

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

Chairman: Mr D A Reader

Clerk: Mrs Y Rix

Minutes of the meeting of Full Council held on Tuesday 13th January 2015, 7.30 pm in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU.

Present:- Derek Reader (Chairman), Liz Goodman, Sylvia Greenaway, Don Harrison, Jane Hall, Gus Jones, Joan Lonsdale, Laura Murfin, Pat Kilbey, Michel Scarff, Mike Smith, Liz Swift, Graham Tobitt, Fay Whitehouse, Hazel Williams and Brenda Wilson.

Members of the public present: Mr. J Meijerink and Mr. C Marsh

01.01.15 Apologies:- There were no apologies for absence.

02.01.15 Declarations of any interests known to Councillors:- The following pecuniary interests were declared:-
Hazel Williams 05.01.15 Planning – 14/01300/FUL Millfield House
Joan Lonsdale 11.01.15 Finance – Work to trees Amenity Area, Hatley Drive
Pat Kilbey 11.01.15 Finance – Work to trees Amenity Area, Hatley Drive
Derek Reader 11.01.15 Payment of Accounts
Fay Whitehouse 05.01.15 Planning – 14/01350/LBC Idina, 121 North Street
Gus Jones 08.01.15 Parish Reports - Allotments

03.01.15 Approval of Minutes:- The minutes of the meeting of the Full Council held on Tuesday 9th December 2014 were approved and signed as a true and correct record.
Proposed – Joan Lonsdale, seconded – Jane Hall

04.01.15 Public Forum:- No matters were raised during the Public Forum.

Presentation by Nick Ball, Neighbourhood Support Officer, ECDC
Nick Ball gave an informative presentation on the role that a Parish Council can play through the new Anti-Social Behaviour Act 2014. The Act is slowly being implemented by the Police and other partners. There are some new powers and others which have been amended in order to enhance them. The powers are grouped under five headings.

The first, the Community Trigger gives victims and communities the right to request a review of their case if they consider that it is not being dealt with in an appropriate manner. The Community Trigger can be activated by the victim(s) or somebody such as a family member, carer or a local Councillor on their behalf. Once the trigger has been activated the Police and District Council will work to secure a more positive outcome to the situation.

The Community Protection Notice can be used to prevent a person over the age of 16, a business or organisation committing anti-social behaviour which spoils the community's quality of life. The power is aimed at environmental abuse.

The Public Space Protection Order has been designed to stop individuals or groups committing anti-social behaviour in a public space. The area could be an alley way, part of a village or any public access space. The anti-social behaviour includes consuming of alcohol where it may lead to anti-social behaviour and dog fouling. Local Council input will be required to utilise this power.

Closure Powers will allow the police or council to close premises quickly if they are being used, or likely to be used, to commit a nuisance or disorder. This power can apply to License premises as well. For a short term disorder a Closure Notice can be

applied, for more long term disorders for example drug dealing, persistent ongoing party noise, a Closure Order can be applied.

The final power extends the ability for the police and designated Council staff to remove a dangerous dog from any location, not just public places.

Mick Scarff asked if the general public is being made aware of the new powers. Nick Ball informed Council that ECDC are trying to get the message across, but that Cambridgeshire Constabulary has taken over the responsibility for making the general public aware. Council agreed that information on the new Anti-Social Behaviour Act could be included on the Council's website and newsletter.

Hazel Williams arrived at 8 pm.

**05.01.15
Planning**

The following Planning Application was considered:

Applications:-	14/01322/FUL	Mr. P Sutcliffe – 59 Spring Close Construction of detached house & parking No objections
	14/01224/FUL	Mr. R Marsh – 95/97 Ness Road Proposed demolition of 95/97 Ness Road and erection of 4 new dwellings Objection Highways – Front properties too close to the road Lack of parking space available to prevent parking on the road Height of the front dwellings is overpowering Overshadowing of neighbouring bungalows on either side Too greater density of buildings for the site
	14/01318/FUL	Mr. D O'Meara – 2 Buntings Path Erection of a single bay timber garage to garden No Objections
	14/01300/FUL	Mr. and Mrs S & V Tyson – Millfield House, Mill Lane New 1.8 high close boarded timber fence to front boundary to replace existing hedge to match existing fence to north of existing gate access. No objections
	14/01313/LBC	The Five Bells, 44 High Street Re-configured toilet layout to provide shared toilet lobby and removal of modern bar servery. No objections
	14/01289/FUL	Mr. T Smithson - Dairy Cottage, Ness Road Subdivision of existing property and conversion of an agricultural building to a residential dwelling with extension. No objections
	14/01350/LBC	Mr. A Bentinck – Idina, 121 North Street Insert small roof window No objections

