

Burrough Green Parish Council Meeting
Minutes of Monday 22nd July 2019 held in the Reading Rooms at 7.45pm

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

In attendance: Vicky Bright, Clerk. Cllr. Alan Sharp – ECDC (arr. 8:03pm).

| Item | | Action |
|----------------|---|--------|
| | The Chairman welcomed all to the meeting. | |
| | <u>Public Forum – LGA 1972, Section 100(1):</u> There was one member of the public present. | |
| 19/07/1 | <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"> • The Council is now made up of 15 Conservative members and 13 Liberal Democrats. • The MOD site at Ely is to be converted into 94 Maisonettes and 15 affordable homes, by the East Cambs Trading Company. This is financed by a loan from the Combined Authority for £24 million. • The Treasury Report confirmed that the Council is external debt free for the last financial year. • The Press recently reported that the East Cambs Trading Co. had gone into insolvency, this is not correct, the press has been asked to retract their statement. | |
| 19/07/2 | <u>Accepted Apologies for absence - LGA 1972, Section 85(1) & (2):</u> None. <u>Absent:</u> None. | |
| 19/07/3 | <u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u> Cllr. G. Way declared an interest in Item 11iii). | |
| 19/07/4 | <u>Adoption of the Minutes of the Parish Council meetings - LGA 1972, Schedule 12, para 41(2):</u> <u>Resolved 19/07/4.01</u> To adopt the minutes of the Annual Parish Council meeting held on 14 th May 2019 as a true statement and these were signed by the Chairman (AK). <u>Resolved 19/07/4.02</u> To adopt the minutes of the Extraordinary Parish Council meeting held on 17 th June 2019 as a true statement and these were signed by the Chairman (AK). | |

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| 19/07/5 | <u>Matters arising from the minutes</u> |
| i) | Clerks Report None. |
| ii) | Councillors Reports None. |
| 19/07/6 | <u>Correspondence:</u> <ul style="list-style-type: none">• East Cambridgeshire District Council is currently developing a Youth Strategy to enable all young people in the district to realise their maximum potential, by respecting their rights and hearing their voices, while protecting and supporting them as they transition from childhood to adulthood. The strategy endeavours to identify and build upon the positive work currently being done and recognise what more can be done to continue to improve the lives of young people in East Cambridgeshire. We would very much appreciate your help in this consultation, we would appreciate it if you could find the time to promote this for young people to complete via the following link: http://www.eastcambs.gov.uk/consultations/young-persons-services-questionnaire by 16th August 2019. It is estimated that the questionnaires will take around 5-10 minutes to complete.• The Clerk advised that correspondence from PKF Littlejohn has been received confirming receipt of the 2018/19 Declaration of Exempt Status, and that this was recorded and the external audit is now completed. |
| 19/07/7 | <u>Planning Applications (For Consideration):</u> |
| i) | 19/00858/FUL – Proposed rear single storey extension replacing an existing rear extension – 1 Walnut Tree Cottages, Burrough Green <u>Resolved 19/07/7.01</u> No objections to application 19/00858/FUL. |
| | (For Information Only): |
| ii) | 19/00462/FUL Proposed two storey rear extension, front porch and additional front dormer extension – 11 Walnut Tree Cottages, Burrough Green <i>Withdrawn 20th May 2019. (A new Pre-application enquiry has been submitted - PREAPP/00095/19 – Two storey rear extension, porch and dormer extension – 11 Walnut Tree Cottages, Burrough Green)</i> |
| iii) | 19/00222/FUL – Construction of garage to side – Homeview, Back Lane, Burrough Green – <i>Approved 20th May 2019</i> |
| iv) | 19/00289/TRE & 19/00836/TRE – Croft Cottage, Bradley Road, Burrough Green – <i>Approved 24th June 2019</i> |
| v) | Update on 19/00708/OUT – Sheriffs Court application The Planning Officer is recommending approval, as the applicant has resolved the one issue (parking) that the Inspector raised. Cllr. Sharp has called the application in to Committee on 7 th |

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August at 12pm, at the ECDC Council Offices in Ely. Cllr. Sharp will represent the Parish Council & Parish views and comments. The Public are welcome to attend and speak. The Committee will visit the site on the morning of the 7th August, Cllr Sharp is going to try and attend.

19/07/8

Highways:

i) VAS Data Update / Speed Watch Report

Cllr. Penhaligan and Mr. Batting are still to download the software onto their laptops and download the data, ready to compile a report to send to the Police. The suggestion of purchasing a second machine under the LHI or CIL was discussed.

MP/MB

ii) Update LHI Scheme – Traffic Calming on Top Road/Hartfield Rd

The LHI panel approved the application on 12th March 2019. The LHI team have confirmed the works will start sometime within this calendar year.

iii) Discuss LHI Funding 2020/21

The Clerk is to enquire with LHI Team if the purchase of a second VAS machine and a further post site in the village, would be eligible for the fund.

Clerk

iv) Discuss the Central White Lining Removal – Bradley Road

It was discussed that evidence has shown that removing the central white lining on roads through villages helps to slow down traffic. In light of the resurfacing on Bradley Road, the Clerk is to contact Highways to enquire again whether it is possible for them not to re-paint the white lining on Bradley Road.

Clerk

19/07/9

Play area:

i) Land Registry Update

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

GW/AK

ii) Discuss Leisure Facilities in the Village for Teenagers

The suggestion of larger 9v9 football goals on the Cricket pitch has been requested, it was agreed that the goals could not be sited on the cricket pitch, but it could be looked at replacing the current goals with larger ones. It was also suggested that some outdoor fitness/gym equipment somewhere on the Green might be considered, perhaps behind the nets, or on the enclosed grass area at Sheriffs Court. The Clerk is to look at goal posts quotes for the next meeting, and is also to look at quotes for outdoor gym equipment. The Clerk is to approach Sanctuary Housing to enquire if the grass area can be utilised for community space and perhaps a donation could be forthcoming from them too.

**Clerk
Clerk**

It was also discussed the possibility of setting up a Youth Group.

The Clerk is to place a consultation notice on these ideas and asking for further ideas and also to gage support for a youth club.

Clerk

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19/07/10 **Finance**

i) Parish Council Bank Balances and Reconciliation

The bank balance was confirmed as £28,171.83 as of 28th June 2019.

Resolved 19/07/10.01

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

ii) Cheques for signing and approval

Resolved 19/07/10.02

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

| | | | |
|--------------|--------------------------------|--------|---------|
| ECDC | Uncontested Election costs | 000753 | £200.00 |
| Mijan Ltd | Internal Audit 2018/19 | 000754 | £63.06 |
| Mrs V Bright | Mileage & expenses | 000755 | £35.17 |
| Mr L Field | Reading Rooms Grass cutting | 000756 | £60.00 |

Cheques Authorised and Signed between Meetings

Resolved 19/07/10.03

| | | | |
|-------------------|--|--------|---------|
| Village Voice | Annual Donation | 000747 | £125.00 |
| BG Playgroup | Annual Donation | 000748 | £100.00 |
| BG Primary School | Annual Donation | 000749 | £250.00 |
| BG Archive Group | Annual Donation | 000750 | £25.00 |
| St Augustine PCC | Annual Donation – Churchyard Maintenance | 000751 | £150.00 |
| Ellesmere Centre | Annual Donation | 000752 | £100.00 |

iii) Appointment of Councillor Responsibilities & Representatives on Outside Bodies

Resolved 19/07/10.04

The following was agreed;

Representative on the Reading Rooms Committee – Cllr. V. Mustoe

School Liaison – Cllr. A. Khan.

CAPALC / SALC Liaison – Clerk.

ECDC (Parish Forum) – As needed.

Playground Inspections – Cllr. M. Penhaligan.

VAS Data – Cllr. M. Penhaligan & Mark Batting.

