

BURWELL PARISH COUNCIL
The Jubilee Reading Room
99, The Causeway, Burwell Cambridge. CB25 0DU
Telephone 01638 743142
E Mail burwellpc@btconnect.com

Chairman: Mr D A Reader

Clerk: Mrs Y Rix

Minutes of the meeting of Burwell Parish Council held in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU at 7.30p.m. on Tuesday 25th November 2014.

Present:- Derek Reader (Chairman), Sylvia Greenaway, Liz Goodman, Jane Hall, Don Harrison, Gus Jones, Joan Lonsdale, Laura Murfin, James Perry, Mick Scarff, Mike Smith, Liz Swift, Graham Tobbit, Hazel Williams and Brenda Wilson.

15.11.14 Apologies:- Apologies for absence had been received from Pat Kilbey and Fay Whitehouse

16.11.14 Declarations of any interest known to Councillors:- The following declarations were made:
Hazel Williams and Mick Scarff - 23.11.14 CCC Consultation on proposal to amend secondary school catchment areas

17.11.14 Approval of Minutes:- The minutes of the meeting held on 11th November 2014 were approved and signed as a true and correct record.
Proposed – Hazel Williams, Seconded – Liz Goodman.

18.11.14 Public Forum:- No matters were raised during the Public Forum.
Liz Swift informed Council that the presentation from Burwell Early Learners would need to be deferred until a later date when they had a complete proposal to present to Council.

Presentation by ECDC – CIL Levy

Emma Grima, ECDC Corporate Unit Manager gave a presentation on the Community Infrastructure Levy. Parish Councils will receive 15% of the levy to help deal with the impact of growth in the parish. Unlike Section 106 Funding the District Council will have no control over how parishes spend the allocated funding. Parishes will have to demonstrate that any expenditure of CIL is as a result of growth and that all CIL regulations have to be adhered to. The funding can be spent on revenue items such as maintenance and additional staff costs, as long as it can be demonstrated that they are required as a result of growth. Ms. Grima advised that the Council would be wise to come up with a project plan, as anticipated funding on already approved and about to be approved planning applications could be in the region of £230,000.00. However she pointed out that this funding, for various reasons, could not be guaranteed until such time that payment has been made by the developer. The District Council will make payments to parishes of any CIL received from developers twice per year, in April and October. They will hold on to payments on behalf of parishes if they wish and if the funding is required between the two payment dates, it can be made. Parishes must use the money within five years of the receipt of the income. If it has not been used then the District Council is legally obliged to reclaim the money. However should this happen, the District Council must spend the funding on the parish that it has been reclaimed from and they will work with the Parish to find a suitable project for the funding to be spent on. The District Council will act as auditors of the scheme. Parishes will need to complete an annual report on CIL funding and expenditure and there will be a requirement for this to be published on a Councils website. Hazel Williams updated Council of NALCS role in securing CIL funding for parishes. Of the remaining 85% of the funding, 5% will go to cover the

costs of the District Council for administering the scheme. 80% will go towards the funding of projects on the District Council's Regulation 123 list. This list currently consists of 4 projects, the Ely Southern Bypass, Ely Leisure Centre, Littleport Secondary School and Soham Railway Station. However being on the Regulation 123 list does not guarantee funding for a project as all funding will be prioritised. ECDC has currently agreed not to spend any CIL funding until 2015/2016. Parishes and other statutory consultees such as the County Council will be given the opportunity to suggest further projects to be added to the list in the near future.

19.11.14 The following planning applications were considered:

Planning

Applications: **14/01165/FUL** **Mr. Michael Mitcham – Breach Farm, Ness Road**
Erection of replacement dwelling and associated works
NO OBJECTIONS

20.11.14 The following planning decisions had been received from the District Council:

Planning

decisions: **14/01036/FUL** **Mr. A Bentinck – Idina 121 North Street**
Erection of garage to the rear of the house
APPROVAL

14/00856/FUL **Burwell Engineering Ltd – 44 Newmarket Road**
Proposed use of existing 2 no. outbuildings: Workshop No. 1 – low volume light engineering including milling, turning, hand fitting and finishing, and occasional welding and Workshop No. 2 – garden machinery repairs
APPROVAL

21.11.14 The Action Points Update was considered.

Action

Points

Update:-

Dial-a-Ride January 2015 Trip to Ely

The January Dial-a-Ride trip to Ely falls on New Year's Day. Council agreed that the date should be changed to the 8th January 2015.

Hazel Williams informed Council that she will arrange a date for the General Purposes Working Group to meet to discuss the review of the remaining policies. Council agreed to remove the words 'at the beginning of term' for the MHII 2015/16. Following a meeting with Liz Swift and the Clerk, the representative from Sovereign Play Equipment will come up with some suggestions of items suitable to replace the play house at Jubilee Green.

Gus Jones asked if the painting of the barn at Pauline's Swamp could be added to the Action Sheet. This is up to the Trustees. The sides and the rear of the barn are to be painted by Community Pay Back. The Organiser of Community Pay Back, who has some knowledge of agricultural buildings has indicated that painting the roof is unlikely to add much more life to the structure. It would be wise to wait to get any quotations for further work to be carried out until after the Community Pay Back work has been completed. Gus Jones then asked if arrangements could be made to start discussing the sports provision on the Newmarket Road Development. The Clerk has already instigated this. Gus Jones also asked if the Section 106 funding of £1000 earmarked for cycle paths could be used to improve access to the Recreation Ground for cyclists as the entrance was in a poor condition. He was informed that the entrance would be looked at when the Grounds and Buildings Working Group meet to discuss the Recreation Ground.

22.11.14

County &

District

Council-

lors

Reports:

The attached report from Hazel Williams had been circulated to members.

Hazel Williams explained the items included in the report and explained the proposed expenditure to promote Ely and District including advertising the fact that parking is free. Mick Scarff asked Hazel Williams what the District Council intended doing about parking in Ely on a Thursday and Saturday when the car parks are full. The car parks are also in need of repair. She explained that should car parking charges be applied, there would be an increase in street parking, and without deregulation, this would be impossible to control. The option to provide a temporary second level to the Angel Drove car park is being considered. It was generally felt

that if the District Council wanted to increase business in Ely, there was a need for more parking spaces to be made available. Hazel Williams continued that she had attended a meeting of the County Council Health Committee and invited any member of the Council having an interest in any of the topics discussed, to speak to her. There had been no report from Lavinia Edwards as she had been unable to attend the Planning Committee meeting.

**23.11.14
County &
District
Matters:**

ECDC Toyse Lane/ Ness Road Planning Application

The Clerk informed Council that the Planning application for up to 125 houses to the rear of Toyse Lane and Ness Road is due to be determined at the District Council Planning Meeting on 3rd December 2014. Pat Kilbey has agreed to attend the meeting to represent the Parish Council.

Notification had also been received that application 14/01097/FUL for a new dwelling on Land between 31 and 33 Baker Drive would also be determined at the same meeting.

ECDC Emergency Procedures

The District Council had provided copies of their Emergency Procedures and will be attending the Parish Council meeting to be held on 27th January to discuss the procedures with the Council.

ECDC Notes from Meeting with John Hill 17.11.14

Council noted the notes from the meeting with John Hill (ECDC Chief Executive) and Sue Wheatley (ECDC Planning Manager) held on 17th November 2014.

CCC Consultation on application to divert part of Footpath 32

A consultation is being carried out for the application to divert part of Footpath 32.

The Council agreed that they had no objections to the proposal.

CCC Consultation on proposal to amend secondary school catchment areas following meeting of Burwell School Governors on 20.11.14

Mick Scarff explained to Council that there was no actual decision for the governors to make. A consultation for parents has been held at the school today. Following discussion, Council discussed as to if a letter opposing the amendment should be sent to the County Council. 9 Councillors voted in favour of a letter being sent, with 6 abstentions (including the two Councillors who had declared an interest). Council therefore agreed that a letter should be sent to the County Council opposing the proposal to remove Burwell from the catchment area of Soham Village College.

**24.11.14
Other
Reports:**

The following information had been circulated:

Community Forum AGM Minutes
Community Lunch 30.10.14 – Notes
National Trust – Closure of Reach Lode Bridge

25.11.14

Finance

To consider the following:-

Recommendations from Finance Working Group Meeting held on 4th November 2014.

Mick Scarff referred Council to the report of recommendations from the Finance Working Group Meeting held on 4th November. This had been distributed to all Council members at the previous meeting to allow time for Councillors to read through the information. Mick Scarff continued by highlighting one or two points from the recommendations. He explained that Staff appraisals would be carried out and that the scale of pay for the handyman should be extended to allow for an increase of skill levels. Hall charges will stay the same except those benefiting from a reduced rate which will rise in accordance with previously agreed increases. There will be an increase of Cemetery fees. The Working Group recommended charging each Youth Football team a charge of £50.00 per season. However the recommendation included the opportunity for the football teams to apply to the Parish Council for grants towards equipment. Details of the Band D rate should be available after the 4th December when they will be agreed by the District Council. The Group recommended that there should be no increase to the amount paid by any household towards the parish Council precept. Mick Scarff informed Council of the need to look for some additional banking arrangements in order to safeguard the Council's funds which are currently held in a single account.

Gus Jones asked if the Clerk could leave the meeting whilst he raised a matter regarding item one on the report. Despite being told that it was not an appropriate time for this to be raised, as ample time had been available for him to discuss any concerns outside of the meeting with members of the Working Group, he continued, with the Clerk still present, to inform Council that in his opinion the Clerk's hours should be reduced by 3 hours and the Assistant Clerks increased by 3 hours. He was told again that this was not the correct time for the matter to be raised.

Liz Goodman proposed that the Council should accept the recommendations of the Finance Working Group. Council agreed to all recommendations made by the Finance Working Group.

26.11.14 Correspondence

No correspondence had been received requiring consideration by the Council.

27.11.14 Recognition of service to the Parish – P Hiskett

Hazel Williams explained how Mr. Hiskett had worked for the district as a refuse collector for the last 45 years, but due to changes of contractor had never received any recognition of his continued service to the community. She continued that the District Council felt that the Parish Council should make this recognition. Council considered that this should be done at a land mark point and agreed to give some thought as to a suitable timing.

28.11.14 Christmas - Office Closure, Council Social following Carols

The Clerk suggested to Council that the Office should be closed from 24th December 2014 until 2nd January 2015. The Office will re-open on Monday 5th January 2015. The Clerk will make the Funeral Directors aware of the closure.

Council agreed to hold an informal social at the Jubilee Reading Room for Councillors, Staff and their partners after the Carols on the 19th December 2014

There being no further business the meeting closed at 8.58 pm.

Signed this the _____ day of December 2014 _____
Chairman