

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Chairman: Mrs E Swift

Clerk: Mrs Y Rix

Minutes of the meeting of Burwell Parish Council held in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU at 7.30p.m. on Tuesday 13th March 2018.

Present:- Liz Swift (Chair), Richard Adams, Robin Dyos, Jane Hall, Gus Jones, Don Harrison, Joan Lonsdale, Jenny Moss, Jim Perry, Gordon Roach, Derek Reader, Michael Swift, Paul Webb, Hazel Williams and Brenda Wilson.

Also present Barry Garwood and Helen McMenamin-Smith

FC/130318/01 Approval of Apologies for Absence
Apologies for absence had been received from Mick Smith

FC/130318/02 Declarations of any interest known to Councillors:-
No declarations of interests were made

FC/130318/03 Approval of Minutes:-
The minutes of the meeting held on 27th February 2018 were approved and signed as a true and correct record of the meeting.
Proposed – Robin Dyos, Seconded – Jenny Moss

FC/130318/04 Public Forum
No matters were raised during the Public Forum

FC/130318/05 Planning
The following planning applications were considered

17/01094/OUM IGP Solar PV Plant Number 6 Ltd – Land West of Reach Road
Proposed employment development consisting of B1 uses, and associated access and landscaping - Amendment involving an increase to the width of the proposed footpath
No objection

18/00155/OUM IGP Solar PV Plant Number 6 Ltd – Site to North Meadow View Industrial Estate, Reach Road
Proposed employment development consisting of B1 uses, and associated access and landscaping
Amendment involving an increase to the width of the proposed footpath – **No objection**

18/00026/VAR 21 Isaacson Road
To vary Condition 1 (approved plans) and Condition 3 (materials external surfaces) of previously approved 17/01514/FUL for resubmission of previously approved 17/00233/FUL with minor amendments to front and rear extension and no longer extending first floor - Amendment involving a change to the side elevation roofline **Noted - No response required**

18/00217/VAR Mr. S. Morris - 105a The Causeway
Variation of condition 1 (Approved plans) and 3 (opening hours) of previously approved 16/01479/FUL for proposed change of use of ground floor unit from A2 to A3

Objection – Council supports neighbour concerns and considers that no variation to conditions 1 and 3 should be permitted until the applicant complies with current planning conditions relating to noise (possible extractor fan not detailed in original application) and deliveries, which need to be made during opening hours. If resolved, Council may be willing to consider the application for the variation of conditions 1 and 3.

FC/130318/06 Planning Decisions

The following planning decisions had been received from the District Council and were noted by Council:

17/02145/OUT Land to West of 4 Newmarket Road

Proposed detached dwelling and vehicular access **APPROVAL**

18/00013/FUL 18 Spring Close

Proposed extensions and internal alterations **APPROVAL**

18/00012/FUL 2 Sheepyard Cottages, Heath Road

Demolish existing outbuilding and replace with a new single storey extension to the rear of the property **APPROVAL**

FC/130318/07 Action Point Updates

The following updates were noted:

Burwell to Exning Cycleway

Robin Dyos reported that verbal agreement has been received from the land owners on the south side and from the owner of Halfway House (subject to planning consent being received) to allow a 2 to 3m strip for the cycleway. Cambridgeshire County Council still appear to be more in favour of the north side from Burwell to the Exning boundary. Another meeting with Exning PC and the District and County Councillors is needed. Jim Perry expressed that there needs to be a speed limit over the bridge. Robin Dyos to speak to Highways when he meets with them.

Gardiner Memorial Hall

The Hearing Loop equipment has been checked with no faults found. However the actual wire loop appears to have been broken. A new loop is to be fitted. Once fitted the system will be checked to ensure that it is working.

Recreation Ground Skate Park and Pavilion

The grant application to WREN for the Skate Park has been successful. The application to the FA for the Pavilion is likely to be determined around the middle of April.

Public Toilets

The Clerk informed Council that she had been informed by ECDC that there was to be no review of the public toilets in the district and that ECDC is waiting for information from their solicitors prior to making a decision on the future of the redundant toilet building in Burwell.

LHII Ness Road

The latest set of drawings will be on display at Burwell at Large.

FC/130318/08 Group Reports and Recommendations

Council considered the Report of the Finance and General Purposes Meeting held on 6th March 2018 and the following recommendations:

- a) To open a Public Sector Deposit Fund Account with Churches, Charities and Local Authorities Room (CCLA) Investment Management Ltd and deposit £100,000 from existing Parish Council funds.
- b) To continue the monthly transport to Ely with additional advertising with a further review after 3 months
- c) Financial Regulations reviewed with no changes considered necessary at this point in time
- d) A review of the Asset Register to be carried out
- e) Risk Management Policy reviewed with no changes considered necessary.
- f) To purchase a small fire proof safe to store data back-up equipment
- g) Council's direct debits reviewed for the following:
Anglian Water Business (WAVE). British Gas, BT, Eon, ECDC, HMRC(VAT), Lloyds Bank, NEST and Siemens Financial Services
- h) Safe guarding of Funds – The group considers that funds are safeguarded
- i) Internal Controls reviewed and are adequate with no changes considered necessary at this point in time
- j) That staff appraisals have been carried out with a recommendation for the Handyman's hours to be increased to 25 per week throughout the year and the Assistant Clerk's hours to be increased to 14 hours per week (currently 12 hours) from 1.4.18
- k) That a high viz jacket and vest, along with waterproof trousers are purchased for the Handyman
- l) That an additional filing cabinet and drawer unit is purchased for the staff