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| | Defibrillator Inspections – Cllr. V. Mustoe. (Cllr. Khan is to ask the school if they would check the Defibrillator weekly during term time). | |
| iv) | <p>CIL Fund Projects to be Considered</p> <p>The Clerk confirmed that the CIL total is £13,031.83.00. The Clerk is to liaise with Mark Batting regarding Heating Engineers and grants available, for quotes for Heating in the Reading Room. It was agreed to defer the item until the quotes had been received. It was also suggested that the Clerk approach the Diocese for a grant.</p> | Clerk/MB Clerk |
| v) | <p>Quarterly Asset Risk & Maintenance Assessment Report</p> <p>The Clerk reported that the inspection carried out on 16th July identified the following issues;</p> <ul style="list-style-type: none"> • The Phone Box could do with a clean – Cllr. Way offered to do this. • The Goal Posts have a broken corner and a missing post – The Clerk is to ask Angie Harris if she has any spare parts to replace them, if not the Clerk will look at quotes to replace the goals with 9v9 goals. • The Brick Bus Shelter has severe cracking on the left hand side wall - The Clerk has asked JBL Bricklaying to carry out a survey. • The benches could do with a re-stain before the next winter season – This is to be added to the September agenda to consider quotes. | GW Clerk Clerk |
| 19/07/11 | Parish Matters: | |
| i) | <p>Reading Rooms Update</p> <p>The Breakfast on 21st July went well and was well attended. The Committee is looking at getting Wi-Fi at the rooms.</p> | |
| ii) | <p>Survey Report on Brick Bus Shelter (Bradley Road)</p> <p>The Clerk reported that JBL had inspected the shelter and had advised that in their opinion it seemed to be an issue with the foundations and that it was not cost effective to try repairing it again. They also advised that with the severity of the cracking, that it should be removed sooner rather than later. It was agreed that the Clerk ask JBL to quote for removing the shelter and to also get comparison quotes. The Clerk is to look into whether planning permission is needed to remove a structure in a Conservation Area.</p> | Clerk Clerk |
| iii) | <p>Discuss Tree Planting & Eco Initiatives - The Green</p> <p>Proposals were presented showing different planting designs for groups of 3/5 or single line trees on the Green, using British Native species. It was agreed that no planting should interfere with the cricket or football pitches. It was also suggested that under planting with wild flowers would be attractive. It was suggested that the tree planting could be helpful as a visual barrier to help reduce speeding. The Clerk is to arrange a meeting with Greener Growth (non-profit organisation), to carry out a site visit and formulate a plan for tree planting and other Eco initiatives, such as wild flower planting, nest boxes, etc. It was agreed that the trees need to be planted in phases (Autumn/Spring) and the idea of a volunteer group to help with the scheme and</p> | Clerk Clerk |

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aftercare and maintenance was discussed. The Clerk is to look into funding and possibly a Donate a Tree Scheme.

- iv) **Discuss Tree Works carried out on the Willow Tree Outside the The Bull Pub**
Concerns were raised that recent works to crown lift the tree appear to have not been carried out effectively and the tree now looked top heavy. There are concerns that with the shallow rooting of a Willow tree, it may fall in high winds. The Clerk was asked to report this concern to the Trees Officer at ECDC.

Clerk

- v) **Village Summer Party – 29th June 2019**
It was suggested that the party be linked with the Summer Fete, with the party being held in the evening. The party will be for residents of Burrough Green only. The item will be put on the December agenda to liaise with the PCC, at that time.

19/07/12 **Items for next Agenda:**

- CIL Fund – Projects (Reading Rooms Heating Quotes/funding Update)
- Play Area Land Registry Update
- Play Area Fence Repairs Quote Acceptance (Formal Resolution)
- Update on Willow Tree (The Bull Pub)
- Update on Tree Planting Scheme (The Green)
- Update on Brick Bus Shelter
- Goal Posts Update +/- quotes for 9v9 Goals
- Teenage Leisure Facilities Consultation & Quotes/Funding
- Reading Rooms Update
- Update on LHI Funding 2020/21 (2nd VAS Unit & Extra Post)
- VAS Data Update
- Fundraising for the School (For equipment & supplies)
- Discuss proposal to plant a hedge on the field adjacent with The Wycks (Bradley Road)

Next Meeting to be held on Monday 30th September 2019, at 7:45pm, in the Reading Rooms (To be confirmed).

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 9:35pm

Signed: *Ansa Khan*

Date: 30th September 2019

Chair, Burrough Green PC