**Councillors present**: Cllr. G. Way (GW), Cllr. K. Simpson (KS), Cllr. Tom Rusk (TR) & Cllr. V. Mustoe (VM) & Cllr. A. Khan (Chair) (arrived at 7:36pm).

**Present:**  Clerk – Vicky Bright. Cllr. Alan Sharp - ECDC

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| **ITEM****20/07/1****20/07/2** | **Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)):** **Apologies:** Cllr. M. Penhaligan**Absent:** None.**Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:**Cllr. Greg Wat declared a personal interest in items 15 (v). |  |
| **20/07/3** | **Minutes of the meeting held on 27th January 2020 - LGA 1972, Schedule 12, para 41(2):****Resolved 20/07/3.01**The minutes of the meeting held on 27th January 2020 were adopted as a true statement and signed by the Chairman (AK). |  |
| **20/07/4****20/07/5** | **Appointment of Councillor Responsibilities & Representatives on Outside Bodies:****Resolved 20/07/4.01**The following was agreed;Representative on the Reading Rooms Committee – Cllr. V. MustoeSchool Liaison – Cllr. A. Khan.CAPALC / SALC Liaison – Clerk.ECDC (Parish Forum) – As needed.Playground Inspections – Cllr. M. Penhaligan/ Cllr. T. RuskVAS Data – Cllr. M. Penhaligan & Mark Batting.Defibrillator Inspections – Cllr. V. Mustoe.**Appointment of the Responsible Financial Officer:****Resolved 20/07/5.01**It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2020-21. |  |
| **20/07/6****i)****ii)****20/07/7****i)****ii)****iii)****20/07/8****20/07/9****20/07/10****i)****ii)****20/07/11****20/07/12****20/07/13****20/07/14** | **Adoption of the Annual Governance Statement 2019-2020:****Resolved 20/07/6.01**The AGAR for 2019-2020 was scrutinised and the Annual Governance Statement Section 1 was adopted as a true statement by all Councillor’s present and signed as such by the Chairman (AK) and the RFO.**Adoption of the Internal Audit Report 2019/20****Resolved 20/07/6.02**The Internal Auditor found no issues. The Internal Audit report was adopted in full.**To Receive & Approve the End Year Accounts for 2019/20****Resolved 20/07/7.01**The balance carried forward as of 31st March 2020 was £25,220.94. The accounts were scrutinised and approved and as such, signed by the Chair (AK) & the RFO.**Adoption of the Annual Accounting Statement (AGAR Sect. 2) 2019/20****Resolved 20/07/7.02**The Accounting Statement for 2019/20 (AGAR Section 2) was approved and adopted and signed by the Chair (AK) & the RFO.**Completion & Signature of the Certificate of Exemption (AGAR) 2019/20**The Certificate of Exemption for the 2019/20 AGAR External Audit was duly signed by the Chair (AK)**To Review & Adopt the Budget for 2020/21****Resolved 20/07/8.01**The Budget was reviewed and no changes were made. It was duly signed by the Chair, (AK).**To review & Adopt the Asset Register 2020/21****Resolved 20/07/9.01**The Asset Register was reviewed and adopted and the new bus shelter added. The Parish Council Insurance Schedule has been updated. The Asset Register was duly signed by the Chair (AK).**To Review & Adopt Standing Orders as Amended July 2020****Resolved 20/07/10.01**The Parish Council Standing Orders were taken from the NALC Model July 2018, and were adopted.**To Adopt Standing Orders Addendum Re: Remote Meetings****Resolved 20/07/10.02**The Addendum to cover Remote Meetings, as per [**The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**](http://www.legislation.gov.uk/uksi/2020/392/contents/made), which came in to force on 4th April 2020, was adopted by Full Council.**To Review & Adopt Financial Regulations Amended July 2020****Resolved 20/07/11.01**The Parish Council Financial Regulations were updated in-line with the NALC Model July 2019 and adopted.**To Review & Adopt the Financial Risk Assessment for 2020/21****Resolved 20/07/12.01**The Financial Risk Assessment for the financial year 2020-21 was reviewed and adopted by the Full Council and signed by the Chairman of the meeting (AK).**Review Effectiveness of Internal Audit Procedure and Appointment of Internal Auditor 2020/21****Resolved 20/07/13.01**The Parish Council Appointed Michael Williamson, Mijan Ltd to perform the Internal Audit for the financial year 2020/21.**To Consider any Annual Donations:****Resolved 20/07/14.01**

