Burwell Parish Council

Asset and Environment Group

Minutes of the Meeting of 25.10.22 7.30 pm (following PC Meeting) at Gardiner Memorial Hall

Present: Joan Lonsdale (Chair), Derek Reader, Paul Webb, Lea Dodds, Ian Woodroofe, Gus Jones, Hazel Williams, Jim Perry, Geraldine Tate, and Liz Swift

A&E/251022/01 Apologies for absences and Declarations of Interests

An apology for absence had been received from Michael Swift. There were no declarations of interests.

A&E/251022/02 Approval of the minutes of the meeting held on 30th August 2022.

The minutes of the meeting held on 30th August 2022 were approved. Proposed by Liz Swift and seconded by Lea Dodds.

A&E/251022/03 Consideration of Action Sheet items and updates from minutes

The following update was noted:

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| Project |  |
| GMH refurbishment | The Clerk reported that the heating is now working, although work still needs to be carried out to allow the programme timer to work. It would be useful to have instructions for hirers to be able to adjust the setting should the hall become too hot/cold.The general lighting still needs changes made to the control unit to allow for lower settings. General snagging is being carried out, but plaster cracks will not be repaired until towards the end of the 12 months defects liability period. Cadman’s will look at the water leak from the top window. There may be a charge for this as it is not the result of refurbishment work and any work carried out will not be guaranteed. The final account is due to be ready in a couple of weeks. Possible meeting with design team to be held, if need be, once the final account has been received. 5% retention to be held for 12 months following completion. Martin Lindus still to respond regarding the disabled access. Clerk to chase. The hearing loop works for the whole hall. |

A&E/251022/04 Cemetery

1. Consideration of the replacement of 12 dead hedging plants along the front of the cemetery at £8.50 per £2ft plant (Yew)

**Following a proposal from Paul Webb, seconded by Liz Swift it was agreed that a recommendation is made to Full Council to purchase 12 yew bushes at a cost of £8.50 each to replace the dead hedging plants along the front of the Cemetery.**

1. Collapsed Hedging along the rear side of the Cemetery (Baker Drive)

Due to neighbouring properties to the far end of the Baker Drive side of the cemetery replacing their fencing, which ivy supporting the cemetery hedge had attached to, the cemetery hedge is now collapsing. The hedge consists of more ivy than hedging and could be replaced with a cheaper plant such as Blackthorn. The Clerk to obtain some quotes for the removal of existing hedge and replanting of a new hedge at the cemetery.

In the meantime, some of the stakes no longer required at Pauline’s Swamp could be used to support the hedge.

A&E/251022/05 GMH – External Lighting

The Clerk explained that a member of the public had tripped over the grass at the rear of the Gardiner Memorial Hall when leaving the building. This was due to a dark area created by the lack of external lighting. Two temporary rechargeable lights have been purchased in the short term, but a more permanent solution needs to be found. The Clerk was asked to obtain some quotations to get an additional light fitted. It was also suggested that lights at the main car park entrance and exit could be beneficial as it is difficult to see the entrance when travelling by car in the dark.

A&E/251022/06 Digital Asset Management (CCTV)

The Clerk explained that the Police are looking at a way of making information collected using CCTV by local councils more accessible for their use. A group has been set up consisting of Police representatives and Parish Council Clerks of parishes which have CCTV to compile a service level agreement to allow sharing of CCTV images via a cloud-based system. It is hoped to get this up and running by June 2023. Four or so forums will be held between the Clerks and Police to put together the agreement. The agreement will be based on a Police template already in place. The agreement will be a 2-way sharing document with the Parish Councils sharing information with the Police and the Police feeding back information, news, and results to the parish. Named contacts will also be in place for both Councils and the Police. The next meeting is on the 8th November at 2pm. The Clerk to keep the Council updated on this matter.

A&E/251022/07 PAT Testing Various Buildings

The annual PAT testing is due to be carried out. MS Electrical will carry out the testing at the Jubilee Reading Room, Cemetery Chapel, Recreation Ground Pavilion, Mandeville Hall, and the Gardiner Memorial Hall at a cost of £200.00. It was agreed that the Clerk would ask him to go ahead with the work.

A&E/251022/08 Wild Burwell – Grass Cutting Proposal

 It was agreed to move this item towards the end of the meeting.

A&E/251022/09 Trees – Kingfisher Drive

Kevin Drane Tree Officer at ECDC has looked at the trees at Kingfisher Drive which

residents had raised concerns about. He had listed work that he felt should be carried

out, but did not recommend any felling. One of the residents had raised concerns about

one of the trees leaning towards his property and the Clerk was asked to raise this with

the Tree Officer. The Clerk to apply for the suggested tree work to be

carried out.

A&E/251022/10 Allotments

1.Beekeeping at the allotments

An enquiry has been received from the Burwell Allotment and Gardening Group regarding the option to keep bees at the Allotments. Lea Dodds reported that he had looked online to find out about bees being kept on allotment land. He had found out that whilst some allotments do allow the keeping of bees, there were conditions that needed to be adhered to. These included the bee keeper having at least 2 years’ experience or be supervised by an experienced beekeeper, the contact details of the beekeeper being on display at the site, having public liability insurance through the British Beekeepers Association, hives located away from the main area of the site and other plot holders, hives being placed so that the flight line taken by the bees will not cross pathways or pass close to people working on their plots, work on hives being carried out when the bees are active. The beekeeper must be accompanied by someone to call for help in an emergency, bees should be encouraged to fly high by placing hedges, fences or 2m screens around the hives. The Assets and Environment Group agreed that they would require further information, such has who would be responsible for the bees and how the other allotment holders felt about having bees at the allotment. The Clerk to respond to the enquiry.

2.CCTV/Signs/Allotment Security

Concern has been raised about security at the allotment and a request has been made to have some dummy CCTV cameras at the site and the padlock code changed two or three times per year. It was also suggested that a notice could be put at the entrances stating that the allotments are under camera surveillance. The Group agreed that anyone trying to thieve from the allotments is likely to know that the cameras are not real. It was agreed that a reminder should be sent to keyholders reminding them to secure the padlocks when they leave.

1. Junior Section of the Society (Allotment Plot required)

BAGS would like to set up a junior section with the aid of Joshua Saward using one of the allotment plots. DBS Checks need to be sorted out for Joshua Saward. Parents will need to accompany children who are between the ages of 7 and 11, and those aged 12+ will need to be accompanied by one of the junior section leaders. BAGS will pay for the plot and ensure that it is keep tidy. The Group has no objections to the proposal if all DBS checks are carried out.

1. Water Storage Tanks

BAGS would like to install covered water vessels instead of the existing water filling baths. They are happy to pay for the installation costs involved. They believe that these would help to reduce water wastage. There were no objections to this proposal as long as BAGS covers all costs and carry out the work involved.

1. General Skip for allotment holders

BAGS also raised concern about the amount of rubbish on the allotments and asked if it would be possible for a skip to be provided for the allotment holders once a year. The Group agreed that this should happen in future.

A&E/251022/11 Any Other Business

Boundary Fence Hatley Drive Update

There is no further update on the Enforcement Notice and until this has been sorted little can be done. The Clerk suggested that once sorted the boundary to the Hatley Drive amenity area is re-established and re marked.

Margaret Field – Winter Cuts Football

Now that football is being played on Margaret Field, the grass may need some additional cuts over the winter. It was agreed that the grass could be cut over the winter if needed up to 5 or 6 times. Derek Reader asked for the grass cutter to cut along the boundary. Footballers to be asked to chain their goal posts together so that all grass can be easily cut.

The Clerk reported that a slat has broken on the climbing frame at the Recreation Ground. The Maintenance Officer to replace.

The public toilet drainage work has been carried out at the rear of the Jubilee Reading Room. The contractor suggested that it may be worth having the pipes leading away from the drain cleaned. The Clerk to obtain a quotation to find out how much this will cost.

A&E/251022/08 Wild Burwell – Grass Cutting Proposal

The grass cutting proposal from Wild Burwell had been circulated. It is likely that the

Proposal will require further consideration at another meeting. The Council needs to take in to account that there is still a year left with the current grass cutting contract.

The proposal has many positive points which could easily be implemented but other areas need more thought. Concern was raised about leaving arisings to rot under hedgerow as this will kill the hedgerow. The Clerk was asked to discuss the proposal with the Truelink and ask that they provide quotations for work that would be in addition to the original contract. It was agreed that it is important that anything that we do is cost effective, has clarity, convenient and achieves environmental goals

A&E/251022/12 -Date of the next meeting

The next meeting will be held on 20th December 2022.

Signed Dated