

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 24th April 2018.

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

FC/240418/01 Approval of Apologies for Absence

Apologies for absence had been received from Jane Hall, Helen McMenamin-Smith and District Councillor Lavinia Edwards

FC/240418/02 Declarations of any interest known to Councillors:-

There were no declarations of interest.

FC/240418/03 Approval of Minutes:-

The minutes of the meeting held on 10th April 2018 were approved and signed as a true and correct record of the meeting with the exception of the minutes relating to Finance which the Council agreed to reword to make clearer. Proposed – Jenny Moss Seconded – Joan Lonsdale Hazel Williams arrived at 7.34pm.

FC/240418/04 Public Forum No matters were raised during the Public Forum.

Kevin Evans from East Cambridgeshire Neighbourhood Watch explained that Neighbourhood Watch is a national organisation split in to county organisations, which are in turn, often split in to districts. The district committees receive no funding from the national or county associations and have to rely on funding from local councils. East Cambridgeshire Neighbourhood Watch holds three meetings per year for coordinators. At the meetings they often have representatives from the Police, Fire Service and Social Services to give presentations and advice. Neighbourhood Watch started in 1982, with the main aims of helping Police reduce crime and to help reduce the fear of crime. These aims have continued and in addition the coordinators are now encouraged to promote care in the community along with building the community around them. Coordinators pass on information and advice to local members of the scheme.

Burwell is the second largest village in the scheme and currently has 17 coordinators, the majority of whom have taken on the role in the last two years. Ideally Burwell should have nearer to 65 coordinators. Neighbourhood Watch had a stand at last year's Carnival and hope to do so again this year.

Each coordinator looks after a patch of between 25 and 50 properties. It is up to the coordinator to decide how many properties they are able to deal with. The coordinator makes contact, preferably face to face, with the residents in the patch and obtains contact information so that messages, advice etc. can be circulated.

Neighbourhood Watch signs on lamp posts show which areas are covered by the scheme. The signs cost £15.00 each and each scheme will need at least two signs. Some Parish Councils fund the signs. Window stickers are currently free.

In the district there have been 40 new coordinators appointed this year, however 14 have left the scheme. Most who have left have reach the age where they feel they can no longer carry out the role.

Parish Councils have no mandatory role in the organisation of Neighbourhood Watch Schemes, but the schemes tend to work better with support from local councils.

Kevin Evans was thanked for attending the meeting.

FC/240418/05 Planning

The following planning applications were considered:

18/00352/OUT 25 Carter Road

Proposed private detached bungalow with existing access retained **Amendment involving a widened access – Objection Council does not consider that the amendment resolves the issues previously raised.**

18/00445/FUL 102 North Street

Demolition of existing 3-bed detached bungalow and erection of replacement 4 bed detached dwelling
No Objection

18/00449/FUL 3 Mill Close

Single storey side extension **No Objection**

FC/240418/06 Planning Decisions

The following planning decision had been received from ECDC:

17/02205/FUL Land North West of Electricity Sub Station Weirs Drove

Development of a 49.9MW battery storage facility, bridge and associated infrastructure **Approved**

18/00217/VAR 105 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 **Approved**
Council agreed that ECDC should be made aware that the property number is 105a The Causeway as stated in the original planning application

18/00067/PDR 12 High Street

Replace roof and windows. Reposition front door and regularise size of dormer windows **Approved**

18/00155/OUM Site to North Meadow View Industrial Estate Reach Road

Proposed employment development consisting of B1 uses, and associated access and landscaping
Approved

17/01094/OUM Land West of Reach Road

Proposed employment development consisting of B1 uses, and associated access and landscaping
Approved

FC/240418/07 Action Point Updates

The following updates were noted:

Gardiner Memorial Hall

Council noted that the loop system has now been tested and is working. The microphone needs a new plug which is in the process of being sorted

Recreation Ground Refurbishment

Michael Swift informed Council that the result of the FA grant application is expected in the next day or two. Tenders for the proposed work on the pavilion and car park have come in at around £90,000 below budget. However the tenders for the Skate Park have come in at around £25,000 over budget. Thanks was given to all those involved in the grant applications etc. for the work they have carried out.

