

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Chairman: Mr D A Reader

Clerk: Mrs Y Rix

Minutes of the meeting of Full Council held on Tuesday 10th June 2014, 7.30 pm in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU.

Present:- Derek Reader (Chairman), Laura Barrett, Liz Goodman, Sylvia Greenaway, Don Harrison, Gus Jones, Pat Kilbey, Joan Lonsdale, James Perry, Michel Scarff, Michael Smith, Liz Swift, Fay Whitehouse and Brenda Wilson

Eight residents were in attendance for the Public Forum.

01.06.14 Apologies:- Apologies for absence had been received from Hazel William.

02.06.14 Declarations of any interests known to Councillors:- The following pecuniary interests were declared:-
Mick Scarff - 05.06.14 Planning Applications 14/00488/FUL 34 Newmarket Road
Jim Perry – Matters relating to the request from the Sport Centre for Council support for Section 106 Funding.

03.06.14 Approval of Minutes:- The minutes of the meeting of the Full Council held on Tuesday 27th May 2014 were approved and signed as a true and correct record following a request from Mick Scarff that the Burwell and District Day Centre environment issues are added to the Action Sheet.
Proposed – Joan Lonsdale, seconded – Jim Perry

04.06.14 Public Forum:- A resident raised concerns over lack of facilities for younger youths in the village. The Chairman explained that the Council is currently looking at proposals for a MUGA on the Recreation Ground. Pat Kilbey explained that more facilities are likely with the proposed Newmarket Road development.
Concern was expressed by residents over the proposed development at 19 Toyse Lane. They feel that access for the proposed development is dangerous as it is on a brow of a hill. The road is already very busy with both residential and business traffic. Insufficient infrastructure is likely to cause issues, although the Chairman informed those present that confirmation had been received that sewage systems are now capable of accommodating further development. The development would generate at least another 10 cars to the area. Noise levels would increase, additional cars parked on the road would cause further parking issues especially for buses using the route. Paths are likely to be regularly blocked waiting for wheelie bins to be collected by the residents of the development.

Presentation by Burwell Sports Centre – Support of application for Section 106 Funding

Jan Clay (Business Manager) and Rachel Levitt (Chairman) gave a presentation to back their request for support for their Section 106 Funding application to replace the dated Sport Centre lighting system. Currently 44 out of 119 lights are not working, which is having a big impact on users. A Cherry Picker is required when lights are replaced and due to the costs involved, tubes tend to be replaced in bulk. The Sports Centre currently receives funding from East Cambs District Council (ECDC) of £4,500 per annum, along with a reduction in rates. Apart from this funding, the Sports Centre supports itself financially. The Centre has seen a slight financial loss over the past year, mainly due to increased expenditure on maintenance. They are hoping to make a small profit this year. Previously funds have not been available to budget for the replacement of the tubes.

Replacing the lights for a more efficient system would generate a saving of around 30%. The new bulbs would have a life expectancy of around 5 years and would be cheaper to replace. The cost of the new system is £14069.23 and the Centre is looking to apply for £14,000 of Section 106 Funding to carry out the work involved. Mick Scarff questioned if the proposed system was the most efficient option. However many other systems are not suitable to meet the requirements for sport. The system proposed is compliant with the requirements for Badminton, which has a relatively basic level of requirement for lighting. A variety of other sports and activities take place at the Centre including gymnastics, football and cricket. Mick Scarff asked if, following previous Parish Council financial support, the small room had generated the extra income expected. Unfortunately the level of income anticipated had not been met due to the economic downturn. Liz Swift asked if any other building issues are likely to arise in the foreseeable future. In response, Jan Clay and Rachel Levitt explained that there would always be a list of improvements and maintenance required and that they are also currently applying for grants to update the heating and water system. Council questioned the eligibility of the request for Section 106 Funding as funding was not available for maintenance. Jan Clay and Rachel Levitt confirmed that the replacement of the system is deemed a capital project. They continued by confirming that they needed to apply for the total cost of the work as no self or third party funding was available.