**06.01.15
Decision**

The following decisions received from the District Council were noted:-

from County and District	14/01097/FUL	Mr. A Martin – land between 31 and 33 Baker Drive Proposed 3 bed detached bungalow Council:- APPROVAL
	14/01182/CLP	Mr. & Mrs S Vowden – 54 Westhorpe

Certificate of Lawfulness for single storey rear extension
APPROVAL

14/00957/FUL

Mr. & Mrs P Baker – Mill Bungalow, Mill Lane

The construction of a new single garage with attached carport and the formation of a new gravel driveway and turning area.

APPROVAL

14/00415/VAR

Mr. and Mrs G and J Reeve – Hythe Farm, Hythe Lane

To vary Condition 7 (No more than 15 Stables for Livery purpose and 3 Stallion Stables) of previously approved E/08/01052/FUL for increase number of horses from 15 to 18 for Livery purpose including up to 3 stallions.

APPROVAL

14/01164/FUL

Mr. & Mrs A Simpson – 30 Isaacson Road

Single storey extension to rear

APPROVAL

14/00833/FUL

Mr. R Parkin – 67 Isaacson Road

Construction of 4 detached houses

APPROVAL

14/01280/FUL

Mr. V White – 7 Hall Lane

Proposed alterations and extensions including a new roof with increased ridge height, changes in window and door positions and changes to external wall finishes and roof tiles.

APPROVAL

14/01246/CLP

Mr. and Mrs B Long – 4 Cedar Gardens

Certificate of Lawfulness for a single storey rear extension

APPROVAL

14/01028/FUL

Dr. S Martin – 7 Swaffham Road

Erection of a conservatory to rear and new free standing garage

APPROVAL (following minor amendment of a reduction in the size of the proposed garage and repositioning of it)

07.01.15

Action

Update:-

Update on funding for the Basketball provision

The Clerk explained that the Council had been awarded £8474.56 from Section 106 Open Spaces funding towards the project, but had been unsuccessful in obtaining Section 106 Community Infrastructure funding.

Liz Swift proposed, seconded by Pat Kilbey that the Council should accept the Section 106 Open Spaces grant of £8474.56.

Council resolved to accept the Section 106 Open Spaces grant of £8474.56.

Following advice from Wren regarding the level of funding requested, the application to WREN has been increased to £15,000.00. The amount now to be funded by the Parish Council if the WREN application is successful is £17,475.44 plus the third party contribution of £1500.00. A meeting is due to take place to discuss the project with WREN on 14th January 2015.

Update on Environmental Issues at Burwell Day Centre

Hazel Williams informed Council that a further meeting had taken place with the contractor to resolve the remaining issues. There is still some concern with the level of noise and the colour of the extractor. The contractor has suggested ways to overcome the problems, which are currently being considered by ECDC.

Update on the refurbishment of the Gardiner Memorial Hall

The Clerk informed Council that there is a slight delay in the completion of the work due to the weather.

**08.01.15
Parish
Reports:-**

**Grounds –
Weekly Play Area Inspection Reports**

The Clerk reported that the Handyman has obtained the necessary certificates to allow him to use chemicals for the control of weeds and that necessary safety equipment including a spills kit and signs have been purchased. Repairs to the Humpty Dumpty Frame at Jubilee Green have been carried out and the work to the steps of the slides on the mound has been completed. Much of the metal equipment could benefit from painting. The Handyman will carry this out when time allows. The soft fall surfaces at Jubilee Green need to be cleaned to remove the green moss and algae from the surface. The Clerk to find out the best way to clean from the supplier. There are a number of mole hills on the Recreation Ground. The Clerk was asked to arrange for their removal. There are also moles in Pauline's Swamp. The Handyman has cleared any mole hills that have appeared on the footpath.

