

Burwell Parish Council  
Asset and Environment Group  
Notes of the Meeting of 25<sup>th</sup> February 2020

**Present** Joan Lonsdale (Chair), Robin Dyos, Gus Jones, Jim Perry, Derek Reader, Liz Swift, Michael Swift and Hazel Williams

**A&E/250220/01 Apologies for absences and Declarations of Interests**

There were no apologies for absence.

**A&E/250220/02 Approval of the minutes of the meeting held on 17<sup>th</sup> December 2019**

The minutes of the meeting held on 17<sup>th</sup> December 2019 were approved and signed as a true and correct record.

**A&E/250220/03 Consideration of Action Sheet and updates from minutes**

Please see appendix 1 Action Plan Update Sheet

**A&E/250220/04 Gardiner Memorial Hall**

1. Refurbishment and fund raising

The Clerk informed the group that the Architect and Quantity Surveyor are due to meet on 26<sup>th</sup> February. Once an initial costing has been received a meeting will be convened to start looking at Fund raising. Paul Webb, Liz Swift, Michael Swift, Robin Dyos, Hazel Williams, Joan Lonsdale and Gus Jones have agreed to be part of the fundraising group. Gill Miller has agreed to be involved once the Carnival is over. Hazel Williams suggested discussing fundraising with ACRE. The Council could apply for the project to be listed on the ECDC CIL 123 Regulation List.

2. Overhead Clean

The Gardiner Memorial Hall ceiling needs an overhead clean. The Clerk agreed to find out a price from Burwell Office Cleaning and take to Full Council for approval

**A&E/250220/05 Cemetery**

1. Hedge Replacement consideration of quotes

As Derek Reader has an interest in this item, it was agreed that it should be discussed at the end of the meeting.

2. Email from Mr Bruyneel

An email had been received from Mr Bruyneel suggesting that the replacement hedge in the cemetery should be set back to make room for a layby for vehicles to park on when visiting the cemetery. It was agreed that this should be discussed with Highways via the Safety Group.

3. Sinking Headstones

The Clerk reported that a resident had complained about the sinking of the headstone on his wife's grave. The handyman had investigated, and he believed it is due to the headstone being laid over the actual coffin and as the coffin drops, so does the headstone. It was agreed that this should be brought to the attention of the undertakers and stone masons as this is happening with several graves.

**A&E/250220/06 Public Toilets Update**

The transfer of the freehold is near to completion. The group agreed that photos both inside and out of the building needs to be taken prior to commencing any work. A letter to be sent to the builders who have previously quoted for the work to see if they are still interested in being considered.

**A&E/250220/07 Tree Work**

1. Update Jubilee Green

The Clerk explained that once ground conditions were suitable for a skip to be delivered onto Jubilee Green, then the Handyman would clear the remaining debris from around the trees so that the contractor could come back and cut the stumps to ground level. Once the work has been carried out the Insurance Company will be informed.

## **A&E/250220/08 Allotments**

### 1.Request from Burwell Environment Group

A request has been received from the Burwell Environment Group (Part of Burwell Clean Up Campaign) for the use of one or two allotment plots, free of charge, to create a nursery for hedging plants which could be planted around the village once established. There are currently only three allotments available. It was felt that creating a nursery for hedging would be contrary to the use of the allotment land as determined by the letting regulations. It was therefore agreed that the request could not be agreed.

## **A&E/250220/09 Mandeville Hall**

### 1.Ceiling Update

Smithers Purslow is currently looking at a possible third option to address the issue with the ceiling. However, this will reduce the area available in the loft space. It was agreed to recommend to Full Council that Gawn Associates should be appointed at a cost of £500.00 to verify the proposal once it has been considered suitable by Smithers Purslow and to attend meetings with Smithers Purslow and the Council to move things forward. It may be necessary to go through the Small Claims Court if Smithers Purslow do not accept liability and carry out the repair work at their expense.

***The Group recommends to Full Council that Gawn Associates are appointed at a cost of £500.00 plus VAT to verify the third proposal once received from Smithers Purslow and attend meetings to move forward the remedial work to the ceiling and trusses.***

## **A&E/250220/10 Jubilee Reading Room**

### 1.Consideration of quotations for replacement external lights

Two quotations have been received to replace the external lights over the building name on the front of the Jubilee Reading Room. It was agreed that the cheapest quotation from Cartwrights Electrical in the sum of £330.00 plus vat should be recommended to Full Council for acceptance. The contractor should also be asked how much in addition it will cost to change the electrics so that the new lights and other external lights can be turned on and off independently from the PIR light situated on the side of the building.

***The Group recommends to Full Council that the quotation from Cartwright Electrical in the sum of £330.00 plus VAT to replace the outside lights at the Jubilee Reading Room is accepted and that the contractor should change the electrics to allow for all external lights to be used independently of the PIR Light.***

## **A&E/250220/11 Margaret Field**

### 1.Grass Cutting Consideration of quotes and usage by the Cricket Club

Three quotations have been received for cutting the grass 6 times during the 2020 grass cutting season at Margaret Field. It was agreed that Full Council should be recommended to accept the cheapest quotation from Truelink in the sum of £420.00 plus VAT.

The Cricket Club will not be using the field this year but believe that they may have a use for it for the 2021 season. They asked that if that if they were to use it for the 2021 season, the previous arrangement of a payment of £1000 to the Cricket Club for the upkeep of the field would continue. It was agreed that the Clerk should write to the Cricket Club and tell them that they must contact the Council by January 2021 if they wished to use the field and that there would be no guarantee the payment of £1000 would continue.

***The Group recommends to Full Council that the quotation from Truelink in the sum of £420.00 plus VAT to provide 6 grass cuts to Margaret Field should be accepted.***

## 2.Bark for the Play Area (May time)

The Clerk reported that the bark needs to be topped up in the play area at Margaret Field. The Clerk was asked to find out if any was required for Westhorpe and obtain some quotations.

### **A&E/250220/10 Any other matters**

#### 1.ECDC Bin request North Street outside Tina's

A request has been made for a bin outside Tina's shop as the one outside the Co-op is constantly full. The request to be passed on to ECDC.

#### 2.Metal detecting on Parish Council land

A request had been received from a resident looking to carry out metal detecting in the area. The group agreed that metal detecting should not be allowed on Parish Council owned land.

#### 3.Wildflower verges

Copies of emails and attachments had been forwarded to the group regarding a request to Promote wildflower verges and spaces in the village. The group agreed that this would not be suitable for the village. There is a consensus that verges should be cut and maintained and many now have bulbs planted to enhance.

Derek Reader left the meeting.

#### Cemetery Hedge

The Clerk reported that she had contacted four contractors to provide quotations for the replacement hedge at the Cemetery. Only one quotation had been received. One contractor had declined the opportunity to provide a quote. One had explained that the initial outlay for the hedge plants and equipment hire would cause cash flow issues. The Group agreed that this contractor should be asked to still put in a quotation for the work if interested and if the quotation was the cheapest, then the Council would consider stage payments for the work carried out.

### **A&E/250220/13 Date of the next meeting**

The next meeting will be held on 28<sup>th</sup> April 2020.

The meeting closed at 9.16 pm

Signed

Dated