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| Village voice | Donation | LGA 1972 s142 | 175.00 | 789 |
| BG Playgroup | Donation | S 137 | 100.00 | 790 |
| BG School | Donation 2019/20 & 2020/21 | S137 | 800.00 |   |
| Ellesmere Centre | Donation | LGA 1976 (Miscellaneous Provisions) s19 | 100.00 | 791 |
| Archive Group | Donation | S 137 | 25.00 | 776 |
| PCC | Churchyard Maintenance Donation | Local Government Act 1972, s. 214(6)  | 150.00 | 792 |

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| **20/07/15****i)****ii)****iii)****iv)****v)****vi)****20/07/16****20/07/17****i)****ii)****iii)****iv)****v)****20/07/18** | **Planning Applications:****Formal Approval of the ACV Application – The Bull Pub, Burrough Green.** **Resolved 20/07/15.01**Following requests from villagers and the Pub landlords, it was agreed to submit an application for the Bull Pub to be added to the Asset Community Value register.**19/01221/FUL Amended** **Resolved 20/07/15.02**No Objections submitted 2nd April 2020**20/00472/VAR****Resolved 20/07/15.03**No Objections submitted 20th April 2020**20/00505/FUL****Resolved 20/07/15.04**No Objections submitted 22nd May 2020**20/00808/RMA - Reserved matters - appearance, landscaping and layout for five single storey dwellings with detached garages Location: Site to West of 10 - 20 Sheriffs Court, Burrough Green -** *Additional topographic information and updated heritage statement***Resolved 20/07/15.05**Burrough Green Parish Council agreed to submit the following comments in relation to the reserved matters application 20/00808/RMA, in line with our previous objections to application 17/01681/OUT & 19/00708/OUT;* We would stress that conditions need to be in place, if approved, to ensure the dwellings remain as single storey residential. As there is great concern that without strict conditions being enforced there is the risk of retrospective planning applications post development, should the applicant fail to adhere to conditions set for single storey.
* There is a concern regarding the grasscrete access to the paddock behind the development and the possibility of setting a precedent for future development and building on this land.
* There are strong concerns that the fencing and gated entrance is acting to make the development a gated community, and we feel that this will be detrimental to integration within the community and will make the development segregated from the local community. There appears to be no justification for these houses to be within a gated complex, and rather than hinder, we wish to promote integration for all residents within the community.
* We would stress that the development abuts the Conservation Area and that consideration be given to the design of the dwellings and the landscaping to ensure it ties in with the surrounding style and environment of the village.
* The Access road is inadequate for the current dwellings and extra dwellings and cars would put extra pressure on the single track access leading to the estate from the junction with the main highway. The single track itself goes straight through the Green, so there is also a safety issue, as the single track access goes through the centre of a busy village Green and is adjacent to the children’s play area, which with construction traffic and extra cars/traffic post development, puts children and users of the green at risk. The school walking bus uses this route every day, and therefore the extra traffic and HGV’s pose a real threat to school children trying to get to and from school. The track is also completely inadequate for refuse trucks and HGV’s to use.
* Due to the proximity of neighbouring residential properties and the village Green and playgroup and school to the area of development we would strongly  request that construction times and deliveries during the construction phase are restricted to the following:08:00 – 18:00  Monday – Friday08:00 – 13:00  Saturdays None on Sundays or Bank Holidays

**Correspondence:*** The Clerk presented a letter received from a resident of Back Lane, requesting that something be done regarding the state of the lane and it’s uneven surfacing, potholes and the fact that it is poorly serviced. It was agreed that the Clerk should reply to the resident and also to report the issues to SCC, along with the footpath conditions in Walnut Tree Cottages.

**Finance & Policies:****Parish Council Bank Reconciliation from List of Payments/Receipts April-June 2020****Resolved 20/07/17.01.**That the bank balances and reconciliation of payments and receipts be received and adopted and initialled & signed as such by the Chairman (AK). The bank account balance as of 30th June 2020 is £25,325.63.**Cheques for signing and approval and to authorise payment of outstanding invoices****Resolved 20/07/17.02**It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. A. Khan and Cllr. G. Way.

