

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 13th December 2016

- Present:-** Joan Lonsdale (Chair), Robin Dyos, Jane Hall, Don Harrison, Gus Jones, Jenny Moss, Jim Perry, Gordon Roach, Michael Smith, Liz Swift, Mike Swift, Paul Webb, Hazel Williams and Brenda Wilson.
- 01.12.16 Apologies:-** Apologies for absence had been received from Joe Parker, Derek Reader and Tim Wallis.
- 02.12.16 Declarations of any interest known to Councillors:-** The following declarations were made:
Joan Lonsdale – Finance Cloisters Antiques
- 03.12.16 Approval of Minutes:-** Amendment – 21.11.16
Jim Perry reported that Paul Hawes had been taking daily readings of the water levels at the Pauline’s Swamp and it was believed that the levels had gone down 2ft in 2 days.
This should read “2 inches and not 2ft”.
Following this amendment the minutes of the meeting held on 29th November were approved and signed.
Proposed – Paul Webb, Seconded – Brenda Wilson
- 04.12.16 Public Forum:-** The resident who had hired the Gardiner Memorial Hall on 26th November 2016 was present and the item listed under Finance was brought forward for discussion at this point in the meeting.
- Finance**
Consideration of return of deposit – Event at the Gardiner Memorial Hall – 26th November 2016.
- Joan Lonsdale explained to the Councillors the details of the event that had taken place in the hall and the need for additional cleaning and the need to cancel the hire charge for the hall on Sunday morning due to the unsatisfactory condition. The resident explained that she felt some areas of the hall were not to the expected standard of cleanliness when she had arrived at the hall and that the key holder had not raised any concerns at the end of the booking. All points were taken into consideration and the Council decided unanimously to refund 50% of the refundable deposit, making a total refund of £50.
- The resident then left the meeting.
- 05.12.16 Planning** The following planning applications were considered:
- 16/01671/FUL Mr H Tiwana – Rear of 117A North Street**
Modified proposal of previously approved 16/00080/FUL
No objections.

16/01453/FUL Burwell Parish Council – Burwell Sports Pavillion, Weirs Drove
Extension and refurbishment to existing sports pavilion, new skatepark to replace existing facility, resurfacing of existing tennis court and extension and resurfacing to existing car park.
No objections.

16/01580/FUL Mr L Moldovean – 25 Buntings Path
First floor side extension over existing garage
No objections.

06.12.16 Planning Decisions: The following planning decisions had been received from the District Council:

16/01407/FUL 3 Hall Lane
Proposed change for a single storey annex to a two storey annex to provide habitable accommodation for a full time care worker
APPROVAL

16/00938/FUL 75 & 79 The Causeway
New 2 bed bungalow
REFUSED

07.12.16 Action Points Update:- The Assistant Clerk informed Council that notification had been received stating that weather permitting the work on The Causeway verge would commence in January 2017.

Brenda Wilson and Robin Dyos had talked to the resident concerned regarding the safety bollard in Pantile Lane and it was agreed that the bollard was no longer required. The Assistant Clerk was asked to inform the Highways Department regarding this.

A report has now been received from the Structural Engineer regarding the potential damage by tree routes at the Gardiner Memorial Hall this report will be discussed at the next Council meeting.

Further concern was raised regarding the water levels at Pauline's Swamp. It was suggested that Council request a report from a qualified hydrologist, Joan Lonsdale would liaise with the Assistant Clerk regarding this.

08.12.16 Parish Reports Property:- **Weekly Play Area Inspection Reports**
The Assistant Clerk informed Council that there was a significant number of mole hills at the Recreation Ground. The pest control company had been informed and asked to attend as soon as possible.

Jenny Moss had received a report from a parishioner regarding the condition of the children's play areas. Although the play areas are not new they are considered to be safe following the annual ROSPA inspection. New equipment would be considered in the future.

Trees/Environment

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

23 Silver Street

T1 Ash – Reduce height of tree by up to 4m to leave at 10m and reshape crown

T2 Spruce – Reduce height to leave at 4m from ground level

G1 Conifers – Reduce in height to leave at 3m from ground level

Newnham Farmhouse, 16 Low Road

T1 Willow – Remove broken / damaged branch and reduce in height to balance

61 Silver Street

T1 Yew – Trim by 25% as tree is overgrown

T2 Holly – Trim top by 25% as tree is overgrown

09.12.16 Notification of temporary road closure – Laburnum Lane (27.02.17-02.03.17)

**County &
District
Matters:**

Noted by Council.

