

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Chairman: Mrs J Lonsdale

Clerk: Mrs Y Rix

Minutes of the meeting of Full Council held on Tuesday 8th March 2016, 7.30 pm in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU.

Present:- Joan Lonsdale (Chair), Robin Dyos, Sylvia Greenaway, Jane Hall, Don Harrison, Gus Jones, Joe Parker, Jim Perry, Derek Reader, Gordon Roach, Mick Smith, Liz Swift, Mike Swift, Paul Webb, Hazel Williams and Brenda Wilson.

01.03.16 There were no apologies for absence.
Apologies:-

02.03.16 The following pecuniary interests were declared:-
Declarations Liz Swift, Mike Swift and Robin Dyos – All matters relating to Burwell Carnival
of interests Gus Jones – All matters relating to Burwell Sports Federation

03.03.16 The minutes of the Parish Council meeting held on 23rd February 2016 were approved
Approval and signed as a true and correct record.
of Minutes

Proposed – Gordon Roach, seconded – Derek Reader

The confidential minutes of the meeting held on 23rd February 2016 were approved and signed as a true and correct record.

Proposed – Paul Webb, seconded – Gus Jones

04.03.16 Gus Jones reported that on behalf of the Burwell Sports Federation he had obtained a
Public Forum: quote for remedial work to the car park at the Recreation Ground. This will be considered with other quotations received at the next meeting. Gus Jones continued by asking if it would be possible for him to be granted a dispensation so that he did not have to declare an interest at all meetings with regards to being Chairman of the Burwell Sports Federation. The Clerk informed Council that this would not be possible as it was necessary for declarations to be made at all meetings where an interest occurs, as parishioners attending a specific meeting would not be aware that a declaration had been made at a previous meeting. Gus Jones finally, informed Council that a copy of the proposed draft Local Plan currently undergoing consultation is available at Burwell Library.

05.03.16 The following Planning Applications were considered:
Planning

Applications:- **16/00180/FUL Mr. and Mrs Hartshorne – 22 Buntings Path**
Two storey rear extension
No Objections

Paul Webb declared an interest in this item

16/00206/FUL Mr. M. Gains – 30 Buntings Path

Demolition of existing conservatory and erection of two storey extension with flat roof

No Objection

15/01175/OUM Cambridgeshire County Council – Land at Newmarket Road

Redevelopment of land at Newmarket Road, Burwell to provide up to 350 dwellings (including affordable housing provision) with associated open space, sports provision, access and infrastructure

Additional information received including TA Addendum and associated access drawings

No Objection

16/00236/FUL Mrs R Dakin – 10 Orchard Way

Two storey rear extension

No Objection

16/00237/FUL Mr. Spencer Brett – 55 Station Gate

To convert an existing car port roof space into a new room accessed from within the property

No Objection

An amendment had been received for application no. 15/01130/FUL for Plot No. 2 Land rear of 61 and 63 North Street, Anchor Lane. As a response was required before the next meeting, Council discussed the amendment and there were no objections to the changes.

**06.03.16
Decisions
from County
and District
Councils**

The following decisions from the District Council were noted:

15/01297/RMM Hopkins Homes Ltd - Former D S Smith Site, Reach Road

Approval of details for all reserved matters for the housing element (plots 1-70) of planning application 14/00046/OUM

APPROVAL

16/00087/VAR Mr. and Mrs Beech – 32 Toyse Lane

Variation of condition 3 (materials) of previously approved 14/01150/FUL for Two storey side extension and demolition of existing garage

APPROVAL

**07.03.16
Action
Update:-**

The attached Action Update sheet was considered.

Mike Swift asked if Alan Lamb Associates had been contacted regarding acting as Project Manager for the Recreation Ground. The Clerk informed Council that a letter had been sent although no response had been received accepting the role. Mike Swift asked if it was acceptable for him to contact Alan Lamb Associates about the project. It was felt that there was no reason why contact could not be made. The maintenance and grass cutting contracts are in the process of being drawn up ready for signing. The Open Day at Pauline's Swamp is being arranged for Sunday 4th September. Gus Jones asked that the Council consider making funds available for the expenditure required for the day. This to be an agenda item at the next meeting. Other options for the additional gate at the Recreation Ground are being investigated. The Clerk informed Council that the consultation on the entrance and exit at the Gardiner Memorial Hall is underway. Gus Jones asked if the quotes were available yet for the remedial work at the Recreation Ground carpark. The Clerk explained that this would be an agenda item at the next meeting. Gus Jones questioned the need for a representative from Fields in Trust to talk to Council Members. Hazel Williams explained that the presentation will give Council Members the opportunity to gain knowledge of the process and assess the appropriateness of dedicating the Recreation Ground as a Field in Trust.

