

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Chairman: Mr D A Reader

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 24th February 2015.

Present:- Derek Reader (Chairman), Sylvia Greenaway, Jane Hall, Don Harrison, Gus Jones, Joan Lonsdale, Laura Murfin, James Perry, Mike Smith, Liz Swift, Graham Tobbit, Fay Whitehouse, Hazel Williams and Brenda Wilson.

District Councillor Lavinia Edwards

14.02.15 Apologies:- Apologies for absence had been received from Pat Kilbey and Mick Scarff.

15.02.15 Declarations of any interest known to Councillors:- The following declarations were made:
Mike Smith 17.02.15 Planning Application Decisions – 22 Reach Road
Derek Reader 24.02.15 Finance – Quote for hedge cutting – Green Lane
Jane Hall, Liz Swift 24.02.15 Finance – Funding for the Causeway verge improvements
Don Harrison, Hazel Williams, Gus Jones – 29.02.15 Burwell at Large

16.02.15 Approval of Minutes:- Following a request for an amendment to item 03.02.15 removing the word 'cynically', the minutes were approved and signed.
Proposed – Hazel Williams, Seconded – Brenda Wilson.

17.02.15 Public Forum:- No matters were raised during the Public Forum.

Presentation by Granville Hawkes – Voluntary Community Action East Cambs
Granville Hawkes did not attend the meeting.

18.02.15 Planning Applications: The following planning applications were considered:

15/00065/OUT Mrs A Muir – 36 Ness Road
Outline planning for single dwelling in garden, to include the demolition of existing garage
No objections

14/01422/FUL Mrs G Kerr – Russet Cottage, Mill Lane
Replacement windows and porch door
No objections

19.02.15 Planning decisions: The following planning decisions had been received from the District Council:
14/01404/FUL Mr. M Smith – 22 Reach Road
Construction of two one and a half storey extension to existing chalet bungalow
APPROVAL

14/01322/FUL Mr. P Sutcliffe – 59 Spring Close
Construction of detached house & parking
APPROVAL

14/001289/FUL Mr. T Smithson – Dairy Cottage, Ness Road
Conversion of an agricultural building to a residential dwelling with extension
APPROVAL

14/00291/NMA Mr. S Tyson – Millfield House, Mill Lane
Non material amendment to previously approved two storey side extension with demolition of existing side extension, independent car port and chimneys
APPROVAL

20.02.15 The Action Points Update was considered.

Action Ely and Soham Dial a Ride

Points Ely and Soham Dial a Ride is to be closed at the end of March 2015. The last Ely trip will be on 5th March 2015. The area covered by the service is to be shared between Fenland Dial a Ride and Newmarket Dial a Ride. The Clerk was asked to liaise with Newmarket Dial a Ride to see if they would be able to take on the monthly trip to Ely.

Update:-

Work to the Gardiner Memorial Hall has been completed. The Key Holder had asked if the upper windows should be secured at the top as well as the bottom. Derek Reader explained why this was not possible or required. The item to remain on the Action Point Update list until the expiry of the defects period.

The Clerk informed Council that Connecting Cambridgeshire had requested the address and land line telephone number of the resident who had questioned superfast broadband in Station Gate. The Clerk had passed these details on to Connecting Cambridgeshire. It was suggested that the Clerk should ask ECDC Planning if there is any requirement for a developer or service provider to provide the same level of services for affordable housing as private housing.

No response has been received yet from Street Lighting regarding the lights on Pound Hill and outside the Baptist Church.

21.02.15 The attached reports from Hazel Williams, David Brown and Lavinia Edwards were noted.

County & District Councilors Hazel Williams informed Council that she had spoken with the Newmarket Journal regarding the Traveller's Site. A contract has been issued to clear the County Council owned site, but not for the amount indicated by the journalist. She continued by outlining the Transformation Programme for the District Council, this will see improvements to services and the website. Finally she praised the work carried out by David White (ECDC) in carrying out the recent Recycling Assessment and suggested that anyone interested should take the opportunity to look at the report.

Reports:

22.02.15 ECDC CIL Regulation 123 Projects – Consideration of possible projects including 3G artificial football pitch and improvements to the pavilion at the Recreation Ground

County & District Matters: The Clerk informed Council that she had checked with ECDC and an Interest could be registered for a project to be considered for the Regulation 123 List – Major Projects Scheme with limited information. The project is unlikely to score highly, but would demonstrate the likelihood of the scheme being accepted in the future and establish what is needed to improve the score. The Cycle Path between Burwell and Exning, traffic management at the Reach Road/ Swaffham Road junction and the improvements to the Causeway verge are all possible projects. Gus Jones asked for permission to carry out a feasibility study for a 3G artificial grass pitch at the Recreation Ground. The cost of providing a pitch would be around £680,000. 75% of the funding could be raised through a grant application through Sport England. Some funding could be applied for through the CIL Major Project Scheme.

It was felt by Council that although the suggestion was a good idea, an artificial pitch would be better situated at the proposed sports hub at Newmarket Road. It was felt at this point that it was not the right time for a feasibility study to be carried out.

