

**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> September 2018.

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**Present:** Robin Dyos (Chair), Richard Adams, Jane Hall, Don Harrison, Gus Jones, Joan Lonsdale, Helen McMenamin-Smith, Jim Perry, Derek Reader, Hazel Williams and Brenda Wilson.  
Also present: District Councillors David Brown and Lavinia Edwards

**FC/110918/1 Apologies**

Apologies for absence had been received from Jennifer Moss, Gordon Roach, Michael Smith, Liz Swift, Michael Swift and Paul Webb

**FC/110918/2 Declarations of any interests known to Councillors**

Derek Reader declared an interest in item FC/110918/7.2 Payment of Accounts  
Brenda Wilson declared an interest in item FC/110918/7.1 Donation to Burwell Museum

**FC/110918/3 Approval of Minutes of the meeting of 28<sup>th</sup> August 2018**

The minutes of the meeting of the 28<sup>th</sup> August were approved as a true and correct record.  
Proposed – Joan Lonsdale Seconded – Brenda Wilson

**FC/110918/4 Public Forum**

No matters were raised during the Public Forum

**FC/110918/5 County and District Reports**

Council noted a written report from District Councillor Lavinia Edwards. Both Lavinia Edwards and David Brown commented that council activity had been quiet during August. The Planning Appeal Inquiry for the proposed developments off Ness Road and on land north of Toyse Lane is due to be held between January 29<sup>th</sup> 2019 and February 4<sup>th</sup> 2019. The Inquiry will be held at Mandeville Hall.

**FC/110918/6.1 Planning Applications to be considered**

**18/01038/FUL 2 Baker Drive**

New side and rear single storey extensions - **No objection**

**18/01131/FUL 54 Westhorpe**

Proposed extension to bungalow - **No objection**

**18/01048/FUL 56 The Causeway**

Demolish garage, form new vehicle and pedestrian access and construct two storey and single storey extensions

**Amendment involving parking for four vehicles on site - No objection**

**18/00885/FUL 19 Tunbridge Close**

To remove boundary hedge and replace with post and rail boarded fencing

**Amendment – Additional information received includes alteration to fence and additional elevation plans - No objection**

**18/00975/OUT Land Parcel North East of Brick Works Cottages, Factory Road**

Proposed three detached dwellings and associated works **Application Withdrawn - Noted**

**18/01054/VAR 29 Isaacson Road**

Variation of condition 1 (Approved Plans) and removal of condition 5 (Visual Screen) of previously approved 16/0148/FUL for single storey rear extension including demolition of conservatory and loft conversion

**Additional Information for information only – no response required - Noted**

### 18/01057/FUL 3 Hatley Drive

Single storey extension to the rear of the house

**Amendment involving door/window and removal of barge board**

**No objection**

### FC/110918/6.2 Planning Decisions from District Council

The following Planning Decision was noted:

#### 18/00929/CLP D S Smith Ltd, Factory Road - Approval

To confirm the use of the site for B2 (General Industrial) with B8 (Storage and Distribution) and ancillary B1 (Business)

### FC/110918/6.3 Trees/Environment

Notification of approved (ECDC) tree works at the following properties - **NONE**

### FC/110918/6.4 Notification of Planning Appeals

APP/V0510/W/18/3208713 Land North of 17-45 Toyse Lane

APP/V0510/W/18/3208712 Land North of Ness Road

Council noted that the Inquiry is due to be held at Mandeville Hall between 29<sup>th</sup> January 2019 and the 4<sup>th</sup> February 2019. It was agreed that someone from the Parish Council should attend the inquiry and that written representation should be made to the Planning Inspectorate prior to the inquiry taking place.

### FC/110918/7 Finance

#### 1.Consideration of request from Burwell Museum for funding

A request for funding had been received from the Burwell Museum to help cover costs of the Heritage Open Days being held on the 15<sup>th</sup> and 16<sup>th</sup> September. Hazel Williams questioned if the Heritage Days were covered under the Lottery Funding. Brenda Wilson confirmed that they were not.

Hazel Williams proposed that a donation of £200.00 is made to the Museum. This proposal was seconded by Derek Reader. A second proposal of £400.00 was made by Gus Jones, but was not seconded.

