

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 14th July 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, Joe Parker, Jim Perry, Derek Reader, Michael Smith, Liz Swift, Mike Swift, Paul Webb and Brenda Wilson.

01.07.15 Apologies for absence had been received from Hazel Williams and
Apologies:- Gordon Roach.

02.07.15 The following pecuniary interests were declared:-
Declarations Derek Reader – Payment of Accounts
of any Gus Jones – Sports Provision
interests Mick Smith – Planning Application for 19 Saxon Drive
known to Paul Webb – Planning Application for King William House, 6 The Causeway
Councillors:-

03.07.15 The minutes of the meeting of the Full Council held on Tuesday 30th June 2015
Approval were approved and signed as a true and correct record.
of Minutes

Proposed – Brenda Wilson, seconded – Joe Parker

04.07.15 Gus Jones speaking on behalf of the recently formed Federation of Burwell Football Clubs,
Public Forum: spoke to the Council of the need and urgency to improve the condition of the existing pitches on the Recreation Ground. He also explained that the Pavilion was below the standard required by the Football Association and required improving and enlarging to allow full utilisation of all 4 pitches on the Recreation Ground. The Chairman, Joan Lonsdale responded expressing the need for sports provision for the village to be considered in conjunction with the proposed Newmarket Road development and sports hub and suggested that this should be discussed at a separate meeting. Council agreed that a meeting should therefore be held on Thursday 23rd July at 7.30 pm.

05.07.15 The following Planning Application was considered:

Planning

Applications:- 15/00675/FUL

Mr G Woodfield – 19 Saxon Drive

Erection of a new 3 bed detached house

Objection – Council noted that the land that the proposed new house was due to be built on, is an area of land previously owned by the Parish Council. This land was designated as allotment land and as such, required permission from the Secretary of State to sell. When the land was sold to the previous owner of 19 Saxon Drive, a covenant had been included in the deeds restricting the use of the land to vegetable or ornamental garden.

15/00743/FUL

Flynet – King William House, 6 The Causeway

Demolition of flat-roofed entrance lobby. Erection of new staff room

Council has no material objections to the proposal. However this application should be considered as retrospective, as work has already commenced. The use of the Meeting Room appears to be retail and this needs to be clarified with the planners as to whether

an application for change of use should have been submitted.

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

**Decision
from County
and District**

- | | |
|---------------------|---|
| 15/00481/ADI | Co-operative Food Group –
Manchetts (Burwell) Ltd, Ness Road
Proposed changes to signage
APPROVAL |
| 15/00494/FUL | Manchetts – Manchetts (Burwell) Ltd, Ness Road
Shop front colour change |
| 15/00558/FUL | Mr L Cook - 25 Priory Close
Proposed extension to rear
APPROVAL |
| 15/00488/VAR | Mr V White – 7 Hall Lane
Vary condition 5 (roof lights) of previously approved 14/01280/FUL for 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 |
| 15/00345/FUL | Mr A Martin – Land between 31 and 33 Baker Drive
Proposed erection of a detached dwelling and garage
APPROVAL |

07.07.15
**Action
Point
Update:-**

Work to install the new equipment at the Recreation Ground has started. Some vandalism has occurred on site and the Police have been made aware of this. The Nattertube at Jubilee Green is due to be installed this week. The erection of the new fence at the Gardiner Memorial Hall has been completed. There has been no update on the illegal moorings at Anchor Lane. A General Purposes Working Group meeting still needs to be arranged.

Council considered an application received by East Cambs District Council (EADC) to fell a tree in the Conservation Area on the site of 105a The Causeway. Council agreed that the tree played a significant part in the landscape and therefore found it acceptable for the tree to be pruned back but not for the tree to be felled.

08.07.15
**Parish
Reports:-
Grounds –**

Weekly Play Area Inspection Reports

No matters of concern had been raised by the handyman in the Weekly Play Area Inspection Reports.

Response from RoSPA Play Safety regarding Annual Inspection

RoSPA Play Safety had apologised for the errors in the recent reports for the annual inspections of the play areas and had agreed to carry out a further inspection free of charge of all sites. The Clerk was asked to request that the handyman or a member of the Council accompanies the Inspector when the inspections are carried out.

Report from the Grounds and Buildings Working Group

Mick Smith presented the report from the Grounds and Buildings Working Group. The Handyman has been borrowing a rotivator from an allotment holder to clear some of the allotments. It may be beneficial for the Council to purchase a rotivator for the Handyman to use (subject to the agreement of the Finance Committee). The Handyman needs to consider the type of machine he requires in order for prices to be obtained. Another option to consider is hiring a rotivator.

The Clerk to check with the Contractor the area to be cut on the mound at Spring Close. It may be possible to ask the Community Payback Scheme to carry out some of the work suggested by Caroline Smith over the Autumn and Winter. Derek Reader agreed to organise the hay cut for the field.

Quotations need to be obtained for the internal painting at Mandeville Hall. These need to show individual room costs, so that if need be, the painting of the hall can be spread over a period of time.

Council noted the need for formal agreements to be compiled for the football and cricket teams.

Robin Dyos asked if any further action was to be taken regarding the exit from the Gardiner Memorial Hall. Following discussion on previously suggested options to make the exit safer, the Clerk was asked to find out from Highways the possibility of locating a mirror on the other side of the road.

Notes from the meeting with Council Members and Burwell Cricket Club

Council noted the attached report from the meeting with members of Burwell Cricket Club, along with the Cricket Clubs request for a formal lease to be drawn up for their use of Mingay Park.

Notes regarding tree work at Margaret Field and Pauline's Swamp

Cathy White had visited both sites and made some recommendations (report attached) of the work which could be carried out to the trees. Grass cuttings have been left amongst the beech trees and are likely to have a detrimental effect on the trees and need to be removed. This matter had been discussed with the Cricket Club.

Report from the Pauline's Swamp Trustees meeting

Joan Lonsdale reported that the Pauline's Swamp Trustees had recently met. There are a few dead trees which need to be removed, along with some self-set Hazel trees. Ivy needs to be removed from a number of trees, although this work could also be carried out by Community Payback. Quotes need to be obtained to repair the stock fencing prior to the sheep returning in the Autumn. The Swamp, generally, is tidy.

It would be useful to have some formal recommendation from the Wildlife Trust of a suitable plan to maintain the site and also likely costs to maintain the buffer zone between the Swamp and the new development, should the situation arise.

Notes from the Safety Working Group

Brenda Wilson informed Council that should the Council decide to go ahead with the work to the Causeway, then the preferred option of contractor by the Safety Working Group is Proledge.

The problems with the lanes leading from Newnham Lane were discussed by the group. Council agreed that it would be worth contacting James Barwise at the County Council Highways Department as suggested at the recent ECDC Training Session, to see if he could suggest a possible solution to help resolve the problems caused by large vehicles using the lanes. A number of hedges along the lanes could benefit from being cut back. Jim Perry informed Council that Footpath 17 has become overgrown. The Clerk informed Council that the Handyman is due to cut this at some point.

The group suggested that a vehicle survey of both speed and number should be carried out along Ness Road to help establish the feasibility of submitting an application for a pedestrian crossing. Council still needs to consider if it is worthwhile re-establishing the Speed Watch Checks.

Purchase of planings for Green Lane

A payment of £200.00 had been received from the County Council towards the cost of planings to fill pot holes along Green Lane. Mead Construction will provide 15 tonne of planings for this sum. Council agreed that the planings should be purchased. Members of the Allotment Association are due to assist with laying the planings.

Trees/Environment –

Diseased Tree at Pound Hill

The Elm tree on Pound Hill opposite the Post Office has Dutch Elm disease and the ECDC Tree Officer has recommended that it is removed. The Clerk to obtain quotations for the work to be carried out and the necessary Conservation Area consent to fell the tree.

Consideration of quotations for work to trees at Jubilee Green

Four quotations had been received to carry out work to some of the trees in Jubilee Green. There was a wide variation in the costs quoted. Council agreed to accept the lowest quotation for £125.00 from S R Landscapes, but the Clerk was asked to check that his price had included all the work required.

Proposed:- Mike Swift Seconded:- Liz Swift

The Clerk mentioned that she had received a request from another resident regarding the trees and hedge along the path to Jubilee Green from Hall Lane. These can be cut back by the handyman or part of the hedge cutting contract later in the year.

