

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Chairman: Mrs E Swift

Clerk: Mrs Y Rix

Minutes of the Annual Meeting of Full Council held on Tuesday 9th May 2017 at 7.30 pm in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU.

Present:- Robin Dyos, Jane Hall, Gus Jones, Joan Lonsdale, Jenny Moss, Joe Parker
Jim Perry, Gordon Roach, Michael Smith, Liz Swift, Mike Swift, Paul Webb, Hazel
Williams and Brenda Wilson.
Also present: PCSO Ann Austin and Alan Spalding, Burwell Scout Group

01.05.17
Election of
Chair:

The following two nominations were proposed and seconded:
Liz Swift – proposed by Jim Perry, seconded by Paul Webb
Brenda Wilson – proposed by Hazel Williams, seconded by Jane Hall
A ballot was then carried out, resulting in 9 votes for Liz swift and 5 votes for Brenda
Wilson.
***Liz Swift was duly elected as Chairperson for the forthcoming year and the
Acceptance of Office form was signed.***

02.05.17
Election of
Vice Chair:

Gus Jones proposed, seconded by Paul Webb that Robin Dyos should stand
as Vice Chairman. With no other nominations and with agreement of Council, Robin
Dyos was duly elected as Vice Chairman.

03.05.17
Apologies:-

Apologies for absence had been received from Derek Reader due to long term
illness. The Clerk was asked to send the Council's best wishes for his recovery.

04.05.17
Declarations
of any
interests
known to
Councillors:-

The following interest was declared:-
Jenny Moss – 07.05.17 Planning 17/00618/FUL

05.05.17
Approval
of Minutes:-

The minutes of the meeting of the Full Council held on Tuesday 25th April 2017.
were approved and signed as a true and correct record.
Proposed – Michael Swift, seconded – Paul Webb

06.05.17
Public
Forum:-

1. Report from the PCSO
PCSO Ann Austin attended the meeting and gave an update on her work as
a PCSO. She informed Council that she had been allocated the southern villages
back in October 2016. Her area covers a total of 28 villages. She carries out high
Visibility patrols, but cannot carry out foot patrols due to logistics. She has a pattern
of three working shifts, day, mid day/evening and evening. The PCSO reported
that she works with schools in the area and believes that this involvement with the
youngsters has led to a reduction in anti-social behavior in the area over the years.
She can offer security advice when needed. Parking is an issue, but she is
unable to ticket all those causing an offence. Those which are parking dangerously
will be ticketed. The PCSO also deals with neighbour disputes and anti-social
behaviour. She reported that there has not been the need to seize any alcohol from
under aged drinkers in the last 6 years. There are a number of drug related issues
which are often difficult to police as they are carried out within the individual's home.
Shop lifting statements, witness statements, CCTV enquiries, house to house

enquiries and traffic control are other areas of her work.

In theory patrols after 8 pm should comprise 2 officers, unfortunately due to her partnered PCSO mentoring a new recruit this is not happening at the moment. There has been a reduction in the number of PCSOs due to cuts and PCSOs moving on to become Police Officers.

PCSO reported that the recent burglaries' in the village are organised crimes and are being investigated by a dedicated team within the Cambridgeshire Constabulary. The PCSO reported that she comes through Burwell at least once a shift, making a point of travelling through a different part of the village each time. The PCSO was thanked for her report and she then left the meeting.

2. Alan Spalding, Burwell Scouts Group

With the agreement of Council agenda item 14.05.17/2 Burwell Scout Group was discussed at this point of the meeting.

Alan Spalding informed Council that the Scouting Group had been contacted by a developer considering purchasing a neighbouring property next to the site of the former Scout Hut in Hawthorn Way. The developer had asked if the Scouts would give up the lease to the site, if Sanctuary, the site owner was prepared to sell. The developer would be looking at using the site to allow better access to the neighbouring property which has planning permission for an additional dwelling. The developer would be looking at making a contribution, either financial or helping to build a new Scout hut for the village in a different location. The Scouting Group is not in the position to purchase land to build the new hut on and Alan Spalding's purpose for attendance was to ask if the Council would consider if any land could be made available at the Recreation Ground for a new hut to be sited. Members of Council discussed the impact that the inclusion of another property on the Recreation Ground could have on the proposed scheme to update the pavilion. Whilst not dismissing the request, greater investigation would be required, including more definite details of the proposition from the developer to the Scout Group. It was agreed by Council that a meeting should take place between the Scout Group and the Grounds and Buildings Working Group to allow more in-depth discussion to take place.

Alan Spalding left the meeting.

Joe Parker informed Council at 8.07 pm that it was necessary for him to leave the meeting for medical reasons.

07.05.17 The following Planning Application amendments were noted.

Planning

Applications:- 17/00574/FUL

Mr. Robert Mann – 17 Kingfisher Drive

Single storey extension to front

No Objections

17/00591/FUL

Mr. M Dunling – 2 Hythe Close

Remove existing conservatory and replace with single storey rear extension

No Objections

17/00617/PDR

Mr. Trevor Steel – 16 High Street

Repair/refurbishment of sash windows

No Objections

17/00618/FUL

Mr. & Mrs D Whitehouse – Stables, Factory Road

Construction of 3 no. four bedroom dwellings- following demolition of existing stables.

Objection

- One letter from resident noted
- This site has a planning history where originally residential accommodation on site had been refused. Subsequently accommodation to allow onsite security had been agreed retrospectively, with the owner of the site stating that no further development would take place. The onsite accommodation had been rented commercially in the past.

- Street scene – properties on the right hand side of Factory Road are all older properties
- Road is not suitable for additional traffic generated by further development
- Outside of the development line
- Loss of rural business
- Visual impact
- Over development of the site

17/00653/FUL

Mr. and Mrs Smith – 76a Silver Street

Proposed loft conversion and internal alterations

No Objections

**08.05.17
Decisions
from County
and District
Council:-**

The following decision from the District Council was noted:

17/00541/HEN

26 The Avenue

Single storey extension extend beyond the rear wall by 4.09m, maximum height of 3.55m and the height at eaves 2.45m

APPROVAL

**09.05.17
Action Points
Update**

The Clerk reported that she had received confirmation from ECDC that the Section 106 funding available for Burwell is £12,207.90. This includes the £4,500 agreed to support the repair of the Sports Centre roof. There is also £1,000 available for cycle ways. The Clerk is still waiting for a reply from ECDC of how long the parish has to spend the money and if there is a risk that funds could be withdrawn at some point by ECDC.

The Clerk also reported that she had spoken to Max Jamieson who confirmed that he is using the Skate Park for lessons on Saturdays and Sundays between the hours of 10 am and 4 pm. Other skaters wishing to use the Park during lessons are not prevented from doing so.

Permission has yet to be received from Highways for the sign at the entrance of Pauline's Swamp. There is a possibility that this is common land.

The Clerk reported that she had asked ECDC what their intentions are for the Public Toilet building. As yet they do not appear to have considered what the future use is likely to be.

Robin Dyos is due to meet with Graham Cooley of Smithers Purlow this week to look at the cracks on the ceiling at Mandeville Hall.

A member of the WI and her husband have looked at the Village sign. She is going to suggest to the WI that her husband would be willing to try to repair the sign, charging only for materials. The Council agreed that the Grounds and Buildings Working Group should investigate options including providing a new sign.

Brenda Wilson reported that she, along with other members of the Safety Working Group had attended a meeting with Jacob Hobbs and Scott Parsons, CCC Highways Department to discuss the Local Highways Improvement Initiative Scheme for Ness Road. Highways are willing to set up a Public Consultation for the scheme and leaflet drop in September to provide details of options available. Council agreed that it was important for these options to be made available to the Council first before going out to the public. The Clerk was asked to invite Jacob Hobbs and Scott Parsons to give a presentation to Council on the options available.

Brenda Wilson also updated Council that Stephen Conrad had yet to get back to her to arrange a meeting about the Burwell to Exning Cycle Path.

**10.05.17
Parish
Reports:-**

Grounds –

1. Weekly Playground Inspection Reports

The Clerk reported that the Handyman has carried out playground inspections weekly and that there is nothing to bring to Council's attention.

2. Street Furniture

A number of the wooden seats and benches in the village need attention. These will

be attended to by the Handyman over the next few months.

3. Grass Cutting Contract

The Grass Cutting Contract is in its final year and work needs to start in preparation for the contract to go out to tender later this year. The Grounds and Buildings Working Group were asked to take responsibility for this.

Trees/Environment

Council noted the following approved tree works:

Land Adjacent to 47 North Street

T85 - Beech – reduce lowest east grown limb to reduce wind sail. Thin upper crown evenly by 15%

T86-T90 Beech Trees x5 – Remove major deadwood

T81-T83 Lime Trees x24 Remove all major deadwood

T40-T64 Lime Treesx3 Remove all major deadwood

T91 Holm Oak – reduce east side limb by 1-2m to re balance tree. Remove all major deadwood

11.05.17 There were no County or District Matters.

County and District Matters:-

12.05.17 The notes from the Allotments and Garden Society Meeting were circulated.
Other Reports:

13.05.17 **Consideration of the following:-**

Finance:

1. Consideration of quotations for Insurance Cover

Three quotations had been received for the Council's Insurance. Council agreed that the cheapest quotation for a 5 year term with Zurich should be accepted at a sum of £3583.66.

Proposed Joan Lonsdale, seconded Brenda Wilson

2. Consideration of quotations for fencing at the Recreation Ground

The Clerk reported that she had requested two further quotations for the replacement fence panels and reinforcement of the existing fencing at the Recreation Ground, but only one quotation had been received. This was considerably cheaper than the initial quotation. More appropriate fencing has been included in the Pavilion and Recreation Ground Improvement Scheme and if the bid for funding is successful the work could potentially start during the Summer of 2018. If this looks to be the case Council needs to consider if it is worthwhile paying out for the existing fence to be reinforced. Regardless of the need to reinforce the fence, the Council agreed that the damaged fence needs to be replaced. As the new quotation consists of a single price for the repair and reinforcement of the fence, the Clerk agreed to go back to the contractor and to ask for a price of replacing the five damaged panels. Council agreed that the contractor with the cheapest quotation to replace the panels should be asked to carry out the work. Any decision to reinforce the remaining fence to be deferred until such time that the result of the grant funding is known. However in the mean time the Clerk was asked to find out if the reinforcement steel in the cheapest quotation is power coated and if the depth of the steel is at least 3mm.

3. Litter Pickers – Request to purchase sign board

A request had been received from the Litter Picking Group to purchase 2 'A Frame' signs encouraging people to 'Keep Burwell Tidy'. The signs will cost £40.00 each. Council agreed to the purchase of the signs and asked that the group is reminded of the need not to leave the signs out overnight.

Proposed Jenny Moss, seconded – Paul Webb

4. Consideration of payments to the following:-

The following payments were approved:

Payments to Zurich, Sherriff Amenity and Hanson not on the agenda were also approved.

Proposed – Paul Webb, seconded Gordon Roach

George Rowland

Mileage

£42.75

Debbie Cawley	Mileage	£18.90
Martyn Wright	Mileage	£22.50
Burwell Office Cleaning	Various Properties	£1062.72
Ridgeons	Maintenance Supplies	£14.93
Mr Groundsman	Recreation Ground - Grass	£660.00
Latta Hire Limited	Temporary Toilet	£120.00
Voluntary Network	Monthly Trip to Ely	£40.00
Burwell Carnival	Sponsorship	£100.00
N & C Glass	MH Panic Bolt repair	£508.03
Newmarket GMS Ltd	Lawnmower	£599.00
Neil Kennedy	Barn Painting Pauline's Swamp	£1780.00
C W Kirk	Machinery Repairs	£241.90
Harrisons of Burwell Ltd	MH Boiler Service	£132.96
CAPALC	Membership	£718.23
Cambridge Electrical	GMH Heater replacement	£1548.00
Barnwell Electrical	JRR Smoke Alarm and CO2 monitor	£154.80
Ward Gethin Archer	Fees Freehold of Mingay Park	£1800.00
Cambridgeshire Cricket Ltd	Recreation Ground Pitch Maintenance	£800.00
Burwell Window Cleaning	Various Properties	£63.00
Lloyds Bank	Various	£46.83
Anglian Water	Various Properties	£292.74
BT	Phone/Internet Service	£161.10
British Gas	JRR	£258.32
ECDC	Various Properties	£807.00
Eon	Various Properties	£157.76
Zurich	Insurance	£3583.66
Sherriff Amenity	Pitch Maintenance	£2249.76
Hanson	Pitch Maintenance	£1920.00
Salaries, Wages etc.		£5130.58
Return of Deposits for Gardiner Memorial/Mandeville Halls		£250.00

14.05.17

1. Burwell Carnival

Corres

Pondence:-

A letter from the Carnival Committee outlining the route the Carnival Parade will take through the village on 17th June was noted by Council.

2. Burwell Scout Group – Parish Land

This item was considered earlier during the meeting

15.05.17

1. Working Groups

Council agreed that due to the forthcoming Strategy Day when the governance of the Council will be discussed, all Working Groups should remain the same for the time being.

2. Staff Cover

The Clerk reported to Council that she needed to undergo a further operation later in May. It was agreed that the Assistant Clerk should be paid for the extra hours she works in covering for the Clerk.

There being no further business, the meeting was closed at 8.45 pm.

Signed this 30th day of May 2017 _____

Chairman