

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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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 9th April 2019.

Present: Liz Swift (Chair), Robin Dyos, Michael Geary, Jane Hall, Gus Jones, Gus Jones, Joan Lonsdale, Helen McMenamin-Smith, Jennifer Moss, Jim Perry, Derek Reader, Gordon Roach, Michael Smith, Michael Swift, Paul Webb, Hazel Williams, Brenda Wilson.
Also Present: District Councillors David Brown and Lavinia Edwards

FC/090419/1 Apologies

There were no apologies for absence.

FC/090419/2 Declarations of any interests known to Councillors

The following declarations were made:

Brenda Wilson – Planning application for 3 School Lane and donation request from Burwell Museum.

Paul Webb and Jennifer Moss - Planning decision Ashbridge Farm.

FC/090419/3 Approval of Minutes of the meeting of 26th March 2019

The minutes of the meeting held on 26th March 2019 were approved and signed as a true and correct record.

Proposed – Gordon Roach, seconded – Robin Dyos

FC/090419/4 Public Forum - None

FC/090419/5 County and District Reports

Council noted a written report from District Councillor Edwards, who also informed those present that the Planning Committee had refused the planning application for Ashbridge Farm by 9 votes to 1.

Gus Jones arrived at 7.35 pm.

FC/090419/6.1 Planning Applications

The following applications were considered.

19/00396/FUL 3 School Lane

Proposed single storey side extension

No objections as long as the Conservation Officer has no issues with the proposal.

Concern raised that neighbouring properties in Mill Lane and the High Street have not been consulted.

19/00416/FUL 10 Bewicks Mead

Proposed construction of single storey extension plus garage extension

No objection

FC/090419/6.2 Planning Decisions from District Council

The following decisions were noted:

19/00147/FUL 8 Low Road

New linked carport to front of dwelling **Approval**

19/00159/FUL 22 Pound Close

Two storey extension to side of property to form entrance lobby at ground floor with additional bedroom above, and alteration of existing garage roof to form roof terrace (Resubmission of Application 18/01037/FUL) **Approval**

50 Silver Street

Single storey rear extension **Approval**

APP/V0510/W/18/3208712 and APP/V0510/W/18/3208713

Land of Ness Road and Land North of 17-45 Toyse Lane

Appeals dismissed.

District Council Edwards reported that Rebecca Saunt, Planning Manager at East Cambs District Council was pleased with the number of parishioners and parish council members who had attended the Appeals Hearing.

18/01649/FUL Ashbridge Farm, Factory Road

Proposed erection of 1 private detached bungalow Application will be determined by the Planning Committee on 3.4.19

Decision received in District Councillors report noted.

FC/090419/6.3 Trees/Environment

Notification of approved (ECDC) tree works at the following properties: -

None.

FC/090419/7 Finance

1.Requests for donations:

A request for a donation had been received from Burwell Museum towards the cost of this year's Heritage Day.

Robin Dyos proposed, seconded by Helen McMenamin-Smith that a donation of £300.00 should be made.

Council resolved that a donation of £300.00 should be made towards the cost of the Heritage Days at the Burwell Museum.

District Councillors David Brown and Lavinia Edwards left the meeting at 7.42 pm.

2.Consideration of payment to the following:

The following payments were considered and approved for payment.

Proposed – Gordon Roach, seconded – Paul Webb

George Rowland	Mileage		£54.45
Debbie Cawley	Mileage		£45.90
Martyn Wright	Mileage		£18.45
Yvonne Rix	Mileage		£10.80
Burwell Office Cleaning	March		£1,273.45
Latta Hire Limited	Temporary Toilet		£144.90
ESPO	Chair		£62.40
Ridgeons	Maintenance Materials	£97.47	£139.98
	Maintenance Materials	£15.64	
	Maintenance Materials	£39.84	
	Credit	-£12.97	
Sharp Business Systems	Photocopier Contract		£48.73
Burwell Carnival	Donation		£150.00
CCC Burwell Library	Summer Reading Scheme		£200.00
Citizens Advice Rural Cambs	Donation		£100.00
Cartwright Brothers	Electrical Repairs GMH	£180.00	£228.00
	Electrical Repairs GMH	£48.00	
Burwell PCC	Flood Lighting		£450.00
Simpsons Nursery	Grass Seed		£139.50
East Cambs Neighbourhood Watch	Signs		£75.00
	CCTV Masks and ducting pulling chambers		£1,710.28
Jaggard Projects			
Atom Technologies	Retrospective CCTV Rec		£9,957.60
	Tennis Courts etc Month 6 of 8		
Alan Lamb			£1,360.40

Eon	Street Light Energy		£40.96
Hallmaster	Hall Bookings Software		£354.00
Lloyds Bank	Various Items		£217.64
ECDC	Rates Cemetery	1.4.19	£151.65
ECDC	Rates Mandeville Hall	1.4.19	£571.70
ECDC	Rates GMH	1.4.19	£182.80
ECDC	Rates JRR	1.4.19	£41.80
BT	Phone and Internet	21.3.19	£487.84
British Gas	Pavilion Electricity	26.3.19	£322.46
British Gas	JRR Gas	27.3.19	£204.81
Eon	MH Gas	18.3.19	£249.54
Wave	Cemetery	22.3.19	£250.11
Wave	Recreation Ground	22.3.19	£95.78
Wave	JRR	23.4.19	£50.38
Wave	GMH	23.4.19	£78.59
Wave	MH	1.5.19	£126.64
Salaries	Salaries, NI, Tax and Superannuation.		£6,013.67
Return of Deposits			
Emily Long	MH		£50.00
Cambs WI	MH		£50.00
Sally Brooks	MH		£50.00
Total			<u>£25,760.21</u>

FC/090419/8 Action Points Update

Council noted the following updates:

The application for Section 106 funding of £7707.90 towards the work at the Recreation Ground has been submitted to ECDC.

The next meeting with officers from Suffolk County Council and Cambridgeshire County Council to discuss the proposed cycleway between Burwell and Exning has been arranged for 13th June 2019. A letter of support for the project has been received from Lucy Frazer QC MP. Michael Swift informed the Council that three companies have visited the Recreation Ground and will be submitting plans for the play area and trim track equipment in the next few weeks. The 13th July has been provisionally proposed for the Recreation Ground Opening Day.

The Working Day at Pauline's Swamp had been successful. This year's Open Day and Dog Show will be on Sunday 1st September 2019. The siting of the beehives is in hand and wild flower seed is due to be sown shortly. Jim Perry has set several Buddleia.

The transfer of the toilets is currently with the solicitors. The Clerk was asked to write to the District Councillors and ask that they put pressure on to ECDC to get the transfer completed. The Parish Council now have a set of keys for the building.

A meeting has been arranged with Smithers Purslow and Gawn Associates to discuss the issues with the ceiling at Mandeville Hall.

Replacement kerb work has been carried out on the crossing in Ness Road. White lining and connection of the bellisa to the electricity supply still needs to be carried out. The Clerk has sent a letter to the County Council expressing the disappointment with the work carried out, but no response has been received. The Clerk to send another letter if no response received in the next couple of weeks.

A meeting has been arranged with the Architect to look at the initial plans for the Gardiner Memorial Hall on 24th April 2019.

The application for the funding for the further two Moveable Vehicle Activated Sign has been successful. Approval of the locations for the signs has not yet been received. The Clerk to chase.

The notes from two meetings with David Gelling of This Land, regarding the proposed Newmarket Road development, along with a further email from David Gelling had been circulated to Council. The email from David Gelling to the Council outlined changes to the Section 106 Agreement for the development, which he was asking the Council to support.

The changes related to the cycle path between Burwell and Exning and the provision of the Sports Hub. This Land would like to move the provision of the cycleway away from the Section 106 Agreement, to a condition of the planning consent. The Clerk informed the Council that she had spoken with the Planning Manager at ECDC who had explained that as a part of the Section 106 Agreement the option of the developer contributing financially to a scheme could be included, along with a second option for the developer to provide the path themselves. If it was changed to a condition the first option cannot be included, as it is not possible to include any legally binding financial condition as part of a planning consent. If the developer were to provide the cycleway, there would be no guarantee that this would link to the path from Exning. Council felt that they did not want to jeopardize the cycleway by making an ill-informed decision.

The second change was for the provision of the land for the sports facilities. The Section 106 Agreement currently states that the developer has to offer freehold land to the Parish Council for a sports hub. If declined by the Council the land will have to be offered to a local sports club. If neither accept then the land remains in the hands of the developer for whatever purpose they feel fit. This Land would like a further inclusion that prior to the transfer of land, the Parish Council or the local sports club would need to be able to demonstrate that they have access to enough funds to be able to deliver the facility.

Council discussed the request from David Gelling (This Land). It was felt that David Gelling had little knowledge or understanding of what had previously been discussed by the Parish Council and the County Council with regards to the sports hub or the agreement between Suffolk and Cambridgeshire County Council regarding the provision of the cycleway. The suggestion of This Land funding the sports facility by using the profit from increasing the number of dwellings on the site, exact number unknown, is a matter that the whole village should consider, not just the parish council.

Concern over the lower percentage of affordable homes in Mr Gelling's email compared to that previously agreed, was also a concern. Archaeological stipulations following from the last archaeological dig and its findings now appear different than previously understood.

Council agreed that at this stage they did not feel qualified or knowledgeable enough to be able to respond to the request for support in either a positive or negative way.

FC/090419/9 Group Reports

Council considered and noted the minutes and recommendations from the Finance and General Purposes Group Meeting held on 26th March 2019

Recommendations

1. The Finance and General Purposes Working Group recommends to Full Council that a further two venues are purchased for the Hallmaster system.

The Clerk explained that two further venues are required to meet the needs of the Mandeville Hall and for the new tennis courts.

Robin Dyos proposed, seconded by Paul Webb that a further two venues should be purchased.

Council resolved that a further two venues should be purchased.

Michael Swift proposed, and Paul Webb seconded that the Council approves items 2 to 9.

Council agreed and resolved that items 2 to 9 be approved.

2. The Finance and General Purposes Working Group recommend the following bank signatory/user changes

Unity Trust – Remove Emma Jayne Weaver

Add Sarah Ashby

CCLA- Remove Richard Adams

3. The Finance and General Purposes Working Group having reviewed the Financial Regulations for Burwell Parish Council recommend that the document does not require any changes to be made.

4. The Finance and General Purposes Working Group having reviewed the Risk Management Policy for Burwell Parish Council recommends the following changes:

- a) Where Finance Working Group is stated, this is changed to Finance and General Purposes Working Group.
- b) Under Council Records, All electronic files continuously backed up using Netgear storage system and Seagate storage system (stored in fire proof room out of office hours should be changed to, continuously backed up using a secondary system at Mandeville Hall.
- c) Playgrounds and Equipment – RoSPA should be changed to a suitably qualified Playground Inspector.

5. The Finance and General Purposes Working Group reviewed the Council's direct debits and recommends to Full Council that all mandates remain in place for the following:

- Anglian Water Business (WAVE)
- British Gas Business
- BT
- Eon
- East Cambs District Council
- HMRC VAT
- Information Commissioners Office
- Lloyds Bank
- NEST
- Siemens Financial Services

6. The Finance and General Purposes Working Group reviewed the Council's Internal Controls (Appendix 2) and recommends to Council changes being made to reflect the additional bank account and changes to the computer/back up system.

7. Having reviewed the internal controls in place the Finance and General Purposes Working Group recommends to Full Council that all funds are safe guarded.

8. The Finance and General Purposes Working Group recommends to Full Council that the scope for the Internal Audit for 2018/2019 should be the same as 2017/2018.

9. The Finance and General Purposes Working Group recommends to Full Council that two smaller tables are purchased at a cost of £91.00 plus VAT each to improve the configuration of seating at meetings.

Consideration of the notes from the Community, Leisure and Sports Meeting held on 19th March 2019

Michael Swift reported that the Burwell Action for Youth Group for junior members is very popular, however they are out growing their current location. Helen McMEnamin-Smith reported that she had approached the owners of properties adjacent to Pound Hill who may be affected by the proposed community garden and feelings were mixed. Further discussion to take place by the Community, Leisure and Sports Group. The Parish Council display at the Carnival has been discussed. Discussion will take place after the election by the group as to the maintenance of Spring Close.

Helen McMEnamin-Smith informed Council that the Litter Picking Group along with members of the Tigers Football Team and Scouting Association were planning to carry out work with Caroline Smith and her husband at Spring Close at the end of April. This will include the clearing of logs and branches in the stream. Council noted that only two sessions had been carried out by Community Payback over the winter. Boards and signs at Spring Close could benefit from being renewed.

Paul Webb reported that the 13 CCTV cameras at the Recreation Ground are now in operation. Any requests to view the data must go through the Clerk.

FC/090419/10 Parish Reports:-

The Clerk reported that there had been issues with the microphone at the Gardiner Memorial Hall. Betty Watts, Vine Audio had been asked to check this out. A light in Mandeville Hall is not working. A request has been made to Cartwright Electrical to repair. There is a water leak at the Cemetery. One leak is within the meter area in the highway, which Anglian Water is due to repair. Once this has been carried out, the handyman will check how much water is leaking from the pipe inside the cemetery and will repair if possible.

The grass seed sown on the Ashes Plot following scarification is being eaten by birds. The handyman suggested laying turf. This option will be discussed at the next Asset and Environment meeting.

The Clerk noted that one of the pieces of gym equipment at the Recreation Ground is stiff. The handyman will be asked to look at.

The handyman has repaired a broken fence rail at Mandeville Hall.

FC/090419/11 Other County & District Matters:-

Council noted the following:

- 1.CCC Temporary Prohibition of Through Traffic – Spring Close
- 2.CCC Cambridgeshire and Peterborough Minerals and Waste Local Plan – Further Draft Consultation – 15th March 2019 to 25th April 2019
- 3.CCC LHI Scheme 2019/2020 Results. Council noted that the application for the additional MVAS had been successful and agreed to accept the offer. Proposed – Paul Webb and seconded – Brenda Wilson

FC/090419/12 Other Reports (in circulating file):-

Council noted the following reports:

1. Recreation & Sports Working Group Meetings 14.2.19 & 14.3.19
2. Burwell Clean Up Campaign Meeting Notes 13.3.2019
3. Burwell Allotment and Garden Society Meeting Notes 29.10.18 & 3.12.18

FC/090419/13 Correspondence –

None

FC/090419/14 Consideration of the following items -

1.Annual Parish Meeting Tuesday 7th May 2019 7 pm Mandeville Hall

The Annual Parish Meeting will be held on 7th May 2019 with the same format as last year. From 7 pm residents will have the opportunity to look at displays of the work of the Parish Council and meet Councillors. The formal meeting will start at 7.30 pm.

The Chairman informed the Council that there will be policy and financial matters to be discussed at the next meeting of the Parish Council on 30th April 2019 in addition to the normal planning matters.

There being no further matters, the meeting closed at 8.45 pm

Signed

Dated: