



BURWELL PARISH COUNCIL

Annual Report 2013/2014

Welcome to this year's Annual Report on the activities of your Parish Council.

The building works to the Jubilee Reading Room have now been completed and I hope that those of you who have visited have been pleased with how much easier the access is for everyone. We are extremely fortunate to have a number of buildings and facilities in the Village under our management but it does mean an ongoing need for maintenance and improvement. The coming year is likely to see plans for improvements to the Gardiner Memorial Hall.

As a result of careful spending we were pleased to again be able to set an Annual Budget which meant a NIL increase in the Village element of your Council Tax Bill.

All Councillors were shocked and upset by the sudden death of our Parish Clerk, Lesley Reader, in January 2014 after 13 years' service. We have all felt the loss of a friend as well as the enormous amount of knowledge she brought to the role. Yvonne Rix, who was already our Responsible Financial Officer, has been promoted to the role of Parish Clerk and Jane Weaver has now joined the staff as Assistant Parish Clerk.

Joan Lonsdale - Vice Chairman Burwell Parish Council

Your Parish Councillors

The Parish Council consists of 17 elected members who serve for a term of 4 years. The next election of Parish Councillors will take place in May 2015

Mr Derek Reader (Chair)	Coquet House, Heath Road	742588
Mrs Joan Lonsdale (Vice-Chair)	Cobwebs, 23 North Street	743135
Miss Laura Barrett	21 Swaffham Road	615528
Mrs Liz Goodman	28 Swaffham Road	743537
Mrs Sylvia Greenaway	21 The Avenue	742711
Mr Don Harrison	85 Low Road	610247
Mr Gus Jones	1 The Avenue	610490
Mrs Pat Kilbey	11 Bewicks Mead	743283
Mr James Perry	25 Orchard Way	612121
Mr Michel Scarff	17 Parsonage Lane	610676
Mr Michael Smith	26 Swaffham Road	601974
Mrs Elizabeth Swift	25 The Causeway	743694
Mrs Fay Whitehouse	Adventurers, 125 North Street	741948
Mrs Hazel Williams	66 Mill Lane	743897
Mrs Brenda Wilson	The Old School House, 30 High Street	743937

COUNTY COUNCILLOR

Mr David Brown	11 Bewicks Mead	743283
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DISTRICT COUNCILLORS

Mr David Brown	11 Bewicks Mead	743283
Mrs Lavinia Edwards	103 North Street	610696
Mrs Hazel Williams	66 Mill Lane	743897

The Council employs 5 part time members of staff:-

Yvonne Rix	Parish Clerk
Jayne Weaver	Assistant Clerk
Debbie Cawley	Key holder/Caretaker
Alan Eaton	Key Holder/Caretaker
Paul Hawes	Handyman

Full Council meetings (which include consideration of planning applications) are held as follows:

The second and last Tuesday of every month except in December when only one meeting is held on the second Tuesday

Agendas can be viewed in the Council office, the village library and on the web site.

Members of the public are welcome to attend these meetings and have the opportunity to address the Council on any village issues during the Public Forum (3 minutes per issue with a maximum of 15 minutes allowed for the Public Forum).

You are able to visit the Council office for help and advice from the Clerk on local matters or to make a request to view council records. Copies of all current planning applications for Burwell can also be viewed at the office.

What does the Parish Council Do?

The Council's main activities are as follows:

1. The management and maintenance of the following:

- The Gardiner Memorial Hall
- Green Lane Allotments
- Jubilee Green and the play area
- Jubilee Reading Room and surrounds
- Margaret Field and the play area
- Ness Road Cemetery and Chapel
- Pauline's Swamp
- Priory Meadow
- The Recreation Ground, skate park, pavilion and play area/skate park
- Spring Close
- Village Lock up
- Westhorpe play area and surrounds
- Mandeville Hall and Mingay Park

2. Grass cutting at Pound Hill, Mill Close, Poplars Close, Tunbridge Close, Hatley Drive and Kingfisher Drive. Other grassed areas in the village are maintained by East Cambridgeshire District Council.

3. The Parish Council also undertakes grass cutting on behalf of the County Council in general this is the verges throughout the village and The Causeway. Due to budget restraints the County Council will only pay for 3 cuts per year to these areas with a real possibility that in the more rural areas only visibility splays will be cut. The additional cuts necessary to keep the grass in check are funded by the parish and last year this cost was £976.97.

4. Street furniture – village seats, bus shelters and notice boards etc.

5. Council also debates local planning applications and passes their comments to East Cambridgeshire District Council to aid their decision making process.

6. Liaise with both the County and District Councils to maintain and improve their standards of service.

Main Activities during 2013/14

Planning :

- The Council made recommendations on 44 planning applications, of which 7 were refused. These consisted of mainly general extensions and/or conservatory improvements to properties.
- There were 6 applications granted for new dwellings
- The Council has been in consultation with the County and District Council with the Draft Local Plan and the proposed development of 350 new dwelling off Newmarket Road.

