

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

Chairman: Mr D A Reader

Clerk: Mrs Y Rix

Minutes of the Annual Meeting of Full Council held on Tuesday 13<sup>th</sup> May 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, Liz Goodman, Sylvia Greenaway, Don Harrison, Gus Jones, Joan Lonsdale, James Perry, Michel Scarff, Michael Smith, Liz Swift, Fay Whitehouse, and Hazel Williams

**01.05.14 Election of Chair:** Derek reader thanked the Council for their support during the past year and gave special thanks to Joan Lonsdale and Yvonne Rix (Clerk) for everything that they had done during the last few months. Liz Goodman proposed, Don Harrison seconded that Derek Reader should stand as Chairman for a further year. With full agreement of Council Derek Reader was duly elected as Chairman. Derek Reader confirmed the appointment by signing the declaration of acceptance of office.

**02.05.14 Election of Vice Chair:** Derek Reader proposed, seconded by Don Harrison that Joan Lonsdale should stand as Vice Chairman for a further year. Gus Jones proposed Laura Barrett. Laura Barrett thanked Gus Jones for the proposal, but informed Council that at this point in time she did not wish to stand for Vice Chairman. With agreement of Council Joan Lonsdale was duly elected as Vice Chairman.

**03.05.14 Apologies:-** Apologies for absence had been received from Pat Kilbey, Brenda Wilson and County and District Councillor David Brown

**04.05.14 Declarations of any interests known to Councillors:-** The following pecuniary interests were declared:-  
Hazel Williams 07.05.14 Planning Applications 14/00291/FUL and 14/00249/PDR  
Mick Scarff 07.05.14 Planning Applications 14/00488/FUL  
The Clerk reminded Council of the need to inform the District Council of any changes that need to be made to their notification of Financial Interests within 28 days of being aware of the changes occurring.

**05.05.14 Approval of Minutes:-** The minutes of the meeting of the Full Council held on Tuesday 29<sup>th</sup> April 2014 were approved and signed as a true and correct record following an amendment to those present with the removal of Liz Goodman who had been unable to attend the meeting due to work commitments.  
Proposed – Joan Lonsdale, seconded – Jim Perry

**06.05.14 Public Forum:-** No matters were raised during the Public Forum.  
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**07.05.14 Planning Applications:-** The following Planning Applications were considered:  
14/00291/FUL

**Mr & Mrs S & V Tyson – Millfield House, Mill Lane**  
Two storey side extension and demolition of existing side extension & independent car port  
**No objections**

14/00249/PDR  
**Mr & Mrs S & V Tyson – Millfield, Mill Lane**  
Replacement windows and removal of chimney  
**No objections**

- 14/00378/FUL**                    **Mr Anthony Seaman – 1 Sheepry Cottages, Heath Road**  
Two storey side extension and single storey rear extension  
**No objections**
- 14/00488/FUL**                    **Mr Paul Claydon - 34 Newmarket Road**  
Detached private dwelling and associated works  
**No objections**
- 14/00307/FUL**                    **Mr Ray Miller – 116 Ness Road**  
Single storey rear extension  
**No objections**
- 14/00392/FUL**                    **Sanctuary Group – 35 Hawthorn Way**  
Erection of a two bed semi-detached bungalow following demolition of existing fire damaged semi-detached bungalow  
**No objections**

**08.05.14  
Decisions  
from County  
and District  
Council:-**

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

- 14/00194/FUL**                    **Mr Matt Hill – 83 North Street**  
Single storey rear and side extension to form new dining area and utility room  
**APPROVAL**
- 14/00079/FUL**                    **Mr Anthony Turner – 28 The Avenue**  
Construction of double garage to front of existing dwelling  
**REFUSAL**

Jim Perry reported to Council that he had been asked by Morris Armitage to mention that it was their intention to use part of their premises as a coffee shop and having taken advice understood that there was no requirement to apply for further planning consent. Members of the Council were unsure if this was the case and asked the Clerk to contact East Cambridgeshire District Council (ECDC) to check if the existing consent covered the proposed coffee shop.

**09.05.14  
Appointment  
of Internal  
Auditor**

The Clerk informed Council that Jenny Neale was prepared to act as Internal Auditor to the Council for a further year. Having found her conduct of the role satisfactorily meeting the needs of the Council in past years, Mick Scarff proposed, seconded by Derek Reader that Jenny Neale should be appointed to carry out the Internal Audit for the year ending 31<sup>st</sup> March 2015.

**10.5.14  
Review of  
Policies**

The Clerk was asked to establish the extent of the review of the policies delegated to the General Purpose Working Group. Mick Scarff informed Council that he would confirm when the Financial Regulations were last reviewed. The Clerk informed Council of the need to have a Risk Management Policy covering all council activities. Liz Goodman offered to assist the Clerk with producing a draft Risk Management Policy for consideration by the Council.

**11.05.14  
Action  
Points  
Update:-**

Council noted the Action Points with the following updates being made. The footpath gritting machines still need to be moved to the School. The Grounds and Buildings Working Group agreed to meet to discuss the way forward with the work required at the Gardiner Memorial Hall. A meeting had been arranged for the Youth Working Group to meet to discuss the proposed basketball area, but due to several being unable to attend another date will be sought. Council agreed that as it appears only to be the Museum commemorating the start of the First World War that this item should now be removed from the Action Points.

**08.05.14  
Parish  
Reports:-**

**Grounds –**  
Weekly Play Area Inspection Reports  
Weekly inspections of the Play Areas had been carried out, with additional daily checks of Jubilee Green being carried out by the Handyman. There had been a report of broken glass and other inappropriate litter being found at the Jubilee Green

play area at the weekend. The Clerk informed Council that she had spoken to the PCSO regarding the matter.

The Cricket Club has reported that they have damaged a tile on the roof at Mandeville Hall and are in the process of having it replaced.

### **Trees/Environment**

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

#### **70 North Street**

T1 Ash – Remove to enhance development to adjacent fastigiated Beech Tree

#### **Rose Cottage, 61 High Street**

T1 Cypress – Crown reduce height be approx. 1-1.5m, trim hard on all sides  
T2 Cypress Hedge – Trim top and all sides  
T3 Holly – Trim hard on all sides

#### **Bright Cottage, 21 North Street**

T1 Scots Pine – Fell  
T2 Norway Spruce – Fell  
T3, T4, T5 & T6 Poplars – Fell

#### **49/51 Station Gate**

To comply with Condition 14 (Tree Topping, Lopping and Felling) of Decision Notice 01/00304/FUL  
T1 and T2 Poplars – Re-pollard back to previous Pollards points

#### **8 Bloomsfield**

T1 & T2 Malus Trees – Fell

#### **Land Parcel North of Mill House (TPO)**

T21 Lime – Fell

#### **129 North Street**

T1 Cotoneaster – Reduce in height to approx. 300mm above height of adjacent pergola  
T2 Yew – Overall crown reduction to maintain even covering of orangery  
G1 – Shrubs to coppice  
T3 Plum – Fell  
G2 Leyland Cypress Trees – Fell

#### **82 High Street**

T1 Sycamore – Fell to ground level

Jim Perry commented on the number of trees being felled within the village. The Parish Council has no control over trees owned by other people and thought that ECDC would have recommended re-placement trees were appropriate.

#### Consideration of Parish Council Tree Policy

The Council considered the proposed Tree Policy and having made an amendment to the wording of the third point regarding trees not owned by the Parish Council, Council agreed to adopt the policy. Jim Perry proposed a vote of thanks to Joan Lonsdale for preparing the document.

### **13.05.14 County and District Matters:-**

#### Response from ECDC regarding Section 106 Funding in relation to request from Burwell Sports Centre

The Clerk informed Council that Burwell has £14,914.74 available for Section 106 Community Infrastructure Projects. A decision regarding supporting the Sports Centre's request for funding will be deferred until a presentation on the project is made by the Sports Centre in June. Jim Perry declared an interest in this item.

Information from ECDC regarding recycling bins in Newnham Lane

ECDC had confirmed that AmeyCespa were looking to remove two bins as none of the bins in Newnham Lane or at the School were being completely filled and that the preferred location for the number to be reduced was at Newnham Lane. Mike Smith reported that two bins have recently been removed from Newnham Lane. The Council agreed that future use of the bins should be monitored.

Grass Cutting – Rights of Way

Notification had been received from the County Council that agreed paths will be cut once in May and then in July.

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

**Other Reports:**

**15.05.14** The Clerk reported that no interest has been shown for the vacancies on the Council. Notices of the vacancies will be changed to show an open period for applications.

**Councillor Vacancy:**

**16.05.14** Council had been asked to consider the names for the new Fire Station with an option of Burwell Community Fire and Rescue Station or Burwell and Swaffham Bulbeck Fire and Rescue Station. Council agreed that their preferred name is the Burwell Community Fire and Rescue Station.

**Naming of new Fire Station:**

**17.05.14** **Consideration of the following:-**

**Finance:**

2013/2014 End of Year Accounts

The accounts for the Year Ending 31<sup>st</sup> March 2014 were considered and proposed for adoption by Joan Lonsdale and seconded by Liz Goodman. Council agreed to the adoption of the accounts with the exception of Gus Jones who had abstained following his suggestion that the approval of the accounts should be deferred until the next meeting as he felt that he had not been given enough time to look through the documents.

Consideration of the Annual Return and Governance Report

Council considered the Annual Return and Governance Report and completed the Governance Report accordingly.

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

The following payments were approved:

Proposed – Mick Scarff, seconded Hazel Williams

P Hawes  
D Cawley  
Burwell Office Cleaning  
Zurich Insurance  
Ely – Dial-a-Ride  
East Cambs District Council  
Copier IT Digital Solutions  
Eon  
CAPALC  
Burwell Window Cleaning  
NALC Local Council Review  
Newmarket Citizens Advice Bureau  
Ryte Construction  
Local World Ltd  
Play and Sports Ltd  
BBS Surveyors  
Mead Construction  
ESPO  
Burwell Carnival  
Ernest Doe  
Andy Martin Builders  
British Gas  
Salaries, Wages etc.  
Return of Deposits for Gardiner Memorial and Mandeville Halls

Mick Scarff commented on the number of residents using the Dial-a-Ride trips to Ely

