

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Minutes of the Meeting of the Burwell Parish Council held in the Jubilee Reading Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU at 7.30p.m. on Tuesday 10th July 2018.

Present: Liz Swift (Chair), Robin Dyos, Jane Hall, Don Harrison, Joan Lonsdale, Jenny Moss, Jim Perry, Derek Reader, Gordon Roach, Michael Smith, Michael Swift, Paul Webb, Hazel Williams and Brenda Wilson

District Councillor David Brown

FC/100718/1 Apologies

Apologies for absence had been received from Richard Adams, Gus Jones, Helen McMenamin-Smith and District Councillor Lavinia Edwards.

FC/100718/2 Declarations of any interests known to Councillors

Joan Lonsdale declared an interest in the offer of a Christmas tree from Staploe Rotary Club.

FC/100718/3 Approval of Minutes of the meeting of 26th June 2018

The minutes of the meeting held on 26th June 2018 were approved and signed as a true and correct record.

Proposed – Gordon Roach Seconded – Robin Dyos

FC/100718/4 Public Forum

No matters were raised

FC/100718/5 County and District Reports

Written reports from District Councillors David Brown and Lavinia Edwards were noted. David Brown explained that the Parish Council's application for CIL 123 funding for the Recreation Ground had been approved in principal and that the next stage is to submit an application for the funding.

Hazel Williams asked David Brown if there was an issue with the Stakeholders Committee for the ECDC Trading Companies. David Brown responded by explaining that the committee had only been running for a year and as time progresses the remit for the committee is evolving.

David Brown left the meeting at 7.35 pm

FC/100718/6.1 Planning Applications

The following planning applications were considered:

18/00652/FUL 33 Pound Close

Single storey side and rear extension to create annexe. Single storey rear extension and internal alterations. New windows, render and cladding treatment to elevations.

Additional information received includes revised plan with tree information – no response required.

Additional information noted

18/00872/FUL 38 Isaacson Road

Proposed Garage Conversion & Extension to form attached Annexe

No objections

18/00609/FUM Land rear of Meadow View Industrial Estate, Reach Road

Proposed change of use from B8 to B2 and 15 no. starter units including associated parking, drainage and hard landscaping

Clarification required as to exact site otherwise no objections

18/00723/FUL 17 The Paddocks

A single storey wooden frame garden building

No objections

FC/100718/6.2 Planning Decisions from District Council

The following planning decisions were noted:

18/00574/FUL 15 The Avenue - Approval

Demolish existing glazed conservatory and erect a new single storey extension in the same position but extending the full width of the house

E/3002/18/CC Burwell House Centre, Silver Street – Approval

Section 73 planning application to retain two temporary mobile buildings until 31st August 2023 without compliance with condition 1 of planning permission E/03003/12/CC

18/00462/LBC The Coach House, 3a High Street – Approval

Alterations, refurbishment and extension of existing study. Demolishing of existing wall to double garage. Conversion of part of garage into living accommodation.

FC/100718/6.3 Trees/Environment

The following approved (ECDC) tree works were noted

8 Bloomsfield TPO E/12/69

T1 Sycamore – remove one branch and cut back any overhanging vegetation above hard landscaping feature

FC/100718/7 Finance

1. Consideration of the following:

Approval of signatories/directors for the CCLA Investment Account

The mandate for the new CCLA deposit account requires four approved Signatories/Directors.

Hazel Williams proposed the following four Councillors as signatories/directors: Liz Swift (Parish Council Chairman), Robin Dyos (Parish Council Vice Chairman), Hazel Williams (Finance and General Purposes Chair, and Richard Adams (Finance and General Purposes Vice Chair).

Council resolved the following four Councillors as signatories/directors:

Liz Swift (Parish Council Chairman), Robin Dyos (Parish Council Vice Chairman), Hazel Williams (Finance and General Purposes Chair, and Richard Adams (Finance and General Purposes Vice Chair).

Donation request from MAGPAS Air Ambulance

A request for a donation had been received from the MAGPAS Air Ambulance Charity.

Council agreed that on this occasion no donation should be given because it was up to individuals to support whatever charity they wished.

Consideration of payment to the following:

The following payments were considered. Paul Webb commented on the amount of mileage carried out again this month by the second key holder.

All payments were approved.

Proposed - Jenny Moss, Seconded – Gordon Roach

George Rowland	Mileage		£22.05
Debbie Cawley	Mileage		£21.60
Martyn Wright	Mileage		£40.95
Carl Turner	Mileage		£13.50
Jayne Weaver	Mileage (CAPALC Training Day)		£25.20
Burwell Office Cleaning	Jun-18		£1,049.70
Ridgeons	Maintenance Materials	£31.74	£31.74
Latta Hire Limited	Temporary Toilet		£144.90
Mr Groundsman	Recreation Ground Grass Cutting		£533.33
Truelink	Grass Cutting		£804.00
GAWN Associates	Report Mandeville Hall Ceiling		£480.00
CAPALC	Training 29.6.18		£60.00
Copier IT	Photocopier contract		£92.88
Burwell Window Cleaning	Various Properties		£63.00
Three Counties Fire Protection	Fire Equip Check Chapel	£6.60	£72.60

	Fire Equip Check Cem Shed	£6.60	
	Fire Equip Check Allot Shed	£6.60	
	Fire Equip Check Pavilion	£6.60	
	Fire Equip Check GMH	£39.60	
	Fire Equip Check JRR	£13.20	
LCR/NALC	Local Council Review Subscription		£229.50
The Voluntary Network	Ely Trip June	£35.00	£65.00
	Ely Trip May	£30.00	
Moore Stephens	Internal Audit		£1,020.00
East Cambs Neighbourhood Watch Association	Neighbourhood Watch street signs		£270.00
Royal British Legion	Donation/Wreath 2018		£150.00
Mark Cross Ltd	Marg Field moving of blocks		£96.00
Neil Kennedy Mead	Tile replacement MH		£80.00
Construction(Cambridge)Ltd	Topsoil		£84.00
Zurich Municipal	Insurance Cover Pavilion Work Recreation Ground		£480.64
Sherriff Amenity	Maintenance Recreation Ground		£2,568.00
Hansons	Maintenance		£1,920.00
Alan Lamb Associates	Pavilion Refurbishment Pavilion Refurbishment Build		£1,882.80
RHBC Ltd	Control Pavilion Refurbishment		£706.50
Arco Environmental	Asbestos		£1,740.00
Eon	Street Lighting		£34.65
Jaggard Projects Ltd	Pavilion Refurbishment		£9,120.00
Lloyds Bank	Various June 2018		£81.78
East Cambs District Council	Mandeville Hall	1.7.18	£505.00
East Cambs District Council	Cemetery	1.7.18	£151.00
East Cambs District Council	JRR	1.7.18	£38.00
East Cambs District Council	GMH	1.7.18	£182.00
BT	Phone Services	21.6.18	£32.29
BT	Broadband services	16.6.18	£164.68
Eon	Gas Mandeville Hall	18.6.18	£23.66
British Gas	Allotment Shed	11.7.18	£32.32
	Cemetery	9.7.18	£30.35
	Pavilion	9.7.18	£37.98
	Mandeville Hall	29.6.18	£327.16
	Jubilee Reading Room	28.6.18	£128.68
WAVE	Recreation Ground	23.7.18	£45.91
	Mandeville Hall	1.8.18	£136.90
	Cemetery	23.7.18	£190.65
	Gardiner Memorial Hall	23.7.18	£72.37
	JRR	23.7.18	£70.93
	Salaries, NI, Tax and Superannuation including cover for handyman and back dated (1.4.18) salary increase for Handyman, Clerk and Assistant Clerk		£6,235.99
Salaries			
Return of Deposits			
Debbie Ploughman	MH		£50.00
Staploe Medical Centre	MH		£50.00
Cambs East Guides	MH		£50.00
Quinten Cooke	MH		£50.00
Lorna Tyler	MH		£50.00
Total			<u>£32,640.19</u>

FC/100718/8 Action Points Update

Burwell to Exning Cycle Way

Waiting for a report from Joshua Schumann of his meeting with Cambridgeshire County Council Officers. Clerk to contact Joshua Schumann to request a meeting with him. Clerk to contact Simon Cole to see if he has any updates.

Recreation Ground Refurbishment

Work has now started on both the Pavilion and the Skate Park.

Pauline's Swamp

The Open Day is to be held on 2nd September and will include a Dog Show, Photography Competition, food and refreshments.

Public Toilets

There is due to be a meeting at ECDC on 2nd August to consider the future of the toilet.

Strategy Day

Liz Swift thanked all for attending and for the lunch organised by Hazel Williams.

Mandeville Hall Ceiling

GAWN Associates are happy to chair a meeting between the three parties involved with the construction of the Mandeville Hall ceiling for a fee of £225.00 plus VAT.

LHII Ness Road

Waiting for final details to be confirmed.

FC/100718/9 Group Reports

Consideration of notes and recommendations from the Safety Group meeting held on 19th June 2018:

Recommendations

The Group recommends to Full Council that the Parish Council should make a contribution of 50% towards the cost of £9120 plus VAT for the two moveable vehicle activated speed signs, should the Council be successful with the 2019/2020 HLII application.

Proposed – Paul Webb, seconded – Don Harrison

Council resolved that the Parish Council should make a contribution of 50% towards the cost of £9120 plus VAT for the two moveable vehicle activated speed signs, should the Council be successful with the 2019/2020 HLII application.

Consideration of notes and recommendations from the Assets and Environment Group meeting held on 26th June 2018:

Recommendations

1. The Group recommends to Full Council that an under the counter fridge is purchased for Gardiner Memorial Hall

Proposed Hazel Williams, seconded Michael Swift

Council resolved Council that an under the counter fridge is purchased for Gardiner Memorial Hall.

2. The Group recommends to Full Council that a sub group is formed to work on the refurbishment of the Gardiner Memorial Hall and for the Clerk to start consulting with existing hirers as to what changes they would like to see made at the hall.

A discussion took place and it was agreed that in the initial stages the Assets and Environment Group should carry out the work required for the refurbishment of the Gardiner Memorial Hall. Some felt that it would be beneficial to include the work suggested for the Mandeville Hall, however others did not agree. It was agreed that the Gardiner Memorial Hall should be dealt with separately. Meetings dealing with the refurbishment need to be held at a different time to the normal group meeting.

3. The Group recommends to Full Council that a meeting is convened between GAWN Associates, Smithers Purslow, Salmon Brothers, Pasquill Saint-Gobain and the Parish Council in order to come to an agreement to rectify issues with roof trusses at Mandeville Hall and associated costs.

Proposed – Mike Smith, seconded Brenda Wilson

Council resolved that a meeting is convened between GAWN Associates, Smithers Purslow, Salmon Brothers, Pasquill Saint-Gobain and the Parish Council in order to

come to an agreement to rectify issues with roof trusses at Mandeville Hall and associated costs.
The cost for GAWN Associates to convene and chair the meeting is £225.00 plus VAT

4. Grass cutting land adjacent to 51 Martin Road.

There is a grassed area of land adjacent to 51 Martin Road which is possibly owned by either the County or District Council which in the past has been cut by a resident. The resident is now no longer able to cut the area of grass and has asked if the Parish Council could take this over. The contractor will charge £10.00 per cut (£100 per year for the 10 routine cuts). Council agreed that we should ask the contractor to include the area of land in his cutting schedule.

FC/100718/10 Parish Reports:-

1. Weekly Play Area Inspection Reports

The Clerk reported that the handyman had carried out play area inspections on a weekly basis and there were no matters of concern to bring to the attention of the Council. The Clerk to check with the handyman that the unsafe rocker in Jubilee Green has been cordoned off prior to its removal.

The Clerk reported that some lead had been stolen from the top of one of the noticeboards at the Cemetery.

2. Annual Playground Inspections

The annual playground inspections are now due. Council agreed that David Bracey should carry out the inspections again this year at a cost of £300.00 plus VAT. The handyman will accompany the inspector as in previous years.

Proposed – Derek Reader seconded – Hazel Williams

FC/100718/11 Other County & District Matters:-

1. Burwell Travellers' site

Council noted that East Cambridgeshire District Council had withdrawn the item from the agenda to discuss the closed Travellers' site in Burwell which had been included in error.

2. East Cambs Community Housing

A letter had been received from East Cambs Community Housing offering their advice and expertise to Councils that wish to consider a Community Land Trust. Councillors to let the Clerk know if they consider it would be worthwhile having a meeting about what is involved with a Community Land Trust and if there is a need in Burwell.

FC/100718/12 Other Reports (in circulating file):-

The following reports were noted:

1. Community Lunch 7.6.18
2. Pauline's Swamp Meeting 21.6.18

FC/100718/13 Correspondence

1. Letter from resident re speeding along Swaffham Road

A letter had been received from a resident of Swaffham Road regarding speeding through the village. The Clerk was asked to respond to the resident explaining the action that is being taken by the Council to try and resolve the issue.

FC/100718/14 Consideration of the following:

1. Offer of Christmas tree from Staploe Rotary Club

Soham Staploe Rotary Club has offered the Council a free Christmas tree for Pound Hill and has asked if we would allow for a collection to be made in aid of their charity, MAGPAS during the Carols around the Tree. Council agreed to accept their kind offer

Proposed – Paul Webb, seconded – Jane Hall.

There being no further business, the meeting closed at 8.16 pm

Signed

Dated