Other Matters :

- The Parish Council continues to fund the illumination lighting at St. Mary's Church.
- We were once again pleased to be able to sponsor the very popular Summer Reading Scheme in conjunction with the Library, this is a wonderful way to encourage children to read a variety of books and hopefully continue reading throughout their lives.
- No further funding has been made available for the maintenance and cutting of parish footpaths. This means that we will concentrate on the cutting of the most used footpaths i.e. those closest to the village and will inevitably mean that the total cost will now be borne by the parish.
- The demand for allotment plots has now been almost entirely met and there is currently only a small waiting list for plots.
- Work has now been completed to the Jubilee Reading Room. The extension has provided disabled access plus additional storage and office space.
- Mandeville Hall has continued to attract more hirers and has become a popular venue for parties, wedding receptions and training sessions. The hall also has the benefit of WiFi.
- The Parish Council's website www.burwellparishcouncil.gov.uk has been redesigned, providing easy access to council information.

Dial-a-Ride

The Dial-a-Ride service to Ely on the first and third Thursday of the month is still supported by the Parish Council and now has over eighty-three registered users. This service is open to everyone and can be pre-booked by telephoning Dial-a-Ride on 01353 661161.

Burwell Master Plan, Vision and Local Plan

East Cambridgeshire District Council is progressing the acceptance of the Local Plan for the District. This incorporates the Master Plan and Vision for Burwell. The Parish Council has and continues to be in regular discussions with the District Council to ensure that the Local Plan reflects the wishes of Burwell residents as captured in the Master Plan.

Plans for 2014/2015

- To consider improvement work required for the Gardiner Memorial Hall
- To look at possible ways to improve the Recreation Ground and its facilities
- To consult with District and County Council with regards to the provision of 350 dwellings and sports provision off Newmarket Road
- To address concerns with the overall up keep of the Cemetery
- To address inconsiderate parking issues along the Causeway

Where your money was spent in 2013/14

Please note these figures are subject to approval and reflect actual payments and receipts made in the year.

<u>Income</u>			<u>Expenditure</u>	
2012/2013	2013/2014		2012/2013	2013/2014
£111,350.00	£112,000.00	Precept	£0.00	£0.00
£5,680.00	£10,215.00	Burial Grounds	£2,483.91	£2,399.05
£1,776.11	£1,907.97	Allotments	£224.21	£706.26
£150.00	£300.00	Playing Fields	£9,909.37	£10,652.27
£1,812.41	£1,903.03	Agency Grass Cutting	£5,768.00	£2,880.00
£96.45	£433.19	Interest	£0.00	£0.00
£9,287.42	£17,152.59	VAT	£10,007.76	£15,466.30
£359.80	£206.45	Photocopies	£0.00	£0.00
£165.12	£20,068.83	Other	£0.00	£986.98
£28,705.99	£34,888.82	Halls	£28,983.37	£73,940.24
£2,950.00	£2,825.00	Deposits	£1,969.00	£2,782.00
£181.00	£176.50	Recycling	£130.00	£0.00
£0.00	£0.00	Insurance	£4,392.60	£4,570.48
£22,752.10	£0.00	Mandeville H all	£16,115.88	£0.00
£0.00	£0.00	Petty Cash/Alto (To Petty Cash Account)	£998.18	£557.48
£0.00	£0.00	Playground Maintenance	£306.00	£0.00
£0.00	£0.00	Handyman Supplies	£1,469.46	£1,318.34
£0.00	£0.00	Staff	£45,088.94	£50,740.36
£0.00	£0.00	Members	£0.00	£0.00
£0.00	£0.00	Administration	£10,075.25	£5,375.04
£0.00	£0.00	Section 137	£259.35	£1,564.86
£0.00	£0.00	Lighting	£232.50	£588.33
£0.00	£0.00	Street Furniture	£4,316.45	£619.47
£0.00	£0.00	Bus Shelters	£0.00	£0.00
£55,975.00	£25,000.00	Transfers	£55,975.00	£25,000.00
£0.00	£0.00	Trees	£1,527.50	£25.00
£1,203.00	£5,580.28	Pauline's Swamp	£1,219.90	£97.60
£0.00	£0.00	Dial a Ride Burwell/Ely	£457.50	£645.00
£242,444.40	£232,657.66	Total	£201,910.13	£200,915.06
£998.18	£707.48	Petty Cash Account	£554.98	£787.81
£243,442.58	£233,365.14		£202,465.11	£201,702.87

Office Address : **Jubilee Reading Room, 99 The Causeway
Burwell, Cambridge, CB25 0DU**

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Email : **burwellpc@btconnect.com**

Web Site : **www.burwellparishcouncil.gov.uk**

Office hours : **Monday – Friday 9.00am – 1.00pm (except public holidays)**