

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Chairman: Mrs E Swift

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 10th October 2017.

Present:- Liz Swift (Chair), Richard Adams, Jane Hall, Don Harrison, Joan Lonsdale, Jenny Moss, Joe Parker, Jim Perry, Derek Reader, Gordon Roach, Michael Swift, Hazel Williams and Brenda Wilson.
Three Members of the Public.

FC/101017/01 Apologies:- Apologies for absence had been received from Robin Dyos, Gus Jones, Mike Smith and Paul Webb,

FC/101017/02 Declarations of any interest known to Councillors:- The following declarations were made:
Liz Swift and Michael Swift FC/101017/12.4 Burwell Early Learners-Donation request

FC/101017/03 Approval Of Minutes:- The minutes of the meeting held on 26th September 2017 were approved and signed as a true and correct record.
Proposed – Joan Lonsdale, Seconded – Jane Hall
The minutes of the meeting held on 3rd October 2017 were approved and signed as a true and correct record.
Proposed – Derek Reader, Seconded – Jenny Moss

FC/101017/04 Public Forum:- Two representatives from Burwell Early Learners attended the meeting to explain why they were asking for a donation from the Parish Council towards the cost of replacing the floor in the enclosed play area outside The Dolphin Room. The floor has been down for 10 years and is in need of repairs. However they have been advised that the most effective option would be to replace the floor at a cost of £3000.00. Through various fund raising events, they have managed to raise £2648.21 and are asking if the Parish Council would be prepared to make a donation of the balance. Burwell Early Learners which is mainly funded by fees, continuously has to rely on fund raising to renew and repair equipment and the building. The two representatives left the meeting.

FC/101017/05 Planning The following planning applications were considered:
17/01658/FUL Mr. N Rayner – Land adjacent to 1 Brick Works Cottages, Factory Road

Demolition of existing garage and construction of 1 no. 3 bed dwelling and associated works

No objections

The remaining member of the public left the meeting.

17/01621/FUL Mr. H Tiwana – Building adjacent to Ashbridge Farm, Factory Road

Construction of 3 dwellings, phased development 1-3 Resubmission of previously approved 16/00504/FUL

No objections

17/01627/FUL Mr. and Mrs G Barnett – 1 Church Lane

Extension and alterations to existing detached garage

Objection

- **Proposal makes the garage a lot larger than existing causing: Over shadowing, high density of buildings on plot and over development, changes to the street scene**
- **Will look like another dwelling**
- **Not suitable for a Conservation Area**
- **Should this application be approved please ensure clause restricting hours of work and that parked builders vehicles do not block the route through to the church, as this is used by many walkers**

17/01682/FUL Mark Lynch – 40 Silver Street

Retrospective as part built two storey side and rear extension and entrance porch

No objections

17/01436/OUT land south of 76 Low Road Burwell

Residential development for six new 5 bed dwellings and two new self-build 5/6 bed dwellings

Application withdrawn – Noted by Council

**FC/101017/06
Planning
decisions
from
District
Council –**

The following decisions were noted by Council
17/00918/OUT Land to rear of 75-79 The Causeway
Construction of two new dwellings **APPROVAL**

**FC/101017/07
Action
Points
Update:-**

The Action Sheet was considered with the following updates:

Burwell to Exning Cycleway - The Clerk reported that she had been informed by Exning Parish Council that the planning application for Halfway House has been called in for determination by the Forest Heath District Council Planning Committee. This application includes an area for the cycle path to go past the front of the house.
Recreation Ground Improvements – Michael Swift reported that he had met with the Regional Director of the FA and hopefully a £150,000 match funded grant would be available. The group has managed to earmark £87,000 to match fund and is working hard to secure the balance required. This includes an application for ECDC CIL 123 List Funding, which the group is in the process of compiling.

Pauline's Swamp – Jenny Moss is in the process of compiling a report for Clunch on the Pauline's Swamp Open Day.

Public Toilets – Liz Swift reported that a meeting had recently taken place with Maggie Camp, Solicitor for ECDC. At the meeting the Parish Council representatives had indicated that the Parish Council would like to acquire the toilets for £1 to use for a public toilet and for storage. The Solicitor will now go back to ECDC with this information for consideration by Officers and the Asset and Development Committee. ECDC had no paper work with them and did not seem to be able to provide any evidence that there was a right of way across the Parish Council land to the toilet block.

Parish Council Strategy Planning – The last group meeting is being held next week. Once this has taken place, all Chairman of the groups will get together as a over-arching group to look at the Committee Structure.

Village Sign – The Clerk reported that an order has been placed for the village sign. The size of the sign will be approx. 800mm x 800mm and will take about 12 weeks to manufacture.

Grass Cutting Contract – A couple of contractors have indicated an interest in tendering for the grass cutting contract. Richard Adams suggested that the contract could also be advertised on Facebook.

Ness Road LHII – The letters to residents in the vicinity of Ness Road will be delivered early next week giving them notice of the Public Consultation being held on 24th October 2017.

Hythe Farm – Owner has appealed against Enforcement Notice. Appeal dates not known as yet.

FC/101017/08 Parish Council Group Reports

Community, Leisure and Sport – 3rd October 2017

The Council noted the report from the Community, Leisure and Sport meeting held on 3rd October 2017 with the following recommendations:

1. That the noticeboard situated outside the Gardiner Memorial Hall is resituated on Pound Hill subject to planning if required

Michael Swift explained that the board currently outside of the Gardiner Memorial Hall is difficult to read notices on from the path. The group had suggested that the board should be moved to Pound Hill. Hazel Williams commented that whilst she had no objections to the sign being moved, consideration as to its location on Pound Hill needs to be given some thought. Rebecca Saunt ECDC is due to forward information to the Clerk as to whether we will require planning consent or not.

The Parish Council agreed in principle to the recommendation subject to a suitable location being found on Pound Hill.

2. That Council reviews the Parish Councils representatives on outside bodies and organisations

Michael Swift reported that the group understands that the Council's representatives on outside bodies and organisations have not been reviewed for a number of years. This may have led to some representatives no longer being interested or unable to attend meetings. It is suggested that all Council members are given an opportunity to show an interest in representing a group prior to representatives being chosen.

The Parish Council agreed that the Council reviews the Parish Councils representatives on outside bodies and organisations.

3. Council Properties – Dog Fouling

- a. That dogs must be kept on leads at all times on the Recreation Ground, Margaret Field and Jubilee Green
- b. That bin stickers and posters are purchased to discourage dog fouling
- c. That children are invited to make posters asking dog walkers to clear up after their dogs. The posters to be laminated by the Council and displayed at the Recreation Ground
- d. Permanent signs are purchased to make it clear of the rules for taking dogs on Parish Council property

All recommendations regarding dogs were approved by Council.

FC/101017/09 Parish Reports:- Property –

1. Weekly Play Area Inspection Reports

The Clerk reported that the handyman had carried out the weekly checks on the playground equipment. The Clerk informed Council that Margaret Field including the play area has remained closed to the public since the travellers were evicted. The site has now been cleaned by ECDC and the Clerk asked when the field, particularly the play area could be opened to the public. It was suggested that the Clerk should obtain advice from the Environment Health Officer, but that it would be good to have it open by the start of half term.

2. Update on Council Properties/Travellers, review of security of properties and future authority to instruct bailiffs to instigate proceedings

The Clerk informed Council that the grass cutting contractor for the Recreation Ground had notified her that he could not get on to the Recreation Ground to cut the grass due to the height barrier being spot welded. As the grass needs to be cut, Council discussed when the security measures at the Recreation Ground should be removed. Future security of parish council sites needs to be considered and it was suggested that this should be discussed at the Finance and General Purposes meeting next week.

Hazel Williams proposed, seconded by Michael Swift that the spot welding should be removed from the overhead barrier and the farm machinery blocking the entrance also removed.

Council resolved that the spot welding should be removed from the overhead barrier and the farm machinery blocking the entrance should also be removed.

It was also agreed that the Finance and General Purposes Group should look at setting up a procedure for dealing with illegal encampments.

Jim Perry mentioned that Exning Parish Council had been warned of the direction that the travellers were heading to via Neighbourhood Watch and he suggested that

the Council should have a Neighbourhood Watch representative. This will be considered when the Council carries out its review on representation on outside bodies and organisations.

3. Cricket Club Lease

The lease for Mingay Park to the Cricket Club had been circulated to Council members for consideration prior to approval. The lease will include a clause to ensure that the Cricket Club is responsible for 100% of any damage caused to Mandeville Hall. The lease will also be for a term of 99 years.

Michael Swift proposed, seconded by Joe Parker that the lease to the Cricket Club of Mingay Park is approved.

Council resolved that the lease to the Cricket Club of Mingay Parish is approved.

Trees/Environment

Council noted the following notifications of approved tree works at the following properties:-

The Manor House, 3 High Street

T1 Horse Chestnut – Crown reduction of the over-extended limb above play area by 3-4 m. Remove smaller branch adjacent growing Mulberry tree

9 Isaacson Road

T1 Birch – Crown reduce over drive by approx. 1-1.5m

T2 Catalpa – Crown reduce over drive by approx. 2-2.5 m. Shape and balance

T3 Walnut – Crown reduce over garden by approx. 3.5m. Crown reduce height

over garden only by approx. 3.5m and shape into remainder

T4 Walnut adjacent to shed – Crown reduce western canopy by approx. 2.5m and shape into remainder

T5 Ash – Crown reduce on south side back to previous pruning points. Crown reduce spread all round to shape and balance. Crown reduce height by approx. 3m

T6 Sycamore – Fell

Hyde Cottage 100 North Street

T1 Silver Birch – fell

T2 Yew – Crown reduction and prune back overhanging branched obstructing public footpath and road

104 North Street

T1 Laurel – Reduce height by 0.5m. Reduce side on driveway by 0.5m.

Lightly trim on road side to retain screen

T2 Silver Birch – Crown reduce height by 0.5m to below telephone cables and shape in remainder of tree

TPO E/08/17 102 North Street

Confirmation of Tree Preservation Order

FC/101017/10 County & District Matters:- None

FC/101017/11 Other Reports (in circulating file):-

Council noted the following reports:

Wicken Fen Community Liaison Forum 21.9.17

Planning @ East Cambs Summer 2017

CCVS Training Courses

FC/101017/12 Finance

1. Return of Deposit and Goodwill Payment for hirer of Mandeville Hall 1.10.17

A hirer had been requested to change halls due to the illegal encampment on Margaret Field. Council agreed that the hirer should be paid a goodwill payment of £20.00 in addition to the return of the deposit of £50.00

2. Consideration of contribution to cost of tow bar for handyman's vehicle

The handyman has had to purchase a new vehicle and this does not have a tow bar.

Following a proposal from Joe Parker, Council resolved to fund the purchase and fitting of a new tow bar for the handyman's vehicle.

3. Engage Group – Donation request

A donation request had been received from Burwell Library for a contribution towards

speakers costs who attend the monthly Engage Group meetings.

Michael Swift proposed, seconded by Jane Hall that a donation of £50.00 should be made to the Engage Group.

Council resolved that a donation of £50.00 should be made to the Engage Group.

4. Burwell Early Learners – Donation request

Joan Lonsdale took the Chair for this item as Liz Swift had declared an interest and the Vice Chairman was not present.

Council considered the request from Burwell Early Learners for funding towards a replacement floor in the enclosed area outside The Dolphin Room.

Hazel Williams proposed that a donation of £500.00 should be made to Burwell Early Learners for a replacement floor the enclosed area outside The Dolphin Room.

Council resolved that a donation of £500.00 should be made to Burwell Early Learners for a replacement floor in the enclosed area outside The Dolphin Room.

Liz Swift returned to the Chair.

5. Consideration of payment to the following:

Council considered and approved the payments to the following after it was confirmed that the cost for the bailiffs for evicting the travellers was £4411.32 including VAT and that the payment for Aztek Services was £145.37

Proposed – Don Harrison, Seconded – Gordon Roach

George Rowland	Mileage	£36.45
Debbie Cawley	Mileage	£36.37
	Padlock - Priory Meadow	
Martyn Wright	Mileage	£62.10
Jayne Weaver	Mileage CAPALC & Ely	£25.65
Burwell Office Cleaning	Jul-17	£1,062.72
Ridgeons	Maintenance Materials	£84.49
Burwell Window Cleaning	Various Properties	£63.00
Trulink	Hay cut Pauline's Swamp	£270.00
Latta Hire Limited	Temporary Toilet	£144.90
Soham Pest Control	Wasp Nest Pavilion	£54.00
JMFiresafety	Fire Service MH	£50.00
Hutchinsons	Maintenance Materials	£46.62
Aztek Services	CCTV repairs Mandeville Hall	£145.37
Mr Groundsman	Rec Grass Cutting Sept	£830.00
N & G Marsh	Cemetery Shed repairs following theft	£194.00
PKF Littlejohn LLP	Exernal Audit 2016/2017	£720.00
Play and Leisure	Playground Spares	£89.25
Cambridgeshire County Council	LHII The Causeway	£9,422.78
Byran Lecouche	Bailiffs	£4,411.32
Hsigns	Deposit for Village Sign	£1,000.00
CCVS	Membership	£30.00
Royal British Legion Poppy Appeal	Donation	£100.00
The Voluntary Network	Trip to Ely September	£35.00
ESPO	Diaries	£3.84
Land Registry	Recreation Ground Fields in Trust	£80.00
Global Fire Services	Emergency Lighting Service GMH	£97.20
Eon	Street Lighting	£61.97
British Gas	JRR	£54.42
British Gas	MH Electric	£276.09
ECDC	Mandeville Hall	£456.00
ECDC	JRR	£37.00
ECDC	Cemetery	£137.00
ECDC	GMH	£45.32

Anglian Water	JRR	£28.55
Anglian Water	GMH	£91.78
Anglian Water	Cemetery	£17.98
Anglian Water	Recreation Ground	£53.28
Anglian Water	JRR	£91.15
Eon	Pavilion	£28.60
Eon	Cemetery Chapel	£14.41
Eon	Jubilee Reading Room	£78.00
Eon	Allotment Shed	£15.31
BT	Phone Account MH	£85.32
BT	Phone Account JRR	£161.13
Salaries	Salaries, NI, Tax and Superannuation	£4,910.63

Return of Deposits

Linda Farris	MH/GMH + goodwill payment	£70.00
Holly Ryder	GMH	£50.00
Total		<u>£25,859.00</u>

FC/101017/13 Correspondence

1. Invitation to Community Forum AGM 25.10.17

Council noted that the Community Forum will be holding its AGM on 25.10.17 at 7.30 pm at the Day Centre. Hazel Williams briefly explained the role that the Community Forum has in the parish. They will be organising Burwell at Large on the 17th and 18th March 2018. All Council members are invited to attend the AGM.

There being no other business the meeting was closed at 8.40 pm

Signed this the _____ day of October 2017 _____ Chairman