Notification of New Property Name – The Old Dairy Barn, Ness Road

Council noted the name of the new property.

East Cambridgeshire Parish Conference – 3rd February 2017, Isleham 12 noon

Council noted details of the forthcoming East Cambridgeshire Parish Conference. Hazel Williams stated that she would be attending. Council members were asked to inform the Assistant Clerk if they also wished to attend.

10.12.16

**Other
Reports and
General
Information:**

Pauline's Swamp Trustees Meeting – Minutes of Meeting on 24th November 2016

Burwell Allotment & Garden Society – Minutes of Meeting on 3rd October 2016

These reports were included in the circulating file.

11.12.16

Finance

Council considered the following:

Consideration of return of deposit – Event at the Gardiner Memorial Hall – 26th November 2016. (Discussed earlier in meeting).

Payments to the following as detailed on the attached payment summary were approved.

Proposed – Paul Webb Seconded – Hazel Williams
S Rowland
D Cawley
Burwell Office Cleaning
ECDC
Ridgeons
Simpson's Nurseries
Burwell Computers
BT
JG Pest Control
Cloisters Antiques
Latta Hire
K Fergusons
PHS Group
N & G Marsh
Mr Groundsman
Walker & Turpin Consultants
Siemens
Barnwell Electrical
Lloyds Bank
Eon
Salaries
Return of Deposits

Parish Precepts – Year Ending 31st March 2018

Council agreed that a precept of 120K will be required for the year ending 31st March 2018.

Proposed – Hazel Williams Seconded – Mike Swift

Joan Lonsdale informed the Council that a number of heaters at the Gardiner Memorial Hall had failed in the last few days. Jim Perry agreed to liaise with the Assistant Clerk to obtain quotes for a possible new heating system. The Assistant Clerk informed Council that two temporary heaters had been purchased to help heat the hall on a temporary basis. Hall hirers had also been informed that the hall may be cooler than usual at the moment.

12.12.16

Correspondence

1. Citizens Advice Rural Cambs – Letter of thanks for donation

Correspondence had been received thanking Council for a recent donation to the Citizens Advice Rural Cambs.

2. Employees letter of resignation

The Assistant Clerk informed the Council that a letter of resignation had been received from the Assistant Keyholder. The Assistant Keyholder had offered to work until 31st January 2017 and this was accepted. The Assistant Clerk was asked to arrange for an advert for a replacement Assistant Keyholder to be placed as soon as possible.

The Assistant Clerk would formally acknowledge the letter of resignation.

3. Email from Pos-Ability regarding regular booking of Mandeville Hall

An email had been received from Pos-Ability regarding regular weekly booking at Mandeville Hall. Joan Lonsdale informed Council that she and the Assistant Clerk had met with the fundraiser for the Pos-Ability Group and as per the email they had asked if they could have our charity rate for their hall bookings. Council was unanimously in favour of granting the charity rate.

Proposed – Liz Swift Seconded – Jenny Moss

4. Delta T Devices – Test Site

The Assistant Clerk informed the Council that a letter had been received from Delta T Devices informing us that they had completed their work on the test site in Priory Meadow they have removed all of the equipment and the Handyman has confirmed the area has been reinstated to a satisfactory condition. The Assistant Clerk was asked to write to Delta T Devices acknowledging their letter and thanking them for their tenancy.

13.12.16

1. Carols around the Tree – 17th December 2016

Members of the Council were reminded that the Carols around the tree will take place on Saturday 17th December 2016 at 7.00pm. Father Christmas was very busy at the moment and was unlikely to be able to attend. The Assistant Clerk was asked to purchase sweets to be handed out on the evening.

14.12.16

1. Office Christmas Closing

It was agreed that the Parish Council office will close for the Christmas break at lunchtime on Wednesday 21st December 2016 and reopen on Tuesday 3rd January 2017. The Assistant Clerk will inform necessary parties of the closure and will be available to take calls from Funeral Directors if necessary over the Christmas period.

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

Signed this the _____ day of January 2017 _____ Chairman