

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 29th March 2016

Present:- Joan Lonsdale (Chair), Robin Dyos, Jane Hall, Gus Jones, Joe Parker, Jim Perry, Derek Reader, Gordon Roach, Michael Smith, Liz Swift, Mike Swift, Paul Webb, and Tim Wallis.
District Councillor Lavinia Edwards and Mark Bissett, Burwell Cricket Club

14.03.16 Apologies:- Apologies for absence had been received from Sylvia Greenaway, Hazel Williams, Brenda Wilson and County and District Councillor David Brown

15.03.16 Declarations of any interest known to Councillors:- The following declarations were made:
Gus Jones – Any matters relating to Burwell Sports Federation
Joe Parker – The Avenue Burwell

Reminder of the need to update Register of Interests
Consideration of increased risk to Council as a result of informal adverse comments received by the Clerk

The Clerk informed Council that she had received informal adverse comments from Officers at Cambridgeshire County Council (CCC) and East Cambridgeshire District Council (ECDC) regarding emails circulated by a Councillor in a personal capacity. The adverse comments related to the documents attached to the email and the inclusion of email addresses which may not be in the public domain. Having discussed the matter with the Chairman and taken advice from CAPALC the need to raise the matter with the Council and take necessary action was apparent in order to reduce the level of risk to the Council. The Council needs to ensure that an incident of this nature should not arise again. Failure to do so, could in the light of another incident, mean that our insurers may not accept liability for any claim made against the Council.

Information provided to Councillors for meeting purposes is for Councillors to use to aid decisions at the meeting. Although much of this information will be in the Public Domain, the majority can only be obtained by a member of the public through a Freedom of Information Request. The Councillor involved, sent the email in a personal capacity. If they had not been a Councillor, the only way that they would have had the information in the attachments would have been through a Freedom of Information Request. Using this information in the way that it was, is seen as abusing the position of Parish Councillor.

With regards to the email addresses, if permission has not been given for the address to be circulated, it could be seen as a breach of the Data Protection Act.

The Clerk advised that the Council needs to take some form of safeguarding action and that they may wish to consider a policy on the use of Council information. Once adopted, should a breach arise, then a Censure of Council Information would need to be put in place.

The Clerk suggested that using the 'blind copy' facility may overcome issues with the inclusion of email addresses.

The Clerk then reminded Councillors of the need to update their Register of Interests should any changes have occurred since the forms were originally completed in May

last year. She pointed out that all Councillors Registers of Interests are online and therefore available to the public. CAPALC advises that anyone acting as Chairperson, Vice-Chairperson, Secretary or Treasurer of an organisation has a responsibility of ensuring the financial stability of the organisation. Therefore if a discussion is taking place within Council, where that organisation could benefit in some way, then a Councillor with a leading role in the organisation could be seen as leveraging financial gain. Therefore the Councillor should leave the room for the discussion. CAPALC also advised that consideration should be given to the appropriateness of a Councillor with a leading role in a particular organisation sitting on an associated working group.

Joan Lonsdale pointed out the need for a Councillor in their role to be very careful on how they act and remember that they should be considering the effect on the community and not on any individual or personal view.

The Clerk was asked to give some thought as to what needs to be included in a Council Information Policy and to come back to Council.

Paul Webb suggested that all emails should go out with a disclaimer. All emails from the Clerk do include a disclaimer. Joan Lonsdale suggested that emails that a Councillor wishes to be circulated to other Councillors should be directed to the Clerk in the first instance. The Clerk can then circulate to the rest of the Council members and the disclaimer will automatically be included.

**16.03.16
Approval
of Minutes:-**

The minutes of the meeting held on 8th March 2016 were approved and signed as a true and correct record.
Proposed – Gordon Roach, Seconded – Jane Hall

**17.03.16
Public
Forum:-**

Mark Bissett, Chairman of Burwell Cricket Club informed Council that the sub-lease for Mingay Park had not yet been reviewed by their solicitor. Mark Bissett continued by informing Council that his main reason for attending was to raise concern about anti-social behaviour on Mingay Park by youths. Most recently, vandalism had occurred to the pavilion causing a few hundreds of pounds of damage. This had happened at the same time as a party for a seventeen year old had taken place in Mandeville Hall. It is thought that adult supervision at the party had been limited. A lawn mower had also been stolen from outside of the Pavilion around the same time. Joan Lonsdale asked if the Cricket Club has reported the incident to their insurers. Mark Bissett responded that they had, but they were still waiting for a response. They had also reported the incident to the police. Robin Dyos suggested that members of the Cricket Club may wish to regularly show a presence at Mingay Park as a deterrent. Mark Bissett explained that they have done this in the past, but the area is very dark at night. He confirmed that they will ensure that everything is locked away in future. The Cricket Club has considered CCTV, but is not sure if it would be worth the additional cost. Joan Lonsdale informed him that the Council has found the CCTV at Mandeville Hall to be useful.

