**Burwell Parish Council**

**Asset and Environment Group**

**Meeting of 27.08.24 7.30 pm at The Gardiner Memorial Hall**

**Minutes**

**Present:** Lea Dodds, Gus Jones, Richard Jenkins, Clive Leach, Jim Perry, Liz Swift, Michael Swift, Geraldine Tate, Paul Webb, Geraldine Tate

**A&E/270824/01 Apologies for absences and Declarations of Interests**

Apologies were received from Ian Woodroofe and Linda Kitching

**A&E/270824/02 Approval of the minutes of the meeting held on 25th June 2024**

The minutes of the meeting held on 25th June 2024 were approved and signed as a true

record of the meeting. Liz Swift proposed, Mike Swift seconded and all were in favour.

**A&E/270824/03 Non-Agenda updates from the previous meeting:**

The Clerk reported that an email had been received to complain that there was loose gravel laid in the accessible entrance which was impossible for wheelchairs and mobility scooters. The council confirmed that this was road planings and they had sought advice from the County Council when it was constructed. **The Parish Clerk will seek advice again from Mark Peck at Cambridgeshire County Council. It was also confirmed that a wacker plate could be hired to help with the surface**

**A&E/270824/04 Consideration of Action Sheet items**

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| --- | --- |
| Project |  |
| GMH refurbishment Phase Two | Progress in September – **Parish Clerk to arrange a meeting with Jeremy Lander and the Parish Council.** |
| GMH Exit | We have agreed to make a pre-application planning submission to find out whether it is feasible to widen the current entrance, making it a combined entrance and exit. The current exit would be narrowed so that only pedestrians could use it. |

**A&E/270824/05 Gardiner Memorial Hall Maintenance**

1. Lights: There is a timer there already.

Barnwell Electrical would not quote without charging a fee.

Drakes proposed replacing with a simpler mechanical timer £219.94 + VAT.

Cartwrights reset the timer and will give us a quote for a new one if needed.

**Action: Keyholders to feedback if working. Richard Jenkins to look at the timer as he is a qualified electrician.**

1. Potholes:We need 2 tonnes of Road Plainings at c £45 per ton + delivery.

**Action:** Parish Clerk to get 3 quotes for full council

1. Kitchen floor screed has blown. We would need to take Lino up but we do not have jointing tool for Lino so may need to go back to company who fitted.

**Action: Parish Clerk to look at original fitters, check warranty and what options are.**

1. Stage floor boards needed sanding and some small tack nails, wood glue resin to repair which the maintenance officer has completed.
2. The sinks are loose because hirers keep using sinks to lift themselves from toilet, plaster boards loose, but to refit sinks you would need to remove tiled splash back or the alternative is to try and fit small L shape brackets under the sinks to strengthen. Brackets would probably cost circa £100 for all toilets.

**Action: Maintenance officer to fit one bracket to the loose sink in the end toilet. Other sinks don’t appear to be loose. Signs to be put up to ask people to avoid leaning on sinks.**

1. Maintenance Officer has refitted and tightened hand rail

**A&E/270824/06 Recreation Ground Bin Store**

Maintenance Officer has removed the doors and loose boards. Stated it isn’t being used yet he has fixed numerous times.

Burwell FC have confirmed they are not using it.

**Agreed that as the store is no longer used, the doors would not be refitted**

**A&E/270824/07 Park signage**

There are a number of signs that need replacing identified on the annual playground inspection report and by the Parish Council Team. Westhorpe Park also needs some signage. Suggest a project to look at all together and quotations. Some funding could come from earmarked reserves for Westhorpe Park.

Need dogs on lead sign on the middle gate of the recreation ground leading to the childrens play area.

**Action: Parish Clerk to identify signs required and obtain quotations.**

**A&E/270824/08 Jubilee Green Play Area Steps**

These need repair which the maintenance officer can do but materials would cost £400-£500. **Action: Propose to full council to authorise spend of up to £500 on repairs to the steps to the slide in Jubilee Green Play area. Maintenance Officer to get more accuate costs of materials.**

**A&E/270824/09 Tree work Jubilee Green quotations**

Paul Webb proposed that SR Landscape Services be awarded the work. Liz Swift seconded. All were in favour.

