

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 14th August 2018

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

FC/140818/1 Apologies

Apologies for absence had been received from Robin Dyos, Gus Jones, Helen McMenamin-Smith and District Councillor Lavinia Edwards

FC/140818/2.1 Declarations of any interests known to Councillors

There were no declarations of interests.

FC/140818/2.2 That the press and public be excluded during the consideration of item FC/140818/7.1 in order to progress a confidential staffing matter.

Council resolved that the press and public be excluded during the consideration of item FC/140818/7.1 in order to progress a confidential staffing matter.

FC/140818/3 Approval of Minutes of the meeting of 31st July 2018

The Minutes of the meeting held on 31st July 2018 were approved as a true and correct record.

Proposed – Joan Lonsdale Seconded – Gordon Roach

FC/140818/4 Public Forum

No matters were raised during the Public Forum

FC/140818/5 County and District Reports

Council noted a report from District Councillor David Brown

FC/140818/6.1 Planning Applications

The following applications were considered;

18/00733/FUL Crabtrees 56 Low Road

The erection of three dwellings formation of new access and associated works
Amendment involving the removal of the bin store – no response required
Amendment noted

18/00963/FUL Land South of 76 Low Road

Erection of 5 detached houses with double garages
Objection – Outside the development line and over development

18/01018/FUL Land between 120 and 122 North Street

Construction of a single dwelling
No Objection

18/01037/FUL 22 Pound Close

Two storey extension to side of property to form entrance lobby at ground floor with additional bedroom above, and alteration of existing garage roof to form roof terrace
No Objection

18/00090/OUT Land to the Rear of 81 -91 The Causeway

New Dwellings

Objection – Inappropriate development, access road should be made up to the necessary standard for Cambridgeshire County Council Highways before any planning applications are fully considered. Drainage concerns. ECDC must ensure that a consultation response for this application is received from Highways.

18/01054/VAR 29 Isaacson Road

Variation of conditions 1 (Approved plans) and 5 (Visual Screen) of previously approved 16/01481/FUL for Single storey rear extension including demolition of conservatory and loft conversion **No Objection**

18/01048/FUL 56 The Causeway

Demolish garage, form new vehicle and pedestrian access and construct two storey and single storey extensions

No objection but please ensure that there is sufficient parking space for at least two vehicles

FC/140818/6.2 Planning Decisions from District Council

The following Planning Decisions were noted:

18/00913/CLP 22 Hatley Drive - Approval

Single Storey rear extension

18/00733/FUL Crabtrees 56 Low Road – Approval

The erection of three dwellings formation of new access and associated works

18/00572/FUL Hythe Farm House, Hythe Lane – Approval

Retention of a temporary building to provide a permanent dwelling for a rural worker

18/00872/FUL 38 Isaacson Road – Approval

Proposed garage conversion and extension to form attached Annex

FC/140818/6.3 Trees/Environment

The approved (ECDC) tree works at the following property was noted:-

17 Murton Close

T1 Ash- reduce spread of longest limbs on all sides by 4-5m, reduce height by 3-4m, shape and balance, remove deadwood throughout to comply with Condition 4 (tree pruning and felling) of decision Notice 87/00763/RMA

FC/140818/7 Finance

1. Confidential item on Staffing

The press and public were excluded during the consideration of item

FC/140818/7.1 in order to progress a confidential staffing matter (separate minutes)

2. Consideration of payment to the following:

The following were approved for payment.

Proposed – Gordon Roach, Seconded – Paul Webb

George Rowland	Mileage		£56.70
Debbie Cawley	Mileage		£21.60
Martyn Wright	Mileage		£45.00
Burwell Office Cleaning	Jul-18		£1,029.85
Ridgeons	Maintenance Materials	£119.84	£348.93
	Maintenance Materials	£15.24	
	Maintenance Materials	£9.32	
	Maintenance Materials	£42.12	
	Maintenance Equipment	£143.42	
	Maintenance Materials	£13.95	
	Maintenance Materials	£5.04	
Latta Hire Limited	Temporary Toilet	£151.80	£235.80
	Paulines Swamp Open Day	£84.00	
	Recreation Ground Grass		
Mr Groundsman	Cutting		£533.33
Truelink	Grass Cutting		£1,608.00

David Bracey Play Safety Inspect	Play Area Annual Inspections		£360.00
Ward Gethin and Archer	Recreation Ground Restriction		£726.00
Copier IT	Photocopier contract	£55.07	£124.17
	Photocopier contract	£69.10	
Cambridgeshire Cricket Limited	Maintenance Contract Recreation Ground		£2,550.00
Harrisons of Burwell	GMH Drains		£177.60
East Cambs Neighbourhood Watch Association	Street Signs	£30.00	£230.00
	Street Signs	£200.00	
Burwell Computers	Computer Maintenance		£180.00
Alan Lamb	Pavilion Refurbishment	£1,800.0	£3,000.00
	Skatepark	£1,200.0	
Arco Environmental	Pavilion Refurbishment		£1,500.00
Burwell & Exning Cricket Club	Grass Cutting Margaret Field		£1,000.00
The Voluntary Network	Ely Trip July		£35.00
Jaggard Projects Ltd	Pavilion refurbishment		£54,360.00
ESPO	Stationery/Cleaning	122.92	£241.72
	Fridge GMH	£118.80	
Lloyds Bank	Various July 2018		£201.64
East Cambs District Council	Mandeville Hall	1.8.18	£505.00
East Cambs District Council	Cemetery	1.8.18	£151.00
East Cambs District Council	JRR	1.8.18	£38.00
East Cambs District Council	GMH	1.8.18	£182.00
Eon	Gas Mandeville Hall	23.7.18	£73.59
British Gas	JRR Electricity	25.7.18	£94.38
	GMH Electricity	2.8.18	£1,531.56
	Salaries, NI, Tax and Superannuation including cover for handyman		£5,567.74
Salaries			
Return of Deposits			
Burwell Lace Makers	MH		£50.00
Rhiannon Dakin	MH		£50.00
Newmarket Citizens Advice	MH		£50.00
Lauren Anderson	MH		£50.00
BAGS Angela Ratcliffe	GMH		£50.00
Mrs Tazzyman	Allotment		£25.00
Mad Science	MH		£50.00
Total			<u>£77,033.61</u>

The Clerk explained that the payment to Ward, Gethin and Archer was in respect of the restriction required by the Football Foundation for the grant for the work to the pavilion. The grant figures allows for up to £2,000 legal costs.

Concern was raised about the level of energy consumption at the Gardiner Memorial Hall. The Clerk was asked to compare the figure with the same period last year and also ask British Gas to check out the meter.

Hazel Williams commented that Council had allocated £500.00 towards the cost of Neighbourhood Watch signs for the village and that further funds would be considered once the initial £500.00 had been spent. The Clerk reported that additional funding for Neighbourhood Watch is due to be considered at the next Finance and General Purposes meeting. The Council should publicise through Facebook and Clunch the donation made by the Parish Council. Jim Perry informed Council that Neighbourhood Watch had recently received a donation from the Co-op of £250.00 and would be holding a cake stall in the next few weeks to raise further funds.

FC/140818/8 Action Points Update

Liz Swift reported that County Councillor Joshua Schuman is hoping to attend the Safety Group meeting on 21st August to update the group on the Exning to Burwell Cycleway.

Michael Swift reported that there had been some vandalism at the Recreation Ground at the weekend. The Skate Park is set for completion the first or second week in September and the Pavilion looks to be completed 2nd/3rd week of October.

Michael Swift informed Council that Hopkins Homes have erected a fence around their commercial site on Reach Road, at a distance which does not allow for the full 6m buffer zone as stated in the original planning condition. The Enforcement Officer has met with Michael Swift and another Trustee, and she has confirmed that width for the buffer zone is currently less than the conditional 6m. The Enforcement Officer is looking into the matter. Council agreed that until this matter is resolved, no further correspondence should be entered into regarding the transfer of land or funding to the Parish Council.

The Clerk reported that Gawn Associates had written to the parties involved in the construction of the roof at Mandeville Hall. They are still waiting for a response from one party and the other has yet to make a commitment to attend a meeting.

A meeting had taken place with officers from Highways regarding the Zebra Crossing on Ness Road. Final costings including work required through the safety audit are expected from Highways in time for the Safety Group meeting on 21.8.18.

1. Offer from ECDC regarding redundant Public Toilet Building to the rear of Jubilee Reading Room

An offer has been received from ECDC for the Parish Council to purchase the freehold interest in the toilets to the rear of the Jubilee Reading Room for the sum of £5.00. The purchase will be subject to a restrictive covenant that the building must be used only as public toilet. If the Council ceased to operate the building as a toilet, the freehold would revert back to ECDC in consideration of £5.00

Concern was expressed over the cost to the Parish Council to provide this facility to the public.

Council agreed in principle they were in favour of taking over the toilets, but that costs, staffing, possible storage and business rates should all be looked into prior to making a final decision. The matter to be referred to the Assets and Environment Group for further discussion.

FC/140818/9 Group Reports

Consideration of notes and recommendations from the Safety Group meeting held on 19th June 2018 (omitted recommendation)

Recommendations

The Group recommends to Full Council that the Parish Council should purchase one grit/salt bin at a cost of £95.00 for Highways for the Casburn Lane/Newnham Lane area.

Proposed - Paul Webb

Seconded – Jim Perry

Full Council resolved that the Parish Council should purchase one grit/salt bin at a cost of £95.00 for Highways for the Casburn Lane/Newnham Lane area.

Consideration of notes and recommendations from the Community, Leisure and Sports meeting held on 17th July 2018:

Recommendations

The Group recommends to Full Council that the revised Statement of Intent as to Community Engagement is approved

Proposed – Paul Webb

Seconded – Jenny Moss

Full Council resolved that the revised Statement of Intent as to Community Engagement is approved

Consideration of notes and recommendations from the Finance and General Purposes meeting held on 31st July 2018

Recommendations

1. The Group recommends to Full Council that the Quarterly Report for the period 1st April 2018 to 30th June 2018 is approved

Proposed – Michael Swift

Seconded – Richard Adams

Full Council resolved that the Quarterly Report for the period 1st April 2018 to 30th June 2018 is approved

2.The Group recommends that the Council continues to support the transport to Ely, once per month for a further year. To be reviewed August 2019

Proposed – Paul Webb

Seconded - Jim Perry

Council resolved to continue to support the transport to Ely, once per month for a further year. To be reviewed August 2019

The Clerk reported that she had spoken to Voluntary Network who provides the minibus and driver. Currently a 16 seater minibus is allocated for the trip; however the minibus is never full. A 11 seater minibus could be allocated instead if we wished. The Clerk was asked to find out if there would be a cost reduction for the 11 seater bus and if so, ask that the 11 seater is allocated on a regular basis.

3.The Group recommends to Full Council that notice is given to return the Photocopier to the supplier at the end of the lease period.

Proposed – Richard Adams

Seconded – Jenny Moss.

Full Council resolved that notice is given to return the Photocopier to the supplier at the end of the lease period.

4.The Group recommends to Full Council that Moore Stephens is appointed as Internal Auditor for the year ending 31st March 2019 and that the scope of the Internal Audit remains the same as last year

Proposed – Joan Lonsdale

Seconded – Don Harrison

Full Council resolved that Moore Stephens is appointed as Internal Auditor for the year ending 31st March 2019 and that the scope of the Internal Audit remains the same as last year

Consideration of the minutes of the Strategy Group meeting held on 24th July 2018

Council noted the minutes. Proposed – Paul Webb Seconded – Jim Perry

Consideration of the notes from the Strategy Day held on 7th July 2018

The notes from the day were circulated to all Councillors. Any comments should be reported back to the Clerk.

FC/140818/10 Parish Reports:-

Property –

1.Weekly Play Area Inspection Reports

The Clerk reported that the annual inspection of the play equipment had taken place and that the reports had been circulated to the Safety Group for their consideration. The Handyman has been painting the play equipment at Margaret Field, staining benches around the village and is in the process of replacing the wooden plot number markers at the allotments.

FC/140818/11 Other County & District Matters:-

1.ECDC Battles Over Tribute

East Cambs District Council is proposing to commemorate the centenary of the end of World War 1 by joining in with country wide beacon lighting at 7 pm on 11th November 2018. It is hoped that as many beacons as possible will be lit around the district. Council agreed that this matter should be discussed in more detail by the Community, Leisure and Sport Group.

2.Notes from the meeting with ECDC Officers 23.7.18

Council noted the notes from the meeting.

3.Burwell Library Reading Challenge Award Ceremony

An invitation to attend this year's Reading Challenge Award Ceremony on Friday 21st September at 3.30 pm had been received. Robin Dyos to attend on behalf of the Council.

FC/140818/12 Other Reports (in circulating file):-

Council noted the following documents and was asked to email the CAPALC Training details out to all Councillors. Any Councillor interested in the training sessions should contact the Clerk.

1. CAPALC Training
2. Notes of the Sports and Recreation Working Group meetings on 3.5.18 and 7.6.18

FC/140818/13 Correspondence None

FC/140818/14 Consideration of the following:

1. Notes from the preliminary meeting with Youth Workers regarding Burwell Action for Youth
The notes from the meeting were noted. The Youth Workers are looking to start a youth group in Burwell, running two sessions per week. The Council will support the group, although it is not known what support is required. To obtain grant funding it is necessary to have a group of trustees and the Youth Workers have asked if any members of the Council would like to be trustees. It was suggested that Martin O'Leary should be asked if the previous youth charity in the village, which had a similar name had ever been wound down. The trustees will be responsible for the vetting of staff who will be working with the young people.

With no other business to discuss, the meeting was closed at 8.50 pm

Signed

Dated