

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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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 12<sup>th</sup> February 2019 you are summoned to attend for the transaction of the following business

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**AGENDA**

- FC/120219/1 Apologies**
- FC/120219/2 Declarations of any interests known to Councillors**
- FC/120219/3 Approval of Minutes of the meeting of 29<sup>th</sup> January 2019**
- FC/120219/4 Public Forum** a maximum of 15 minutes will be allowed for public comment on any agenda item
- FC/120219/5 County and District Reports**
- FC/120219/6.1 Planning Applications to be considered**
- 19/00076/FUL Tennis Courts Recreation Ground Hythe Lane**  
Lighting to resurfaced tennis courts that were granted planning permission under 16/01453/FUL
- FC/120219/6.2 Planning Decisions from District Council**
- 18/01527/FUL Site North of The Stables, Factory Road**  
Resubmission of previously approved 18/01061/FUL for the demolition of a modern steel framed barn and replacing on the same footprint with a private detached dwelling **Approval**
- 18/01654/FUL Lyndhurst 48 Swaffham Road**  
Proposed rear extension, alterations to existing dwelling and conversion of existing garage to annex **Approval**
- FC/120219/6.3 Trees/Environment**
- Notification of approved (ECDC) tree works at the following properties: -
- 14 High Street**  
T1 Beech – Sectionally dismantle to ground level due to large dead limbs, several cavities and Ganoderma shelf brackets at base
- 8 High Street**  
T1 Lime – Re-pollard to height of at least adjacent gutters, crown reduce spread to shape and balance
- 56 The Causeway**  
H1 Proposal : Privet Hedge - Remove hedge due to low amenity value. Construct 600mm stock fencing (round post and wire rabbit fencing) and replant yew hedge (600mm high) either side.  
T1 T3 T6 T7 Conifer Trees - Fell to ground level as low amenity value and excessive shading.  
T2 Buddlea - Fell to ground level as low amenity value and excessive shading.  
T10 - Fell to ground level as low amenity value and in location of proposed new garage.  
T5 T9 T11 - Fell to ground level as in location of proposed new garage and driveway. Replace with cherry blossom (R1), Hornbeam tree (R2) and Silverbirch tree (R3).  
T8 Buddlea - Fell to ground level as low amenity value and in location of

proposed new garage.  
T12 Apple Tree - Fell to ground level as uprooted and fallen over.  
T13 Ash Tree - Fell to ground level as in location of proposed new extension to property.  
T14 Plum Tree - Fell to ground level as top of tree is dying, middle has snapped out and roots pushing against the wall foundations. Replant with cherry blossom.  
T15 - Apple Tree - Fell to ground level as roots pushing against the wall. Replace with Silverbirch tree (R4).

**FC/120219/7 Finance**

1. Consideration of Quarterly Report for the period ending 31<sup>st</sup> December 2018
2. Consideration of the signing of the Community Benefit Deed for Goosehall Solar Farm
3. Consideration of payment to the following:
  - George Rowland
  - Debbie Cawley
  - Martyn Wright
  - Burwell Office Cleaning
  - Ridgeon's
  - Latta Hire Limited
  - Burwell Window Cleaning
  - Sharp Business Systems
  - Mr. Groundsman
  - Alan Lamb
  - Siemens
  - Gus Jones
  - CRC Pest Control
  - Dent Security
  - Cambridge Courts
  - Borderline Web Design
  - Hallmaster (to be confirmed)
  - Eon
  - Lloyds Bank
  - Salaries
  - Return of Deposits

**FC/120219/8 Action Points Update**

**FC/120219/9 Group Reports**

**Consideration of notes and recommendations from the Community, Leisure and Sports Meeting held on 22<sup>nd</sup> January 2019**

Recommendations

1. Recreation Ground

To purchase a sign directing drivers to the overflow area of the car park

2. Grass Cutting and Maintenance Contracts for the Recreation Ground

The Group recommends that Mr Groundsman is offered the contract for grass cutting for a further three years at a cost of £6400.00 per year and Mel Pooley is offered the contract for pitch maintenance for a further three years at a cost of £4080.00 per year plus materials.

Although these are not the cheapest tenders received the Group considers that these contractors should be awarded the contracts for a further three years to maintain the improved standard of the pitches that they have established.

3. Charges for the use of facilities at the Recreation Ground

The Group recommends to Full Council that the following fees should be paid by Football Clubs for the use of the facilities at the Recreation Ground from 1<sup>st</sup> January 2019:

Match Fees including the use of the Pavilion per game:

Adults £40.00

Youth and Female Teams £20.00

Junior Teams £5.00

Training Sessions with lights (per session):  
Adult £20.00  
Youth and Female £10.00  
Junior £10.00  
Training Sessions without lights (per session):  
Adults £10.00  
Youth and Female £5.00  
Junior £5.00

**Consideration of the notes and recommendations from the Finance and General Purposes Meeting held on 29<sup>th</sup> January 2019**

1. Charges/Fees for hall hire, allotments, cemetery, sport facilities, lock up etc.

The group recommends the following to Council:

Allotments – No increase in the current 15p per square metre for the year 1<sup>st</sup> November 2019 to 31<sup>st</sup> October 2020.

Cemetery Fees – See increases as shown on Appendix 2

Lock Up – Fee to increase to £200 per year for the financial year 2020/2021

Hall Charges Gardiner Memorial Hall and Mandeville Hall – All charges to be raised up to the nearest pound see Appendix 3 and 4

The charge for the PA system to be reduced to £28.00

2. Renewal of Domain name and hosting

The website domain name and hosting facility is due to be renewed.

The cost is £113.20. The group recommends to Council that this should be renewed.

3. Burwell Office Cleaning Mandeville Hall Floor Scrub

The group recommends to Full Council that three deep clean floor scrub at Mandeville Hall to take place three times per year at a cost of £60 plus VAT per clean should be included in the contract.

4. Hall Bookings Electronic System

The group recommends to Full Council that the Hallmaster Electronic Booking system should be purchased if the system is suitable at a cost of £484.00 including the initial set up fee of £130.00

2. Burwell Farmers Market

The Burwell Farmers Market is unable to use the school in the future during the school holidays. They are looking at using the Mandeville Hall, but it is not viable for them to do so if charged the usual hiring fee.

The group recommends to Full Council that the Farmers Market are charged £100.00 per session for the use of two rooms at Mandeville Hall.

5. Consideration of quotations to repair the car parking area Adjacent to Mandeville Hall

The Group recommends to Full Council that as the prices are very close, whichever company that can carry out the work soonest should be awarded the contract . The work will cost approximately £4600.00.

**FC/120219/10 Parish Reports:-  
Property –**

1. Weekly Play Area Inspection Reports

**FC/120219/11 Other County & District Matters:-**

1. Temporary Traffic Order Mandeville from 4.2.19 to 6.2.19
2. ECDC Street Numbering Newmarket Road
3. Letter from Cambridgeshire County Council regarding the Local Highways Initiative scheme

**FC/120219/12 Other Reports (in circulating file):-**

1. Recreation & Sports Working Group Meeting 13.12.18
2. UK Power Networks Update Sheet
3. Information received from Parish Conference 29.1.19
4. Burwell Car Scheme Report

**FC/120219/13 Correspondence –**

1. Settlement details from Zurich Insurance regarding Mandeville Hall claim
2. Letter of thanks from Cambridgeshire Hearing Help

**FC/120219/14 Consideration of the following items -**

1. Appointment of Assistant to the Parish Clerk
2. Consideration of Email from Fordham Parish Council regarding dog fouling.
3. Update on the Burwell Traffic Survey results



Yvonne Rix (Mrs)  
Parish Clerk

Dated: 6<sup>th</sup> February 2019