

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Minutes of the Burwell Parish Council held in the Jubilee Reading Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU at 7.30p.m. on Tuesday 12th June 2018.

Present: Liz Swift (Chair), Richard Adams, Robin Dyos, Don Harrison, Gus Jones, Joan Lonsdale, Helen McMenamin-Smith, Jim Perry, Gordon Roach, Michael Smith, Michael Swift, Paul Webb, Hazel Williams and Brenda Wilson.

District Councillors David Brown and Lavinia Edwards.

Also present 3 members of the public.

FC/120618/1 Apologies

Apologies for absence had been received from Jane Hall, Jenny Moss and County Councillor Joshua Schuman.

FC/120618/2 Declarations of any interests known to Councillors

Jim Perry and Joan Lonsdale declared an interest in the item Finance FC/120618/7 – Neighbourhood Watch signs.

FC/120618/3 Approval of Minutes of the meeting of 29th May 2018

The minutes of the meeting held on 29th May 2018 were approved and signed as a true and correct record.

Proposed – Gordon Roach Seconded – Joan Lonsdale

FC/120618/4 Public Forum

A resident informed the Council how impressed parents have been with the newly refurbished play area in Reach. Although many parents consider that the play areas in Burwell are good for the under-fives, many feel that there is little for the slightly older children. Many parents would be willing to support future provision of play areas for this age group. Liz Swift informed the resident that the Council is intending to carry out a parish wide survey, which would also include consultation with children. The survey will look at the future requirements of the village in terms of sport and leisure. It was suggested that it would be worthwhile liaising with the parents as to the kind of questions that could be put to the residents in relation to play areas.

Paul Webb informed the Council of the recent newspaper item in the Ely Standard reporting that Burwell was one of five villages in the district given the opportunity to apply for up to £295,000 Community Infrastructure Levy for improvements at the Recreation Ground. Two of the residents left the meeting.

FC/120618/5 County and District Reports

The Clerk read out to Council an email that had been received from County Councillor Josh Schuman. Part of the email explained that the County Councillor was due to attend a meeting with Cambridgeshire County Council officers on Wednesday 13th June to discuss the Burwell to Exning Cyclepath where he would ask them to provide a 'next steps' document. The Clerk was asked to let him know that there is a Safety Group meeting planned for next Tuesday night and that it would be useful to have a report from his meeting with the officers available for discussion at the Safety Group meeting.

Reports from District Councillors David Brown and Lavinia Edwards were noted. David Brown explained that a lack of communication between an Officer and members of the Council resulted in the item regarding funding to reopen the Burwell Travellers' Site being included on the agenda for a recent district council meeting. Lavinia Edwards reported that she had recently asked the Planning Manager if there had been any further updates on the land off Ness Road and to the rear of Toyse Lane. She is still waiting for a response.

Both District Councillors left the meeting.

FC/120618/6.1 Planning Applications

The following planning applications were considered:

18/00632/OUT To the Rear of 119A North Street

New Dwelling

Objection – The Council does not consider the access to be suitable for the new dwelling.

18/00474/FUL Site Rear of 19 Saxon Drive

Amendment

The amendment involves a change in fenestration and an addition of a design statement

Council noted the amendment

FC/120618/6.2 Planning Decisions from District Council

Council noted the following decisions:

18/00352/OUT 25 Carter Road - Approval

Proposed private detached bungalow with existing access retained

18/00435/FUL 106 Silver Street – Approval

Proposed first floor extension over existing garage

FC/120618/6.3 Trees/Environment

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

St Genevieve 2c Hythe Lane

T1 Prunus – Fell

T2 Prunus – Fell

T3 Prunus _ Fell

FC/120618/7 Finance

1.Consideration of the following:

a) Internal Auditors Report

The Internal Auditors Report had been received from Moore Stephens and was noted by Council. The Auditor had highlighted to Council that there is a need to be mindful of additional risks proposed by the introduction of GDPR. The Auditor also suggested that the Council considered linking the separate spreadsheets of the Asset Register in to one document or possibly considering purchasing a suitable software package. The Clerk explained that the current Asset Register consists of one file with separate excel pages for each of the properties. Council considered that this was a satisfactory way for the register to be held. Hazel Williams explained that the Auditor had also suggested not holding any petty cash as only £39.00 had been spent during the year and not holding petty cash would reduce risk. Council agreed that it was beneficial for a small amount of petty cash to continue to be held. The Clerk and Assistant Clerk were praised for their work during the year resulting in a good internal audit report.