***Following a vote Council resolved that a donation of £200.00 should be made to the Burwell Museum.***

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

The following payments were considered and approved:

Proposed - Joan Lonsdale Seconded – Hazel Williams

George Rowland	Mileage		£54.00
Debbie Cawley	Mileage		£19.80
	Mileage - Inc. 1 week holiday cover for other key holder		£42.30
Martyn Wright			
Burwell Office Cleaning	Aug-18		£1,029.85
Ridgeons	Maintenance Materials		£310.80
Latta Hire Limited	Temporary Toilet		£132.25
S R Landscape Services	Tree Work Rec Allotments JGreen		£545.00
G & J Peck Ltd	Maintenance Tools		£31.60
Dormakaba	Maintenance Contract - Sliding Door		£342.00
C & K Contractors	Skate Park - Design & Construction		£70,862.40
East Cambs District Council	GMH - Licensing		£70.00
Mr Groundsman	Recreation Ground Grass Cutting		£533.33
Truelink	Grass Cutting		£3,216.00
Alan Lamb	Skatepark		£1,200.00
Alan Lamb	Pavilion Refurbishment		£1,800.00
Siemans	Photocopier Contract		£221.95
ESPO	Stationery/Cleaning		£32.62
	Fridge GMH		£ 5.94
Jaggard Projects Ltd	Pavilion Refurbishment		£34,200.00
Lloyds Bank	Various August 2018		£238.30
East Cambs District Council	Mandeville Hall	1.9.18	£505.00
East Cambs District Council	Cemetery	1.9.18	£151.00
East Cambs District Council	JRR	1.9.18	£38.00
East Cambs District Council	GMH	1.9.18	£182.00

Eon	Gas Mandeville Hall	20.8.18	£20.54
Salaries	Salaries, NI, Tax and Superannuation including holiday cover for keyholder		£5,764.02
Return of Deposits			
Burwell Community Choir	MH		£50.00
Quinton Cooke	MH		£50.00
<b>Total</b>			<b><u>£121648.70</u></b>

### **FC/110918/8 Action Points Update**

Council noted the following updates:

#### Burwell to Exning Cycle Way

Joshua Schumann did not attend the Safety Group meeting on 21<sup>st</sup> August 2018. A meeting to be to be arranged with parties from both villages to discuss further.

#### Newmarket Road Development

No further update has been received. Council agreed to ask Josh Schumann why there is a delay with this application.

#### Pauline's Swamp

The Open Day was very successful. Thanks were given to the Trustees for organising the event. A winner has been decided for the Photographic competition. Next year there will also be a Children's Photographic competition. Various groups have shown an interest in using the facility in the future. The Clerk was asked to send a letter of thanks to James Moss for cutting the grass and erecting tents for the event. Helen McMenamin-Smith mentioned that a lot of people are still not aware of the event and that greater publicity is required in future years.

#### Public Toilets

The Clerk has written to ECDC asking if it will be possible to use some of the building for storage. However ECDC have responded indicating that the Parish Council will need to confirm its intention to take over the building before any further discussion about the use of the building takes place. The Clerk has also arranged to view the inside of the toilets. Hazel Williams asked for members to be informed prior to this happening so that those who are not aware of what the toilets are like can have an opportunity to look inside. The Clerk explained that this may not be possible as little notice may be given and that she intended to take photographs of the building for reference. It was agreed that once the internal viewing of the building had taken place, Lavinia Edwards would try and arrange a further meeting with the relevant officers and councillors at ECDC on our behalf.

#### Mandeville Hall Ceiling

Robin Dyos reported that Salmon Brothers have agreed to attend a meeting with Gawn Associates to discuss the issues with the Mandeville Hall ceiling. To date, Gawn Associates have not received any response from Smithers Purslow. Mr. Gawn intends to visit Smithers Purslow in person in the next couple of weeks should no response be received.

### **FC/110918/9 Group Reports**

#### **Consideration of notes and recommendations from the Safety Group meeting held on 21<sup>st</sup> August 2018**

Brenda Wilson explained the following recommendations made by the Safety Group to the Council

#### Recommendations

##### **1.LHII Ness Road Zebra Crossing:**

The Group recommends to Full Council that approval is given to go ahead with the Zebra Crossing at the revised cost of £56,483.05 (Parish Council contribution £46,483.05) with the additional funds being raised directly from money received through the Community Infrastructure Levy or indirectly by using funds earmarked for the play area updates, which are unlikely to go ahead in this financial year, which are then topped back up with funds held from the Community Infrastructure Levy.

***Council resolved to fund the additional cost towards the Zebra Crossing up to a maximum contribution of £46,483.05.***

##### ***Proposed – Don Harrison, Seconded – Jane Hall***

Hazel Williams considers that the second option of funding the additional cost through using previously earmarked funds for the play area and reimbursing the earmarked reserves from CIL funding is preferable.

Gus Jones expressed that traffic lights should be installed on Ness Road with traffic being allowed through the proposed walkway from the Newmarket Road Development on to Ness Road.

Jim Perry left the meeting at 8.23 pm and returned at 8.30 pm

## 2. Annual Playground Inspection

The Group recommends the following items, which were all approved by the Full Council:

- That 15 tons of bark at a cost of approx. £25.00 per cubic metre (based on July 2017 figures) plus delivery at approx. £180.00 excluding VAT is purchased to top up Westhorpe play area and areas around the concrete bases of the seats in Margaret Field play area.
- That Play and Leisure is asked to repair the restrictors on the outside gym equipment – cost unknown.
- That Play and Leisure is asked to provide user information for all outside gym equipment in order for a single information board to be manufactured for all items of gym equipment at the Recreation Ground – cost unknown

Some concern was raised about the unknown cost to repair the equipment at the Recreation Ground. The Clerk to monitor.

