

BURWELL PARISH COUNCIL
The Jubilee Reading Room
99, The Causeway, Burwell Cambridge. CB25 0DU
Telephone/Fax 01638 743142
E Mail burwellpc@btconnect.com

Chairman: Mrs E Swift

Clerk: Mrs Y Rix

Minutes of the Annual Meeting of Burwell Parish Council held in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU at 7.30p.m. on Tuesday 8th May 2018.

Present:- Liz Swift (Chair), Richard Adams, Robin Dyos, Jane Hall, Joan Lonsdale, Helen McMenamin-Smith, Jenny Moss, Jim Perry, Derek Reader, Gordon Roach, Michael Smith, Michael Swift, Paul Webb, Hazel Williams and Brenda Wilson
District Councillor Lavinia Edwards and County Councillor Josh Schuman

FC/080518/1 Election of Chair and Chair's declaration of acceptance of office

Paul Webb nominated Liz Swift to be Chairman of the Parish Council. This was seconded by Jenny Moss. There were no further nominations. Following a unanimous vote, Liz Swift was duly elected as Chairman and signed the declaration of acceptance of office accordingly.

FC/080518/2 Election of Vice Chair

Michael Swift nominated Robin Dyos to be Vice Chairman of the Parish Council. This was seconded by Paul Webb. There were no further nominations. Following a unanimous vote, Robin Dyos was duly elected as Vice Chairman.

FC/080518/3 Apologies

Apologies for absence had been received from Gus Jones and District Councillor David Brown

FC/080518/4 Declarations of any interests known to Councillors

The following declarations were received:

Liz Swift – Planning 27 The Causeway and letter from Burwell Carnival
Michael Swift – Planning 27 The Causeway and letter from Burwell Carnival
Jane Hall – Planning 27 The Causeway
Mick Smith – Planning 12 Buntings Path
Richard Adams – Finance Friends of Burwell Village College Primary School
Paul Webb – Letter from Burwell Carnival
Robin Dyos – Letter from Burwell Carnival

FC/080518/5 Approval of Minutes of the meeting of 24th April 2018

The minutes of the meeting held on 24th April 2018 were approved and signed as a true and correct record.

Proposed – Jenny Moss, Seconded – Richard Adams

FC/080518/6 Public Forum

No matters were raised during the Public Forum

FC/080518/7 County and District Reports

Lavinia Edwards reported that both the recent District Council Community Services and Planning meetings had been cancelled as there had been no matters for consideration. A report from County Councillor Schuman was noted.

FC/080518/8.1 Planning Applications to be considered

Council considered the following applications

18/00534/FUL 21 Swaffham Road Proposed single storey extension No objection

18/00435/FUL 106 Silver Street Proposed first floor extension over existing garage **No objection**

18/00488/FUL 5 Meadowlands Single storey side extension **No objection**

18/00499/FUL 24 Orchard Way Single storey rear extension **No objection as long as the extension remains single storey**

18/00452/FUL 12 Buntings Path Removal of 1.2 metre fence and replace with 6ft fence Plus amendment involving an annotation to show fence extent **Objection as will not be appropriate with the existing street scene**

18/00474/FUL Site Rear of 19 Saxon Drive Proposed dwelling. Plus amendment involving a revised garage roof. **Council would like to know the changes to the garage roof, otherwise no objection**

18/00098/FUL 27 The Causeway Proposed demolition of existing garages and outbuildings and replacing with a detached 2/3 bed cottage and associated works. Additional information received includes submission of a heritage statement. **Additional information noted.**

Application for full planning permission for the construction and development of a Waste Recovery Facility at Levitt's Field, Waterbeach Waste Management Park, Ely Road, Cambridge.

Information received regarding this application had been circulated to Council. It is noted that Burwell could be affected by pollutants depending on wind direction, which could be a concern for the parish wildlife sites at Spring Close and Pauline's Swamp. The chimneys may be visible from a distance.

FC/080518/8.2 Planning Decisions from District Council

Council noted the following decisions:

17/02128/FUL Welney Lodge 7 Hythe Close - Refusal

Proposed two bed dwelling and removal of existing garage at No 7 (resubmission of 17/01506/FUL).

17/01922/VAR 7 Anchor Lane – Approval

Variation of condition 1 (approved plans) of previously approved 16/00763/FUL for proposed four bedroom house and garage (plot 2)

FC/080518/8.3 Trees/Environment

Council noted notifications of approved (ECDC) tree works at the following properties:-

23 Hatley Drive

T1 Maple, T2 & T3 Conifer Trees – Overall reduction by up to 30%

7 Hythe Lane T1 Norway Spruce – crown lift and reduce branches over garage due to shading by 1.5-2m

T2 Acer – Reduction 1-1.5 m due to proximity to existing gateway

T3 Cherry Plum – Prune and thin

T4 Robina Pseudo acacia – Reduce/prune to create better shape for tree

T5 Plum – Reduce 2-3m and thin due to branches resting on neighbour's house and shading in rear garden

FC/080518/9 Finance

1. Consideration of the following:

A) End of Year Accounts

Council considered and noted the following:

- Quarterly Report for Quarter Ended 31.3.18
- End of Year Income and Expenditure Balance sheet for the year ended 31.3.18

Following a question regarding public rights of way, the Clerk explained that the handyman carries out some maintenance work on the paths, but problem areas are also highlighted to Highways through their Fault Reporting Website for them to carry out.

- Consideration (for approval) of the Annual Governance and Accountability Return 2017/2018 Annual Governance 2017/2018

Council completed and approved the Annual Governance and Accountability Return for the year 2017/2018, Section Annual Governance.

Proposed - Hazel Williams, seconded – Jenny Moss

- Consideration (for approval) of the Annual Governance and Accountability Return 2017/2018 Accounting Statements 2017/2018

Council considered, noted and approved the Accounting Statements for 2017/2018.

Proposed - Richard Adams, seconded – Jim Perry

a) Donation request Friends of Burwell Village College

An email had been received from the Friends of Burwell Village College Primary School asking for information on CIL and Section 106 funding towards the provision of further play equipment at the school for use during and outside school hours. Council agreed that the Clerk should write back with the information required and explain that for the Council to support any funding request a lot more information is required. Hazel Williams also suggested that WREN could also be approached for funding.

Hazel Williams also commented that the Council needs to look at replenishing some of its own play areas which have become dated.

b) Hall Hirer – Return of Deposit

An email has been received from a hall hirer whose deposit had been retained due to the hall being left in an unsatisfactory condition following a booking. The hirer was unhappy that 50% of the deposit had been withheld and gave reasons as to why she felt that only 25% should have been withheld.

Council agreed that no further refund should be made and that the hirer should be sent a copy of their hiring agreement with the conditions not met highlighted.

c) CAPALC Membership 2018-2019

The annual membership for CAPALC is due for a renewal at a cost of £739.58. Council agreed that this should be renewed.

Proposed – Derek Reader, seconded – Paul Webb

D) Local Council Review Subscription

The subscription for the Local Council Review is due for renewal at an annual cost of £13.50 per copy. 17 copies are normally ordered totaling £229.50. Council agreed that this should be renewed.

Proposed – Joan Lonsdale, seconded – Mick Smith

E) Annual Report – Printing and Distribution

Council considered the Annual Report that is due to be circulated to residents via the Clunch Magazine. The cost for printing in black and white is £299.50 or in colour £499.50. Some discussion took place over the size of the text and the photos included in the report. As the report needs to be with Clunch on Wednesday, Council agreed following a proposal from Robin Dyos, seconded by Jim Perry that the report should be sent to Clunch with an amendment to the front photograph and a paragraph added informing people that copies with larger print will be available from the Jubilee Reading Room. The Annual Report will also be on the Council's website and advertised on Facebook.

2. Consideration of payment to the following:

The following payments were considered and approved.

Proposed – Paul Webb, seconded – Gordon Roach

George Rowland	Mileage		£23.40
Debbie Cawley	Mileage		£24.30
Martyn Wright	Mileage		£72.92
Voluntary Network	Apr-18		£25.00
Burwell Office Cleaning	Apr-18		£1,115.84
Ridgeons	Maintenance Materials		£72.48
Latta Hire Limited	Temporary Toilet		£144.90
Mr Groundsman	Recreation Ground Grass		
	Cutting		£1,363.33
ESPO	Protective Clothing -		
	Handyman	£28.80	£218.83
	Cleaning/Stationery etc.	£130.03	
	Safe	£60.00	
Truelink	Grass Cutting		£804.00
Copier IT Solutions	Photocopier Contract		£60.96
Simpsons	Grass Seed - Cemetery		£90.00
Burwell Visiting	Donation Agreed 24.4.18		£200.00
Burwell Carnival	Advert/Sponsorship		£125.00

CCVS	Membership	£60.00
Zurich	Insurance Renewal	£3,665.40
Wicksteed	Playground Spares	£32.69
Lloyds Bank	Various April 2018	£40.16
East Cambs District Council	Mandeville Hall	£505.00
East Cambs District Council	Cemetery	£151.00
East Cambs District Council	JRR	£38.00
East Cambs District Council	GMH	£182.00
Eon	MH Gas	£242.50
	Salaries, NI, Tax and Superannuation including Clerk shortfall of superannuation figure for April 2018 £32.32	£5,301.89
Salaries		
Return of Deposits		
Inheritance Legal Services Ltd	GMH	£50.00
Joanna Hill	MH	£50.00
ECDC	MH	£50.00
Ivett and Reed	MH	£50.00
Happy Tots	MH	£50.00
James Douglas	MH	£50.00
CPFT	MH	£50.00
Total		<u>£14,909.60</u>

County Councillor Josh Schuman who had not been present earlier at the meeting gave his report. He explained that the Ely Southern Bypass would now be completed in October later than first intended. There had been a significant increase in cost rising to £50 million from £36 million. This is because of ground conditions, the full extent of which had not been reported on prior to work starting. Had the full extent of the conditions been investigated initially there would have been a further two year delay for the project. Funding for the project has come from a number of sources, substantially lessening the burden on the Cambridgeshire tax payer.

Councillor Schuman continued his report by explaining that the weather this winter had been unpleasantly bad for roads with many pot holes forming. Cambridgeshire County Council has struggled to repair the holes, however statistically has managed better than neighbouring counties. The Council currently has one Dragon Patcher to assist with the work and another two on order. These machines carry out a more superior repair. Councillor Schuman asked that any issues should be reported through the County Council Highways Fault Website and referred to him if they are not satisfactorily resolved.

He has arranged a meeting with Rachel Hood, Suffolk County Council to discuss the Burwell to Exning cycle way. He is disappointed by the way that Cambridgeshire Highways have dealt with the cycle way, as they have not moved the project forward due to Suffolk Council apparently not having funding for the project. No account has been taken of the Section 106 funding for the project from the new housing development in Exning. Councillor Schuman explained that he had also discussed funding with Emma Grima at East Cambs District Council who would be willing to consider forward funding the project if the cycle way forms part of the Newmarket Road Development Section 106 Agreement.

Councillors Joshua Schuman and Lavinia Edwards left the meeting at 8.40 pm.

FC/080518/10 Action Points Update
Recreation Ground

Paul Webb informed Council that the FA had awarded a grant of up to 70.83% (maximum of £163,895) including an element of funding for VAT incurred on the project cost over £200K. Alan Lamb, Project Manager has looked through the FA grant terms and conditions and has found nothing unusual for a grant of this nature. Jaggard Brothers has been offered the contract. Payments to the contractor will need to be made by the Council within 30 days of the invoice being received by the Project Manager. The Project Manager will issue an interim certificate to the Council confirming the amount payable which will include a retention figure of 5%. A suggestion was made that the Chairman and Clerk should be given the power to approve the payment to meet the 30 day time scale. However the Clerk informed Council that all payments needed to be on the agenda and approved by Council. She did not see any reason why following the usual practice, payment within the 30 days would be an issue. Once the invoice has been received by the Council, an interim request for a grant payment can be made to the FA. This will help alleviate any cash flow issues for the Council. The Council's Solicitors will need to be advised of the 10 or 21 year Retention of Title clause required by the FA. The grant acceptance letter needs to be returned by 24th June 2018. The start date for the work to the Pavilion is 18th June 2018.

Grant applications have also been submitted to Amey (£40K) and Mick George (£35K). Paul Webb continued to explain that the tender for the Skate Park from the preferred contractor Opus is over budget and negotiations were ongoing for a price without seats and lighting. Opus will also be asked if they would be prepared to enter in to a contract for the skate park including lights at the budgeted cost of £114K.

The Sports Provision Group will start to look at the sporting and leisure needs for other areas at the Recreation Ground using the proposed village wide Sports and Leisure Survey as a basis. Thanks was given by the Council to all those involved with the improvements at the Recreation Ground.

Mandeville Hall - Ceiling

Robin Dyos reported that he'd had an initial discussion with the structural engineer and was waiting for a response back from him.

Village Sign

Council noted that work was being carried out on the sign post this evening in readiness for the sign to be installed at the weekend.

Hythe Farm House

Council noted that that the appeal had been determined in favour of the owner of the property with temporary planning consent for 12 months being allowed.

FC/080518/11 Group Reports - None

FC/080518/12 Parish property Reports:-

Weekly Play Area Inspection Reports

Weekly play area inspections had been carried out by the handyman with no issues needing to be addressed.

FC/080518/13 Other County & District Matters:-

ECDC Health and Well Being Consultation

ECDC Review of Gambling Act 2005 – Statement of Principles

ECDC Provision of Bring Bank sites in East Cambridgeshire

The above documents were noted by Council. Councillors were asked to comment as individuals on the Health and Well Being Consultation. It was agreed that the provision of Bring Bank Sites in East Cambridgeshire should be referred to the Finance and General Purposes Working Group.

FC/080518/14 Other Reports (in circulating file):-

Council noted the Wicken Fen Meeting Notes and Vision.

FC/080518/15 Correspondence

1. Burwell Carnival – Carnival details 16.6.18

A letter had been received from the Burwell Carnival Committee giving details of the annual Carnival being held on 16th June 2018.

2. Email from resident regarding small areas of grass maintained by the Parish Council

An email had been received from a resident asking if some of the smaller areas of grass owned by the Parish could be cut only at the edges, allowing the remaining area for wild flowers to grow. This matter had been previously raised by the resident and at the time

Council had agreed that this was not an option. The Clerk was asked to respond to the resident explaining why this is still the case.

3. CAPALC Councillor Training

Information had been received from CAPALC regarding Councillor and Chairman Training Sessions over the summer. The Clerk was asked to forward the information onto interested Councillors.

4. Letter of thanks – Burwell Community Sports Centre Ltd

Council noted a letter of thanks from Burwell Community Sports Centre Ltd for the donation towards the work to the roof.

FC/080518/16 Consideration of the following:

The following items were not considered as had previously been discussed at the meeting held on 10th April 2018.

1. Meeting dates for 2018/2019
2. General Data Protection Regulation
3. Freedom of Information Request

There being no further business the meeting closed at 9.10 pm

Signed

Dated: