

Burwell Parish Council  
Community, Leisure and Sport  
Meeting of 16.6.20 at 7.30 pm using Zoom

Present: Michael Swift (Chair), Michael Geary, Helen McMenemy-Smith, Jenny Moss, Jim Perry, Liz Swift, Geraldine Tate and Paul Webb

CL&S/160620/01 Apologies for absences and declarations of interests

An apology for absence had been received from Max Jamieson. Paul Webb, Helen McMenemy-Smith and Jenny Moss declared an interest in the item regarding the Burwell Environmental Group.

CL&S/160620/02 Approval of the minutes of the 21.01.20

The minutes of the meeting held on 21<sup>st</sup> January 2020 were approved.

Proposed by Jenny Moss and seconded by Liz Swift.

CL&S/160620/03 Action Sheet Updates

Please see the Action Sheet (Appendix 1) for updates.

CL&S/160620/04 Consideration of Burwell Environment Group Document and future use of a Parish Council Room

A document had been received from the Burwell Environment Group and had been circulated to the CL&S Group members. The document does not include how the Burwell Environment Group envisage working with the Parish Council. Paul Webb and Jenny Moss having previously started the Council's draft Climate Change Policy, need to work on the document further, liaising with the County and District Councils, possibly with a meeting. Liz Swift raised concern that it would be inappropriate if two groups were to work independently towards such a common objective. Helen McMenemy-Smith asked if it would be possible to set up a subgroup and to invite Linda and Simon Hart to be involved. Yvonne Rix (Clerk) confirmed that this is an option if the group is a working group and not a committee.

It was agreed that Paul Webb and Jenny Moss would continue to work on the Council's Climate Change Policy prior to sharing the document with the Burwell Environment Group.

***The Group recommends to Full Council that the Burwell Environment Group should be allowed to use the Jubilee Reading Room for meetings free of charge if the room is available and space allows, once Covid-19 restrictions are removed.***

CL&S/160620/05 Request for a bench/seat along the Causeway (resident to pay)

An email has been received from a couple of residents who would like to have a commemorative bench in the village. They have suggested a couple of locations on the Causeway. There is concern that the suggested sites are too near to the existing benches. Geraldine Tate suggested that it would be nice to have a bench in Priory Meadow. The Clerk to contact the resident to see if this is would be acceptable.

CL&S/160620/06 Moving of seat from Spring Close to Apple Tree Grove

It has been suggested that one of the seats in Spring Close, which is out of general view, and is mainly used by those wishing to carry out activities out of sight from members of the public, should be moved to the open space at Appletree Grove. The Clerk to approach the County Council who are believed to own the land for permission.

CL&S/160620/07 CCTV Recreation Ground – Additional Camera

The Group considered the option to install a further CCTV camera to allow greater coverage to the Zip Wire at the Recreation Ground. Most of the group felt that there is no need for this, and the majority voted against the proposal. It was therefore agreed not to install any further cameras.

The balance of funding remaining for the Recreation Ground is around £5000. It was agreed that the following recommendation should be made to council.

***The Group recommends to Full Council that the purchase and installation of an outdoor table tennis equipment to maximise use the remaining CIL 123 funds.***

Now the CCTV can be viewed at the Reading Room, any vandalism should be reported to the Police.

#### CL&S/160620/08 CCTV Policy

Michael Swift informed the Group that he felt that the CCTV policy is fit for purpose. Coverage of areas of some of the cameras at the Recreation Ground could be shared on Facebook. Yvonne Rix (Clerk) raised concern about 'at the time' CCTV footage being on at the Reading Room during the day and if this would be covered by the CCTV Policy. Paul Webb believes that it would be covered as a point of safety for users, staff and property.

#### CL&S/210220/09 Social Media Policy and Website

Paul Webb reported that he has done some work on revising the Policy for the Council, but more work is required. Once ready, the document should be shared with the rest of Council. The Clerk reported that she is currently looking at the website and drawing up a working report for Council to consider. The Website needs to be accessible for all by 23<sup>rd</sup> September 2020. Jenny Moss suggested that the Council should look at Weebly Website Design, which is a cost-effective way of setting up your own website, although someone could be employed to carry out the work using Weebly on Council's behalf. It was generally felt that it is important to get professional advice and for a web designer with local Council requirements to be used. Paul Webb suggested that the Council realistically should be looking to around £3000 for a website to be constructed.

***The Group recommends to Full Council that professional advice is sought for the construction of a new Parish Council Website to meet accessibility and transparency requirements.***

#### CL&S/160620/10 Any other business

##### 1. Letter regarding grass cutting

A further email has been received from the resident asking for verges to be left uncut to allow wildflowers to establish. The Group agreed that because of restrictions within the Standing Orders not to consider items with no new information more than once in six months, no further discussion should commence.

The resident also asked about the possibility of leasing the area of land at the top of Bolton Close, so that they could allow wildflowers to establish. This area of land, however, is not owned by the Parish Council.

##### 2. Opening of Parish Council facilities following Covid-19

The Clerk reported that risk assessments and methods of opening the halls once the current Covid-19 restrictions are no longer in place are being drawn up. With 2m social distancing, the following maximum numbers can be accommodated at the halls:

Gardiner Memorial Hall – 20

Mandeville Hall Room 1 – 20

Mandeville Hall Room 2 – 15

Mandeville Hall Room 3 - 15

##### 3. Carols around the Tree 2020

The Group agreed that the Newmarket Town Band should be approached for a provisional booking for Friday 18<sup>th</sup> December 2020.

#### 4. Remembrance Day 2020 (Road Closure Application and PA System)

Yvonne Rix (Clerk) informed the group that the Road Closure application needs to be submitted. She will arrange for this to be done. She pointed out that to fully close the road at the Memorial, it would be necessary to include a significant road diversion. Complaints were received last year regarding the PA sound level. Effort should be made to find a better one if possible. Pat Kilbey to be approached or Gill Miller may be able to obtain one.

Helen McMenamain-Smith informed the group that the Print Centre is opening a shop in the Causeway, hopefully in about a month's time. The shop will be selling a range of unpacked produce.

CL&S/160620/11          Date of the next meeting – 18.8.20

The meeting closed at 9 pm.

Signed

Dated