

**Burwell Parish Council**  
**Community, Leisure and Sport**  
**Meeting of 20.10.20 at 7.30 pm using Zoom**

Present: Michael swift (Chair), Helen McMenamin-Smith, Gill Miller, Jenny Moss, Jim Perry, Liz Swift, and Paul Webb.

**CL&S/201020/01 Apologies for absences and declarations of interests**

Apologies for absence had been received from Max Jamieson and Geraldine Tate. There were no declarations of interests.

**CL&S/201020/02 Approval of the minutes of the 18.08.20**

The minutes of the meeting held on 18<sup>th</sup> August 2020 were approved. Proposed by Liz Swift and seconded by Paul Webb.

**CL&S/201020/03 Action Sheet Updates**

Recreation Ground

Tennis Courts Membership Scheme – Sarah Ashby, Assistant to the Parish Clerk explained to the group that some tennis court users felt that it would be beneficial to be able to book a court more spontaneously. She has come up with two possible prepaid options which would help to resolve this. The first is a £50.00 3 month membership scheme, the other is for an individual to prepay for six hours in advance. Bookings will still need to be made through the booking system, but members or those who have prepaid will be sent the code on a weekly basis and will not have to wait for a response from the office once payment has been made. With the membership scheme, players will be able to use the court as many times as they like. An additional charge for lights may also be needed to cover costs during the winter months.

Liz Swift proposed, seconded by Paul Webb that the schemes should be trialled and reviewed after three months.

Covid-19 Hiring Charges for Pavilion and Pitches –

Sarah Ashby asked the group to confirm the position with charging the football teams for the use of the pitches, pavilion, and lighting at the Recreation Ground. It was agreed that as all the groups were using some or all of the facilities, from the 1<sup>st</sup> October 2020 junior teams will be charged 50% of the previously agreed charges and the adult teams 100% of the previously agreed charges. This was proposed by Paul Webb, seconded by Liz Swift and agreed by the group. The Swifts are currently the only team using the pavilion. The group needs to be mindful of the running costs of the lights when considering fees for Recreation Ground facilities.

Sarah Ashby was thanked for joining the meeting.

Tennis Courts Barrier to prevent stones/mud from car park travelling onto the courts

The Clerk reported that a large number of stones are landing on the tennis courts from use of the carpark and asked if a barrier could be installed on the tennis court fence nearest to the car park to help protect the courts. The group discussed possible options including taking the opportunity to sell advertising space on the barrier if it were made of a more substantial material. Gill Miller proposed in the short term barrier netting should be used and that the Council should take the opportunity of investigating advertising options at a later date. This proposal was seconded by Paul Webb and it was agreed that this should be done. Another option that could be considered for the future would be using boards and asking BAFY to decorate the boards with painted flowers.

Car Park

Michael Swift reported that a detailed quotation had been received from Meads to carry out major work to both car parking areas at the Recreation Ground. The quotation split in to two parts totals over £50,000. Further discussion with Meads needs to take place to discuss one of two elements of the suggested work, which offers a long term solution to current issues with the car park. Work does need to be carried out, but earmarked funding at this present time is not available for the work to be carried out in full. Paul Webb agreed that he would approach Mick George for grant funding, however the previous application had been unsuccessful. The group agreed to wait before making a decision until after the current financial situation is known and discussions have taken place about next year's precept. It may be necessary to carry out some general maintenance to the car park in the short term.

#### Wildflowers around the perimeter

Helen McMEnamin-Smith asked if the group would be prepared to allow her to lead the project to plant wildflowers around the perimeter of the Recreation Ground. It is likely that the ground will need to be rotavated and she thinks she will be able to get someone to do this free of charge. Although the cost of seeds is unknown, it is thought that it is likely that they could be in the region of £300.00. Helen McMEnamin-Smith is hopeful that the Litter Picking Group will help with the planting. Care must be taken when rotavating and digging near to the gym equipment due to the rubber matting.

***It was agreed that a recommendation should be made to Full Council that Helen McMEnamin-Smith should lead the project to create a wildflower area around the perimeter of the Recreation Ground and that she is allowed a budget of up to £300.00 for the project.*** (Proposed - Gill Miller. Seconded Jenny Moss)

#### Spring Close

A letter has been received from a neighbouring resident of Spring Close regarding barbed wire which she considers the Council is responsible for. No previous complaint about the barbed wire has been received from this neighbour. The barbed wire is believed to have been erected by the previous owner of Spring Close prior to 1993 and is situated on land not owned by the Council shown on a Land Registry Map. The Clerk was asked to respond to the resident explaining that this is not on Council owned land and that the Council has no responsibility to remove.

#### Pauline's Swamp

There are no further updates on the transfer of land from Hopkins Homes.

#### Community Orchard

Jenny Moss reported that she was hoping that drone images of the orchard would be taken on Thursday and that two of the trees are now bearing fruit.

#### Community Garden

A meeting is due to be scheduled to discuss moving this project forward.

#### **CL&S/201020/04 Moving of seat from Spring Close to Apple Tree Grove**

The Clerk reported that she has not received a date from ECDC of when the seat can be moved. She understands that some legal paperwork at ECDC needs to be completed prior to the seat being moved.

#### **CL&S/201020/05 Covid-19 Disinfecting of Play Areas and Gym Equipment**

Information had been forwarded to the group to give them an oversight on whether or not play equipment and outdoor gym equipment should be disinfected to reduce the risk of the transmission of Covid-19. Investigation of the practice of a number of other parishes both in the County and further afield, proved that no other parish was disinfecting their equipment, placing the responsibility onto parents and carers to ensure

that users of the equipment washed or sanitised their hands appropriately before and after using the equipment. The same applies with ECDC play areas. The benefits and costs of disinfecting were considered and it was agreed by the group for the following recommendation to be put to Full Council:

***The Group recommends that the Play Equipment is continued to be disinfected until the end of half term. After half term the equipment to undergo a weekly disinfecting. However, should infection rates increase substantially, frequency that disinfecting of the play equipment is carried out will be reviewed.***

Signs will need to be displayed at all play areas encouraging the washing of hands etc. and that parents and carers are responsible with regards to Covid-19 when children use the play equipment.

#### **CL&S/201020/06 Donations for consideration**

##### **1. Newmarket Swimming Club**

The group considered a donation request for the Newmarket Swimming Club and agreed on this occasion, as the Club is out of the area and with current financial restraints no donation should be made.

#### **CL&S/210220/07 Policies**

##### 1. Social Media Policy and Website Update

The draft Social Media Policy needs a few tweaks before it can go to Council for approval. Work is starting on the development of the new website.

##### 2. Climate Change

Paul Webb and Jenny Moss are still working on the Council's Climate Change Policy. A separate meeting prior to the first November Full Council may need to be held to go through the draft Climate Policy from ECDC. The Clerk was also asked to circulate the document to all Councillors so that they have good knowledge of the document and be in a position to contribute when the matter is discussed at Full Council.

Jenny Moss reported that at a meeting with Richard Kay at ECDC, Richard Kay had suggested that Burwell could start the process for a Neighbourhood Plan. The Chair and Clerk explained what is required when a Neighbourhood Plan is drawn up and some of the costs involved. It was agreed not to pursue this option.

#### **CL&S/201020/08 Any other business**

##### 1. Releasing of Helium filled balloons and sky lanterns on Parish Council property

The Group agreed that following ECDC banning the release of helium filled balloons and sky lanterns a recommendation should be made to Full Council that the release of helium filled balloons and sky lanterns is banned from all Council properties.

***The Group recommends to Full Council that the release of helium filled balloons and sky lanterns is banned from all Council properties.***

The Group will also look into the options of banning helium inflated items inside of Council Halls.

##### 1. Remembrance Day 2020

The Clerk explained the plans for Remembrance Sunday and the changes that have had to be made as a result of Covid-19 restrictions. There will be no parade, church service and no mass gathering at the War Memorial. Instead organisations and those wishing to lay a wreath at the Memorial will be given a set time slot where this can be carried out. At 3pm residents will be encouraged to stand in their gardens and observe a two

minutes silence. This will be followed by the Chairman of the Parish Council laying a wreath on behalf of the Council at the War Memorial.

Michael Swift thanked the Clerk for her work organising the day. This was seconded by Liz Swift.

It was agreed that the Council would donate £150.00 the same as last year to the Royal British Legion Appeal.

**CL&S/201020/09 Date of the next meeting – 01.12.20**

The next meeting will be held on 1<sup>st</sup> December 2020.

The meeting ended at 9 pm

Signed

Dated