

BURWELL PARISH COUNCIL
The Jubilee Reading Room
99, The Causeway, Burwell Cambridge. CB25 0DU
Telephone/Fax 01638 743142
E Mail burwellpc@btconnect.com

Minutes of the Meeting of the Burwell Parish Council held in the Jubilee Reading Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU at 7.30p.m. on Tuesday 8th January 2019.

Present: Liz Swift (Chair), Robin Dyos, Jane Hall, Don Harrison, Gus Jones, Joan Lonsdale, Helen McMenamin-Smith, Jim Perry, Gordon Roach, Michael Smith, Michael Swift, Paul Webb, Hazel Williams and Brenda Wilson.

Also present District Councillor Lavinia Edwards, Michael Geary and three members of the public.

FC/080119/1 Apologies

Apologies for absence had been received from Jenny Moss, Derek Reader and District Councillor David Brown.

FC/080119/2 Declarations of any interests known to Councillors

The following declarations were noted:

Liz Swift, Helen McMenamin-Smith and Paul Webb – Burwell Action 4 Youth

Hazel Williams – Planning 26 High Street

Joan Lonsdale – Finance payment to Neighbourhood Watch

FC/080119/3 Approval of Minutes of the meeting of 11th December 2018

The minutes of the meeting held on 11th December 2018 were approved and signed as a true and correct record.

Proposed – Gordon Roach, Seconded – Michael Swift

FC/080119/4 Public Forum

Mr. J Clarke of Mill Lane informed Council the objections that he has to the amendment to the proposal for the new dwellings at 26 High Street relating to the visual impact of the new development in the Burwell Conservation Area and the overshadowing/loss of light for neighbouring properties. Council noted the concerns.

FC/080119/5 County and District Reports

Council noted a report from David Brown. Lavinia Edwards reported that she had not attended any meeting recently and the next meeting that she was due to attend was the Planning Committee Meeting being held on 9th January 2019.

FC/080119/6.1 Planning Applications

The Council considered the following applications:

18/01688/FUL 56 The Causeway

Demolish existing garage and single storey extension, form new access, construct two and single storey extensions

No objections but ensure new access is in the best location. Having noted a neighbour has commented if the proposal will help prevent flooding in the locality, the Parish Council would be grateful if this could be investigated.

18/01455/FUL St Genevieve 2C Hythe Lane

Proposed rear extension and associated works and replacement fence

The amendment involving a new Heritage Statement, the inclusion of a new fence at the front of the dwelling and a rear extension with a hipped roof

No objections to the amendment

18/01144/FUL 26 High Street

Demolition of outbuildings, erection of two detached dwellings, revised access and associated work

Amendment involving alterations and a reduction in height to the proposed dwelling for plot 2

The Parish Council considers that the amendment does not resolve the initial objections to the proposal and that these objections still stand. In addition to this the Council has been made aware that the Conservation Officer does consider the amendment resolves their concerns. Burwell Parish Council considers that this proposal will create new properties in not only a Conservation Area, but an area with several heritage buildings and therefore asks that the Conservation Officer visits the site with members of the Parish Council so that concerns can be discussed in more detail.

The Parish Council also has concerns over the loss of light to neighbouring properties.

FC/080119/6.2 Planning Decisions from District Council

The Council noted the following Planning Decisions:

18/01291/OUT Site South West of Old Ness Farm, Ness Road

Proposed single storey dwelling, garaging, parking, access and associated site works

Approval

18/01385/ARN Site South of Howlem Baulk

To convert existing agricultural unit to 1 dwelling including any associated building works

Approval

FC/080119/6.3 Trees/Environment

The Council noted the following notification of approved (ECDC) tree works at the following properties: -

73 North Street TPO E/11/87

T1 Sycamore – Re pollard to approximately 12ft

Clematis Cottage 118 Silver Street

T1 Norway Spruce – Fell

T2 Silver Birch – Fell

T3 Silver Birch – Crown lift 4 x lower limbs and reduce crown to balance shape by 1 to 1.5 m

T4 Silver Birch – Fell

G5 Cypress x 4 - Fell

T6 Wild Cherry – Fell

T7 Silver Birch – Fell

T8 Laburnum – Fell

T9 Laburnum – Fell

T10 Sorbus – Fell

T11 Sorbus - Fell

Tiptoft, 54 High Street

T1 Sycamore (previously pollarded) – Remove lowest branches back to main trunk growing towards neighbouring property and reduce remaining crown overall by 8.00 metres to leave a small, compact and balanced crown

Russet Cottage, Mill Lane

T1 Laburnum – Remove due to extension being built

14 High Street

T1 Ash (adjacent to entrance gate) – Crown reduce by 1.5ms and remove dead wood following recent wind damage

T2 Yew – Crown lift to clear boundary wall

T3 Yew - Remove dead wood and crown lift to 3ms

T4 Yew – Remove dead wood and reduce low branches close to neighbouring house by 2m

T5 Yew – Remove dead wood

T6 Yew – Remove dead wood

T7 Lime – Remove dead wood

T8 Holly – Reduce height by 3ms and reduce remaining crown by 1m to clear buildings

Manor House 3 High Street

T1 Silver Birch – Shorten lateral spread above adjacent garden by 3-3.5m, remove deadwood, shape and balance

H2 Beech Hedge – adjacent to driveway – reduce height by 0.5-0.6m

H3 Beech Hedge – adjacent to orchard – reduce height by 0.5m

T4 Silver Birch – at rear of house – crown lift all round by 1m

T5 Yew – at rear of house – remove 2-3 small branches in lower crown

1 Lime Close TPO E/21/99

T1 Cedar – Reduce crown by approx. 25% and crown spread on all sides by 1-1.5m. Shape and balance

51 Station Gate

T1 Poplar – Pollard at 8ft above ground level. Reason – over 50% of the crown is dead. Pollarding will hopefully give it a chance to recover as a smaller specimen.

24 North Street

T1 – Lawson Cypress – Fell as tree has become too large for its location

FC/080119/7 Finance

1.Consideration of payments to Information Commissioners Office being made by Direct Debit

The Clerk explained that the item on the agenda should read 'Payment to the Information Commissioners Office being made by Direct Debit. Paying by direct debit will save the Council £5.00 off the annual payment of £40.00. Council agreed that the payment should be made by direct debit.

Proposed – Don Harrison, Seconded – Hazel Williams

2.Consideration of response from Zurich regarding trees in Priory Meadow

A response had been received from the Council's insurers regarding the trees in Priory Meadow that could be causing structural damage to a neighbouring property. The Insurers recommend that an Arboricultural Report is carried out on the trees in the first instance. Council agreed that this should be done but felt that the owner of the neighbouring property should be responsible for the cost of the report. A quotation had been received from Hayden's of £500.00 for surveying the trees and compiling the report. Council agreed that should the owner not be prepared to pay for the report or make a contribution to the cost, then the matter should be referred back to full council.

3.Voluntary Network – Funding request

A request had been received from the Voluntary Network to support their work in the area. Council agreed that on this occasion they would not make a donation as some funding is already made to the association with the payment for the monthly transport to Ely.

4.Consideration of donation to Newmarket Town Band re Carols Around the Tree

Council agreed that a donation of £100 should be made to Newmarket Town Band for providing the accompanying music at the Carols Around the Tree.

Proposed – Gordon Roach, Seconded – Paul Webb

Helen McMenamin-Smith informed Council that a total of £153 had been collected for MAGPAS at the event.

5.Consideration of payment to Westcotec

Paul Webb informed Council that all issues with the new Moveable Vehicle Activated Sign have been resolved. Council agreed that payment for the sign should now be made to the supplier, Westcotec. Highways still need to approve locations for siting the sign before it can be brought into use. Paul Webb and Jim Perry to undertake online 'Working at Heights' training at a cost of approximately £30.00 each. This payment will be reimbursed by the Council once the course has been undertaken.

6.Consideration of payment to the following:

Following a proposal from Paul Webb, seconded by Don Harrison, it was agreed that the full payment to Jaggards for work to the pavilion should be withheld until a number of issues have been satisfactorily resolved. The following payments were approved:

Proposed – Gordon Roach, Seconded – Joan Lonsdale

George Rowland	Mileage		£44.55
Debbie Cawley	Mileage		£17.55
Martyn Wright	Mileage		£29.70
Burwell Office Cleaning	Dec-18		£1,148.65
Ridgeons	Maintenance Materials	£12.97	£109.03
	Maintenance Materials	£90.24	
	Maintenance Materials	£5.82	
Latta Hire Limited	Temporary Toilet		£144.90
Cambs Acre	Acre Membership		£57.00
PPL PRS	Royalty Payments		£1,085.58
Jaggard Brothers	Pavilion Roofing Tiles		£132.00
	Completion Sports Pavilion		£26,079.25
Sharp Business Systems	Photocopier Contract		£19.54
Voluntary Network	Trip to Ely November	£30.00	£50.00
	Trip to Ely December	£20.00	
	Supplies inc cleaning materials	£5.29	£47.26
ESPO	and equipment for the Pavilion	£41.97	

Alan Lamb	Tennis Courts		£1,200.00
Cambridgeshire Cricket Ltd	Recreation Ground Grnd. Mainten.		£1,150.00
East Cambs Neighbourhood Watch	Road Signs		£195.00
Burwell Computers	Microsoft 365		£1,125.12
Information Commissioners Office	Data Protection Fee Renewal		£40.00
British Gas	Cemetery	8.1.19	21.44
British Gas	Pavilion	4.1.19	475.38
British Gas	GMH	7.1.19	£775.00
British Gas	Allotments	8.1.19	£24.54
British Gas	JRR Electricity	3.1.19	£93.25
British Gas	MH Electricity	31.12.18	£369.00
WAVE	Cemetery	22.1.19	£499.34
WAVE	Recreation Ground	22.1.19	£233.99
WAVE	Mandeville Hall	1.2.19	£144.41
WAVE	GMH	22.1.19	£101.63
WAVE	JRR	22.1.19	£48.03
Lloyds Bank	Various December 2018	16.1.19	£184.93
BT	Phone Account	21.12.18	£493.07
East Cambs District Council	Mandeville Hall	1.1.19	£505.00
East Cambs District Council	Cemetery	1.1.19	£151.00
East Cambs District Council	JRR	1.1.19	£38.00
East Cambs District Council	GMH	1.1.19	£182.00
Salaries	Salaries, NI, Tax and Superannuation		£4,652.21
Return of Deposits			
Jenni Prior	MH		£50.00
Burwell Community Chior	MH		£50.00
Laura Bryant	MH		£50.00
Total			<u>£41,817.35</u>

FC/080119/8 Action Points Update

Michael Swift explained that the Sports Provision Group were due to meet this week and that discussion will take place about the issues with the pavilion. Alan Lamb the Project Manager will also be attending the meeting.

The Clerk was asked to contact Lucy Frazer QC MP to see if she has had any response from the County Council regarding the Newmarket Road Development. Council also agreed that a letter should be sent to the Chief Executive of Cambridgeshire County Council about our concerns and disappointment with the progress being made with the proposed development, which has left Burwell wide open for other developers to submit proposals for other less suitable areas of the village in line with the requirements for new houses in the East Cambs. District Council Local Development Plan.

The Clerk reported that East Cambs. District Council has approved the transfer of the toilet block to the Parish Council and that she is waiting to receive written confirmation of the approval. The Clerk was asked to chase East Cambs. District Council for letter.

Robin Dyos informed the Council that he has received a draft letter for Council's approval from Gawn Associates to Smithers Purslow regarding the ceiling at Mandeville Hall. Liz Swift and Robin Dyos to consider the content of the letter and approve for sending to Smithers Purslow if appropriate.

Work is due to start on the Zebra Crossing on Ness Road on 14th January 2019. The Clerk informed Council that she thought that the Council would receive an invoice from Highways for the work following completion of the crossing.

The twenty trees for the Community Orchard are being delivered this week and are due to be planted in Priory Meadow on Saturday 12th January starting at 10 am. All volunteers are welcome.

FC/080119/9 Group Reports

Consideration of notes and recommendations from the Asset and Environment Meeting held on 18th December 2018

Recommendations

1.Gardiner Memorial Hall- Refurbishment

Michael Smith, Chairman of the Assets and Environment Group explained the recommendation to the Council. Gus Jones raised concern that the project would be based more on looks than functionality. He was assured that this was not the case.

To move the project on to the next stage, the Group agreed to recommend to Full Council that permission is given for the group to appoint Dan Jones of Civic London (recommended by ACRE) to meet with group members to discuss the refurbishment, survey the building, come up with ideas and concepts for the building and to prepare the first draft of the Design and Access Statement, if a suitable scheme is agreed by the Council, for submission to the planners (pre application).

Robin Dyos proposed, seconded by Gordon Roach that the recommendation should be approved.

Council resolved that in order to move the project on to the next stage, that Dan Jones of Civic London (recommended by ACRE) is appointed to meet with group members to discuss the refurbishment, survey the building, come up with ideas and concepts for the building and if a suitable scheme is agreed by the Council, to prepare the first draft of the Design and Access Statement for submission to the planners (pre application).

Policy Review (Finance and General Purposes)

A review of Council Policies was carried out by members of the Finance and General Purposes Group during October 2018. The recommendation to Council is to approve the following:

1. Policies where no changes are required:
 - Burwell Parish Council Members Code of Conduct
 - Burwell Parish Council Equal Opportunities Policy
 - Burwell Parish Council Health and Safety Policy
 - Burwell Parish Council Lone Workers Policy

2. The following Policies require some minor amendments generally to reflect changes in the structure of the Council:
 - Burwell Parish Council Complaints Procedure
 - Information Available Under the Publication Scheme
 - Parish Councillor Conduct Complaints Policy
 - Burwell Parish Council Statement of Intent to Training
 - Burwell Parish Council Tree Policy

It was agreed that the policies should be amended as per the recommendations.

Proposed - Gordon Roach, Seconded – Michael Swift

Clarification of increase in Clerk's salary from 1st April 2019

Hazel William's explained that an error had been recorded at the previous meeting for the salary scale point for the Clerk from 1st April 2019. It had been agreed at the Finance and General Purposes Group meeting on the 3rd December 2018 that the Clerk should receive an incremental increase of one point in addition to the inflationary increase agreed by NALC. Her salary should be at point 29 from 1st April 2019 and not point 28 as noted in the minutes for both the Finance and General Purposes meeting and the full Council meeting held on 11th December 2018.

FC/080119/10 Parish Reports:-

1.Weekly Play Area Inspection Reports

Council noted the Weekly Play Area Inspection Reports. Moles have returned to the Recreation Ground. The Clerk to arrange for their removal by a pest control company.

FC/080119/11 Other County & District Matters:-

1.Temporary Traffic Order Mill Lane from 18.3.19 to 20.3.19

Council noted the Traffic Order for Mill Lane.

FC/080119/12 Other Reports (in circulating file):- None

FC/080119/13 Correspondence - None

FC/080119/14 Consideration of the following items

1. Use of Jubilee Reading Room as postal address by Burwell Action 4 Youth

It was agreed that it was acceptable for Burwell Action 4 Youth to use the Jubilee Reading Room as their postal address.

2. Co-option of Parish Councillor

One application had been received for the Parish Council vacancy and Mr. Michael Geary of Murton Close was duly co-opted to the Council to fill the vacancy.

Proposed Paul Webb, seconded Gus Jones

As there was no other business the meeting closed at 8.40 pm.

Signed:

Dated: