

Burrough Green Parish Council Meeting
Minutes of Monday 14th July 2014 held in the Reading Rooms at 7.45pm

Councillors present: Chairman –Jo Batting (JB), Greg Way (GW), Mark Penhaligan (MP), Ken Simpson (KS), Angela Harris (AH), Philip Hill (PH).

Present: Clerk – Vicky Bright

Item	Action
14/07/1	<p><u>Public Forum – LGA 1972, Section 100(1):</u> No Members of the public present.</p>
14/07/2	<p><u>Local Authority Reports:</u></p>
i)	<p>Cambridgeshire County Council. No representative or report sent to meeting.</p>
ii)	<p>East Cambridgeshire District Council. No representative or report sent to meeting.</p>
iii)	<p>Cambs Police – SNT. PCSO Ian Hawkins sent apologies and a report to be read out on his behalf.</p> <p>There have been three recorded crimes since the start of April, these comprise of two domestic related assaults and one attempted burglary. The suspects for the burglary were stopped close to the scene by the local PCSO and arrested by Officers. At the time of writing this report, there is still some work to do surrounding this crime but the suspects have not been charged.</p> <p>Officers have conducted speed checks in the village and have reported a number of drivers for excess speed. The team will be returning to conduct more speed checks when they are able.</p> <p>I have conducted patrols in the village in line with our recent priorities of acquisitive crime patrols in the South Newmarket Villages. As always, I am only a phone call or an email away should anybody need any advice. Please ensure that any suspicious people or vehicles are called in on 101 so we are able to get out and get them checked.</p> <p>Cllr. Batting advised that an article had recently been placed in the Village Voice advising residents to be vigilant to burglaries and to be pro-active and always report anything suspicious to 101.</p>
14/07/3	<p><u>Accepted Apologies for absence - LGA 1972, Section 85(1) & (2):</u> Cllr. Ansa Khan (AK).</p>
14/07/4	<p><u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u> None.</p>
14/07/5	<p><u>Minutes of the last meeting - LGA 1972, Schedule 12, para 41(2):</u> <u>Resolved 14/07/5.01</u> The minutes of the last meeting on 12th May 2014, were adopted as a true statement and signed by the Chairman (JB).</p>

14/07/6

Updates from previous minutes:

i)

Clerks Report

BT Phone Box Brinkley Road

The phone box has been cleaned and the overgrowing vegetation was cut back at the end of June. The door is due to be replaced, just waiting on a replacement part and the re-paint is due to take place between now and October this year.

Back Lane & Green Lane Street Cleaning Update

Darren Hughes at Waste ECDC has forwarded the issues to Veolia for action. I chased him today and he is going to chase up with Veolia.

Village Voice – Dog Fouling Notice

I placed a reminder notice in the Village Voice regarding Dog Fouling on The Green.

Audit Update

The annual return and accounts for 2013-2014 were sent to the External Auditor by the 9th June 2014, the auditor (PKF Littlejohn) will write to us with any further action needed. If there is no action needed, we will then publish the audited Annual Return by 30th September 2014.

ii)

Councillor's Reports – None.

14/07/7

Correspondence:

i)

ECDC Proposed Pilot Parish Conference.

A letter received from ECDC states they are looking to hold a Parish Conference in partnership with local councils and agencies in September 2014 and would like two members of the Council to attend. It was agreed that subject to date and time, the Parish Council would send representatives.

ii)

Donation Thank you Letters

The Clerk read out 3 letters from the Village Voice, Reading Rooms and the Archive Group thanking the Parish Council for their donations.

14/07/8

i)

Planning Applications:

14/00126/FUL – Erection of Barn/Garage with storage above, Old School House Westley Waterless– Approved 19/05/2014

ii)

14/00120/OUT – Outline proposal for two storey detached dwelling, Land adjacent The Old White Horse Westley Waterless – Approved 16/06/2014.

iii)

14/00632/TCON – Tree works application – Bryanston House Back Lane Burrough Green

Resolved 14/07/8.01

The Council offers no objection to tree works application 14/00632/TCON.

Burrough Green Parish Council Meeting
Minutes of Monday 14th July 2014 held in the Reading Rooms at 7.45pm

iv) 14/00701/FUL – Construction of two storey detached house and garage (Demolition of existing house), Homefield Westley Waterless.

Resolved 14/07/08.02

The Council offers No Objections to planning application 14/00701/FUL.

Play area:

14/07/9
Play Area Committee

i) Cllr. Batting suggested reinstating the committee to deal with ongoing issues, namely to manage the maintenance and upkeep and to manage the risk assessments, Health & Safety issues and accident monitoring.

It was suggested that Cllr. Harris liaise with the former members to see if they would be willing to sit on the advisory committee again and to approach possible new members. The reinstatement is therefore deferred until the September meeting. Cllr. Penhaligan expressed that he no longer wished to be a member of the committee. It was agreed that Cllr. Harris would pass over the bank details and accounts to the RFO/Clerk.

AH

AH

Risk Assessments & RoSPA Annual Inspection Report

ii) Cllr. Penhaligan confirmed that the gates are to be re-posted and fixed under warranty.

Resolved 14/07/9.01

It was agreed to purchase and install two signs, one for each gate, advising users of the play area to 'Please Keep The Gate Shut'.

Clerk

Cllr. Harris confirmed that the football had raised £1400 towards the top soil and seeding of the mound and the picnic tables. The mound would be seeded in September/October. It was agreed that the Parish Council would look at making a donation towards the mound at the September meeting.

The two reported accidents had been investigated and the overall view was that the accidents were caused by horseplay and not as a fault of the play area design. Hazard tape has been placed along the balance beam as a deterrent and it was agreed to monitor for future incidents and occurrence.

The Clerk advised that the RoSPA report had been given an overall risk rating of Medium. Specifically the report had highlighted three areas that required monitoring, but no immediate action required:

- The Benches were not secured to the surfacing
- The supports of the cargo net are within the falling / free space
- The ladder on the Agility Trail Multiplay Unit fails entrapment requirements.

Resolved 14/07/9.02

iii) It was agreed to monitor the three RoSPA points and the accident occurrence at the balance beam.

Grass Cutting

Burrough Green Parish Council Meeting
Minutes of Monday 14th July 2014 held in the Reading Rooms at 7.45pm

AH

The Clerk advised that ECDC are unable to provide a grass cutting service to the play area, as the gates are too narrow for their mowers to access. Quotes for the grass cutting were considered by James Addison, Peacocks Landscaping and Anglia Landscaping.

Resolved 14/07/9.03

It was agreed to accept the quote from James Addison for £35 plus VAT per fortnightly cut and to instruct him to proceed as soon as possible.

Resolved 14/07/9.04

- iv) It was agreed that the Parish Council would make a donation towards the annual grass cutting in the play area of £150 and this is to be reviewed annually at the budget.

Playgroup Fence

Cllr. Batting and Cllr. Penhaligan advised that when the play area was installed it was necessary to remove the established hedge that ran alongside the playgroup boundary. This has now caused a Health & Safety and Safeguarding issue for the children and the Playgroup. The Playgroup have proceeded with having a 6Ft trellis fence installed along the boundary as a temporary solution and are planning to replace the hedge, which will take several years to become established.

Resolved 14/07/9.05

- 14/07/10
i) It was agreed to give a donation of £75 to the playgroup towards the fence. With the understanding that the hedge be planted on the playgroup boundary side and the fence be maintained by the playgroup.

Finance:

Parish Council Bank Balances and Reconciliation

The bank balance was confirmed as £12,324.38 as of 30th June 2014.

- ii) **Resolved 14/07/10.01**

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

Cheques for signing and approval

Resolved 14/07/10.02

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

Mrs V. Bright	000581	Office Allowance	£200.00
Mrs V. Bright	000582	Mileage & expenses	£30.44

Resolved 14/07/10.03

Cheques payments since the last meeting. Signed by Cllr. Jo Batting and Cllr. Greg Way.

- iii)

Came & Co.	000578	Annual Insurance	£519.02
Mr L. Field	000579	Grass Cutting	£312.50
PlaySafety Ltd	000580	RoSPA Inspection	£78.00

Standing Orders Approval and Adoption

The Clerk presented the Council with the revised and updated NALC Model Standing Orders for review and adoption.

