have concerns over parking, the speed restriction and access, and the lack of visibility at the 3 junctions. The Clerk is to check the comments submitted to the Planning Officer and also the conditions of permission on the approved application.</p>	Clerk
<b>18/03/2</b>	<b><u>Accepted Apologies for absence - LGA 1972, Section 85(1) &amp; (2):</u></b> Cllr. V. Mustoe. <b><u>Absent:</u></b> Cllr. M. Penhaligan.	
<b>18/03/3</b>	<b><u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u></b> None.	
<b>18/03/4</b>	<b><u>Minutes of the last meeting - LGA 1972, Schedule 12, para 41(2):</u></b>	

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**Resolved 18/0134.01**

To adopt the minutes of the Parish Council meeting held on 8<sup>th</sup> January 2018 as a true statement and these were signed by the Chairman (JB).

18/03/5

**Matters arising from the minutes**

i) **Clerks Report**

None.

ii) **Councillors Reports**

None.

18/03/6

**Correspondence:**

***Scams Information Notice***

East Cambs District Council are offering support and initiatives to local communities to help protect local residents from the financial and emotional harm caused by scams and rogue traders. They are offering copies of the 'Little Book of Big Scams', Posters and booklets, Door Stickers to deter cold callers and Scams and Fraud Education talks to local groups. If anyone is interested in accessing this scheme, please contact the Clerk ([clerk.bgpc@ymail.com](mailto:clerk.bgpc@ymail.com)), or East Cambs District Council Community Protection Team 01954 284635

***ECDC Local Plan***

The Council has submitted its draft Local Plan to the Planning Inspectorate for examination. Details of the forthcoming examination will be published on East Cambridgeshire District Council's website as they become available. A copy of the Local Plan and accompanying documents, including the Policies Map, Sustainability Appraisal Report, Consultation Statement and wider supporting evidence base are available to view and download from the online Document Library available at: <https://www.eastcambs.gov.uk/local-development-framework/local-plan-review>

A paper copy of the Local Plan and accompanying documents are available for inspection at the Council's Customer Service Centre at *East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, CB7 4EE*. Please note, the Customer Service Centre is open Monday to Thursday from 8:45am to 5:00pm and on Fridays between 8:45am and 4:30pm.

***ECDC Civic Reception***

The Clerk presented an invitation to the ECDC Chairman's Civic Reception. The Chair, Jo Batting is unable to attend, the Clerk will RSVP.

18/03/7

i) **Planning Applications for Consideration:**

**To discuss projects for inclusion in the ECDC CIL Regulations 123 List**

The Clerk advised that deadline for submissions had been extended to 13<sup>th</sup> April. The Chairman proposed submitting a project for a crossing and street lighting outside the school, for inclusion to the list. The Clerk is to locate the designs and costings from the previous application submitted under the Local Highways Improvement Scheme, and to approach Highways CCC to secure their

Clerk

Clerk

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support. The Clerk will then research the eligibility of the project with the CIL Team and find out about the Match Funding/Contribution amount if considered.

- ii) **ECDC Polling District Review & Community Governance Review**  
The Boundary Review will reduce Ward Councillors from 39 to 24, with there being proposed 14, 2 member wards. The proposal is to move Burrough Green into the newly formed Woodditton Ward. Deadline for comments is 16<sup>th</sup> April.

**Resolved 18/03/7.01**

It was agreed to submit the following comments;

- There are concerns that moving into the Woodditton Ward would mean splitting Westley Waterless down the middle into two wards (Woodditton & Bottisham).
- Burrough Green has historically been linked to Brinkley, and this would mean the villages being separated.

- 18/03/8  
i) **Highways:**  
**VAS Data Update / Speed Watch Report**

The Clerk conformed that no recent data had been received, and therefore no report had been forwarded to the Police. Speed Watch sessions will resume once the weather improves in Spring.

MP

- ii) **Footpaths & Ditch / Hedge Byway 3 Update**  
The works have now been completed on the ditch, with a pipe run to the other side, and the vegetation and footpath has been cleared. This has meant it is now much more accessible and is a positive result. The Clerk was asked to express the Council's thanks to Karen Champion, PROW.

