

# BURROUGH GREEN PARISH COUNCIL

Clerk: Karen Peck, email: [clerk@burroughgreenparishcouncil.org.uk](mailto:clerk@burroughgreenparishcouncil.org.uk)

Chair: Tom Rusk

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**NOTICE OF MEETING:** Annual Meeting of Burrough Green Parish Council  
**TIME:** 7.30pm  
**DATE:** Monday 19<sup>th</sup> May 202  
**VENUE:** Reading Room

MEMBERS 7  
VACANCIES 0  
QUORUM 3

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## MINUTES

Present: Councillor Rusk (TR), Batting (MB), Emms (GM), McClenaghan (PM) and Way (GW). One member of the public.

**190525/1 TO ELECT OF CHAIR OF THE COUNCIL AND TO RECEIVE THE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE**

It was unanimously **RESOLVED** to elect Councillor Tom Rusk as Chairman for the coming year. Councillor Rusk signed the Acceptance of Office as did the Proper Officer.

**Proposed MB Seconded GW**

**190525/2 TO ELECT A VICE CHAIR AND TO RECEIVE THE VICE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE**

It was unanimously **RESOLVED** to elect Councillor Mark Batting as Vice Chairman for the coming year. Councillor Batting signed the Acceptance of Office as did the Proper Officer.

**Proposed TR Seconded PM**

**190525/3 TO RECORD APOLOGIES FOR ABSENCE**

Councillor Khan – work commitments. Apologies accepted.  
Councillor Monks – personal commitments. Apologies accepted.

**190525/4 MEMBERS' DECLARATIONS OF INTEREST**

GW - village green  
TR – 25/00457/FUL

**190525/5 TO RECEIVE DISTRICT AND COUNY COUNCIL REPORTS**

County and District Councillors provided and Annual Report in the Annual Parish Meeting.

**190525/6 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:**

It was unanimously **RESOLVED** to approve the Full Parish Council Meeting minutes of 24<sup>th</sup> March 2025 as a true and accurate record of the meeting. Motion carried.

**Proposed GW Seconded MB**

**190525/7 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

A member of the public raised issue of speeding in Burrough End and asked questions regarding the impending MVAS installation and setting up a Speed Watch Group.

**190525/8 TO APPROVE AND ADOPT THE STANDING ORDERS**

Having review the Standing Order it was unanimously **RESOLVED** to approve them. Motion carried.

**Proposed MB Seconded PM**

**190525/9 TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS**

Having reviewed the Financial Regulation (2024) it was unanimously **RESOLVED** to approve them.  
Motion carried.

**Proposed TR Seconded MB**

190525/10

**TO APPROVE THE COUNCIL'S POLICIES AND PROCEDURES**

Having reviewed the Council's Policies and Procedures it was unanimously **RESOLVED** to approve them. Motion carried.

**Proposed GE Seconded GW**

190525/11

**TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS**

Having reviewed the Standing Orders, it was unanimously **RESOLVED** to approve them. Motion carried.

**Proposed PM Seconded MB**

190525/12

**INTERNAL AUDIT REPORT 2024/25 TO BE ACCEPTED AND APPROVED**

Having reviewed the Internal Audit Report for 2024/25 it was unanimously **RESOLVED** to approve the report. Motion carried.

**Proposed TR Seconded PM**

190525/13

**AGAR 24/25: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED**

It was unanimously **RESOLVED** that statements 1-8 in the Annual Governance statement for 2024-25 should be answered "YES", statement 9 should be answered "N/A" and the document should be approved by council. The document was signed by the Chairman and the Clerk.

**Proposed TR Seconded PM**

190525/14

**AGAR 24/25: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED**

The Council considered the Accounting Statement 2024-25 as circulated to all councillors. It was unanimously agreed it should be approved. The document was signed by the Chairman and the Clerk.

**Proposed TR Seconded MB**

190525/16

**APPOINTMENT OF INTERNAL AUDITOR 2025/26**

It was unanimously **RESOLVED** to appoint S & J Accounting as the Internal Auditor for 2024-25.