**18.03.16
Planning**

The following planning applications were considered:

16/00223/FUL and 16/00224/LBC The Five Bells, 44 High Street

New 900mm high picket fence to form outside area to front elevation of property

OBJECTION - Would not fit in with the street scene in this part of the Conservation Area and reduction in parking spaces available, encouraging more street parking

16/00236/FUL 10 Orchard Way – Notice of withdrawal of application

Withdrawal noted by Council

16/00328/TPO 105A The Causeway – T1 Sycamore – Fell to ground level

The Council agreed that further investigation should be carried out as to the effect on the building prior to a decision being made. The Council would prefer that the tree is not felled.

**19.03.16
Planning**

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

Decisions: 16/00020/FUL 9 Chestnut Rise
Alterations and Extension to a dwelling - **APPROVED**

15/01572/FUL 12 Buntings Path

Two storey extension to the rear of the existing house and a small single storey extension to the side of the house **APPROVED**

E/3008/15/CC Burwell Primary School

Extension of the school from a 2-FE primary school to a 3-FE primary school, including part two storey and part one storey extension, provision of a new building entrance, the relocation of the existing MUGA, the creation of a temporary haul road, the provision of new cycle and car parking, the siting of temporary classrooms, hard and soft landscaping, general building refurbishment and ancillary works
APPROVED

**20.03.16
Action
Points
Update:-**

Update on the Grounds Maintenance Contract and Grass Cutting Contract for the Recreation Ground

The Clerk informed Council that the Grounds Maintenance Contract had been signed by the contractor, Mel Pooley. Mr. Pooley had pointed out that as the Council would be purchasing materials, that the Council would be responsible for any loss caused through theft as the Council would be the owner. The Clerk had asked the Contractor to ensure that delivery to site is done in a timely manner, to reduce the risk of theft. The second reference for Mel Pooley has not yet been received. The Clerk was asked to chase.

The Clerk reported that the Chairman of Exning Parish Council had spoken to her and that he was due to contact Brenda Wilson at the beginning of April to arrange another meeting about the Newmarket Road Bridge.

Liz Swift reported that she had attended the recent Draft Transport Strategy Seminar. Many schemes have been put forward as a wish list, but other than some cycleway improvements, little has been included for the south of the district despite the amount of new dwellings proposed. It had been pointed out at the seminar that a Parish Council responding to the consultation as a corporate body may have more impact than individual responses. Council agreed that the general Purposes Working Group should compile a response on behalf of the Council. If needed the Parish Council can request an extension of time for their response to the consultation.

**21.03.16
County &
District
Council-
lors
Reports:**

The attached District and County Councillor reports had been circulated to Councillors and were noted by Council.

Lavinia Edwards informed Council that she had asked ECDC what they intended to use the Public Toilets building for once they were closed. The District Council had indicated that no decision had yet been made, but storage was a possible option. No date has yet been set by ECDC to close the toilets. The Clerk asked that adequate notices of the closure are displayed by the District Council before the facility is closed.

Tim Wallis mentioned that he had received several complaints regarding the grass cutting at Westhorpe Play Area. The Clerk agreed to speak to the contractor.

**22.03.16
County &
District
Matters:**

1. Verbal report on the Council's submission for the draft Local Plan Consultation

The Clerk informed Council that the consultation forms had been submitted reflecting the comments made at the recent meeting. These had included the general feeling that the parish should not be subjected to further major development and that the development envelope should remain the same.

2. ECDC – Adoption of the Community-Led Development SPD

Council noted that ECDC had adopted the draft Community-Led Development Supplementary Planning Document on 25th February 2016.

3. Street Numbering – New dwelling rear of 3 Hall Lane

An email had been received from ECDC notifying that the new annexe to the rear of

3 Hall Lane will be known as 3a Hall Lane.

4. CCC – Changes to operating times for Street Lights

The County Council has agreed to implement changes to the operating times for street lights in the County. This will mean that some lights will be switched off from 2 am until 6 am, others will be dimmed during these times. The changes will apply to a number of street lights in Burwell, however those affected have been reviewed by the Safety Working Group, who had agreed that none should cause an issue to residents.

5. ECDC – Applications for the Community Transport Grant Scheme

ECDC has funding of £15,000 available for Community Transport. Members were asked to come back to Council at the next meeting with any suggestions for scheme which a grant could be applied for.