Sylvia Greenaway arrived at 8.19 pm.

Meeting of the Allotment Association – Verbal report from Hazel Williams

Hazel Williams informed Council that she had attended the recent meeting of the Allotment Association. A number of matters, as included in the attached report, which needed action from the Council were raised. Council agreed that a letter should be sent to the resident of 66 Newmarket Road asking them to cut back their hedge and that the Hedge Cutting Contractor be asked to provide a quotation to cut back the hedge on the opposite side to the allotments along Green lane. Council also agreed to supply a skip so that the Handyman could clear the allotments of rubbish. Any space remaining can be utilised by the allotment holders. The large green containers have now been cleared. The Allotment Association would like to see the space left available for parking. However this could be a useful place to erect a shed for the handyman to work in. This needs to be discussed by the Grounds and Buildings Working Group in the near future. The Clerk to contact the County Council regarding traffic being directed along Green Lane by sat navs. The Clerk confirmed that all new allotment holders pay a deposit, which is withheld if the plot is not clear when relinquished and that requests for allotments from people outside the village are not fulfilled unless there is no demand from residents living in Burwell. Council noted that problems with gates on to the allotment from adjacent properties and the path around the allotments were discussed at the Allotment Association meeting. It was agreed that no further action by the Council should be taken at this point in time.

Trees/Environment –

Council noted the following notification from ECDC of tree works at the following properties:-

Burwell House, North Street

T1 (T103 on plan) Beech – fell for safety due to poor condition and recommendation of supporting arboricultural report.

1 Cedar Gardens TPO E/04/78

T1, T2 & T3 Horse Chestnut trees x 3 – Crown reduce height by approx. 4m and crown spreads to shape and balance, and clear the adjacent building. remove any dead wood.

4 Hatley Drive

T1 Sorbus – Fell

T2 Purple Cherry Plum – Fell

H1 Leyland Cypress hedge – remove

8 Copperfield Way

T1 Cherry – Crown reduction to 0.5m behind previous pruning points and reduce height to previous pruning points

Bentley House, 14 High Street

T1 Yew – Fell tree with poor shape

T2 Yew – Fell

T3 Box – Fell to allow space for new tree planting

T4 Yew – Fell to allow space for new tree planting

T5 Ash – Fell tree close to wall

T6 Beech – Prune back lower branches to lift the crown. Remove dead wood and overall crown reduction by no more than 30%

T7 and T8 Yew trees – Fell trees overshadowed by the beech trees

4 Hythe Close TPO E/03/14

T1 Sycamore – reduce height by up to 6 metres and lateral branches by approx. 2 metres to reshape crown.

25 North Street

T1 Silver Birch – fell and replace with new tree

54 Isaacson Road

T1 & T2 Horse Chestnut trees (multi-stemmed) – Fell

T3 Ash – remove lowest re-growth to clear 5 metres from ground level

T4 Beech (multi-stemmed) – Fell

T5 Horse Chestnut (in adjacent rear garden at 56) – Crown lift lower branches overhanging rear garden of 54, pruning back to suitable pruning points

Silver Birches, 77 North Street

T1 & T2 Silver Birch – Fell

TPO/E/03/14 4 Hythe Close – Confirmation of Tree Preservation Order

Agenda Item No. 7 Planning Committee 7th January 2015

For information only

09.01.15 County and District Matters:-

CCC – Proposed Disabled Persons Parking Space – 12 Martin Road

Notification had been received from the County Council to provide a disabled persons parking space in the vicinity of 12 Martin Road. Comments on the proposal had been requested from the Parish Council. Council agreed that they had no objection to the proposal.

CCC – Commissioners Drain Bridge Replacement

Details had been received of a road closure and diversion for traffic whilst the Commissioners Drain Bridge is being replaced. Council noted the details.

Notes from the meeting with CCC re Newmarket Road Development Update

Council noted the report from the meeting with Mr. Conrad from the County Council regarding the proposed Newmarket Road development.

Request for Street Signs – Newnham Drove and High Town Drove

Following the recent incident at First Drove, a request had been received for both Newnham Drove and High Town Drove to have street name signs. This had previously been the case, but the signs had been stolen. The Clerk was asked to contact ECDC about the possibility of the signs being replaced with a non-metal version.

Consideration of recent crime levels within the village

Council noted an email from the Police following the recent spate of burglaries in the village.

10.01.15 Other Reports:

No other reports had been received.

11.01.15 Finance:

Consideration of the replacement for the damaged bus shelter in the High Street

The Insurers have agreed to the claim for the replacement bus shelter in the High Street up to the amount of the cheapest quote. A resident had asked for the Council to consider replacing with a shelter which is more suited to a conservation area. The Clerk informed Council that she had spoken to the Conservation Officer at ECDC and that there was no requirement for Council to replace the bus shelter with one designed for a conservation area, however should the Parish Council be considering changing an amount of street furniture in the area in the longer term, then they may like to take this in to consideration. Three quotations had been received and Council agreed to the quotation from Shelter Solutions at a cost of £2988.00 plus VAT for supply, delivery and installation or £2195.00 plus VAT for supply and delivery, with a cost of installation by Andy Martin of £225.00. The Clerk to check with the insurers to confirm if they will pay the full £2195.00 less the Parish Council excess of £100.00

Consideration of work to trees – Amenity Area, Hatley Drive (subject to approval from ECDC)

Three quotations have been received, each pricing to completely remove all 5 trees in question or to reduce in size. Council agreed that all the trees should be felled and approved the quotation from S P Landscapes in the sum of £1075.00 plus VAT.

Permission to carry out the work is still required from ECDC.

Consideration of request from Burwell Office Cleaning to carry out additional cleaning work to the Jubilee Reading Room

A quotation had been received from Burwell Office Cleaning to carry out a spot clean on the carpet in the Jubilee Reading Room at a cost of £30.00. This work has actually been carried out. The Clerk was given permission to authorise work of this nature in the future. The quotation had also included a price for cleaning the insides of the Jubilee Reading Room windows once every eight weeks. Council agreed that there was no need to clean the windows more than 3 times a year and that they understood that this work had been previously agreed with Burwell Window Cleaning and therefore would not go ahead with the request from Burwell Office Cleaning.

Consideration of final Precept request for 2015/2016

The actual base rate for 2015/16 figure has now been received from ECDC and there has been a slight increase from last year. This will allow Burwell Parish Council to request a Precept of £104,795 with no increase to the Band D rate.

Mick Scarff proposed, seconded by Pat Kilbey that the Parish Council should request a Precept of £104,795.00 for the financial year 2015/2016.

Council resolved that the Parish Council should request a Precept of £104,795.00 for the financial year 2015/2016.

Notes from the Finance Working Group Meeting held on 6th January 2014

Council noted the attached report from the Finance Working Group meeting held on 6th January 2015. Mick Scarff informed Council that the group had reviewed the new model Financial Regulations and a copy of the draft regulations is available for all Councillors to look through prior to consideration for adoption by the Council at the next ordinary meeting. The Clerk has started drawing up a draft Risk Management Policy for the Council and this will be circulated to members of the Finance Working Group for further input. The policy will come to Council at the last meeting in February for consideration with a view to adopt by the end of the 2014/2015 Financial Year. The Group has reviewed the effectiveness of the Internal Audit arrangement and finds that it meets the needs of the Council. The existing scope of the audit was increased to include the following:

- A random check of the Asset Register
- For two months within the year check to ensure that all payments have been authorised correctly and regulations adhered to
- Within the written annual Audit Report make reference to the Parish Councils minutes

The Working Group has raised concern with Council funds being placed with a single bank and will look to find suitable alternatives where some of the funds could be invested.

The new model Financial Regulations has indicated a need to review all arrangements for the payment of invoices by direct debit. The Finance Working Group will review annually at their November meeting. Council agreed to the contents and recommendations of the report.

Consideration of the following payments:

Council considered the following payments. Liz Goodman proposed, seconded by Joan Lonsdale that all payments should be made. Council agreed that payments to the following as listed on the attached payment schedule should be made:

S Rowland
D Cawley
Burwell Office Cleaning
Ely and District Dial a Ride
East Cambs District Council
BBS
Argent Building Company
Copy IT Digital Solutions
Wicksteed Playgrounds
Cambridgeshire Proficiency Test Committee
S P Landscapes
Ridgeons
ESPO
BT
Anglian Water