Pauline's Swamp

The Open Day is being organised for 2nd September. It is hoped to organise some walks and other activities during the summer.

Mandeville Hall Ceiling

The Clerk reported that she had heard nothing from the two structural engineers she had contacted and asked if Robin Dyos could contact them by phone and discuss the Council's needs with them.

Robin Dyos agreed to do this.

LHII Ness Road

The Clerk agreed to chase Jacob Hobbs regarding attending the Annual Parish Meeting and for an update on the crossing.

FC/240418/08 Group Reports and Recommendations

1. Strategy Group Meeting held on 22nd March 2018

Council noted the minutes of the Strategy Group Meeting held on 22nd March 2018. Liz Swift explained that the group had discussed the new meeting structure, which will be reviewed at the Strategy Day. The Working Groups are working well, within their terms of reference.

2. Community, Leisure and Sport Meeting held on 17th April 2018

Council noted the minutes of the Community, Leisure and Sport Meeting held on 17th April 2018. Michael Swift reported that a meeting has been arranged to look at Priory Meadow with the new University of East Anglia officer involved in the proposed community orchard. He expressed at this point no commitment on behalf of the Council is being made. He also updated the Council on the proposal of a community garden in the village. Two recommendations had been made by the group for consideration by full council.

a) That a complete village survey is carried out by the Parish Council with the involvement of the Sports Centre to establish future sporting and fitness requirements of residents. (Cost approx. £300.00). Proposed - Paul Webb, Seconded – Robin Dyos

Michael Swift explained that so far the Sports Provision Group has worked on mending what has broken with leisure and sporting facilities within the village. The group now considers that focus should be put on what the village wants and needs for the future and that the sports centre as a major provider of many sports and leisure activities should be included in any discussions about future provision. A unanimous vote was taken for the proposal to be approved by Council.

Council resolved that a complete village survey is carried out by the Parish Council with the involvement of the Sports Centre to establish future sporting and fitness requirements of residents. (Cost approx. £300.00).

b) That a leaflet is sent to residents in the Causeway reminding them not to park on the grass. Proposed - Paul Webb, Seconded – Jenny Moss

Michael Swift reported that a number of people are parking on the inside verge of the Causeway again and it had been suggested that a letter should be sent to residents asking them to stop doing so. The letter needs to be very clear about where residents should not be parking. A vote was taken which was unanimously in favour of a letter being sent.

Council resolved that a leaflet is sent to residents in the Causeway reminding them not to park on the grass on the Causeway.

FC/240418/09 Finance

1. Consideration of donation request from Burwell Visiting

Hazel Williams declared an interest in this item.

A donation request for a contribution towards insurance costs had been received from Burwell Visiting. A question was raised as to if the scheme should be incorporated with the Day Centre. Hazel Williams explained that this is not possible as both are independent charities.

Gordon Roach proposed, seconded by Robin Dyos that a donation of £200.00 towards the Burwell Visiting insurance costs should be made.

Following a unanimous vote Council resolved that a donation of £200.00 towards the Burwell Visiting insurance costs should be made.

2. Amendment to the April Payments List

The Clerk reported that there was an error on the Payment List for April agreed at the last meeting. The payment for mileage for George Rowland should have read £59.40 and the mileage for Debbie Cawley should be £24.75.

3. CIL Income April 2018

The Council noted that CIL income of £33,982.20 was due to be received from East Cambs District Council. The Clerk reminded Council that the first CIL funding had been received 3 years ago and that there is a need to use the funding within 5 years.

4. Internal Audit

The Clerk informed Council that the Internal Auditor is due to visit on 26th April 2018.

FC/240418/10 County & District Councillors Reports

Written reports from District Councillors David Brown and Lavinia Edwards were read out by the Clerk and were noted by Council. David Brown suggested that the letter regarding parking on the Causeway should also be sent to Royal Mail, as there is often one of their vehicles parked on the Causeway road verge where there is no grasscrete. Following a question raised about the East Cambs Trading Company, David Brown explained that there will be no requirement for approval of Full Council for the additional £40 million loan from the Combined Authority for the strategic CLT programme.

David Brown left the meeting at 8.22 pm

FC/240418/11 County and District Matters

1. Notes of the meeting with ECDC Officers

Council noted the notes from the meeting with ECDC Officers on the 9th April 2018.

FC/240418/12 Reports and General Information

Council noted the Publicity Photograph for Skate Park

FC/240418/13 Correspondence

1. Receipt of letter of complaint from resident

A letter of complaint has been received, the subject of which has been discussed with CAPALC and following their advice, a letter in response has been sent stating that the Council will not entertain a complaint on this matter. A response had also been sent to questions raised regarding Margaret Field. Concern was shown that over the years, similar questions had been raised by the same resident on several occasions and that the time spent in answering the questions has been considerable. In 2006, through the Council's solicitor, the Council had agreed that no further correspondence would be entered into in the future. The Council may have to consider similar action if needed in the future.

FC/240418/14 Other matters for consideration

1. Annual Parish Meeting 1st May 2018 7 pm at Mandeville Hall

The format of the meeting was discussed. Residents will have the opportunity to look at various boards displaying the activities of the Parish Council and meet with local Councillors. This will be followed by the formal meeting starting at 7.30pm, when there will be reports from the Chairman of the Council and the Chairmen of the Working Groups. There will also be an opportunity for residents to ask questions. Hazel Williams gave her apologies for the meeting as she is unable to attend.

2. Representatives of outside bodies

Council discussed the proposed representatives for outside bodies and organisation. It was felt that although some of the organisations have asked for a representative, others have not and may not welcome having a representative from the Parish Council. There needs to be an agreed remit for the role. The Clerk will contact the organisations.

3. General Data Protection Regulation

The Clerk gave a report on the General Data Protection Regulation (GDPR) which comes into force on 25th May 2018. The regulation gives much greater emphasis on transparency, openness and accountability. All Parish Councils will need to appoint a Data Protection Officer and councils in Cambridgeshire will have the opportunity to appoint a countywide Data Protection Officer through CAPALC at a cost of £75.00 per year. Councils are also advised to ensure that they have appropriate insurance cover in case of any breaches. It is not necessary to have everything in place by the 25th May, but councils should have a plan in place to cover the necessary requirements. The plan should be checked by the Internal Auditor to ensure that it is adequate. Initially a Data Audit should be carried out to establish the data held and if there is a legal reason for holding the data. The Clerk reported that she had started to carry out the Data Audit. The Clerk added that she intends to work with the Finance and General Purposes Working Group throughout the process. Council agreed that the GDPR should be added to the Action Sheet.

Hazel Williams informed Council that through NALC, the Independent Commissioners Office had issued a statement of reassurance that GDPR is a journey rather than a destination to be reached. It was confirmed that as the publication of personal information about Councillors is a legal requirement, no changes will be made as a result of GDPR. However in future the need for dedicated email addresses for Councillors may need to be considered.

4. Carols around the Tree 2018

The Clerk informed Council that the Newmarket Town Band has provisionally been booked for Friday 21st December at 6.30 pm for the Carols around the Tree. Council agreed to the date.

The Clerk explained to Council that the handyman is currently unwell and some cover for carrying out his duties may need to be arranged. Various options were noted. The handyman was also due to attend a training seminar on trees this week and if any one wished, could take his place.

Gus Jones offered to empty and put out the bins at the cemetery this week.

There being no other business the meeting was closed at 9.02 pm.

Signed this the _____ day of May 2018 _____ Chairman