

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Chairman: Mrs J Lonsdale

Clerk: Mrs Y Rix

Minutes of the meeting of Full Council held on Tuesday 10th November 2015, 7.30 pm in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU.

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

Max Jamieson - Resident

01.11.15 There was no apologies for absence.

Apologies:-

Joan Lonsdale welcomed Tim Wallis who had been co-opted at the previous meeting to the Council.

02.11.15 The following pecuniary interests were declared:-

Declarations of any interests known to
Derek Reader – Cemetery
Gus Jones – Cemetery
Brenda Wilson – Finance Burwell Museum
Sylvia Greenaway – Cemetery
Joe Parker – Cemetery
Paul Webb – Cemetery
Jim Perry – Burwell Sports Centre

Council resolved that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Item No. 13.11.15

03.11.15
Approval of Minutes

Council noted that concern had been raised that the submitted Parish Council comments for the planning application for the proposed new development on Newmarket Road did not fully reflect all matters included in the minutes. The Clerk reported that she had also received a letter from a resident questioning this. She continued to report that she had spoken to the Planning Officer, who had explained that Highways had requested further information and that as a result it was unlikely that the application would be considered by the Planning Committee until at least January 2016. The Planning Officer had also confirmed that the Parish Council could submit further comments for an extended period. The Clerk stated that this would allow for the letter from the resident and the other concerns to be addressed as an agenda item at the next meeting.

It was proposed that the Minutes of the meeting held on 27th October 2015 should be approved as a true and correct record. An item will be included on the agenda for the next meeting to enable Council to decide if further comments need to be submitted in addition to the material planning considerations already submitted to ECDC for the proposed development on Newmarket Road.

Proposed – Robin Dyos, seconded – Paul Webb

04.11.15 Public Forum: Max Jamieson informed Council that he was a resident of the village and a keen skateboarder. He continued to say that he works for two skate park companies and that he considers that Burwell should have a better skate park than the existing one, which is tired and out of date. He has set up a Facebook page and over 200 people have shown an interest in the proposal. The estimated cost for a new park is around £50,000 to £70,000 and he is confident that much of the funding could be found through grants. Members of Council expressed that it was good to see that he was keen to move the project forward. More support would have to be shown to demonstrate the need for grant applications. Mr. Jamieson explained that he was intending to carry out a more formal consultation. Joan Lonsdale informed him that there were a number of projects that the Council are currently looking at, all needing funding, but that it would be useful to have some visual idea of what the skateboarders wanted, along with relevant sizes. It was also expressed that the Council would need to obtain at least three quotations for any scheme considered.
Mr. Jamieson thanked the Council and left the meeting.

05.11.15 Planning The following Planning Applications were considered:

Applications:- 15/00523/LBC Mr. B Croucher - 28 High Street
Demolish rear wall and roof over the annexe and rebuild. Installation of a new kitchen on the ground floor, new bathrooms on the first floor. Replacement Windows.
Amendment – Additional design details and amendments to specifications. Structural engineers report for outbuilding.
No Objections

15/01304/FUL Ms. G Miller - 33 Silver Street
Single storey extension to rear, internal alterations and porch to front
No Objections

06.11.15 Decision from County and District Councils No decisions had been received from the District or County Council.

07.11.15 Action Update:- The attached Action Update sheet was considered.
An email had been received from Exning Parish Council requesting an update on the Newmarket Road bridge. Council agreed that the Clerk should arrange a meeting with Exning Parish Council and the Safety Working Group. County Councillor David Brown should also be asked if he would like to attend as well.
69 residents had responded to the recent survey regarding the work to the verge along the Causeway. All responses were positive and in support of the project. A number of positive responses had also been made online.

08.11.15 Parish Grounds – Reports:- Weekly Play Area Inspection Reports
The Clerk informed Council that the de-compacting had been carried out at the Recreation Ground. The handyman had also cleared wooden pallets from the area around the skate park on a couple of occasions.
Report from the General Purposes Working Group - Cemetery Regulations
A copy of the existing Cemetery Regulations showing possible changes had been circulated to all members at the start of the meeting. In order for full consideration to be given to this item, it was agreed that it would be an agenda item for the next meeting. Hazel Williams went through the amendments suggested by the General Purposes Working Group. These include;

- the reduction in the number of years that an Exclusive Right is issued to 50
- Transfer of Ownership of the Exclusive Right may need to be considered
- memorials only being erected by qualified stonemasons
- allowing each grave to have an area of 18 inch deep where plants could be set or adornments placed

The group had also looked at the Equality Policy and a copy of the draft policy had also been distributed to all members at the start of the meeting. This will be an agenda item at the next meeting.

Report from the Sports Provision Working Group

Mike Swift presented Council with recommendations made by the Sports Provision Working Group to improve facilities at the Recreation Ground. A detailed copy of the recommendations had been circulated to the members.

Hazel Williams proposed, seconded by Gordon Roach that the following recommendations as listed in the report should be adopted:

1. That the Council place a 30 year Covenant (Field in Trust), on the Recreation Ground protecting its use as a Sports' Field for team games.
2. That a contract be sought with a qualified Grounds' Maintenance Organisation for the upkeep of the present pitches. Spring work should include: Aeration with Vertidrain, Sand/Soil Topdressing, Overseeding, Fertilizer application and Weedkilling. Autumn work should include: Aeration with Vertidrain and Fertilizer application.
3. That a contract be sought with a reliable organization to cut the grass regularly when required to maintain a sward height of 25-35 mm.
4. That the Council initiates a two or three year project to refurbish and extend the present pavilion to create a modern four changing room facility. If Council agrees to this proposal, £25,000 should be placed in earmarked reserves and £5000 in annual budget to cover first year financing.
5. If enough external funding can be obtained, serious consideration should be given to improved training lights, car park lighting and high catch fencing behind each goal area.
6. To meet the requirements of the Equalities Act, the Council should hire a temporary toilet amenity at an annual cost of approximately £1500.00.

The option of a community self-build was questioned, but the existing pavilion had been built in this way and has possibly led to a number of the problems with the building.

A vote, resulting in 15 councillors being in favour of adopting the proposals. There were two abstentions.

Council resolved that the recommendations of the Sports Provision Working Group should be adopted.

Update from the Finance Working Group

Hazel Williams reported that the Finance Working Group has so far met on two occasions to consider the budget and precept for 2016/2017. A report and recommendations of the group should be available at the next meeting.

Trees/Environment

Council noted the following notifications from ECDC:

23 Bloomsfield

T1 Silver Birch – Felling and uprooting

Millfield House, Mill Lane

T1 Sycamore – Overall 25-30% crown reduction

T2 Walnut – Overall 25-30%

42 North Street

T1 – T3 Laurel – remove

T4 – Apple – Crown reduce by 50%

09.11.15

County & District Matters:-

Local Government Boundary Commission – Further Limited Consultation for Cambridge

Council noted that a further consultation for the Cambridge City area is being carried out by the Local Government Boundary Commission.

ECDC Public Conveniences, The Causeway, Burwell

A letter had been received from ECDC asking the Parish Council to consider taking over the public toilets to the rear of the Jubilee Reading Room. If the Parish Council were to take the toilets then a one off sum of £9,026, the approximate one year running costs would be paid to the Council. Alternatively the Parish Council could use this funding towards other provision of public toilets in the village. The proposal had already been discussed by the

Finance Working Group and the Clerk had raised several queries regarding the ownership of the building, maintenance, usage and staffing with ECDC and was waiting for their response. Derek Reader informed Council that problems with the drains need to be taken into account when making a decision. Joan Lonsdale informed Council that she was aware that Soham Town Council had also been asked to consider taking over the toilets in Soham, but that they had been offered a figure equivalent to three years running costs. ECDC is looking for an answer by the end of November 2015, but Council felt that this timescale did not allow enough time for the matter to be fully considered. The Clerk was asked to request a meeting with ECDC to discuss the proposal in more detail, asking for an increase in time to allow the Parish Council to fully consider the implications if they were to take over the facility and rationale regarding funding to be given to Parish Councils.

ECDC Members Code of Conduct Training – 24.11.15

Notification had been received from ECDC of a Members Code of Conduct Training being held on 24th November 2015. Unfortunately this is the same night as the next Council meeting, making it difficult for members to attend.

ECDC – Community Led Development and Community Land Trusts

Council noted information from ECDC on Community Led Development and Community Land Trusts.

Cambridgeshire County Council – Riparian responsibilities for Flood Risk

Information had been received from the County Council regarding riparian responsibilities for Flood Risk. The County Council asked that Parish Councils made parishioners aware of their responsibilities. Council asked the Clerk to obtain a further supply of the information leaflet so that they could be made available in the Jubilee Reading Room and at Centre Peace.

Cambridgeshire County Council – Briefing regarding budget proposal

Council noted a briefing and press releases from Cambridgeshire County Council outlining possible cuts needed to make the required budget savings of around £41 million.

Notes of meeting with Sue Wheatley, ECDC 21.10.15

Notes of this meeting had been circulated to all Council members.

Gus Jones questioned why Section 106 agreements had been mentioned regarding the proposed development on Reach Road, as he thought these had been replaced by CIL. It was explained that Section 106 agreements cover areas other than finance and still form part of the planning process. Whereas CIL relates to the financial consideration that has to be made by the developer. Gus Jones continued to point out that only four members had attended the meeting. Joan Lonsdale explained how the meetings had initially evolved at the time when the Masterplan was taking place and now met on a limited amount of times throughout the year. Joan Lonsdale continued to explain that she had raised concern with private roads on developments and their ongoing maintenance, as residents were often either reluctant or not in a position to carry out necessary work in future years. In previous years developers did make some provision, but this no longer seems to be happening.

10.11.15 Other Reports (in circulating file):-

Council noted the following reports:
Parish E-Bulletin

11.11.15 Finance

Consideration of quotation for a defibrillator

A quotation had been received from Community Heartbeat for a defibrillator. Council agreed that the best place for the unit to be situated is on the outside of the Jubilee Reading Room. A further quotation should be obtained prior to accepting the one from Community Heartbeat.

Proposed – Derek Reader Seconded – Don Harrison

Consideration of quotation for tree work at Jubilee Green adjacent to 22 Pound Close

Three quotations had been received to carry out work to trees in Jubilee Green which are causing damage to the fence of 22 Pound Close. Council agreed to accept the cheapest quotation in the sum of £525.00 plus VAT from S P Landscapes. The quote recommended felling trees leaning on the fence and the Clerk was asked to find out the reasoning behind this recommendation as Council did not wish for trees to be felled unnecessarily.

Consideration of request for grant towards funding of Summer Activities at Burwell Museum

A request for grant funding towards the funding of Summer Activities had been received from Burwell Museum. Council agreed that a donation of £500.00 should be made.

Proposed – Mike Swift Seconded – Robin Dyos

Consideration of donation to Cruse Bereavement Care

A letter had been received from Cruse Bereavement Care asking Council to consider a donation. Council agreed that as this was not a local charity and the level of provision in the village was good, that no donation should be made on this occasion.

Consideration of payments

Council agreed that payments to the following as listed on the attached Payment Sheet should be made:

Proposed – Liz Swift Seconded – Derek Reader

S Rowland

D Cawley

Burwell Office Cleaning

Cambury Turf

Burwell Window Cleaning

Eastern Tree Surgery

CAPALC

K Fergusons

Ridgeons

ESPO

Herts and Grounds Maintenance

Eon

ECDC

Salaries, Wages etc.

Return of Deposits for Gardiner Memorial. Mandeville Halls and allotments

The Clerk informed Council that the cost of the recent Councillor training looks to have been covered by income received from other Parish Councils who had taken advantage of the training sessions.

Derek Reader raised concern that the grass cutting contractor often left his trailer unattended in the Mandeville Hall carpark, blocking the emergency exit to the cricket ground. The Clerk to speak to the contractor.

12.11.15

Correspondence

Letter from resident regarding Sim2do 101 Ness Road

Council noted a copy of a letter sent for information from a resident who had raised concern with the Enforcement Officer at ECDC regarding a property in Ness Road.

Email from Burwell Community Sports Centre

An email had been received from the Chairman of Burwell Community Sports Centre informing Council that they had been successful in obtaining grant funding to replace the hot water and heating system.

Letter regarding Burwell Cemetery

Council noted a letter regarding the Cemetery. A response will be sent once the new regulations have been approved.

Invitation to Burwell Community Forum AGM 17.11.15

An invitation to the Burwell Community Forum AGM on 17th November 2015 had been received. Two members of the Council will be attending.

Request from resident regarding traffic flow Silver Street

The Clerk reported that a resident had asked if something could be done about heavy vehicles from D S Smith travelling along Silver Street underload. A verbal agreement is in place that heavy vehicles based in Factory Road only use Silver Street when they are not underload. All drivers are adhering to this, apart from those working for D. S. Smith. It was agreed that the Clerk should write to D S Smith and request that they revert back to not using Silver Street when underload.

Notification from Newmarket Town Council – Application for the designation of a neighbourhood area

Council noted that Newmarket Town Council is proposing to submit an application for the designation of a neighbourhood area.

Email regarding Burwell Skate Park

This item was dealt with at the start of the meeting.

Hazel Williams thanked the staff for making the necessary arrangements for the Remembrance Day Service and Parade. She also thanked Sylvia Greenaway for

arranging the bugler. A letter of thanks and a token of the Councils appreciation will be sent to the bugler.

13.11.15

Council considered the following:

19 Saxon Drive – Removal of Covenant - Confidential Item

There being no further business, the meeting was closed at 9.22 pm.

Signed this day of 2015 _____

Chairman

DRAFT