

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

Chair: Mr D A Reader

Clerk: Mrs L .J. Reader

Minutes of the Annual meeting of Full Council held on Tuesday 14th May 2013 in the Jubilee Reading Room, 99 The Causeway, Burwell, CB25 0DU

Present :- Pat Kilbey – Chairman, Laura Barrett, Tim Clay, Liz Goodman, Sylvia Greenaway, Don Harrison, Joan Lonsdale, James Perry, Derek Reader, Michel Scarff, Heather Sims, Michael Smith, Liz Swift, Fay Whitehouse, Brenda Wilson

Prior to the election of Chairman a vote of thanks was proposed to Pat Kilbey for all of her hard work as Chairman over the last three years

01.05.13 Election of Chairman : Brenda Wilson - proposed – Pat Kilbey, seconded
Election of - Fay Whitehouse
Chairman :-

Derek Reader - proposed – Sylvia Greenaway, seconded – Tim Clay

Following a vote Derek Reader was duly elected.

The Chairman duly signed his declaration of acceptance of office and took the Chair.

02.05.13 Election of Vice- Chair : Brenda Wilson - proposed – Pat Kilbey,
Election of seconded – Fay Whitehouse
Vice Chairman :

James Perry - proposed – Don Harrison, seconded – Michael Smith

Joan Lonsdale - proposed – Heather Sims, seconded – Sylvia Greenaway

Following a vote Joan Lonsdale was duly elected.

03.05.13 Apologies for absence had been received from
Apologies :- Hazel Williams

04.05.13 The following personal interest was declared :-
Declarations Derek Reader – Payment of Accounts
of any
Interests
known to
Councillors :-

05.05.13 The minutes of the full council meeting held on Tuesday 30th April 2013
Approval of were approved and signed
Minutes :-

Proposed – Joan Lonsdale, seconded – Liz Goodman

06.05.32 There were no members of the public present
Public
Forum :-

07.05.13

Planning

Applications :- 13/00332/FUL

The following planning applications were considered :

Mr D Rawlinson – 76 Low Road

Proposed extension and internal alterations

Council feel that the proposed extension should be no higher than the existing bungalow roof line.

13/00299/OUT

Mr Desmond Rawlinson – Land to the rear of 76 Low Road

Construction of new dwelling and associated works

Council are concerned that the building line is not correctly placed on the plans could this be checked to ensure that it is accurate, with the existing Local Plan not the draft plan which is still to be ratified. We further query whether this proposal constitutes over development of this site and have concerns over the ability to obtain the correct visibility splays at the front of the property.

08.05.13

Planning

Decisions

from District

Council :-

The following planning applications have been approved :-

13/00255/FUL

Mr M Smith & Miss F Hogg – 45 Ness Road

Construction of single storey rear extension

13/00230/FUL

Mr & Mrs T Poole – 5 Mill Close

Single storey rear extension

13/00153/FUL

Ms Laura Ryall – 86 Silver Street

Single storey lean-to extension to the rear

13/00196/FUL

Mr C Welsh – 54 Ness Road

Construction of single storey rear extension

13/00134/FUL

Mr Chris Houghton – Priory Farm, Factory Road

Single storey extension to the front elevation to form a new entrance/boot room and external works

The following planning application has been refused :-

13/00187/CLP

Mr C & Mrs K Suttle – 3 The Paddocks

Construction of single storey rear extension

12/01055/FUL

Mr & Mrs Tom Peters – 60 Reach Road

Two storey extension to side and rear of dwelling and loft conversion of garage to form habitable room

09.05.13

Appointment

Of Internal

Auditors :-

It was resolved that our current Internal Auditor Mrs Jenny Neale should be re appointed for the coming year

10.05.13

Review of

Policies :-

It was resolved that the General Purposes Working Group would review the policies

11.05.13

Action

Points

Update :-

Jubilee Reading Room – The architect had written pointing out prior to the commencement of any work it would be necessary to appoint a CDM Co-ordinator. It was resolved that on the architects recommendation AFP Construction Consultants should be appointed at a cost of £450 plus VAT. It was further resolved that a cheque for £168 should be raised and released immediately to accompany the paperwork for Building Regulations. It was

further resolved that a written contract rather than a standard form of contract would be acceptable.

Web Site – The Public Relations Working Group had looked at the existing site to see what changes needed to be made. They have formulated several ideas and will work on these prior to discussing them with the web designer.

Mandeville Hall – The Clerk advised council that the entrance to the car park from Tan House Lane was in need of repair. It was resolved to obtain quotations for this work.

12.05.13
Parish
Reports :-

Grounds – Weekly play area reports show on going maintenance. This year's ROSPA inspection has been carried out and the report received the Grounds and Buildings Working Group would go through this at their next meeting and it would then be passed to the handy men for action. It was reported that the wheel on the climbing frame on Jubilee Green was in need of attention.

Spring Close – A request had been received from the Archaeological Department of Exeter University to carry out a survey of the Castle site on Spring Close. Following discussion it was resolved that permission would be granted.

Trees/Environment –

Notification of tree works at the following properties:-

1 Toyse Lane

Conifer – Fell

Tree works application within the Conservation Area:-

Millfield House, Mill Lane

Pine - Fell

Notification of Tree Preservation Order :-

Millfield House, Mill Lane

Scots Pine

13.05.13
County &
District
Matters :-

Village Grass Cutting 2013/14

Notification had been received that the grant for the coming year would be increased by 5%.

Grass Cutting – Rights of Way

Notification that the County Council would commence cutting of footpaths on 20th May with the second cut being carried out in July.

14.05.13
Other
Reports :

The reports listed on the agenda had been circulated to Councillors for information.

15.05.13
Burwell
Day Centre :-

Confirmation of the renewal of the lease for the Day Centre had been received., along with a signed copy of the lease.

The County Council had also requested further information with regard to the Licence for Alterations for the Day Centre. It was resolved that the information should be provided.

16.05.13
Finance :-

The accounts as presented were approved for payment with the exception of the payment D A Reader which was withdrawn as the invoice was incorrect.

Proposed – Joan Lonsdale, seconded – Pat Kilbey. Agreed by all.

17.05.13
Correspondence :-

Invitation from David Wilson Homes to attend drop-in session at Mandeville Hall on Thursday 16th May from 2.30pm
Concern was expressed at the wording of the leaflet that had been circulated to all households as it appeared to imply that the proposed development was endorsed by the Parish Council, which is not the case. The retiring Chairman had sent an e-mail to Bellenden expressing her concerns at this.
It was resolved to raise this matter at the next meeting with the Chief Executive of ECDC to see how long the District Council had known about this proposal.

There being no further business the meeting closed at 8.24pm.

Signed this day

of

2013

Chairman