

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

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 October 2016

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

01.10.16 Apologies:- Apologies for absence had been received from Don Harrison, Joe Parker, Michael Smith, Tim Wallis and Jenny Moss.

02.10.16 Declarations of any interest known to Councillors:- The following declarations were made:
Derek Reader – Finance British Legion
Paul Webb – Planning Application 16/01251/OUT – 13 Hawthorn Way

03.10.16 Approval of Minutes:- The minutes of the meeting held on 27th September were approved and signed.
Proposed – Paul Webb, Seconded – Brenda Wilson

04.10.16 Public Forum:- No matters were raised during the Public Forum.
Apologies had been received from Max Jamieson – Burwell Skatepark

05.10.16 Planning The following planning applications were considered:
16/01251/OUT Mr. S. Marsh – 13 Hawthorn Way
Hybrid application comprising outline permission for a private 2 bedroom detached dwelling and associated works, and full permission for remodeling of existing dwelling No. 13 Hawthorn Way
No Objection
16/01301/VAR Mr. S. Deistler – Land Adjacent to 5 Laburnum Lane
Variation of condition 1 (Approved plans) of previously approved 14/00765/FUL for proposed 2 storey 3 bed house
No Objection

06.10.16 Planning Decisions: The following planning decisions had been received from the District Council:
16/00763/FUL Land Rear of 61 and 63 North Street Anchor Lane
Modified proposal to previously approved 15/01130/FUL for proposed four bedroom house and garage (Plot 2)
APPROVED
16/00963/FUL 12 The Causeway
Side and rear extension and roof reconfiguration of existing bungalow
APPROVED

16/00920/VAR Land between 31 and 33 Baker Drive

To vary Condition 1 of previously approved 15/00345/FUL for proposed erection of a detached dwelling and garage

APPROVED

16/00777/FUL Acacia House 29a High Street

Erection of electric gate and wall at front driveway

APPROVED

07.10.16

**Action
Points**

Update:-

The Safety Group agreed to ask the Highways Department for an update regarding the Pantile Lane safety bollard.

The Assistant Clerk reported that the portable toilets can be locked and the cost of insuring the toilets would be £10.55 for the year. Council decided that the toilet would not be locked. The Clerk was asked to contact Burwell Office Cleaning to ascertain if they would be prepared to clean the toilet if necessary between the service cleans. A number of Councilors also volunteered to clean the toilet on a rota basis if necessary. Council agreed to order a temporary public toilet to be situated outside the Jubilee Reading Room.

Proposed – Robin Dyos Seconded – Jane Hall

Gus Jones raised the issue of the entrance / exit at the Gardiner Memorial Hall and was advised that we are currently awaiting a date to meet with the structural engineer.

Quotations have been requested for work the handyman is unable to carry out on trees at the Cemetery as recommended by ECDC Trees Officer.

Repairs have been carried out and some additional fencing installed at the Recreation Ground and completion of the work is expected as soon as possible.

Fire Risk Assessments are in the process of being carried out at all Council properties.

08.10.16

**Parish Reports
Property –**

Weekly Play Area Inspection Reports

There were no issues to report regarding the play areas.

Cricket Club Lease

At a recent meeting with Mark Bissett of Burwell Cricket Club he informed the Clerk that their solicitor will draft a sub-lease and liaise with the Parish Council solicitor. Our solicitor has been made aware of this. D S Smith will meet with all parties once the draft lease has been drawn up.

A Councilor reported that green fencing had been erected around the cricket square at Margaret Field, it was thought this may be larger than usual, the Clerk was asked to contact the cricket club to establish why this had been done.

Trees/Environment

Council noted the following notification of approved tree works from ECDC:

12 Hatley Drive

T1 Maple (Acer sp) – Reduce canopy by 30% and deadwood

The Maltings, High Street

G1 Row of Yew and Robina Trees: Crown lift to clear 2.5m above car park, Crown lift to clear 2.5 -3 m above public footpath

Crown lift to 5 m above highway and shape in remainder of crown.

10 Kingfisher Drive

T1 Norway Maple - Fell

28b North Street

T1 Walnut Tree: To be reduced by 30% (with exception of where branches overhang telephone wires and roof of house, where more pruning will be required). (The overall crown reduction will bring canopy within property boundary)

Tree removal outside of 20 The Avenue to allow dropped kerb

Gus Jones reported that this tree is possibly dead. The Council has **NO OBJECTIONS** to the removal of this tree, however, we would like a new tree to be planted in the vicinity.

