

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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Minutes of the Meeting of Burwell Parish Council held in the Jubilee Reading Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU at 7.30p.m. on Tuesday 9<sup>th</sup> July 2019.

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**Present** Liz Swift (Chair), Robin Dyos, Michael Geary, Max Jamieson, Joan Lonsdale, Helen McMenamin-Smith, Gill Miller, Jennifer Moss, Jim Perry, Derek Reader, Michael Smith, Michael Swift, Paul Webb and Brenda Wilson

Also present 4 members of the public

**FC/090719/1 Apologies**

Apologies for absence had been received from Gus Jones, District Councillor David Brown and District Councillor Lavinia Edwards

**FC/090719/2 Declarations of any interests known to Councillors**

Jennifer Moss declared an interest in FC/090719/6.1 Planning Site to Rear of 131 North Street.

**FC/090719/3 Approval of Minutes of the meeting of 25<sup>th</sup> June 2019**

Council noted that Derek Reader had been stated as present when he had not attended the meeting. The minutes were then approved and signed.

Proposed Joan Lonsdale, seconded Helen McMenamin-Smith

**FC/090719/4 Public Forum**

A resident raised concern about safety for pedestrians in Newnham Lane particularly elderly residents using mobility scooters and walking frames when they come out of the Leys footpath. Issues are caused due to cars parking inappropriately. Double yellow lines on the road are faded and there is also an overgrown hedge which is adding to the issues. Liz Swift explained that this is a Highways issue and asked the resident and her neighbours to report to the Highways Department using the link in this year's Annual Report. The Clerk was also asked to report the concerns. A letter will be sent to the owner of the property with the overhanging hedge.

The resident left the meeting.

Another resident raised concerns about vehicles driving on the pavement on Silver Street between Buntings Path and The Causeway. It was agreed that this should be included in discussions at the meeting that is due to be held for road safety issues in Buntings Path. The second resident left.

**FC/090719/5 County and District Reports**

Council noted written reports from District Councillors David Brown and Lavinia Edwards.

**FC/090719/6.1 Planning Applications to be considered**

The following Planning Applications were considered:

**19/00695/FUL The Red House Day Nursery 90 High Street**

Minor alterations including new entrance door and widow and reducing existing window on the side elevation. **No Objections**

**19/00807/FUL 23 Buntings Path**

Extensions and renovation works to dwelling house plus amendment involving reduction of roof height. **No Objections**

**19/00660/VAR 3 Hall Lane**

To remove condition 4 (Occupancy Restriction) of previously approved 16/01407/FUL for proposed change from a single storey annex to a two storey annex to provide habitable accommodation for a full-time care worker

**Withdrawal of application noted.**

**APP/V0510/W/19/3231587 Site Rear of 131 North Street**

Construction of 4 bed dwelling and garage

Appeal start date 27<sup>th</sup> June 2019

Appeal end date 1<sup>st</sup> August 2019

**Appeal details noted.**

The remaining two residents left.

**FC/090719/6.2 Planning Decisions from District Council**

The following decisions were noted by Council:

**19/00014/FUL 13 Hawthorn Way – APPROVED**

To vary condition 1 (approved plans) of previously approved 19/00014/FUL

For proposed erection of 2 no semi-detached dwellings.

**19/00618/FUL Solar Farm Heath Road – APPROVED**

Siting of a storage container

**19/00652/FUL 22 Pound Close – APPROVED**

Two storey extension to side of property to form new entrance lobby at ground floor, with increased bedroom size above

**19/00640/FUL 97 North Street – APPROVED**

Proposed existing detached garage conversion to annex accommodation

**ALSO Listed Building Consent 19/00641/LBC**

**19/00185/OUT 133 North Street – APPROVED**

4 bed dwelling to replace existing garage and cart shed

**19/00407/FUL Welney Lodge, 7 Hythe Close – REFUSAL**

Proposed conversion of existing double garage with first floor extensions plus associated works forming a detached private dwelling

**FC/090719/6.3 Trees/Environment**

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

**The Crown Inn 88 High Street**

T2 – Sycamore (in 90 High Street) – crown reduce spread of canopy on south side by 2 – 2.5m, taper into remainder of crown to shape and balance, retain existing height.

G3 – Row of cypress (adjacent to path) – reduce height down to 3m high, trim back to path side,

TPO/E/06/96 The Crown Inn 88 High Street

**FC/090719/7 Finance**

1. Consideration of donation request from Magpas Air Ambulance

A request for a donation had been received from Magpas Air Ambulance. Council agreed to donate £100.00.

Proposed – Jennifer Moss seconded – Brenda Wilson

2. Payments

The following payments were considered. Concern was raised about the payment for Alan Lamb as this was an additional charge above what had been agreed. Concern was raised also about the invoice for additional work carried out by Cambridge Courts. Council agreed that both payments should be withheld until investigated further.

Council was also asked to approve a payment to Sherriff Amenity for £798.00 for fertilizer for the Recreation Ground as this must be paid prior to collection of the goods by the contractor. Liz Swift explained to Council that despite chasing and the involvement of District Councillor David Brown, the payment in respect of the deposit for Creative Play had not been received from East Cambs District Council (ECDC) as promised. ECDC has now confirmed that we should receive payment on 16<sup>th</sup> July 2019. Council agreed that as enough funds are available the payment should be made without further delay.

The remaining payments listed below, along with the payment to Creative Play for £44,517.00 were approved:

Proposed – Michael Swift, seconded Michael Smith

	Mileage and £10.00 monthly contribution towards telephone costs	
George Rowland		£70.30
Debbie Cawley	Mileage	£43.65
Martyn Wright	Mileage	£9.90

Liz Swift	Refreshments Rec. Open Event		£112.00
Burwell Office Cleaning	June		£1,029.85
Latta Hire Limited	Temporary Toilet		£138.00
ESPO	Ladder	£73.80	£192.31
	Maintenance, Cleaning, Stationery	£118.51	
Truelink Limited	May	£1,591.20	£2,411.28
	June (12.6.19)	£820.08	
Ridgeons	Maintenance Materials inc materials for outside toilet at Recreation Ground		£506.92
Burwell Day Centre	Donation Dishwasher Pump PC11.6.19		£290.00
Burwell Action for Youth	Donation Table Tennis Set PC11.6.19		£250.00
Alan Lamb ***	Tennis Courts etc <u>Month 9 of 8</u>		£1,200.00
Jaggard Projects Limited	Light Switch resiting	£144.00	£7,122.71
	Pavilion Completion of Building Works	£6,978.71	
East Cambs Neighbourhood Watch Association	Sign - Parsonage Close		£15.00
Burwell Print Centre	Annual Report		£661.50
East Cambs District Council	Election Costs		£3,650.96
Burwell & Exning Cricket Club	Grass Cut Margaret Field		£1,000.00
ATL Alarms	Signs and Installation		£672.00
Cambridge Courts	Tennis Courts Completion	£58,707.00	£78,363.00
	Tennis Courts - Additions	£19,656.00	
Scribe (Retrospective)	Accounts Package		£584.40
Eon	Street Lighting		£43.24
Sherriff Amenity	Grass Seed and Fertilizer		£798.00
Lloyds Bank	Various Items		£130.69
ECDC	Rates Cemetery	1.7.19	£151.00
ECDC	Rates Mandeville Hall	1.7.19	£568.00
ECDC	Rates GMH	1.7.19	£187.00
ECDC	Rates JRR	1.7.19	£39.00
BT	Phone/Internet JRR/MH	21.6.19	£497.64
WAVE	Water Rates GMH	29.6.19	£79.86
WAVE	Water Rates JRR	26.6.19	£47.94
British Gas	JRR Gas	8.7.19	£139.65
British Gas	GMH Electricity	4.7.19	£506.68
British Gas	JRR Electricity	11.7.19	£66.72
British Gas	Pavilion Electricity	24.06.19	£171.16
British Gas	Cemetery Electricity	26.6.19	£18.76
British Gas	Allotments Electricity	26.6.19	£18.62
	Salaries, NI, Tax and Superannuation including 4 days key holder holiday cover and 4 hours grass cutting at Pauline's Swamp (£43.88).		<b>£6,110.83</b>
<b>Salaries</b>			
<b>Return of Deposits</b>			
C Gunningham	MH		£50.00
Quentin Cooke	MH		£50.00
Amie Ashley	MH		£50.00
<b>Total</b>			<b>£110,125.37</b>
Unity Trust Bank Balance at CCLA at 30.6.2019	8.7.19		£178,800.76
			£100,461.10

### **FC/090719/8 Action Points Update**

The Council considered the Action Point Update Sheet.

Notes from the recent Cycleway meeting have been circulated,

Work to install the fitness stations around the trim track has started and should be finished by the end of the week in time for the Opening Ceremony on 13<sup>th</sup> July 2019. Installation of the play equipment should start on 15<sup>th</sup> July 2019.

As only one quotation has been received for the refurbishment of the toilets, it may be necessary to approach more builders to see if they would like to submit a quotation.

A letter is being sent to Smithers Purslow requesting an update regarding the ceiling at Mandeville Hall.

A meeting had been held with Dan Jones, the architect for the Gardiner Memorial Hall. One or two minor alterations are required to the proposed design and once these are done and the design is approved by the Council, Dan Jones will submit to ECDC for pre application advice. The Clerk to speak to Highways regarding getting the purchased MVAS up and running.

### **FC/090719/9 Group Reports**

The Council considered the notes and recommendations from the Safety Group Meeting held on 18<sup>th</sup> June 2019

#### Recommendations

**The Group recommends to Full Council that residents are invited to attend a meeting with regards to road safety survey issues along Buntings Path**

Council agreed to the meeting which will also include issues raised regarding road safety issues in Silver Street between Buntings Path and The Causeway. A date for the meeting to be arranged. Gill Miller alerted Council of the safety of pedestrians entering on to Silver Street from Swan Alley and the Fox public house, both of which have no barrier.

#### **Consideration of notes and recommendations from the Asset and Environment Group Meeting held on 1st<sup>h</sup> July 2019**

Michael Smith informed the Council that the group had no recommendations to be considered by Council. He highlighted the kind donation of £1000 made by a visitor to the village for the reinstatement of the public toilet.

The Clerk reported that the water meter at the Cemetery is due to be repaired on Thursday 11<sup>th</sup> July 2019.

### **FC/090719/10 Parish Reports: -**

#### **Property –**

##### 1.Weekly Play Area Inspection Reports and Property Reports

The Clerk reported that there are moles at Priory Meadow and that they need to be attended to before the grass is next cut. The Clerk was requested to ask the Mole Catcher to visit.

Although the written report has not yet been received, the Playground Inspector has indicated that there is a design fault with one of the Play and Leisure Fitness Stations at the Recreation Ground and that the item is deemed as high risk. Once the full written report has been received, contact will be made with Play and Leisure.

The Clerk asked if Council wished for a post installation inspection to be carried out on the new equipment once installed by the Playground Inspector. There would be a charge of £250.00 plus VAT for the service. Council agreed that as they had guarantees that there was no need to carry out a post installation inspection

### **FC/090719/11 Other County & District Matters: -**

Council noted the following reports and notifications:

1. ECDC Notes of the meeting with Jo Brookes and Rebecca Saunt
2. Notes of Burwell to Exning Cycleway Meeting 13.6.19
3. Consultation on the Cambridgeshire and Peterborough Combined Authority Local Transport Plan

### **FC/090719/12 Other Reports (in circulating file): -**

Council noted the following reports circulated in the Circulating Folder:

1. Recreation & Sports Working Group Meetings 23.5.19
2. Pauline's Swamp Meeting Notes 9.5.19

### **FC/090719/13 Correspondence – None**

### **FC/090719/14 Consideration of the following items – None**

The meeting closed at 8.15 am

Signed

Dated