



13/00363/FUL

**Mr N Watts – 6 Hythe Lane**

Proposed alterations and extension to form 2 storey extension to rear. Demolition of existing garage block –p construction of new garage block

13/00292/FUL

**Burwell Mechanical Services Ltd – Commercial Premises Rear of Mitchum Warehousing, Factory Road**

Proposed office extension

**07.08.13**  
**Action**  
**Points**  
**Update** :-

**Jubilee Reading Room** – It was resolved that once the contractors needed access through the Reading Room the key holders would be asked to take responsibility for locking and unlocking the office. The Clerk would speak to the architect with regard to projected time of build.

**Web Site** – Approximately eighty percent of the site has now been revised. Floor plans of the halls and minutes for the last two years are all now available on line. The map is the last major thing to be added. It is hoped that the site will be completed within the next two weeks.

**08.08.13**  
**Parish**  
**Reports** :-

**Grounds** – Weekly play area reports show on going maintenance as per the ROSPA report.

**Skate Park** – The Clerk reported that one of the large ramps had been moved by persons unknown from its position across to the other side of the skate park. She would arrange for this to be put back in situ as soon as possible.

**Trees/Environment -**

Notification had been received of tree works at the following properties:-

**1 Bloomsfield**

Willow – Fell  
Sycamore – Fell  
Elm – Fell

**60 Buntings Path**

Beech – Fell and replace

**Lode Barn, 5 Casburn Lane**

Sycamore – Fell  
Oak – Fell

**09.08.13**  
**County &**  
**District**  
**Matters** :-

There were no County and District matters for discussion.

**10.08.13**  
**Other**  
**Reports** :

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

**11.08.13**  
**Burwell**  
**Day**  
**Centre** :-

The Draft License for Alteration had now been received for signature from the County Councils legal department. It had been noted that there was a significant increase in the cost of the legal fees from an original estimate of £350 to an invoice total of £800. The Clerk had already queried this with the County Council but would ask for a complete breakdown of the charges and also ask County Councillor David Brown if he was able to assist on this matter. It was resolved that the documents should be signed and returned but the fee would not be paid until a satisfactory answer had been received from the county Council.

**12.08.13**  
**Grounds**  
**And**  
**Buildings**  
**Working**  
**Group :-**

A written report had been circulated to all Councillors prior to the meeting. It was thought that at present there was only one pitch at the Recreation Ground that was playable by the seniors. It was resolved to look at the contract for the maintenance of the Recreation Ground and if necessary arrange a meeting with the contractor. It was thought that provided time allowed the handy men would be able to carry out the minor repairs in the pavilion. Derek Reader would look at prices for electric showers to replace those that were not working in the showers. A price would be obtained for partitioning off part of the hallway to provide a referees changing room. The Clerk would find out whose goal posts were being stored in the changing rooms.

**13.08.13**  
**Finance :-**

The following items were considered:-

**Purchase of replacement crockery and cutlery for Mandeville Hall and consideration of increasing number of settings available to hirers**

Since opening in 2011 several items of crockery and cutlery had been lost. It was resolved to replace these and also to increase the number of place settings available to hirers from the original sixty to one hundred. This has become necessary as the hall has become more popular and if all rooms are in use sixty settings is insufficient to cope with demand.

**Request to hire Gardiner Memorial Hall at reduced rate**

A request has been received from the parents of a child with severe hearing difficulties to use the Gardiner Memorial Hall for a fundraising event to fund an operation which will help give him some hearing in November at a reduced rate or free of charge. It was resolved that in these exceptional circumstances the hall should be offered free of charge.

The accounts as presented were approved for payment.

Proposed – Liz Goodman, seconded – Joan Lonsdale. Agreed by all.

**14.08.13**  
**Corresp-**  
**pondence :-**

**Letter from Insurance company with regard to claim for personal injury**

A letter had been received from our insurers advising that the gentleman who was claiming for personal injury following an alleged incident in Spring Close was proposing to take the matter to court.

**Cambridgeshire Acre – Invitation to Annual General Meeting on 24<sup>th</sup> September 2013**

An invitation had been received to attend the above AGM, details had been circulated to Councillors by e-mail.

There being no further business the meeting closed at 8.18p.m.

Signed this

day of

2013

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Chairman