

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

Clerk: Mrs Y Rix

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

Present:- Joan Lonsdale (Chair), Robin Dyos, Sylvia Greenaway, Jane Hall, Don Harrison, Gus Jones, Jim Perry, Derek Reader, Gordon Roach, Liz Swift, Mike Swift, Paul Webb, Hazel Williams and Brenda Wilson.
1 member of the public and Mick Scarff, Burwell Village College (Primary) School

01.10.15 Apologies for absence had been received from Joe Parker and Mick Smith.
Apologies:-

02.10.15 The following pecuniary interests were declared:-
Declarations of any interests known to Derek Reader – Payment of Accounts
Gus Jones – Email from Tigers Football Club
Brenda Wilson – Planning 28 High Street
Joan Lonsdale – Payment of Accounts

03.10.15 The minutes of the meeting of the Full Council held on Tuesday 29th September 2015
Approval of Minutes were approved and signed as a true and correct record.
Proposed – Brenda Wilson, seconded – Gordon Roach

04.10.15 Mick Scarff, Governor of Burwell Village College (Primary) School outlined the proposed
Public Forum: plans for the extension of the school to form a 3 Form Entry primary school increasing pupil numbers to 630. The proposals include increasing the area of the main hall by removing the stage, moving the kitchen, rebuilding the middle part of the school and extending the key stage one area. Mobile classrooms sited on the existing tennis courts will provide temporary accommodation. All sporting facilities will be available as present, after completion, although the tennis courts will be moved slightly to allow for some additional staff car parking spaces. The school has suggested that as an alternative to these spaces, the swimming pool could be demolished to create the additional staff parking area.
Mick Scarff left the meeting at 7.50 pm.

05.10.15 The following Planning Applications were considered:
Planning Applications:- **15/00523/LBC Mr. B Croucher - 28 High Street**
Demolish rear wall and roof over the annexe and rebuild. Installation of a new kitchen on the ground floor, new bathrooms on the first floor. Replacement Windows.
Amendment – Additional details regarding design of reconstructed outbuilding and some changes to internal layout.
Council agreed that as much as possible of the rebuild should be built using Clunch material reclaimed from the original demolished annexe. Otherwise there were no further objections to the amendment.

E/3008/15/CC Cambridgeshire County Council – Burwell Village College
Extension of the school from a 2-FE primary school to a 3-FE primary school, including part two storey and part one storey extension, provision of a new building entrance, the relocation of the existing MUGA, the creation of a

temporary haul road, the provision of new cycle and car parking, the siting of temporary classrooms, hard and soft landscaping, general building refurbishment and ancillary works.

Council agreed that they had no objections to the proposal and that they supported the suggestion made by the school for the former swimming pool, which is no longer viable and has health and safety issues, to be demolished and the area used for the additional staff parking in preference to having to relocate the existing tennis court area.

Council agreed that as a resident was present with an interest in the letter regarding 19 Saxon Drive, that this item should be discussed at this point in the meeting.

A letter had been received from the owner of 19 Saxon Drive regarding the removal of the covenant placed on his property, preventing his garden being used as building land. He acknowledged that the land had been sold to the previous owner at a lower rate than had it been building land and asked that the Council considers entering into discussion to consider a possible payment in lieu of the covenant being removed. If the Council were not prepared to consider this request, the owner would apply to the Lands Tribunal to get the covenant removed. Joan Lonsdale explained to Council the likely legal costs involved with fighting for the retention of the covenant.

Hazel Williams proposed, seconded by Robin Dyos that the Council should meet with the owner to discuss the matter further.

Council resolved that they should meet with the owner to discuss the matter further.

06.10.15 The following decision had been received from the District or County Council:-

Decision

**from County
and District
Councils**

15/00961/FUL

Mr J Chilvers – 15 The Avenue

External wall insulation to front and rear elevations

Approval

07.10.15

Action

Update:-

The attached Action Update sheet was considered.

The Clerk informed Council that the Vicar had questioned if the organ had been repaired at the Cemetery Chapel. Brenda Wilson and Hazel Williams agreed to liaise with the organist from Swaffham Prior Church and ask that he looks at the organ.

A meeting of the General Purposes Working Group will be held within the next two weeks to discuss the Cemetery Regulations.

The fence is due to be installed at the Recreation Ground in about 4 weeks' time.

The County Council has submitted to ECDC the planning application for the proposed Newmarket Road Development.

Any applications under the LHII need to be submitted by 2nd November 2015. A further meeting may be necessary with Highways to discuss possible solutions to the problems arising when exiting the Gardiner Memorial Hall carpark, as no time had been available at the previous meeting.

