

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 25th April 2017.

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

District Councillor Lavinia Edwards

14.04.17 Apologies:- Apologies for absence had been received from Derek Reader, Mick Smith, Joe Parker, County and District Councillor David Brown and District Councillor Lavinia Edwards

The Chairman reported that notification of resignation had been received from Tim Wallis.

15.04.17 Declarations of any interest known to Councillors:- The following declarations were made:
Jim Perry – Burwell Sports Centre
Paul Webb – Planning 17/00378/FUL

16.04.17 Approval of Minutes:- The minutes of the meeting held on 11th April 2017 were approved and signed. Proposed – Brenda Wilson Seconded – Gus Jones
Brenda Wilson asked for clarification of the word subservient in item 05.04.17 Planning 17/00401/FUL. Joan Lonsdale explained that the context of the work was that the proposed extension would outsize the existing property.

17.04.17 Public Forum:- No matters were raised during the public forum.

18.04.17 Consideration of request from Burwell Sports Centre to support an application for Section 106 Funding to carry out work to the Sports Centre roof.
A request had been received from Burwell Sports Centre for the Councils' support of an application for Section 106 funding for £12,000 to carry out work to the Sports Centre roof. All Councillors had been circulated information from the Sports Centre in support of the request, prior to the meeting to allow time for them to make themselves aware of the situation, prior to consideration at the meeting.
Gus Jones proposed that as this is not the only project likely to require funding in the near future and as the Sports Centre is likely to be able to obtain funding through the Amey Community Fund, that the Council should agree to support the application for Section 106 funding to the value of £4,500. Thus giving the Sport Centre the funds to meet the needs of the third party funding requirement for the Amey Community Fund.
The proposal was seconded by Mike Swift.
Before a vote was taken on the proposal the question of how long does the Parish have to use the Section 106 funding was raised. However no one was aware of the answer. The Clerk was asked to contact David Brown to see if he could find out the

answer. She was also asked to find out from ECDC exactly how much Section 106 funding is still available for the parish.

A vote was then taken with 7 members in favour. A number of members abstained believing that further discussion should have taken place prior to the proposal being made.

Council resolved that as this is not the only project likely to require funding in the near future and as the Sports Centre is likely to be able to obtain funding through the Amey Community Fund, that the Council agrees to support the application for Section 106 funding to the value of £4,500. Thus giving the Sport Centre the funds to meet the needs of the third party funding requirement for the Amey Community Fund.

**19.04.17
Planning:**

The following planning applications were considered

17/00378/FUL Mr. and Mrs D Fuller – 1 North Street

Proposed new balcony railings and use of former flat roof as balcony.

No Objection

17/00475/FUL Mr. N. Rayner - Land Adj to 1 Brickworks Cottages Factory Road

Demolition of existing garage and construction of 2 bedroom single storey detached dwelling and associated works

No Objection

The two members of the public left the meeting.

17/00532/FUL Mr. B Creasey – 40 Ness Road

First floor rear extension

No Objection

17/00401/FUL 79 Low Road

To convert a single storey bungalow to a chalet bungalow.

Amendment involving adjustments to the plans to correct the roof of the proposal which was displaying incorrectly

Council agreed that the amendment did not alter the comments already made on the application.

**20.04.17
Planning**

Decisions:

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

17/00226/FUL 23a Abbey Close

Proposed loft conversion

APPROVED

**21.04.17
Action
Points
Update:-**

Council agreed that item 4 Gardiner Memorial Heaters could be removed.

Painting of the barn has now been completed. It was agreed that item 7 for Pauline's Swamp should remain on the list for general updates.

A new waymark sign for Pauline's Swamp has been made and the trustees would like to display this at the entrance to Love Lane. The Clerk to contact Highways to see if they have any objections as the land possibly belongs to them.

The Museum would like to have the Village Sign.

ACRE is unable to carry out the Strategy Day on June 3rd as previously suggested.

They are able to do on Saturday 1st July 2017.

Liz Swift proposed that the Council should hold the Strategy Day on 1st July 2017 and this was agreed to by Council.

1. Public Toilets

Joan Lonsdale reported to Council that at the recent meeting with ECDC Officers, a discussion took place as to whether the District Council would let the Parish Council have the closed public toilets in Burwell. ECDC has now contacted the Parish Council asking what is proposed for the toilet building. Should the Parish Council wish to use the building for public toilets in preference to building on to the back of the Jubilee Reading Room, business rates of around £3500 would be payable a year. There would also be considerable costs involved in updating the building. No decision was made to move the takeover of the toilets by the Council any further, but

the Clerk was asked to contact ECDC and to ask them what they proposed to do with the derelict building.

**22.04.17
Finance**

1. Consideration of Quarterly Report Jan-March 2017

Council considered the Quarterly Finance Report for the period January to March 2017. Michael Swift asked why the Recreation Ground Pitch Maintenance expenditure was higher than the budgeted figure as the contractor was on a fixed contract. The Clerk explained that this could be due to other expenditure such as removal of moles. Gus Jones asked for Pauline's Swamp figures to be shown separately. The Clerk reported that it was her intention to provide the Trustees with figures for the funds in the near future. It was noted that the expenditure for the Cemetery was higher than budgeted due to tree work being carried out during the year. Robin Dyos suggested that it would be useful for the parish to be made aware of the costs involved with carrying out work on trees. This could be included in a Clunch report or on a Parish Council news sheet.

Liz Swift proposed that the Quarterly Finance Report for the period January to March 2017 is accepted. This was seconded by Hazel Williams.

Council resolved that the Quarterly Finance Report for the period January to March 2017 is accepted.

2. Consideration of the 2016/2017 Annual Governance Statement

Council considered the Annual Governance Statement for the year 2016/2017. Having answered positively to all statements, Council confirmed that they had met all that was required and the statement was duly signed by the Chairman.

3. Consideration of the 2016/2017 Annual Statement

Council considered the Annual Financial Statement. The Clerk explained that the figure used for the assets is based on purchase prices with adjustments made for movements during the year. The Council approved the Annual Statement and the Chairman signed the document.

The Clerk was thanked for the work carried out in preparing the annual accounts for the year.

4. Consideration of quotations to carry out tree work, Burwell Cricket Ground

Two quotations out of the three requested to cut back a tree overhanging a property adjoining the Cricket Ground, had been received for consideration by Council. There was concern that the quotations both stated work on a number of trees, not just one as the Clerk had requested. Therefore Council agreed that further clarification of the tree needing work was required prior to accepting either quotation.

5. Notification of CIL Payments 1.4.17

The Clerk informed Council that £37,842.48 Community Infrastructure Levy payment contribution had been received from East Cambs District Council.

6. Renewal of Council's Insurance Policy

The Clerk informed Council that the Council's Insurance was coming to the end of a five year long term agreement and needed to be renewed from 1st June 2017. Three companies had been approached, including the current insurer and quotations are expected by the beginning of next week. The Clerk asked for two or three Councillors to consider the quotations in detail when they arrive in order to be able to recommend the most suitable policy for the Council for final approval at the meeting on 9th May 2017.

7. Quotations for Recreation Ground fence repairs and reinforcement

The Clerk reported that she had approached two companies to provide a further quotation to carry out the fence repairs and fence reinforcement at the Recreation Ground. She had received no response from one company and was waiting to receive a quotation in the next few days from the second.

**23.04.17
County &
District
Councillors
Reports:**

Council noted written reports received from David Brown and Lavinia Edwards

**24.04.17
County &
District**

1. CCC Traffic Closure – Silver Street

Council noted that Silver Street would now be closed from 29th May 2017 to 8th June 2017, not the dates stated at the previous meeting.

Matters: 2. CCC – Consultation on the proposed 2017 revision of the Local Validation Check List for planning applications for the County Council’s own development and for waste development
District The Council noted the consultation and agreed that they did not wish to submit any comments.

25.04.17 Council noted the following reports and information circulated to Council:
Other Minutes of recent meeting of the Pauline Swamp Trustees 16.3.17
Reports and Notes of the Safety Working Group Meeting 13.4.17
General
Information:

26.04.17 **Correspondence**
1. Email from Caroline Smith re Spring Close
An email and report with recommendations for the management of Spring Close had been received and circulated to Councillors. The Council agreed that the recommendations for the site made in the report should be followed. The Clerk was asked to forward the report onto the grass cutting contractor for his information. Possible options for carrying out the hay cut were briefly discussed. Jim Perry raised concern about a leaflet for Archaeology Cambridgeshire East who is indicating in the leaflet that they are considering researching test pits in Spring Close. As further test pits should not be made on the site, Jim Perry felt that the Archaeology Cambridgeshire East should be advised of this. Council agreed that the Clerk should write to Archaeology Cambridgeshire East to make them aware.
2. Donation Request – Voluntary Network
A request for a donation had been received from the Voluntary Network. Council agreed on this occasion that they were unable to make a donation.

27.04.17 **Consideration of the Following -**
1. Meeting dates for 2017/2018
Suggested dates for Parish Council meetings for the next year were circulated and approved by Council.
2. Burwell Skate School use of the Skate Park
Paul Webb informed Council that he had concerns with Burwell Skate School using the Skate Park without having a formal agreement with the Council, as they are running a business and charging individuals for the sessions that they hold and whether some form of payment for the use of the facility should be made. The Clerk reported that the office does have a copy of the Skate Schools public liability certificate. Concern was raised as to what happens when individuals want to use the equipment whilst Burwell Skate School sessions are taking place. Council agreed that whilst no formal agreement or charge needed to be made at this point in time, it would be beneficial to know and monitor the times the Skate School is using the facility. It was also agreed that the Clerk should discuss with Max Jamieson what happens when individuals wish to use the skate park at the same time as sessions are being held by Burwell Skate School.
3. Annual General Meeting of the Parish Council
Council discussed the election of the Parish Council Chairman due to take place at the next meeting on 9th May 2017. Council agreed that anyone wishing to propose an individual as chairman should talk to that person to ensure that they are willing to stand for election. Hazel Williams commented that those nominated should leave the room when the vote takes place. However it was agreed that a ballot would be acceptable.
4. Email from Gus Jones regarding the Recreation Ground.
Gus Jones explained to Council that if successful for grant funding at the Recreation Ground, many funders require some form of recognition by the applicant displaying a plaque. Gus Jones asked if this would be acceptable by the Parish Council. As this is standard practice the Council could see no reason not to agree to any requests.

There being no other business the meeting was closed at 9.30 pm

Signed this the _____ day of May 2017 _____ Chairman