Clerk

- iii) **Update on Barriers on the Lane between Bradley Road/Brinkley Road**  
The Landowner is not in agreement that gates are needed and will not give permission for the to be erected on his land, it was agreed not to pursue at this time.

- 18/03/9  
i) **Play area:**  
**Land Registry Update**  
Cllr. Khan and Cllr. Way are still getting Witness' ID verified.

GW/AK

- 18/03/10  
i) **Finance**  
**Parish Council Bank Balances and Reconciliation**  
The bank balance was confirmed as £15,541.61 as of 28<sup>th</sup> February 2018.  
**Resolved 18/03/10.01**  
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 18/03/10.02**  
It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. Angela Harris and Cllr. Jo Batting.

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SALC	Payroll	000706	£54.00
Mrs V Bright	Mileage, expenses & overtime (Defibrillator)	000707	£48.03
Reading Rooms	Hall Hire	000708	£96.00
Archive Group	Annual Donation	000709	£25.00
TSMPC	LCPAS Planning Training	000710	£10.00
Alexander Talbot	Tree Works Play Area	000711	£295.00
Anglian Property Preservation	Inspection deposit	000712	£84.00

### **Approval of cheques and to authorise payment of invoices signed between meetings Resolved 18/03/10.03**

Approved cheque payments since the last meeting.

03.03.18	702	Mr M Batting	Reimburse Plumbing repairs - RR	£225.00
03.03.18	703	Alexander Talbot	Tree works	£750.00
06.03.18	705	Mrs V Bright	Mileage, expenses & PAYE Refund	£365.19

iii)

### **GDPR Update**

The Clerk advised that further update received from DPO Centre advised that the costs may now be reduced to £600, but this is still to be formally confirmed. There may also be the option to access DPO services through CAPALC. The recent presentation on the GDPR at the Forest Heath Parish & Town Forum on 22<sup>nd</sup> February 2018, which the Clerk attended was helpful and highlighted the need for further guidance. MP, Matthew Hancock has requested further clarification on;

- The application of the GDPR for smaller parishes that control and process limited personal data and/or hold any data on personal equipment.
- Matters of implementation particularly with regard to the role of Data Protection Officer.
- The difficulty of delivering the requirements of the act with one or no employees.

We are also hoping for an update from the DCMS following their letter last July 2017, which promised clear and detailed guidance applicable to smaller organisation's such as parish councils. It has been confirmed however, that parish councils will be among those organisations required to appoint a data protection officer. This is not a requirement set out in the Data Protection Bill, but in European GDPR itself. We have been advised that the impact this will have on parish councils has been considered, and they are aware that the volume of data handling and processing may be different to those of much larger organisations. It has also been suggested that several parish councils can choose to share a single data protection officer, provided that he or she is easily accessible from each establishment.

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In the meantime, the Clerk has compiled a list to work towards to show we are working towards compliance and has received confirmation from SALC that the following actions should be carried out to ensure at the Parish Council is at least working towards compliance;

1. Review and list our data (electoral roll, village email addresses, minutes of meetings, payroll & staff info etc.)
2. We need a privacy notice that is maintained up to date and kept online
3. We need a data/ privacy complaints policy that is maintained and kept online
4. We need to identify the lawful basis for collecting and retaining the data we hold with retention times stated
5. We need to approach everyone whose data we hold for their written consent to hold the data and then store and renew these consents within a sensible timeframe.
6. We need a policy to deal with data requests and the right to be removed (forgotten)
7. We need a Data Protection Officer
8. We will probably need to pay the ICO "data protection fee"- amount TBC.

iv) **Approval to add Reading Rooms to the Parish Council Insurance Schedule from 1<sup>st</sup> April**

The Clerk advised she had obtained a quote to add the Reading Rooms Insurance (including the outside shed) to the Parish Council Insurance Premium, for an annual fee of £405.77, with Inspire/AXA, through Came & Company. The policy can start on 1<sup>st</sup> April when the current Reading Rooms Policy ceases, for an interim fee of £67.78 (April-June 2018).