b) Additional funding for the proposed Zebra Crossing on Ness Road

Final costings for the Zebra Crossing in Ness Road have been received. The cost is significantly higher than previous estimates at £44,723.45. The cost to the Parish Council will be £34,723.45. The Clerk explained that earmarked funding for Highway Safety of £1,000 and for the small footpath at Mandeville Road, which had been completed at a very low cost and not the earmarked figure of £2,500, could be used to help meet the additional cost to the parish. Further unallocated funding from the 2018/2019 precept of £13,000 could be used to meet the remaining cost and this would still leave sufficient funding from this resource to cover the cost of one moveable vehicle sign and the £500.00 recommended by the Finance Group for Neighbourhood Watch. It will be possible to upgrade the crossing to a pelican crossing at a later date if necessary. The cost, if a pelican crossing was installed at this stage would be around £90,000.

Liz Swift proposed, seconded by Richard Adams that the Council should fund the £34,723.45 towards the cost of the Zebra Crossing on Ness Road being installed. Following a unanimous vote Council resolved that the Council should fund the £34,723.45 towards the cost of the Zebra Crossing on Ness Road being installed.

c) Purchase of one Moveable Vehicle Activated Sign

Exact costings for the sign from Westcotec have yet to be received but Paul Webb was able to confirm that the total cost for one sign and associated equipment would be no more than £5,500 plus VAT. The Safety Group would like to submit an application for the Local Highways Improvement Initiative 2019/2020 for a further two signs. The deadline for applications is before there will be the opportunity to see if the initial sign results in a lowering of speed through the village. The application can always be withdrawn if the initial sign is not successful.

Don Harrison proposed, seconded by Richard Adams that one sign and associated equipment is purchased at a maximum cost of £5,500 plus VAT and that an application for LHII funding is submitted with a proviso that it can be withdrawn should the initial sign not prove as successful as first expected.

Following a vote of 13 Councillors in favour and one abstention, Council resolved that one sign and associated equipment is purchased at a maximum cost of £5,500 plus VAT and that an application for LHII funding is submitted with a proviso that it can be withdrawn should the initial sign not prove as successful as first expected.

d) The 2018 Royal British Legion Poppy Appeal

Following a unanimous vote, Council agreed that a donation of £150.00 should be made to this year's Royal British Legion Poppy Appeal.

Proposed – Paul Webb, seconded – Michael Swift

2. Payments

Council considered the following payments. The Clerk explained that the payment to Ivett and Reed for £200.00 is a refund, the company had paid twice for the erection of one memorial. Council approved all payments as listed.

Proposed – Hazel Williams, seconded – Helen McMenemy-Smith.

George Rowland	Mileage	£37.35
Debbie Cawley	Mileage (7 weeks) 17/4 to 1/6	£44.55
Martyn Wright	Mileage	£45.90
Carl Turner	Mileage	£3.15
Burwell Office Cleaning	May-18	£1,115.84
Ridgeons	Maintenance Materials	£27.62
Latta Hire Limited	Temporary Toilet	£158.70
	Recreation Ground Grass	
Mr Groundsman	Cutting	£533.33
ESPO	Cleaning/Stationery etc	£91.64
Truelink	Grass Cutting	£1,608.00
Copier IT Solutions	Photocopier Contract	£59.74
Siemen	Photocopier Contract	£221.95
Ivett and Reed Ltd	Double payment of fees	£200.00
Burwell Window Cleaning	Various Properties	£63.00
Harrisons	Boiler Service MH	£93.60
CAPALC	Annual Membership	£739.58
	Annual Report & Clothing	
Burwell Print	Marking	£517.50
Moore Stephens	Internal Audit	£1,020.00
N&G Marsh	Barrier Margaret Field	£1051.00
	Handrail to seat - High Street	