A meeting has been arranged with Lucy Fraser MP to discuss various matters. An agenda will be drawn up at the next Safety Group meeting, Jim Perry confirmed several matters regarding Speed Watch. Further Speed Watch training is being held in Ely on the 27<sup>th</sup> September 2018.

## **Consideration of notes and recommendations from the Community, Leisure and Sports meeting held on 4<sup>th</sup> September 2018:**

Helen McMenamin-Smith talked about the recommendations made by the group and the content of the minutes. The Sport and Leisure Survey is to be distributed in the next edition of Clunch.

### Recommendations

1. The Group recommends to Full Council that ECDC is asked to site a litter bin on Factory Road near bridge

**Proposed – Richard Adams, Seconded – Gus Jones**

***Council resolved that ECDC should be asked to site a litter bin on Factory Road near the bridge.***

## **Consideration of notes and recommendations from the Assets and Environment Group meeting held on 28<sup>th</sup> August 2018**

Joan Lonsdale informed Council of the recommendations made by the Asset and Environment Group. Council approved all recommendations.

### Recommendations

1. Mandeville hall – Broken Extractor Fan broken in toilet in Room 1

The Group recommends to Full Council that Cartwright Brothers are asked to repair the fan at a cost of £93.85 plus VAT

2. Jubilee Reading Room – Dorma Door Contract

The Group recommends to Full Council that the contract is renewed with Dormakaba at a cost of £342.00 plus VAT

3. Cemetery - Driveway repair work

The Group recommends to Full Council that Meads Construction should be asked to carry out pot hole repairs for the sum of £980.00 plus VAT and £250.00 plus VAT.

4. 22 Pound Close – Tree Work

The Group recommends to Full Council that the cheapest quotation in the sum of £350.00 received from S R Landscape Services is accepted.

Derek Reader informed Council that he had a bush available that could be planted at the Cemetery to prevent vehicles cutting the corner on the driveway. Council agreed this would be suitable and thanked Derek Reader for his kind offer.

The Group had considered the request from the WI to site their defibrillator at Mandeville Hall. The Council agreed that the defibrillator could be sited at Mandeville Hall, but more details are required for the installation before they can go ahead.

### **Consideration of the notes of the Social Media meeting held on 13<sup>th</sup> August 2018**

Richard Adams explained the proposal to allow the Parish Council to be active on Facebook and the safe-guarding controls which would be in place. Council agreed that they were happy to go ahead with the proposal. How activity on Facebook is working will be regularly reviewed.

### **FC/110918/10 Parish Reports:-**

#### **Property –**

#### Weekly Play Area Inspection Reports

The Clerk reported that there were no matters to raise with Council from the weekly play area inspections other than the earth slopes on the new skate park wearing away with use.

Robin Dyos explained that he had raised the problem with Alan Lamb. It was suggested that Max Jamison should be asked to encourage users not to run up and down on the slopes for the time being to allow the grass to grow. Robin Dyos agreed to do this.

### **FC/110918/11 Other County & District Matters:-**

#### 1.ECDC Consultation draft Health and Safety Enforcement Policy

Council noted the consultation being held for the draft Health and Safety Enforcement Policy

#### 2.ACRE – Cambridgeshire Local Councils Conference 2018

Council noted that ACRE will be holding a Cambridgeshire Local Councils Conference on Friday 23<sup>rd</sup> November 2018 in Huntingdon. Hazel Williams confirmed that she would be attending and any other Councillors wishing to attend should contact the Clerk.

#### 3.CCC Levitt's Field, Waterbeach Waste Management Park, Ely Road, Waterbeach

Council noted that the venue for the Cambridgeshire County Council Planning Committee Meeting where the above proposal is due to be discussed has changed and that the meeting will now be held in the Council Chamber at Shire Hall, Cambridge.

### **FC/110918/12 Other Reports (in circulating file):-**

The Council noted the following reports:

- 1.Notes of the Pauline's Swamp Meeting 21.6.18 and 12.7.18
- 2.Burwell Skate Park

### **FC/110918/13 Correspondence**

#### 1.Request for refund for Exclusive Rights

Council agreed that a resident who wished to rescind a pre purchased Exclusive Right should be refunded the sum paid of £70.00.

Proposed – Robin Dyos, Seconded – Hazel Williams

#### 2.Request to use Mandeville Hall weekend of 20<sup>th</sup> October 2018

This item was not discussed as written confirmation with the details of the request had not been received.

### **FC/110918/14 Consideration of the following items – None**

There being no further business to discuss the meeting closed at 8.52 pm

Signed

Dated: