

Burrough Green Parish Council Meeting

Minutes of Monday 28th September 2015 held in the Reading Rooms at 7.45pm

Councillors present: Chairman –Jo Batting (JB), Greg Way (GW), Angela Harris (AH), Philip Hill (PH) & Ansa Khan (AK).

Present: Clerk – Vicky Bright, Rebecca Avery – Police Commissioners Office, Vince Campbell – CCC, Brian Robins – ECDC Speed Watch Coordinator & Elke Floettmann – Brinkley Speed Watch.

Item	Action	
15/09/1	<p><u>Public Forum – LGA 1972, Section 100(1):</u> One member of the public present.</p>	
15/09/2	<p><u>Local Authority Reports:</u> Cambridgeshire County Council. None.</p> <p>East Cambridgeshire District Council. No representative present and no apologies or report sent.</p> <p>Cambs Police – SNT. Rebecca Avery from the Police Crime Commissioners Office explained that the role of the Crime Commissioner was to hold the Police accountable to the public. She explained that their priorities were to maintain police performance, efficiency and safety. They hope to strengthen relationships with PC's and the public, schools and charities and to obtain opinions from these organisations.</p> <p>Brian Robins from ECDC Speed Watch and Elke Floettmann from Brinkley Speed Watch explained the role of the speed watch coordinator and how the new CSW scheme is running. The scheme is now 250 villages strong. Brinkley has been up and running for the last 3-4 weeks and they have noticed an effect already. Brian explained that CSW is a drip feed education process, but that it can have real effects. He offered assistance and help if Burrough Green decided to re-start their scheme.</p>	
15/09/3	<p><u>Accepted Apologies for absence - LGA 1972, Section 85(1) & (2):</u> Cllr. Mark Penhaligan. Absent: None.</p>	
15/09/4	<p><u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u> None.</p>	
15/09/5	<p><u>Minutes of the last meeting - LGA 1972, Schedule 12, para 41(2):</u> <u>Resolved 15/09/5.01</u> The minutes of the last meeting held on 27th July 2015, were adopted as a true statement and signed by the Chairman (JB).</p>	

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15/09/6

Updates from previous minutes (FOR INFO ONLY):

i)

Clerks Report

The Clerk advised that the Annual Return and external audit were now completed and the notice of conclusion had been posted on the notice board. Applications to see the accounts for 2014-15 and the Annual Return should be made to the Clerk in writing.

ii)

Councillor's Reports

Cllr. Penhaligan asked that his report on the Playgroup/play area fence be read out in his absence. The Trellis is being climbed over and is being damaged. It was suggested that children were climbing over at weekends to retrieve footballs. It was suggested that a hedge be planted in its place, but the thought was that this would still be climbed and it would take time to grow and establish. Suggestions were made that the playgroup leave the gate unlocked at weekends, but the issue of insurance being null and void was raised. It was agreed that the playgroup would look at signage and maybe wire netting at their next meeting and report costs back to the PC, regarding a possible donation.

15/09/7

Correspondence:

i)

Lucy Frazer MP – Letter

The Clerk read out a letter from the MP thanking the PC for the meeting on 5th August 2015.

15/09/8

Planning Applications:

None.

15/09/9

Play area:

i)

Update on Accident Recording & Risk Assessments

In view of the recent accident reported it was agreed that Cllr. Harris would continue with regular monthly risk assessments and would include an Accident Reporting procedure/record.

AH

ii)

Land Registry Update

Cllr. Khan is to action this before the November meeting.

AK

It was agreed to look at the PC donation to the play area grass cutting at the next meeting.

15/09\10

Finance:

i)

Parish Council Bank Balances and Reconciliation

The bank balance was confirmed as £14,000.53 as of 28th August 2015.

Resolved 15/09/10.01

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 15/09/10.02

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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. Ansa Khan.

Mrs. V. Bright	Office Allowance 2015-16	000626	£124.99
Mrs. V. Bright	Expenses	000627	£6.56
Mr. R. Stone	August Salary	000628	£168.34
Mr. R. Stone	Office Allowance Feb 2015 – Aug 2015	000629	£100.00
Mr. R. Stone	Mileage & Expenses	000630	£62.64
L.F. Field	Grass Cutting Jul/Aug	000631	£312.50
HMRC	R. Stone Tax	000632	£61.20
CAPALC	Membership	000633	£179.59

Resolved 15/09/10.03

Cheques payments since the last meeting. Signed by Cllr. Angela Harris and Cllr. Greg Way.

CCC	000624	Village Highway Gate	£437.76
Mrs. V. Bright	000625	August Salary	£101.87

iii)

Approve CAPALC Membership

Resolved 15/09/10.04

It was agreed to re new the membership for the year to CAPALC.

15/09/11

Highways & Footpaths

i)

LHI Update

The Clerk confirmed that this had still not been completed and that she was awaiting update from the Local Projects Team.

Clerk

ii)

Speed Reduction / Traffic Calming

- a. Claire Metcalfe advised that it was agreed to hold off on the white lining until the road had been resurfaced, the Clerk is to contact Highways to get a date for this works. The Clerk has been asked to source costs for a speed survey to be carried out before the LHI application is submitted and for costs for the VAS mobile sites.
- b. The Clerk advised that statistics for incident/accident numbers had now been received and could be used to support the LHI application.
- c. The Clerk was asked to review the budget and confirm the PC's 10% donation to the LHI application.
- d. It was agreed to look at re starting the CSW in the village and the Clerk is to draft a notice to recruit volunteers, Cllr's Khan, Batting and Harris agreed to coordinate this.

Clerk

Clerk

AH/AK/JB

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15/09/12	Parish Matters:	
i)	Sheriffs Court Parking Update Road is not adopted; we are awaiting further update.	
ii)	Sheriffs Court Footpath Reinstatement & Landscaping The footpath has been reinstated. The Operations Manager has recently left and no action has been taken regarding the action plan put into place for the landscaping, the grass has been cut once, no maintenance contract has been put in place, no landscaping has been done so far. It was agreed that the Clerk would send a letter chasing up the Estates Manager.	Clerk
iii)	Bus Shelter Repairs Cllr. Harris and Cllr. Batting are to get surveys and quotes for repairs. The Clerk is to look at other options and costs for a new bus shelter.	AH/JB/Clerk
iv)	Website for Transparency Code The Clerk advised that in line with the Transparency Code the Council needs to display electronically to the public its Financial records etc. The Clerk is to look at options and costs for the Council having its own website to accommodate this.	Clerk
v)	Emergency Planning Document The Council agreed that this should be looked at further at a later date.	
vi)	Village Maintenance Issues The Clerk advised that the last Risk Assessment was undertaken in April 2015 with no additional items of maintenance raised. The next assessment is due in October 2015 and will be reported at the next meeting.	
15/09/13	Items for next meeting: <ul style="list-style-type: none">• Brick Bus Shelter Repairs Update/Asset Risk Assessment Report• Play Area Grass Cutting Donation & Play Area Land Registry Update• CSW Update• Update on LHI Works & LHI 2016-17 Application update• Sanctuary Housing Parking & Landscaping Update• 2016 Meeting dates• 2016-2017 Budget & Precept Request <p>Date of next meeting Monday 30th November 2015 at 7:45pm, in the Community Rooms, Sheriff's Court.</p> <p>There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 22.10pm.</p>	

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Signed: Jo Batting

Chair

Date: 30th November 2015