

BURROUGH GREEN PARISH COUNCIL

Chair: David Swanney, Telephone 01638 508353

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

MINUTES OF THE MEETING OF BURROUGH GREEN PARISH COUNCIL HELD IN THE READING ROOM ON 4th JULY 2011 at 7.45p.m.

Present: Janet Wiseman, Ken Simpson, David Swanney, Angela Harris, Greg Way, Jo Batting, Janet Martin (clerk), three members of the public

- 1 **APOLOGIES FOR ABSENCE** none
- 2 **MINUTES OF MEETING DATED 16th May 2011** signed and approved
- 3 **MATTERS ARISING FROM THE PREVIOUS MINUTES (for information only)**

MATTERS ARISING FROM ANNUAL GENERAL MEETING 16th MAY 2011.

Declarations Of Acceptance Of Office, expenses forms etc– Councillors re-signed expenses forms as these had not been received by ECDC (lost in post). The clerk has photocopied the Register of Interest Forms. All documents to be re-sent

Action Clerk

Assets

- Bus shelter, School –Re-pointing still required - AH to arrange

Action AH

- School clock – a letter from school had been received confirming ownership and the clerk had forwarded Smith of Derby Service agreement & War Memorials Trust letter & guidance to the school

Litter Bin – the request for a litter bin at the end of Gypsy Hall Lane had been agreed by ECDC and the location confirmed.

Finance

- The Annual Return for Year Ended 31st March 2011 has been sent to Moore Stephens, and an e-mail acknowledgement received.
- Letter of receipt received for cheque sent to The Voluntary Network

Renewal of Insurance

The insurance has been renewed, acknowledgement & documents received

Planning

Objection to 11/00344/FUM for change of use of land to Equine Marshalling Unit etc at Land North of Home Farm Westley Waterless sent to ECDC. Also notified Richard Fella that parish council had objected to application. There was no objection from Westley Waterless Parish, surprised that Burrough Green should object as could not see that it would adversely affect the area and will actually create additional local employment.

District Report

Reply sent to Robert Stevens e-mail informing him that

- BT have been notified about the vandalised telephone box on Brinkley Road & an acknowledgement has been received by the clerk that a local team will attend to matter
- Overgrown hedges at Walnut Tree Cottages have been reported and a letter is to be sent from County Council Highways to occupiers. CCC would like to know when/if hedges are cut

Action all

Grass Cutting Public Rights of Way – RoW maps have been obtained & JB checked all paths have been cut by CCC. It was noted however that paths which should be cut by landowners were causing problems and were impassable. JB & clerk to contact relevant persons.

Action Clerk & JB

4 MEMBER'S DECLARATION OF INTEREST

Greg Way & Jo Batting declared personal interests with regard to Agenda item 9.

5 COUNCILLOR VACANCY

Mark Penhaligan wished to be considered for co-option and this was agreed. Declaration of Acceptance form duly signed.

6 APPOINTMENT OF OFFICERS WITH SPECIAL RESPONSIBILITIES

The following were agreed

- Reading Room Committee – Angela Harris
- Rights of Way – Jo Batting
- South Area Neighbourhood Panel – Ken Simpson

7 PUBLIC FORUM

The safety and health of the large trees close to the cricket pavilion was raised and whether these required attention in order to avoid them suffering storm damage and/or branches falling off. The matter was discussed and it was agreed that the ownership of the trees and whether they had TPOs should be investigated and brought back to the next meeting.

Action Clerk

8 FINANCE

- The Internal Auditors report was received. Janet Wiseman proposed and Angela Harris seconded to accept the recommendations and all agreed. It was noted that the recommendations had already been actioned in most instances.
- Receipt of the VAT payment was noted and the bank reconciliation received.
- The following cheques were approved for payment

Janet Martin (mileage & expenses) chq no 464	£24.86
HMRC (Clerk monthly payment) chq no 465.....	£40.20
ECDC (uncontested election costs). chq no 466	£100.00
Les Field (grass cutting) chq no 467.....	£312.50
MiJan Ltd (internal audit) chq no 468	£45.00
Village Voice (s137) chq no 469	£85.00
- The next payment to HMRC was agreed.

9 THE GREEN

The Clerk reported that a complaint had been received regarding rabbit damage to the Green and despite approaches to 3 different pest control operators, one could not help and no replies had been received from the other 2. Risks to the public using the Green were considered and it was agreed that the Green should be inspected to determine

the location of the burrows and the situation assessed. If possible advice to be sought from pest control operators

Action Clerk, GW

Robert Stevens (District Councillor) arrived

10 LOCAL SPEED LIMIT POLICY

The County Council's changes to how local communities can change speed limits were considered. Ken Simpson proposed, Angela Harris seconded and all agreed that a quote should be obtained to reduce the speed limit through the village from 40mph to 30mph together with options for traffic calming.

Action Clerk

Angela Harris proposed, Janet Wiseman seconded and all agreed that a separate investigation should be made into whether a speed limit of 40mph could be imposed along the B1062 (Brinkley Road)

Action Clerk

11 REVIEW OF POLICIES

a) The Clerk presented a Risk Management Policy which was agreed with the following additions – the policy should be reviewed annually and Health & Safety should be specifically covered

Action Clerk

b) The revised Standing Orders were accepted with no changes. It was agreed that the amendments suggested by the Chair were incorporated into the Financial Regulations

Action Clerk

12 DISTRICT & COUNTY COUNCILLOR REPORTS

Reports from Robert Stevens & Kevin Ellis, District Councillors, were received

13 CORRESPONDENCE THAT MAY REQUIRE A RESPONSE

- a) It was agreed not to take up ECDC's invitation to provide the parish council with a portable graffiti removal kit
- b) It was agreed that no representations were required to ECDC's consultation regarding the review of its polling district, places and stations as no changes were being proposed for Burrough Green or Westley Waterless

14 PLANNING

- a) Approval of application 11/00316/FUL for construction of swimming pool and landscaping at The Folly, Six Mile Bottom was noted
- b) The response from ECDC regarding 4 Walnut Tree Cottages was received. It was noted that the conservatory was Permitted Development and that there were no planning reasons why the hedge could not be removed and a new fence erected. It was also noted that the issue of crossing the highway verge had been passed on to the County Council and agreed that this should be followed up as there were concerns regarding drainage in this area.

Action Clerk

- c) Distribution of the ECDC questionnaires concerning future development in the village was considered. It was agreed that
 - a link to ECDC web site should be put on the web site

Action Clerk

- In addition to the notices already displayed on the notice boards notices would be put in the pub and telephone box

Action GW & AH

- Hard copies of the questionnaire would be made available on the notice boards

Action AH

- d) It was agreed that there were no objections to application 11/00451/LBC for replacement rear windows and door at the Reading Room
- e) The Clerk reported that a complaint had been received regarding the colour of external finishes on the school and that this was being checked with the County Council who were the planning authority.

15 CORRESPONDENCE FOR INFORMATION

- East Cambridgeshire South Area Neighbourhood Panel Newsletter
- ECDC Growth Delivery Newsletter
- CPRE Annual Report 2010/2011
- Care & Repair East Cambridgeshire Ltd – Handy Person Service
- Letter from Jim Paice MP & e-mail from Lisa Chambers re Newmarket Recycling Centre

16 NOTICES & MATTERS FOR THE NEXT AGENDA

- Safety of Trees on the Green

17 DATE OF NEXT MEETING

Monday 5th September at 7.45p.m.

Signed.....

Date

