

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

Notice is hereby given that a Meeting of the Burwell Parish Council will be held in the Jubilee Reading Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU at 7.30p.m. on Tuesday 9<sup>th</sup> April 2019 you are summoned to attend for the transaction of the following business

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**AGENDA**

**FC/090419/1 Apologies**

**FC/090419/2 Declarations of any interests known to Councillors**

**FC/090419/3 Approval of Minutes of the meeting of 26<sup>th</sup> March 2019**

**FC/090419/4 Public Forum** a maximum of 15 minutes will be allowed for public comment on any agenda item

**FC/090419/5 County and District Reports**

**FC/090419/6.1 Planning Applications to be considered**

**19/00396/FUL 3 School Lane**  
Proposed single storey side extension

**19/00416/FUL 10 Bewicks Mead**  
Proposed construction of single storey extension plus garage extension

**FC/090419/6.2 Planning Decisions from District Council**

**19/00147/FUL 8 Low Road**  
New linked carport to front of dwelling **Approval**

**19/00159/FUL 22 Pound Close**  
Two storey extension to side of property to form entrance lobby at ground floor with additional bedroom above, and alteration of existing garage roof to form roof terrace (Resubmission of Application 18/01037/FUL) **Approval**

**50 Silver Street**  
Single storey rear extension **Approval**

**APP/V0510/W/18/3208712 and APP/V0510/W/18/3208713**  
**Land of Ness Road and Land North of 17-45 Toyse Lane**  
Appeals dismissed.

**18/01649/FUL Ashbridge Farm, Factory Road**  
Proposed erection of 1 private detached bungalow  
Application will be determined by the Planning Committee on 3.4.19

**FC/090419/6.3 Trees/Environment**

Notification of approved (ECDC) tree works at the following properties: -  
**None.**

**FC/090419/7 Finance**

1. Requests for donations:
  - Burwell Museum (Heritage Open Days)

2. Consideration of payment to the following:

George Rowland  
Debbie Cawley  
Martyn Wright  
Yvonne Rix  
Burwell Office Cleaning  
Latta Hire Limited  
ESPO  
Ridgeons  
Sharp Business Systems  
Burwell Carnival  
CCC Burwell Library  
Citizens Advice Rural Cambs  
Cartwright Brothers  
Burwell PCC  
Simpsons Nursery  
East Cambs Neighbourhood  
Watch  
Jaggard Projects  
Atom Technologies  
Alan Lamb  
Hallmaster  
Lloyds Bank  
ECDC  
BT  
British Gas  
Eon  
Wave  
Return of Deposits  
Salaries, Superannuation and NI

**FC/090419/8 Action Points Update**

Including:

- letter of support from Lucy Frazer QC MP for Burwell to Exning Cycleway
- Notes from the meetings with David Gelling, This Land re Newmarket Road Development and consideration of letter of support to ECDC for changes to the Section 106 Agreement.

**FC/090419/9 Group Reports**

**Consideration of notes and recommendations from the Finance and General Purposes Group Meeting held on 26<sup>th</sup> March 2019**

Recommendations

**1. The Finance and General Purposes Working Group recommends to Full Council that a further two venues are purchased for the Hallmaster system.**

**2. The Finance and General Purposes Working Group recommend the following bank signatory/user changes**

**Unity Trust – Remove Emma Jayne Weaver**

**Add Sarah Ashby**

**CCLA- Remove Richard Adams**

**3. The Finance and General Purposes Working Group having reviewed the Financial Regulations for Burwell Parish Council recommend that the document does not require any changes to be made.**

**4. The Finance and General Purposes Working Group having reviewed the Risk Management Policy for Burwell Parish Council recommends the following changes:**

- a) Where Finance Working Group is stated, this is changed to Finance and General Purposes Working Group.
- b) Under Council Records, All electronic files continuously backed up using Netgear storage system and Seagate storage system (stored in fire proof room out of office hours ..... should be changed to, continuously backed up using a secondary system at Mandeville Hall.
- c) Playgrounds and Equipment – RoSPA should be changed to a suitably qualified Playground Inspector.

5. The Finance and General Purposes Working Group reviewed the Council's direct debits and recommends to Full Council that all mandates remain in place for the following:

Anglian Water Business (WAVE)  
 British Gas Business  
 BT  
 Eon  
 East Cambs District Council  
 HMRC VAT  
 Information Commissioners Office  
 Lloyds Bank  
 NEST  
 Siemens Financial Services

6. The Finance and General Purposes Working Group reviewed the Council's Internal Controls (Appendix 2) and recommends to Council changes being made to reflect the additional bank account and changes to the computer/back up system.

7. Having reviewed the internal controls in place the Finance and General Purposes Working Group recommends to Full Council that all funds are safe guarded.

8. The Finance and General Purposes Working Group recommends to Full Council that the scope for the Internal Audit should be the same as 2017/2018.

9. The Finance and General Purposes Working Group recommends to Full Council that two smaller tables are purchased at a cost of £91.00 plus VAT each to improve the configuration of seating at meetings.

**Consideration of the notes from the Community, Leisure and Sports Meeting held on 19<sup>th</sup> March 2019**

**FC/090419/10 Parish Reports:-  
 Property –**

- 1. Weekly Play Area Inspection Reports and Property Reports

**FC/090419/11 Other County & District Matters:-**

- 1. CCC Temporary Prohibition of Through Traffic – Spring Close
- 2. CCC Cambridgeshire and Peterborough Minerals and Waste Local Plan – Further Draft Consultation – 15<sup>th</sup> March 2019 to 25<sup>th</sup> April 2019
- 3. CCC LHI Scheme 2019/2020 Results

**FC/090419/12 Other Reports (in circulating file):-**

- 1. Recreation & Sports Working Group Meetings 14.2.19 & 14.3.19
- 2. BCCC Meeting Notes 13.3.2019
- 3. Burwell Allotment and Garden Society Meeting Notes 29.10.18 & 3.12.18

**FC/090419/13 Correspondence –  
 None**

**FC/090419/14 Consideration of the following items -**

1. Annual Parish Meeting Tuesday 7<sup>th</sup> May 2019 7 pm Mandeville Hall



Yvonne Rix (Mrs)  
Parish Clerk

Dated: 2<sup>nd</sup> April 2019