

BURROUGH GREEN PARISH COUNCIL

Chair: Janet Wiseman Telephone: 01638 507430

Clerk: Janet Martin, 4 Saxon Street Road, Cheveley, Newmarket, Suffolk CB8 9RB
Telephone: 01638 730863

MINUTES OF THE MEETING HELD IN THE READING ROOM ON 11th APRIL 2011 AFTER THE ANNUAL PARISH MEETING

Present: Janet Wiseman (chair), David Swanney, Angela Harris, Ken Simpson, Greg Way, Jo Batting, Robert Stevens (District Councillor), Janet Martin (clerk), One member of the public

- 1 **APOLOGIES FOR ABSENCE** Christine Bryant (District Councillor)
- 2 **MINUTES OF MEETING DATED 28th February 2011** Signed and approved
- 3 **MATTERS ARISING FROM THE PREVIOUS MINUTES (for information only)**

School Clock

- Invoice received from Smith of Derby and paid. Grant forms were submitted to War Memorial Trust 14th March 2011. Les Field kindly undertook to take photo of works which were required. 29th March received notification grant would be paid.

Apologies for absence

- e-mail received from Christine Bryant giving apologies for meeting on 28th Feb 2011

Finance

- Bank reconciliation statement amended and circulated by DS

Salt Bins

- e-mail sent to Paul Butcher, CCC Highways re two proposed locations (cross roads Elizabeth Way/Church Lane and Walnut Tree Cottages) on 2nd March 2011. Meeting arranged with Janet Wiseman to discuss positioning and bins now installed.

It was noted that the salt only needed to spread thinly (approx. 1 tablespoon per sq.m) and it was agreed that a notice should be put in the Village Voice later in the year and that laminated notices should also be placed on the inside of the lids to remind people. Yoghurt pots would also be provided to encourage people to only take a small amount. The salt is for use on public footpaths and not for private drives/paths.

Action Clerk

Closing Of Newmarket Recycling Centre

- Letters of protest had been sent to Suffolk County Council, District Councillors & the local MP. Acknowledgements had been received from Suffolk CC explaining the cuts, Robert Stevens & James Paice. Copies of the letter were also sent to Cambridgeshire County Council & County Councillor Mathew Shuter and acknowledgements had been received. Mathew Shuter reported that Cambridgeshire CC were in discussion talking with Suffolk CC. A letter had also been received from Newmarket Town Council asking parish councils to write to various councils.

Risk Assessment Of Assets

- Repairs to bus shelter have been completed & invoice received
- KS had kindly stained & revamped notice board which had much improved it, so investigated regarding costs for new one were not undertaken
- Telephone Box door still required adjusting & GW offered to undertake this

Action GW

- Bus shelter, Hartfield Road – the form for removal of graffiti was submitted 20th March
- Bus shelter, School – JW had kindly swept out. Re-pointing was still required and councillors nominated persons to arrange this with.

Action Councillors

CCC Lorry Strategy

- JW reported that she had attended this meeting and workshop, and that designated routes were being investigated

Correspondence That May Require a Response

- A response has been sent to ECDC re Working Together to Manage Future Growth and an acknowledgement received stating ECDC will be in touch later in year re any matters concerning Burrough Green
- ECDC District and Parish Elections – Reminders had been sent by the Clerk on 20th March and all present councillors had applied & have been elected again without a contest.
- CPALC - Buckingham Palace Garden Parties – Janet Wiseman's nomination was submitted on 1st March

4 MEMBER'S DECLARATION OF INTEREST

- a) There were no Member's declaration of interest (Existence & nature) with regard to items on the agenda.

5 PUBLIC FORUM

- No councillors or members of the public wished to speak.

6 FINANCE

- a) DS reported on the financial position at 31st March 2011 outlining that the council were in a good financial position and the reasons for this (expenses generally less than the year before). DS also presented the bank reconciliation.

It was noted that the Clerk had not been charging correctly for photocopying/printing and it was agreed that in future the charge should be 10p (ten pence) per sheet. It was also noted that the Clerk had not made a claim to cover working from home and that she would not be making this until she had been in position for one year.

