

BURWELL PARISH COUNCIL
The Jubilee Reading Room
99, The Causeway, Burwell Cambridge. CB25 0DU
Telephone 01638 743142
E Mail burwellpc@btconnect.com

Chairman: Mr D A Reader

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 27th January 2015.

Present:- Derek Reader (Chairman), Jane Hall, Don Harrison, Gus Jones, Pat Kilbey, Joan Lonsdale, James Perry, Mick Scarff, Mike Smith, Liz Swift, Graham Tobbit, Fay Whitehouse, Hazel Williams and Brenda Wilson.

1 member of the public

13.01.15 Apologies:- Apologies for absence had been received from Sylvia Greenaway, Liz Goodman, Laura Murfin, County and District Councillor David Brown and District Councillor Lavinia Edwards .

14.01.15 Declarations of any interest known to Councillors:- The following declarations were made:
Mike Smith 17.01.15 Planning Applications – 22 Reach Road

15.01.15 Approval of Minutes:- The minutes of the meeting held on 13th January 2015 were approved and signed as a true and correct record.
Proposed – Liz Swift, Seconded – Pat Kilbey.

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

Presentation by Kathy Batey ECDC – Emergency Planning

Kathy Batey gave an informative presentation on Emergency Planning. She explained that under the Civil Contingencies Act 2004 there are clear expectations and responsibilities for the District Council. Category 1 responders such as the Police, Fire and Rescue, Local Authorities and Environment Agency will be at the core of an emergency and following recovery period. Category 2 responders such as utility companies and the Highways Agency will need to respond to and recover from emergencies affecting their sectors.

The District Council has a duty of care to ensure the economic, social and environmental well-being of the community and also a duty to provide temporary accommodation for residents rendered homeless as a result of an emergency. In the event of an emergency, the District Council will be alerted by pager to one of two staff members responsible for putting the Emergency Plan in to action. The Chief Executive will be informed of the incident and once further detail has been established, will make a decision on whether to activate the Council's emergency planning arrangements. The Plan will include the provision of support to the emergency services and other agencies, Rest, Survivor and Friends and Relatives Centres, activating voluntary agencies and support services and finally leading the recovery period to the return of normality. The recovery phase can last for a short while, but depending on the nature of the incident, could last several years. Elected members can play an important role as they have the knowledge of and can provide advice on the local area. Recent incidents in Cambridgeshire include the bomb scare in Burwell in 2014, severe weather in 2010 and the fire at the Littleport tyre recycling plant.

The District Council has to develop comprehensive Emergency Plans, which include the identification of suitable locations for Rest Centres and the provision of Rest Centre equipment. The District Council also undertakes Emergency Planning Awareness Seminars as requested and carries out emergency planning training for staff.

Although it will always be the District Council that instigates its own Emergency Plan, it could be useful for a Parish Council or a community to have its own plan. This can be used to support the District Council's plan, often providing local knowledge of the area such as useful voluntary groups and organisations, and knowledge of resources and expertise that is available. There are a number of templates available should the Council wish to set up their own Community Emergency Plan or carry out a Risk Assessment for the Parish.

Joan Lonsdale asked how up to date the contact details are for parishes. Kathy Batey confirmed that they have now been updated and are now held in an improved format. Following a question from Mick Scarff, she explained that the information is held on the Council's intranet. As the Parish Council is not currently aware of the information held for Burwell, Kathy Batey agreed to forward details to the Clerk. The Clerk will then be able to notify ECDC should any further amendments need to be made.

Kathy Bately was thanked for attending the meeting.

**17.01.15
Planning
Applications:**

The following planning applications were considered: Mike Smith left the meeting for the duration of discussion regarding the planning application for 22 Reach Road.

14/01413/FUL Mr. & Mrs Wenham – 29 Abbey Close
Single storey rear extension and replacement of mono pitch to form dual pitched roof
No objection

14/01404/FUL Mr. M Smith – 22 Reach Road
Construction of two one and a half storey extension to existing chalet bungalow
No objection

The member of the public left at this point

14/01382/OUT Mr. A Spalding – 68 Isaacson Road
Outline application for erection of detached dwelling, garage and store
No objection

14/01329/FUL The National Trust – Harrisons Drove, Burwell
A bridge across Harrisons Drove to allow live stock to migrate between two grazing areas located on either side of the Drove, as part of a grazing management and nature conservation project. Borrow pits, created by removing clay to construct the bridge ramps. Construction of a new bird hide on the earthworks for the bridge
No objection

**18.01.15
Planning
decisions:**

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

14/00864/FUL Manchetts (Burwell)Ltd – 1 Ness Road
Change of use from residential garden to commercial car parking
APPROVAL

14/001224/FUL Mr. R Marsh – 95 Ness Road
Proposed demolition of 95/97 Ness Road and erection of 4 new dwellings
REFUSAL

14/00416/OUT Land Southwest of Hythe Farm, Weirs Drove
Erection of single dwelling
Withdrawn

- 19.01.15**
Action
Points
Update:-
- The Action Points Update was considered.
Local Highways Improvement Initiative 2015/16 Panel Results
The Clerk informed the Council that they had been unsuccessful in obtaining funding through the 2015/16 Local Highways Improvement Initiative for improvements to the verge along the Causeway. Brenda Wilson suggested that the Safety Working Group should meet to discuss what else could be done.
Gus Jones asked if the Newmarket Road Development could be added to the Action Points Update particularly with view to the amount of space allocated to sports provision. Joan Lonsdale explained that the proposed development will automatically arise through the planning process and it was therefore agreed as not being necessary to add to the list.
- 20.01.15**
County &
District
Council-
lors
Reports:
- The attached reports from Hazel Williams, David Brown and Lavinia Edwards were noted.
Hazel Williams added to her report that she had attended a further three meetings. From the meetings she reported that it is likely, subject to approval of the full Council, that there will be no rise in Council Tax rates for 2015/2016. Service delivery by Sanctuary Housing is improving generally. There has been a decrease in the length of stay for those living in hostels prior to being accommodated in more permanent housing. The Ely Country Park has been successful in gaining two awards and the Paradise Swimming Pool is now up to 96% capacity and has seen an increase in numbers attending swimming lessons. A Sports Facilities Audit has been carried out throughout the District and the results have shown that there will still be a deficit in sports facilities even with the proposed East Cambs Leisure Centre going ahead. Hazel Williams informed Council that she was disappointed in the District Council's decision to change from providing revenue funding of around £27,000 in total to all the local community sports centres to allocating funding on a need related basis.
- 21.01.15**
County &
District
Matters:
- ECDC Community Payback
A letter had been received from ECDC about the Community Payback Scheme. They would like ideas for projects that could be carried out by the service. The Clerk was asked to inform ECDC that the service already does work on a regular basis at Spring Close. They are currently painting the barn at Pauline's Swamp and have also carried out some scrub clearance. Gus Jones asked if they could remove the ivy from around the trees whilst they are there. Painting the interior of the pavilion at the Recreation Ground may also be another project that could be considered.
Derek Reader informed Council that a tree has fallen from a neighbouring property across the boundary fence and footpath at Pauline's Swamp. The Clerk to write to the owner and request that the tree is removed.
ECDC Parish Council Elections
Details of the election process have been received from ECDC. Forms need to be submitted to ECDC by 9th April 2015. The Clerk informed Council that she would be willing to take the forms in to ECDC, however should any forms be incorrect and need amending or are not received at the appointed time, then it will be for the individual to arrange delivery to ECDC. The Clerk to print off Election forms for Council and any other interested parties, who will be made aware that the forms are available from the Jubilee Reading Room through the newsletter.
CCC World War II Commemorations
Information had been received from the County Council of grants available for celebrations to mark the 70th anniversary of the ending of World War II. Council agreed that this information should be passed on to the Museum.
- 22.01.15**
Other
Reports:
- There were no other reports.

**23.01.15
Finance**

Council considered the following:

Renewal of the Cleaning Contract

The Clerk informed Council that the Cleaning Contract for the Council's properties ended at the end of December. It was agreed to go out to tender for a further 5 year contract as existing with the addition of any extra items that had been included since the existing contract had been drawn up.

Consideration and adoption of the Financial Regulations

The attached Model Financial Regulations which had initially been reviewed and amended by the Financial Working Group to meet the needs of the Council, had been subsequently made available to all Councillors to review for consideration of adoption by the Council. As no further amendments were suggested Mick Scarff proposed that Council should adopt the Financial Regulations. The proposal was seconded by Hazel Williams.

Council agreed to the proposal and resolved to adopt the attached Financial Regulations.

Consideration of the Quarterly Finance Report

Council noted the attached Quarterly Finance Report. Mick Scarff commented that although there are a few over and underspends the Council continues to be financially sound.

24.01.15 Correspondence

Dept. for Communities and Local Government – New Year 2016 Honours nominations

A letter from the Department for Communities and Local Government requesting nominations for the 2016 New Year Honours List had been received. No suggestions were made.

Email regarding 2015 Burwell Beer Run

Council noted an email from a resident informing Council that the Burwell Beer Run is to be held again this year on 29th March 2015.

Email from resident regarding Superfast Broadband

An email had been received from a resident in Railway Close regarding provision of superfast broadband in the road. It appears from the coverage map on the Connecting Cambridgeshire website that surrounding roads will have superfast broadband but not Railway Close. The Clerk informed Council that she had emailed Connecting Cambridgeshire with a request for information on why Railway Close had not been included, but that she had not received any response. Council agreed that the matter should be passed to County Councillor David Brown to investigate further. It was agreed that this item should be included on the Action Point Update list.

Jim Perry informed Council that he had previously given his apologies for the meeting held on 13th January 2015 and therefore item 01.01.15 of the minutes of the meeting was incorrect.

There being no further business the meeting closed at 8.40 pm.

Signed this the _____ day of February 2015 _____
Chairman