

**BURWELL PARISH COUNCIL**  
**The Jubilee Reading Room**  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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**Chairman: Mr D A Reader**

**Clerk: Mrs Y Rix**

Minutes of the meeting of Full Council held on Tuesday 8<sup>th</sup> April 2014, 7.30 pm in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU.

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**Present:-** Derek Reader (Chairman), Laura Barrett, Sylvia Greenaway, Don Harrison, Pat Kilbey, Joan Lonsdale, James Perry, Michel Scarff, Michael Smith, Fay Whitehouse, Hazel Williams and Brenda Wilson

Five residents were in attendance for the Public Forum.

**01.04.14 Apologies:-** Apologies for absence had been received from Liz Goodman and Liz Swift

**02.04.14 Declarations of any interests known to Councillors:-** The following pecuniary interests were declared:-  
Derek Reader 11.04.14 Finance –Payment of Accounts  
Laura Barrett 05.04.14 Planning Applications 14/00046/OUM

**03.04.14 Approval of Minutes:-** The minutes of the meeting of the Full Council held on Tuesday 25<sup>th</sup> March 2014 were approved and signed as a true and correct record.  
Proposed – Joan Lonsdale, seconded – Jim Perry

**04.04.14 Public Forum:-** Two users of the Youth Bus and some of the parents in attendance told Council that they had been informed that Youth Bus sessions in Burwell were to cease. Council agreed that Agenda item 12.04.14 should be considered at this point in the meeting. Council explained that they had received an email from the Connections Bus Project explaining that due to funding cuts and Burwell not being seen as a priority area, sessions would cease in April. The email also stated that the Parish Council had not been prepared to support the project financially; the Parish Council had received no request for financial support for the forthcoming year. Council would be minded to support the scheme, but would need evidence as to how funding provided would support the youth of the village. Around twenty 11 to 15 year olds currently attend the sessions. The Clerk was asked to contact the Connections Bus Project regarding funding for 2014/2015, expressing concern that no request for funding had been made to the Parish Council. The young residents handed to Council a poster they had made detailing why the Youth Bus is important to them. The parents and children then left the meeting.

**05.04.14 Planning Applications:- 14/00213/FUL** The following Planning Applications were considered:  
**Mrs A and Y How – 11 Hall Lane**  
Two Storey and Single Storey Rear Extension and Roof Extension.  
No objections

**14/00046/OUM**                      **Countypark Estates Ltd – Former D S Smith Site, Reach Road**  
 Residential development for up to 70 new homes, new business units (Class B1), provision for public open space, Alterations to existing vehicular access of Reach Road, new cycle/footpath links to Reach Road and Swaffham Road, Burwell  
**Amendment**  
 Additional information in relation to flood risk and highways in Response to Environment Agency and County Highway comments.  
 Addendum to Planning Statement following Examination in Public of Draft Local Plan.

Following discussion Council voted to OBJECT to the amendment to the application as the proposal still continues to be out of line with the Burwell Masterplan. There was one abstention due to an interest having been declared. All other members were in favour of the objection.

**06.04.14  
 Decisions  
 from County  
 and District  
 Council:-**

The following decisions had been received and were noted by Council:-

**13/01135/FUL**                      **Ms V Poggiolini – 6 Anchor Lane**  
 Construction of single storey side extension, removal of existing pitched roof and the construction of new roof with dormer windows providing bedroom study and bathroom accommodation to first floor.  
**APPROVAL**

**14/00067/FUL**                      **Mr Lionel Suttle – 3 Dysons Drove**  
 Single storey side extension.  
**APPROVAL**

**14/00058/PDR**                      **Mr P Goldsmith – 4 Station Gate**  
 Single storey rear extension.  
**APPROVAL**

**14/00033/FUL**                      **Mr P Saunders – 39 Pound Close**  
 Two storey side extension and single storey front and rear additions.  
**APPROVAL**

**14/00155/FUL**                      **Notification from East Cambridgeshire District Council (ECDC) of withdrawal of application for land to the rear of 34 Newmarket Road**

**07.04.14  
 Action  
 Points  
 Update:-**

Council noted the Action Points with the following updates being made. The PCSO had suggested meeting with Council members on 10<sup>th</sup> April 2014 to discuss parking along The Causeway. The Clerk was asked to arrange another time as several Councillors were unable to attend. The Grounds and Buildings Working Group need to meet to discuss the proposal for the Basketball facility at the Recreation Ground. Derek Reader also asked the group to look at the work required at the Cemetery. The repairs to the Skate Park were due to have been carried out over the weekend of 5<sup>th</sup> April 2014. Suggestions for nominations for Buildings of Local Interest need to be with the Clerk in the next two weeks to allow time for the nomination paper work to be completed and approval at the next Parish Council meeting. The survey of the Gardiner Memorial Hall has been carried out but the completed report has not yet been received.

**08.04.14  
Parish  
Reports:-**

**Grounds –**

Weekly Play Area Inspection Reports

Weekly inspections of the Play Areas had been carried out. A repair had been carried out to the bolt on the gate at Jubilee Green. The Clerk reported that she had been informed by a resident that one of the gates at Jubilee Green had a sharp lower edge and that she would ask the handyman to inspect. Mick Scarff suggested that one of the goals on Jubilee Green could be removed and the other one sited in a different place which may reduce the inconvenience for the neighbour.

