

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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Minutes of the Meeting of Burwell Parish Council held in the Jubilee Reading Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU at 7.30p.m. on Tuesday 11<sup>th</sup> June 2019.

**Present:** Liz Swift (Chair), Robin Dyos, Don Harrison, Gus Jones, Joan Lonsdale, Gill Miller, Jenny Moss, Jim Perry, Derek Reader, Michael Smith, Michael Swift, Paul Webb, Hazel Williams and Brenda Wilson,  
Also present – District Councillor David Brown, District Councillor Lavinia Edwards and County Councillor Joshua Schuman

**FC/110619/1 Apologies**

Apologies for absence had been received from Michael Geary, Max Jamieson and Helen McMenamain-Smith

**FC/110619/2 Declarations of any interests known to Councillors**

There were no declarations of interests made at this point in the meeting.

**FC/110619/3 Approval of Minutes of the meeting of 28<sup>th</sup> May 2019**

The minutes of the meeting held on 28<sup>th</sup> May 2019 were approved and signed as a true and correct record.

Proposed – Joan Lonsdale, seconded – Jenny Moss

**FC/110619/4 Public Forum**

No matters were raised during the Public Forum.

**FC/110619/5 County and District Reports**

Written reports received from both District Councillors and the County Councillor were noted. Joshua Schumann added that he had asked Highways when road markings in the village were scheduled to be repainted. He had also spoken to the Enforcement Officer about Pauline's Swamp.

Hazel Williams asked Councillor Schumann how soon after reporting, would an issue with a footpath or rights of way be resolved. Councillor Schumann believed that there was not a long delay,

District Councillor David Brown made Council aware that both he and Lavinia Edwards were on the Planning Committee with their first meeting tomorrow.

**FC/110619/6.1 Planning Applications to be considered**

The following planning applications were considered:

**19/00407/FUL Welney Lodge 7 Hythe Close**

Proposed conversion of existing double garage with first floor extension plus associated works forming a detached private dwelling.

Council **OBJECTS** to this application on the following grounds –

The drawings and statements are inaccurate, and the application should be invalidated.

Burwell Parish Council supports neighbour's concerns

All objections as previously stated -

- Poor access
- Insufficient parking for two properties
- Support of neighbour's concerns
- Inappropriate building in the conservation area
- Does not fit with street scene
- Poor application both misleading and incorrect

The following amendment to planning application no.19/00185/OUT 133 North Street, 3 Bed Dwelling to replace existing garage and cart shed – Amendment involving reduction to one dwelling was discussed as a response was required before the next Parish Council meeting.

Council **OBJECTS** to the amendment and application as the proposal is still outside of the development envelope.

Jenny Moss declared an interest in this item.

District Councillor David Brown left at 7.43 pm

## **FC/110619/6.2 Planning Decisions from District Council - None**

### **FC/110619/6.3 Trees/Environment**

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

#### **105 Silver Street**

T1 Beech – 30% overall crown reduction

### **FC/110619/7 Finance**

#### **1.Consideration of donation requests from Burwell Action for Youth Group and Burwell Day Centre**

Liz Swift and Paul Webb declared an interest in this item.

Requests for donations had been received from the Burwell Action for Youth Group for a new table tennis table and from Burwell Day Centre for a new pump for their industrial dish washer.

***The following donations were proposed and approved by Council:***

***Burwell Action for Youth £250.00 Proposed Robin Dyos, seconded Brenda Wilson***

***Burwell Day Centre £290.00 Proposed Gus Jones, seconded Brenda Wilson.***

#### **2.Release of payment to Clarke and Kent re Skate Park**

Council agreed that the Clarke and Kent retention payment for the skate park for £3420.00 could now be released.

Proposed Jenny Moss, seconded Don Harrison

#### **3.Consideration of payments to the following:**

Council approved payment of the following amounts apart from the payment to Creative Pay which should be withheld until such time as CIL Regulation 123 funding has been received from ECDC.

Proposed Brenda Wilson, seconded Hazel Williams

George Rowland	Mileage		£50.85
Yvonne Rix	Mileage		£10.80
Debbie Cawley	Mileage		£22.05
Martyn Wright	Mileage		£31.05
Burwell Office Cleaning	May		£1,201.45
Latta Hire Limited	Temporary Toilet		£158.70
	Stationery/Fridge		
ESPO	Thermometer		£45.28
Mr Groundsman	Rec Grass Cut April	£533.33	£1,066.66
	Rec Grass Cut May	£533.33	
Ridgeons	Maintenance Materials		£70.69
Sharp Business Systems	Photocopier Contract	£35.09	£99.13
	Photocopier Contract	£64.04	
	Tennis Courts etc Month 8 of		
Alan Lamb	8		£1,200.00
Jaggard Projects Limited	Pavilion Hand Dryers	£2,640	£5,011.20
	Path near Tennis Courts	£2,371	
Voluntary Network	Ely Trip May		£35.00
	Local Council Review		
LCR	Magazine		£229.50
PPL/PPS	Licence/Tariff GMH		£788.10
Three Counties Fire Protection	Cemetery/Allotments/GMH/GMH		£66.00
Newmarket Town Band	Donation Carols around the		
2018/2019	Tree		£100.00
Creative Play	50% Deposit Rec Play Area		£44,517.00
Wicksteed	Playground Spares		£91.55
Lloyds Bank	Various Items		£154.11
ECDC	Rates Cemetery	1.6.19	£151.00
ECDC	Rates Mandeville Hall	1.6.19	£568.00
ECDC	Rates GMH	1.6.19	£187.00
ECDC	Rates JRR	1.6.19	£39.00

<b>Salaries</b>	Salaries, NI, Tax and Superannuation.	<b>£5,945.99</b>
<b>Return of Deposits</b>		
Joanna Allwood	MH	£50.00
Mr Paxton	MH	£50.00
Burwell Community Choir	MH	£50.00
Mr Richards	MH	£50.00
Hastoe Housing	MH	£50.00
<b>Total</b>		<b><u>£62,090.11</u></b>

Liz Swift thanked Derek Reader for providing the hanging baskets for the Jubilee Reading Room, Gardiner Memorial Hall and Mandeville Hall.

#### **FC/110619/8 Action Points Update**

An order has been placed with Creative Play for the play and gym equipment. Installation of the gym equipment is due to start on the 1<sup>st</sup> July 2019 and will hopefully be completed by the Opening Day. Installation of the play equipment will be after the Open Day.

Lavinia Edwards agreed to speak to ECDC Solicitor regarding the transfer of the freehold for the toilets.

The Ness Road crossing will be removed from the list.

The Clerk will contact the architect for the Gardiner Memorial Hall for an update and will also contact Highways again about the approval of the locations for the MVAS by Balfour Beatty.

#### Notes from the meetings between This Land and ECDC re Newmarket Road Development.

The Clerk gave the following report of the meeting she had attended between ECDC Officers and This Land:

This Land is concerned that with the Sports Hub being next to the main gateway to the development, if neither the Parish Council or a local sports organisation did not provide the facility, the land could become unkept and an eyesore to the development.

This Land estimate that the cost to create the Sports Hub to Sport England standards will be in the region of 4 million pounds.

This Land would look to have evidence that either the Parish Council or the local sports organisation is able to deliver the sports hub

The expectation has previously been for the land to be transferred to the Parish Council.

This Land would be prepared to provide the Sports Hub, however in order to do so, there would need to be a reduction in the percentage of affordable homes or more properties for purchase included in the development.

ECDC will not accept a decrease in the percentage of affordable homes. For phase 1 this is 25% which is already 5% lower than the policy level of 30%.

A further viability report is due to be carried out for phase 2 of the development. If This Land provides the Sports Hub, the cost of this will form part of the viability report.

It was agreed that the Sports Hub should be moved into Phase 2 or the occupation/provision of the 100<sup>th</sup> dwelling with all other wording in the agreement being left the same. A further planning application will be submitted for phase 2. This will give the Parish Council time to investigate the feasibility of delivering the sports hub and have further discussions with This Land on management etc. if they were to deliver the sports hub. Emma Grima offered support from Victor Le Grant (ECDC) to assist the Parish Council in looking for funding opportunities With regards to the Cycleway, This Land's preference is to provide funding for the Suffolk County Council scheme. Rebecca Saunt to speak to Suffolk County Council Highways for costings, as a sum of money is required to be included in the Section 106 Agreement.

Hazel Williams declared, with the support from other Councillors, that the Council would not like to see a reduction in the percentage of affordable homes.

Joshua Schumann expressed that This Land is looking at the Newmarket Road development and the Soham South Gate development as flagships for the Company. David Gelling is keen to liaise with the Parish Council and that there is a need to see the detailed plans for the development when they are issued for consultation.

Hazel Williams proposed that the Parish Council should not support any reduction in the percentage of affordable dwellings included in the development. The motion was seconded by Brenda Wilson and approved by the Council.

Michael Swift explained that he felt that This Land had an obligation to provide the Sports Hub.

Derek Reader questioned if we would have to pay for all the Sports Hub. The Council would have to fund or obtain grant funding for the construction of the Sports Hub if they agreed to take on the project.

Joshua Schumann left the meeting at 8.24 pm.

#### **FC/110619/9 Group Reports**

##### **Consideration of notes and recommendations from the Finance and General Purposes Group Meeting held on 4<sup>th</sup> June 2019**

Council considered the recommendations made by the Finance and General Purposes Group.

***Michael Swift proposed, seconded by Paul Webb that all items listed below should be approved.***

***Council resolved that all items listed below should be approved.***

##### Recommendations

1. The Group recommends to Full Council the one-off payment of £20.00 to add PayPal facility, for the booking of the tennis courts, to the Hallmaster/website system.
2. The Group recommends to Full Council that the handyman is paid overtime for extra hours worked needed to cover additional work at Pauline's Swamp and the Recreation Ground. This is to be reviewed prior to setting the precept in November, with a view to increase contracted working hours if required from April 2020.
3. The Group recommends to Council that the handyman is paid a monthly contribution of £10.00 for the use of his personal mobile phone for work purposes.
4. The Group recommends that a step ladder is purchased for Mandeville Hall at a cost of approx. £70.00
5. The Group recommends to Full Council that Joan Lonsdale should replace Richard Adams as signatory for the CCLA Account.
6. The Group recommends that Full Council purchases Rialtas Software Finance Package as long as the Clerk is satisfied that it meets the needs of the Council.

Following further investigations and discussions with other Clerks it was agreed that Scribe at a cost of £584.80 inc. VAT per year would be a more suitable package. The purchase of which was agreed with the items above by Council.

##### **Consideration of the notes and recommendations from the Community, Leisure and Sports Meeting held on 28<sup>th</sup> May 2019**

Council considered the recommendations made by the Community, Leisure and Sports Group and approved all listed below:

1. The Group recommends to Full Council that there is a budget of up to £500.00 for refreshments at the Recreation Ground Open Day on 13<sup>th</sup> July 2019  
Proposed Hazel Williams, seconded Gus Jones
2. That Group recommends that the quotation from David Bracey for £300.00 plus VAT to carry out the annual playground inspection is accepted.  
Proposed Don Harrison, seconded Gill Miller
3. That Burwell Parish Council should undertake the maintenance of the defibrillator if installed in the redundant red telephone box near the Baptist Chapel.  
Proposed Hazel Williams, seconded Jim Perry

#### **FC/110619/10 Parish Reports: - Property –**

##### 1. Weekly Play Area Inspection Reports and Property Reports

The handyman has continued to carry out weekly checks and there are no items to report to Full Council.

## 2.Report from the meeting with Jenny Moss and Burwell Allotment and Garden Society

Jenny Moss reported that she had met with the Secretary of BAGS who raised several matters. These have been discussed with Liz Swift and the Clerk and will be discussed further with the Community, Leisure and Sports Group. The Liaison is working well.

## 3.Level of rubbish at the Recreation Ground and the need to purchase additional rubbish bins

Hazel Williams reported that following on from the staff appraisals, there is concern about the amount of time that the Handyman is spending clearing rubbish from the Recreation Ground. Council agreed that there is a need to purchase more bins, some should be novelty bins to help encourage younger people to throw away their rubbish properly. The Community, Leisure and Sports Group to discuss further. Gill Miller suggested having recycling bins. However, emptying and policing the bins would be the responsibility of the Parish Council. Hazel Williams reminded all that the contents of black bags is sorted for recyclable materials prior to going into landfill.

The Community Litter Group could possibly assist with the clearing up of litter.

### **FC/110619/11 Other County & District Matters: -**

Council noted the following road closure:

1.CCC Temporary Road Closure at Anchor Lane and North Street

Lavinia Edwards left the meeting at 8.33 pm

### **FC/110619/12 Other Reports): -**

Council noted the following reports circulated in the circulating file. Brenda Wilson asked if items in the circulation folder could be emailed to Councillors prior to the meeting. The Clerk informed Council that with the new computer system set up she was intending to make files available to Councillors which would contain all meeting information.

1. Recreation & Sports Working Group Meetings 11.4.19
2. Pauline's Swamp Meeting Notes 28.2.19 and 9.5.19
3. Burwell Allotment and Garden Society Meeting Notes 25.2.19
4. Notes from the Annual Parish Meeting held on 7.5.19

### **FC/110619/13 Correspondence –**

#### 1.Letter of thanks Citizens Advice Rural Cambs

A letter of thanks had been received from Citizens Advice Rural for the recent donation made by the Parish Council.

#### 2.Burwell Carnival Committee – Parade 15.6.19

A letter had been received from the Burwell Carnival Committee detailing the route which the Carnival Parade will take this year.

### **FC/110619/14 Consideration of the following items -**

#### 1.Councillor information on the Burwell Parish Council website

Council agreed that all Councillors should put together a short report about themselves to go on the website. Jenny Moss will assist if necessary. Reports should be forwarded to the Clerk.

#### 2.Councillor and Staff photos

It was agreed that all Councillors and staff should have new photos taken for the website and for the Parish Council board. Burwell Print Centre will take the photos.

#### 3.Burwell Carnival 15.6.19

Liz Swift reminded those present that the Council is having a stand at the Carnival. A rota was circulated for manning the stand during the afternoon.

As there was no further business, the meeting closed at 8.45 pm.

Signed

Dated