08.10.15

Parish

**Grounds –
Reports:-**

Weekly Play Area Inspection Reports

The Clerk informed Council that the safety surface is sinking under one of the items of equipment at Jubilee Green. The handyman will monitor.

A response had been received from Play and Sports regarding the Skate Park. They do not recommend any further work at present other than fixing the rivets and filling. The handyman should be able to fix the rivets and Derek Reader agreed to assist him with this. Should this not be successful, Play and Sports will carry out the work for £465.00 plus VAT. It was suggested that a ball park figure should be requested from the company to replace the boards, so that funding can be allocated in future budgets, although some consultation should be made with the users to see if this would suffice or if we should be considering new equipment. The Clerk was asked to write back to the user who contacted the Council in the first place to update him of the action taken.

Liz Swift passed on complimentary comments she had received about the new nattertube at Jubilee Green.

Faulty Dryer at Gardiner Memorial Hall

The electric hand dryer in the men's toilet at the Gardiner Memorial Hall needs replacing as it is no longer working. The Clerk was asked to obtain quotations for a replacement dryer.

Email regarding pedestrian crossing – Ness Road

Council noted an email that been received from a resident raising concerns about pedestrians crossing the road on Ness Road.

Consideration of the Safety Working Group Report and Recommendations

Council considered the attached report and recommendations made by the Safety Working Group following their meeting with Highways.

Pantile Lane – Council agreed that a written quotation should be requested from Highways detailing the total cost of installing signs and carrying out the necessary Traffic Regulation Order and consultation.

Proposed – Robin Dyos, Seconded – Paul Webb

The Causeway verge improvements – The Highways Officer considers this is a suitable application under the LHII scheme, although it may be better to do in stages over two years, with a higher contribution than the minimum 10% required from the Parish Council.

Council agreed that they could make a contribution of up to 50%.

Proposed – Hazel Williams, Seconded – Robin Dyos

Ness Road – Council agreed that a traffic survey should be carried out. However this will not record the number or times of pedestrians crossing the road. The Clerk to write back to the resident who had sent the email about concerns for pedestrians crossing Ness Road, with a suggestion that they may wish to start a petition asking for improvements to the crossing facilities along this busy stretch of road.

Traffic Calming North Street near Co-op – Council agreed that this matter should be discussed at a future Council meeting and that residents could be consulted at the next Annual Parish Meeting.

Exning Road Bridge – This needs to be discussed with Exning Parish Council. The need for improved safety could rise with the new developments proposed for Exning, to the rear of Barkways and the development of Newmarket Road. Funding may be available from sources other than Highways.

Response from Police re costings for additional PCSO/Police hours

Details of costings for additional PCSO/Police working hours in the village had been received from the Police. The Safety Group was asked to consider and come back to Council with suggestions of possible ways that additional hours could be used. It is possible for the Council to make a conditional grant for a set number of hours, which would work out cheaper than paying the overtime rate for occasional periods. The Clerk was asked to find out if any other parishes had made a conditional grant.

Report from the Sports Provision Working Group

Mike Swift informed Council that the Sports Provision Working Group had met again and were in the process of compiling a maintenance contract, possibly over 3 years to obtain better value, prior to coming back to Council for approval to go out to tender. Following some initial investigation it looks to be cheaper to extend and upgrade the pavilion in preference to rebuilding. A grant may be available through Sport England, but some long term tenure conditions for use of the Recreation Ground for football may be required.

Winter Gritting

The Clerk reported that she had spoken to the school about the gritting machines that are kept on the school premises. It may be necessary for them to be removed from the school site once building work starts. The handyman will check that they are in working order. More volunteers are needed for the winter gritting scheme. Requests for volunteers will be made in the Newsletter, Clunch and on the Council website.

Trees/Environment

Council noted the following notifications from ECDC:

105a The Causeway TPO/E/04/15

Tree Preservation Order Confirmation without modification

Land Rear of 61 and 63 North Street Anchor Lane

T28 Ash - Sever ivy and crown lift to 5m over road

T27 Sycamore - Remove for access to proposed building site

T26 Hybrid black poplar - Remove for access to proposed building site

T25 Wild Cherry - Remove for access to proposed building site

T24 Horse Chestnut - Sever ivy and formative prune

T23 Hybrid black poplar - Remove as a danger to road users using Anchor Lane

T22 Horse Chestnut - Remove ivy and formative pruning

T21 Horse Chestnut - Sever ivy and formative pruning

T20 Willow - Re-coppice above old coppice points, sever ivy

T19 Hybrid black poplar - Remove as danger to Anchor Lane users
T18 False acacia - Remove ivy from trunk
T17--T10 Lombardy poplar - Reduce height of trees by 50%
T9 Lombardy poplar - Remove as competing with T8
T8 Ash - Sever ivy and thin crown by selective pruning
T7-T6 Ash - Remove over extended branches on building plot site

71 Silver Street

T1, T2 & T3 Prunus Species: Fell and remove

17 Hatley Drive

T1 Prunus tree – Fell and grind out tree stump, and replace with new tree

28 High Street

T1 Yew – Fell and remove

Tollgate Cottage, 8 Hythe Lane

T1 Dead Tree – remove

T2 –T5 Sycamore trees – Remove leaving one sycamore in the row on the eastern boundary

9 Isaacson Road

S1 Various shrubs – Trim back to rear of boundary wall

T2 Ash – Shorten lowest branches growing towards shed by approx. 1.5m

Shorten 5 or 6 branches in the middle crown to shape and balance.

T3 Walnut adjacent shed – Shorten canopy above shed by approx. 1.5m. Shape into upper crown.

H4 Yew Hedge – Trim on garden side and chamfer top lightly

T5 Catalpa – Trim back over drive by approx. 2m. Shape into remainder of crown without extending beyond boundary line

T6 Sycamore adjacent garage – fell

T7 Sycamore adjacent to house – Trim back over roof by approximately 1.5m.

TPO E/11/87 Tree works application to fell a Walnut Tree to improve access to 71 North Street – Application withdrawn

09.10.15

County & District Matters:-

There were no County or District matters to discuss.

10.10.15

Other Reports (in circulating file):-

Council noted the following reports:
Magpas Newsletter

11.10.15

Finance

Consideration of quotations for painting of Mandeville Hall

Two quotations had been received for the internal painting of Mandeville Hall. Council agreed to accept the quotation from S Donald in the sum of £4564.00.

Proposed – Paul Webb Seconded – Derek Reader

Consideration of request for grant aid to fund staff costs at Burwell Museum

Further information had been received from Burwell Museum to support their request for grant funding towards staffing costs over the next three years. Council agreed that its previous policy of not funding staff should be continued, but agreed that they would consider making a contribution, as previously suggested, towards an event to be held that involves children and young people.

Consideration of donation to the Royal British Legion Poppy Appeal

Derek Reader declared an interest in this item.

Council agreed that a £100.00 donation should be made this year's Royal British Legion Poppy Appeal.

Consideration of External Auditors Report

Council was pleased to accept the unqualified report from the External Auditor for the financial year 2014/2015. The Auditors having reviewed the return had found that the return is in accordance with proper practices and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

Proposed – Hazel Williams Seconded – Liz Swift

Precept 2016/2017

The Clerk informed Council that she was compiling the budgets for the 2016/2017 financial year and requested that all working groups inform her of any projects that they wish to have considered for funding.

CIL Funding received October 2015

Notification had been received from ECDC that the Council was due to receive £4740.28 CIL funding. Hazel Williams spoke of the need for the parish council to be cautious of earmarking funds at this stage to projects without first giving consideration to services that may be devolved from the principal authorities which the parish council may need to consider taking over.

Council considered and approved payment to the following as listed on the attached payment sheet. The payment to the Royal British Legion needs to be amended to £100.00 and the payment to Online Playgrounds may be reduced once a credit note has been received for returned items.

Proposed – Paul Webb Seconded – Don Harrison

S Rowland
D Cawley
Burwell Office Cleaning
Harrisons of Burwell
David Boughey Photography
S R Landscapes
Online Playgrounds
Cloisters Antiques
PK Littlejohn
Fusion Graphics
Global Fire Service
The Royal British Legion
Mead Construction
J M Firesafety
C R Contracting
Siemens
Copier IT
UK Power Network
The Voluntary Network
Alto Cards
ESPO
Herts and Grounds Maintenance
Anglian Water
BT
British Gas
Eon
ECDC
Salaries,Wages etc.
Return of Deposits for Gardiner Memorial and Mandeville Halls

12.10.15

Correspondence

Letter from owner of 19 Saxon Drive – Request to remove covenant

This item was discussed at the start of the meeting.

Information received from Burwell Tennis Club

A further email had been received from Burwell Tennis Club. They had looked at Margaret Field as a possible location for tennis courts. Some levelling work would be required, but they thought that there would be room to accommodate two courts. The Club had asked how much funding from the Council is available for the provision of the courts. The Clerk had replied to the email explaining that the Council currently had no funding earmarked for the project and would be looking for some indication of costs involved, the contribution the Tennis Club could make and other possible funding available through grants, prior to considering what funding the parish council could give.

As it is likely the facilities at the school will be reinstated once the building work has been