Consideration of email from Red House Nursery regarding Jubilee Green Play Area

An email raising concern over the condition of the Jubilee Green Play Area had been received from the Red House Day Nursery. In order to ensure that the area is in good order, Council agreed that the handyman should check the play area on a daily basis. To allow the handyman time to do the daily check, Council agreed that he should be relieved of his grass cutting duties and the Clerk was asked to obtain a quotation from the grass contractor to carry out the work. The Clerk to also ask the PCSO to visit the play area in the evening to deter anti-social behavior.

Hedge Cutting Contract

The Hedge Cutting Contract has ended. The Clerk was asked to go out to tender for a new contract.

Complaint from Allotment Holders regarding access to the Allotments from Newmarket Road properties and a request for permission for access to the Allotments from an Allotment Holder residing in St Mary's View.

Concern had been raised by an allotment holder over access gates to the allotments from homes off Newmarket Road. Council agreed that before discussing further, Mick Scarff would visit the allotments to assess the situation.

Meeting of the Ground and Buildings Working Group

This matter had been discussed earlier.

Spring Close – Missing sign and suggested additional wording to replacement sign regarding the use of metal detectors.

The sign detailing non-permitted activities on Spring Close is missing. Metal detectors have also been seen being used on the site. The Clerk was asked to get a replacement sign with 'no metal detectors' added.

Notification from ECDC of work required to trees situated to the front of the Gardiner Memorial Hall.

ECDC Tree Officer has recommended that work is required to the trees to the front of Gardiner Memorial Hall. As the trees are subject to TPO's the Clerk was asked to make the necessary application to ECDC and to obtain quotations for the work to be carried out.

Consideration of recommendations following annual fire extinguisher inspection at Jubilee Reading Room and Cemetery Chapel

As a result of the annual inspection, Three Counties Fire Protection has recommended that one extinguisher at the Jubilee Reading and one at the Cemetery should be replaced. Mick Scarff proposed that the replacements should be made and this was agreed by Council.

**Trees/Environment**

Notification has been received from ECDC of tree works at the following properties:

**14 Silver Street**

T1 Cypress – Re-shape to improve sight lines from drive  
T2 Rowan (Dead) - Fell

**Burwell House, North Street**

T1 Cut Leaf beech – Fell diseased tree for safety

**31a North Street**

T1 Norway spruce – Fell  
T2 Hornbeam – Fell

**Newnham Farmhouse, 16 Low Road**

T1 and T2 Ash – Crown reduce by 30%

**09.04.14** Pilot Parish Conference for Parish Councils of East Cambridgeshire  
**County and District Matters:-** Council noted the contents of a letter from ECDC regarding Pilot Parish Conferences.

**10.04.14** The reports listed on the agenda had been circulated to Councillors for information.  
**Other Reports:**

**11.04.14** **Consideration of the following:-**  
**Finance:** Membership of CAPALC 2014-2015

Mick Scarff proposed, seconded by Brenda Wilson that the Council should continue its membership of CAPALC for the following year at a cost of £740.95. Council agreed to the proposal.

Request for a donation to support Citizens Advice Bureau Telephone Service

A request for a donation to help support the Citizens Advice Bureau telephone Service had been received. Hazel Williams proposed, seconded Mick Scarff that a donation of £200.00 should be made. This was agreed by Council.

Consideration of proposal from HR Working Group for Handyman and the provision of appropriate transport arrangements

Mick Scarff updated the Council on the recent resignation of Wayne Reader, discussions with Paul Hawes and the subsequent proposal of the HR Working Group for the handyman position. The proposal consists of combining both handyman roles in to a single, twenty hour per week post, with the hours being spread over the five days, the purchase of a vehicle to alleviate the need of the handyman to use a personal vehicle, purchase of necessary tools and to continue to employ Paul Hawes throughout the summer to reinstate a satisfactory standard to the cemetery. Funding for the additional hours will not be a problem and in future years vehicle costs will be budgeted for. Laura Barrett raised concern regarding the additional responsibility that the Council would have if they purchase a vehicle. Joan Lonsdale expressed that the Council would need to ensure that they can accommodate regulations. It was generally felt however that providing a vehicle is preferred to the expectation of a handyman to use their own vehicle to carry parish council machinery. In the absence of already having the use of a mobile phone, the Council should provide one for the handyman to use.

Mick Scarff proposed, seconded by Jim Perry that Council accepts the full proposal for the handyman position as recommended by the HR Working Group.

Council agreed the proposals of the HR Working Group for the handyman position following a vote of 10 in favour and 2 against.

Joan Lonsdale informed Council that Jayne Weaver had been appointed as Assistant Clerk.

**Consideration of payments to the following:-**

The following payments were approved:

Proposed – Mick Scarff, seconded Joan Lonsdale

Paul Hawes  
Debbie Cawley  
Burwell Office Cleaning  
Ely Dial a Ride  
Burwell Window Cleaning  
BT  
Ridgeons  
ESPO  
D A Reader  
Local World Ltd  
Burwell PCC  
Cambridgeshire County Council Libraries  
Three Counties Fire Protection  
Eon Energy  
Anglia Water  
East Cambridgeshire District Council  
Salaries etc. (subject to amendment)

