

**BURWELL PARISH COUNCIL**  
**The Jubilee Reading Room**  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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Chairman: Mrs J Lonsdale

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 14<sup>th</sup> March 2017

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**Present:-** Joan Lonsdale (Chair), Robin Dyos, Jane Hall, Don Harrison, Jim Perry, Gordon Roach, Liz Swift, Mike Smith, Mike Swift, Paul Webb, Hazel Williams and Brenda Wilson.  
Also present – Two residents

**01.03.17 Apologies:-** Apologies for absence had been received from Gus Jones, Jenny Moss, Derek Reader and Tim Wallis .

**02.03.17 Declarations of any interest known to Councillors:-** The following declarations were made:  
Mike Smith – Planning 17/00233/FUL 21 Isaacson Road  
Jim Perry – Finance Item No. 3

**03.03.17 Approval of Minutes:-** The minutes of the meeting held on 28<sup>th</sup> February 2017 were approved and signed.  
Proposed – Paul Webb, Seconded – Brenda Wilson

**04.03.17 Public Forum:-** One of the residents attending the meeting spoke of his concerns regarding the impact the proposed new development off Ness Road would have on the village. He also questioned why the Parish Council had increased its council tax levy by 7.4%. Hazel Williams explained that the Council has a number of projects which it hopes to deliver in the future and that the additional funding would help to support these projects. These include the upgrade of the Recreation Ground and the possible extension and refurbishment of the Gardiner Memorial Hall. For several years the rate had not increased and many of the Council's buildings and assets need attention. The Council had however tried to minimise the increase. Hazel Williams continued to point out that unlike principal authorities who receive funding from government; Parish Council's only obtain funding through the precept.

**05.03.17 Planning** The following planning applications were considered:

**17/00273/OUM David Wilson Homes Eastern Counties – Land of Ness Road**  
Outline planning application for residential development with all matters reserved apart from means of access

**OBJECTION**

Council agreed that there was no change in the proposal submitted for consideration and that the concerns raised with the previous application had not changed. Increased traffic and the safety of the proposed access point/junction to the site was a concern.

One of the residents attending commented that he had heard that the quantity of housing to be included on the Newmarket Road site could increase. Council confirmed that they were aware that this could be a possibility. A further application or an amendment to the current application would be required if this was to be the case.

**17/00233/FUL Mr Shaun Warren – 21 Isaacson Road**

Proposed two storey front extension and single storey rear extension  
Proposed new side windows on ground floor and first floor and new rear rooflights  
**No Objections**

**16/01789/FUL Mr Steve Calder – Burwell Brickworks Pit, Factory Road**

Temporary siting of managers static caravan/mobile home and retrospective permission for various facility buildings and works  
**No Objections**

**06.03.17** The following planning decisions had been received from the District Council:

**Planning**

**Decisions:**

**17/00002/FUL 11 Bayfield Drive**

Single storey side extension to provide facilities for a disabled person  
**APPROVAL**

**07.03.17**

**Action**

**Points**

**Update:-**

Michael Swift informed Council that he had seen a heavy vehicle parking on the grasscrete on the Causeway and that no damage had been caused to the verge.

The initial planning meeting for the Strategy Day had taken place. Hazel Williams confirmed that ACRE is willing to provide facilitators, who would meet with a couple of Councillors beforehand to discuss the day in more detail.

There will be a meeting of the Pauline's Swamp Trustees this week, along with a site visit with James Moss. Jim Perry informed Council that the water levels are beginning to drop again. The pumps appear to be continuously running. The Clerk to contact the Enforcement Officer again and ask for a site meeting with Councillors in attendance.

**08.03.17**

**Parish Reports**

**Property:-**

1. Weekly Play Area Inspection Reports

The Clerk informed Council that the handyman had carried out the weekly checks on the play areas. The number of mole hills is decreasing. Concern was raised with regards to the fence on the Recreation Ground and the injuries that some of the wires used to fix the panels when they have been damaged could cause, should anybody fall against them. The Clerk will ask the handyman to try to secure the fence using a better method. If it is not possible, then the damaged fence panels may need to be removed.

The Clerk reported that the padlocks had been removed from the Recreation Ground gates again. The Clerk is in the process of providing new padlocks, but in future if they go missing again, the Football Clubs will need to contribute towards the cost of replacements.

2. Annual Playground Inspection

Notification had been received from RoSPA Play Safety that the annual playground inspection is due to be carried out in the next few months. Council needs to decide who should be used to carry out the inspection

3. Mandeville Hall Ceiling

Robin Dyos informed Council that he had met with BBS Surveyors and also Derek Pryke of Salmon Brothers who were the building contractors for the Mandeville Hall. Graham Cooley and Peter Johnson of Smithers Purslow had been the designers and contract administrators for the project and had been appointed by the insurance company. Derek Pryke confirmed that the building had been built to the specification and the necessary certificates had been obtained. There is some discrepancy as to whether or not the ceiling cracks had been filled prior to 2015. BBS Surveyors still believe that it is deflection of the roof trusses which are causing the cracks in the ceiling. Although the trusses are within the specification, they are working at their limit. The advice from BBS Surveyors is to go back to Smithers Purslow to look at the problem.

Council agreed that the advice from BBS Surveyors should be taken and that contact should be made with Smithers Purslow.

4. Village Sign

Hazel Williams explained to Council that the sign had been given to the Parish by the Women's Institute and over the years had been repaired on several occasions at a

considerable cost. Randal Scott, who had repaired the sign previously, has looked at the damaged sign and has said that the wood is full of water and it would be difficult to repair. Following a suggestion from Hazel Williams, Council agreed, after consultation with both the Women's Institute and the Museum, that the Museum should be offered the sign to display in a dry place and that costings for a replacement sign made of either metal or a composite material should be sought.

5. Trees on boundary of Cricket Ground overhanging neighbouring property

A resident has written to the Council complaining of a large tree overhanging their property adjoining the Cricket Ground. Photos of the tree had been received and were circulated to Council. A previous complaint had been made regarding the tree in the last couple of years.

Council agreed that the Clerk should obtain quotations to have the tree trimmed back.

6. Allotments – Electric to Allotment Holders Shed

The Allotment and Garden Society had forwarded a quotation to Council to carry out the work to supply electricity to the Allotment and Garden Society Shed from the Parish Council's shed. Council agreed to allow them to carry out the work. The cost of the work must be met in full by the Allotment and Garden Society and the trench if dug by the group must comply with legal specifications and be carried out with regards to public safety.

**Trees/Environment**

Council noted the following notification of approved tree works from ECDC:

**26North Street**

T1 Birch - Fell

**Riverdale, 71 North Street**

T1 HAZEL - Coppice

C1, C2 & C3 CHERRY TREES x3- Fell

T2 HORNBEAM - Fell

W1 WILLOW - Crown lift (overhang over river)

W2 WILLOW - Coppice to ground level

W3 WILLOW - Overall crown reduction

W4 WEEPING WILLOW - Crown lift and crown thin

M1 NORWAY MAPLE - Overall crown reduction by 30%

M2 FIELD MAPLE - Overall crown reduction by 20%

M3 LIQUID AMBER - Light formative pruning to shape, and remove deadwood

51 SILVER BIRCH - Move tree to location in front of house

52 & 53 SILVER BIRCH TREES x2 - Dead wood

U1 TREE - Overall crown reduction by up to 20%

A1 & A2 APPLE TREE x2 - Fell

P1 PINE - Fell suppressed tree

B1 CYPRUS TREE - Fell

MSG LAURELS - Fell

SSA ASH - Remove self-seeded tree

**09.03.17**

**County &**

**District**

**Matters:**

ECDC Street Numbering – 17a The Avenue

Council noted street numbering details from ECDC for the new property in The Avenue.

**10.03.17**

**Other**

**Reports and**

**General**

**Information:**

The following reports were circulated in the circulating folder:

Burwell Allotment and Garden Society Minutes of 1.11.16

Camb ACRE – How to set up a Timebank

**11.03.17  
Finance**

Council considered the following:

1. Consideration of the report and recommendations from the Finance Working Group Meeting held on 2<sup>nd</sup> March 2017.

Recommendations for consideration:

- Allocation of funds for capital projects.  
£15,000.00 Ness Road Safety Improvements  
£20,000.00 Provision of Public Toilet  
£20,000.00 Skate Park  
£20,000.00 Play Equipment
- Pensions  
That pension contributions should be paid on the full salary not just those within the scale of qualifying earnings of £5824 to £43,000  
Pension for – J Weaver, G Rowland and D Cawley
- Internal Auditor  
That Moore Stephens is appointed as Internal Auditor for the year 2016/2017
- Direct Debits  
That the following direct debits continue for the financial year ending 31<sup>st</sup> March 2018:  
Anglian Water  
British Gas  
BT  
Eon  
East Cambs District Council  
Siemens Financial Services  
HMRC (VAT)  
Lloyds Bank  
NEST Pensions from 1.4.17
- Safeguarding Funds – Fidelity Insurance  
That the existing level of cover of £500,000 is adequate for the year 2017/2018.
- Internal Auditor – Scope of Audit  
that the Scope of Audit for 2016/2017 is as set out in Appendix 9 of the Governance and Accountability 2014.
- Review of Internal Controls  
The Finance Working Group considered and reviewed the Finance Risk Assessment and suggests that the use of a 'Cloud' storage facility could be considered by Council
- Review of Risk Management Policy  
The Finance Working Group considered and reviewed the Risk Management Policy and recommends to Council that it may be worth allocating £2,000 in the precept annually towards election costs.
- Review of Financial Regulations  
The Financial Regulations were reviewed for the group with the following recommendation being made to Council that:  
Item 6.19 needs to read as:-  
Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk/RFO and Handyman and shall be subject to automatic payment in full at each month-end. Personal credit cards or debit cards of members or staff shall not be used under any circumstances.
- Review of Salaries and Mileage
- The increase in hourly rate for the Clerk, Assistant Clerk and Handyman as agreed by NALC/SLCC for Local Council Clerks from 1 April 2017 is implemented.  
That the Handyman hours from the start of April to the end of September are increased from 20 hours to 25 hours per week.  
Keyholder – Increase of salary by 2% from 1<sup>st</sup> April 2017.
- Hire Charges – Gardiner Memorial Hall  
A 5% increase should be applied for the year 2017/2018

#### Hire Charges – Mandeville Hall

A 5% increase should be applied for the year 2017/2018

Charges for the Scouts, Brownies, Rainbows and Cricket Club to remain the same as previous notification to groups increasing the fees to cover the full VAT rate.

- Photocopier Charges  
No Change
- Allotment Charges  
The Allotment charge per square metre is increased from 11p to 14p from October 2017.
- Sports Field Charges  
That the charges for adult teams using the facilities should remain at £300.00 per year. All teams should be charged a £50.00 deposit in line with other organisations using Parish Council property.
- Charge for Lock Up  
That the rent for the Lock Up should remain at £150.00 for the year 2017/2018.
- Cemetery Charges  
The Finance Working Group recommends to Council that Cemetery Fees should be increased as on attachment No. 5. The group also recommends that there should be a single interment fee and that is not dependent on the depth of the grave.

Hazel Williams explained that the allocation of funds for capital projects had already been approved by Council as part of the precept for 2017/2018, but had not been clearly minuted and therefore were being presented to Council again.

***Hazel Williams proposed, seconded by Michael Swift that all recommendations as listed above made by the Finance Working Group should be approved by Council.***

***Following a unanimous vote Council resolved that all recommendations as listed above made by the Finance Working Group should be approved by Council.***

The Clerk informed Council that notification had been received that the LHII application for Ness Road had been successful. Thanks was given to Robin Dyos and the Safety Working Group for all of their hard work in compiling the application.

#### 2. Consideration of quotation to supply and fit Smoke and Carbon Monoxide Detectors in the Jubilee Reading Room

A quotation in the sum of £129.00 plus VAT had been received from Barnwell Electrical to supply and fit smoke and carbon monoxide detectors in the Jubilee Reading Room. Two further quotes had been received previously.

