

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 26th April 2016

Present:- Joan Lonsdale (Chair), Robin Dyos, Jane Hall, Don Harrison, Gus Jones, Joe Parker, Jim Perry, Derek Reader, Michael Smith, Liz Swift, Mike Swift, Tim Wallis and Brenda Wilson

14.04.16 Apologies:- Apologies for absence had been received from Paul Webb, Hazel Williams, Gordon Roach and District Councillor Lavinia Edwards

15.04.16 Declarations of any interest known to Councillors:- The following declarations were made:
Gus Jones – Any matters relating to Burwell Sports Federation
Derek Reader – Planning 16/00307/FUL
Michael Swift, Liz Swift, Robin Dyos – Burwell Carnival
Michael Swift, Liz Swift, Jane Hall – The Causeway Verge

The Chairman questioned if all Councillors should declare an interest in the planning application 16/00307/FUL as it is for a property owned by a fellow Councillor. The Clerk confirmed that there was no need for members to declare an interest in this case.

16.04.16 Approval of Minutes:- The minutes of the meeting held on 12th April 2016 were approved and signed as a true and correct record.
Proposed – Joe Parker, Seconded – Gus Jones

17.04.16 Public Forum:- No matters were raised during the Public Forum.

18.04.16 Planning The following planning applications were considered:

16/00145/FUL and 16/00174/LBC 48 North Street
Erection of a two storey 2 bed house in the curtilage of a listed building including the removal of outbuildings
Amendment involving revised document to include heritage information and covering email referring to biodiversity
No Objections

With applications of this nature it was suggested that it may be wise for Council members to visit the site where there is concern that a planning application may have an adverse effect on buildings particularly in a conservation area.

16/00307/FUL Mr. D Reader – Coquet House
6.7 metre long section of closeboard fencing between existing fence and boundary fence (retrospective)
No Objections

16/00409/RMA Mr. A Spalding – 68 Isaacson Road
Reserved matters application for erection of detached dwelling, garage and store
No Objections

19.04.16 Planning Decisions: The following planning decisions had been received from the District Council:
16/000114/FUL Waveney 47 Swaffham Road
Remove existing loft conversion and replace with full first floor - **APPROVED**

16/00180/FUL 22 Buntings Path
Two storey rear extension - **APPROVED**

20.04.16 Action Points Update:- The Clerk informed Council that work to the Recreation Ground Car Park was due to commence week beginning 16th May 2016.
Brenda Wilson informed Council that it had been suggested by Highways that as Councils application to carry out improvements to the Causeway verge was first reserve for the 2016/2017 LHI scheme, that it may be worth waiting 6 months to see if any previous allocated funding becomes available. The Clerk explained that in her experience it may take longer than 6 months for this information to become available. She suggested that regular contact should be made with Highways over the next few months to monitor the likelihood of funds being available. She confirmed that the revised quotes had all been received and was asked by Council to find out the delivery time from the date of order the contractors would expect to carry out the work. Jim Perry questioned if the work to the verge would be sufficient to resolve the problem as several vehicles are now taking to parking with all 4 wheels on the verge. Council agreed that another mail drop to residents of the Causeway should be carried out about parking and damage to the verge. Council noted that some vehicles are regularly parking adjacent to their properties on the inside grass area of the verge. There is also a tarpaulin with remains of a sand delivery on the verge which has been there for a considerable while.
Brenda Wilson asked the Clerk to chase Highways about the quotation for the Pantile Lane.
Brenda Wilson informed Council that she had not yet heard from Exning Parish Council about the bridge and possible cyclepath between the two villages and that she would try and contact him in the next few days with possible meeting dates. Michael Swift reported to Council that the Sports Federation had met with Alan Lamb and that they were now going to ECDC and the Football Association for pre application advice. The Clerk requested copies of any applications for the Council's records.

21.04.16 County & District Councilors Reports: There were no District or County Council reports to discuss.

22.04.16 County & District Matters:

1. Consultation on the expansion of Burwell School (Pupil Capacity)
Details had been received from the County Council of a consultation taking place regarding the proposed increase in the Pupil Capacity at Burwell VC Primary School. Brenda Wilson agreed to look at the consultation with the Clerk and respond accordingly. It was noted that it seemed strange that the consultation was only now being carried out when the building work to provide for the increased pupil numbers had already started.
2. ECDC Parish Conference – Emergency Planning 15th June 2016
ECDC will be holding another Parish Conference focusing on Emergency Planning on 15th June 2016 at the Arkenstall Centre in Haddenham. Anyone interested in attending should let the Clerk know by 27th May 2016. Members thought that having already had a talk by ECDC on Emergency Planning, much of the information may be the same.
3. Road Names for the new development Reach Road
A request had been made for road names for the new development in Reach Road. Several names had been suggested including a number which related to flora and

fauna that could be found on the site. Council agreed that these should be passed to ECDC for consideration.

4. CCC – Temporary Traffic Order, The Causeway 8.6.16

Notification had been received from the County Council of a proposed road closure of the Causeway outside number 60 for one day on 8th June 2016.

Don Harrison arrived at 8.15 pm.

5. CCC – Ornate Streetlight Pound Hill

The Council had been informed by Balfour Beatty on behalf of the County Council that following investigation the ornate streetlight on Pound Hill had been found to be in a structural poor condition. If the Council wanted the ornate light to be used instead of the one that had been installed as a replacement, it would be necessary for the Parish Council to take over responsibility for the light. This will incur costs to cover maintenance, energy usage and insurance. Derek Reader explained that a number of years ago the County Council had allowed the electrical supply for the Christmas Lights to be taken from this light and if it was lost power for the Christmas lights would no longer be available. Joan Lonsdale informed Council that a number of years ago Council had agreed not to take on the responsibility for any streetlights in the future. The Clerk was asked to go back to Balfour Beatty and request a copy of the structural report and discuss options available for the continued electrical supply for the Christmas lights.

6. ECDC Street Numbering New Dwelling Ness Road

Notification had been received from the District Council that the new property in Ness Road would be numbered 36A.

**23.04.16
Other
Reports:**

The minutes of the recent meeting of the Sports Federation were circulated in the Other Reports and Information Folder.

**24.04.16
Finance**

Council considered the following:

1. Consideration of quotes for work to the Causeway verge

Following discussion earlier in the meeting this matter was deferred until a later date.

2. Consideration of request from CCC Libraries for Sumer 2016 Reading Challenge

This matter was deferred to allow the Clerk to investigate when the Council last made a donation to the CCC Libraries.

The Clerk informed Council that as part of the Maintenance Contract for the Recreation Ground the Council were required to provide materials. Having contacted the three suppliers, payment will be required prior to delivery. She asked Council to allow the necessary payments being made upfront. Council agreed that this would be acceptable.

Proposed – Mike Swift Seconded – Joe Parker

A regular hirer will be using the room adjacent at the same time as the one in Mandeville Hall where the Annual Parish Meeting will be held on 3rd May 2016. The hirer tends to use loud music and a request had been made to her to use quieter music on this occasion, however the hirer had responded negatively to the request. Hopefully timing of guest speakers during the meeting can be arranged so that high volume noise levels are not a problem.

25.04.16

Correspondence

1. Burwell Carnival – Details of Carnival Day 18.6.16

Details of the Carnival Procession taking place on the 18th June 2016 had been received from the Carnival Committee. This year's event is taking place at the Recreation Ground and the procession will follow the same route as in previous years up to Hythe Lane, where it will turn down Hythe Lane and proceed to the Recreation Ground.

2. Email regarding signs at Spring Close

An email had been received regarding the condition of signs and information boards at Spring Close. It was agreed to discuss this with Caroline Smith at the Annual Parish Meeting as she may have information on who initially provided the boards. Jim Perry asked how much Parish Council information was available to the public. The Clerk informed Council that all Council Minutes were retained since 1894, older

minutes being held with the County Archives and more recent ones at the Office.

26.04.16

Consideration of the following:

1. Staff Appraisal Report 2016

The Clerk informed Council that Appraisals for all staff had been carried out during February 2016. Both the Clerk and Assistant Clerk had expressed a need to attend an appropriate training course on cemeteries. The Assistant Clerk also needs to complete the CiLCA qualification. There is also a need for the relevant working groups to draft up a Lone Workers Policy and the handyman's hours during the summer months.

2 Consideration of dedicating Burwell Recreation Ground as a Field in Trust

Before considering the dedication of Burwell Recreation Ground as a Field in Trust, Joan Lonsdale informed Council of information received from Fields in Trust regarding the benefit of registering Mingay Park as a Field in Trust, as an option instead of entering into the costly procedure of drawing up a sub-lease to enable the Cricket Club to have security of tenure for grant applications. Fields in Trust had advised that registering as a Field in Trust would not give the security required by grant funders.

Council then considered the dedication of the Recreation Ground as a Field in Trust. Michael Swift informed Council that he felt that the Council should dedicate the Recreation Ground using the standard Field in Trust template and with no involvement with solicitors, limiting the cost to the Council to £40.00 for the registration of the document with the Land Registry.

Brenda Wilson proposed that the Council should dedicate the Recreation Ground as a Field in Trust. The proposal was seconded by Robin Dyos. Following a unanimous vote Council resolved that the Recreation Ground should be dedicated as a Field in Trust.

Jim Perry asked that the community is consulted on the future of the ornate streetlight on Pound Hill.

Joan Lonsdale reported to Council that she had received an email thanking the Parish Council for the use of Spring Close and for attending the lighting of the beacon to celebrate the Queen's 90th birthday.

There being no other business the meeting was closed at 9.05 pm

Signed this the _____ day of May 2016 _____
Chairman