

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 13th November 2018

Present Liz Swift (Chair) Richard Adams, Robin Dyos, Don Harrison, Joan Lonsdale, Jim Perry, Gordon Roach, Michael Smith, Michael Swift, Paul Webb, Hazel Williams and Brenda Wilson. District Councillors Lavinia Edwards and David Brown.
Also present two members of the public.

FC/131118/1 Apologies

Apologies for absence had been received from Jane Hall, Helen McMemamin-Smith and Jenny Moss.

FC/131118/2 Declarations of any interests known to Councillors

There were no declarations of interests.

FC/131118/3 Approval of Minutes of the meeting of 30th October 2018

The minutes of the meeting on 30th October 2018 were approved and signed as a true and correct record.

Proposed – Robin Dyos Seconded – Gordon Roach

FC/131118/4 Public Forum

A resident spoke regards to subsidence to his property that he believes to have been caused by trees on Parish Council land and asked if the trees could be felled. Liz Swift explained that the District Council Tree Officer had visited the site and that they had advised that further investigation is required in order to establish the reason for the subsidence as she does not consider from visual observation that the trees are the cause of the problem. Liz Swift continued to explain that this had been discussed at the Council's Asset and Environment meeting and that the recommendation to Council was that the matter should be referred to the Council's insurers. It was agreed that the Clerk would try and obtain a report from the Tree Officer of her visual observations.

Another resident spoke of his continued concerns regarding large vehicles and the general speed of traffic using Newnham Lane as a rat run. It was explained to the resident that he should raise the matter with the Highways Authority who were responsible for the road, or to raise the matter with County Councillor Joshua Schumann. The Parish Council support his concerns.

FC/131118/5 County and District Reports

Reports from District Councillors David Brown and Lavinia Edwards were noted. David Brown added that the Mayor of the Joint Authority for Cambridgeshire and Peterborough has put forward a proposal for a metro system for Cambridgeshire which will include a link from Mildenhall to the Park and Ride at Cambridge Newmarket Road.

FC/131118/6.1 Planning Applications

The following applications were considered:

18/01455/FUL St Genevieve 2C Hythe Lane

Proposed rear extension and associated works **No Objections**

18/01479/VAR Stables Factory Road

3 No. Residential Dwellings

To vary condition 1 (Plans and Drawings) of the previously approved application 17/01269/FUL for the demolition of existing stables and erection of 3 no residential dwellings -No Objection

18/01380/FUL 1 St Mary's View

Two storey side extension – **No Objections as long as sufficient parking space remains**

18/01069/FUL Crabtrees 56 Low Road

Demolition of existing farm buildings, erection of eight dwellings, formation of new access and associated works

Amendment involving –A reduction in number of proposed dwellings from 8 to 7

Replacement of Plots 3 and 4 with a pair of semi-detached dwellings

Objection (reasons same as submitted for the initial application)

FC/131118/6.2 Planning Decisions from District Council

The following decision was noted:

18/01222/FUL 3 Meadowlands

Extend the existing garage to the front of the property, and to the rear of the property and roof redesign **Approval**

FC/131118/6.3 Trees/Environment

Council noted the following notifications of approved tree works at the following properties:-

106 Silver Street

T1 Silver Birch – Crown reduce height by 2 -2.5m. Reduce crown spread on all sides by up to 1m. Crown lift to 1.5m high. Shape and balance.

64 North Street - T1 Cherry - Fell

FC/131118/7 Finance

1.Receipt from ECDC of CIL Funding of £7,808.97

Council noted receipt of £7,808.97 CIL Funding in respect of recent development in the village.

2.Offer of funding from Lightsource re Goose Hall Farm

A one-off payment of £20,000 has been offered to the Parish Council as a donation from Lightsource, the company that is installing the proposed solar farm at Goose Hall Farm. A previous offer had been made when initial discussions had taken place with the company. This offer had specified an annual payment of considerably more than the current one-off payment. Since then subsidy payments from the government have been reduced and as a result the company has had to reduce the offer to ensure the viability of the project. Council accepts that this is a good offer as there is no legal requirement for a donation to be made, but feel that in comparison with the previous offer, the £20,000 which equates to £500 per year for the 40 years that the solar farm can operate is disappointing. Council agreed that a meeting should be arranged with the company so that further negotiation could take place.