Cartwright Brothers Ltd	Electrical work MH GMH JRR	£449.86
H Signs	New village sign	£2,000.00
Alam Lamb Associates	Pavilion Refurbishment	£1169.60
	Skate Park	
Ward, Gethin and Archer	Paid - Pavilion Project	£1,250.00
Lloyds Bank	Various May 2018	£113.31
East Cambs District Council	Mandeville Hall	£505.00
East Cambs District Council	Cemetery	£151.00
East Cambs District Council	JRR	£38.00
East Cambs District Council	GMH	£182.00
Eon	MH Gas	£32.25
BT	broadband services	£156.80
	Salaries, NI, Tax and Superannuation including cover for handyman	
Salaries		£5,517.96
Return of Deposits		
Lauren Luscombe	MH	£50.00
Burwell Community Choir	MH	£50.00
Total		<u>£19,298.33</u>

FC/120618/8 Action Points Update

Burwell to Exning Cycleway

Brenda Wilson informed Council that an email had been received from Simon Cole, Exning Parish and District Councillor, confirming that he had spoken to Suffolk County Council regarding the proposal.

It was agreed that item 3, Hearing Loop at the Gardiner Memorial Hall should be removed.

Recreation Ground Improvements

In order for work to start on the pavilion improvements it is a requirement of the Football Foundation that a restriction is placed on the Land Registry Title Document for the Recreation Ground. The restriction is likely to remain in place for 21 years and should not cause any issues with the site being a Field in Trust. The restriction will not prevent the Recreation Ground being used for other sports and recreational activities.

Paul Webb proposed, seconded by Robin Dyos that the Council should allow the restriction required by the Football Foundation to be applied to the entirety of the Recreation Ground and that the Land Registry Title Document is amended accordingly.

Following a unanimous vote Council resolved that the restriction required by the Football Foundation is applied to the entirety of the Recreation Ground and that the Land Registry Title Document is amended accordingly.

Michael Swift reported to the Council that the tender price for the Skate Park has been renegotiated and a figure in the region of the budgeted figure has now been agreed. This figure will include the provision of lighting.

Results of the grant applications to Amey and Mick George have not yet been received.

Mandeville Hall Ceiling

Robin Dyos explained to the Council that he had met with Gawn Associates who have advised that it will cost £400 plus VAT to draw up a report on the issues with the ceiling in Room One. The Structural Engineer considers that there are significant errors in the construction of the ceiling and has suggested that once the Council is in receipt of the report, a meeting should be convened with all three relevant companies involved with the initial project. Michael Swift asked if a Clerk of Works or Project Manager had been appointed to oversee this development. It is believed that a Project Manager had been appointed by the Insurance Company as they had been responsible for the majority of the cost.

Brenda Wilson proposed, seconded by Helen McMenammin-Smith that the Council should instruct Gawn Associates to carry out the report at a cost of £400.00 plus VAT.

Following a unanimous vote, Council resolved that Gawn Associates be instructed to carry out the report at a cost of £400.00 plus VAT.

Robin Dyos was thanked for the time he has spent in order to resolve the problem with the ceiling.

Village Sign

The sign has now been erected and responses from residents have been very positive. The Clerk informed the Council that Neil Horne who had made the sign had said that it was the most challenging sign that he has created and that he received a lot of satisfaction in doing so. This item can now be removed off the Action Sheet.

Council also agreed that item 12 Hythe Farm House should also be removed.

FC/120618/9 Group Reports

The Council considered and approved unanimously the following recommendations made by the Finance and General Purposes Group following their recent meeting held on 29th May 2018:

1. The National Joint Council for Local Government Services has agreed an increase in salaries of 2% from 1st April 2018 with a further 2% from 1st April 2019. The Finance and General Purposes Groups recommend that this increase is applied to the Clerk's, Assistant Clerk's and Handyman's salaries.

Proposed – Hazel Williams, seconded – Don Harrison

2. The Finance and General Purposes Working Group recommends to Council that following a request for a reduce high charge due to a continuous weekly booking of over 7 hours, the hirer is given a discount of 10% and is charged at the same rate for bookings which fall on a bank holiday. This will be subject to the hours booked not reducing and payment of invoices being kept up to date.

