

Burwell Parish Council

Finance and General Purposes

Notes of the Meeting of 28th January 2020 in the Jubilee Reading Room at 7.30 pm

(Following Full Council Planning Meeting)

Present: Hazel Williams (Chair), Robin Dyos, Joan Lonsdale, Liz Swift, Michael Swift, Paul Webb, Brenda Wilson and Yvonne Rix

F&GP/280120/01 Apologies for absences

An apology for absence had been received from Gus Jones.

F&GP/280120/02 Declaration of interests

There were no declarations of interests.

F&GP/280120/03 Approval of the minutes of the meeting of 26th November 2019

The minutes of the meeting held on 26th November 2019 were approved and signed as a true and correct record.

F&GP/280120/04 Consideration of Action Sheet

Please see Appendix 1 dated 28.1.2020.

F&GP/280120/05 Quarterly Report and Current Financial Position

The Group looked through the Quarterly Report for the period 1st October to 31st December 2019 and the Bank Reconciliation at 31st December 2019. It was agreed that the Council's overall financial position was good. There will be an overspend of approx. £10,000 above the allocated salaries budget by the end of the year as a result of increase in hours for the Clerk and Handyman. (see appendix 2).

F&GP/280120/06 Salaries, Mileage allowances, Pensions, Staff Appraisals

The Group agreed that as staff appraisals are not due to take place until 4th March 2020, any changes to salaries could not be considered until after this date. It was decided that the Chair and Vice Chair of the Council would discuss any recommendations with the Group by email prior to being considered for approval at the Parish Council meeting on 10th March 2020.

It was noted that the clerk's Local Government Employer Superannuation contribution will reduce to 21.5% from 1st April 2020.

Yvonne Rix to provide examples of savings made by using the handyman instead of contractors in readiness for the Annual Parish Meeting.

Mileage rates to remain at 45p per mile.

F&GP/280120/07 Charges and Fees for hall hire, allotments, cemetery, sports facilities, lock up etc.

The Group considered all fees with the following recommendations to Full Council:

- **Cemetery – £10.00 increase in all fees apart from the interment of a body of a still-born child or of a child whose age at the time of death did not exceed 12 years and for the use of the Cemetery Chapel for a service prior to burial (see appendix 3).**
- **Lock Up – Annual charge to remain at £200.00**
- **Allotments increase from 15p per square metre to 17p per square metre from 1st November 2020 and a further increase to 20p per square metre from 1st November 2021**
- **Gardiner Memorial Hall – No increase**
- **Mandeville Hall – No increase**

Sport facility fees to be reviewed at the end of March by the Sports Provision Group.

The Clerk questioned if Max Jamieson should be paying the £50.00 fee that is due to be charged to those running profit making classes and training at the Recreation Ground. It was confirmed that the Sports Provision Group had agreed not to charge him due the amount he had already contributed towards the construction of the Skate Park. This will be reviewed annually. It was noted that he should retrospectively declare an interest for when this matter was discussed at Full Council. Concern was raised about the number of Councillors who had not attended any training sessions yet.

F&GP/280120/08 Operation London Bridge Update

The Clerk reported that she had purchased the items required. The Group agreed that there was no need to use the display boards to create private space for residents to be able to sign the condolence book.

F&GP/280120/09 Jubilee Green Trees

The five trees have now been felled as per the Council's insurance company. However, the trees could not be cut completely to the ground due to the amount of debris from the trees etc that has accumulated over the years. The handyman is working to clear this but needs a skip to dispose of the rubbish. The tree contractor will return once the rubbish has been cleared.

The Group recommends to Council that a skip is hired for the disposal of the rubbish once the ground at Jubilee Green is suitable for a heavy vehicle to be driven on it.

The Group also agreed that any further reports of subsidence as a result of trees along this boundary will need to be dealt with through the insurance companies.

Michael Swift also reported that he had been informed by the ECDC Tree Officer that once a tree has been felled, the roots will no longer seek water and therefore no further action was required.

F&GP/280120/10 Defibrillators

The Clerk reported that a new battery and pads for the defibrillator at Jubilee Reading Room have cost just over £300. She pointed out that provision for the replacement of batteries and pads should be made in the budget.

She then went on to ask about the further two defibrillators in the village purchased by the WI. In particular the new defibrillator in the telephone box in North Street as to who should carry out the checks on the machine and when required, who would be responsible for replacing the battery and pads. Joan Lonsdale explained that when the defibrillator was purchased for the Day Centre, there was an opportunity to take out a service contract for £100 per year which covered checking and replacement parts. The Group agreed that a request to see a copy of the sales contract for the one purchased by the WI for North Street prior to any further discussion taking place. It was also agreed that Debbie Cawley (Keyholder) should not be responsible for checking the North Street defibrillator.

F&GP/280120/11 Burwell Office Cleaning

A letter had been received from Burwell Office Cleaning informing of a 5% increase in charges from 1st January 2020. This is a bi-annual increase and will remain effective until January 2022. The Group agreed to the increase.

Concern was raised about the quality of cleaning of the Pavilion. Paul Webb to take some photos and the charge being made for cleaning the Pavilion as they are currently only having to clean one side. The Clerk to investigate.

F&GP/280120/12 Any other matters and matters for discussion at the next Meeting

Margaret Field

The Clerk was asked to find out if the Cricket Club will be using Margaret Field this year. Costs need to be acquired for this seasons grass cutting if the Cricket Club is not using the facility. It was agreed that 6 cuts over the season would be enough. The Clerk to obtain prices for a one year contract initially.

CIL 123 Listing

An email has been received from ECDC for Council's to apply for inclusion on the District Council Regulation 123 list. The Gardiner Memorial Hall is an option, but as yet there is no business plan or costings for the project. The Clerk to find out the deadline date for applications.

Promotion of Tennis Courts

Titan Tennis will be using the courts as from March, but further general publicity is required. This will be organised by the Sports Provision Group.

F& GP/280120/13 Date of the next meeting

The next meeting will be held on 31st March 2020. Hazel Williams gave her apologies for this meeting.

The meeting closed at 9.17 pm

Signed

Dated