Trees/Environment –

Council noted the following Notifications of tree works at the following properties:-

Millfield House, Mill Lane

T1 and T2 Pear Trees – Fell and grind stumps and replace with pleached hornbeams

T3 Lilac – Fell and grind stump and replace with pleached hornbeams

T4 Ash – remove 2 hanging large broken limbs and crown reduce by 30%

T5 and T6 Plum Trees – remove Ivy and reduce branches resting on garage

7 Hatley Drive

T1 Sycamore – Fell to ground level and treat stump to prevent regrowth

12 Hatley Drive

T1 Conifer – Fell tree in front garden

T2 Mountain Ash – Fell virtually dead small tree in very poor condition in rear garden, close beside the rear of the dwelling.

3 Cedar Gardens

T1 Cherry – Remove

T2 Apple Tree – Reduce overall by 25% and crown thin

T3 Conifer Tree – Remove

Wooded area at rear of garden – remove 6 dead trees: 1 Ash, 4 Sycamore and 1 Elm.

28 High Street

T1 Cypress - Fell

27 Isaacson Road

T1 – Multi-stemmed Sycamore – remove right hand stem, reduce other two stems by 30 feet

T2 Ash – Reduce to previous reduction points

09.07.15

County & District Matters:-

Report on the ECDC CIL Training Workshop for Councillors

Robert Dyos and Don Harrison were thanked for attending the Workshop. Details of the information provided at the training workshop has now been emailed to all Councillors.

CCC Proposed Diversion of Part of Footpath No 32 Burwell

Council agreed that they had no objections to the proposed diversion of part of Footpath No 32.

10.07.15

Other Reports (in circulating file):-

The following reports were circulated:

Wicken Fen Community Liaison Forum Notes 21.4.15

Information from the University of the Third Age (U3A)

11.07.15

Finance

Consideration of Quarterly Finance Report

The Council noted and approved the attached Quarterly Finance Report.

Proposed:- Don Harrison Seconded:- Liz Swift

Consideration of the Finance Working Group Report and recommendations

Council noted the Finance Working Group Report and approved the following recommendations:

- **£3404.00 remains earmarked for the extension at the Jubilee Reading Room. As the extension has been completed the Finance Working Group recommends that £3404.00 is moved back to general reserves.**
- **The Finance Working Group recommends that Council approves Brenda Wilson to be added to the list of signatories for the bank account with VSA online access and Jayne Weaver to have VS online access.**

Proposed:- Paul Webb Seconded:- Robin Dyos

Consideration of reduced charge for use of the Recreation Ground by the Swifts Football Team

A letter had been received from the Swifts Football Team regarding their invoice for the use of the Recreation Ground for the 2014/2015 season. The invoice for £300 has yet to be

paid. The Swifts are asking for the possible reduction of the charge, as on a number of occasions the pitch had not been playable on. Council agreed to reduce the charge to £150.00 with the need for the invoice to be paid by the 31st July 2015 and charges for the 2015/2016 paid upon receipt of the invoice.

Consideration of payment to the following:

The following payments were approved by Council:

Proposed:- Brenda Wilson Seconded:- Liz Swift

S Rowland
D Cawley
Burwell Office Cleaning
S R Landscapes
ECDC
Andy Martin Builders
Footprint Signs
Siemens
Simpsons
ESPO
Aztek Services
J Neale
Herts and Grounds Maintenance
Copier IT Digital Solutions
Hazel Williams
Eastern Tree Surgery
The Voluntary Network
C J Roofing Services
Burwell Window Cleaning
AKC Windows
Anglian Water
BT
British Gas
Eon
ECDC
Salaries, Wages etc.
Return of Deposits for Gardiner Memorial and Mandeville Halls

12.07.15 Correspondence

Request to Council to improve safety of the bridge between Burwell and Exning

An email had been received requesting that the Council considers safety improvements to the bridge between Burwell and Exning. Several previous attempts have been made to improve the safety. The brow of the bridge has previously been lowered, but actual removal of the bridge is difficult due to existing pipework running under the bridge. Exning Parish Council is keen to see improvements made. A permissive footpath around the bridge has previously been considered, but did not receive the agreement of the landowner. However it was agreed that the matter should be raised again with Highways.

13.07.15 Consideration of the following:

This matter had been discussed earlier during the meeting.

Joan Lonsdale reminded Council of the following meetings:

22.7.15 6 pm – Former D S Smith Site

23.7.15 7.30 pm – Sports Provision

17.7.15 Public Consultation of the Proposed Expansion of Burwell Village College

The next Parish Council meeting will be held on 28th July 2015.

There being no further business, the meeting was closed at 9.30 pm.

Signed this day of 2015 _____

DRAFT