**Councillors present**: Cllr. J. Batting, Cllr. G. Way, Cllr. K. Simpson, Cllr. A. Harris, Cllr. A. Khan & Cllr. M. Penhaligan

**Present:**  Clerk – Vicky Bright.

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| **17/05/1**  **17/05/2** | **Meeting opened at 8:13pm**  **ANNUAL COUNCIL BUSINESS**  **Election of Chairman:**  Cllr. Jo Batting was proposed by Cllr. Harris and seconded by Cllr. Khan. Cllr. Batting was elected following a majority vote for and Cllr. Jo Batting accepted the position of Chairman for the year 2017-2018.  **To Receive the Chairman’s Declaration of Acceptance of Office:**  Cllr. Jo. Batting signed the declaration of office of Chairman for the year 2017-2018 and this was witnessed and countersigned by the Clerk.  **Chairman’s Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)):** Pursuant to section 1(2) of the Public Bodies (Admission to meetings) Act 1960 to consider the exclusion of the public and press for confidential items had taken place before the public meeting.  The Chairman welcomed everyone.  **Apologies:** None **Absent:** None | **Action** |
| **17/05/3**  **17/05/4** | **Election of Vice Chairman:**  Cllr. Greg way was proposed by Cllr. Khan and seconded by Cllr. Simpson. Cllr. Way was elected following a majority vote for and Cllr. Greg Way accepted the position of Vice Chairman for the year 2017-2018.  **To Receive the Vice Chairman’s Declaration of Acceptance of Office:**  Cllr. Greg Way signed the declaration of office of Vice Chairman for the year 2017-2018 and this was witnessed and countersigned by the Clerk.  **To Receive the Declarations of Office by Members:**  All members signed their declaration of office of Councillor for the year 2017-2018 and these were witnessed and countersigned by the Clerk. |  |
| **17/05/5**  **17/05/6**  **17/05/7** | **Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:**  None.  **Appointment of Councillor Responsibilities & Representatives on Outside Bodies:**  **Resolved 17/05/6.01**  The following was agreed;  Representative on the Reading Rooms Committee – Cllr. A. Harris.  School Liaison – Cllr. A. Harris.  SALC Liaison – To decide as needed.  **Appointment of the Responsible Financial Officer:**  **Resolved 17/05/07.01**  It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2017-2018. |  |
| **17/05/8**  **17/05/9**  **17/05/10**  **17/05/11**  **17/05/12**  **17/05/13**  **17/05/14** | **Adoption of the Annual Governance Statement and Internal Audit Report for 2016-2017:**  The Clerk presented the Internal Auditors written report; no significant or outstanding issues were highlighted.  **Resolved 17/05/8.01**  The Annual Return for 2016-2017 was scrutinised and the Annual Governance Statement Section 1 was adopted as a true statement by all Councillor’s present and signed as such by the Chairman (JB) and the RFO.  **To Approve the Final Accounts for the Financial Year ended 31st March 2017:**  Expenditure for 2016-17 was £10,533.50, with income totalling £14,361.70. The balance in the Lloyds Treasurer account carried forward to 2017-18, as of 31st March 2017 is £18,896.23.  **Resolved 17/05/9.01**  The final accounts and Bank Reconciliations for the financial year ended 31st March 2017 were scrutinised and approved by all Councillor’s. The accounts were signed as a true statement by the Chairman (JB).  **Resolved 17/05/9.02**  Section 2 Accounting Statements 2016/17 of the Annual Return were approved and accepted by all Councillor’s and signed as such by the Chairman (JB) and the RFO.  **To Review & Adopt the Budget for 2017/2018:**  **Resolved 17/05/10.01**  The projected budget for 2017-18 was scrutinised and approved and signed by the Chairman (JB).  **Review & Adoption of Financial Risk Assessment 2017/2018:**  **Resolved 17/05/11.01**  The Financial Risk Assessment for the financial year 2017-18 was reviewed and adopted by the Full Council and signed by the Chairman (JB).  **Review Effectiveness of Internal Audit Procedure:**  **Resolved 17/05/12.01**  The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, Mijan Ltd for the financial year 2017-18.  **To Consider any Annual Donations:**  **Resolved 17/05/13.01**  Village Voice - £125.00  Ellesmere Centre - £50.00  Playgroup - £50.00  Archive Group - £25.00  Play Area Grass Cutting Donation - £150.00  St Augustine’s PCC (Churchyard Maintenance Donation) - £200.00  It was agreed to defer the donation to the Reading Rooms Committee to the next meeting, in order to establish what help the Parish Council could offer in light of the Reading Rooms financial position.  **ORDINARY COUNCIL BUSINESS**  **Minutes of the meeting held on 27th March 2017- LGA 1972, Schedule 12, para 41(2):**  **Resolved 17/05/14.01**  The minutes of the meeting held on 27th March 2017 were adopted as true statements and signed by the Chairman (JB). |  |
| **17/05/15**  **17/05/16** | **Councillor Vacancy Co-Option:**  Cllr. Way proposed co-option of Mrs. Veronica Mustoe, this was seconded by Cllr. Batting and a vote was unanimous for co-option. Mrs. Mustoe accepted the position of Councillor.  **Resolved 17/05/15.01**  Cllr. V. Mustoe signed the declaration of office of Councillor and this was witnessed and countersigned by the Clerk. The Clerk is to email Cllr. Mustoe the Council’s Governance documents and the Good Councillor Guide, along with a Register of Interests form to complete. The Clerk is to look into training for Cllr. Mustoe.  **Correspondence:**  None. | **Clerk** |
| **17/05/17**  **i)**  **ii)**  **17/05/18**  **i)**  **ii)**  **iii)** | **Planning Applications:**  **17/00614/FUL – Adding timber cladding & garage door to car port – The Wood House, Westley Waterless**  **Resolved 17/05/17.01**  No objections.  **17/00691/FUL - Rear single storey extension, rear first floor extension and a new entrance porch - Croft Cottage, Bradley Road, Burrough Green**  **Resolved 17/05/17.02**  No objections.  The Clerk advised the following applications had been approved;  17/00656/TRE  17/00027/LBC  17/00026/FUL  **Highways Issues:**  **SID & Traffic Calming Update**  It was agreed to defer the purchase of a second SID Unit, until the current unit had been given a trial to establish its effect on speeding traffic. The Clerk is to forward the data and statistics from the SID to the Police (PC John Bailey) and to the District Councillor for information and to assist in securing further Police patrols and speed checks.  The Clerk reported Highways response regarding the issue on Hartfield Road;  “*In regards to the mirror on Hartfield Road these are now only allowed if it complies with our HIAMP. However due to the length and curvature of the road it would be ineffective. Having had a look at this locale, my preference would be to deal with matters by lining and signing. I cannot see a speed related P/I collision history here and the road and highway environment looks and feels like NSL (National Speed Limit). Without a change to the look and feel, simply putting up a number in a round sign is going to have little effect and then place pressure on limited police resources for enforcement. More and more these days, the speed restriction being applied should be consistent with the environment which it is meant to regulate. In the absence of valid and evidence able reasons as to ‘why’, any reduction to the current speed restriction (criteria set by DofT) is most likely not going to be supported by this office.”*    The Clerk also advised that Highways had advised the following regarding the suggestion of ‘Pinch Points’ throughout the Village as a means of further Traffic Calming; this would have to be done via 3rd Party works as this is not a current scheme or a LHI. At the moment Highway Services is very low on resources. We would be put on the 3rd Party waiting list and would be picked up once there are the resources to design and programme the scheme. No timescale for this has been given.  **Footpaths Update**  The Clerk is to again chase the PROW Officer, Karen Champion at CCC, to replace the damaged sign at Green Lane Byway.  The Clerk confirmed that the damaged Highway Gate had been removed and taken to the Depot to be repaired.  The Clerk was asked to send a letter to Mrs. Watson/Mrs Kinsey to have the footpath overgrown nettles and brambles cut back, and to request this is done every 6 weeks in future.    Cllr. Batting advised that the PROW Officer, Karen Champion, had met with the landowners of the Ditch on Byway 3, and that she had also, with Cllr. Way met with the landowner to ask them to deal with the ditch and the issue of flooding. As no action had been taken, Cllr. Batting confirmed that the Flood Agency Enforcement Officer was now dealing with this, and would inspect the area this week. Work would then be undertaken and an invoice sent to the Landowner.  **Barriers to be discussed on Lane between Bradley Road/Brinkley Road** | **Clerk**  **Clerk**  **Clerk** |
| **17/05/19**  **i)**  **ii)**  **17/05/20**  **i)**  **ii)** | Cllr. Batting confirmed that she has been in discussion with the landowner and the Enforcement Officer to look at options.  **Play Area:**  **Land Registry Update**  Cllr. Khan advised that verified Identification was needed for the Way Family Signatories on the lease. Cllr. Khan and Cllr. Way are to check the lease and action.  **End Year Accounts & Bank Reconciliation Report**  **Resolved 17/05/19.01**  That the Bank balances and reconciliation of payments & receipts from the Play Area accounts be received and adopted and initialled as such by the Chairman (JB).  The Lloyds Play Area account balance was confirmed as £1,313.07 as of 31st March 2017.  **Finance & Policies:**  **Parish Council Bank Reconciliation from List of Payments/Receipts April 2017**  The Payments and receipts for April 2017 were scrutinised and approved. The Lloyds Treasurer account balance was confirmed as £22,695.62 as of 28th April 2017.  **Resolved 17/05/20.01.**  That the Bank balances and reconciliation of payments & receipts be received and adopted and initialled as such by the Chairman (JB).  **Parish Council Account Cheques for signing and approval**  **Resolved 17/05/20.02**  It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. J. Batting and Cllr. G. Way.   |  |  |  |  | | --- | --- | --- | --- | | Playsafety | RoSPA Inspection | 000676 | £79.80 | | Mrs V Bright | Mileage & expenses | 000677 | £17.34 | | JBL Bricklaying | Bus Shelter repairs | 000678 | £1,608.84 | | Came & Company | Insurance | 000679 | £571.05 | | Village Voice | Annual donation | 000680 | £125.00 | | Ellesmere Centre | Annual donation | 000681 | £50.00 | | BG Playgroup | Annual donation | 000682 | £50.00 | | Play area | Grass cutting donation | 000683 | £150.00 | | St Augustine’s PCC | Churchyard Maintenance donation | 000684 | £200.00 | | Mrs A Harris | Litter pickers/Goal posts reimbursement | 000685 | £312.03 | | **JB**  **AK/GW** |
| **iii)** | **Approval of cheques and to authorise payment of invoices signed between meetings**  **Resolved 17/05/20.03**  Approved cheque payments since the last meeting.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 01.04.17 | 671 | Mrs V Bright | Office Allowance 2017-18 | £289.00 | | 04.05.17 | 672 | LF Field | Grass cutting March 2017 | £240.00 | | 04.05.17 | 673 | SALC | Payroll | £54.00 | | 04.05.17 | 674 | CAPALC | Membership 2017-18 | £181.05 | | 04.05.17 | 675 | Reading Rooms | Hall hire 2016-17 | £80.00 |   **Parish Council Annual Insurance Renewal** |  |
| **17/05/21**  **i)**  **ii)**  **iii)**  **iv)** | The Clerk presented a comparison between three companies; Hiscox, Ecclesiastical & Inspire/AXA.  **Resolved 17/05/20.04**  It was agreed to accept the annual premium from Inspire/AXA for a cost of £571.05.  **Parish Matters:**  **Defibrillator**  Funding has been received from the Big Lottery. The Clerk is liaising with the School as a possible location for the Defibrillator. The Clerk has informed CHT.  **Pond Condition and Action to Take**  The low water level was discussed, it was highlighted that the issue is the same in many ponds and lakes. The Pond is natural filling and was dredged a few years ago. Tree works were also undertaken a while ago. It was agreed that it was not wise to disturb the natural habitat and wildlife and no action would be taken at this point.  **Football Goal Posts**  The Clerk and Cllr. Harris presented 5 quotes in total.  **Resolved 17/05/21.01**  It was agreed to accept the quote from Sun Exotic Wholesale and to proceed with ordering the 2 12x 6ft goal posts at a cost of £225.39 including VAT & delivery.  **Bench Maintenance & Repair**  Deferred to the July agenda. | **Clerk** |
| **17/05/22** | **Items for next Meeting to be held on Monday 24th July 2017 at 7:30pm, in the Village Hall.**   * Defibrillator Update * Bench Maintenance * Play Area Land Registry Update * Traffic Calming & SID Update * Footpaths Update * Reading Rooms – Plan for the future   Meeting closed at 9:58pm  **Signed:** Jo Batting **Date:** 24th July 2017  **Chair, Burrough Green Parish Council** |  |
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