

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 August 2019.

Present: Liz Swift (Chair), Robin Dyos, Michael Geary, Don Harrison, Max Jamieson, Gus Jones, Joan Lonsdale, Helen McMenamin-Smith, Gill Miller, Jennifer Moss, Jim Perry, Derek Reader, Michael Smith, Paul Webb, Hazel Williams and Brenda Wilson
District Councillor David Brown
Also present two members of the public.

FC/130819/1 Apologies

Michael Swift and District Councillor Lavinia Edwards

FC/130819/2 Declarations of any interests known to Councillors

Paul Webb declared an interest in FC/130819/17.4 Finance – Payments
Michael Geary declared an interest in FC/130819/9 regarding the allotments at a later stage in the meeting.

FC/130819/3 Approval of Minutes of the meeting of 30th July 2019

The minutes of the meeting held on 30th July 2019 were approved and signed as a true and correct record following a gender amendment in FC/300719/04.
Proposed – Jim Perry, seconded - Joan Lonsdale

FC/130819/4 Public Forum

No matters were raised during the Public Forum

FC/130819/5 County and District Reports

Written reports from District Councillors David Brown and Lavinia Edwards were noted.
Hazel Williams asked for clarification regarding the Cambridgeshire Autonomous Metro.
David Brown explained that this is a metro system, with one of the possible links going through to Mildenhall, which is being proposed and investigated by the Cambridgeshire and Peterborough Combined Authority.

FC/130819/6.1 Planning Applications to be considered

The following planning applications were considered:

19/01011/FUL 47 Isaacson Road

Demolition of existing bungalow and construction of 2-bedroom bungalow with detached garage.

Objection – Council noted that there had been objections raised by the neighbours. Their comments state that the plans included in the application are not up to date and therefore do not show the full extent of the affect that the proposed new dwelling will have on the neighbouring property. Council considers that this should be investigated by the planning authority. Concern was raised that the proposal states this as a bungalow, but clearly the new dwelling has habitable accommodation at first floor level.

19/00950/OUT 58 Swaffham Road

Outline planning application (all matters reserved except access) for the erection of five dwellings with a new access and associated works.

The Council noted that some concerns have been raised by the neighbour, otherwise there are no objections to the proposal.

FC/130819/6.2 Planning Decisions from District Council

The following Planning Decisions were noted:

18/01688/NMAA 56 The Causeway - APPROVED

Non-material amendment to previously approved – Demolish existing garage and single storey extension, form new access, construct two and single storey extensions.

19/00884/LBC Idina 121 North Street – APPROVED

Replacement of 7no. existing windows on South and East elevations

19/00807/FUL 23 Buntings Path – APPROVED

Extension and renovation work to dwelling house

19/00318/NMAA 8 Mill Close – REFUSAL

Nonmaterial amendment to previously approved demolition of existing garage, erection of front, side and rear single storey extensions

FC/130819/6.3 Trees/Environment

There were no notifications of approved (ECDC) tree works.

FC/130819/7 Finance

1.Consideration of Quarterly Report for the period ending 30th June 2019

The Clerk presented the Quarterly Report for the period ending 30th June 2019 and explained any areas of overspend. Council noted the report.

2.Consideration of post installation check -Play and Gym equipment at the Recreation Ground

Paul Webb explained that having a post installation check of the new play and gym equipment at the Recreation Ground had been brought back to Council for consideration as there had been some issues with the installation. Some Councillors still considered that having employed a reputable company to provide and install the equipment there is no need for a post installation inspection. A vote was taken with the result being 12 Councillors in favour of having a post installation inspection and 4 against.

Council therefore resolved that a post installation inspection should be carried out.

The price quoted for the inspection by David Bracey is £250.00 plus VAT.

3.Consideration of payment of withheld invoices for Alan Lamb and Cambridge Courts

Paul Webb explained that both invoices had been withheld for further investigation at a previous meeting. The invoice from Cambridge Courts was for additional agreed work to the Tennis Courts and the one for Alan Lamb was due to the overrun of the tennis court construction. Concern was raised that although what had been achieved at the Recreation Ground was fantastic, the presentation of financial matters for the project to the Council could have been better. The overall project was of a considerable size to manage. It was expressed that the project is still due to be delivered within budget.

The invoice from Alan Lamb is for a further month than initially agreed by Council, but as the Council has nothing in writing and Alan Lamb has had to carry out the work, it was agreed that his invoice would have to be paid.

Council resolved that both invoices should be paid.

4.Consideration of payment to the following:

Council considered the following amounts for payment and agreed that all payments should be made.

Proposed – Jenny Moss, seconded – Helen McMenammin-Smith

Supplier	Description	Total	Supplier Total
Yvonne Rix	Salary	£1,563.25	£1,563.25
Debbie Cawley	Salary	£594.10	£594.10
George (Steve) Rowland	Salary	£1,071.60	£1,071.60
Martyn Wright	Salary	£268.49	£268.49
Sarah Ashby	Salary	£804.94	£804.94
HMRC	Tax and NI	£504.82	£724.49
HMRC	Tax and NI	£5.80	
HMRC	Tax and NI	£161.84	
HMRC	Tax and NI	£16.80	
HMRC	Tax and NI	£35.23	
Cambridgeshire County Council	Superannuation	£874.61	£874.61
Nest	Superannuation	£43.75	£188.62
Nest	Superannuation	£84.97	
Nest	Superannuation	£59.90	

Steven/George Rowland	Phone and Mileage	£70.75	£70.75
Debbie Cawley	Mileage	£22.95	£22.95
Burwell Cleaning	Cleaning Various Properties	£372.92	£1,119.85
Burwell Cleaning	Cleaning Various Properties	£75.83	
Burwell Cleaning	Cleaning Various Properties	£17.50	
Burwell Cleaning	Cleaning Various Properties	£581.60	
Burwell Cleaning	Cleaning Various Properties	£72.00	
Latta Hire Ltd	Toilet Hire	£158.70	£242.70
Latta Hire	Toilet Hire	£84.00	
Burwell Window Cleaning	Cleaning Various Properties	£15.75	£63.00
Burwell Window Cleaning	Cleaning Various Properties	£15.75	
Burwell Window Cleaning	Cleaning Various Properties	£15.75	
Burwell Window Cleaning	Cleaning Various Properties	£15.75	
Magpas Air Ambulance	Donation	£100.00	£100.00
David Bracey	Playground Annual Inspection	£360.00	£360.00
S Raine	Recreation Ground Open Day Refreshments	£49.49	£49.49
Civic London	Architect Fees	£2,530.00	£2,530.00
Zurich	Insurance	£385.91	£385.91
Moore Stephens	Internal Audit	£1,020.00	£1,020.00
Cambridgeshire Cricket Ltd	Football Pitch Maintenance	£1,280.00	£1,280.00
CRC Pest Control	Mole Control	£135.00	£135.00
Dormakaba	Door Contract JRR	£417.60	£417.60
CCVS	Membership	£60.00	£60.00
Three Counties Fire Protection	Fire Equipment Renewal	£93.48	£254.04
Three Counties Fire Protection	Fire Equipment Renewal	£37.14	
Three Counties Fire Protection	Fire Equipment Renewal	£43.14	
Three Counties Fire Protection	Fire Equipment Renewal	£37.14	
Three Counties Fire Protection	Football Pitch Maintenance	£43.14	
Eastern Training Alliance	Training	£294.00	£294.00
K Fulbrook	Hall booking refund	£161.00	£211.00
K Fulbrook	Return of Deposit	£50.00	
Mr Groundsman	Grass Cutting	£533.33	£533.33
Volunteer Network	Ely Trip	£25.00	£25.00
Sharp (Copier IT)	Photocopier Contract	£25.78	£25.78
Burwell Print Centre	Pavilion/Recreation Ground Contract	£37.50	£37.50
Atom Technologies Ltd	Equipment service	£144.00	£144.00
British Gas	Electricity/Gas	£12.52	£12.52
British Gas	Electricity/Gas	£640.17	£640.17
J Carrick	Return of Deposit	£50.00	£50.00
Barry Moulton	Deposit	£50.00	£50.00
Burwell Allotment and Garden Society	Return of Deposit	£50.00	£50.00
ECDC	Rates	£568.00	£568.00
ECDC	Rates	£39.00	£39.00
ECDC	Rates	£155.00	£155.00
ECDC	Rates	£187.00	£187.00
Steven/George Rowland	Pavilion Refurbishment-Outdoor Toilet	£375.00	£375.00
Cambridgeshire Courts	Tennis Courts Construction	£19,656.00	£19,656.00
Alan Lamb Associates	Tennis Courts Construction	£1,200.00	£1,200.00
Martyn Wright	Mileage	£51.30	£51.30
Volunteer Network	Ely Trip	£20.00	£20.00
Burwell Happy Tots	Return of Deposit	£50.00	£50.00
Truelink Limited	Grass Cutting	£612.00	£2,374.56
Truelink Limited	Grass Cutting	£685.44	
Truelink Limited	Grass Cutting	£342.72	
Truelink Limited	Grass Cutting	£734.40	
Zurich	Insurance	£203.43	£203.43
Creative Play	New Play Equipment	£42,291.06	£42,291.06

British Gas	Electricity/Gas	£15.28	£15.28
Lloyds Bank	Various	£329.85	£329.85

£83,790.17 £83,790.17

FC/130819/8 Action Points Update

Council considered the Action Points Update Sheet.

Section 106 is still expected from ECDC towards the projects at the Recreation Ground.

The Clerk informed the Council that she had spoken with Rebecca Saunt at ECDC regarding the signing of the Section 106 Agreement for the Newmarket Road Development and that ECDC is still waiting for a costing for the Cyclepath between Burwell and Exning.

The Opening Event at the Recreation Ground had gone well.

This Land will be doing a presentation to the Council of their proposals for the Newmarket Road Development on 24th September 2019.

Hazel Williams to speak to John Hill CEO at ECDC regarding the delay in the transfer of the public toilets.

Robin Dyos reported that Smithers Purslow have a possible solution to resolve the issue of the ceiling at Mandeville Hall and are in the process of getting the proposal checked.

The latest designs have been received from Dan Jones, Civic London for the Gardiner Memorial Hall. It was agreed that a meeting of the Assets and Environment Group should be held to discuss the proposals, with a possible further meeting with Dan Jones, prior to the proposal being submitted for pre application advice.

FC/130819/9 Group Reports

Consideration of notes and recommendations from the Community, Leisure and Sports Group Meeting held on 16th July 2019

Council considered the notes and the following recommendations, with all recommendations being approved. Michael Geary declared an interest in the recommendation for the allotment.

Recommendations

1.The Group recommends to Full Council that 6 additional bins are purchased for the Recreation Ground at a maximum cost of £1500.00

Proposed – Jenny Moss, seconded – Max Jamieson

2.The Group recommends to Full Council that grass seed is purchased to enable the handyman and volunteers to carry our work around fitness equipment and perimeter of the Recreation Ground.

Proposed – Brenda Wilson, seconded – Don Harrison

3.The Group recommends to Full Council that new, larger signs are purchased for both entrances to the allotments stating that access to the allotments is for allotment holders only, there is not right of way for members of the public and that dogs are not allowed on the allotment site.

Proposed – Jenny Moss, seconded Mike Smith

It was suggested that the restriction of not allowing dogs at the allotments could be removed, although not all allotment holders would be happy with this. It was noted that dogs barking when at the allotments can also be an issue. It was agreed that BAGS members should be asked what their thoughts are regarding allowing dogs at the allotments.

Consideration of notes and recommendations from the Finance and General Purposes Group Meeting held on 30th July 2019

Council considered the notes and the following recommendations, with all recommendations being approved:

Recommendations

1.The Group recommends to Full Council that a chainsaw and the necessary safety equipment and clothing is purchased for the handyman at a cost of approximately £700.00

Proposed – Paul Webb, seconded – Jim Perry

2.The Group recommends to Full Council that Moore Stephens is appointed as Internal Auditor for the financial year 2019/2020 and that the scope of audit should remain the same as previous years but with particular attention being given to income and expenditure relating to the capital work carried out at the Recreation Ground

Proposed -Robin Dyos, seconded – Jim Perry

3.The Group recommends to Full Council that the contract is renewed with Dormakaba for the automatic sliding door at the Jubilee Reading Room at a cost of £348.00 plus VAT

Proposed – Michael Smith, seconded – Gus Jones

FC/130819/10 Parish Property Reports: -

1.Weekly Play Area Inspection Reports and Property Reports

The Clerk reported that the handyman has continued to carry out weekly play area and property checks apart from the week when he was on leave. He has found more cracks in the new skate park ramps. Both Alan Lamb and Kent & Clarke have been made aware of the cracks. There is also a dead tree at Margaret Fields and quotes will need to be obtained to get the tree removed.

FC/130819/11 Other County & District Matters: -

1.Temporary Traffic Order Road Closure Ness Road Burwell to Fordham

Council noted a Traffic Order Road Closure for the surface dressing of Ness Road through to Fordham at some point between the 5th September 2019 and 4th March 2021.

FC/130819/12 Other Reports (in circulating file): -

Council noted the following reports:

1. Burwell Allotment and Garden Society Committee Meeting Minutes
8.4.19 and 3.6.19

FC/130819/13 Correspondence

There was no correspondence to discuss.

FC/130819/14 Consideration of the following items

There were no further matters to discuss.

The meeting closed at 8.44 pm.

Signed

Dated: