

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 30th August 2016

Present:- Joan Lonsdale (Chair), Robin Dyos, Jane Hall, Gus Jones, Jenny Moss, Jim Perry, Derek Reader, Michael Smith, Liz Swift, Mike Swift, Tim Wallis, Paul Webb, Hazel Williams and Brenda Wilson.
District and County Councillor David Brown, District Councillor Lavinia Edwards
Helen and John McMenamin-Smith

14.08.16 Apologies:- Apologies for absence had been received from Gordon Roach and Joe Parker

15.08.16 Declarations of any interest known to Councillors:- A declaration of interest was received from Jane Hall re Planning – 12 The Causeway

16.08.16 Approval of Minutes:- The Minutes of the Meeting held on 9th August 2016 were approved
Proposed – Brenda Wilson, Seconded – Paul Webb

Gus Jones asked for an update on the possible asbestos content at the Pavilion. The Clerk reported that she was in the process of arranging for a company to inspect. Gus Jones continued by asking about seeing the results from the consultation about the entrance and exit at the Gardiner Memorial Hall. The Clerk informed him that they would be available for him to look at once they had been returned to the Office.

As Mr. and Mrs McMenamin-Smith were in attendance for item no 26.08.16 Report from the Litter Picking Group Meeting, it was proposed by Hazel Williams and agreed by Council that this item should be moved forward to this point of the meeting.

A copy of a report of the meeting had been distributed to all Council members. Helen McMenamin-Smith thanked those that had supported the meeting and informed Council that she was now actioning the points raised at the meeting. Robin Dyos pointed out that this project links with the new Highways Volunteer Scheme which includes several ways that the community can help with the upkeep of the environment. The Clerk confirmed that the Councils insurance covers the volunteers for Litter Picking at no extra cost, although the insurers do need to be made aware of the number likely to take part and the annual number of hours the volunteers intend to litter pick. Helen McMenamin-Smith continued by saying that they would like to change the attitude of residents with regards to litter through posters and talking to the school. Paul Webb expressed that volunteers would be asked to wear gardening gloves and asked the Council if they would be prepared to provide other safety wear such as hi viz tabards, signs and litter pickers. The first session will be held on Saturday 24th September between 10 am and 12 noon meeting at the Jubilee Reading Room. The event will be advertised at the Post Office and other local shops, along with the Facebook Community Page. The Group were reminded not to attached posters to trees. Arrangements for the collecting of rubbish at the end of the session still needs to be arranged with ECDC.

Council agreed unanimously that a budget of £250.00 should be made available to help fund the items required for the group.

Proposed – Mike Swift Seconded – Robin Dyos

Mr. and Mrs McMenamin-Smith left the meeting.

17.08.16
Public
Forum:- No matters were raised during the Public Forum.

18.08.16
Planning The following planning applications were considered:
16/00963/FUL 12 The Causeway
Side and rear extension and roof reconfiguration of existing bungalow

Council noted an email from a neighbouring resident raising concern about parking.
Council agreed to support the resident's concerns but had no other objections

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
Additional information received includes an addition Bat Survey
No response required

19.08.16
Planning
Decisions: The following planning decisions had been received from the District Council:

16/00455/OUT 13 Hawthorn Way
Erection of two bedroom bungalow
REFUSAL

16/00609/FUL Workshop Rear of 55 – 57 North Street
Demolition of existing barn and construction of new residential barn style dwelling
APPROVED

16/00174/LBC and 16/00145/FUL 48 North Street
Erection of a two storey 2 bed house in the curtilage of a listed building including the removal of outbuildings
APPROVED

16/00868/FUL 23 The Paddocks
Single storey extension
APPROVED

16/00664/FUL 7 Hall Lane
Construction of new detached garage and annexe
APPROVED

16/00641/RMM Former D S Smith Site Land South of Reach Road
Reserved matters for submission of details of Appearance, Landscaping, Layout and Scale of previously permitted new business units under Condition 2 of Outline Planning Permission 14/00046/OUM
APPROVED

Jim Perry raised concern that the Parish Council had not been consulted on the Reserve Matters Application for the Former D S Smith Site Land South of Reach Road.

His concern relates to changes that may have been made to the Outline Permission which could in the short and long term have an effect on the Buffer Zone between the development and Pauline's Swamp and Pauline's Swamp itself. It was noted however that ECDC do not have to consult Parish Councils on Reserve Matters Applications.

**20.08.16
Action
Points
Update:**

A meeting has been arranged with Exning Parish Council and the Safety Group regarding the Cycle Path between Burwell and Exning on 20th September 2016. The Clerk is in the process of arranging a meeting with the Structural Engineers to look at Gardiner Memorial Hall. The Public Toilets behind the Jubilee Reading Room are set to be closed by ECDC from 1st September 2016. The Special Constable allocated to Burwell is due to make contact with the Council in the near future.

**21.08.16
County &
District
Councillors
Reports:**

Reports from David Brown and Lavinia Edwards had been circulated to all Council Members. Hazel Williams commented that it is a shame that we do not often receive a report from Michael Allan. We also do not appear to be receiving the Weekly Newsletter from ECDC.

**22.05.16
County &
District
Matters:**

1. Community Highways Volunteering Scheme

Council noted information received from the County Council regarding the Community Highways Volunteering Scheme which gives community groups the opportunity to assist with maintaining the county highways to a high standard, enhancing the local environment whilst reducing pressure on county council budgets. Suggestions of ways to help include siding out footpaths, sign cleaning, litter picking and cutting back vegetation. It was suggested that some of this work could possibly be carried out under the Community Payback Scheme. The school hedge along Buntings Path has become very overgrown and is causing problems for those using the adjacent footpath. The Clerk informed Council that the hedge has been scheduled for an extensive cut during the October half term.

Hazel Williams expressed that there was a need to carefully look at the scheme as to how it could work in Burwell. Robin Dyos reported that we already have the Litter Picking Group which fits in to the scheme. Publicity through Clunch, the Newsletter and the Website to ascertain interest from the community prior to any final decision being made as to whether to take part in the scheme.

Concern was raised about the lack of knowledge of residents of what the Parish Council does and interest in the Council's activities within the Parish. The Clerk responded that staff members do their best to promote the Council whenever possible.

2. Burwell Library Reading Challenge Award Event

An invite had been received from Burwell Library Reading Challenge Award Event. Joan Lonsdale agreed to attend.

3. Local Highways Improvement Initiative 2017/2018

Applications for the Local Highways Improvement Initiative 2017/2018 can now be submitted. The closing date for submissions is 30th November 2016. Traffic Calming along Ness Road is a priority and with no other suggestions, Council agreed that this should be the project submitted. The Safety Working Group need to come back to Council prior to the application being submitted. Permission was given by Council for a residents survey to be carried out in the vicinity to obtain support for the project. Concern was raised that the interactive speed signs are not calibrated correctly, coming on at 25 mph not 30 mph. However it was felt that this was better than if they only come on at 30 mph. Speeding along the High Street was also highlighted as a problem.

4. Road Closure Notice Mandeville/Church Lane 7/11/2016 to 15/11/2016

Details of a road closure of Mandeville and Church Lane between the 7th November 2016 and the 15th November for a new gas supply was noted by Council.

District and County Councillor David Brown and District Councillor Lavinia Edwards left the meeting at 8.25 pm.

**23.08.16
Other
Reports and
General
Information:**

The following were circulated in the Other Reports and Information Folder and were noted:

1. Skate Park Project (Circulating File)

**24.08.16
Finance**

Council considered the following:

1. Consideration of Quarterly Finance Report

The Quarterly Finance Report had previously been circulated to Council. The Clerk asked Council to note one amendment that needed to be made under Agency Grass Cutting where the income figure had been included as Rights of Way Funding and not as it should have been, County Verges.

Following a proposal from Hazel Williams and seconded by Derek Reader the Quarterly Finance Report was approved by Council.

2. Consideration of Contract Renewal for Jubilee Reading Room Automatic Door

The contract for the maintenance of the Automatic Door at the Jubilee Reading Room is due for renewal at an annual cost of £314.21. Council agreed that the contract should be renewed.

Proposed – Derek Reader Seconded – Liz Swift

3. Consideration of quotations for Fire Alarms etc. Jubilee Reading Room

Council considered two quotations for the supply of Fire Alarms and Carbon Monoxide Detector at the Jubilee Reading Rooms. Both quotations were for over £500 which Council agreed was excessive for the Council's needs. The Fire Alarms need to be mains fitted with a battery back-up. The Clerk agreed to try to obtain a cheaper quotation.

4. Consideration of quotations for additional fencing at the Recreation Ground

A quotation had been received from N & G Marsh to reinforce the new fence at the Recreation Ground and to add a further section of fencing with a removable barrier to split the car park. The price quoted being £1340.00 for the reinforcement and £990.00 for the new fence. The cost for the new fence could be reduced if any components of the old original fence had been retained and were useable.

Only one quotation had been obtained due to problems with obtaining quotations for the recent repair work needed to be carried out following vandalism. Despite having no specific budget to carry out the work, Council agreed that the work should be carried out using funding from the Council's reserves.

Proposed – Gus Jones Seconded – Liz Swift

5. Consideration of Workplace Pension Scheme

Staff members have shown an interest in joining a Work Place Pension Scheme, so the Council will to offer a scheme by the staging date of 1st April 2017.

The National Employment Savings Trust was suggested as being the most suitable, with employer contributions starting at 1% in April 2017 rising annually to 3% in April 2019. Council agreed that they should join the National Employment Savings Trust Scheme.

Proposed – Brenda Wilson Seconded – Tim Wallis

6. Consideration of quotations to carry out architectural work for the proposed public toilet

The Clerk reported that she had contacted a number of architects to give a price to carry out the architectural work for the proposed public toilet. All but one of those that had responded would be unable to carry out the work in the near future. BBS Surveyors had come back with a price of £1235.00, however Council considered this to be high for the amount of work required. The Clerk raised concern that due to current staffing conditions, it would be beneficial for this project to be managed externally. The existing toilets will close on 1st September 2016.

In the short term a portaloos could be provided by the Parish Council. The Clerk to contact Latta Hire to find out the likely cost. Joan Lonsdale reminded Council that a possible option maybe for a 'toilet pod' to be erected and that the installation costs may include any necessary planning applications. The Clerk agreed to make contact with some suppliers. Derek Reader raised concern about drainage for the proposed toilets. ECDC is not interested in passing the existing toilet block on to the Parish Council.

7. Consideration of request to supply bark for Pauline's Swamp and the painting of the barn roof.

The Clerk informed Council that Paul Hawes has recently supplied some picnic benches for the barn at Pauline's Swamp and has also asked if the Council would help fund some bark to go on the floor of the barn. The likely cost of the bark is £360 plus VAT which Paul Hawes is prepared to fund 50%. Council agreed that the bark should be purchased.

Proposed – Liz Swift Seconded – Hazel Williams

Both the interior and exterior of the barn roof need to be repainted. Paul Hawes had also obtained a quotation for the labour component for the work to be carried out by Neil Kennedy at a total cost of £1780.00 plus materials. Council agreed that this work should be carried out.

Proposed – Brenda Wilson Seconded – Mike Swift

8. Grass Cutting of Margaret Field during the Winter months

The agreement with the Cricket Club to cut the grass at Margaret Field finishes at the end of September and arrangements need to be made for the grass to be cut over the winter months to enable the Tiger's Football Club to continue using the field.

The Tiger's Football Team currently do not make any contribution for the use of the field. The Clerk to obtain a quotation from the contractor currently cutting the Recreation Ground as to how much each cut is likely to cost. Hazel Williams proposed that the Council pays a contribution towards the grass cutting in principle with further discussion at the next meeting once costs are known.

9. Consideration of quotation for replacement Keyboard for the Cemetery Chapel

Following consultation with the organist Council agreed to purchase a new keyboard for the Cemetery Chapel from Millers of Cambridge at a cost of £659.00 plus delivery.

Proposed - Gus Jones Seconded - Tim Wallis

25.08.16

Correspondence

Hazel Williams declared an interest in the following item.

1. Cambridgeshire Acre AGM 27th September 2016

Council noted that the Cambridgeshire AGM is to be held on 27th September 2016 from 2 pm until 5.45 pm. Hazel Williams will be attending. Anyone else wishing to attend should let the Clerk know.

26.08.16

1. Fire Safety Risk Assessments – All Buildings

Council noted that Fire Safety Risk Assessments need to be carried out to all properties on an annual basis. Hazel Williams to ask ACRE for copies of their up to date Risk Assessment Templates. Councillor assistance in carrying out the assessments may be useful. This item to be added to the Action Update List.

2. Pauline's Swamp Activity Day

The Activity Day at Pauline's Swamp is due to be held on Sunday 4th September 2016. Any Councillors wishing to help on the day should contact Mike Swift. Sign boards are already in place indicating the location of the Swamp off Reach Road. It is also the National Fire Stations Car Wash Day on 4th September 2016 and Burwell Fire Station has agreed to provide first aid cover and water for the Activity Day.

3. Reach Road Development

Council noted that a meeting had taken place between Hopkins Homes, members of the Pauline's Swamp Trustees and other Councillors following concerns that the developers were not complying to the conditions set out in the Planning Consent with regards to the buffer zone. There have been some changes to the site layout to accommodate the correct location of gas pipes, which have meant that parts of the buffer zone may now be built on. The entire site is currently being cleared. The meeting and further investigation has clarified that Hopkins Homes own the entire site including the buffer zone up to the boundary of Pauline's Swamp. The buffer zone will be reinstated and the developers will look to hand this over to the Parish Council along with some funding towards Pauline's Swamp. Any areas of the buffer zone used for housing will be compensated for elsewhere along the zone. Gus Jones reported that the Wildlife Trust is not happy that the buffer zone has been cleared. Hazel Williams felt that as a result of the meeting, negotiations between all parties

had gone well and that communication should continue with the developers in the future

4. Report from the Litter Picking Group Meeting

This matter was dealt with earlier during the meeting.

5. Report from the Speed Watch Team

The Speed Watch Team has had the equipment for about 2 weeks and have held a number of sessions at different locations throughout the village. The group hopes to have the equipment for a further week and are due to carry out more sessions. There are currently 12 volunteers with 3 more interested. The sessions have monitored around 1500 vehicles with around 160 speeding. The highest speed recorded was 59 mph at the junction of Reach Road, Swaffham Road and the High Street. A full summary of the results will be produced at the end of the current run of sessions. Jim Perry informed Council that he was the coordinator for the Speed Watch Team and that Paul Webb and Robin Dyos would act as assistant coordinators.

Robin Dyos asked if the Council would be prepared to give some form of recognition to the owner of the land if they agree to allow part of the Burwell/Exning Cycle Path to run along their land. Council agreed in principle that they would have no objection.

There being no other business the meeting was closed at 9.33 pm

Signed this the _____ day of September 2016 _____
Chairman