Action Clerk

- b) It was noted that the following cheques had required payment before the meeting
Smith of Derby (school clock) £951.72
Nigel Housden (bus shelter repairs).....£66.00
- c) The following cheques were approved for payment
Janet Martin (mileage & expenses).....£26.88
HMRC (Clerk monthly payment)£40.00
Janet Martin (missed monthly salary payment).....£160.48
- d) David Swanney proposed, Jo Batting seconded and it was agreed to pay the CPALC Affiliation fee of £114.73 (one hundred and fourteen pounds and seventy three pence) for 2011/12
- e) Receipt of £250.00 (two hundred and fifty pounds) from the Cricket Club towards cutting of the green was noted.

- f) Payment of the War Memorials Trust grant of £566.00 (five hundred and sixty six pounds) for school clock was noted
- g) It was noted that a contribution to the South Neighbourhood Panel was no longer required.

7 RISK ASSESSMENT OF ASSETS

School Clock – It was agreed that the clerk should write to the school seeking confirmation that following completion of the repairs this was now under their ownership and that they would be responsible for the annual maintenance charge in the future. In addition, whilst the parish council would cover the insurance for the year 2011/12, after the end of May 2012 this would also become the school's responsibility.

Action Clerk

Notice Board – DS and GW offered to try and provide paving slabs so that there would be a hard standing area to view the notices.

Action DS & GW

Pond – The Clerk reported that advice had been sought from CPALC regarding what the council needed to do to cover itself in case of an accident. The response covered the need to undertake a risk assessment of the issues and hazards, the need to consider the impact and likelihood of these and measures to mitigate the risk.

The Clerk also reported that minutes of the parish council meeting held on 11th January 2010 indicated that the council had discussed provision of a life buoy and agreed that this not suitable for young children, and that it would be a target for vandals. It was also noted that the pond edges were shallow.

Following discussion it was agreed that the Clerk had undertaken the necessary risk assessment that the minutes of 11th January 2010 were still relevant, that planting & reeds round the edge of the pond provided a natural barrier and it was not viable or necessary to provide further mitigation. It was also noted that the risk assessment did not cover accessibility from land belonging to Sheriffs Court.

8 PLANNING

The no objection response to application 11/00026/FUL for Construction of single storey side extension to form additional bedroom and en-suite bathroom at Homeview, Back Lane was noted. It was also noted that additional information had been received covering the correct Burrough Green in Cambridgeshire and not the one in Kent (originally submitted).

Application 11/00316/LBC for Construction of a swimming pool and landscaping at The Folly, London Road, Six Mile Bottom was considered and no objections raised.

9 CONSIDERATION OF OTHER MATTERS

The Chair reported that she had been approached to raise holding a picnic on the Green in celebration of the Royal Wedding. It was agreed that the parish council could support such an initiative but not be responsible for organising it.

The matter of the Annual Litter Pick was then discussed and it was agreed that this should be held on Sunday 8th May at 10.00a.m. with volunteers providing their own bags and gloves. A notice to be put in the Village Voice.

Action Clerk

It was noted that the rubbish bin by the bus shelter outside the school was full; as was the dog poo bin on the Green and that a request should be made for these to be emptied.

Action Clerk

10 DISTRICT AND COUNTY COUNCILLOR REPORTS

No reports were given as the District Councillor had reported earlier at the Annual Parish Meeting.

11 MATTERS FOR THE NEXT AGENDA

- The Clerk to provide a list of dates for meetings for the next year.

Action Clerk

12 CORRESPONDENCE CIRCULATED PREVIOUSLY BY E-MAIL

- CCC Contracted Bus Service Tenders Commencing 4th April 2011
- ECDC Neighbourhood Panels Further development

13 CORRESPONDENCE FOR INFORMATION

- CCC Changes to Stagecoach bus times effective from 17 April 2011
- CCC Outcome of Consultation regarding Bus Service changes for 17 April 2011
- CCC 2011-12 Cambridgeshire County Council Integrated Plan
- ECDC 2011 Waste & Recycling Holiday Changes
- Home Office Consultation – More Effective Responses to Anti Social Behaviour

14 Date of Annual General Meeting – Monday 16th May 7.45pm

Signed.....

Date