Proposed – Paul Webb Seconded – Don Harrison

3.Request for funding from Cambridgeshire Hearing Help

A donation request had been received from Cambridgeshire Hearing Help to help finance sessions held in Burwell. The Parish Council agreed unanimously to donate £200.00

Proposed – Liz Swift Seconded Michael Swift

4.Consideration of Finance Report for the quarter ending 30th September 2018.

Council noted the Financial Report for the quarter ending 30th September 2018. There were no significant differences to raise concern.

The Clerk informed Council that HMRC had asked for further information to be provided for the latest VAT return. She explained that this was not unexpected as the claim, which included the payment for the Skate Park and some of the Pavilion increased the claim to an extent that it was not comparable with past claims.

5.Consideration of payment to the following including payment to CAPALC for the CAPALC General Data Protection Membership Scheme and additional insurance for the Pavilion following completion of work.

Council considered and approved payment to the following and an additional payment for Jaggards for work to the Pavilion in the sum of £88,993.62 making the overall payment total of £111,013.80. The payment to Westcotec will be subject to satisfactory conclusion of issues raised with the supplier.

George Rowland	Mileage		£54.45
Debbie Cawley	Mileage		£23.85
Martyn Wright	Mileage		£61.20
Brenda Wilson	Mileage to Training Session		£31.05
Burwell Office Cleaning	Oct-18		£1,029.85
Ridgeons	Maintenance Materials	£26.07	£209.25
	Maintenance Materials	£11.69	

		£115.95	
		£13.07	
		£42.47	
Latta Hire Limited	Temporary Toilet		£158.70
Burwell Print	Survey		£207.00
Hutchinson	Maintenance Materials		£72.48
Westcotec	MVAS		£5,592.00
Sharp Business Systems	Photocopier Contract		£41.82
S R Landscapes	Removal of Tree Green Lane		£95.00
CAPALC	GDPR Membership Scheme	£75.00	£110.00
	Finance Training B Wilson	£35.00	
BCW	Traffic Signs		£679.48
ECDC	License Renewal Mandeville Hall		£180.00
Mr Groundsman	Rec Ground Grass Cut Oct		£533.33
Alan Lamb	Pavilion Refurbishment	£1,800.00	£3,000.00
	Tennis Courts	£1,200.00	
ESPO	Stationery		£136.24
Dormakaba	JRR Door VAT missed of int. payment		£68.40
Zurich	Insurance - add Pavilion		£89.30
Footprint Signs	JRR Defibulator sign		£42.00
Truelink Ltd	Grass Cutting	£1,440.00	£2,244.00
	Grass Cutting	£804.00	
British Gas	Cemetery	25.10.18	£32.41
British Gas	Pavilion	1.11.18	£66.55
Eon	MH Gas	12.10.18	£6.73
Lloyds Bank	Various October 2018		£93.11
East Cambs District Council	Mandeville Hall	1.11.18	£505.00
East Cambs District Council	Cemetery	1.11.18	£151.00
East Cambs District Council	JRR	1.11.18	£38.00
East Cambs District Council	GMH	1.11.18	£182.00
	Salaries, NI, Tax and Superannuation including holiday cover for keyholder		£5,785.98
Salaries			
Return of Deposits			
Guyatt House	MH		£50.00
Dementia Carer's Support Services	GMH		£50.00
Delta T Devices	MH		£50.00
Burwell Lace Makers	MH		£50.00
Gemma Littlewood	MH		£50.00
Thuang Eng Tan	MH		£50.00
Burwell Cricket Club	MH		£50.00
Capalc	MH		£50.00
Regina	MH		£50.00
The Office of Lucy Frazer	GMH		£50.00
Total			<u>£22,020.18</u>

FC/131118/8 Action Points Update

A meeting for the proposed Burwell to Exning Cycleway is due to take place with all interested parties.

Grant confirmation has been received from Amey for £40,000 for the work to the pavilion. Alan Lamb has started the tender process for stage three and four, the court area and running track. Concern was raised about how well the football clubs will look after the property. Burwell Cleaning will continue to clean the pavilion on a weekly basis during the football season. The usage of the court area will be dependent on the Sport and Leisure Survey which closes on 18th November 2018.

The required legal consultation for the LHII Ness Road Zebra Crossing is currently being held. Public responses to date are not yet known.
The new office equipment has been installed this week.

