

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 July 2016

Present:- Joan Lonsdale (Chair), Robin Dyos, Jane Hall, Don Harrison, Gus Jones, Joe Parker, Jim Perry, Derek Reader, Gordon Roach, Michael Smith, Liz Swift, Mike Swift, Hazel Williams and Brenda Wilson.
District and County Councillor David Brown

14.07.16 Apologies:- Apologies for absence had been received from Michael Allan and Lavinia Edwards (District Councillors)

15.07.16 Declarations of any interest known to Councillors:- There were no declarations of interests

16.07.16 Approval of Minutes:- The Minutes of the Meeting held on 12th July 2016 were approved
Proposed – Brenda Wilson, Seconded – Gus Jones

An apology to the Council was noted from Jim Perry for leaving the previous meeting early.

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

18.07.16 Planning The following planning applications were considered:
16/00868/FUL Anglia Wright Advice – 23 The Paddocks
Single storey extension
No Objections

16/00763/FUL Land Rear of 61 and 63 North Street
Modified proposal to previously approved 15/01130/FUL
Amendment involves the relocation and removal of several windows
Amendment noted - No response required

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

16/00617/FUL 21 Silver Street
Demolition of existing side extension and garage and construction of new rear 2 storey extension. Construction of new 4 bed dwelling to side
APPROVED

16/00623/FUL 100 North Street
Demolition of Stable and Construction of New Garden Room and First Floor extension
APPROVED

16/00523/FUL Fenton Lodge 115 Low Road

Replacement of bungalow and detached garage with two 2 storey dwellings with integral garages

APPROVED

16/00630/FUL 68 North Street

Rebuild and extend single storey rear projection

APPROVED

**20.07.16
Action
Points
Update:**

The Clerk informed Council that an email had been received from Exning Parish Council saying that they had informed Suffolk County Council Highways of their wish to have a cycle path along Burwell Road to the bridge.

Jim Perry commented to Council that he understood that Paul Webb would have asked for an amendment to be made to the minutes if he had been present.

Council agreed that item 6 relating to the Recreation Ground car park on the update sheet could now be removed.

1. Recreation Ground – Security

The Chairman explained that she and the Clerk had met with Sue Loaker, the Crime Prevention Officer at the Recreation Ground to look at security. The Handyman was also present. Sue Loaker thinks that there are two elements to the problems at the Recreation Ground. Firstly the theft of the panels and secondly damage to remaining panels and pitches by use of vehicles. She considers that these crimes are likely to stop once the culprits get fed up and move on. She made various suggestions to improve security, including bollards or a rising ramp. CCTV may be an option, but often vital information needed to convict a criminal is missing. The PCSO will either do a letter drop or speak to residents living near the Recreation Ground of the need to report crimes when they are taking place, either by calling 999, 101 or going through Crime Stoppers. The Clerk also agreed to include these details in the next Clunch Report. The Chairman continued to explain that another option would be splitting the car park in to two areas, the furthest being closed by a barrier unless a football match was taking place. This would reduce the area which could be accessed by vehicles on a daily basis. There would need to be pedestrian access available to the play area and gym equipment. Council agreed that a quotation should be obtained to split the area in such a way. The quotation to reinforce the fence is still to be obtained. There is no further update at this stage on the insurance claim for the first lot of damage.

Gus Jones asked if the pitches will be usable at the start of the football season due to the wheel ruts caused by the Carnival and the recent criminal damage. Council expressed that the intention is for the pitches to be playable. There are also a number of mole hills. Mike Swift suggested that the Clerk speaks to the grounds man to see if he is able to resolve the problem.

**21.07.16
County &
District
Councillors
Reports:**

The attached report had been received from County and District Councillor David Brown.

David Brown added that he had attended a meeting with the Sports Centre regarding parking issues. They would like to have a meeting with members of the Parish Council, the School and Police to discuss ways to resolve the issues once the building work at the school has been completed. Council agreed to a meeting. David Brown confirmed to Hazel Williams that despite government changes the Ely Southern Bypass will still go ahead.

Further CIL funding has been allocated to the new Ely Leisure Centre
David Brown left the meeting at 8 pm.

**22.05.16
County &
District
Matters:**

There were no County and District matters to be considered.

**23.07.16
Other
Reports and
General
Information:**

The following were circulated in the Other Reports and Information Folder and were noted:
1. Greater Cambridge City Deal – tackling Peak-time congestion in Cambridge
2. Cambridgeshire Road Works and Events Information

**24.07.16
Finance**

Council considered the following:
1. Replacement of ALTO prepayment card due to withdrawal of card from the market.
Joan Lonsdale explained that the prepayment card used by the Council is being withdrawn from the market on 31st August 2016. The Council could look for another prepayment card or apply for a credit card through the Council's bank, Unity Trust, which will provide a clear audit trail for payments. Monthly charges and a set-up fee apply in most cases. The credit card can have a monthly limit set.
Derek Reader proposed, Don Harrison seconded that the Council should apply for a credit card through Unity Trust.
Council resolved that a credit card should be applied for through Unity Trust.
The Clerk informed Council that the Financial Regulations allow for a credit card to be held, but that an amendment will be required to the regulations to allow use by an additional staff member.

25.07.16

Correspondence

There was no correspondence to be considered.

26.07.16

Consideration of Safety Working Group Report

The attached Safety Working Group Report had been circulated to all Councillors. Robin Dyos informed Council that he had spoken to the Cambridgeshire Fire and Rescue Service, Fire Protection Compliance Team and according to the latest regulations (2005) the Jubilee Reading Room was compliant, other than requiring a smoke alarm to be fitted. Joan Lonsdale explained to Council the proposed use for the storage room when it was built and the need for the storage area to be secure. Council agreed that quotations should be obtained for the fitting of a smoke alarm and at the same time it may be worth considering installing a carbon monoxide detector. A Fire Risk Assessment also needs to be carried out by the Council. The Safety Working Group also recommended that if the building work for the new toilet goes ahead then an additional door could be sited between the new and existing toilet. Having an external door directly into the storage room would cause security issues.

The results of the consultation for the car park entrance and exit at the Gardiner Memorial Hall are inconclusive. Therefore the Safety Working Group recommends that further consideration will be included when future building work is done.

A summary of the results of the traffic survey carried out in October 2014 by the County Council had been included with the notes of the working group meeting. The results clearly indicate speeding along Ness Road. Gus Jones emphasized the need for constant speed checks along this road.

The Clerk informed Council that she has the contact details for those who intend to participate in the Speed Watch Team. Jim Perry also has the details.

There being no other business the meeting was closed at 8.28 pm

Signed this the _____ day of July 2016 _____
Chairman