**Action: Propose this work to full council and instruct contractor once approved. Parish Clerk to check relevant insurances in place.**

**A&E/270824/10 Grass Cutting Spring Close**

Message from Zion Landscapes: “I have spoken to the team about the nettles at Spring Close.  Unfortunately, this was a complete misunderstanding.  Ben spoke to the team and asked them what they thought the best way to cut it would be.  They mistook this for an instruction.  We are so very sorry about this.  It was a genuine mistake.”

The quote they sent us was £550 + VAT. The Parish Council need to take a decision on whether to pay and how much.

Paul Webb proposed that we pay 50% of the invoice, Liz Swift seconded this. All in favour except 1 abstention. It was noted that they had done a good job but that we had been very clear about the approval process and the likelihood is that this level of spend would not have been approved and an alternative found.

**Action: Propose 50% payment of Zion Landscapes invoice for Nettle Cut (£275 + VAT) to Full Council.**

**A&E/270824/11 9 Poplars Close Soakaway**

From Archie Roe: We have discussed with our builder who has been out to assess the damage and we are quite confident there is no soakaway. In order to create a soakaway, we would be carrying out works manually (hand dug instead of using heavy machinery) to make sure that the impact on the area is kept to a minimum. We have been advised that the soakaway required would need to be dug 1m sq and can be either constructed in a traditional form using hardcore brick rubble or if you would prefer, we can use soakaway crates (wrapped with a geo textile membrane wrap). We will keep it away from the Leys pedestrian path and proper safety barriers will be in place whilst we carry out the work to reduce risk to the general public. Works would be completed within one working day. All turfs will be reinstated and we will continue to water it to ensure it is restored back to its previous condition. We will ensure we keep the appropriate distance from existing trees planted on the land.

Lea Dodds contacted the builder who confirmed:

* They would use membrane-wrapped crates to maximise drainage
* Building Control would need to approve the work
* Digging by hand will enable them to avoid damage to the nearby trees (which are still small at present).

**It is proposed that we write to Archie Roe to confirm that we don’t have any objections to what they propose but that the Parish Council is unable to confirm ownership of the land so this must be completed at their own risk with no financial or other liability for Burwell Parish Council. Paul Webb proposed and Clive Leach seconded. All voted in favour.  
This will proposal will go to Full Council for final resolution.**

**A&E/270824/12 Weed Control**

In the Spring the Parish Council agreed that we would take on the weed control from County Council because of local concerns about chemicals that they were using. It was noted that the Parish Council should have checked more about the implications. The Chair stated that there is approximately 25 miles of road edge in Burwell although we don’t know if Highways were treating all of that. They would treat then send out a roadsweeper which also removes soil and debris. The original advice was that highways would provide budget and advice about alternatives, this has not been received. A trial in Kent was highlighted that looked at alternatives to chemical treatment, all had problems and would not be viable in Burwell. It was acknowledged that the next treatment programme would be in October.

Paul Webb proposed that as we had no engagement regarding alternatives from Highways that we opt back into the treatment programme with the County Council. Liz Swift seconded this and all were in favour. **Action: Raise at Full Council. Parish Clerk to check we can opt back in.**

**A&E/270824/13 Jubilee Reading Room Door service contract renewal**

This is a normal annual cost which has been approved since the door was installed, this provides maintenance, service centre, reduced labour rates, compliance and safety. Due for renewal at the end of September. Cost £232 plus VAT

**Paul Webb proposed that we recommend approval to Full Council, Jim Perry seconded and all were in favour.**

**A&E/270824/14 Margaret Field Planning Permission**

It was agreed that this would be deferred to the next meeting

**A&E/270824/15 Mandeville Hall Soakaway**

Having had a quotation in the region of £2500.00 plus VAT to construct a new soakaway,  It had been agreed that further fibreoptic Inspection should be arranged to find out why the existing drain is blocking. The Parish Clerk spoke to Dynorod. For a commercial building the first 60 minutes would be £175 + VAT, any additional time would be charged at 30mins for £60+VAT. It was decided not to go ahead as from previous inspection it is unlikely that we would be able to get any further with investigations. It was decided that we would revert to a previous quote of £675 from Winkworth to repair underground storm drainage if possible.

**Action: Parish Clerk to contact Winkworth for update**

**A&E/270824/16 Any other urgent matters**

Could we ask the maintenance officer to change the timer light on skateboard park – reduce operating time to 30 minutes and curfew to 9:30pm. All were in favour.

**A&E/270824/17** **Date of the next meeting: 29 October 2024**

Signed Dated