

Burwell Parish Council  
Asset and Environment Group  
Meeting of 28.2.2023 7.30 pm at Gardiner Memorial Hall

Minutes

Present: Joan Lonsdale (Chair), Lea Dodds, Gus Jones, Jim Perry, Liz Swift, Michael Swift, Paul Webb, Hazel Williams, Ian Woodroofe, and Yvonne Rix Clerk

A&E/280223/01 Apologies for absences and Declarations of Interests

An apology for absence had been received from Geraldine Tate.

A&E/280223/02 Approval of the minutes of the meeting held on 20<sup>th</sup> December 2022

The minutes of the meeting held on 20<sup>th</sup> December 2022 were approved and signed as a true and correct record. Proposed by Jim Perry and seconded by Lea Dodds.

A&E/280223/03 Consideration of Action Sheet items and updates from minutes

Yvonne Rix reported that the additional lights had been installed at the rear of the Gardiner Memorial Hall, the floodlights for the MUGA had been installed and the additional fencing for the tennis court was due to be installed this week.

It was noted that reinstating a ditch in verge outside Margaret Field is not possible due to cables being present.

Following a suggestion from a resident requiring an accessible entrance/exit to Spring Close. The horizontal bar has been removed from the entrance next to the kissing date. Although this will enable the resident concerned to gain access, it was felt that this is not the most suitable place. It was therefore agreed that the Maintenance Officer should create an access point adjacent to the main gate. Members of the Spring Close Management Group to be made aware of the proposal prior to work being carried out.

Project	
GMH refurbishment	<p>Yvonne Rix reported that she has started to investigate why energy usage at the hall continues to be high. Thermometers are now installed in the main hall to keep an eye on actual temperatures. Energy usage is being recorded on a regular basis. The keyholder has been setting the temperature at 17 degrees overnight during exceptionally cold periods. Ian Woodroofe informed Council that for insurance purposes they would be looking at 13 degrees. How the heating system actually works is still not known. Sotham's due to arrange a meeting/visit shortly. Sharman and Grimwade have said that we are now heating a much wider area and therefore costs will be higher. Ian Woodroofe looking into the issue as well. The information provided by Sharman and Grimwade at the start of the project, which gives an indication of the level of savings we should be achieving needs to be looked at. A comparison had been made between the energy used from 1.12.18 to 30.1.19 and 1.12.22 to 30.1.23 and there had been 874 kwh less energy used in the later period despite a 25% increase in bookings.</p> <p>A meeting has recently taken place with AED and issues using the AV equipment have now been sorted.</p> <p>Details have now been received from Varsity of the battery operated door stops suitable for fire doors. The Clerk to order one for the kitchen door.</p> <p>Paul Mills believes that Cadman's have carried out what they were required to do with regards to the drains, but still needs</p>

	to discuss with Andrew Firebrace Partnership. Paul Mills is hoping to hear from Andrew Firebrace Partnership regarding the exit shortly.
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#### A&E/280223/04 Grass Cutting Update

This matter was discussed fully at the Parish Council meeting held prior to this meeting.

#### A&E/280223/05 Soil Erosion – Allotments Newmarket Road entrance

Following the concern raised at the previous meeting regarding the erosion of soil along the edge of the access to the allotments, Yvonne Rix reported the extent of the erosion, particularly adjacent to 20 Newmarket Road. It was agreed that the access should be closed for vehicles but still could be used by pedestrians. The hedge cutting contractor to be informed that the hedges along this access will be removed from the contract. The Maintenance Officer to trim the hedge manually if safe to do so.

Hazel Williams proposed, seconded by Michael Swift that the following recommendation should be made to Full Council:

***That the access from Newmarket Road to the allotments should be closed to vehicles due to safety concerns.***

Some alterations will need to be made to alter the gate to allow for non-vehicle access and some form of preventing access by vehicles from the allotments installed.

#### A&E/280223/06 Request to purchase the lock up

A request had been received to purchase the Lock Up in Newnham Lane. It was agreed that as this is a property owned by the village it should not be sold.

#### A&E/280223/07 Cemetery

##### Collapsed Hedging along the rear side of the Cemetery (Baker Drive) – Consideration of quotations for replacement hedge

Two quotations had been received to replace the hedge along the side of the cemetery. It was questioned if the work could be carried out by volunteers following the recent successful hedge planting session carried out at Pauline's Swamp. The existing hedge would need to be removed in the first instance and the Clerk was asked to obtain some quotations for the removal of the original hedge. No further decisions were made regarding this matter.

##### Damage to bush on driveway corner

A bush previously planted in the cemetery to prevent cars running over the corner of the grass had been flattened and now totally disappeared. Yvonne Rix suggested that Councillors may find it useful to visit the cemetery, to look at both the hedge and this corner of grass before further discussion takes place. This item to be brought back to the next meeting.

The Clerk reported that the work to turf 25 graves is to be carried out in the next week or two.

##### Request for a bird nest box

A request had been made for a bird nest box to be put up in the cemetery. The request was approved.

##### A&E/280223/08 Trees – Mingay Park (Cricket Ground) Consideration of response from Kevin Drane.

Kevin Drane has now looked at the trees overhanging 12 and 14 Reach Road. The trees are situated on the edge of the Cricket Ground. He had made some recommendations including some tree felling. The Clerk to obtain some quotations for the work suggested.

She will also look on the annual tree inspection work to see if any work required could be carried out at the same time. Consideration should be given to the budget for tree work when making the decision as to whether to go ahead with the work.

#### A&E/280223/09 Thermal Imaging

The provision of thermal imaging for the community using EDCD equipment was discussed. It was agreed that Burwell Environmental Group to take over this project, but the group would need to obtain further details from Witchford Parish Council, who have recently trialled the equipment before moving the project forward.

#### A&E/280223/10 Purchase of mobile phones for key holders

Discussion and consideration of costs involved in the purchase/rental of smart phones for the keyholders so that they could access the app for the intruder and fire alarms at the Gardiner Memorial Hall. Currently Paul Webb is the only person who has the app, currently on his own personal phone, who can be contacted via the app should either of the alarms be activated. No decision was made as to which of the phones would be the best, but it would be necessary to check that the android phones can accommodate the app. It was agreed that discussion should take place with both keyholders at their staff appraisals to see what their thoughts are. Using their own phones if suitable and being paid a contribution towards the cost may be an option, although as with emails, using a personal phone for Council business may not be best working practice.

#### A&E/280223/11 Any Other Business

##### Consideration of the purchase of a replacement shower – Pavilion

A shower head needs replacing in the pavilion. Craig Harrison to be asked to provide a quotation.

A request had been received from the Children's Air Ambulance Charity to have a clothing bank at Mandeville Hall. It was agreed that as there are a number of risks involved with accommodating a clothing bank and also, there are already two in the village, the request should be refused.

A hirer had written in suggesting that a supply of mugs and tea pot should be available for use in the servery at the rear of the Gardiner Memorial Hall. The WI to be asked if they still have any funds available from the CO-OP and if so, would they be willing to provide some. If not then some of the ones stored in the main kitchen can be moved. Concern had been raised about a fence being installed along the northern edge of Margaret Field and that it was encroaching on to Parish Council owned land. Looking at photos of where the fence is being sited in relation to the previous wired fence, any overlapping on to Margaret Field was deemed insignificant and therefore not of any concern.

#### A&E/280223/12 Date of the next meeting

The next meeting of the Assets and Environment Group to be held on 25<sup>th</sup> April 2023.

The meeting closed at 9.20 pm.

Signed

Dated