

Burrough Green Parish Council Meeting

Minutes of Monday 15th September 2014 held in the Reading Rooms at 7.45pm

- 14/09/3** Accepted Apologies for absence - LGA 1972, Section 85(1) & (2):
Cllr. Mark Penhaligan (MP).
Absent: None.
- 14/09/4** Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:
None.
- 14/09/5** Minutes of the last meeting - LGA 1972, Schedule 12, para 41(2):

Resolved 14/01/5.01
The minutes of the last meeting on 14th July 2014, were adopted as a true statement and signed by the Chairman (JB).
- 14/09/6** Updates from previous minutes (FOR INFO ONLY:
i) **Clerk's Report**
Audit Update
The audit has been completed and returned by the auditor (PKF Littlejohn). There were no matters arising or any points raised by the auditors for action. We must display the Notice of Conclusion of Audit and sections 1, 2 & 3 of the Annual Return for a period of 14 days.
Resolved 14/09/6.01
That the Council accepts the External Audit Certificate for Financial Year 2013-2014.

Archiving
I am still sorting through the old Council files and archiving the records. I have arranged for the archived records to be stored at the Records Office, once I have completed the archiving.

On a personal note I would like to inform the Council that I am pregnant and will be taking 6 months maternity leave at the end of February next year. I have advertised through CPALC for a temporary locum Clerk to provide 6 months maternity cover for that period. I am also prepared to do some Keeping in Touch hours whilst on maternity leave to assist the Temp Clerk with the end of year accounts, audit and annual return etc.
- ii) **Councillor's Reports**
None.
- 14/09/7** Correspondence:
i) **ECDC Online Transparency Article**
The Clerk read out an article advising that the Government are in the process of drawing up regulations that will mean Parish Councils will have to publish key governance and financial information online, including all expenditure on items above £100. This will mean that local people

Clerk

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ii) will have readily available the information they need to hold local public bodies to account.

Rural Cambs CAB Donation Request

The Clerk read out a letter from the Rural Cambs branch of the Citizens Advice Bureau requesting a voluntary donation from the Parish Council. It was discussed by all and agreed that no donation would be given.

iii) The Clerk advised that she had been contacted by Mr. Threlfall (on behalf of Ms. Caroline Mallan) regarding the kissing gate which has been installed on land adjacent to the public footpath behind the pub. Ms. Mallan was concerned that the gate would obstruct grass cutting.

The Council discussed that Mr Troy who owns the land has had the gates installed as a precaution against young yearlings escaping from the stud land when being trained, to protect walkers and users of the footpath. It was agreed that after visiting the site that the gate did not impede upon accessibility for pushchairs or wheelchairs. It was also discussed that the landowner is responsible for the grass cutting and that at present the Council were prepared to monitor the situation and only approach the landowner if the grass cutting became an issue.

14/09/8

Planning Applications:

None.

14/09/9

Play area:

i) **Play Area Committee**

Cllr. Harris advised that as she is usually the person responsible and auctioning any issues relating to the play area, she felt it would make sense to appoint her as the designated person for the play area, and not re-instate a committee at this time.

Resolved 14/09/9.01

It was agreed to appoint Cllr. A. Harris as the designated person for the Play Area.

Cllr. Harris reported that the mound has now been top soiled and seeded, with a second application of seed to be applied soon. The leak around the tree, which had now become waterlogged was been reported to Anglian Water. It was stressed that this water is fresh water and not sewerage.

Martin has been contacted to re-fix the gate post and to tighten the gate latches. It was agreed that Cllr. Harris would discuss options and quotes for alternative latches for the gates with him.

ii)

Play Area Mound Donations

Cllr. Harris advised that the football match and a £250.00 donation from Darley Stud had raised sufficient enough funds to do the mound and that no further donations from the Parish Council would be required for this. The Council's thanks were offered to Darley Stud for their kind and generous donation.

iii)

Gate Signs

AH

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iv)

It was agreed that once the repairs to the gate post have been carried out and by installing new latches on the gates, it was no longer necessary to install signs on the gates.

Goal Post Quotes

Cllr. Harris showed the Council quotes for 3 types of goal post;

- Samba Sports – Pair 12ft x 6ft = £285.00
- Pro-direct – 12ft x 6ft = £160.00 each goal
- Pro-direct – 12ft x 6ft = £150.00 each goal

Resolved 14/09/9.02

It was agreed to accept the quote and purchase the pair of 12ft x 6ft goal posts from Samba Sports at a cost of £285.00.