Resolved 14/07/10.04

iv) That the revised version of the Standing Orders be adopted. The Chairman (JB) initialled as such.

Financial Regulations and Risk Assessment Approval and Adoption

The Clerk presented the Council with the revised and updated NALC Model Financial Regulations for review and adoption.

Resolved 14/07/10.05

That the revised version of the Financial Regulations be adopted. The Chairman (JB) initialled as such.

The Clerk presented the Council with the Financial Risk Assessment for 2014-2015 for review and adoption.

Resolved 14/07/10.06

That the Financial Risk Assessment for 2014-2015 be approved and adopted. The Chairman (JB) initialled as such.

Resolved 14/07/10.07

A review of the effectiveness of the internal audit process was carried out by the Clerk and it was agreed to continue with the appointment of Mr. Michael Williamson – Mijan Ltd for the Council's internal auditor for 2015-2016.

v)

Clerk's Appraisal and Salary

It was confirmed that the Clerks probationary period had been completed and an appraisal had been carried out. It was suggested that the Clerks salary be increased to NJC pay Scale 22 with immediate effect.

Resolved 14/07/10.08

It was agreed that the Clerks salary be increased in line with NJC Scale 22.

vi)

Quarterly Risk Assessment Report

The Clerk presented a report on the findings of the quarterly Asset Risk Assessment carried out by the Clerk in June this year. It was confirmed that the Jubilee sign refurbishment was now complete and that the Notice board had been re-treated by Cllr. Simpson. The Maintenance to the Map Board, Bus Shelters and benches would be carried out by Robin Waterhouse in July/August of this year. The Clerk advised that the Goal posts both needed repairs. It was agreed that Cllr. Harris would obtain quotes for two new goal posts.

vii)

Precept Additional Funding Projects

Resolved 14/07/10.09

It was agreed that the additional funding received on this years precept due to an administrative error would be spent on the maintenance of the assets throughout the village, being carried out this summer.

14/07/11

i)

Highways & Footpaths

Update on Raised Crossing application

It was agreed that the LHI funding awarded of £1,500 would not be sufficient to install the raised crossing outside the school. Therefore, it was suggested that the Clerk ask the LHI Team if the

AH

Clerk

Clerk

Burrough Green Parish Council Meeting
Minutes of Monday 14th July 2014 held in the Reading Rooms at 7.45pm

ii) funding could be spent on improving the existing speed reduction already in the village, such as re-painting the yellow zigzags outside the school, upgrading and resurfacing the Red 30mph strips and repairing the Highway Gates. It was also suggested that the Clerk contact Highways and ask if the footpath at Walnut Tree Cottages could be re-surfaced.

14/07/12
i) It was agreed that the Council would not be submitting an application to the next years LHI funding round.

Parish Matters:

Phone Box

ii) Cllr. Batting confirmed that the phone box refurbishment was now complete and was once again open as the library. There was a very good article and photo in the Journal covering the re-opening.

Ditch (B1061)

iii) The Clerk confirmed that ECDC and CCC would not accept responsibility for the maintenance and dredging of the ditch, and the adjacent residents had confirmed that they did not own the ditch, nor were they responsible for dredging and maintaining it. The Council asked the Clerk to approach Robin Waterhouse for a quote to clean and dig out the ditch under Green Lane (B1061) along to the Reading Rooms.

Clerk

Speedwatch

14/07/13 Cllr. Simpson confirmed that the Speed Watch group had been suffering from lack of support and there had been no activity within the last six months. It was felt that due to a lack of interest, the Clerk would hold off advertising for new recruits at this time and that we would rely on the Police to carry out increased speed checks at this time. The Clerk is to follow up with PCSO Hawkins regarding increased speed checks.

Clerk

Items for next meeting:

- Play Area Committee
- Play area Mound Donation
- Goal Posts
- LHI Bid Funding update
- Ditch (B1061) update

Date of next meeting Monday 15th September 2014 7:45pm, to be held in the Reading Rooms.

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 21.45.

Approved & Signed: Jo Batting (Chair)

Date: 15th September 2014