

Burrough Green Parish Council Meeting
Minutes of Monday 22nd March 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. Tim Arksey (TA) & Cllr. Ken Simpson (KS).

Attendees: Vicky Bright, Clerk BGPC. Cllr. Alan Sharp – ECDC.

Item		Action
	The Chairman welcomed all to the meeting.	
	<u>Public Forum – LGA 1972, Section 100(1):</u> No members of the public were present.	
21/3/1	<u>Accepted Apologies for absence - LGA 1972, Section 85(1) & (2):</u> None.	
21/3/2	<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). Cllr. M. Penhaligan declared an interest in Item 9 (ii).	
21/3/3	<u>Adoption of the Minutes of the Parish Council meetings - LGA 1972, Schedule 12, para 41(2):</u> <u>Resolved 21/3/3.01</u> To adopt the minutes of the Parish Council meeting held on 11 th January as a true statement and these were signed by the Chairman (AK). Thanks were given to Cllr. Tom Rusk for acting Clerk at the January meeting and taking the minutes.	
21/3/4	<u>Local Authority Reports:</u>	
i)	Cambridgeshire County Council. None.	
ii)	East Cambridgeshire District Council. Cllr. Alan Sharp reported the following to the meeting; • Council Tax for ECDC frozen again for the eighth year running! It was felt that it was wrong to increase in light of the Covid impact. It is expected that an increase of £5 for Band D properties will happen in the financial year 23/24. • Council Tax for CCC has a general increase of 1.99% with a further 1% ring-fenced for Adult Social Care. • Bus review proposals are going to Combined Authority for consideration. • Councillors will be in Purdah until after 6th May 2021. The flooding from Burrough Green to Dullingham (nr. Water tower) was discussed. Cllr. Sharp is to feedback on works progress and funding available in the new financial year.	

Burrough Green Parish Council Meeting
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21/3/5	<u>Planning Matters:</u>
i)	21/00221/FUL - Ground floor side extension Location: 4 Brinkley Road, Burrough Green It was clarified that Highways would be consulted on extra parking etc. in relation to the extra bedroom. The Tree Officer had submitted comments that the existing boundary hedge should be retained and protected where necessary. <u>Resolved 21/3/5.01</u> No Objections to application 21/00221/FUL.
ii)	Update on the ACV Application – The Bull Pub, Burrough Green No update. Decision is expected 8 weeks from submission, so approximately by 16 th April 2021.
iii)	CCC - Consultation June 2021 revisions to:-Our Local Validation List Requirements and Local Validation Check List. Circulated to Councillor's.
iv)	Planning Decision Notices 21/00084/TRE - T1 Cherry - Fell as close to house, it has some kind of disease, it also blocks natural light going to bedroom and kitchen causing damp Location: 4 Elizabeth Way Burrough Green – <i>Approved 26th February 2021.</i>
21/3/6	<u>Correspondence:</u> None.
21/3/7	<u>Highways:</u>
i)	VAS Update & Data Update / Community Speed Watch The VAS unit was taken to Swarco today for investigations +/- repairs and they will contact Cllr. Rusk when fixed. <u>Resolved 21/3/7.01</u> It was agreed to go with Option 2 of £173.20 + VAT, and in case they need more parts or more labour? An extra £500 + VAT. The call for CSW volunteers has been placed in the Village Voice, on the Notice Board and on the village Facebook page and the School Facebook page, so far no volunteers have come forward.
ii)	Update on Application to LHI 2020/21 - Westley Waterless Junction Update due 12 th April 2021.
iii)	Footpaths; No. 5 (Brinkley to Church Lane), No. 15 (Bradley Road, Opp. Wyck Farm) & No. 14 (Bryanstone House to pond) • Footpath No. 5 - The legal definitive line of the footpath is clear; the path still passes through the horse paddock at the western end and anyone wishing to access it can use the horse paddock. In the past, an informal, discretionary diversion was created, by the

owner around the outside of the paddock. There has been no legal process to create this as a diversion order. It has been suggested to the owners that they should consider keeping the informal diverted route clear, if they wish to encourage people not to walk through the horse paddock. However, this is informal advice, as the Highways Authority we have no power to enforce a landowner to create or keep clear any alternative informal permissive routes. The Footpaths Officer did clear the encroaching brambles around the gate at western end of the footpath.

- Footpaths No. 14 and 15 – Have both been added to the Inspections List and the Footpaths Officer will be out to take a look in the next few days.

It was agreed that the Clerk should write to the landowner of the Paddock which runs through Footpath 5 and ask them to clear and reinstate the Permissive diversion, or open up the Paddock for walkers to use the footpath. It was also suggested that the letter mention making the Permissive Diversion formalised and legal.

21/3/8

Parish Matters:

i)

Church Fundraising Ideas to be Considered

The Clerk reported that the works to the Church should be completed in the next 2-3 weeks. The issue of fundraising ideas was raised again by the PCC. Councillors suggested contacting the Gages Trust, or approaching residents for donations by letter.

ii)

Dog Fouling Update & Agree Purchase of more dog bins

ECDC has not yet responded to Cllr. Rusks requests. A letter has been written by Cllr, Rusk to the suspected offender. Posters asking residents to pick up their dog waste have been put on Facebook and the Village Voice. Extra bins were discussed for installation on Green Lane and far end of The Green, it was also suggested that the bins have incorporated bag dispensers. The Clerk is to request quotes from ECDC for new bins and options.

It was agreed to put the Dog Fouling Campaign on the APM Agenda for May.

iii)

Eco Initiatives (Green – Pond) – Greener Growth Plans and Costings

Greener Growth have confirmed they need one more site visit to take soil samples. It was suggested that this is the last opportunity to include any other items on the wish list, and also to look at the pond dredging. It is hoped a date for the meeting on site can be arranged soon and the designs/costs finalised in the next 2-3 weeks. The Clerk is to write to District/County Localities to request grants, once the final costs have been confirmed.

iv)

Discuss Website in relation to WCAG 2.1 Legislation (Web Content Accessibility Guidelines) and possibly introducing a BGPC document storage (i.e. dropbox) and access to emails

It was agreed to defer the discussions of a document storage and email access to the next Agenda.

Burrough Green Parish Council Meeting
Minutes of Monday 22nd March 2021 held via Zoom at 7.30pm

The Clerk presented the quote from One.Suffolk websites, which is a cost of £50 + VAT per annum. The One.Suffolk websites are designed specifically for Parish Councils and Schools, and a large majority of PC's use this website host. The website is compatible with WCAG 2.1 Accessibility legislation and guidance. The Council can use its own domain name if it does not want to use One.Suffolk.net. The website can be set up in 24-48 hours. It comes with the following;

- Hosting with Back-Up, in secure location
- Dedicated Help Desk and 24 hours Technical Support with Training Guides
- Accessible from any Pc or mobile device
- Added functionality available, such as; polls, events calendar, social media integration, forms and news sections.

Cllr. Rusk and Cllr. Penhaligan also presented a report on three Website Host Services, see **Appendix 1** for full details.

Resolved 21/3/8.01

It was agreed to go with the Aubergine Host Service, with the following; Set up fee £1080.00, ongoing annual cost of £229 (5-Year cost £2,174.00). Training at an extra cost of £119 + VAT.

Resolved 21/3/8.02

It was agreed to set up a Working Party for the set up and management of the website, members are to be Cllr. Tom Rusk and Cllr. Mark Penhaligan.

The Clerk advised that when setting up the website they need to ensure they adhere to WCAG 2.1. Accessibility guidelines and that a minimum 2-step verification should be used on security as well as the most secure encryption of 256-bit.

v)

Burrough Green Archives Update

Marilyn Field has decided to step down and retire; Alison Brewin and Sheena Brussell, both staff members at Burrough Green school, have agreed to be custodians for the site and Marilyn has passed on their details to CCAN. CCAN will send the invoice to us at BGPC for payment in May and the £100 will be payable to the Cambridgeshire County Council. Marilyn has contacted the other 3 Parish Councils to update them and get them to contact the BGPC Clerk to make their payment of £25 each.

vi)

Village Litter Pick – Ref: Complaints received.