Council agreed that the following projects should be submitted to ECDC for inclusion in the Major Projects Scheme:

Traffic Management Reach Road, Swaffham Road junction

Cycle Path between Burwell and Exning

Newmarket Road Sports Hub including 3G artificial grass pitch

Improvements to the Causeway verge.

ECDC Parish Conference Thursday 2nd April at Mandeville Hall

The next Parish Conference for Clerks and Councillors will be held on 2nd April at Mandeville Hall. The conference is due to start at 1.30 pm and finish at 6.30 pm.

Booking forms will be available shortly.

ECDC Play Area Checks

Council noted that East Cambs District Council will now carry out regular checks and annual inspections of play areas.

Consideration of notes of meeting with Parish Council Members and ECDC Senior Officers

The attached notes of the meeting had been circulated to all members. Council agreed that it would be useful for the Housing Development and Enabling Officer for the area to come along to a meeting to discuss affordable housing within the parish.

Green Lane – Availability of planings from Cambridgeshire County Council

The County Council has offered to purchase planings to be used to improve the condition of the surface along Green Lane. The Parish Council will need to lay the planings. The Clerk had obtained a quotation for the planings to be laid, but the cost is likely to be in the region of £1000.00. It was suggested that the Allotment Association should be asked to assist with laying the planings. The planings would need to be delivered to an area in the allotments. Council agreed to accept the County Council's offer of up to 20 tonnes of planings.

**23.02.15
Other
Reports:**

The following report was circulated and noted:

Notes from the Children's Centre Advisory Board Meeting held on 27.1.15

**24.02.15
Finance**

Council considered the following:

Consideration of quotation for the cutting of hedge along Green Lane.

A quotation has been received from the Hedge Cutting Contractor to cut the hedge along Green Lane. The cost will be £90.00 plus and additional £35.00 to deal with some larger branches at the Newmarket Road end of the lane. Hazel Williams proposed, seconded by Gus Jones that the work should be carried out.

Council resolved that the quotation should be accepted and the work carried out.

Consideration of funding for Causeway verge improvements

Council noted that this had already been suggested as a project for the CIL Major Projects Scheme. It was suggested however, as Highways had indicated that the likely cost would be around £11,000 that the Council's reserves could be used to fund the project. The Clerk agreed to find out exactly what the figure given by Highways included, liaise with Highways to ascertain if grasscrete is the best option to resolve the parking issues and to obtain the County Council's permission to carry out the work. The Clerk will also obtain three further quotations.

Consideration of Recommendations from Grounds and Buildings Working Group

The attached report of the Grounds and Buildings Working Group recent meeting had been circulated to members. Mick Smith explained to the members in more detail the items that had been discussed and the group's recommendations. It was agreed that the Council should consider the replacement of the allotment shed roof, repairs to the side wall of the Gardiner Memorial Hall wall, the problem with the ceiling in hall one at Mandeville Hall and the rotting cloister timbers initially. The Clerk to obtain the necessary quotes, confirmation of the ownership of the wall at the Gardiner Memorial Hall and ask BBS Surveyors to look at the ceiling at Mandeville Hall. All items to be listed on the Action Update Sheet.

25.02.15 Correspondence

Letter of resignation – Mrs E Goodman

Council noted a letter of resignation from Liz Goodman. A letter of thanks to be sent by the Clerk.

26.02.15 Staff Appraisals

Appraisals have been carried out for all staff. The Clerk informed Council that as a result of the appraisals, a few items needed to be purchased to improve working and safety conditions for staff members. Council agreed for the Clerk to go ahead and purchase the items as costs are below the amount the Clerk is authorised to spend. Working at Heights training needs to be arranged for the handyman and CiLCA training for the Assistant Clerk. The Council needs to consider a Lone Workers Policy for the staff or the inclusion of this within the existing Health and Safety Policy.

27.02.15 Consideration of adoption of the following Council Policies:

Grievance Policy

Children, Young People and Vulnerable Adults Protection Policy

For consideration on 10.3.15 – Standing Orders and Risk Management Policy

Hazel Williams explained why the Children, Young People and Vulnerable Adults Protection Policy had been amended since the initial draft had been drawn up by the General Purposes Working Group. Council agreed that the Grievance Policy and the Children, Young People and Vulnerable Adults Protection Policy should be considered for adoption at the next meeting. This will allow all members time to read through the policies. The draft Standing Orders and Risk Management Policy were circulated for consideration at the next meeting.

28.02.15 Parish Council Elections

The Clerk reported that she and the Assistant Clerk had attended a training session held by ECDC on the Election Process. She passed on relevant details to Council.

29.02.15 Burwell at Large

A rota was circulated around Council for members to volunteer to set up and man the stand at Burwell at Large which is being held on the 7th and 8th March 2015. The display will include the proposed basketball area, outside fitness equipment and swing at the Recreation Ground, the replacement item of play equipment at Jubilee Green, improvements to the Causeway verge and proposed maintenance at the Cemetery. It was suggested that the Clerk should contact the County Council to see if there is any update on the proposed Newmarket Road development that could be included in the display.

There being no further business the meeting closed at 9.00 pm.

Signed this the _____ day of March 2015 _____
Chairman