

Burrough Green Parish Council Meeting
Minutes of Monday 11th January 2021 held via Zoom at 7.30pm

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).

Attendees: Cllr. Alan Sharp – ECDC & 1 member of the public

Apologies: Vicky Bright, Clerk & Cllr. Tim Arksey (TA).

Item		Action
	The Chairman welcomed all to the meeting.	
	<u>Public Forum – LGA 1972, Section 100(1):</u> The member of the public raised two issues: 1. The continuing and worsening problem around Burrough Green of dog owners not cleaning up after their dogs. The Councillor's agreed to include in the village voice a reminder of the country code, and also to improve the dog fouling signage within the village. 2. The District Council have a tree planting initiative as part of their efforts to tackle climate change. The Council was asked to consider applying. Cllr. Khan gave an update on previous investigations into planting trees on the green (which it was decided not to take forward), and the ongoing pond improvement initiatives (which have been delayed due to the Covid-19 pandemic).	
	<u>Accepted Apologies for absence – LGA 1972, Section 85(1) & (2):</u> Cllr. Tim Arksey (TA).	
21/1/1		
21/1/2	<u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u> Cllr. G. Way and Cllr. A. Khan declared an interest in Item 9 (i).	
21/1/3	<u>Adoption of the Minutes of the Parish Council meetings – LGA 1972, Schedule 12, para 41(2):</u> <u>Resolved 21/1/3.01</u> To adopt the minutes of the Parish Council meeting held on 19 th October 2020 as a true statement and these were signed by the Chairman (AK).	
21/1/4	<u>Local Authority Reports:</u>	
i)	Cambridgeshire County Council. None.	
ii)	East Cambridgeshire District Council. Cllr. Alan Sharp to circulate slides from Police & Crime commissioner. Finance & Assets committee to meet this month to make budget recommendations to full council in February. Bus service review to look at 'demand responsive transport', with trials pending. Cycling & Walking consultation work is ongoing, but delayed due to Covid-19.	
21/1/5	<u>Planning Matters (For Information):</u>	
i)	Update on the ACV Application – The Bull Inn, Burrough Green	

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The Clerk is continuing to work 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. Cllr. Alan Sharp to check with planning on whether this should be considered as an urgent matter. Cllr. Penhaligan has submitted information to assist the Clerk.

ii) ECDC – UKPN Substation Consultation

Cllr. Rusk and Cllr. Simpson have visited the site. Cllr. Alan Sharp had met with Spencer Clark, East Cambridgeshire District Council, at the proposed site to discuss matters. The substation is understood to be 3m x 6m and will fit within the overgrown area at the rear of the site. No adverse feedback has been received from residents of Hartfield Road. Councillor's agreed they do not object to the proposal.

iii) Planning Decision Notices

20/01631/TRE – Tree Works, Burrough Green CofE Primary School Bradley Road Burrough Green
– Approved 08/01/2021.

20/01317/TRE – Lane House Back Lane Burrough Green – Approved 18/11/2020.

19/01221/FUL – Construction of a pair of farm worker's cottages, Site East of Garret Cottage Bradley Road Burrough Green – Approved 02/12/2020.

iv) ECDC Briefing Note on Planning Matters:

Circulated and Noted.

21/1/6 Correspondence:

None.

21/1/7 Highways:

i) VAS Data Update / Community Speed Watch

Actions re. VAS from meeting 19/10/2020 are pending, as the Clerk and Cllr. Tim Arksey not present to provide updates. No responses have been forthcoming to the request placed in the Village Voice for volunteers to take part in the Community Speed Watch. Cllr. Alan Sharp repeated his offer to join other volunteers. Councillor's agreed to post request on the village Facebook group, noticeboard and request the school to put a notice out.

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

No update. Clerk to chase for details.

21/1/8 Parish Matters:

i) Church Fundraising Ideas to be Considered

No ideas were forthcoming.

ii) Discuss Sewers (Bradley Road) – Anglian Water Update

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Residents experiencing issues due to a combination of excessive rainwater and items causing blockages in the pipes and pumps. Councillor's agreed to put a notice in the Village Voice to highlight the issue and request residents not to flush away baby wipes, kitchen towel, etc.

iii) Discuss Website in relation to WCAG 2.2 Legislation (Web Content Accessibility Guidelines).

It was agreed to look into the options available for updating/modernising the village website and to bring the website in-line with WCAG 2.2 Legislation, with a view to funding via CIL reserves. Cllr Rusk and Cllr Penhaligan to review options and present back to Full Council.

21/1/9 Play area:

i) Land Registry Update

No update from Cllr. Khan and Cllr. Way.

ii) Update on Bank Account Closure

Deferred to next Agenda for Clerk to update.

iii) Tree Works in the Play Area - Update on Quotes and TPO application to Planning ECDC

No update on the Clerk to obtain quotes and submit the TPO application to ECDC.

21/1/10 Reading Rooms

i) Update on the Management Agreement – Reading Rooms Committee

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

21/1/11 Finance

i) Parish Council Bank Balances and Reconciliation from list of Payments and Receipts

The Clerk had provided the Budget to Actual Report for 2020-21 up to 31st December 2020. The bank balance was confirmed as £11,877.49 as at 30th December 2020. Clerk to provide update on the £2,318.40 Amey Cespa duplicate cheque payment ref. 785, which appears to have been presented and paid.

Resolved 21/1/11.01

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

Taking into account all of the deductions from 2020-21 (to Jan 2021), the balance of reserves will reduce to £13,980.49. Further expenditure prior to the end of 2020-21 is expected to further reduce the balance of reserves to c. £13,200.

ii) Cheques for signing and approval and to authorise payment of outstanding invoices

Resolved 21/1/11.02

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.

Mr. J. P. Addison	Play Area Grass Cutting	000800	£530.00
ICO	Data Protection Fee	000801	£40.00

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Mrs. V. Bright	Postage, Mileage, Printer & Laminator contribution. Backdated pay rise.	000802	£161.49
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Resolved 21/1/11.03

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

Emma Knox	Community Phone	000798	£25.00
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Projected Budget for Precept 2021/22 to be reviewed and adopted

- iii) The Clerk provided the projected budget for 2021-22, it was scrutinised and approved and signed by the Chair, Cllr. A. Khan.

Resolved 21/1/11.04

It was agreed to adopt the budget for 2021-22 with expenditure of £12,115.20.

To set and adopt the Precept request figures for 2021/22

- iv) The Clerk presented three options for final Precept request figures for 2021-22. In order to maintain the 2020-21 precept income level of £10,190, taking into account the expected decreases as a result of the Covid-19 pandemic, a £2.25 per household increase is required. Councillor's voted 5:1 in favour of adopting this option.

Resolved 21/1/11.05

It was agreed to submit the Precept request at £10,190.00, a 3.61% increase.

To discuss Putting in Place Emergency Clerk Cover Procedures (due to long term sickness absence)

- v) Councillor's expressed concerns for the health of the Clerk, and agreed there is a need for the Clerk to be able to rest to aid her recovery. It was agreed to look to put in place a locum Clerk if required upon review on 29th January 2021.

Items for next Agenda:

- 21/1/12
- Dog fouling Update
 - Bull Inn – ACV Application Update
 - VAS Data and CSW Update
 - Westley Waterless LHI Update
 - Sewers Update
 - Website Update
 - Play Area Land Registry Update
 - Play Area Bank Account Update
 - Play Area Tree Works Quotes
 - Reading Room Committee Management Agreement
 - Amey Cespa payment ref. 785 Update
 - Introducing a BGPC document storage (i.e. dropbox) and access to emails, possibly linked to website.

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Next Meeting is to be held on Monday 22nd March 2021 at 7:30pm, venue TBC.

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 8:56pm