

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 28th November 2017.

Present:- Liz Swift (Chair), Richard Adams, Robin Dyos, Jane Hall, Don Harrison, Gus Jones, Joan Lonsdale, Jenny Moss, Jim Perry, Derek Reader, Gordon Roach, Mick Smith, Michael Swift, Paul Webb, Hazel Williams and Brenda Wilson. 1 member of the public.

FC/281117/01 Approval of Apologies for Absence

Apologies for absence had been received from Joe Parker and District Councillors Michael Allan and David Brown

FC/281117/02 Declarations of any interest known to Councillors:-

The following declarations were made:

Liz Swift, Hazel Williams and Gus Jones – Request for funding by Burwell Community Forum
Derek Reader – Work to trees Mingay Park and Mill Close and Letter from resident regarding Margaret Field.

FC/281117/03 Approval of Minutes:-

The minutes of the meeting held on 14th November 2017 were approved and signed as a true and correct record of the meeting.

Proposed – Joan Lonsdale Seconded – Michael Swift

FC/281117/04 Public Forum

No matters were raised during the Public Forum.

FC/281117/05 Planning

The following planning applications were considered

17/01922/VAR Mr. M Daines-Smith – 7 Anchor Lane (Plot 2)

Variation of condition 1 (Approved plans) of previously approved 16/00763/FUL for proposed four bedroom house and garage

Council has concerns that the variation of condition 1 of the previously approved plans will allow the property to become a residential unit and therefore ask for a further condition to be included to ensure that the garage can only be used by the owner and not as a separate dwelling.

FC/281117/06 Planning Decisions

No planning decisions had been received from the District Council:

FC/281117/07 Action Point Updates

The following updates were noted:

Cyclepath

A meeting has been arranged for the New Year with Exning Parish and District Councillors, Josh Schuman and David Brown to discuss the next steps to move the project forward.

Recreation Ground Improvements

A funding application has been submitted to WREN for the Skate Park. Results will not be known until February 2018

Pauline's Swamp

Another Working Day will be arranged for next year.

Mandeville Hall

A letter has been received from the supplier of the roof trusses who confirmed that the trusses had been built to the specification received. It was suggested that due to the time already taken to resolve this issue, the Council should obtain a quotation to correctly repair the ceiling and present the quotation to Salmon Brothers. Although this is an option that could be considered in the future, at this

point in time, Robin Dyos will speak further with Salmon Brothers.

Strategy Group

The first meeting of the over-arching group has taken place and notes from the meeting have been circulated to all Councillors.

LHill Ness Road Scheme

A meeting has taken place with Jacob Hobbs and Adam Cobb, CCC Highways who are now looking at a second scheme which includes a zebra crossing. A recent survey carried out has proved that there are more than enough pedestrians crossing the road to warrant a zebra crossing. The Highways team is arranging for full costings for the project to be carried out, the cost is likely to be in the region of £30,000 to £35,000. This is up to £10,000 more than the Parish Council had budgeted for the scheme, but the balance of the earmarked reserves for the Causeway verge could be reallocated to help meet the additional costs.

Hythe Farm House

A notice has been received from ECDC with the dates for the Planning Appeal. Council agreed that they should make a representation. This will be an agenda item at the next meeting.

FC/281117/08 Group Reports and Recommendations

1. Assets and Environment - Consideration of recommendations

Recommendation of work to tree in Mill Close

Three quotations had been received although one included the price for work to the tree in Mill Close in with the work on Mingay Park. The other two quotations were for £55.00 and £60.00.

The Group recommends to Council that the quotation to carry out work to the tree in Mill Close in the sum of £55.00 is accepted. Proposed by Mick Smith, seconded by Robin Dyos. Council resolved that the quotation to carry out work to the tree in Mill Close in the sum of £55.00 is accepted.

Recommendation of work to trees on Mingay Park

Three quotations had been received although one included the price for work to the tree in Mill Close in with the work on Mingay Park and was for a total of £750.00. The other two quotations were for £405.00 and £510.00.

The Group recommends to Council that the quotation to carry out work to the trees in Mingay Park in the sum of £405.00 is accepted. Proposed by Mick Smith, seconded by Michael Swift. Council resolved that the quotation to carry out work to the trees in Mingay Park in the sum of £405.00 is accepted.

Recommendation of work to front light at Gardiner Memorial Hall.

Three quotations had been received for the moving and re-siting of the light above the main entrance to the Gardiner Memorial Hall. All three contractors had also quoted to retain the light above the door and install an additional light. The group decided that this was the best option. Quotations to install the additional light ranged from £92.00 to £116.00.

The Group recommends to Council that the quotation to install an additional light at the Gardiner Memorial Hall in the sum of £116.00 is accepted.

Proposed Mick Smith, seconded Paul Webb. Council resolved that the quotation to install an additional light at the Gardiner Memorial Hall in the sum of £116.00 is accepted.

2. Strategy Group – Consideration of meeting notes

The minutes from the Strategy Group meeting held on 20th November 2017 were noted.

FC/281117/09 Finance

1. Consideration of donation request towards insurance for Burwell at Large

Don Harrison declared an interest in this item.

A request had been received from Burwell Community Forum for a contribution towards the insurance required for Burwell at Large 2018. The cost of the insurance is £187.04.

Michael Swift proposed, seconded by Gordon Roach that the Council should fund the cost of the insurance in the sum of £187.04. Council resolved that the Council should fund the cost of the insurance in the sum on £187.04.

2. Consideration of Dorma Maintenance Contract Renewal

The maintenance contract for the automatic door at the Jubilee Reading Room is due for renewal. The cost for the next 12 months is £330.00.

Michael Swift proposed, seconded by Hazel Williams that the contract should be renewed.

Council resolved that the contract should be renewed.

3. Notification of appointment of external auditor 2017/18 to 2021/22

Following notification from the Smaller Authorities Audit Appointment Ltd, Council noted that PKF Littlejohn LLP has been appointed as External Auditor for the Council for the years 2017/18 to 2021/22.

FC/281117/10 County and District Councillors Reports

Council noted reports received from Lavinia Edwards, David Brown and Michael Allan. Hazel Williams stated that she was disappointed that the information included in the report from David Brown gave very limited information regarding the District Council's response to the Boundary Commission and bringing the waste services back 'in house'.

FC/281117/11 County and District Matters

1. ECDC Local Plan Consultation

The final consultation for the ECDC Local Plan is currently underway. Should any Councillor have any issues with the procedure involved in drawing up the plan, they should make representation to ECDC by 19th December 2017.

2. Response from CCC re Sixth Form Transport

A letter had been received from the County Council explaining that due to financial constraints and no statutory legislation being in place, they did not provide transport for post 16 Education. Council agreed that a copy of the letter should be forwarded to both County Councillor Schuman and the parent who initially raised the issue with the Parish Council. Hazel Williams also suggested that a copy of the letter should be sent to Reach Parish Council who were looking to address the same issue. It is known that some young people in the village have been unable to continue their education post 16 due to the cost and unreliability of transport to the sixth form centres. Michael Swift reported that

other local authorities do fund post 16 transport despite having no statutory legislation requirement.

Liz Swift proposed, seconded by Paul Webb that a further letter is sent to County Councillor Schuman asking that he lobbies the County Council to provide improved transport in this area for post 16 Education.

Council resolved that a further letter is sent to County Councillor Schuman asking that he lobbies the County Council to provide improved transport in this area for post 16 Education.

3. CCC – Winter Health Packs

Winter Health Packs for the elderly and vulnerable are available from the County Council. The Council agreed that we should request 20 packs.

FC/281117/12 Other Reports and General Information

Council noted the following reports and information circulated to Council:

1. Burwell Allotment Society Meeting 1.8.17 - Minutes
2. Pauline's Swamp Trustee Meeting 12.10.17 - Minutes

FC/281117/13 Correspondence

1. Letter from resident regarding cemetery memorial plaque

A letter had been received from a resident asking if memorial plaques could be placed in the ashes area to mark the location where ashes are buried. Council agreed that all memorials must only be placed on the memorial wall as placing in the ground could cause damage to the lawn mower or the lawn mower could easily damage the plaques. The Council agreed that it would be acceptable for wreaths to be laid on the ashes plots over the Christmas period, but would need to be removed in January.

2. Letter from resident regarding Margaret Field

A letter was received from a resident regarding parking and the use of Margaret Field by the Tigers Football Club. This requires further investigation prior to a response is sent to the resident.

FC/281117/14 Consideration of the Following –

There were no other items to consider

There being no other business the meeting was closed at 8.20 pm.

Signed this the _____ day of December 2017 _____ Chairman