- m) To obtain estimates from Structural Engineers to carry out a survey of the ceiling at Mandeville Hall
- n) To purchase a small fridge and microwave for the Jubilee Reading Room
- o) To upgrade the phone and internet contract with BT at an increased cost of 70p per month

**All recommendations were approved by Full Council.
Proposed Paul Webb, seconded Don Harrison**

FC/130318/9 Property Reports

1. Weekly Play Area Inspection Reports

The Handyman has carried out weekly checks. Boards on the Skate ramps are lifting again and these will be refixed by the Handyman. There is an issue with one of the radiators in Hall 1 at Mandeville Hall. This may need to be flushed out to resolve the problem. It was agreed that this was something that the handyman could carry out. There has been a burst pipe in the cemetery shed. The handyman has replaced and lagged the pipe work. There has also been a burst pipe in the roof space at the Pavilion which brought down some of the ceiling. The pipe has been repaired. There is some low level asbestos in the roof space above the front door to the foyer, but the roof area that has been damaged is not affected. It was agreed that the handyman should cover over the hole in the short term.

Trees/Environment

Council noted the following notifications of approved tree work from East Cambs District Council:-

14 Silver Street

T1 Cherry – Crown lift and prune back overhang over footpath to give clearance for pedestrians

T2 & T3 Cypress Trees – Reduce to 2.5m in height

25 Hatley Drive

T1 Ash – Re-pollard at a finished height of 10 metres

FC/130318/10 County & District Matters:-

Council noted the following:

- 1. East Cambridgeshire Parish Conference 28.3.18 Mandeville Hall – Noted Gus Jones, Paul Webb, Liz Swift, Don Harrison, Jim Perry and Brenda Wilson showed an interest in attending.
- 2. Community Governance Review – Noted by Council

FC/130318/11 Other Reports (in circulating file):-

None

FC/130318/12 Finance

1. Refurbishment Project – Recreation Ground

The following matters were considered and approved unanimously by Council

Proposed Paul Webb, seconded Jenny Moss

a) For the Council to approve that two members of the council will stand on the Burwell Sports Federation, with this requirement forming part of the Burwell Sports Federation constitution (to meet grant funding requirements).

b) For Alan Lamb to be appointed as Project Manager for all areas of the Recreation Ground Refurbishment including the Skate Park, Multi Play Area, Pavilion and Car Park.

c) That the Parish Council acts as third party contributor for grant applications to Mick George and Amey

There will be a fixed fee payable for Alan Lamb of around £2,500 for the Skate Park.

1. Consideration of payment to the following:

The following payments were considered and approved for payment: Proposed Gordon Roach, Seconded Robin Dyos. Concern was raised about the amount for mileage claimed by one of the keyholders. This matter to be referred to the Finance and General Purposes Group for consideration.

George Rowland	Mileage	£45.00
Debbie Cawley	Mileage	£23.85
Martyn Wright	Mileage	£62.10
Burwell Office Cleaning	Feb-18	£1,115.84
Ridgeons	Maintenance Materials	£203.90
Latta Hire Limited	Temporary Toilet	£138.00
Burwell Window Cleaning	Various Properties	£63.00
Mr Groundsman	Rec Grass Cutting	£465.00

Suregreen	Path MH grasscrete + fixings	£195.25
Newmarket Town Band	Donation Carols by Tree	£100.00
Cambs Libraries	Summer Reading Scheme Donation	£200.00
Clunch	Advert MH and GMH	£125.00
FCC Recycling (UK) Ltd	3rd Party Contribution	£8,600.00
Copy IT Digital Solutions Ltd	Photocopier Contract	£144.29
ESPO	Stationery/Cleaning etc	£325.48
Meads Construction	4 tonne (out of 10 agreed) Top Soil	£72.00
Siemens	Photocopier Lease	£221.95
Lloyds Bank	Various February 2018	£80.27
BT	Broadband	£89.76
	Broadband	£104.16
	Phone Services	£88.56
Eon	Allotments	£15.69
	Mandeville Hall Gas	£90.09

Salaries, Tax, NI etc **£4,855.11**

Return of Deposits

D Lane	MH plus refund	£73.00
Bottisham District Guides	MH	£50.00
Newmarket Town Band	MH	£50.00
E Paczy	Allotments	£25.00
M Drath	MH	£50.00
Total		<u>£17,672.30</u>

FC/130318/13 Correspondence

None

FC/130318/13 Consideration of the following:

1.Request for Swallows Football Club to use the Recreation Ground for a marathon charity football game with possible bar and bbq on the weekend of the 19th and 20th May 2018.

Council discussed a request for the Swallows Football Club to use the Recreation Ground for a charity football marathon in aid of the refurbishment of the Pavilion. There had been a change of date for the event to 2nd and 3rd of June. Council agreed to the use of the field. The Club will be required to provide the Clerk with a copy of its public liability certificate and the alcohol license for the event. The Club also needs to be considerate of the neighbouring properties, using the pitches furthest away from dwellings and possibly, carrying out a leaflet drop to residents who may be affected explaining why they are holding the event. It will also be necessary to check to ensure that the event does not coincide with pitch maintenance.

2.Consideration of co-option to Council to fill the existing Parish Councillor vacancy.

Two applications had been received for consideration for co-option of Councillor. Both applicants took the opportunity to give a short presentation on why they considered they were suitable for the role. A vote was carried out and with a majority of 12 votes to 3 votes, Helen McMenamin-Smith was co-opted to Council.

Liz Swift thanked Barry Garwood for his application and for attending the meeting.

There being no other business the meeting was closed at 8.28 pm

Signed this the _____ day of March 2018 _____ Chairman