**08.03.16
Parish
Grounds –
Reports:-**

Weekly Play Area Inspection Reports

The Clerk informed Council that the handyman has continued to carry out the routine weekly play area inspections and that there was nothing of concern to report back to Council. The Handyman has carried out some painting work at the Pavilion and the heater and door have now been replaced.

Turf from the surface of the Recreation Ground had been removed along with soil dug from underneath. No one has any idea how this has occurred. The area will be filled and reseeded. Joan Lonsdale raised concern about the risk of vandalism and damage to the

Recreation Ground and the need to safeguard the property if the site is improved. Other Councillors did not consider there to be a necessary risk. Paul Webb informed Council that he had been made aware of some relatively inexpensive equipment which could be made available to give CCTV coverage for the Recreation Ground, which may be worth Council considering.

Trees/Environment

Council noted the following notification from ECDC:

109A North Street

T1 Walnut – Crown raise to clear head height, reduce limb overhanging neighbouring property by 2m and thin lower lateral branches to reduce risk of failure

T2 Horse Chestnut – Crown raise to clear head height and crown thin

T3 Norway Spruce - Fell

09.03.16

County & District Matters:-

Public Toilets Burwell Update

Hazel Williams updated the Council on the position with the public toilets. The Council needs to consider if it is prepared to pay ECDC £4500.00 in order for ECDC to provide the toilets for a further year, allowing time for takeover negotiations to continue, or to do nothing, which would mean the toilets will close on 31st March 2016 or to allow ECDC to close the toilets on 31st March 2016, which will release the Parish Council from any TUPE conditions that may arise, take the £9000.00 on offer from ECDC and to provide a new service ourselves. Hazel Williams confirmed that she is not aware that the offer of £9000.00 being dependent on the parish continuing to provide toilets. Hazel Williams continued to explain that the Council could provide a portaloos as a temporary solution until a permanent solution such as a toilet pod or extension to the Jubilee Reading Room is in place. Joe Parker asked if the proposed public toilet would be subject to Business Rates. Hazel Williams explained that they would not if the toilet was an extension to the Jubilee Reading Room. The Council will need to budget in future years for the cleaning of the toilets.

Robin Dyos proposed, seconded by Liz Swift that the Council should allow ECDC to close the toilets on 31st March 2016 with an acceptance of the £9,000 from ECDC.

Council resolved to allow the toilets to be closed on 31st March 2016 with an acceptance of the £9,000 from ECDC.

The Queens 90th Birthday – Beacon organised by ECDC

Joan Lonsdale reported that she had met with District Councillor Allan and an officer from ECDC on Spring Close about having a Beacon on Spring Close to celebrate the Queen's birthday on 21st June 2016. The Beacon and the event will be organised by ECDC. The Beacon will be temporary and is thought to be gas powered.

ECDC Prevent Awareness Campaign

Following a recent email from the District Council about a Prevent Awareness Campaign which had been circulated to all members of the Council for their opinion, Joan Lonsdale reported that a response had been sent to ECDC, confirming the Council's interest.

East Cambs Local Plan Consultation

A response to the consultation currently being held by ECDC on the East Cambs Local Plan is due in by 24th March 2016. Councillors as individuals can submit their own comments. It was agreed that a separate meeting should be held to consider the Council's response. The Clerk to arrange a suitable date and time.

Result of the application for funding through LHII 2016/2017 – Causeway Verges

LDF

Unfortunately the Council has been unsuccessful in obtaining funding to install grasscrete on the verges of the Causeway. Council has earmarked funds to carry out the work, although Robin Dyos suggested that it may be more relevant to spend the funds on other highway safety work in the village. New quotes will need to be obtained as the previous ones are a year old. Derek Reader agreed to measure the length of the verge that needed to be included in the scheme, so that the quotes would be comparable. The work can then be carried out.

10.03.16

Other Reports (in circulating file):-

There were no other reports.

11.03.16

Finance

Consideration of quotations for resurfacing work at the Cemetery

Two quotations had been received for resurfacing work at the Cemetery. Hazel Williams proposed that the cheapest quotation from Meads Construction for £3990.00 plus VAT be accepted. There is a slight variation in the area to be resurfaced between the two quotations and the Clerk was asked to check that the full area that needed to be resurfaced was covered by the Meads Construction quotation. The proposal to accept Meads Construction's quotation was seconded by Derek Reader and agreed by Council.

Consideration of request from Burwell Library regarding Engage Project

Council discussed a request from Burwell Library for funding towards the Engage Project to help fund speakers. Council agreed that on this occasion not to assist with funding as many speakers are available who do not make any charge.

Consideration of request from Burwell Carnival

A request had been received from Burwell Carnival for a donation for this year's event.

Brenda Wilson proposed, seconded by Hazel Williams that in return for an advert, a donation of £75.00 should be made.

Council resolved that in return for an advert, a donation of £75.00 should be made.

Consideration of payment to the following:

Payments to the following as detailed on the attached payment summary were approved.

Proposed – Liz Swift Seconded – Gordon Roach

S Rowland

D Cawley

Burwell Office Cleaning

Tom Jones

Ridgeons

ESPO

Siemens

Footprint Signs

Community Heartbeat Organisation

Harrisons of Burwell

Mead Construction

Burwell Window Cleaning

BT

Eon

Anglian Water

Salaries, Wages etc.

Return of Deposits for Gardiner Memorial. Mandeville Halls and allotments

12.03.16 Correspondence

Consideration of note from resident regarding Pauline's Swamp

Council noted a letter from a resident praising the Council on the upkeep of Pauline's Swamp. The Clerk was asked to pass a copy of the letter to the Handyman and Paul Hawes.

Consideration of request from resident regarding geocaching at Pauline's Swamp

A request had been received from a resident to be allowed to place a geocache at Pauline's Swamp. Council agreed to the request. The Clerk was asked to thank the resident for seeking to obtain permission prior to placing the geocache at the site.

Consideration of information from Anglian Water re Pollution Watch

Council noted an email from Anglian Water making people aware of their Pollution Watch Scheme and how to report evidence of pollution should it be seen. Council agreed that the content of the email could be included in the next newsletter or Clunch magazine.

13.03.16 Council considered the following:

Consideration of the following:

Safety Working Group Report

Council noted the attached report of the recent Safety Working Group Meeting.

Finance Working Group Report

Council noted the attached report of the recent Finance Working Group Meeting.

Hazel Williams explained that the group had reviewed the Councils' direct debits, bank mandate and looked at how funds are safeguarded. Audit arrangements had been discussed and recommendations had been made regarding the dates for the Councils' Inspection Period. The group had reviewed the effectiveness of the Councils' internal control

arrangements and as a result recommends that the Council increases its Fidelity Insurance to £300,000 and that Hazel Williams carries out quarterly checks on the Petty Cash. A review of the Risk Management Policy had also been carried out with no changes recommended. The Financial Regulations were also reviewed with no changes recommended. A further meeting will take place on 7th April to consider the Councils' Three to Five Year Forecast.

Gus Jones proposed that all recommendations in the attached Finance Working Group Report should be approved. The proposal was seconded by Paul Webb. Council resolved that all recommendations in the attached Finance Working Group should be approved.

Connections Bus Project – Future provision

An email had been received from the Connections Bus Project informing Council that they are unable to allocate the current slot to the village for the 4 sessions due to be funded by the Council. It would be possible for a later session between 7 pm and 9 pm. Council considered that this may be too late for many involved to attend. It is not known if the Project Members have asked the users if they consider the times to be suitable.

***Hazel Williams proposed, seconded by Derek Reader that Council should withdraw the offer to fund the four sessions of £1000.00
Council agreed that the offer to fund the four sessions should be withdrawn.***

The Clerk informed Council that the collection date for rubbish and recycling will revert back to being a day late after bank holidays due to the recycling centre being closed on all bank holidays. She continued by reminding Council that Hastoe Housing Association will be holding a meeting on 10th March 2016 at Mandeville Hall regarding the proposed new development to the rear of Barkways. The Clerk also informed Council that she had been made aware by the Police of a burglary in Isaacson Road, along with a request to the Council to provide any help and support as may be needed by the elderly victim.

There being no further business, the meeting was closed at 9.07 pm.

Signed this day of 2016 _____
Chairman