

BURWELL PARISH COUNCIL
The Jubilee Reading Room
99 The Causeway, Burwell, Cambridge. CB25 0DU
Telephone: 01638 743142

Minutes of the meeting of Full Council held on Tuesday 30th April 2013 in the Jubilee Reading Room, 99 The Causeway, Burwell, CB25 0DU

Present :- Pat Kilbey – Chairman, Laura Barrett, Liz Goodman, Sylvia Greenaway, Don Harrison,, Joan Lonsdale, James Perry, Derek Reader, Michael Smith, Liz Swift, Fay Whitehouse, Hazel Williams, Brenda Wilson

15.04.13 Apologies for absence had been received from Tim Clay, Gus Jones, , Michel Scarff,
Apologies :- Heather Sims

16.04.13 The following personal interest was declared :-
Declarations Sylvia Greenaway – planning application at 8 The Avenue
Interests
known to
Councillors :-

17.04.13 The minutes of the full council meeting held on Tuesday 9th April 2013
Approval of were approved and signed
Minutes :-
Proposed – James Perry, seconded – Brenda Wilson

18.04.13 There were no members of the public present
Public
Forum:-

19.04.13 The following planning applications were considered :-
Planning

Applications :- **13/00255/FUL** **Mr M Smith & Miss F Hogg – 45 Ness Road**
Construction of single storey rear extension

No objection

12/01124/FUL **Mr Steve Hagger – 31 North Street**
Side extension to accommodate covered car space, garage and workshop with home office accommodation above amendment involving – the re-siting of and reduction in height and width of the proposed garage

No objection as long as the plans submitted are correct as they appear to suggest that the upper floor has been removed in order to reduce the height

13/00209/FUL **Mr Matt Grey – 8 The Avenue**
Proposed single storey rear extension forming a new kitchen and sitting room

No objection

20.04.13 The following planning applications have been approved :-
Planning

Decisions **13/00054/CLP** **Mr Robert Wilkins – 21 Appletree Grove**
from District Garage Conversion
& County

Council :- **13/00112/FUL** **Mr Carl Sinclair – 11 Buntings Crescent**
First floor side extension over existing garage

- 13/00173/FUL** **Mr R Parkin – 67 Isaacson Road**
Two storey rear extension and single storey orangery to side
- 13/00175/FUL** **Mr R Laphorn – 7 Mill Close**
Remove porch and replace with side and front extension
- 13/00048/FUL** **Mr & Mrs Torrens – 30 Reach Road**
Conservatory link between house and existing out house

21.04.13
Action
Points
Update :-

Web Site – The Clerk reported that work had commenced on building the new web site. There needed to be work carried out on the content of some pages as at present the old site content had been transferred in order to maintain the site.

Pauline’s Swamp – The trustees had not yet met but would meet to discuss the possibility of an official opening for the Swamp.

Jubilee Reading Room – The Clerk was instructed to ask the architect if he had a start date for the extension to the Reading Room, she would also query whether or not we had a contract and the expected build time.

Hanging Baskets – Derek Reader asked Council if they would like him to plant hanging baskets for our properties as last year, the offer was accepted.

22.04.13
County &
District
Councillors
Reports :-

See attached reports.

As this was the last meeting prior to the County Council elections the Chairman took the opportunity to thank Cllr. David Brown on behalf of the Council for all of his work and assistance over the last four years

Hazel Williams had not produced a written report as she had only attended one meeting and had brought along the Annual Report of the Scrutiny Committee.

23.04.13
County &
District
Matters :

Street Naming and Numbering – confirmation had been received of the following :-

48A North Street is to be known as Knollwood 48A North Street

New dwelling adjacent to 1 Newnham Lane to be known as 1A Newnham Lane

Street Lighting – some Councillors had been around the village and looked at perceived problem areas. It was felt that most the problems had now been addressed and any future complaints needed to be addressed directly to the County Council

24.04.13
Other
Reports :-

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

25.04.13
Report of
Meeting
With David
Wilson
Homes :-

A written report of the meeting had been circulated to all Councillors. Following Council’s suggestion that a public meeting should be held David Wilson Homes are to hold this on Thursday 16th May 2.30 – 8.30pm in Mandeville Hall.

Derek Reader declared a personal interest prior to any discussion on the following item

26.04.13
Staffing
Issues :-

The Human Resources Working Group (HR) had met recently to look at some staffing issue which had been raised. The Responsible Finance Officer (RFO) had experienced an unprecedented increase in her work load due in the main to usage at Mandeville Hall. This had inevitably had a knock on effect on the workload of the Clerk as well. The RFO had built up some overtime hours but the main problem centred on the inability to take holiday due to the workload. Following extensive discussion it was agreed that as a ‘one off’ the RFO’s overtime hours and untaken

holiday would be paid as would the Clerk's untaken holiday. It was further resolved that in order to ease the situation the RFO's hours would be increased from seven hours per week to nine hours per week with effect from 1st April 2013.

27.04.13
Meeting
Dates
2013-2014 :-

The meeting dates for the coming year were approved with the inclusion of the second meeting in August.

28.04.13
Finance :-

The following were considered :-

Quarterly Report - The contents of the quarterly report were noted

Approval of financial account year ending 31st March 2013 – it was resolved to accept the financial accounts for the year ending 31st March 2013

Annual Governance Statement – the Annual Governance Statement was read out and approved by Council.

Proposed – Don Harrison, seconded – Sylvia Greenaway. Agreed by all.

Purchase of a new mower – Two quotations were considered for a replacement mower it was resolved to purchase a new mower in the sum of £375.00 plus VAT.

Request for funding from Burwell Visiting Scheme - Burwell Visiting had write to ask for a grant towards their insurance costs for the coming year. It was resolved to offer a grant of £174.86 to cover the entire cost of the insurance.

Notification of renewal of Insurance – notification had been received that renewal of our policy was due on 1st June the renewal premium was £4517.48 this is as part of the long term agreement until 2017.

29.04.13
Correspondence :-

Land to rear of Cornfields/Barkways – All Councillors had received a letter from the land owner asking them to reconsider their support for his project to build bungalow for private sale to the rear of Barkways. As the letter had come within the six month period since it was last discussed by Council no further discussion could take place, however Council's opinion was unchanged.

Mandeville Hall - An e-mail had been received from a member of Burwell Cricket Club regarding the perceived dangers of hall hirers from cricket balls in play. Following discussion it was resolved that the letting agreements for the halls should include a paragraph warning hirers of the possible danger and that a verbal reminder would be given to hirers on the day of their event by the key holders.

There being no further business the meeting closed at 9.20p.m.

Signed this day

of

2013

Chairman