6. Speed Watch Matters

A letter had been received from the East Cambs Community Safety Partnership explaining recent changes to the scheme. The Clerk informed Council about the Road Watch scheme which is a private initiative. This scheme does not have the protection afforded to all approved volunteers like the Speed Watch Scheme, which works as a local variant within the Cambridgeshire Constabulary Police Led County Scheme. Jim Perry was asked to find out if Speed Watch is enforceable. Members suggested some times for training to be carried out.

Robin Dyos informed Council that he had spoken to the local PCSO and that she would be willing to come in to talk to the Council. She will contact the Clerk to arrange.

Davinia Edwards left the meeting at 8.30 pm.

**23.03.16
Other
Reports:**

There were no other reports.

**24.03.16
Finance**

Council considered the following:

1. VAT – Option to Tax

The Clerk outlined to Council the need to Opt to Tax several of the Councils properties in order to benefit from registering for VAT. The buildings are the Gardiner and Mandeville Halls, the Recreation Ground and Pavilion, Mingay Park and Margaret Field.

Derek Reader proposed, seconded by Paul Webb that an Option to Tax should be applied for, for the Gardiner Memorial Hall, Mandeville Hall, the Recreation Ground, the Pavilion, Margaret Field and Mingay Park.

Following a unanimous vote in favour, Council resolved that an Option to Tax should be applied for, for the Gardiner Memorial Hall, Mandeville Hall, the Recreation Ground, the Pavilion, Margaret Field and Mingay Park.

2. Consideration of quotations for Annual Play Area Inspections

Six quotations had been received to carry out the Annual Play Area Inspections. The Clerk reported that much benefit had been obtained from the handyman accompanying the Inspector last year and asked that the handyman accompanies the Inspector again this year.

Paul Webb proposed, seconded by Derek Reader that the cheapest Inspector Newton Ford, who will charge £220.00 to inspect all sites for both an unaccompanied and accompanied inspection, be appointed to carry out this year's inspections.

Council resolved that Newton Ford be appointed to carry out this year's inspections.

3. Consideration of sub-lease to Burwell Cricket Club

Joan Lonsdale informed Council that a meeting had taken place with members of Burwell Cricket Club to discuss and draw up a sub-lease for the Cricket Clubs use of Mingay Park. The draft document is currently being considered by the Cricket Club

solicitor. The Clerk reported that she had written to D S Smith to ask for permission to enter in to a sub-lease agreement with the Cricket Club and was waiting for a response.

4. Request from Burwell Sports Federation for permission to submit an application to Mick George for funding to extend the car park at the Recreation Ground.
and

5. Request from Burwell Sports Federation to Burwell Parish Council to act as their Third Party Contributor, for the proposed application for grant funding to Mick George to extend the Recreation Ground car park

Mike Swift and Gus Jones informed Council that there was an opportunity to apply to Mick George for funding to provide the new parking area at the Recreation Ground. The application needs to be submitted by the deadline on 30th March 2016. The Company, Mick George, does not have a tendency to make grants to Parish Councils and therefore the Burwell Sports Federation may be in a better position to apply. If successful, a third party contribution will need to be paid amounting to around 11% of the total amount to release the grant. The Burwell Sports Federation asks that the Parish Council acts as its third party contributor. If the application is submitted, the outcome should be known in June. Gus Jones indicated that carrying out any work beforehand would jeopardize the application and therefore the Council should wait to carry out the remedial work to the entrance until such time the outcome is known.

A number of Councillors raised concern that the remedial work needed to be done as previously agreed. It was felt that a note should be included in the Sports Federations application as to why the work was required to be carried out now instead of waiting.

Robin Dyos proposed, seconded by Liz Swift that the Council should allow the application to be submitted by the Burwell Sports Federation, that the Council should act as the third party contributor and that the remedial work should be carried out to the entrance of the Recreation Ground.

Following a unanimous vote Council resolved to allow the application to be submitted by the Burwell Sports Federation, that the Council should act as the third party contributor and that the remedial work should be carried out to the entrance of the Recreation Ground.

6. To consider a budget for the costs involved for the Pauline's Swamp Open Day

Mike Swift outlined some of the costs likely to be incurred in setting up the Open day at Pauline's Swamp. In light of the figures suggested, Council agreed that a budget of £500.00 should be allocated for the event.

7. To consider quotations received for car park remedial work at the Recreation Ground

Jim Perry declared an interest in this item.

Four quotations had been received to carry out remedial work to the entrance and existing parking area at the Recreation Ground.

Mike Swift proposed that the quotation from G K D Groundworks should be accepted as it provided best value for money and the company was local. The proposal was seconded by Paul Webb.

Council resolved that that the quotation from G K D Groundworks should be accepted as it provided best value for money and the company was local.