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| Came & Co. | Insurance  | 000779 | £794.70 |
| SALC | Payroll | 000780 | £54.00 |
| Playsafety Ltd | Annual RoSPA | 000781 | £82.20 |
| Mrs V Bright | Mileage & expenses | 000782 | £77.10 |
| JBL | Bus Shelter | 000783 | £8,517.60 |
| A V Mustoe | Fence repairs (Tim) | 000784 | £110.00 |

 **Approval of cheques signed between meetings****Resolved 20/07/17.03**Approved cheque payments since the last meeting. Signed by Cllr. A. Khan and Cllr. M. Penhaligan.

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| Mrs V Bright | Postage | 000771 | £2.53 |
| CAPALC | Membership fee | 000772 | £230.38 |
| Mrs V Bright | Office allowance 20/21 | 000773 | £289.00 |
| Archive Group | Donation | 000776 | £25.00 |
| Emma Knox | Covid Community phone | 000777 | £25.00 |
| Reading Rooms | Heating Grant | 000778 | £2,500.00 |

**Annual Insurance Schedule & Policy Renewal Adoption 2020/21****Resolved 20/07/17.04**It was agreed after scrutinising the comparison quotes, to accept the quotation of £794.70 from Pen Insurance (via Axa), through Came & Company.**Adoption of the Playground Account End Year Accounts 2019/20 & Decision to close the account and transfer the funds remaining to the PC account****Resolved 20/07/17.05**That the bank balance and reconciliation for the financial year 2019/20, be received and adopted and signed as such by the Chairman (AK). The bank account balance as of 30th June 2020 is £578.82.**Resolved 20/07/17.06**It was agreed to close the playground account and transfer the balance to the Parish Council Lloyds Treasurer Account, with the balance earmarked for the play area.**Reading Rooms Committee Report**This report covers year ending 5/4/20 and work being undertaken in the Reading Room up to 21/7/20.Year Ending 5/4/20The Reading Room had one of its best years on record for fundraising and thanks should go to the booking secretary Joanne Harrison for the work she has done in handling and encouraging bookings. In addition, for the second year running we were able to host a bridge evening and would like to thank Dulce Threlfall for her organisation and for the dining arrangements which were donated by Vee Mustoe. This event made over £1500 and is much appreciated. During the year we also ran 3 breakfast mornings which were also very successful. All of this helped the Reading Room to a closing balance of £5149.57 (Prior Year £3505.19) and a profit of £1914.30 (£879.94) on the year. A great achievement all round.Amey Cespa GrantIn December 2019 we started the process of raising funds to improve the heating in the Reading Room. We applied for just under £20,000 from Amey Cespa and thanks to the support of the Parish Council and Gages charity we were successful in being awarded the grant. As of today, the secondary double glazing has been completed and the bill for this of £4800 has been paid. The new heating system has been installed and is all but complete. 50% of that cost has been paid and we would hope to pay balance in July. After that, we then present the completed project to Amey Cespa who will pay the outstanding amount within 15 working days. Seems somewhat bizarre that we needed to have the money we asked for to complete the project and then be paid back in arrears but fortunately through support from a Reading Room committee member and the Covid19 grant we have been able to do that. As well as the heating and the glazing we have significantly upgraded the lighting at a cost of £3300. The work includes ambient uplighters and new ceiling lights. Bring your sunglasses when you visit! Thanks go to Mark Batting for his hard work submitting the application.A new emergency alarm system has also been installed in the disabled toilet. We will also be taking the opportunity to put in emergency lighting and smoke detectors for which we are currently awaiting a quote.Other tasks we have identified are upgrading the flooring and buying approximately 50 comfortable chairs. We would like to tidy up the front outside by maybe putting a small picket fence around. This will enable us to host people outside and any children can be prevented from venturing onto the road. We also hope to get the back outside area tidied up too.Covid19 GrantIn April we along with many other businesses received the £10,000 Covid19 grant. This is hugely beneficial, and we are currently agreeing how best to use this substantial windfall.Free WiFiThe Reading Room has also benefitted from the installation of free WiFi courtesy of Cambridgeshire Connect. It has enabled us to have a broadband connection installed in the hall with three years free WiFi access.FutureAs regulations stand, we don’t envisage the Reading Room being open before the end of September. We plan to hold a meeting on 7th September to understand how the regulations have changed and what we can do.Thanks were offered to Marilyn Field, who after 30 years has stood down from the Committee! |  |
|  | **Next Meeting to be held on Monday 28th September 2020 at 7:30pm, venue to be confirmed.**Meeting closed at 8:43pm |  |