

**Burrough Green Parish Council Meeting**  
Minutes of Monday 25<sup>th</sup> March 2019 held in the Reading Rooms at 7.45pm

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

**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>19/03/1</b>	<b><u>Local Authority Reports:</u></b>	
i)	<b>Cambridgeshire County Council.</b> None.	
ii)	<b>East Cambridgeshire District Council.</b> Cllr. Alan Sharp gave the following report; <ul style="list-style-type: none"> <li>• Full Council took the decision on 21<sup>st</sup> February 2019 to withdraw the Local Plan from its independent examination; <a href="https://www.eastcamb.gov.uk/local-development-framework/local-plan-review">https://www.eastcamb.gov.uk/local-development-framework/local-plan-review</a></li> <li>• Bottisham has now become the Woodditton wards, which will be a 2-member ward. Cllr. Sharp will be standing for the Elections on 2<sup>nd</sup> May 2019.</li> </ul>	
<b>19/03/2</b>	<b><u>Accepted Apologies for absence - LGA 1972, Section 85(1) &amp; (2):</u></b> None. <b><u>Absent:</u></b> None.	
<b>19/03/3</b>	<b><u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u></b> Cllr. G. Way declared an interest in Item 9i). Cllr. M. Penhaligan and Cllr. A. Khan declared an interest in Item 7iv).	
<b>19/03/4</b>	<b><u>Minutes of the last meeting - LGA 1972, Schedule 12, para 41(2):</u></b> <b><u>Resolved 19/03/4.01</u></b> To adopt the minutes of the Parish Council meeting held on 28 <sup>th</sup> January 2019 as a true statement and these were signed by the Chairman (JB).	
<b>19/03/5</b>	<b><u>Matters arising from the minutes</u></b>	
i)	<b>Clerks Report</b> None.	
ii)	<b>Councillors Reports</b> None.	

## Burrough Green Parish Council Meeting

Minutes of Monday 25<sup>th</sup> March 2019 held in the Reading Rooms at 7.45pm

19/03/6

### Correspondence:

- Cambridgeshire County Council and Peterborough City Council are preparing a joint Minerals and Waste Local Plan (MWLP) which will replace the current adopted joint plans. We are presently consulting on the **Further Draft** version of the joint **Minerals and Waste Local Plan**, and your views on the preferred options would be welcome. The consultation on the Further Draft Plan now closes at **11:59pm on 9 May 2019**. The Further Draft Plan, along with a number of supporting documents, including a Sustainability Appraisal and Habitats Regulations Assessment, are available to view online at [cambridgeshire.gov.uk/mwlp](http://cambridgeshire.gov.uk/mwlp) or [peterborough.gov.uk/mwlp](http://peterborough.gov.uk/mwlp).
- Consultation on the proposed 2019 revision of the Local Validation Guidance List and Local Validation Check List for planning applications for the County Council's own development and for waste development. The consultation period will run from 28 February 2019 until 11 April 2019. The existing Local Validation List June 2017 and the accompanying Local Validation Guidance List:- Guidance for applicants and their agents on the Local Validation List (June 2017) and supporting documents are displayed on the County Council's website at: <https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-applications/submitting-a-planning-application/> Please send all comments that you may wish to make to:- County Planning, Minerals and Waste, Box No SH1315, Shire Hall, Cambridge, CB3 0AP or by e-mail to [planningdc@cambridgeshire.gov.uk](mailto:planningdc@cambridgeshire.gov.uk) by 11 April 2019.

19/03/7

### Planning Applications (For Consideration):

- i) **19/00222/FUL – Construction of Garage to side – Homeview, Back lane, Burrough Green**  
**Resolved 19/03/7.01**  
No objections to application 19/00222/FUL.
- ii) **19/00094/LBC – Proposed renovation of an existing barn with a rear single storey lean to extension – Pembroke Farmhouse, Bradley Road, Burrough Green**  
**Resolved 19/03/7.02**  
No objections to application 19/00094/LBC.
- (For Information Only):
- iii) **East Cambridgeshire Local Plan Update**  
Full Council took the decision on 21<sup>st</sup> February 2019 to withdraw the Local Plan from its independent examination; <https://www.eastcamb.gov.uk/local-development-framework/local-plan-review>
- iv) **Deregistration 'Village Green' Public Enquiry Notice**  
The Public Enquiry has been cancelled. Cambridgeshire County Council will now determine the application by written representations with the benefit of a recommendation from a Barrister who has extensive experience in dealing with these types of applications. The objector and the applicant have now been provided with a further opportunity to provide evidence in writing which will run until 6 May 2019. After the representations have been received, Cambridgeshire County Council will arrange to determine the application and notification of the outcome is likely

**Burrough Green Parish Council Meeting**  
Minutes of Monday 25<sup>th</sup> March 2019 held in the Reading Rooms at 7.45pm

to be sometime in June or July.

19/03/8

**Highways:**

**i) VAS Data Update / Speed Watch Report**

Cllr. Penhaligan and Cllr. Batting are to download the software onto their laptops and download the data, ready to compile a report to send to the Police.

JB/MP

**ii) Update on Speed Restriction LHI Application Top Road/Hartfield Rd**

The LHI panel approved the application on 12<sup>th</sup> March 2019. The funding will be available from 1st April 2019 and a member of the Highway Projects team, from the relevant area, will contact us soon to agree a timescale for completion of the approved scheme. The funding amount approved for the scheme is ££3,824.00, with the Parish contribution being 20%, £764.00.

19/03/9

**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**

There are 6 panels left to do and the gate on Elizabeth Way/Church Lane, this will be carried out when weather permits. Martin is to repair the two broken slats. The broken bench has now been removed.