09.10.16 Council were informed of a recent meeting with ECDC Officers, notes from the
County & meeting were given to Councillors.
District
Matters:

10.10.16 Speed Watch
Other Paul Webb gave an update to Council regarding the speed watch groups recent
Reports and activities in the village. The equipment had been in use by another village but was
General scheduled to be returned shortly. Mostly positive feedback had been received
Information: regarding the group's activities to date. Further training for new volunteers is
scheduled to take place in November. (Report attached).

Pauline's Swamp
Several Councillors had visited Pauline's Swamp and felt that the water level in the ponds was lower than they expected and are concerned that the development work being undertaken at the former D S Smith is having an impact on it. A close neighbour to Pauline's Swamp also reported that the level in his pond is lower than expected. The matter will be raised with the Planning Officer at ECDC to ensure that all works are being carried out as per planning agreements.

11.10.16 Council considered the following:
Finance

1. Consideration of the External Auditors Report
Council have received the report from the External Auditor for the financial year 2015/2016. The Auditors having reviewed the return had found it in accordance with proper practices, relevant legislation and regulatory requirements and no matters had come to their attention giving cause for concern. Council congratulated the Clerk and Assistant Clerk on achieving such a high standard.
2. Consideration of quotation to carry out Refurbishment & Demolition Asbestos Survey of the Pavilion
Two companies had been approached to provide refurbishment and demolition surveys of the Pavilion. One company could not carry out the survey in the required time and Council agreed to accept the quotation from Hawker & Turpin Consultants Ltd for the sum of £315.00 plus VAT.
Proposed – Liz Swift Seconded – Gus Jones
3. Consideration of donation to the Royal British Legion Poppy Appeal
Council agreed that a £100.00 donation should be made to this year's Royal British Legion Poppy Appeal.
Proposed – Gordon Roach Seconded – Liz Swift
4. Consideration of donation request from Citizens Advice Rural Cambs
Council agreed that a £200.00 donation should be made to Citizens Advice Rural Cambs.
Proposed – Brenda Wilson Seconded – Gus Jones
5. Payments to the following as detailed on the attached payment summary were approved.
Proposed – Paul Webb Seconded – Gus Jones
Alan Lamb Associates (Additional Payment not listed on the Agenda)
S Rowland
D Cawley
Play and Leisure
Siemens
H McMenamin-Smith
PKF Littlejohn
SLCC
Burwell Cricket Club
Andy Martin Builders
R A Skilton

ESPO
Burwell Office Cleaning
Soham Pest Control
JM Firesafety
Mr Groundsman
Burwell Tigers
Sherriff Amenity
Anglian Water
BT
Eon
ECDC
British Gas
Anglian Water
Salaries
Return of Deposits

12.10.16 Correspondence

1. Twinning Association – Display of Tray and Vase

During a recent visit to France the Twinning Association had been presented with a vase and tray to celebrate 20 years since the twinning. Council had been asked by the Twinning Association if we would be prepared to display the vase and tray in the Jubilee Reading Room. It was agreed that a shelf be erected for this purpose.

2. Letter from hirer of Mandeville Hall

A letter had been received from Quinton Cooke who had recently hired the Mandeville Hall for Aikido. Mr Cooke informed Council that the event was a success with 70 attendees from various countries.

3. Burwell Museum – Letter of thanks

A letter of thanks had been received from Burwell Museum for a donation of £500.00 from Council towards the museum's summer activities programme. Brenda Wilson stated that more volunteers were needed for the museum.

13.10.16

1. Consideration of Christmas Tree for Pound Hill

Council considered the purchase of a Christmas tree for Pound Hill. It was agreed to purchase a tree for a cost up to £150.00

Proposed – Robin Dyos Seconded – Paul Webb

The annual carol singing around the Christmas tree has been planned for Saturday 17th December.

2. Consideration of Ness Road Traffic Survey

Paul Webb gave Council a brief update from the Ness Road Traffic Survey. A copy of the results of the traffic survey was made available to Councillors. At a forthcoming Safety Group meeting surveys of other areas in the village would be considered.

3. Consideration of Parish Council Strategy Planning

Liz Swift suggested that Council may wish to consider holding a strategy planning meeting in order that Council's priorities and money allocated for different areas be planned for a period of one or two years. Liz Swift would liase with Hazel Williams who will make enquiries and report back to Council.

4. Parish Councillors – Advice to Residents

The Clerk had been contacted by a resident of the village with the result that all Councillors were reminded that they 'cannot represent, advise or engage in neighbour problems'.

There being no other business the meeting was closed at 8.58 pm

Signed this the _____ day of October 2016 _____ Chairman