8. Clunch Magazine – Consideration of Advert

The Council's advert in the Clunch magazine is due to be renewed at a cost of £122.00.

Liz Swift proposed, seconded by Robin Dyos that the Council's advert in Clunch should be renewed at a cost of £122.00.

Council resolved that the Council's advert in Clunch should be renewed at a cost of £122.00.

9. Newmarket and District Swimming Club – Sponsorship request

A request for sponsorship had been received from the Newmarket and District Swimming Club. As many of the children living in the village participate in swimming events organised by the Club, the Council agreed to sponsorship of £50.00.

10. Magpas Helimedix – Donation request

A donation request had been made by Magpas Helimedix. Council agreed to make a donation of £100.00.

11. East Anglian Children's Hospices (EACH) – Donation request

A request for a donation had been received from East Anglian Children's Hospices.

Council agreed on this occasion not to make a donation.

12. Recent Mandeville Hall booking and damage to the Cricket Club Pavilion and property

The Clerk reported that following a party at Mandeville Hall, the rooms hired and toilets had not been left satisfactorily. Some damage had also been caused to one of the doors in the gents toilet. An additional 4 hours cleaning had been carried out by the contractor to bring the hall back up to standard. The handyman had been able to repair the door. Council agreed that the £100.00 deposit should not be returned and an additional charge should be made to the hirer if necessary to cover the extra cleaning costs. An allowance should also be included for the repair work carried out by the handyman.

The Clerk also reported that a complaint had been received from a neighbour about the noise from the party and the apparent lack of adult supervision. The complainant particularly asked how the Council intended in future that hirers complied with the Noise Management Policy for the building with regards to closing the windows and doors at 10 pm. The Clerk informed Council that the requirement was included in the booking agreement, but that she would also arrange for notices to be on display around the building. The complainant also asked about the vetting procedure for hirers. The Clerk informed Council that bookings, particularly for birthday parties for older youths and young adults are discussed with the potential hirer. No one under the age of 18 is allowed to book the hall. A higher deposit is charged for 18th and 21st Birthday parties and any booking where there is a concern. As a rule most of these events when held, cause no concern. The Council agreed that further action may need to be taken, should this type of problem becomes regular in preference to an exception to the norm.

25.03.16

Correspondence

1. Service to mark the Queen's 90th Birthday 12th June 2016 at 10am at St Mary's Church

An email had been received from the Vicar of St Mary's Church informing Council that a special service is being held on Sunday 12th June at 10 am in celebration of the Queen's 90th Birthday.

2. Email regarding traffic safety in the High Street

An email had been received from resident of the High Street regarding traffic safety in the area. The resident was particularly concerned about the speed of the traffic and the narrow footpaths, particularly where the hedge is constantly overgrown near to 5 The High Street. The Safety Group has already taken photos of the corner concerned. The Clerk informed Council that she regularly writes to the occupier of 5 The High Street, requesting that they cut back the hedge. She continued that she also reports the problem to Highways, as they have the power to enforce any action requested to cut back the hedge. Once Speed Watch is operational, this should help reduce speed within the village.

3. Letter regarding traffic congestion – Co-op/Manchetts, Ness Road

A letter had been received from a resident about traffic congestion along Ness Road caused by vehicles accessing the Co-op and Manchetts. The resident had already discussed the problem with the businesses, East Cambs District Council and the Cambridgeshire County Council. Council noted that the problem has been ongoing, but had not appeared to be any worse than before. The Clerk was asked to acknowledge the residents letter and explain that she had taken the right action by raising concern with the businesses and other authorities.

4. Cambridge Building Society – Notice of closure of Burwell Branch

Council noted a letter from the Cambridge Building Society that the Burwell Branch will be closing at the end of June. Joan Lonsdale explained that this will not only affect local residents, but also a number of village organisations that use the Society as their banking facility.

5. Response from the Allotment Society regarding their proposed club facility

Gus Jones declared an interest in this item.

A letter had been received from the Allotment Society answering questions raised by the Council with regards to a donation of £300.00 towards the new Club facility. Most of the questions were answered to the Councils satisfaction. Although there is still concern that residual fuel left in machinery should not be kept in the building. Insurance issues need to be investigated further by the Clerk.

6. Invitation to Turners Parks Group

Following the receipt by most Councillors of an invitation from the Turners Parks Group in relation to a proposed planning application, Council agreed that if the Company wished to consult with the Parish Council, then a presentation at a Council meeting would be the most suitable option.

The Clerk reminded Council that the Fields in Trust Presentation is due to take place on Tuesday 5th April at 2 pm in the Jubilee Reading Rooms

The meeting was closed at 9.50 pm

Signed this the _____ day of April 2016 _____
Chairman

DRAFT