Proposed - Michael Swift, seconded Don Harrison

3. The Finance and General Purposes Group recommends to Council that:
 - The General Data Protection Policy Action Plan is approved
 - The General Data Protection Policy General Privacy Statement is approved
 - The General Data Protection Policy Privacy Statement for Staff and Councillors is approved
 - The General Data Protection Policy Consent Form is approved
 - That signs alerting public to the use of CCTV cameras at Mandeville Hall which meet the requirements of the GDPR are purchased and displayed.

Proposed – Michael Swift, seconded – Don Harrison

4. The Finance and General Purposes Group recommends to Council that a sum of £500.00 is earmarked for Neighbourhood Watch street signs to be available as from 12.6.18.

Proposed – Paul Webb, seconded – Michael Swift

The Council considered the notes and the suggestions made at the joint meeting of the Safety Group and Assets & Environment Group for discussion on the entrance and exit to the Gardiner Memorial Hall and agreed that any changes should be made at the same time as any redevelopment of the hall takes place. Initially the Council should consider what the redevelopment should involve and what is needed by the village. This will be an agenda item at the next Assets and Environment meeting. The Clerk was asked to try and obtain information from the recent ACRE meeting on Village Halls.

FC/120618/10 Parish Reports - Property

Weekly Play Area Inspection Reports

The Clerk thanked all Councillors who have carried out Play Area Inspections whilst the Handyman has been absent. There are several minor items which need attention, but these can all wait until the Handyman returns. Council agreed that as the condition of the rocking motorbike at Jubilee Green is deteriorating, it should be removed. Until such time as it can be removed, a notice should be placed on the item and it should be taped in a way to prevent the rocker being used.

Helen McMenamin-Smith reported that there appears to be a lot of dog fouling on Jubilee Green itself and that the Litter Picking Group intend to put a sign up to try and prevent this happening. Dog fouling and dogs being exercised off lead continues to occur at the Recreation Ground. The Clerk was asked to remind residents about the rules in the next issue of Clunch.

FC/120618/11 Other County & District Matters:-

Council noted the following:

CCC Cambridgeshire and Peterborough Minerals and Waste Local Plan – Consultation
CCC Temporary Traffic Order on various roads – Burwell to Lakenheath Area Electricity Reinforcement Scheme.

FC/120618/12 Other Reports (in circulating file):-

None

FC/120618/13 Correspondence

1. Email from Kier regarding Burwell to Lakenheath Area Electricity Reinforcement Scheme

Council noted a letter from Kier regarding the Burwell to Lakenheath Area Electricity Reinforcement Scheme which had been delivered to affected residents in the village.

2.Concerns raised by residents regarding footpath from the new development in Reach Road to Swaffham Road

Concern had been raised by a resident of Swaffham Road about the new access path from the Hopkins Homes development and that it was unsafe as there is nothing to prevent motorbikes and scooters using the path and children running straight out onto the busy Swaffham Road. The Clerk was asked to write to Highways, Hopkins Homes and the Planning Department to see if some form of barrier could be installed.

3.Burwell Visiting – Thank you letter

A letter of thanks had been received from Burwell Visiting for the £200.00 donation made by the Council.

4.Consideration of a request for a textile bank in aid of the children's air ambulance in the car park at the Gardiner Memorial Hall

A request had been made for a textile bank in aid of the children's air ambulance to be situated in the car park at the Gardiner Memorial Hall. Council agreed that it would not be possible to give permission as there is no space available and that it would be difficult for a lorry to gain access into the car park to empty the bank.

5.Email regarding refurbishment of play areas

This matter was dealt with during the Public Forum.

FC/120618/14 Consideration of the following:

1.Request to run a regular Boot Camp on Margaret Field

A request had been received from a lady asking if she could be allowed to run regular early

morning and evening boot camps on Margaret Field. The sessions will include some music, but having checked this out with the Licensing Officer, the music would be incidental and therefore no license would be required.

Gus Jones proposed, seconded by Helen McMEnamin-Smith that we should allow these sessions to take place.

Council resolved with all in favour to allow these boot camp sessions to take place.

The organiser of the sessions to be made aware that this is a recreation area and that she does not have exclusive use of the field. Also she must use the back half of the field, away from any residential properties and all noise kept minimal.

As there was no further business, the meeting ended at 8.56 pm.

Signed

Dated: