

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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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 11<sup>th</sup> December 2018

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**Present:** Liz Swift (Chair), Robin Dyos, Jane Hall, Don Harrison, Gus Jones, Jennifer Moss, Jim Perry, Derek Reader, Gordon Roach, Michael Smith, Michael Swift, Paul Webb, Hazel Williams and Brenda Wilson.

Also present 4 members of the public

Liz Swift gave thanks to Soham Staploe Rotary Club for their kind donation of a Christmas Tree for the village and to Shaun and Craig Reader for transporting, erecting and decorating the tree.

**FC/111218/1 Apologies**

Apologies for absence had been received from Joan Lonsdale, Helen McMenamin-Smith and District Councillor Lavinia Edwards

**FC/111218/2 Declarations of any interests known to Councillors**

The following declarations were received.

Jennifer Moss – Planning 18/01649/FUL

Paul Webb – Planning 18/01649/FUL

Hazel Williams – Planning 18/01654/FUL

Derek Reader – Payment of Accounts

Paul Webb – Correspondence Burwell Carnival

Robin Dyos – Correspondence Burwell Carnival

Liz Swift – Correspondence Burwell Carnival

Michael Swift – Correspondence Burwell Carnival

**FC/111218/3 Approval of Minutes of the meeting of 27<sup>th</sup> November 2018**

The minutes of the meeting held on 27<sup>th</sup> November 2018 were approved and signed as a true and correct record.

Proposed Paul Webb, seconded Brenda Wilson

Don Harrison arrived at 7.35 pm

**FC/111218/4 Public Forum**

The applicant for the proposal to construct a new 4 bed dwelling and garage on the site rear of 131 North Street explained that they were resubmitting a previous application having addressed the issues raised with the first submission. They have been liaising with the neighbours regarding the application, however there are still some opposed to the proposal. Robin Dyos reported that out of 8 consultees only three responses had been reported on the planning portal.

**FC/111218/5 County and District Reports**

Council noted the report from District Councillor Lavinia Edwards.

**FC/111218/6.1 Planning Applications considered**

**18/01575/FUL Site Rear Of 131 North Street**

Construction of 4 bed dwelling and garage

**No Objections**

**18/01541/FUL A&A Plant Hire Limited, Factory Road**

Proposed relocation of existing business and erection of one light industrial unit

**No Objection but request should be made regarding the possible construction of a footway at the top of Factory Road**

**18/01649/FUL Ashbridge Farm, Factory Road**  
Proposed erection of 1 private detached bungalow **Objection – Outside Development Line**

**18/01654/FUL Lyndhurst, 48 Swaffham Road**  
Proposed rear extension, alterations to existing dwelling and conversion of existing garage to annex

**No Objection but condition should be included to ensure that the annexe remains within the curtilage of 48 Swaffham Road**

**18/01238/RMM Stanford Park, Weirs Drove**  
Reserved matters for change of use of existing caravan touring park site for the siting of up to a maximum of 91 mobile homes with new access to include communal open space, resident meeting hall, park office and associated park infrastructure pursuant to outline planning permission 16/00686/OUM

**Continued concerns regarding traffic for the development and expect that a footway will be created between the development and the village.**

#### **FC/111218/6.2 Planning Decisions from District Council**

The following planning decisions were noted:

#### **18/01326/FUL Rose Garden Cottage 1 Church Lane**

Replace existing detached garage **Approval**

#### **18/01380/FUL 1 St Mary's View**

Two storey side extension **Approval**

#### **18/01417/FUL 5 Tunbridge Close**

Retrospective – A garden hedge has been removed and replaced by a rail boarded fence with a maximum height of 6 feet **Approval**

#### **17/00419/NMAB Land To rear of 35 Cornfields**

Non-Material amendment to previously approved 17/00419/FUM for residential housing development of 14 dwellings.

#### **FC/111218/6.3 Trees/Environment**

The following notifications of approved (ECDC) tree works at the following properties were noted:-

##### **129 North Street**

T1 Laburnum – Remove major deadwood (over 50 millimetres in diameter or over 500 millimetres in length) and minor additional pruning as necessary to shape/balance

T2 Ash – Fell

T3 Honey Locust – remove northern most stem along with rubbing branch on northern aspect

T4 Corkscrew Hazel – reduce to previous pruning points (a reduction in branch length of approximately 0.5 – 1 metre)

T5 Drummonds Maple – prune in order to achieve a clearance of approximately 1 – 1.5 metres from adjacent yew tree

T6 Red Leafed Norway Maple – sympathetically reduce in height by approximately 1.5 metres

T7 Yew – Prune in line with that indicated in accompanying annotated photograph

##### **51 Orchard Way TPO E/25/71**

T1 Pine – Prune back branches in top canopy to reduce end weight and overhang over house and neighbour's garden. Prune back to suitable pruning points and remove dead wood.

(Overall reduction will be approximately 20% maximum)  
T2 Pine – Prune off selected branches over garden and neighbour's garden to give a better-balanced shape and deadwood to be removed. (Overall reduction by approximately 10% maximum)

##### **Mesledine, Hythe Lane E/03/87**

T1 Willow – Reduce by 50% in height, back to suitable points for safety due to decay fungus in upper canopy

##### **Woodrobin, 2a Mandeville**

T1 Sycamore (Multi-stemmed) – Fell tree with weak unions at base of stems. Replace with new tree.

##### **9A Mandeville**

T1 Norway Maple – Fell

T2 Bay Tree – reduce height by 1.5m, trim round on garden side

T3 Elder tree (Adjacent to drive) – reduce down to 1.5m high, to leave level with adjacent hedge

## 26 North Street

T1 Sycamore – Fell

T2 Horse Chestnut – crown reduce height by 4-5m down to previous reduction points. Crown reduce spread to shape and balance

### FC/111218/7 Finance

#### 1.Consideration of emergency work to car park surface at Mandeville Hall

The surface of the additional car parking area to the side of Mandeville Hall has deteriorated. A revised quote has been received to resurface the area, but as this is above £1,000 it was agreed that further quotations should be acquired.

Proposed Paul Webb, seconded Jenny Moss.

#### 2.Consideration of payment to the following:

The following payments were considered and approved for payment. Paul Webb asked that the payment to Westcotec is deferred until such time the sign is received back from the supplier. The Clerk explained that the Microsoft 365 payment can either be paid annually or monthly. Council agreed that if there is a reduction in the charge by paying annually, then an annual payment should be made.

Proposed Don Harrison, seconded Gus Jones

George Rowland	Mileage		£57.60
Debbie Cawley	Mileage		£46.80
Martyn Wright	Mileage		£23.40
Burwell Office Cleaning	Nov-18		£1,148.65
Burwell Window Cleaning	Window Cleaning		£63.00
Ridgeons	Maintenance Materials		£12.97
Latta Hire Limited	Temporary Toilet		£151.80
Entrust	Amey Grant Rec		£4,400.00
Newmarket Garden			
Machinery	Lawn Mower Service / Parts		£204.38
Cambridgeshire Hearing Help	Donation		£200.00
Sharp Business Systems	Photocopier Contract		£70.68
World of Computers	Office Equipment	£1,548.00	£2,613.60
	Office Equipment	£1,065.60	
CR Contracting	Hedge Cutting		£1,023.00
PHS Group	Hygiene Services	£176.28	£402.48
	Hygiene Services	£226.20	
Voluntary Network	Trip to Ely Oct		£30.00
	Trip to Ely Nov		
	Rec Ground Grass Cut Nov		
Mr Groundsman	18		£533.33
Alan Lamb	Pavilion Refurbishment		£563.64
	Tennis Courts Etc		£1,200.00
	Supplies inc cleaning		
ESPO	materials	£75.60	£423.09
	and equipment for the		
	Pavilion	£157.51	
		£19.02	
		£31.22	
		£115.80	
		£23.94	
	Approx. £70.00+VAT per		
	month		£84.00
Microsoft 365	Maintenance - Rec		£798.00
Sherriff Amenity	Maintenance Supplies		£226.22
Spalding's Ltd	Grass Cutting		£996.00
Truelink Ltd	Setting up of new IT		
	Equipment		£900.00
Burwell Computers	JRR Gas	28.12.18	£125.62
British Gas	Mandeville Hall	17.12.18	£100.63
Eon	MH Gas	19.11.18	£87.96
Eon			

Lloyds Bank	Various November 2018	17.12.18	£365.57
East Cambs District Council	Mandeville Hall	1.12.18	£505.00
East Cambs District Council	Cemetery	1.12.18	£151.00
East Cambs District Council	JRR	1.12.18	£38.00
East Cambs District Council	GMH	1.12.18	£182.00

	Salaries, NI, Tax and Superannuation including Clerks overtime and Assistant Clerks holiday pay		<b>£6,169.70</b>
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#### Return of Deposits

Mrs Jennings	MH		£50.00
Kasia Rout	GMH		£50.00
Mirka Bures	MH		£50.00
Delta T Devices	MH		£50.00
Burwell Print	MH		£50.00
WYG	MH		£50.00
Dementia Carer's Support	GMH		£50.00
Michael Hamill	MH		£50.00

<b>Total</b>			<b><u>£23,069.67</u></b>
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#### FC/111218/8 Action Points Update

The following updates were received:

There will be an update meeting for the Burwell to Exning Cycleway mid-January 2019. The Amey Grant application for £40,000 for the Recreation Ground had been successful. The meeting with Lucy Frazer has taken place. She had agreed to raise several matters with the County Council and would get back to the Council with her responses.

A further working day will be arranged for Pauline's Swamp in the Spring.

A final decision regarding the transfer of the redundant toilet block to the Parish Council will be made by ECDC on 21<sup>st</sup> December 2018.

Robin Dyos had met with Gawn Associates regarding the Mandeville Hall ceiling. It was agreed that a letter should be sent to Smithers Purslow, who are not prepared to attend a meeting, explaining that the Council will look to take the matter further in order to resolve the issue.

A final decision on the installation of the LHII Ness Road Zebra Crossing will be made on 18<sup>th</sup> December 2018.

#### FC/111218/9 Group Reports

##### 1.Consideration of notes and recommendations from the Finance and General Purposes Meetings held on 27<sup>th</sup> November and 3<sup>rd</sup> December 2018

###### Recommendations

###### 1.Precept 2019/2020

**The Group recommends to Full Council that the 2019/2020 Precept should be based on an increase of 10% on the Band D annual rate of£56.08(2018/2019) equating to approximately £145,295.00**

Hazel Williams explained to Council the budget and financial situation that backs the recommendation made to Council. The increase for a Band D household equates to 12p per week.

Proposed Hazel Williams, Seconded Michael Swift

**Council resolves that the 2019/2020 Precept should be based on an increase of 10% on the Band D annual rate of£56.08(2018/2019) equating to approximately £145,295.00**

###### 2.Chainsaw Training for Handyman

The Finance and General Purposes Group recommends to Full Council that the Handyman should complete a suitable chainsaw training course as soon as possible. The Council agreed that the Handyman should attend a Chainsaw Training Course as soon as possible.

3.Car Park Mandeville Hall The Group recommends to Full Council that due to a potential trip hazard the tarmac to the rear of Mandeville Hall (additional parking spaces) should be repaired as a matter of urgency.

This matter was dealt with earlier during the meeting.

#### 4.Staffing Matters

The following recommendations were approved:

Proposed Jenny Moss, seconded Gordon Roach

- From the 1.4.19 the Clerk should be moved to Point 28 (re-calibrated scale)
- The Clerk will be paid for 15 hours of overtime worked to date
- The starting salary for the new Admin Assistant will be Point 11 (new scale) for 18 hours per week
- From 1.4.19 the Handyman will move on to point 11 (new scale)
- From 1.4.19 Keyholder rates will increase by 2%
- Mileage rate for the keyholders will stay the same and travelling to be reimbursed from home or the nearest parish boundary

### **Consideration of the notes and recommendations from the Community, Leisure and Sports meeting held on 20<sup>th</sup> November 2018**

#### Recommendations

##### 1.Recreation Ground Grass Cutting and Maintenance Contracts

The Group recommends to Full Council that the 3-year contract goes out for tender as before inviting both existing contractors plus at least one other to submit a price for the work.

**Council agreed that the 3-year contract goes out for tender as before inviting both existing contractors plus at least one other to submit a price for the work.**

##### 2.Recreation Ground

Michael Swift reported that the Council had been successful in gaining ECDC CIL 123 Regulation List funding of £295,000 for completion of phases 3 and 4 of the Recreation Ground Update. He expressed that the old tennis court area would not be revamped solely for tennis but will be a multi-sport area where sports such as basketball, netball and volley ball can be played. It will not be large enough to play football on and therefore will not be in competition with the astro turf at the Sports Centre. Funds will also be available within the £295,000 grant to allow for improved facilities for children, for example more play equipment. There is currently a list of snagging matters for the pavilion which Alan Lamb is dealing with. The Football Clubs are being encouraged to apply to the Football Association for further funding to provide new nets for behind the goals. In the past three weeks 11 matches have been played at the Recreation Ground. Last year only 22 matches were played in the last season.

Robin Dyos responded by explaining that despite initial reservations he now fully endorsed the proposal giving the opportunity for several sports to be played, not just tennis and the inclusion of equipment suitable for children. He asked that consideration be given to making the children's area to be as large as possible. Hazel Williams acknowledge that the new sports area would not impinge on the sports centre and suggested if money was to be available in the future for sport it should be considered for supporting the sports centre.

A map of the proposed new layout of the Recreation Ground will be circulated to Council members. Council noted that some concern was raised that the business plan for the CIL Regulation 123 funding had been submitted without full Council consideration.

***Brenda Wilson proposed, seconded by Gordon Roach that Council goes ahead with phase 3 and 4 Provision of Tennis Courts/Multi-use Play Area, Trim Track and facilities for children at the Recreation Ground.***

***Following an unanimous vote Council resolved that the Council should go ahead with phase 3 and 4, Provision of Tennis Courts/Multi-use Play Area, Trim Track and facilities for children at the Recreation Ground.***

Robin Dyos proposed a vote of thanks to the Sports Provision Working Group.

### **Consideration of the notes from the Safety Group Meeting held on 4<sup>th</sup> December 2018**

Council noted the Safety Group meeting notes of 4<sup>th</sup> December 2018.

**FC/111218/10 Parish Reports:-**

1.Weekly Play Area Inspection Reports

The Clerk reported that there is a broken tile on the Pavilion Roof. The Handyman can repair this. Paul Webb to assist with obtaining a replacement tile.

**FC/111218/11 Other County & District Matters:-**

Council noted the following and agreed to request further information regarding the funding for the Bikeability Cycle Training in Schools in respect of Burwell Village College Primary School.

1. Notes of the Meeting with ECDC Officers held on 29.10.18
2. CCC Funding for Bikeability Cycle Training in Schools
3. Temporary Traffic Order Mandeville junction with the High Street 4.2.19 to 6.2.19

**FC/111218/12 Other Reports (in circulating file):-**

The following reports were noted:

1. Burwell Community Forum AGM 2
2. Notes of the Community Lunch 15.11.18
3. The Connections Bus Projects
4. Burwell Allotment & Garden Society Minutes
5. Planning @ East Cambs
6. Ely Littleport Soham – Autumn 2018

**FC/111218/13 Correspondence**

1.Consideration of request from Carnival Committee for use of the Recreation Ground and Margaret Field for Burwell Carnival 2019

A request had been received from the Burwell Carnival Committee to use the Recreation Ground and Margaret Field on 15<sup>th</sup> June 2019. Council agreed to the request. Proposed Jennifer Moss, seconded Gordon Roach.

2.Letter from Lucy Frazer QC MP

A letter of thanks had been received from Lucy Frazer QC MP following the meeting with Council members on 26<sup>th</sup> October 2018. Council noted the letter.

**FC/111218/14 Consideration of the following items**

1.Update on Council Job Vacancy

Liz Swift informed the Council that interviews had taken place and an offer had been made for the post of Administrative Assistant. The offer had not yet been accepted.

2.Deed of Variation Land adjacent to 19 Saxon Drive

A request had been made for a Deed of Variation for land adjacent to 19 Saxon Drive. Council agreed that the matter should be dealt with by the Council's solicitor and that all costs should be covered by those requesting the variation to be made.

Liz Swift reminded Council that the Annual Carols around the Tree will take place on Friday 21<sup>st</sup> December at 6.30 pm.

The meeting closed at 8.50 pm

Signed

Dated