JB

Cllr. Harris is to get quotes for the grass-cutting for 2019.

AH

19/03/10

**Finance**

**i) Parish Council Bank Balances and Reconciliation**

The bank balance was confirmed as £21,474.32 as of 28<sup>th</sup> February 2019.

**Resolved 19/03/10.01**

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 19/03/10.02**

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

SALC	Payroll Sept '18 – March '19	000737	£54.00
CAPALC	Cllr Training (VM)	000738	£75.00
Mrs V Bright	Office allowance	000739	£289.00
Mrs V Bright	Mileage & expenses	000740	£17.39
LCPAS	Elections Training	000741	£9.00

**Burrough Green Parish Council Meeting**  
Minutes of Monday 25<sup>th</sup> March 2019 held in the Reading Rooms at 7.45pm

iii) **CIL Fund Projects to be Considered**  
The Clerk confirmed that the CIL total is £8,041.00. Several projects were discussed; Pond, Reading Rooms, Pedestrian Crossing & Street Lighting. It was agreed to consult in the Village Voice asking residents to submit ideas and opinions for projects. The Clerk is to liaise with Mark Batting regarding Heating Engineers for quotes for Heating in the Reading Room, to be considered for a donation from the CIL Fund.

Clerk

iv) **Approve Clerks Pay Rise in line with NJC Pay Scales Increase 2019-20**  
**Resolved 19/03/10.03**  
It was agreed to increase the Clerks salary to £12.39 per hour (SCP 25), with effect from 1<sup>st</sup> April 2019, in line with the NALC 2019-20 Pay Scales increase.  
Clerks pay rise approved.

v) **Agree Grass Cutting Schedule & Quote for 2019**  
**Resolved 19/03/10.04**  
It was agreed to continue with Les Field at £100 per cut; 34 weeks @ £100 per week therefore the standing order would be £400 per month payable on 30th.

vi) **Elections – May 2019 Information and Update**  
*Publish Notice of Election Friday 22 March 2019*  
*Nomination period starts Monday 25 March 2019*  
*Nomination period ends 4pm on Wednesday 3 April 2019*  
*Withdrawal of Candidate 4pm on Wednesday 3 April 2019*  
*Appointment of Election Agents 4pm on Wednesday 3 April 2019*  
*Publish Statement of Persons Nominated and Notice of Election Agents 4pm on Thursday 4 April 2019*  
*Publish Notice of Poll Wednesday 24 April 2019*  
*Deadline for notification of appointment of polling and counting agents Thursday 25 April 2019*  
*Day of Poll 7.00am to 10.00pm Thursday 2 May 2019*

The Clerk provided Councillors with Nomination Packs and Hints & Tips on how to complete, along with Example completed forms for reference. The Clerk holds a copy of the Electoral Roll, to check that proposers and seconders of candidates are registered on the Electoral Register. If any residents are interested in standing for candidacy, then application packs are available from the Clerk.

19/03/11

i) **Parish Matters:**  
**Reading Rooms Update**  
The kitchen refurbishment is now complete. New crockery and a water boiler (Urn) has been purchased. The plastering and re-paint inside has now been completed. The Breakfast on the 3<sup>rd</sup> March was well attended and a success. Discussions are underway regarding the heating and quotes are to be sourced for this. There are already 3 bookings for April/May. At the last meeting

**Burrough Green Parish Council Meeting**  
Minutes of Monday 25<sup>th</sup> March 2019 held in the Reading Rooms at 7.45pm

it was agreed that any expenditure over £250 would need approval from 3 committee members. The accounts show a balance of £3,251.68. The kitchen cost £1,611.24. The Electric is now being paid by Direct Debit, and this is expected to reduce in price over time.

The Parish Council have confirmed that they are to make a donation to pay for the Buildings and Contents Insurance for the building, on the PC's Insurance Premium.

**Resolved 19/02/11.01**

The Parish Council have agreed to continue with paying for the Reading Rooms Building & Contents Insurance for the year 2019, on their Insurance schedule.

**ii) Distribution of Defibrillator Cabinet Key Code (Key fobs/ magnets)**

The Clerk confirmed that Rachel Lewis would distribute the keyfobs/magnets with the Village Voice to the houses in Burrough Green, and Sheena Brusell will distribute to the houses on Top Road.

**iii) Phone Box Repairs (Burrough Green) & BT Phone Box Adoption Update (Brinkley Road)**

The phone box has had a temporary repair. The Clerk is to source parts and quote for a secondary leather strap for the hinge, and possibly an extra clip to keep the door shut in high winds/sealing arm?

The Clerk confirmed that BT have already arranged for their contractors to remove and collect the phone box on Top Road.

**iv) Village Summer Party – 29<sup>th</sup> June 2019**

Due to other commitments the party is unable to proceed this year. It was agreed to defer to 2020, and to put the item on the December 2019 agenda.

**19/03/12 Items for next Agenda:**

- CIL Fund – Projects
- Play Area Land Registry Update
- Play Area Fence Repairs Update
- Play Area Grass Cutting Quote
- Phone box repairs update/quote
- Reading Rooms Update
- Update on Speed Reduction LHI Scheme
- VAS Data Update

**Next Meeting – Annual Parish Meeting to be held on Tuesday 14<sup>th</sup> May 2019, 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 9:39pm

Clerk

**Burrough Green Parish Council Meeting**  
Minutes of Monday 25<sup>th</sup> March 2019 held in the Reading Rooms at 7.45pm

Signed: *Ansa Khan*

Date: 14<sup>th</sup> May 2019

Chair, Burrough Green PC