14/09\10

i)

Finance:

Parish Council Bank Balances and Reconciliation

The bank balance was confirmed as £11, 603.58 as of 28th August 2014.

Resolved 14/09/10.01

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

ii)

Cheques for signing and approval

Resolved 14/09/10.02

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.

L.F. Field	000586	Grass Cutting Jul/Aug	£312.50
PKF Littlejohn	000587	Audit 2013-2014	£240.00
Mrs. V. Bright	000588	Expenses	£15.77

Resolved 14/07/10.03

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

Burrough Green Playground	000583	Grass Cutting Donation	£150.00
Burrough Green Playgroup	000584	Fence Donation	£75.00
L.F. Field	000585	Grass Cutting May/June	£312.50

14/09/11

i)

Highways & Footpaths

Update on LHI Funding

The Clerk presented the Council with three options and costing's for the LHI funding that the Council have been awarded. It was agreed that the option to refresh all lining throughout Bradley Road, including roundels, Pedestrian Crossing markings, centre lines, Slow markings, School Keep Clear markings and Give Way Lines, costed at £941.60 was the most affordable option. CCC reported that the Highway Gates were recently re-painted in 2013, but that the gates and road signs could be cleaned at a cost of £300. It was agreed that this offer would not be taken up and

AH

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	<p>that cleaning of the signs and gates would be added to the next Village Clean Up schedule. Although it was suggested that the Clerk contact Highways regarding repairing the gate at the end of the village (Haverhill).</p>	Clerk
	<p><u>Resolved 14/09/11.01</u></p> <p>It was agreed that the Clerk accept the above Option with the LHI Team (Details and plans can be viewed upon request to the Clerk), following confirmation from CCC as to the Parish Council's match funding contribution being less than £300. Clerk to report back at the next meeting.</p>	Clerk
ii)	<p>Application to divert Public Footpath No. 11</p> <p>CCC has received an application to divert part of Footpath No.11. The diversion runs adjacent to the new affordable housing development at Sheriff's Court (plans can be viewed upon request to the Clerk). The new diverted footpath will remain at 2m wide and the surface, as in the existing route, will be natural surface. Councillors discussed that this diversion was originally discussed on site 10 months ago and it is believed that the diversion has already gone ahead.</p>	
	<p><u>Resolved 14/09/11.02</u></p>	
iii)	<p>The Parish Council offers No Objections or comments.</p>	
	<p>Green Lane</p> <p>Cllr. Simpson confirmed that Green Lane had now been cleared. The Council extends its thanks to Cllr. Simpson and Dave White and all involved in the clean up.</p>	
14/09/12		
i)	<p><u>Parish Matters:</u></p> <p>Walnut Tree Cottages Footpath Update</p> <p>The Clerk confirmed that Highways has advised that no works are scheduled to re-surface the footpath at Walnut Tree Cottages and it is unlikely that any works will happen imminently. It was suggested that the Clerk report back to Highways that there are several pot holes at Walnut Tree Cottages that need repair. It was also suggested that the Clerk report the slow draining drain on the corner by Wyck Farm House.</p>	Clerk Clerk
ii)	<p>Asset Maintenance Update</p> <p>Cllr. Batting reported that Robin Waterhouse had taken on additional commitments elsewhere and was therefore unable to do the repairs quoted for the Map Board, he would still be able to complete the repairs to the brick Bus Shelter and the cleaning and re-painting of the Bus Shelter on Top Road and had already completed the re-treatment of two of the benches and was halfway to finishing the third bench.</p>	
14/09/13	<p>Cllr. Simpson said he would take on the repairs and re-staining of the Map Board.</p>	KS
	<p><u>Items for next meeting:</u></p> <ul style="list-style-type: none">• LHI Funding Project Update• Play Area Gate Latches Update/Options• Footpath Funding Options	

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- Pub – Asset of Community Value Application Update
- 2015 Meeting dates

Date of next meeting Monday 24th November 2014 at 7:45pm, in the Community Rooms, Sheriff's Court.

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 21.18pm.

Signed:

Date: 25th November 2014