

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 9th August 2016

Present:- Joan Lonsdale (Chair), Robin Dyos, Jane Hall, Don Harrison, Gus Jones, Joe Parker, Jim Perry, Derek Reader, Gordon Roach, Tim Wallis, Paul Webb and Brenda Wilson. One member of the public.

01.08.16 Apologies:- Apologies for absence had been received from Michael Smith, Liz Swift and Mike Swift

Council noted that apologies for absence for the meeting held on 26th July 2016 had been emailed from Paul Webb and Tim Wallis but had not been received prior to the meeting being held.

02.08.16 Declarations of any interest known to Councillors:- The following declarations were made:
Paul Webb and Robin Dyos – Burwell Carnival
Gus Jones and Jim Perry – 69-71 Ness Road (Planning)
Paul Webb – Councillor Vacancy
Brenda Wilson – 30 High Street (Planning)

03.08.16 Approval of Minutes:- Robin Dyos informed Council that the minutes should have stated that the Council had agreed to purchase a carbon monoxide detector for the Jubilee Reading Room not consider to purchase. The Clerk explained that until such time as quotes are available for the cost of a carbon monoxide detector a decision to purchase could not be made. Robin Dyos also stated that the minutes should include that the Fire Officer had said that all equipment should be annually PAT Tested and a five year Fixed Circuit Inspection should be carried out. The Clerk confirmed that both the PAT testing and fixed circuit inspection had recently been carried out. Jim Perry stated that all comments made at a meeting should be minuted. The Chairman and Clerk explained that the Council's minutes were not a verbatim record and were an overview of the meeting and the decisions made. The Chairman reminded Councillors that the Clerk is qualified and that as a Council we pay her for her expertise. The Council also qualified for Quality Status when the minutes needed to meet certain standards and that since then nothing significant has changed in the way that the minutes are written. The Chairman continued by reminding the Council of the need for everything to go through the Council Office and that Councillors should not act on matters as individuals unless asked to do so. The Clerk explained how problems, particularly with transparency, can arise when the correct procedure is not followed. Council noted that a suitable break-glass hammer is now available in the Jubilee Reading Room. The minutes of the meeting held on 26th July were approved and signed. Proposed – Brenda Wilson, Seconded – Robin Dyos

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

**05.08.16
Planning**

The following planning applications were considered:

16/00878/FUL Mr. R Harwood – The Orchard 1B Mandeville

Removal of a single-storey prefabricated concrete garage and replacement by a proposed two-storey fit for purpose garage, entrance lobby and home office. All proposed works are to be completed using the same materials as existing.

Concern was raised that the replacement two-storey will over-shadow and over-look neighbouring one-storey properties and alter the street scene.

16/00883/FUL Mr. G Davies – 22 Parsonage Lane

Proposed extension and alteration of existing dwelling

No Objection

16/00920/VAR Mr. D Nash – Land between 31 and 33 Baker Drive

To vary Condition 1 of previously approved 15/00345/FUL for proposed erection of a detached dwelling and garage

No Objection

16/00905/FUL Mr. and Mrs Catt – 69 & 71 Ness Road

Erection of two detached dwellings with garages and associated infrastructure

Both Gus Jones and Jim Perry were reminded that they should not speak with regards to this item as they both had declared an interest.

Objection – Concern was raised over the width of the access road and the lack of parking remaining for the bungalow due to have the garage removed. The street scene will be altered. It was noted that other examples indicated along the road had seen the existing property demolished prior to new houses being built. Parking outside of the Cemetery could cause issues for those coming out of the access road.

16/00842/LBC Mr. G McGregor – The Old School 30a High Street

Replace windows and rear PVC door, renovate living room chimney, install liner kit and multi fuel stove

No Objection

16/00924/FUL Mr. M Robeson – 107 Ness Road

Single storey detached home gymnasium/office

No Objection

16/00652/FUL Mr. J Fuller – Land South of 76 Low Road

Construction of 3 no. five bedroom and 2 no. four bedroom two storey detached dwellings

Objection – Council noted that a similar application for this property had previously been submitted for three new dwellings. Council had objected at the time on the grounds of being outside the development envelope, street scene, and risk of flooding. Council agreed that the objections should be the same for this current application.

**06.08.16
Planning**

Decisions:

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

16/00554/FUL Lark Hall Farm, Ness Road

Demolish existing dwelling and construct 4 bedroom 3 storey dwelling

APPROVED

16/00773/VAR 19 Saxon Drive

Variation of condition 1 (approved plans) of previously approved 15/00675/FUL for Erection of new 3 bed detached house

APPROVED

**07.08.16
Action
Points**

The Clerk informed Council that the PCSO had recently dealt with a number of youths at the Recreation Ground for anti-social behaviour. Whilst dealing with the youths, the PCSO had also found the missing fence panels which had

Update:-

previously been removed.

Cathy White, Tree Officer at ECDC has now looked at the trees in the Cemetery and has made some recommendations.

Cathy White had also met with Derek Reader and the Handyman at the Gardiner Memorial Hall to discuss tree issues and the option of swapping the entrance and the exit. The tree roots look to be damaging the bank retaining wall and the disabled ramp into the hall. This needs to be looked at by a Structural Engineer. It is not possible to take the roots back any further on the exit side, which would be needed if the entrance and exit were swapped. However it may be possible to take some of the bank and front wall away from the entrance, along with a self-set sycamore, enabling the entrance to be made wide enough for both those coming in to and leaving the car park. Council tended to consider this worthwhile investigating, but would need funds budgeted for and would not be immediate. Gus Jones mentioned that the roots appear to be accessing the drainage pipes and suggested that the existing clay pipes are replaced by plastic ones. Derek Reader informed Council that previously the clay pipes had been lined with plastic and that the roots were actually going down the drains. Gus Jones requested to see the completed questionnaires from the consultation for the car park exit at the Gardiner Memorial Hall.

Paul Webb notified Council of his intention to advertise the Pauline's Swamp Activity Day on Facebook. Council noted recent activity on Facebook regarding traffic related issues.

08.08.16 Weekly Play Area Inspection Reports

**Parish Reports –
Property –**

The Clerk reported that the Handyman had now repaired and replace the second swing at the Recreation Ground. Concern had been raised over the state of the grass in the car parking area at the Recreation Ground. The Clerk to check the grass cutting contract.

As no further update had been received regarding the Special Constable, the Clerk was asked to see if she could find out any further information about if and when the service was due to commence. The PCSO attending a Parish Council meeting was also raised. The Clerk will ask if this is possible.

Mandeville Hall – WiFi

A hirer of Mandeville Hall had raised concern about the WiFi at Mandeville Hall, which had struggled to cope at their recent booking. Council agreed and the Clerk authorised to purchase a booster which could be placed into a socket in whichever room it was needed by the Keyholder to improve the facility.

The Clerk reported that some vandalism had occurred to the Pavilion revealing potential asbestos. The damage had been repaired. Council agreed that the material should be inspected and tested to see if it is dangerous. It was agreed that the Clerk should liaise with Alan Lamb to find out if any provision has been made for checking the building for asbestos within the improvement project. Mike Swift to be copied into any correspondence.

Trees/Environment

Council noted the following notification of approved tree works from ECDC:

21a High Street

T1 Sycamore – Crown reduction by 30%

Notification of Tree Preservation Order – 65 North Street

09.08.16

**County &
District
Matters:**

1. East Cambs Parish Conference – Request for Agenda Items

A request had been made by ECDC of topics that could be of interest for the next Parish Conference. Council agreed that traffic calming in wrap-around villages would be a good topic to have on the agenda.

10.08.16

**Other
Reports and
General
Information:**

There were no other reports.

11.08.16
Finance

Council considered the following:

1. Consideration of payment to the following:

Payments to the following as detailed on the attached payment summary were approved.

Proposed – Paul Webb Seconded – Derek Reader
S Rowland
D Cawley
Burwell Cricket Club
Raptor Foundation
Ridgeons
T Cutter
Copier IT
Cambridgeshire Cricket Ltd
Burwell Computers
Simpsons Nursery
Burwell Office Cleaning
British Gas
AKC Windows
Eon
The Voluntary Network
ESPO
ECDC
Salaries
Return of Deposits

Concern was raised that the outskirts of the grass at Margaret Field is not being cut. The Clerk to remind the Cricket Club that all of the grass on the field should be cut.

12.08.16

Correspondence

1. CAPALC – Outreach Councillor Training at Fordham

Fordham Parish Council is organising Outreach Councillor Training, with the first session being held on Monday 10th October 2016. Places will be booked for Tim Wallis and the new councillor to attend.

2. Email from Resident regarding Travellers

A copy of an email sent to Lucy Frazer had been received asking for help to resolve issues with travellers in Newnham Drove. Paul Webb suggested that a gate could be installed preventing unauthorised access to the drove. However Joan Lonsdale believed this had been investigated before by the National Trust and had not been possible due to opposition from carriage users. The drove is highways responsibility and is also a cycle path. It was agreed that the email should be forwarded to George Hay, Highways Enforcement Officer for his attention. It was confirmed that the Traveller's Site in Burwell is no longer in use due to need being met on other sites and the reluctance of travellers to use the site following the murder last year. Jim Perry informed Council of flytipping on Newnham Drove. He also commented that he was pleased to report that there had been no recent problems with fly tipping in Heath Road.

3. Burwell Carnival Committee - Letter of thanks

A letter of thanks for the use of the Recreation Ground for this year's carnival had been received from the Carnival Committee. Joan Lonsdale informed Council that she had also received a letter of thanks for judging the floats.

13.08.16

1. Consideration of applicants for Councillor Vacancy

Two residents had applied to be considered for co-option to the Parish Council.

A vote was taken with the following result:

Jennifer Moss – 7 votes, Marion Aust – 4 votes

Jennifer Moss was therefore duly co-opted to the Parish Council.

2. Litter Pick Meeting – Tuesday 23rd August 2016

A meeting of the Litter Picking Group has been organised for Tuesday 23rd August 2016 at 7.30 pm in the Jubilee Reading Room. Paul Webb agreed to attend if available.

There being no other business the meeting was closed at 8.53 pm

Signed this the _____ day of August 2016 _____ Chairman