

**Burrough Green Parish Council Meeting**  
Minutes of Monday 19<sup>th</sup> October 2020 held in the Reading Rooms at 7.45pm

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

**In attendance:** Vicky Bright, Clerk.

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>20/10/1</b>	<b><u>Accepted Apologies for absence - LGA 1972, Section 85(1) &amp; (2):</u></b>	
i)	None.	
	<b><u>Absent:</u></b>	
ii)	None.	
<b>20/10/2</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 11 & Cllr. V. Mustoe declared an interest in Item 12.	
<b>20/10/3</b>	<b><u>Adoption of the Minutes of the Parish Council meetings - LGA 1972, Schedule 12, para 41(2):</u></b> <b><u>Resolved 20/10/3.01</u></b> To adopt the minutes of the Parish Council meeting held on 27 <sup>th</sup> July 2020 as a true statement and these were signed by the Chairman (AK).	
<b>20/10/4</b>	<b><u>Matters Arising from the Minutes of the Last Meeting:</u></b>	
i)	<b>Clerks Report</b> None.	
ii)	<b>Councillors Reports</b> Several items were discussed to be included in the next Village Voice; Dog Fouling on the Green, Lockdown Community Help Scheme details & number, Trick or Treat social distancing.	
<b>20/10/5</b>	<b><u>Councillor Vacancy – Co-Option to be agreed in relation to the application from Timothy Arksey</u></b> The Clerk advised that an application had been received from Timothy Arksey to join the Council as a member. Cllr. Khan proposed co-opting Tim Arksey onto the Council, this was seconded by Cllr. Penhaligan. <b><u>Resolved 20/10/5.01</u></b> The vote was unanimous in favour of co-opting Timothy Arksey onto the Council. Cllr. Arksey signed his Declaration of Office, this was duly countersigned by the Clerk. The Clerk will email Cllr. Arksey the Code of Conduct and Governing Documents and a Register of Interests for him to complete and return.	
<b>20/10/6</b>	<b><u>Local Authority Reports:</u></b>	

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i) **Cambridgeshire County Council.** None.

ii) **East Cambridgeshire District Council.**  
Cllr. Alan Sharp sent apologies. No report.

**20/10/7 Planning Applications (For Consideration):**

i) **Update on the ACV Application – The Bull Inn, Burrough Green**

The application was refused on the grounds that the pub did not enhance social wellbeing. The Clerk is to collate more evidence of different community groups that use the pub to meet, to show how the pub is enhancing social wellbeing, cultural, recreational and sport use, and will then re-submit the application.

ii) **Planning Decision Notices:**

**20/00808/RMA – Reserved Matters, site to West of 10-20 Sheriffs Court, Burrough Green –**  
Approved 28/09/2020.

**20/00916/FUL – Replacement Greenhouse, The Hall, Church Lane, Burrough Green –** Approved 10/09/2020.

**20/01150/TRE – Tree Works, Beehive Cottage, back Lane, Burrough Green –** Approved 09/10/2020.

**20/01148/TRE – Tree Works, Homeview, Back Lane, Burrough Green –** Approved 09/10/2020.

iii) **20/00916/FUL & 20/00917/LBC – Replacement Greenhouse, The Hall, Church Lane, Burrough Green**

**Resolved 20/10/7.01**

Formal resolution of No Objections submitted between meetings on 11<sup>th</sup> August 2020.

**20/10/8 Correspondence:**

- None.

**20/10/9 Highways:**

i) **VAS Data Update**

The Clerk is to liaise with Swarco to access Data download guides and training and will then forward to Cllr. Tim Arksey, who has agreed to take on the responsibility of downloading the data into a report format. Once the data is collected this will be sent to Highways and the Police for Speed Enforcement checks and possible traffic calming applications.

Two volunteers have come forward interested in re-starting the Community SpeedWatch scheme. The Clerk is to find out where the equipment is and will put a notice in the Village Voice for more volunteers.

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ii) **Update on LHI 2020/21 Scheme - Westley Waterless Junction**

The Clerk advised that Fiona Jones had contacted her to advise that the application is having to go back to the drawing board, to try and put the focus back on reducing the speed of traffic along the B1052 approach to the Westley Waterless junction.

**20/10/10** Parish Matters:

i) **Eco Initiatives - The Green / Pond**

It was agreed in light of the current Covid-19 situation, that the scheme is to be deferred until the New Year. The Clerk is to update Greener Growth and try and secure the final designs and costings for the January meeting.

**20/10/11** Play area:

i) **Land Registry Update**

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

ii) **Update on Bank Account Closure**

Deferred to next Agenda.

iii) **Tree Works in the Play Area to be discussed**

The Clerk advised that the large tree in the play area was overhanging the footpath and road in Elizabeth Way. The Clerk has confirmed with ECDC that the tree will need an TPO application due to being in the conservation area. The Clerk is to obtain quotes and submit the TPO application to ECDC.

**20/10/12** Reading Rooms

i) **To Review & Adopt the Management Agreement**

Cllr. Ansa Khan is to draft a new Management Agreement. Item deferred to next Agenda.

**20/10/13** Finance

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

The bank balance was confirmed as £14,049.83 as of 30<sup>th</sup> September 2020.

**Resolved 20/10/13.01**

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 20/10/13.02**

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

BG Primary School	Donation	00794	£400.00
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Mrs V Mustoe	Bench repairs (Tim Wernham)	000795	£150.00
Mrs V Bright	Mileage & postage	000796	£36.34
SALC	Payroll Apr-Sept 20	000797	£54.00

### **Resolved 20/10/13.03**

It was agreed to approve the following cheques issued and signed between meetings.

ImpressExpress	COVID Signage – Play Area	000786	£30.00
Mijan Ltd	Internal Audit Fee 19/20	000787	£70.00
CCC	19/20 LHI Matchfund	000788	£235.00

### iii) **Update on the School Donation**

The Clerk confirmed she had received a letter from the school requesting and thanking the PC for the donation of £400 (£100 per class). The Clerk is to raise a cheque to be signed and sent.

### iv) **Approval of the Clerks Pay Increase In-line with the NJC Pay Scales Increase for 2020/21**

#### **Resolved 20/10/13.04**

It was agreed to increase the Clerks pay in-line with the 2020/21 increase in the NJC pay scales. Increasing the Clerks salary from £12.39 per hour to £12.73 per hour, with effect from 1<sup>st</sup> April 2020.

### 20/10/14 **Items for next Agenda:**

- Bull Inn – ACV Application Update
- Vas Data and CSW Update
- Westley Waterless LHI Update
- Play Area Land Registry Update
- Play Area Bank Account Update
- Play Area Tree Works Quotes
- Reading Room Committee Management Agreement
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**Next Meeting is to be held on Monday 23<sup>rd</sup> November 2020 at 7:30pm, venue TBC.**

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 8:36pm

Signed: *Ansa Khan*

Date: 11<sup>th</sup> January 2021