

**BURWELL PARISH COUNCIL**  
**The Jubilee Reading Room**  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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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 14<sup>th</sup> November 2017.

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**Present:-** Liz Swift (Chair), Richard Adams, Robin Dyos, Jane Hall, Don Harrison, Gus Jones, Joan Lonsdale, Jenny Moss, Jim Perry, Gordon Roach, Mike Smith, Michael Swift, Paul Webb and Brenda Wilson.

**FC/141117/01 Apologies:-** Apologies for absence had been received from Joe Parker, Derek Reader and Hazel Williams.

**FC/141117/02 Declarations of any interest known to Councillors:-** There were no declarations of any interests.

**FC/141117/03 Approval Of Minutes:-** The minutes of the meeting held on 31<sup>st</sup> October 2017 were approved and signed as a true and correct record.  
Proposed – Gordon Roach, Seconded – Joan Lonsdale

**FC/141117/04 Public Forum:-** No matters were raised during the Public Forum

**FC/141117/05 Planning** The following planning applications were considered:  
**17/01621/FUL Mr. H Tiwana – Building adjacent to Ashbridge Farm, Factory Road**  
Construction of 3 dwellings, phased development 1-3 Resubmission of previously approved 16/00504/FUL  
**Amendment involving re-siting of the garage/games room for plot 2**  
**For information only, no response is required - Approval below**  
Amendment and approval noted by Council.

**17/01871/FUL Mr. S Virgo – 5 Laburnum Lane**  
Demolition of single storey side extension and replace with a one and a half storey side extension.  
**No objection**

**17/01937/FUL 23 Casburn Lane – Mr. A Newbury**  
Single Storey Extension  
**No objection**

**17/01558/FUL The Orchard, Weirs Drove**  
Proposed new 4 bedroom 2 storey dwelling with associated double garage and driveway. To include demolition of existing bungalow.  
**Additional Information – Corrected scale – APPROVED SEE BELOW**  
Additional information and approval noted by Council

**FC/141117/06** The following decisions were noted by Council  
**Planning decisions from District Council –** **17/01658/FUL Mr. N Rayner – Land adjacent to 1 Brick Works Cottages, Factory Road**  
Demolition of existing garage and construction of 1 no. 3 bed dwelling and associated works  
**APPROVAL**

**17/01621/FUL Land Adjacent to Ashbridge Farm, Factory Road**  
Construction of 3 new dwellings and associated works  
**APPROVAL**

**17/01558/FUL The Orchard, Weirs Drove**  
Proposed new 4 bedroom 2 storey dwelling with associated double garage and driveway. To include demolition of existing bungalow.  
**Additional Information – APPROVAL**

**FC/141117/07** The Action Sheet was considered with the following updates:  
**Action Points Update:-** **Recreation Ground Improvements** – An application for the project to be included on the CIL 123 list has been submitted and is due to be considered by the District Council.  
**Pauline’s Swamp** – There were 8 volunteers at the Working Day in the morning and 4 in the afternoon. All planned work was completed. Thanks were given to Parish Councillor Jenny Moss and James Moss for work carried out. Council also agreed to send a letter to owner of Kingfisher Bridge Nature Reserve thanking them for allowing James Moss to help with Pauline’s Swamp and for the use of equipment.  
**Public Toilets** – The District Council wish to investigate any possible right of way that they have to the toilets over the Parish Council land. This means that it is unlikely that the Parish Council’s offer for the derelict toilet building will be considered at the Asset Development Committee on 4<sup>th</sup> December 2017.  
**Village Sign** – The Clerk reported that we are still awaiting a colour plan for the sign and confirmed that the existing post had been checked for suitability for the new sign.  
**Ness Road LHII** – A meeting with Highways is due to take place on 23<sup>rd</sup> November 2017 to discuss the new proposal following the withdrawal of the original ‘give way features’ scheme.  
**Hythe Farm** – As yet nothing has been heard from the Planning Inspectorate. Richard Adams asked if the Football Clubs had been asked to make any posters yet for the Recreation Ground to help prevent dog fouling. The Clerk reported that she had sent an email to the Clubs but that no posters had been received to date.

**FC/141117/08 Parish Council Group Reports**

1. Consideration of the notes from the Safety Group meeting held on 7.11.17 and their recommendations as detailed below:
  - a) That the Traffic Survey 2018 is approved for publication along with the associated costs of printing the survey at Burwell Print Centre for inclusion in Clunch and the fee payable to Survey Monkey for the online version.

Council noted the draft minutes from the Safety Group meeting and discussed the recommendation for the Traffic Survey 2018. The cost for printing the survey for inclusion in Clunch is round about £150.00 and the cost for Survey Monkey is up to £90.00. The survey is to be included in the February issue of Clunch and will also be available at Burwell at Large.

**Michael Swift proposed that the Council should approve the recommendation for the publication of the Traffic Survey 2018, along with the associated printing and online costs. The proposal was seconded by Gus Jones. The motion was agreed unanimously.**

Michael Swift having read the draft minutes for the Safety Group meeting, stated that the County Council Highways Department is responsible for roads and that the Parish Council should not be looking to fund works costing in the region of £170,000. Paul Webb explained that this could be the cost of installing a number of mini roundabouts at key junctions in the village and the idea would be to use 50% from reserves and 50% from the precept. The Chairman expressed the view that the Parish Council should not take over the responsibilities of the principal authorities.

1. Update from the Recreation Ground Sub-Committee and consideration of recommendations to Council as detailed below:

- a) That Council matches any financial offer made by the Football Association
- b) That the Council acts as guarantor in application to WREN for new Skate Park funding (10.7% CTP funding contributing third party donor)
- c) Consideration of Service Agreement for the clubs using the Recreation Ground Pitches

Michael Swift explained to Council that the aim two years ago was to try and modernise and improve the facilities at the Recreation Ground. The pitches are now the most improved pitches in the County, the pavilion is still however the worst and is not fit for purpose. The car park is also not fit for purpose. A three phase scheme to improve the facilities has been drawn up.

Phase 1 – Including improvement and extension of the pavilion, work to car park and training flood lights cost approx. £300,000

Phase 2 – Replacement Skate Park cost approx. £105,000

Phase 3 – Refurbishment of tennis and netball courts cost approx. £100,000

Over the past few months extensive work, mainly carried out by Gus Jones and Paul Webb to explore and make applications for funding for phase 1 of the project. Applications have been made to both Amey and Mick George, both have been unsuccessful, but both organisations have invited the Council to submit another application in the next round. Funders have noticed the level of Council reserves and despite explaining that the figure includes substantial earmarked reserves, the current level has not helped the applications for funding.

The Football Association following a number of meetings has indicated that they are prepared to award the Council £150,000 towards phase 1 of the project. This would need to be match funded by the Council.

An application has been submitted for to ECDC for consideration of the complete project being included on the CIL 123 funding list.

An application is due to be submitted to WREN for the skate park in the next few days. A third party contribution, which can be the Parish Council of just above 10%, will be required to release any funding if successful.

As part of the application to the Football Association it will be necessary to have a Service Agreement with the Football Teams. The Football Teams have agreed to sign the agreement, but Council needs to approve the agreement prior to signature by the Chairman.

The Lawn Tennis Association has been approached for funding for phase 3, but prior to being able to apply; the Council would need £25,000 to support the application. Any application would be subject to the courts having full height fencing, entry locking system and an online booking facility. The Burwell Tennis Club would look to reform if the courts were provided. The Club may then be willing to offer training for young people.

The Sports Provision Group has already earmarked funding of £87,000 for the project, which includes £26,079 allocated for the Recreation Ground improvements, £45,147 for sports provision, £8,000 from the release of covenant on land in Saxon Drive and £7,700 Section 106 funding. Michael Swift asked the Council to consider underwriting the balance of around £65,000 in order to match fund the offer from the Football Association of £150,000. It is still hoped that additional funding can be found from other sources.

Gordon Roach asked if anything is being done locally to raise any funds towards the project. In response, Council was informed that the Footballers are raising funds through a 'buy a brick' scheme and Max Jamieson is raising funds for the skate park. It is not known how much money has been raised through the buy a brick scheme.

Through the Service Agreement the Football Clubs will be required to pay to use the facilities and this income has been included in the Sustainability Report for the project, which is a requirement for funding applications.

***Jenny Moss proposed that the Council should underwrite the difference between the earmarked reserves and the amount required to match an offer of £150,000 from the Football Association, the amount being around £65,000. The proposal was seconded.***

***Following an unanimous vote it was resolved that the Council should underwrite the difference between the earmarked reserves and the amount required to match an offer of £150,000 from the Football Association, the amount being around £65,000.***

***Jenny Moss proposed, seconded by Don Harrison that the Council acts as guarantor in application to WREN for new Skate Park funding (10.7% CTP funding contributing third party donor). Paul Webb to act as signatory for this agreement.***

***Following an unanimous vote it was resolved that the Council acts as guarantor in application to WREN for new Skate Park funding (10.7% CTP funding contributing third party donor). Paul Webb to act as signatory for this agreement.***

***Paul Webb Proposed, seconded by Gus Jones that the Service Agreement for the clubs using the Recreation Ground Pitches is approved.***

***Following an unanimous vote it was resolved that the Council approves the Service Agreement for the clubs using the Recreation Ground Pitches.***

**FC/141117/09 Parish Reports:-  
Property –**

**1. Weekly Play Area Inspection Reports**

The Clerk reported that the handyman had carried out the weekly checks on the playground equipment and is continuing to do any maintenance work required. Moles have reappeared at the Recreation Ground. The Clerk was asked to speak to Mel Pooley, the pitch maintenance contractor for advice on the best way of dealing with the moles.

The Clerk continued by informing Council that one of the gate posts for the second gate on Margaret Field is damaged and needs repairing. The Handyman could replace the post. One of the contractors who is intending to quote for reinstating the ditch in front of the gate, has pointed out that electric cables have recently been installed along this part of the verge and that this may be an issue. The Clerk confirmed that she had spoken to ECDC regarding the concrete blocks who in response had asked George Hay, Cambridgeshire County Council to provide details of the block supplier that the County Council uses. It was agreed that the best option would be for the Council to purchase three blocks to block the gate and that there would then be no need for the gate to be repaired or the ditch reinstated. ***Council agreed that three blocks should be purchased up to the value of £1,000.***

It was noted that the Footballers had not locked the gate at Margaret Field at the weekend and the Clerk was asked to remind them of the need for the gate to be locked.

**Trees/Environment**

Council noted the following notifications of approved tree works at the following properties:-

**116A Silver Street**

T1 Ash – Fell

T2 Cherry – Crown reduce height and spread by approx. 2.5-3m and shape round

T3 Willow – Fell

T4 Cherry – Crown reduce height by approx. 4m. Crown reduce spread by approx. 1.5-2m. Shape and balance.

**Elmside 31 The Causeway**

T1 Holly (Twin Stemmed) – Fell

T2 Apple – Fell

T3 Juniper – Fell

G4 Cypress Trees x4 – Fell

G5 Silver Birch Treesx3 – Fell

T6 Cedar (twinned stemmed) – Fell

**Rose Garden Cottage 1 Church Lane**

T1 Apple – Overall reduction by 40% and prune every 2 years to retain tree

T2 Yew – Reduce height and prune all round to give shape and balance tree

**2 Guyatt Court**

T1 Ash trees – fell because self-set close to neighbours property and lifting path.

T2-T3 Ash trees – fell because self-set close to property

T4 Golden Conifer – fell as damaging fence and low amenity value

**The Meeting House, 6 Mill Lane**

T1 Silver Birch – Remove and grind out stump

T3 Silver Birch – Remove and grind out stump

T6 Alder – Remove and grind out stump

T9 Silver Birch – Remove and grind out stump

T12 Sycamore (in neighbouring garden) cut back extension growth, up to 2m and shape in accordingly

**28 High Street**

T1 Yew – reduce by 1m all round

T2 laurel – reduce by 1m all round

**5 Laburnum Lane**

T1 Holly – remove tree leaning onto overhead powerlines

T2 species unknown – Remove tree close to house as advised by structural engineer

T3 species unknown – Removal to facilitate re-landscaping scheme, including new tree planting

**6 Appletree Grove**

T1 Birch – Fell

Jim Perry commented that 24 trees in total were to be felled and did not appear to be replaced. This is just the trees that require permission from the Tree Officer for work to be carried out and does not include work being carried out to trees where no permission is required. Council agreed that an item regarding work to trees and when permission is required should be included in Clunch. Jim Perry continued by reporting that one of the trees on Pound Hill has grown extensively and may require some attention. A number of trees along the Causeway also have suckers growing from them that need to be removed. The Clerk agreed to report to Highways, who are responsible for the trees.

**FC/141117/10 County & District Matters:-**

1 Planning Applications 17/01071/FUL, 17/01072/FUL and 17/01094/OUM Representations to the Planning Committee

Council noted that due to the interest from Swaffham Prior and Reach in the applications for the gas powered generators in Reach Road, Joshua Schuman, Chairman of the East Cambs District Council Planning Committee had agreed to allow a representative from each Parish to speak at the Planning meeting when the application is considered.

Paul Webb asked the Clerk to let the Wicken Fen Forum know that the application will not be considered at the December Planning meeting.

**FC/141117/11 Other Reports (in circulating file):-**

Council noted the following reports:

Copy of letter from resident regarding Mill Lane

Minutes of Pauline's Swamp Trustees Meeting 29.6.17

Cambridgeshire Annual Public Health Report 2017

**FC/141117/12 Finance**

3. Consideration of payment to the following:

Council considered and approved the payments to the following after it was confirmed that the return of deposits was for hall hirers following bookings and for allotment holders giving up their allotments. Council noted that no invoice as yet had been received for clearing Margaret Field following the illegal encampment.

The Clerk confirmed that she had written to the Crime and Police Commissioner to invite him to attend a meeting but had not yet received a response.

Proposed – Paul Webb, Seconded – Joan Lonsdale

George Rowland	Mileage		£40.05
Debbie Cawley	Mileage		£67.05
Martyn Wright	Mileage		£49.95
Burwell Office Cleaning	Oct-17		£1,062.72
Ridgeons	Maintenance Materials	£31.44	£68.85
	Maintenance Materials	£37.41	
Burwell Window Cleaning	Various Properties		£63.00
Ernest Doe	Replacement Machinery		£2,509.96
Latta Hire Limited	Temporary Toilet		£151.80
Burwell Early Learners	Donation		£500.00
Burwell Library (Engage Group)	Donation		£50.00
CAPALC	Clerks Catch Up Day		£50.00
Copy IT Digital Solutions Ltd	Photocopier Contract		£337.84
K Fergusons Ltd	Grass Cutting		£5,561.08
N & G Marsh	Welding height barriers Rec		£43.00
Criminal Records Service	Keyholder Personal Licence		£49.00
Mr Groundsman	Cutting Rec October		£830.00
Jims Towbars	Handymans Towbar		£295.00
The Voluntary Network	Trip to Ely October		£50.00
ESPO	supplies	£122.85	£243.62
	Security Marking Kit	£30.77	
	Camera Kit	£90.00	
ECDC	Licensing Act 2003 - Annual Fees		£180.00
Lloyds Bank	Various October		£126.99
Lloyds Bank	Various September		£128.86
Anglian Water	Mandeville Hall	1.11.17	£152.88
ECDC	Mandeville Hall	1.11.17	£456.00
ECDC	JRR	1.11.17	£37.00
ECDC	Cemetery	1.11.17	£137.00
ECDC	GMH	1.11.17	£45.32
Eon	Pavilion	20.10.17	£35.68
Eon	Cemetery Chapel	20.10.17	£16.59
Eon	Cemetery Chapel	17.11.17	£19.45
Eon	Jubilee Reading Room	20.10.17	£47.59
Eon	Jubilee Reading Room	17.11.17	£44.92
Eon	Allotment Shed	23.10.17	£18.62
Eon	GMH	26.10.17	£91.99
Eon	GMH	20.11.17	£514.76
Eon	MH Gas	23.10.17	£12.96
Eon	MH Gas	15.11.17	£24.13
<b>Salaries</b>	Salaries, NI, Tax and Superannuation		<b>£4,898.41</b>
<b>Return of Deposits</b>			
Emma Szlachta	MH		£50.00

G Pease	MH		£50.00
Burwell Cricket Club	MH		£50.00
Mr Bomber	Allotments		£25.00
Arran Dennis	Allotments		£25.00
Burwell Lace Makers	MH		£50.00
<b>Total</b>			<b><u>£19,213.07</u></b>

**FC/141117/13 Correspondence**

There was no correspondence to consider.

**FC/141117/14 Consideration of the following:**

1. Amendment to Cricket Club Lease

Liz Swift informed Council that the Cricket Club Solicitor has requested a small amendment in the Lease to allow the Lease to be assigned to a different body which may in future take over the management of the club. At present this can be done, with notification to the Parish Council. They would still not be able to assign the Lease to anyone else. The Council agreed that they would accept the amendment subject to confirmation from the solicitor that the Council has the correct understanding of the amendment.

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

Signed this the \_\_\_\_\_ day of October 2017 \_\_\_\_\_ Chairman