

# 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 ANNUAL GENERAL MEETING OF BURROUGH GREEN PARISH COUNCIL HELD IN THE READING ROOM ON 16<sup>th</sup> MAY 2011 at 7.45p.m.

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

- 1 **DECLARATIONS OF ACCEPTANCE OF OFFICE** Signed in the presence of the Clerk.
- 2 **ELECTION OF CHAIR**  
David Swanney proposed for Chair by Janet Wiseman, Greg Way seconded. DS accepted.
- 3 **DECLARATION OF ACCEPTANCE OF CHAIR** signed by DS
- 4 **ELECTION OF RESPONSIBLE FINANCIAL OFFICER**  
Greg Way proposed, Janet Wiseman seconded that the Clerk take on duties of RFO with DS acting as Internal Officer with responsibility for Finance. Both accepted.
- 5 **MINUTES OF MEETING DATED 11<sup>TH</sup> APRIL 2011** signed and approved
- 6 **MATTERS ARISING FROM THE PREVIOUS MINUTES (for information only)**

### Assets

- Reported that the telephone Box door has been fixed
- Bus shelter, School –Re-pointing still required. AH to arrange

**Action AH**

- School clock – Clerk reported that she'd written to Keith Archer re confirming ownership but no response yet received.
- Notice board – GW had positioned paving slabs

Annual Litter Pick had taken place on Sunday 8<sup>th</sup> May at 10.00a.m. It was noted that there was no litter bin at the end of Gypsy Hall Lane where litter accumulated and the clerk was asked to investigate if ECDC could provide one in this area.

**Action Clerk**

Rubbish bin by the bus shelter outside the school and the dog poo bin on the Green had been reported to ECDC and emptied. It was noted that forms were available on ECDC web site for anyone to report full bins at <http://www.eastcambs.gov.uk/customer-services/apply-and-report-online?page=1>

### 7 **MEMBER'S DECLARATION OF INTEREST**

- a) Declaration of Interest and Election Expenses forms signed
- b) There were no Member's declaration of interest (Existence & nature) with regard to items on the agenda.

## 8 COUNCILLOR VACANCY

The vacancy was noted and it was agreed to co-opt to this Councillor position

*Action Clerk*

## 9 PUBLIC FORUM

No councillors or members of the public wished to speak

## 10 FINANCE

- a) Greg Way proposed, Janet Wiseman seconded and all agreed to approve Parish Council Accounts for the year ended 31<sup>st</sup> March 2011. These were duly signed. The April bank reconciliation was received.
- b) The Annual Governance statement was confirmed. Greg Way proposed, Janet Wiseman seconded and all agreed to approve Annual Return for Year Ended 31<sup>st</sup> March 2011, which was duly signed.
- c) The clerk gave a verbal update on points raised by the Internal Auditor. It was noted that the Finance Regs, Standing Orders & Risk Management Policy should be reviewed, files saved on the clerk's laptop should be backed up, and the fidelity insurance should be raised

*Action Clerk*

- d) The increase in mileage allowance from 40p/mile to HMRC recommendation to 45p/mile as announced in the budget of April 2011 was agreed
- e) The following cheques were approved for payment

Janet Martin (mileage & expenses) chq no 456 .....	£45.73
HMRC (Clerk monthly payment) chq no 457. ....	£40.00
CPALC Affiliation fee. chq no 458 . ....	£114.73
Les Field (grass cutting) chq no 459.....	£312.50
- f) Janet Wiseman proposed, Angela Harris seconded and all agreed to donate £100 (one hundred pounds) to The Voluntary Network and that these services should be promoted in the Village Voice.

*Action Clerk*

The next payment to HMRC was agreed.

## 11 RENEWAL OF INSURANCE

Two quotations were considered. Details received by e-mail were circulated for checking post meeting and it was agreed to accept Came and Company quotation for £439.35 (four hundred and thirty nine pounds and 35p) for 3 years as this provided increased fidelity insurance.

*Action Clerk*

## 12 PROGRAMME OF MEETINGS FOR 2011-12

The dates for meetings up to the end of December 2011 were agreed as follows

Monday 4<sup>th</sup> July  
Monday 5<sup>th</sup> September  
Monday 31<sup>st</sup> October  
Monday 12<sup>th</sup> December

## 13 PLANNING

- a) Approval of single storey extension at Homeview, Back Lane (11/00026/FUL) was noted
- b) The "no objection" response to application: 11/00316/FUL Construction of swimming pool and landscaping at The Folly, London Road, Six Mile Bottom was noted
- c) In response to the enquiry about conservatory works and further to that concerning the removal of hedge at 4 Walnut Tree Cottages, it was noted that ECDC had visited the site. It was agreed that this should be followed up as there were now concerns about parking on the Green. **Post meeting note** – e-mail from ECDC received 18/5/11 and

circulated to councillors stating conservatory is Permitted Development and that there are no planning reasons why the hedge could not be removed and a new fence erected. Also the access is an existing access and its use does not require planning permission. However, whether it is legally allowed to cross a "grazed area" is an issue for the Highways Authority which has been passed to the County Council.

- d) Application 11/00344/FUM for change of use of land to Equine Marshalling Unit with stabling for 20 horses, a barn, horse walker and one temporary dwelling at Land North of Home Farm Westley Waterless was considered and the following response agreed
- "The Parish Council object to this application as the full impact of traffic has not been assessed in relation to accessibility and safety for the type of traffic generated. There has been no consideration of the junction of Main Road, Westley Waterless with Brinkley Road which will be the main route used by HGVs accessing and leaving the development. This is an extremely dangerous blind junction with inadequate visibility. The Parish Council are concerned about the speed of traffic along Brinkley Road and the time it will take to manoeuvre large horse boxes in and out of this junction and request that this is taken into consideration on safety grounds.
- The Parish Council is also concerned about whether consultation has taken place with Westley Waterless residents and if they have been made aware of the application."

#### **14 DISTRICT & COUNTY COUNCILLOR REPORTS**

Report from Robert Stevens, District Councillor received and circulated. In addition in response to queries raised it was agreed that

- BT should be notified about the vandalised telephone box on Brinkley Road and asked to repair it
- There was limited space for a plastics bottle bank behind the pub.
- The overgrown hedges at Walnut Tree Cottages should be reported to the County Council Highways

**Action Clerk**

**Action Clerk**

It was also noted that the school were considering opening up a play area out of hours.

#### **15 CORRESPONDENCE THAT MAY REQUIRE A RESPONSE**

- a) CCC Grass Cutting Public Rights of Way – in order to monitor whether cuts were taking place this year details of paths for cutting were needed
- Action Clerk**
- b) CCC Update on Parish Paths Activities – East Cambridgeshire (circulated by e-mail). It was agreed not to join the Parish Paths Scheme
- c) ECDC Managing future Change in East Cambridgeshire – Village Plans – it was noted that there was no suitable meeting to consider ECDCs questionnaire prior to their planned consultation period. Therefore details of the questionnaire to be requested and circulated by e-mail
- Action Clerk**
- d) ECDC Consultation on Delegated Services Protocol – it was agreed that there was no scope for the parish council to take on delivery of ECDC services
- e) CCC Application for Civil Parking Enforcement Powers – no comments required

#### **16 CORRESPONDENCE CIRCULATED PREVIOUSLY BY E-MAIL**

- Cambridgeshire Acre - Local People... Local Action Newsletter Issue 1

#### **17 CORRESPONDENCE FOR INFORMATION**

- ECDC A Strategy for Sustainable Communities in East Cambridgeshire 2011-2031

- CPRE Field Work Spring 2011-04-26
- Cambridgeshire Playing Fields Association Newsletter

**18 NOTICES & MATTERS FOR THE NEXT AGENDA**

- Review of Finance Regs, Standing Orders & Risk Management Policy
- Appointment of Officers with Special Responsibilities – Reading Room, Rights of Way

**19 DATE OF NEXT MEETING**

Monday July 4<sup>th</sup> at 7.45p.m.

Signed.....

Date .....

DRAFT