It was confirmed that the Annual Litter picks had been cancelled due to Covid-19 restrictions and social distancing guidelines. Some of the Councillors and Mark Batting have managed to do some litter picking in the village and the school has also had the equipment to do some too. Cllr. Rusk is going to ask the school for the equipment back.

21/3/9

i)

Play area:

Land Registry Update

Burrough Green Parish Council Meeting
Minutes of Monday 22nd March 2021 held via Zoom at 7.30pm

- ii) No update.
- Update on Bank Account Closure**
- The Clerk prepared the bank forms to close the account and drafted a letter to Lloyds asking them to transfer the funds upon closure to the PC account. The forms and letter have been signed by the Play Area Account signatories (Mark Penhaligan & Angela Harris) and submitted to the bank.
- iii)
- Tree Works in the Play Area – Quotes and TPO Application to Planning ECDC**
- The Clerk presented quotes to crown lift to statutory height over footpath and road, plus tidy and remove dead wood, and clear site and remove debris from DM Tree & Landscapes and Alex Talbot (who did the works to the tree previously). Cllr. Rusk presented 3 quotes from Ayers Tree Services, JMW Services & Anglia Tree Contractors. It was agreed to defer the item until the tree is in leaf to see what works definitely need doing.
- 21/3/10**
- i) **Reading Rooms**
- Update on the Management Agreement – Reading Rooms Committee**
- Cllr. Ansa Khan is still to draft a new Management Agreement. Item deferred to next Agenda. The Clerk is to email another copy of the lease she drafted in October 2020 to Cllr. Khan, so she can take a look and re-draft.
- Cllr. Mustoe reported on behalf of the Committee that the it was just the 3 cloakrooms left to be done and then the refurbishments will be completed.
- 21/3/11**
- i) **Finance**
- Parish Council Bank Balances and Reconciliation from list of Payments and Receipts**
- The bank balance was confirmed as £13,043.80as at 20th February 2021.
- Resolved 21/3/11.01**
- That the Bank balances and reconciliation of payments & receipts be received and adopted and signed & initialled as such by the Chairman (AK).
- ii)
- Cheques for signing and approval and to authorise payment of outstanding invoices**
- Resolved 21/3/11.02**
- 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.
- | | | | |
|--------|-------------------------|--------|---------|
| SALC | Payroll | 000803 | £54.00 |
| CAPALC | Membership Fee
21/22 | 000804 | £236.88 |
- iii)
- Asset Risk & Maintenance Inspection Report**
- The Clerk presented the Asset Maintenance inspection report, and the following items were noted for action;
- The Map Board needs re-sealing – Cllr. Arksey is to do this.

Burrough Green Parish Council Meeting
Minutes of Monday 22nd March 2021 held via Zoom at 7.30pm

- One of the Goal Posts has a broken post – Cllr. Way is to look at the spare parts we have.
- The long bench on The Green has a loose slat on the back – Cllr. Mustoe is to get Tim to take a look.
- The Clerk is to report the wonky bin on Gypsy Lane to ECDC.

iv) **Consider and Agree CAPALC Affiliation 2021-22**

Resolved 21/3/11.03

It was agreed to pay the Affiliation/Membership Fee for CAPALC for 2021/22, at a cost of £236.88.

v) **Approve Clerk's Annual Leave Entitlement 2021/22**

Resolved 21/03/11.04

It was agreed to allow the Clerk to carry over 13 days untaken Annual Leave from 2020/21 to year 2021/22.

21/3/12

Items for the Annual Parish Council Meeting Agenda, to be held on Monday 24th May 2021 in the Village Hall, after the Annual Parish Meeting.

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed at 9:21pm

Signed:

Date:

Chair, BGPC