

BURROUGH GREEN PARISH COUNCIL

Clerk: Karen Peck, email: clerk@burroughgreenparishcouncil.org.uk

Chair: Ansa Khan, email: ansa.khan@burroughgreenparishcouncil.org.uk

NOTICE OF MEETING: Burrough Green Parish Council Meeting
TIME: 7pm
DATE: 26th July 2021
VENUE: Reading Room

If you wish to raise any points within Public Participation, we ask that these are sent to the Parish Clerk 48 hours prior to the meeting.

The Parish Council would politely request that all attendees on entering the building conduct hand washing/sanitising and a face covering is worn for the duration of the meeting unless you are a speaker.

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

MEMBERS	5
VACANCIES	2
QUORUM	3

AGENDA

- 260721/1 TO RECORD APOLOGIES FOR ABSENCE**
- 260721/2 MEMBERS' DECLARATIONS OF INTEREST**
- 260721/3 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:**
Full Parish Council Meeting 18th May 2021
- 260721/4 OPEN FORUM FOR PUBLIC PARTICIPATION (15 minutes)**
At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chair
- 260721/5 TO NOTE COUNCILLOR RESIGATION**
To note Councillor Simpson resignation
- 260721/6 DISTRICT AND COUNTY COUNCILLOR REPORT**
- 260721/7 MATTERS ARISING**
1. Footpaths – update
 2. Insurance Renewal – to ratify Insurance quotations for the coming year and note amendments needed
 3. Reading Room - to discuss if a contribution from the Reading Room is required
 4. Reading Room Management Agreement – update if available from Cllr AK
 5. Councillor Declarations of Interest – to note that ECDC have made contact as declarations for Councillor TR and TA have not been received.
 6. CIL Report – to approve CIL spend from 2018 to date as required
 7. Review of Councillor Declarations – to review all detail are correct

8. Dog Waste Bins – to note request made to ECDC for additional bin and poster requested from the dog warden
9. Parish Council Website – Councillor Rusk to update
10. Play Area Repairs– update on works completed and works outstanding
11. Play Park Lease – certified ID for Land Registry
12. Funding Donations for replacement swings
13. Swings – to discuss quotations received and agree purchase
14. Bin on Gypsy Lane – to advise ECDC have been notified, awaiting repair
15. Online Banking – update from the Clerk
16. Speeding in Burrough Green and LHI Bid– to update position after meeting with Lucy Frazer MP ad confirm agreement to submit LHI Bid
17. MVAS Locations – to discuss possible suitable locations
18. Grant Requests - to discuss if a formal Policy is needed
19. Archives Agreement – to discuss the proposal that Burrough Green administer the proposed agreement for the combined parishes Brinkley, Carlton, Westley Waterless.
20. Community Bus - to discuss if there is a location this can be parked
21. To note correspondence received – 5 emails in support of proposed LHI Bid and 1 email in regard to the village green biodiversity

260721/8

PLANNING TO DISCUSS:

21/00955/FUL The Mill House, Brinkley Road, Burrough Green

Use of permitted development garden building as an annex with sleeping accommodation for applicant's son and partner to reside on site and provide care assistance – **The Parish Council had no comment response made under delegation.**

21/01028/FUL Acorn House, Church Lane, Burrough Green

Single Story rear extension, detached single storey pool house

UPDATES:

21/00540/TRE White Hart Farm. Bradley Road, Burrough Green

G1 Willow x3 – Re-coppice

G2 Hawthorn x 2 – fell, replant further away from wall

APPROVED

21/00576/LBC Brook End Westley Waterless, Newmarket

Proposed replacement of 4 no. timber windows in north & west elevations

APPROVED

260721/9

FINANCE

1. To approve payments and Bank Reconciliation from April May and June 2021

2.

a) Online Payments:

May

HMRC, Wages and Expenses	£464.65 Cheq
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Starboard Systems – Scribe	£355.20 Cheq
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HP Ink UK – Laptop	£460.00 Cheq
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Amazon – Microsoft Office 2019	£199.00 Cheq
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Playsafety – Annual Inspection	£82.20 Cheq
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L F field Contractor – Grass Cutting March& April	£800.00 Cheq
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June

HMRC, Wages and Expenses	£417.07 Cheq
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LF Field - Grass cutting	£400.00 Cheq
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Narked Ltd – new website	£523.00 Cheq
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July

HMRC, Expenses and Wages	£311.89 Cheq
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Came and Company – Insurance	£753.20 Cheq
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LF Field Contractor – Grass Cutting	£400.00 Cheq
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b) Direct Debits Made:

c) Income

260721/10 **TO APPROVE SCHEME OF DELEGATION**
As per appendix 1

260721/11 **DIARY DATES** -The next meeting will be on Monday 27th September 2021 at 7pm at the Reading Room

21st July 2021

K Peck

Karen Peck

Clerk & Responsible Finance Officer

Burrough Green Parish Council