

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 12th December 2017.

Present:- Liz Swift (Chair), Richard Adams, Jane Hall, Don Harrison, Gus Jones, Joan Lonsdale, Jenny Moss, Jim Perry, Derek Reader, Gordon Roach, Mick Smith, Michael Swift, Paul Webb, and Hazel Williams.

1 member of the public.

FC/281117/01 Approval of Apologies for Absence

Apologies for absence had been received from Brenda Wilson, Robin Dyos and Joe Parker

FC/281117/02 Declarations of any interest known to Councillors:-

The following declarations were made:

Jim Perry – Additional Item, Jubilee Reading Room boiler

Derek Reader – Finance

FC/281117/03 Approval of Minutes:-

The minutes of the meeting held on 28th November 2017 were approved and signed as a true and correct record of the meeting.

Proposed – Gordon Roach, Seconded – Jim Perry

FC/281117/04 Public Forum

A member of the public spoke to the Council regarding the alleged recent change in policy to keep dogs on a lead at the Recreation Ground. He had not been able to find any reference to the change in the minutes. He felt that the policy change had been made as a knee jerked reaction to a complaint and a social media frenzy. He felt that the decision may have been influenced by a document produced by Kingdom Security Ltd. He handed a copy of the report, along with the Kennel Clubs response to Council for information. He asked the Council to rescind the new policy and to seek meaningful debate involving the community to establish methods of ensuring that the recreation ground is a safe space for all.

Joan Lonsdale explained that originally dogs had not been allowed on the Recreation Ground, but when reconsidered previously by the Council, it had been felt that as dog owners ignored the original policy, allowing dogs to be walked on the Recreation Ground, would be acceptable as long as they were kept under control and all dog fouling was removed. Unfortunately a few irresponsible dog owners have made it necessary to adopt a revised policy.

Liz Swift explained that the decision was agreed by the Parish Council and minuted at their meeting on 10th October 2017, following considerable discussion by the Council's Community, Leisure and Sports Group. Liz Swift continued by explaining that there was also a risk of loose dogs approaching children using the play equipment.

The member of public left the meeting.

FC/281117/05 Planning

The following planning applications were considered

17/01976/FUL Mr. and Mrs Catley – 12 Silver Street

Single storey rear extension

No Objections

17/01984/FUL The Crabtree Trust – Crabtrees 56 Low Road

Demolition of existing farm buildings, erection of 8 dwellings (9,552sqft floorspace), formation of new access, revised access arrangements for No 56 Low Road and associated works.

Objections

- Outside of the development area
- Not included in the Local Plan nor the draft revised Local Plan
- Street Scene, damaging soft edge of the village
- Road network not suitable to meet further traffic from Low Road at the junctions of Low Road with Hythe Lane and the Causeway or from Parsonage Lane onto the High Street. Would lead to traffic looking for short cuts through Park Lane, Hall Lane and Spring Close
- Additional traffic would create highway safety issues on the approach to Hythe Lane
- Additional traffic noise in this quiet area of the village
- Major concern that this is the first phase of what could become a much larger development, totally unsuitable and unacceptable for this part of the village.

FC/281117/06 Planning Decisions

The following planning decisions had been received from the District Council and were noted by Council:

17/01803/FUL 90 Low Road

Single storey rear extension and external cladding and rendering of dwelling **APPROVAL**

17/01871/FUL 5 Laburnum Lane

Demolition of single storey side extension and replace with a one and a half storey side extension **APPROVAL**

17/01845/FUL 18 Toyse Lane

First floor extension, ground floor rear extension, two front dormers and rendering of external surfaces **APPROVAL**

17/01810/FUL The Co-operative Food 5 North Street

Replacing an existing louve and installation of a new second louve. **APPROVAL**

FC/281117/07 Action Point Updates

The following updates were noted:

Pauline's Swamp

A working day is being arranged for January 2018.

Village Sign

Details of the coloured art work has been received and approved.

FC/281117/08 Group Reports and Recommendations

1.Consideration of the notes from the Community, Leisure and Sport meeting held on 5.12.17 and their recommendations as detailed below:

a)That the noticeboard currently situated at the Gardiner Memorial Hall is relocated to Pound Hill. Michael Swift reported that the handyman has checked the notice board at the Gardiner Memorial Hall and apart from requiring new posts is in a good condition to be moved to Pound Hill.

Paul Webb proposed, seconded by Gus Jones that the external notice board at the Gardiner Memorial Hall is relocated to Pound Hill.

Council resolved that the external notice board at the Gardiner Memorial Hall is relocated to Pound Hill.

b)That the contracts for the maintenance and grass cutting of the Recreation Ground are put out to tender in the same format as in 2016.

Michael Swift informed Council that although the contracts stated that the contract period for both contracts end on the 31st March 2018, both contracts were originally sought for a three year period. A further one year contract document will be drafted for both contractors for the third year ending 31st March 2019.

Michael Swift continued to report that the group had discussed the possibility of setting up a community orchard at Priory Meadow in conjunction with the University of East Anglia who are looking for sites to encourage the growth of historic local fruits. Derek Reader highlighted that there are some archaeological aspects that will need to be taken in to account if an orchard was planted at Priory Meadow.

2.Date of the next Strategy Group meeting

Liz Swift asked if the next Strategy Meeting currently arranged for the 8th March 2018 could be changed to the 15th March 2018. As several other members of the group were unable to attend on the 15th March it was suggested that a different date should be arranged.

FC/121217/9 Property Reports

1.Weekly Play Area Inspection Reports

The Handyman has carried out weekly checks and there is nothing that requires attention. The Clerk reported that there are still moles on the Recreation Ground. These will be monitored until the next meeting.

2.Ground condition Margaret Field

An area of ground near the entrance at Margaret Field has been churned up due to vehicle movements. It was agreed that bark should be placed over the area to help prevent further damage.

Council discussed the following additional item to which Jim Perry had declared an interest. The boiler at the Jubilee Reading Room is failing to heat the room to an acceptable level. The boiler is 15 years old. Council agreed that quotations should be sought for a replacement boiler.

Trees/Environment

Council noted the following notifications of approved tree works from East Cambs District Council:-
12 Mandeville

T1 Walnut – Reduce height of crown by up to 0.75m below previous reduction points and reshape remainder of crown either by pruning back to previous points or new growth points to shape crown.

Newnham Farmhouse 16 Low Road

T1 Ash and T2 Sycamore – prune overhanging branches back to boundary line, and crown reduce by 40%

129 North Street

T1 Plum – fell to ground level, T2 Ash – remove the two lowest lateral limbs (one alive and one dead)
T3 Corkscrew Hazel – reduce crown to previous pruning points (a reduction in branch length of approx.. 0.5 -1 metre), T4 Cotoneaster – reduce crown to previous pruning points (a reduction in branch length of approximately 1 -1.5 metres), T5 Bay Tree – reduce crown to previous pruning points (a reduction in branch length of approximately 0.5 – 1 metre

FC/121217/10 County & District Matters:-

1.Representation in response to Planning Appeal – Hythe Farm Lane

Council agreed that they should respond to the Planning Inspectorate based on the lines of the original objections to the application and to comments raised by ECDC when issuing the Enforcement Notice. Gus Jones asked how the building had managed to have been erected without the involvement of the Building Inspector. It was explained that the Building Inspector only attends site to approve building work, if called by the builder. The expected growth levels of the type of boundary screening used is also out of character for the vicinity.

FC/121217/11 Other Reports (in circulating file):-

Council noted the following report:

Stagecoach notification of changes to the No. 10 bus service from 8th January 2018

FC/121217/12 Finance

1.Grass Cutting Contract

The Parish Grass Cutting Contract is due for renewal. A draft copy of the tender documents and draft contract had been made available for Councillors to view. The tender will be advertised early January 2018 with a return date of 2nd February 2018.

Michael Swift proposed, seconded by Don Harrison that the Grass Cutting Contract should be put out to tender at the beginning of January 2018.

Council resolved that the Grass Cutting Contract should be put out to tender at the beginning of January 2018.

2.Consideration of additional funding for Pedestrian Crossing, Ness Road

Liz Swift explained that the cost of the proposed pedestrian crossing on Ness Road is likely to be up to £10,000 more expensive than the Council originally budgeted for. Highways are currently working on final figures. She continued by asking Council to consider in principal reallocating the balance of funding from the work to the Causeway of £7,577.22 to the budget for the crossing on Ness Road.

Paul Webb proposed, seconded by Jenny Moss to reallocate the remaining £7577.22 from the budget for the work to the Causeway, to the budget for the zebra crossing on Ness Road.

Council resolved to reallocate the remaining £7577.22 from the budget for the work to the Causeway, to the budget for the zebra crossing on Ness Road.

3.Consideration of contribution to Tigers Football Club for grass cutting at Margaret Field

A request had been received from the Tigers Football Club asking for the Council to consider making a contribution to the grass cutting cost of Margaret Field for the winter months.

Paul Webb proposed, seconded by Michael Swift that a donation of £200.00 in line with the contribution made in 2016/2017 should be made to the Tigers Football Club.

Council resolved that a donation of £200.00 in line with the contribution made in 2016/2017 should be made to the Tigers Football Club.

4. Non-payment of invoices for hall hire

Council noted that payment has now been received in full for the outstanding invoices.

5. Consideration of payment to the following:

The following payments were considered and approved for payment: Proposed Joan Lonsdale, Seconded Hazel Williams

George Rowland	Mileage		£45.45
Debbie Cawley	Mileage		£22.95
Martyn Wright	Mileage		£49.05
Burwell Office Cleaning	Nov-17		£1,062.72
Ridgeons	Maintenance Materials		£165.10
Siemens	Photocopier Contract		£221.95
DMH Solutions	Risk Assessment Software		£132.00
Latta Hire Limited	Temporary Toilet		£151.80
Burwell Community Forum	Burwell at Large Insurance		£187.04
Burwell Community Forum	Burwell at Large PC Stand		£10.00
Dorma	JRR Door Contract		£396.00
Copy IT Digital Solutions Ltd	Photocopier Contract		£130.84
C R Contracting	Hedge Cutting		£1,023.00
Cambridgeshire Acre	Membership Renewal		£55.50
Footprint Signs and Graphics	Dog signs Recreation Ground		£84.00
Mr Groundsman	Cutting Rec November 2017		£805.00
	Fertilizer etc Recreation		
Sherriff Amenity	Ground		£798.00
The Voluntary Network	Trip to Ely November 2017		£35.00
PHS Group	Waste Collection GMH		£176.28
	Waste Collection MH		£226.20
Simpsons Nursery	Christmas Tree		£150.00
Cambridgeshire Cricket Club	Mel Pooley Rec. Maintenance		£1,150.00
ECDC	Personal Licence Fee		£37.00
Lloyds Bank	Various November 2017		£43.50
BT	Internet	2.12.17	£87.60
BT	Internet	16.12.17	£102.84
ECDC	Mandeville Hall	1.12.17	£456.00
ECDC	JRR	1.12.17	£37.00
ECDC	Cemetery	1.12.17	£137.00
ECDC	GMH	1.12.17	£45.32
Eon	Pavilion	28.11.17	£32.73
Eon	Allotment Shed	19.12.17	£11.49
Eon	Allotment Shed	28.11.17	£19.69
Eon	GMH	18.12.17	£495.18
Eon	MH Gas	3.12.17	£74.04
Salaries	Dec 2017		£4,811.81
Stephanie Means	MH Ret of		£50.00
Aura Power	MH		£50.00
Burwell Print Centre	MH		£50.00
Cambs & P'boro Foundation	MH		£50.00
Dementia Carers Support			
Group	GMH		£50.00
Newmarket Rugby Club	MH		£50.00
Pos-Ability	MH		£50.00
Hazel Wilson	Allotments		£25.00
Total			£13,844.08

FC/121217/13 Correspondence

None

FC/121217/14 Consideration of the following:

1.Carols around the Tree

Liz swift reminded all present that the annual Carols around the Tree will take place on Friday 22nd December at 7pm.

2.Notes from meeting with Aura Power and the way forward

Following the responses received from Aura Power to the questions raised by Council members about the proposed battery storage facility in Weirs Drove, Council discussed if the information should be published. Council noted that it is not known if the planning application has been submitted yet to East Cambs District Council and that permission should be sought from Aura Power prior to the information being publicised. The Council's Social Media Policy should be adhered to. The Clerk was asked to contact Aura Power, if acceptable the responses could then be put on the Parish Council website.

3.Closure of Office to public on Monday mornings

Following discussion at the recent Strategy Group meeting and in line with the Council's Lone Workers Policy, Liz Swift asked Council to consider the need to close the Office to the public on a Monday morning when only one member of staff is present.

Council agreed that the Office should be closed to the public on a Monday morning.

There being no other business the meeting was closed at 8.37 pm.

Signed this the _____ day of January 2018 _____ Chairman