

**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 L J Reader

Minutes of the meeting of Full Council held on Tuesday 29<sup>th</sup> October 2013 in Room 2, Mandeville Hall, Tan House Lane, Burwell, CB25 0AR.

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**Present:-** Derek Reader – Chairman, Liz Goodman, Sylvia Greenaway, Gus Jones, Pat Kilbey, Joan Lonsdale, James Perry, Michel Scarff, Heather Sims, Michael Smith, Liz Swift, Hazel Williams and Brenda Wilson, District Councillor Lavina Edwards, District and County Councillor David Brown.

**15.10.13**  
**Apologies:-** Apologies for absence had been received from Laura Barrett, Don Harrison and Fay Whitehouse

**16.10.13**  
**Declarations**  
**of any**  
**Interests**  
**known to**  
**Councillors** Mick Smith declared an interest in the planning applications for 59 North Street and 3 Swaffham Road. No further declarations were received.

**17.10.13**  
**Approval**  
**of Minutes** The minutes of the meeting of the Full Council held on Tuesday 8<sup>th</sup> October 2013 were approved and signed as a true and correct record. Proposed by Joan Lonsdale and seconded by Heather Sims.

**18.10.13**  
**Public**  
**Forum** There were no members of the public present.

**19.10.13**  
**Planning**  
**Applications** The following planning applications were considered :-

**13/00693/FUL**                      **Mr and Mrs P Forden – 59 North Street**  
First floor pitched roof extension to provide  
bedroom and en-suite **Amendment**  
Reduction in size of dormers and  
alterations to design of windows.  
**No objections**

**13/00879/PDR**                      **Mr Robert Mann – 17 Kingfisher Drive**  
First floor rear extension with high level  
porthole window to rear and additional  
window to eastern elevation.  
**No objections**

- 13/00814/FUL**                      **Mr James Cannon – 32 Silver Street**  
Conversion of existing roof space to form family room and Study area.  
**No objections**
- 13/00787/OUT**                      **Mr and Mrs N Maskell – 3 Swaffham Road**  
Erection of 2 houses and associated garages (following demolition of existing bungalow and garage).  
**No objections**

**20.10.13**  
**Planning**  
**decisions**  
**from**  
**District**  
**Council**

The following planning applications have been approved:

- 13/00669/FUL**                      **Mr M Daines-Smith – Land adjacent 71 Silver Street** - Erection of a detached three bedroom house with detached single garage

The following planning applications have been refused:

- 13/00696/PDR**                      **Mr R Mann – 17 Kingfisher Drive**  
First floor rear extension
- 13/00652/FUL**                      **Mrs E Brown – 48 North Street**  
Construction of detached bungalow

**21.10.13**  
**Action**  
**Points**  
**Update**

**Jubilee Reading Room** – The internal porch has now been removed in preparation for the sliding door to be fitted on Monday 11<sup>th</sup> November 2013. Access to the office for members of the public and possibly staff will be unavailable on this day. Council needs to consider decorating the main area of the office along with storage racking for the storage/meeting room. Work to the Pavilion has been completed. Draft designs for the Multi Use Games Area have still not been received.

**Earmarking of reserves** -.Gus Jones asked that consideration should be given to accumulating funds for the provision of a centralised sports area through the precept. Mick Scarff explained that ideally such a facility would be funded through Section 106 and that with no firm proposal to provide such a facility, questions would be raised by the auditors as to why funds were earmarked for the project. To date no funding requests have been received from the Working Groups for inclusion in the 2014/2015 budget. The website has almost been completed. Hazel Williams suggested that the Council's powers, including the General Power of Competence should be included on the site.

**22.10.13**                      **County & District Councillors Reports**

Reports received from the County and District Councillors had been circulated to members of the Council. Hazel Williams emphasized the areas of her report regarding community pubs and the Asset Maintenance Programme, where in the long term, the toilets behind the Reading Room may be handed over to the Parish Council or closed. Recycling figures have yet to be published following the

introduction of wheelie bins. The remaining properties in the village are due to have their bins delivered next week.

**23.10.13 County and District Matters**

Details of the Code of Conduct Annual Training Session being held by East Cambs District Council (ECDC) have been circulated. No interest was shown in attending as all Councillors had previously undertaken the training.

Only three people have attended the County Council Winter Gritting Training Sessions and therefore continue to be covered by the County Council insurance to carry out footpath gritting in the parish. Attending annual training sessions is not easy for volunteers. Volunteers may be covered by the Parish Council's own insurance, but this needs to be confirmed with Allianz. Winter gritting of footpaths should be continued in the village, but more volunteers are required. A request for volunteers will be included on the website, in Clunch and on the next Parish Council Newsletter. The possibility of the Parish Council carrying out the training needs to be considered.

Lavina Edwards and David Brown left at 8 pm.

**24.10.13  
Other  
Reports**

The following reports had been circulated to Councillors for information:

Ely Soham Dial-a-Ride 10 year celebrations

CAPALC Annual General Meeting

ECDC Notification relating to the East Cambridgeshire Local Plan

ECDC Neighbourhood Panel Service Review Consultation

BVTA Minutes of meeting held on 4.9.13

Mick Scarff was asked to complete the ECDC Neighbourhood Panel Service Review Consultation of behalf of the Council.

**25.10.13  
Trees**

Council considered the need to have a policy on the long term maintenance, management and replacement of parish trees. Joan Lonsdale agreed to compile a draft policy for consideration by the Council. Jim Perry informed Council that there are a number of schemes where free trees can be sourced. Council has previously taken up these offers, but often the trees supplied are not ready as suggested for planting. The ECDC Tree Officer had looked at a number of trees within the village with Jim Perry. Members suggested other areas where trees need some attention.

Gus Jones mentioned his concerns with the trees in the front of the Gardiner Memorial Hall. Derek Reader reiterated that these trees have already been inspected by both a tree surgeon and Cathy White and that neither raised any problems. The wall is likely to need some attention in the long term, but there was no need for any immediate action.

- 26.10.13**                    **Speedwatch** Consideration of future of the scheme  
Mick Scarff reported that since last discussed by Council, only two volunteers had responded to his request for confirmation as to whether or not they wished to continue assisting with the scheme and no one else had shown an interest following the request in the Newsletter. Hazel Williams, Brenda Wilson and Joan Lonsdale showed an interest in being trained in order to assist with speedwatch sessions. This would enable volunteers not to have to take part in every session. By continuing with 3 or 4 sessions per year, Burwell should be in a position to retain the equipment.
- 27.10.13**                    Gus Jones told Council of his research in to the provision of flower  
**Consider-**                    beds throughout the village. Following a discussion where concern  
**ation of**                    over the on-going upkeep of the beds, a vote by show of hands  
**provision**                    indicated that the majority of the Council were not in favour of,  
**of flower**                    providing flower beds in the village.  
**beds**
- 28.10.13**                    **Quarterly Finance Report**  
**Finance**                    The contents of the Quarterly Finance Report were noted by  
Council. Yvonne Rix clarified the position with regarding the  
difference between the first two quarters for the rates at  
Mandeville Hall and energy charges. Income from the Mandeville  
Hall is good. There have been a number of bookings from Tesco.  
Users such as Tesco should be asked if there is any items that the  
Parish Council could provide to enhance the facility. Any suggested  
items thought worthwhile could be included within the budget for  
2014/2015.
- Request for funding for Victim Support**  
A donation request had been received from Victim Support. The  
Clerk had asked Victim Support if donated funds would remain in  
the area, but no clarification had been received. Council decided  
not to make a donation at this stage.
- Receipt of payment Section 106 - Kingfisher Drive**  
A cheque for £20,000.00 had been received by the Council as a  
Section 106 contribution from the developers of Kingfisher Drive.
- Purchase of Local Councils Explained**  
Following a proposal by Hazel Williams seconded by Brenda Wilson  
the Council agreed that a copy Local Councils Explained should be  
purchased.
- Charge to Burwell Swifts**  
Council agreed that this matter should be deferred to the next  
meeting.
- 29.10.13**                    **Burwell Swifts Football Club – Response to Council’s letter**  
**Corres**                    **regarding the Pavilion.**  
**pondence**                    Council noted the contents of a letter from Burwell Swifts Football  
Club regarding their use of the Pavilion and thanking the Council for  
its support and funding to bring the Recreation Ground up to a good  
standard.

**30.10.13**

**Remembrance Day Service - Reading**

Jim Perry offered to do the reading at this year's Remembrance Day Service.

The Office will be closed on Thursday 31<sup>st</sup> October 2013 and Friday 1<sup>st</sup> November 2013.

Yvonne Rix was thanked for covering for the Clerk.

As there was no other business the meeting closed at 8.45 pm.

Signed

Dated :