**Resolved 18/03/10.04**

It was agreed to add the Reading Rooms to the Parish Council Insurance with Inspire/AXA from 1<sup>st</sup> April at a cost of £67.78.

v) **Grass Cutting Contract Renewal and Standing Order Approval**

**Resolved 18/03/10.05**

It was agreed to continue the Grass Cutting Contract with Les Field, at the same costs as last season. The Clerk is to set up the Standing Order for payment with Lloyds.

**Resolved 18/03/10.06**

It was agreed to continue the Grass Cutting contract for the Play Area, from 3<sup>rd</sup> April with J P Addison, for a cost of £596.25 for the year.

vi) **Review & Approve of Clerk's Salary & Annual Pay Increase**

The Clerk advised that her last pay rise was in April 2017, in accordance with the NALC SCP pay scales increases. However, her contract states she should receive an annual increment pay rise, and the last time she received a pay rise to the next pay scale was in July 2016, from SCP 22 to SCP 23.

**Resolved 18/03/10.07**

It was agreed to give the Clerk a pay rise to SCP 24 £11.415 per hour, from 1<sup>st</sup> April 2018.

It was suggested the Clerk keep a record of any overtime/extra hours worked on the Reading

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Rooms administration etc.

**vii) Emergency Situations**

**Resolved 18/03/10.08**

It was agreed that in line with the Parish Council Financial Regulations, the Clerk and Chairman be given delegated authority to authorise expenditure below £500 for any emergency repairs/works to assets and the Reading Rooms.

**18/03/11 Parish Matters:**

**i) Defibrillator & Public Awareness Session Update**

The Public Awareness Session has been re-scheduled for Saturday 28<sup>th</sup> April 2018 at 11am. The Clerk will put together posters and it was suggested that a targeted leaflet drop be carried out to those that have expressed an interest in attending before. Cllr. Harris will also include it on the Village Facebook page.

Clerk/AH

**ii) Tree Works**

The Willow at the pond has been done by the villagers. The Ash at the pond and the Elm at the Play Area has also been completed.

The Clerk advised that she had received an enquiry from a resident at 10 Elizabeth Way, to ask if they could have permission to cut down the trees overhanging his garden and drive, which are situated in the ditch behind the play area, next to the Playgroup/School. The Clerk is to advise the resident that the landowner is unknown to the Parish Council and therefore they cannot give permission. It was suggested the resident check his Deeds or with Land Registry, to establish the landowner to ask their permission. The resident should also seek guidance from the Tree's Officer, (Cathy White) to check if Planning Permission was needed if it is a TPO, as it is in a conservation area.

Clerk

**iii) Litter Picking**

The Village Litter Pick is to be held on Sunday 22<sup>nd</sup> April 2018 at 10:30am, meeting on the Green by the School. The Clerk is to do posters.

**iv) Reading Rooms Maintenance / Grants Update & Agree a Plan for the Future**

The Clerk advised that the Damp Survey by Propotec had not gone ahead, as they had advised that if previous works had been undertaken by Anglian Property Preservations (APP), then the works may still be under Guarantee. The Clerk is to contact APP to establish if the works are still under guarantee and arrange for them to come out and inspect the damp. It was agreed to holdfire on any further repairs and maintenance until the damp survey had been carried out, and a further Building Structural Survey could also be carried out to assess what works were needed. The Clerk is still researching funding and grants available. There was a donation made to the kitchen refurbishment by a resident for £500 recently, thanks go to them. The data from the Village Needs Survey is to be collated this week.

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18/03/12

**Items for next Agenda:**

- Play Area Land Registry Update
- Reading Rooms Update
- Report on Defibrillator Seminar
- GDPR Update
- CIL Application – Pedestrian Crossing Update
- Hartfield Road Development

**Next Meeting will be the Annual Parish Meeting to be held on Monday 21<sup>st</sup> May 2018, at 7pm, in the Reading Rooms, followed by the Annual Parish Council Meeting.**

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 9:50pm.

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

Date: 21<sup>st</sup> May 2018