***Hazel Williams proposed, seconded by Liz swift that the quotation from Barnwell Electrical should be accepted.***

***Council resolved that the quotation from Barnwell Electrical should be accepted.***

#### 3. Consideration of quotations to supply and fit replacement heaters at Gardiner Memorial Hall

Four quotations had been received to replace the broken heaters at the Gardiner Memorial Hall. Council agreed that greater consideration of the quotations was required prior to a decision as to which one should be accepted. Robin Dyos and Jim Perry agreed to compare all quotations (Jim Perry technical advice only). Council agreed that the Clerk in conjunction with the Chairman to be given authority to accept the quotation as recommended by Robin Dyos and Jim Perry.

4.Fergusions – Notification of annual increase for Grass Cutting Contract

Notification had been received from Fergusions, the grass cutting contractor that it is his intention to increase his charges for grass cutting for 2017 by 3%. Council considered that as this is above the rate of inflation that the proposed increase was too high. Accumulated increases over the past years of the contract are well over the overall rate of inflation for the period. Council agreed therefore that the Clerk should reply to the contractor stating that we were not prepared to pay the increase and that we considered that no increase was deemed necessary at this stage.

7. Consideration of payment to the following:

Payments to the following as detailed on the attached payment list were considered. Michael Swift commented on the Eon electricity charges for the Gardiner Memorial Hall. It was confirmed that these are for monthly periods.

George Rowland  
Debbie Cawley  
Burwell Office Cleaning  
Ridgeons  
PRS For Music  
Clunch  
Burwell Window Cleaning  
Mr Groundsman  
Latta Hire Limited  
Andrew Firebrace  
Partnership  
Meads Construction  
Dent Security  
Harrisons of Burwell  
Newmarket Town Band  
Burwell Carnival  
Burwell Library Summer  
Scheme  
Burwell Museum  
Siemens  
Lloyds Bank  
BT  
Eon  
Salaries  
Return of Deposits

***Paul Webb proposed, seconded by Gordon Roach that the payments listed on the Payments List for March 2017 should be approved.***

***Council resolved that the payments listed on the Payments List for March 2017 should be approved.***

Joan Lonsdale informed Council that action had been taken to revert the bank mandate to original following the amendment in February to enable payments to be made.

**12.03.17**

The following items were considered:

1. Staff Appraisals

Joan Lonsdale informed Council that annual appraisals had been carried out for all staff.

2. Lone Working Policy

A draft Lone Working Policy had been compiled by the General Purposes Working Group and had been circulated to all Council members for consideration. The Lone Working Policy includes reduced office opening hours of between 10 am to 12 noon Monday to Friday.

**Robin Dyos proposed, seconded by Liz Swift that the draft Lone Working Policy should be adopted.**

**Following a unanimous vote Council resolved that the draft Lone Working Policy should be adopted.**

8. Review of Staff Job Descriptions

The job descriptions for the Clerk, Assistant Clerk, Handyman and Keyholder had been reviewed by the General Purposes Working Group. Amendments had been made as necessary and the documents circulated to all Council members for consideration.

**Don Harrison proposed, seconded by Gordon Roach that the job descriptions for all staff should be approved.**

**Following a unanimous vote Council resolved that the job descriptions for all staff should be approved.**

9. CAPALC Membership Agreement

Details of the proposed CAPALC Membership Agreement had been circulated to all Councillors. Hazel Williams explained that CAPALC had produced the agreement partially to set out what level of support can be provided to individual councils without additional charges being occurred. As individual responses were required, Councillors were asked to complete the survey on the Membership Agreement if they had not already done so.

10. Voluntary Network Ely Trip – Option of offering spare seats to people outside of Burwell

The Clerk informed Council that she had been contacted by The Voluntary Network. They sometimes have individuals from outside of Burwell asking if transport is available to Ely. They would like to know if the Council is willing to offer spare seats if available to these individuals on the monthly trips to Ely. This would reduce the cost for the Council if more seats are filled. Council agreed that spare seats could be offered to those outside the village. The Clerk was asked to find out if there would be any variances in pick up times if people from outside the village travelled on the bus. Don Harrison asked why children travelling on the bus were charged £4.00 per trip and should they not be charged the same as concessionaries. Hazel Williams explained that Voluntary Network receives other funding to support the reduced concessionary fares.

There being no other business the meeting was closed at 9.08 pm

Signed this the \_\_\_\_\_ day of March 2017 \_\_\_\_\_ Chairman