05.06.14 The following Planning Applications were considered:

Planning Applications:-

- | | |
|---------------------|--|
| 14/00553/OUT | J & K Carpenter and Son Ltd – Land at and rear of 19 Toyse Lane
Demolition of Bungalow and erection of 5 no Bungalows
OBJECTION – Part of the proposed development sits outside of the development envelope. Concern was also expressed over the access to the site. |
| 14/00562/FUL | Mr & Mrs A Simpson – 30 Isaacson Road
Single storey extension to rear and conservatory
No Objections |
| 14/00488/FUL | Mr Paul Claydon - 34 Newmarket Road
Detached private dwelling and associated works
Amendment involving window in the en-suite on the first floor – Information only, no response required
Amendment noted by Council. |

Council agreed that a request should be made to the District Councillor to 'Call In' the applications for 34 Newmarket Road and land at and rear of 19 Toyse Lane for Planning Committee determination.

06.06.14
Decisions from County and District Council:-

No decisions had been received from the District Council:-

07.06.14
Action Points Update:-

Council noted the Action Points with the following updates being made. The wording of the letter to residents on the Causeway regarding parking was agreed. The letter will be sent to the Police for endorsement with an opportunity for them to make any amendments deemed necessary. An estimated cost for the installation of grass cell along the edge of the verge is £10,863.94. It was agreed that the Safety Group should prepare an application for funding through the Local Highways Improvement Initiative for the work to be carried out. The Salt Spreaders have been relocated to the School. Gus Jones questioned the need for the Handyman's contract to allow for him to salt the footpaths at weekends. It was confirmed that his working week will be Monday to Friday only. The provision of safety equipment for new winter gritting volunteers will need to be discussed with Highways.

Joan Lonsdale reported that Hazel Williams has recently been elected as the new Chairman of the Day Centre. Following the postponement of the initial meeting, Joan Lonsdale reported that she had met with the installers Lockhart's and Environmental Health Officers to discuss a proposal to remedy the environmental issues at the Day Centre. The intention is that as a result of resolving the issues with the noise level, odour levels will also be reduced. The Environmental Officers confirmed that they found the proposal acceptable, however should this not work; further option would need to be considered. Other options may require planning consent and time scales to acquire planning consent may mean that work could not be started until after the Enforcement Notice comes in to effect. Lockhart's intend for work to start around 23rd June 2014 with completion by 30th June 2014. It is expected that Lockhart's will pay for the work. To alleviate some of the nuisance caused the Day Centre has arranged their menu to adapt to only having to use the fans two days per week.

**08.06.14
Parish
Reports:-**

Grounds –

Weekly Play Area Inspection Reports

The Clerk reported that the Weekly Play Area Inspections had been carried out. There have been a number of small fires reported at the Recreation Ground. The Clerk had reported these to the PCSO, but was asked to also report to the Inspector with a request for increased monitoring of both the Recreation Ground and Jubilee Green by the Police.

Trees/Environment

Notification has been received from ECDC of tree works at the following properties:

Gardiner Memorial Hall

T1, T2, T3 Horse Chestnut trees – Reduce long lateral branches extending out over main road by up to 2 metres, pruning back to suitable branch union points. (The lateral branches to prune are on the lower half of the trees canopy).

The Clerk was requested to obtain quotations for the work to be carried out.

6A Swaffham Road

T1 Poplar – Fell dead tree in rear garden

Consideration of request from Highways regarding tree on verge 19 Isaacson Road

A request had been made by the resident to Highways for the felling of a tree on the verge outside of their property. Council agreed that there was no reason for the tree to be felled.

Tree on Jubilee Green overhanging property in Pound Close

The owner of a property in Pound Close has reported that trees in Jubilee Green are over hanging her property and resting on her shed. The Clerk was asked to obtain quotations for the work required as well as reducing the canopy at the entrance to the Play Area from Hall Lane to improve access.

**09.06.14
County and
District
Matters:-**

Local Highways Improvement Initiative 2015-2016

Having agreed earlier during the meeting that an application should be made to carry out the installation of grass cell along the Causeway, Council agreed that a further application should be prepared for the installation of a pedestrian crossing near Budgens in Ness Road.

**10.06.14
Other Reports:**

The reports listed on the agenda had been circulated to Councillors for information.

**11.06.14
Finance:**

Consideration of the following:-

Consideration of 2013/2014 Internal Auditors Report

The Internal Auditors Report for 2013/2014 was noted. Thanks was given to the Clerk for her work preparing the end of year accounts.

Consideration of the purchase of ownership sign for Hatley Drive – Amenity Area

A letter had been sent to all residents at the bottom of Hatley Drive regarding the maintenance of the Amenity Area. The Clerk reported that she has also spoken to one of the residents regarding the area. Council agreed that a new ownership sign for the Amenity Area should be provided.

Recreation Ground – Consideration of quotation for general grass cutting

Having previously agreed to the change of contractor to carry out the maintenance of the Recreation Ground, Council considered the importance of one contractor being responsible for both the maintenance and the grass cutting of the field. Agreeing that the work should be carried out by the same contractor, a quotation of £115.00 plus VAT per cut from Herts & Cambs Ground Maintenance Ltd was accepted with immediate effect.

Cemetery – Consideration of quotations for driveway maintenance

Quotations had been received from 2 contractors to repair and surface dress the driveway to the Cemetery Chapel from the main entrance. The quotation from Meads Construction for the sum of £1270.00 plus VAT. was accepted.

Cemetery – Consideration of quotations for painting of Chapel windows

Quotations had been received from 4 contractors to paint the windows of the Cemetery Chapel. The quotation from Andy Martin Builders for the sum of £490.00 was accepted.

Cemetery – Consideration of quotations to widen access gate

Quotations had been received from 2 contractors to widen the access gate of the Cemetery. The quotation from Andy Martin Builders for the sum of £625.00 was accepted.

Review of provision of transport to Ely by Dial-a-Ride

Don Harrison reported that he goes on most trips and declared an interest in the item. The average number of people using the bus is falling, with a possible further decline when subsidies cease next year. The scheme has been publicised wherever possible. Council agreed that the trips should continue until the end of August. Should there be no improvement in numbers it is likely that the trips will be discontinued.

Consideration of payments to the following:-

The following payments were approved:

Proposed – Pat Kilbey, seconded Don Harrison

P Hawes
D Cawley
Burwell Office Cleaning
Ely – Dial-a-Ride
East Cambs District Council
Three Counties Fire Protection
Playsafety Limited
Andy Martin Builders
N and G marsh
Mead Construction
Burwell Museum Trustees
J A Neale
BT
Anglian Water
Salaries, Wages etc.
Return of Deposits for Gardiner Memorial and Mandeville Halls

The Clerk informed Council that the Salary payment would need to be amended to include the salary for the new Handyman.

12.06.14 Appointment of Handyman

The Clerk reported that Steven Rowland had been appointed as Handyman from 16th June 2014. Initially he had agreed to use his own vehicle. The Clerk was asked to check that he has insurance cover business use and obtain copies of his insurance certificate, vehicle MOT, Driving License and Passport. He will receive 40p per mile to cover the vehicle running costs when used for Council business. Insurance of Council property whilst in the vehicle was deemed to be the responsibility of the Parish Council.

13.06.14 Consents Solutions – Proposed Underground Cable, Heath Road

A request had been received from Consents Solutions to lay cable along the inside of the hedge in Margaret Field for the supply of energy from the proposed Solar Farm at the bottom of Heath Road to the Weirs Sub-Station. A consideration of Two