**Proposed TR Seconded GW**

190525/17

**MATTERS ARISING**

a) Maintenance Report and Footpath

A full monthly maintenance report was circulated to all prior to the meeting. £300 APPROVED for 6 x fence posts to be replaced in play area. Discussed the need to replace basket swing and protective matting – Clerk and MB to progress. The recent social media comments regarding dog behaving dangerously were noted – PM to contact owners.

**Proposed TR Seconded MB**

b) Pond Update

The council discussed the quotations to site the new bench and it was unanimously APPROVED to appoint Dan Mingay for the cost of £700. The remaining budget of £95 to be spent on planting.

**Proposed TR Seconded MB**

c) Reading Room Lease

MB to seek a draft lease extension letter from the Church Warden and seek costs for Parish Council legal review.

d) Oak Tree Rise Development

Discussed correspondence. Agreed for Parish Council to contact ECDC to understand whether they will pursue the options of issuing a completion notice threatening to revoke planning permission, and/or require a landowner to carry out clean-up works as the condition of the unfinished housing development is affecting the amenity of an area.

e) Parish Council Insurance Renewal

The Parish Council discussed the quotations and it was unanimously APPROVED to renew with AJ Gallagher for the sum £756.49. Motion carried.

**Proposed TR Seconded MB**

f) Kingsway Solar

There was no update.

g) Update: Speeding in the Parish – LHI update and 2<sup>nd</sup> MVAS

- Clerk to contact MVAS supplier for an update on delivery time.
- h) Update on playpark lease registration Land registry/Trustee ID  
No update given.
- i) Neighbourhood Plan  
Update provided by TR & GE. Overview of recent working group meeting and next steps are to draft a survey, which will be brought back to the Parish Council for approval. The application for Burrough Green to be designated had been sent to East Cambs District Council.

190525/18

## PLANNING

### TO DISCUSS:

25/00457/FUL Anville, Bradley Road, Burrough Green

New roof to include raised ridge height. 2 pitched roof dormers on front elevation, flat roofed dormer on rear elevation with solar panels and insulation on existing external walls – TR left the meeting so the Parish Council could discuss the application. The Parish Council were all supportive of the application. TR returned to the meeting.

### COMMENTS MADE/ AWAITING DECISION

25/00373/FUL The Old stable at The Folly, London Road, Six Mile Bottom

Change of use of redundant stables to residential to form an extension to existing dwelling, including internal and external alterations, associated and infrastructure – pending consideration

25/00368/FUL 5 Brinkley Road, Burrough Green

Proposed extensions and internal alterations including all necessary external works – pending consideration

25/00359/FUL 6 Brinkley Road, Burrough Green

Side and rear extensions, porch and internal alterations including all necessary external works – pending consideration

24/00724/FUL Wyck Farm, Bradley Road, Burrough

Construction of a pair of farm workers cottages – pending consideration

190525/19

## FINANCE

To approve payments and Bank Reconciliation up to April 2025

### a) Online Payments:

|                                    |          |
|------------------------------------|----------|
| Scribe - Accounts Package Renewal  | £207.36  |
| NatureSignDesign – benches         | £1763.40 |
| S J Alexander – Internal Audit     | £70.00   |
| HMRC, Wages Expenses               | £410.55  |
| CAPALC Renewal                     | £455.76  |
| Redshoes Accounting – Payroll      | £46.80   |
| McGregor Services – grass Cutting  | £192.00  |
| Burrough Green Archives - donation | £25.00   |
| The Village voice – Donation       | £175.00  |
| Unity Bank – service charge        | £6.00    |

### b) Direct Debits Made:

|                                                     |          |
|-----------------------------------------------------|----------|
| c) Income East Cambs DC – 1st Instalment of precept | £6985.38 |
|-----------------------------------------------------|----------|

All payments and bank reconciliation were **APPROVED** unanimously.

**Proposed TR Seconded MB**

190525/20

**DIARY DATES** – 21<sup>st</sup> July 2024 7pm

**Meeting closed at 20.30**

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K Peck  
Karen Peck  
Clerk & Responsible Finance Officer  
Burrough Green Parish Council  
Dated:21.7.2025

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T Rusk  
Tom Rusk  
Chairperson  
Burrough Green Parish Council