

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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Chairman: Mrs J Lonsdale

Clerk: Mrs Y Rix

Minutes of the meeting of Full Council held on Tuesday 9<sup>th</sup> February 2016, 7.30 pm in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU.

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**Present:-** Joan Lonsdale (Chair), Robin Dyos, Sylvia Greenaway, Jane Hall, Don Harrison, Gus Jones, Jim Perry, Derek Reader, Gordon Roach, Liz Swift, Mike Swift, Paul Webb, Hazel Williams and Brenda Wilson.

**01.02.16** Apologies for absence had been received from Joe Parker, Mick Smith and Tim Wallis.  
**Apologies:-**

**02.02.16** The following pecuniary interests were declared:-  
**Declarations** Derek Reader - Finance Payment of Accounts  
**of interests** Gus Jones – Finance Donation request from the Allotment Association

**03.02.16** The minutes of the Parish Council meeting held on 26<sup>th</sup> January 2016 were approved  
**Approval** and signed as a true and correct record.  
**of Minutes** Proposed – Gordon Roach, seconded – Brenda Wilson

**04.02.16** No matters were raised during the Public Forum.  
**Public Forum:**

**05.02.16** The following Planning Applications were considered:

**Planning**  
**Applications:-** **16/00020/FUL P Sinclair 9 Chestnut Rise**  
Alterations and Extension to a dwelling  
**No Objections**

**16/00029/VAR Sanctuary Housing Association 35 Hawthorn Way**  
Variation of condition 3 (Materials) of previously approved 14/00392/FUL for the erection of a two bed semi-detached bungalow  
**No Objections**

**16/00015/FUL R Rawlinson Workshop rear of 55-57 North Street**  
Demolition of existing barn & build new residential property  
**No Objections**

On-going on-road parking adjacent to the property was noted by Council. It was agreed that a member of the Council would speak to the owner of the property to see if there are any ways that the road safety issues caused by the parking could be addressed.

**16/00049/FUL M Hubbard 101a The Causeway**  
Proposed additions and alterations  
Council noted that a planning application has been received for 101 The Causeway, the result of which will have an implication on the application for 101a The Causeway. ECDC will be informed of this and that Parish Council comments for both applications will be submitted at the same time.

**16/00087/VAR Mr and Mrs Beech 32 Toyse Lane**

Variation of condition 3 (materials) of previously approved 14/01150/FUL for two storey side extension and demolition of existing garage

**No Objections**

**16/00080/FUL H Tiwana Greenacre 117a North Street**

New 5 bed detached dwelling

**No Objections**

**06.02.16  
Decision  
from County  
and District  
Councils**

The following decisions from the District Council were noted:

**15/00723/ESP Goose Hall Farm Factory Road**

Installation and operation of a solar farm and associated infrastructure

**Decision Notice supersedes the original of the same date**

**APPROVAL**

**15/01129/FUL Land Rear off 61 and 63 North Street Anchor Lane**

Proposed four bedroom house and garage (Plot 1)

**APPROVAL**

**15/01345/FUL 8 The Avenue**

Proposed front and rear extension

**APPROVAL**

**15/01409/FUL 32 Silver Street**

Single storey extension and alterations

**APPROVAL**

**15/01486/FUL 45 Swaffham Road**

Proposed single storey rear extension.

**APPROVAL**

**15/00508/FUL 48 The Causeway**

Demolition of existing outbuildings and single storey extension, with the erection of a single storey residential dwelling, parking, access and associated site works

**APPROVAL**

**07.02.16  
Action  
Update:-**

The attached Action Update sheet was considered.

The Clerk informed Council that District Councillor Edwards had reported that an arrangement for a further archaeological investigation of the proposed Newmarket Road site would not be instigated until planning consent has been received.

Paul Webb informed Council that he had taken photos of the entrance and exit of the Gardiner Memorial Hall in preparation for the consultation. Some comments about safety issues when driving out of the exit have already been received as a result of recent articles in the Newsletter and Clunch magazine.

The Clerk updated the Council on the recent incident of dog attacks on the Recreation Ground. Jane Hall reported that a resident had raised safety concerns that there is only one pedestrian access within the new fence at the Recreation Ground. Council noted the concerns.

The Clerk reported that there had been some anti-social Behaviour by car drivers at the Mandeville Hall. This had been reported to the Police and the owner of the vehicle has received a Section 59 Notice, which could result in the vehicle being seized if the anti-social behaviour continues.

It was suggested that more coat hangers are purchased for users of Mandeville Hall.

**08.02.16  
Parish  
Grounds –  
Reports:-**

Weekly Play Area Inspection Reports

The Clerk informed Council that the handyman has continued to carry out the routine weekly play area inspections and that there was nothing of concern to report back to Council.

Priory Meadow – Delta T Devices

An email had been received from Delta T Devices informing the Council that they would be giving up the lease of Priory Meadow, removing the weather station and returning the ground to its original condition. Council noted the email. Joan Lonsdale asked Council to

give some thought to the future use of Priory Meadow.  
Jim Perry arrived at 8.02 pm.

#### Report from the Grounds and Buildings Working Group

Council noted the attached report from the recent meeting of the Grounds and Buildings Working Group. Mike Swift explained that members of the group believe that the original toilet with outside access in the Pavilion is still in situ and will be investigated further. The internal refurbishment of the Gardiner Memorial Hall will be expensive, with the main priority being the heating. Previous plans drawn up for improvements cannot be found and are likely not to be suitable. BBS Surveyors need to be asked to carry out a survey for the internal work and to make suggestions of possible improvements. Mike Swift suggested that due to the number of properties that the Council owns, the Council needs to formulate a short and long term plan for all work and improvements required. Paul Webb agreed with the suggestion, pointing out that this would assist with drawing up a 3 year and 5 year financial forecast, which the Council should have. Joan Lonsdale explained that many good ideas arise at Council meetings, whilst still following Council procedures; Councillors may need to be more proactive in order to instigate these ideas, relieving some of the work load from the Clerk. The Clerk was asked to obtain quotations to repair and surface dress the footpath around the ashes plot at the Recreation Ground. She was also asked to confirm with Caroline Smith that all of the work at Spring Close is in hand. The annual PAT testing of electrical equipment needs to be carried out and the Clerk was asked to check with MS Electrical if the Five Year Fixed Testing included Mandeville Hall. If not, this needs to be added. The Clerk should also request for the Five Year Fixed Testing to be carried out as this is a legal requirement.

Robin Dyos asked if the ceiling in Room One at Mandeville Hall is fit for purpose following the problem with ceiling cracks. This has been surveyed by BBS Surveyors and was not reported as not being fit for purpose. The Clerk to locate the report from the Surveyors. Repairs to the sliding door and heater at the Pavilion are in hand.

Gus Jones asked if the £5000.00 earmarked in the 2016/2017 budget could be used to reduce the height of the wall at Gardiner Memorial Hall. He was informed that as this had been earmarked for the internal refurbishment it could not be used for the wall.

#### **Trees/Environment**

Council noted the following notifications from ECDC:

#### **Trees/Environment**

Notification of approved tree works at the following properties:-

#### **69 Isaacson Road – TPO E/01/89**

T1 Beech – Reduce by 10-15% leaving balanced crown shape

#### **28b North Street**

T1, T2, T3 Walnut Trees – Overall crown reduction by 30% and crown lift to give 10ft ground clearance

T4 Sycamore – Fell

#### **29B North Street**

T1, T2, T3 Walnut Trees – Overall crown reduction by 30% and crown lift to give 10ft ground clearance

T4 Sycamore – Fell

T5 Sycamore – Overall crown reduction by 30% and crown lift to give 10 feet ground clearance

**09.02.16**

#### **County & District Matters:-**

#### Public Toilets Burwell Update and Notes

Council noted the attached report from the meeting with Cllr Hunt and Emma Grima. Hazel Williams explained that the recommendations to the Asset Development Committee had been amended to a payment from Burwell Parish Council of £4,500 to keep the toilets open for a further year whilst negotiations continued. She briefly outlined the possibility of an alternative solution. This needs to be investigated further prior to further discussion with ECDC.

#### Exning/Burwell Cycle and Footpath Notes

Council noted the attached report from the meeting held with Exning Councillors.

#### The Queens 90<sup>th</sup> Birthday – Beacon and other celebrations

An email had been received from the Chairman of East Cambridgeshire District Council asking Parish Councils if they would be celebrating the Queens 90<sup>th</sup> Birthday on 21<sup>st</sup> April by lighting a beacon. Council agreed that they would not be lighting a beacon, but if ECDC

wished to provide one in Burwell a site could be found.

Council agreed that at this point in time they did not intend to put on an event during the Burwell Festival Week in celebration of the Queen's Birthday.

**10.02.16 Other Reports (in circulating file):-**

There were no other reports.

**11.02.16 Finance**

Consideration of request from Burwell Allotment and Garden Society

A request for a donation of £300.00 to help convert the Allotment Associations Shed at the Allotments into a building useable as a meeting room had been received. Several concerns were raised regarding the proposed use, the insurance of the building and the future storage of machinery currently kept in the shed. The Clerk was asked to speak to the Association about the concerns. Council agreed following a vote of 11 councillors being in favour, that a donation of £300.00 would be granted as long as the responses to the concerns were satisfactory.

Consideration of quotations for the Car Park at the Recreation Ground

Three quotations had been received. Council agreed that all quotations should be reviewed by the Sports Provision Working Group and their recommendations brought back to Council for consideration at the next meeting. Consideration needs to be given to the funding of the work as currently no funds have been included in the budget.

Consideration of tenders for the grass cutting and maintenance of the Recreation Ground

Three tenders had been received. The tenders were opened at the meeting by the Proper Officer and signed by the Chairman. Council agreed that all three tenders should be reviewed by the Sports Provision Working Group with their recommendations being submitted to Council for consideration at the next meeting.

Consideration of Advert for Halls in Burwell Cricket Club Yearbook

An invitation had been made to the Parish Council to submit an advert for the halls in the Burwell Cricket Club 2016 Yearbook . Council agreed to have an inside quarter page advert at a cost of £50.00

Consideration of payment to the following:

Jim Perry asked questions regarding the handyman's mileage, the replacement door at Mandeville Hall and the new hand dryer at the Gardiner Memorial Hall. It was confirmed that the handyman's mileage was higher than normal due to a number of trips to Newmarket for maintenance materials. Both the replacement door and hand dryer had been discussed and approved at previous Council meetings.

Payments to the following as detailed on the attached payment summary were approved.

Proposed – Liz Swift Seconded – Mike Swift

S Rowland

D Cawley

Burwell Office Cleaning

S R Landscapes

Ridgeons

ESPO

Copier IT

The Voluntary Network

PRS for Music

Salmon Brothers Ltd

C K Kirk

Newmarket Town Band

Dent Security Systems

Barnwell Electrical Company

Burwell Cricket Club

Eon

British Gas

ECDC

Salaries,Wages etc.

Return of Deposits for Gardiner Memorial. Mandeville Halls and allotments

**12.02.16 Correspondence**

There was no correspondence to discuss.

13.02.16

**Council considered the following:**

Consideration of the options to place a covenant on or dedicate the Recreation Ground as a Field in Trust

This matter had been deferred from the previous meeting to allow Councillors time to read various information provided on the benefit of placing a covenant on or dedicating the Recreation Ground as a Field in Trust. The need to consider the options is as a result that in order to obtain grant funding from major organisations, having a covenant restricting the Recreation Ground for sporting activities or dedicating as a Field in Trust could assist the application. It is likely that if a large grant is secured from an organisation such as the Football Association, they would look to put a charge on the property. Placing a covenant on the property could be removed by agreement of the Council, giving no greater security of tenure. Dedicating as a Field in Trust would be in perpetuity. Joan Lonsdale explained that the Council already holds the Freehold for the land and that no Council to date has used the land for anything other than recreation, would there be any benefit in dedicating as a Field in Trust. Hazel Williams raised concern over the future control over the Recreation Ground if dedicated as a Field in Trust. With mixed opinions from Councillors, it was agreed that the Clerk should ask a representative from Fields in Trust to come along to a meeting to answer any questions on the dedication that members of the Council may have.

There being no further business, the meeting was closed at 9.20 pm.

Signed this      day of                      2016 \_\_\_\_\_  
Chairman

DRAFT