FC/131118/9 Group Reports

Consideration of notes and recommendations from the Safety Group Meeting held on 16th October 2018

Council considered the minutes and recommendations from the Safety Group Meeting held on 16th October 2018

Recommendations

1. Moveable Speed Reactive Sign

The Group recommends to Full Council that Jim Perry, Richard Adams and Paul Webb carry out @Working at Heights' training to enable the signs to be moved at an estimated cost of £30 plus VAT per person

Proposed – Brenda Wilson Seconded – Michael Swift

Council agreed unanimously that Jim Perry, Richard Adams and Paul Webb carry out @Working at Heights' training to enable the signs to be moved at an estimated cost of £30 plus VAT per person.

Concern was raised over what would happen if the Councillors who had agreed to move the sign were no longer on the Council. Those involved confirmed that it would be possible for them to carry on as volunteers. It was confirmed that the Council has a step ladder available for moving the signs.

2. Burwell to Exning Cycleway

The Group recommends to Full Council that an investigation is carried out to improve the safety of those using the bridge in the short term.

The Clerk informed Council that Joshua Schumann had copied her in on an email that he had sent to the Highways Supervisor for the village about the matter. As yet there had been no response.

Consideration of the Assets and Environment meeting held on 30th October 2018

Council considered the minutes and the recommendations of the Assets and Environment Group meeting held on 30th October 2018.

Recommendations

1. Concern of resident that trees in Priory Meadow are causing damage to his property

The Group recommends that the matter is referred to the Council's Insurance Company.

Council agreed that following obtaining the report from the Tree Officer the matter should be dealt with by the Council's insurance company.

FC/131118/10 Parish Reports:-

Property –

Weekly Play Area Inspection Reports

The handyman has continued to carry out weekly playground checks and there are no matters of concern to raise.

FC/131118/11 Other County & District Matters:-

The Council noted the following County and District matters. A positive comment will be given for the Cambridgeshire County Council notice of intention to install a zebra crossing in Ness Road.

CCC Notice of Intention to install a Zebra Crossing, Ness Road

CCC Temporary Night-time road closure of Ness Road, anticipated dates 18.1.19 to 19.1.19

CCC Street Works Newnham Lane Closure to fit water meter, anticipated date 4.2.19

ECDC STNN/18/68 Change of Property Name – Factory Road

ECDC STNN/18/78 New Dwellings – Ness Road

ECDC East Cambridgeshire Tourism Strategy – Stakeholder Engagement Session

Notes of the Meeting with the Safety Group and Lucy Frazer MP on 26th October 2018

FC/131118/12 Other Reports

Council noted the following documents circulated in the Circulation Folder.

Print Centre Annual Review 2018

Notes of the Recreation & Sports Working Group Meeting 2.8.2018 and 6.9.18

Burwell Sports Federation – Minutes 15.10.18

FC/131118/13 Correspondence - None

FC/131118/14 Consideration of the following items

1.Speed Indicator Devices Deployment Policy

Council approved the Speed Indicator Devices Deployment Policy drawn up by the Safety Working Group.

2.Public Toilets – Offer from ECDC following meeting on 22.10.18

An offer had been made by ECDC for the freehold of the toilet block to be transferred to Burwell Parish Council for £5.00. Several conditions were included in the offer including the use of the building as 60% for public toilet provision and 40% for storage.

Hazel Williams proposed, seconded by Robin Dyos to accept the offer from ECDC for the toilet block to be transferred to Burwell Parish Council for the sum of £5.00 with all conditions accepted.

Council resolved unanimously to accept the offer from ECDC for the toilet block to be transferred to Burwell Parish Council for the sum of £5.00 with all conditions accepted.

3.Staffing Matter

The Council was informed that the Assistant Clerk would be leaving her post on the 31st of December 2018. Following an emergency Finance and General Purposes Working Group meeting it was agreed that an advertisement should be posted locally and through CAPALC for an Administrative Assistant. The post will continue to be for 18 hours per week. The Council was all in favour.

Hazel Williams, Chair of the Finance and General Purposes Working Group asked for the Council to consider the purchase of software for the management of council facility bookings at an approximate cost of £1000 per year. The software will save considerable time and work for the staff. Council agreed to the purchase of the software.

Robin Dyos proposed, seconded by Paul Webb a vote of thanks to all individuals involved in the arrangements for the Remembrance Day Parade. A letter of thanks will go those involved along with recognition on Facebook and in Clunch.

It was agreed that a donation of £50.00 should be made to the Bugler to cover his expenses.

There being no further business the meeting closed at 9.14 pm.

Signed

Dated: