

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

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 11th July 2017.

Present:- Liz Swift (Chair), Richard Adams, Robin Dyos, Jane Hall, Don Harrison, Gus Jones, Joan Lonsdale, Jenny Moss, Jim Perry, Derek Reader, Gordon Roach, Michael Smith, Mike Swift, Paul Webb and Hazel Williams.
Also present – Jacob Hobbs and Scott Parsons, Cambridgeshire County Council Highways Department

Liz Swift welcomed Richard Adams in his role as newly co-opted Councillor and Derek Reader following his absence due to illness.

01.07.17 Apologies:- Apologies for absence had been received from Joe Parker and Brenda Wilson.

02.07.17 Declarations of any interest known to Councillors:- The following declarations were made:
Michael Smith – Planning 17/00918/OUT
Derek Reader – Item 08.07.17.5 Burwell Cemetery Ashes Plots

03.07.17 Approval Of Minutes:- The minutes of the meeting held on 27th June 2017 were approved and signed as a true and correct record.
Proposed – Joan Lonsdale, Seconded – Hazel Williams

04.07.17 Public Forum:- No matters were raised during the Public Forum
Don Harrison arrived at 7.32 pm.
Ness Road – Local Highways Improvement Initiative
Jacob Hobbs and Scott Parsons attended the meeting to inform Council of the scheme that has been proposed to make safer places for pedestrians to cross along Ness Road. Diagrams demonstrating the proposal had previously been circulated and discussed by the Safety Working Group and a number of points and questions had been raised by the group, the answers to which were initially dealt with during the first part of the presentation. The scheme consists of two or possibly three 'give way' features creating gaps for in the traffic for pedestrians to safely cross the road. Scott Parsons explained that a pedestrian crossing was not an option for Ness Road. A pedestrian crossing cannot be sited less than 5m from a roundabout. Traffic approaching and leaving the roundabout would be focusing on the traffic coming from the right, not on pedestrians waiting to use the crossing. The pedestrians will also be expecting the traffic to automatically stop once they have stepped on to the crossing, which may not happen as drivers may have had their attention on other vehicles using the roundabout. There is no suitable place for a crossing to be sited further away than 5 metres due to laybys and driveways. In addition to this, pedestrians are unlikely to walk away from the direct line between Felsham Chase and the school path to cross the road to use a pedestrian crossing. Several alternatives to the 'give way' features had been considered. These included speed cushions, which are deemed to be noisy and vibrate and are generally not liked by neighbouring residents and Chicanes utilizing the existing laybys, which would have decreased parking availability and not given the required type of influence to slow down the traffic.

Give way features work well with opposing traffic flow particular at peak times, however they may cause some queuing. As a result of this, through traffic may look to use different routes such as the A142/A14. Trials for proposed features will be carried out at peak times. There may be higher levels of pollution when the features are first installed, but these could levels could reduce if the amount of vehicles using the road drops.

The first give way feature is planned to be installed by the Jet garage. Concern had been raised regarding the bus stop, although this can be addressed by asking bus providers to stop further along the road. The feature will create gaps in the traffic making it easier to exit the junction at the top of the Causeway. Large vehicles will still be able to access the garage.

Central reservations on the approach to the roundabout will also be increased in size.

The second feature will be outside of 34/36 Ness Road. The main concern is access into Bakers Drive. Drivers should not block the entrance to the road, but this will be monitored and if it is a problem, then a keep clear marking will be implemented.

A third feature could be sited outside 1 The Avenue, but Council members raised concern that this is near to the cemetery and could be a problem at times of funerals and when relatives park along the road to visit graves. Visibility may also be an issue as there is a slight incline in the road at this point.

Good consultation and communication with the parishioners is paramount if the Council wants to move forward with this scheme. Many objections will be similar to those received by Stow Cum Quy as the scheme is similar. Consultation programme consisting of a leaflet drop and consultation meeting can be instigated.

Council members asked if speed indicator devices (SIDS) could be used within the scheme. These could be purchased through a LHII scheme and are generally maintained by the Parish Council. SIDS have a good impact initially, but this decreases as time goes on. SIDS can however be moved from location to location and are being promoted by the County Council.

Another option of reducing the speed limit to 20mph is unlikely to work, as a lot of traffic does not adhere to the 30mph speed limit and to make a 20mph zone work, prior to installation the majority of traffic needs to travel at 23 to 24 mph. Jim Perry asked if any work is likely to be carried out on the A142/14 junction. The junction is in Suffolk and any changes would need funding through central government.

The proposal to be considered further at the next meeting.

Jacob Hobbs and Scott Parsons were thanked for attending and then left the meeting.

05.07.17 Planning

The following planning applications were considered:

17/00841/FUL The Orchard, Weirs Drove
Replacement dwelling and associated parking
Application withdrawn

17/00980/FUL Mr. A Palmer - 2B Hythe Lane
Two storey extension to rear of property
No objection

17/00918/OUT Mr. and Mrs Edghill - Land to Rear of 75-79 The Causeway
Construction of two new dwellings
Objection
Council considers that the access along the unadopted track/public right of way is not suitable. The track currently provides off road parking for properties along the Causeway and the Leys. The proposal will reduce off road parking,

causing more vehicles to park on the Causeway, on which there are already a number of issues with parking.
Council also agrees with points stated by ECDC on the decision notice for the previous application for the site regarding the effect of the proposal on the surrounding Burwell Conservation Area.
The Council supports letters from residents.

17/01094/OUM IGP Solar PV Plant Number 6 Ltd –Land West of Reach Road
Proposed employment development consisting of B1 uses, an associated access and landscaping.
Council considered the application but felt that further understanding of the proposal was required. Councillors were asked to look through the application and inform the Clerk of their comments by 12 noon on Monday 17th July 2017.

Application to run a burger van operation from the layby on Ness Road (Licensing)

Other than concerns about litter and signs along the road advertising the burger van, Council has no objection to the proposal.

**06.07.17
Planning
decisions
from
District
Council –**

17/00831/FUL 16 Isaacson Road
Single storey rear and side orangery and veranda
APPROVAL

17/00751/FUL 13 The Paddocks
Two storey side extension
APPROVAL

**07.07.17
Action
Points
Update:-**

Burwell/Exning Cycle Path

The County Council has appointed a consultant to carry out a feasibility study for the project. As part of this a meeting will be held with members of the Safety Working Group and Stephen Conrad on the 21st July 2017. A meeting has also been arranged with the County and District Councillors representing Burwell and Exning.

Recreation Ground Improvements

Michael Swift informed Council that a meeting had recently taken place with other sporting groups to discuss their needs and the possibility of including these within the Recreation Ground project.

Pauline's Swamp

Michael Swift reported that a number of meetings have taken place. The group is currently focusing on the Open Day to be held on 3rd September. Along with cutting of the hay on Spring Close, the hay at Pauline's Swamp also needs to be cut. James Moss is finding out if any of his contacts are able to help. An alternative may be Aves at Reach. The group has been advised that having the sheep on site may cause damage to the flora. The Clerk was asked to write to the owner of the sheep and advise them of the situation.

Strategy Day

The output report from the day has just been received from ACRE. Hazel Williams commented that she did not feel that 'community' should be included in the same group as sports and leisure and that it should continue to be the responsibility of the full council.

Trees on the Boundary of Mingay Park

The Clerk reported that an order had been placed with SP Landscapes to remove the overhanging branches from 14 Reach Road. Cathy White, Tree Officer at ECDC had also visited the site and her report would be an agenda item for the next meeting.

Hythe Farm House

The Clerk informed Council that she had received an email from ECDC that an Enforcement Notice had been served on the property.

08.07.17

Parish Reports The Clerk reported that the annual playground inspections had been carried out. The reports to follow highlighting any causes for concern.

Property:-

1. Weekly Play Area Inspection Reports

Weekly inspections have continued to be carried out by the handyman. The “No Dogs” sign at Westhorpe has been removed. The Clerk was asked to order a replacement sign.

2. Window Mandeville Hall

The Clerk reported that a window had been broken at Mandeville Hall. The Cricket Club had admitted responsibility. The cost to repair the window is £247.00 plus VAT. The Clerk was asked to bill the Cricket Club for the cost of the repair.

Proposed – Paul Webb, Seconded – Robin Dyos

3. Consideration of Annual PAT Testing Quotation

A quotation had been received from M S Electrical in the sum of £70.00 plus VAT to carry out the annual PAT testing at the Council's properties. Council agreed to accept the quotation.

Proposed – Paul Webb, Seconded – Robin Dyos

4. Provision of bark for Play Areas and Pauline's Swamp

The Clerk informed Council that she had placed an order for bark for the play area and Pauline's Swamp but had found out the company had gone into liquidation. She had since found out that the company was now back running but had concerns should the company ask for payment up front for the goods. In addition to this the handyman had now indicated that a larger amount of bark was needed for the play areas. Michael Swift considered that the bark for inside of the barn at Pauline's Swamp is not necessary. A second quotation received previously from Madingley Mulch was considerably higher. Council agreed that if the original supplier is prepared to supply the bark on account then 20m³ should be ordered. If not, then 15m³ of bark should be ordered from Madingley Mulch.

Proposed – Joan Lonsdale, Seconded – Gus Jones

5. Burwell Cemetery – Ashes Plots

The Clerk reported to Council that a member of the public had asked for clarification regarding memorials on the Ashes Plot in the Cemetery as some of the plots had memorials on them. Council confirmed that memorials are not allowed and any memorials on the plots need to be removed. The Clerk to write to family members to inform them of the situation. Derek reader informed Council that there was a shortage of vases in the Wall of Remembrance. The Clerk was asked to order a further supply.

Trees/Environment

Notification of approved tree works at the following properties:-

TPO E/07/17 Burwell House, 46 North Street

TPO E/08/17 102 North Street

1 Church Lane

T1 Sycamore – Fell

1 Church Lane

T1 Conifer – Fell

19 Hatley Drive

T1 Silver Birch - Fell

21a High Street

T1 Walnut – Shorten mid upper crown branches over road by 2.5m. Shorten mid-lower crown branches over road by 1m. Cut back branches over roof to clear by 1m, by removing whole branches. Remove leader on main central stem. Reduce weight of limb on south side by 25%. Leave a shaped and balanced canopy shape.

**09.07.17
County &
District
Matters:**

There were no County or District matters to discuss.

**10.07.17
Other**

The following reports were circulated in the circulating folder:
Pauline's Swamp trustee Minutes of 23.5.17 and 22.6.17

**Reports and
General
Information:**

**11.07.17
Finance**

Council considered the following:

1. Consideration of payment to the following:

The Clerk reported that the total for salaries includes a sum of £208.06 to the Assistant Clerk, cover for the Clerk (illness) and £21.65 for the Assistant Key holder, cover for the Key Holder (holiday).

Proposed – Gordon Roach, seconded – Joan Lonsdale.

George Rowland	£46.35
Debbie Cawley	£25.65
Martyn Wright	£32.40
Burwell Office Cleaning	£1,274.82
Ridgeons	£15.48
Burwell Window Cleaning	£63.00
Latta Hire Limited	£151.80
Voluntary Network	£55.00
APC	£180.00
Burwell Computers	£65.00
Jim Perry	£9.50
Alan Lamb	£1,200.00
Play and Leisure	£39.60
K Furguson Ltd	£4,306.85
Moore Stephens	£660.00
Mr Groundsman	£100.00
Wicksteed	£320.81
Lloyds Bank	£59.01
BT	£85.32
BT	£160.60
BT	£100.20
ECDC	£456.00
ECDC	£37.00
ECDC	£137.00
ECDC	£177.00
Anglian Water Business	£11.60
Anglian Water Business	£59.05
Anglian Water Business	£50.71
British Gas	£125.44
Eon	£30.82
Eon	£36.49
Eon	£33.00
Eon	£166.30
Eon	£15.69
Eon	£15.31
Eon	£23.96
Eon	£122.82
Salaries	£5,269.43
Return of Deposits	£ 386.28
Total	<u>£16,105.29</u>

12.07.17

Correspondence

1. CPRE Planning Workshop for Parish Councils

Council noted an invitation to a workshop on “Understanding the Planning System and responding to planning applications” run by CRPE on Thursday 2nd November 2017. Any members interested should inform the Clerk so that she can book the places.

13.07.17

Consideration of the following:

1. Public Access Statements

The Chairman explained to Council that as part of some funding applications for the Recreation Ground project, the Council needed to provide a Public Access Statement. Council approved a draft Public Access Statement for the Recreation Ground which detailed that the site was open, free of charge, 24 hours per day, 7 days per week.

Proposed – Hazel Williams, Seconded – Gus Jones

2. Follow on from Strategy Day

The Chairman thanked all for attending the Strategy Day. The report from the day has now been received from ACRE. Initially the Council will have four groups, Assets and Environment, Finance and General Purpose, Safety and Community, Sport and Leisure reporting to Council. Councillors were asked to let the Clerk know which groups they would be interested in being on. Meetings will be scheduled for all groups and all groups will work on a more formal basis.

Gordon Roach asked Hazel Williams about why the committee system had not worked previously for the Council. Hazel Williams explained that often committee meetings were held when there was nothing to discuss and discussions often spread over both the committee and full council meetings. No spending power had been delegated to the committees and the need to follow statutory regulations for the committee meetings was time consuming. The Council then decided to follow a working group system. This had worked for a number of years, but now needed to be more formalised with all groups having regular meetings.

Mike Swift proposed, seconded by Gordon Roach that the Working Groups should continue at present with the Council working towards moving to a Committee structure from April 2018.

Council resolved that the Working Groups should continue at present with the Council working towards moving to a Committee structure from April 2018.

There being no other business the meeting was closed at 8.55 pm

Signed this the _____ day of July 2017 _____ Chairman