

**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 the Annual 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> June 2018 you are summoned to attend for the transaction of the following business

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**AGENDA**

**FC/120618/1 Apologies**

**FC/120618/2 Declarations of any interests known to Councillors**

**FC/120618/3 Approval of Minutes of the meeting of 29<sup>th</sup> May 2018**

**FC/120618/4 Public Forum** a maximum of 15 minutes will be allowed for public comment on any agenda item

**FC/120618/5 County and District Reports**

**FC/120618/6.1 Planning Applications to be considered**

**18/00632/OUT To the Rear of 119A North Street**  
New Dwelling

**18/00474/FUL Site Rear of 19 Saxon Drive**  
**Amendment**  
The amendment involves a change in fenestration and an addition of a design statement

**FC/120618/6.2 Planning Decisions from District Council**

**18/00352/OUT 25 Carter Street - Approval**  
Proposed private detached bungalow with existing access retained

**18/00435/FUL 106 Silver Street – Approval**  
Proposed first floor extension over existing garage

**FC/120618/6.3 Trees/Environment**

Notification of approved (ECDC) tree works at the following properties:-

**St Genevieve 2c Hythe Lane**

T1 Prunus – Fell

T2 Prunus – Fell

T3 Prunus \_ Fell

**FC/120618/7 Finance**

1. Consideration of the following:
  - a) Internal Auditors Report
  - b) Additional funding for the proposed Zebra Crossing on Ness Road
  - c) Purchase of one Moveable Vehicle Activated Sign
  - d) The 2018 Royal British Legion Poppy Appeal
2. Consideration of payment to the following:

George Rowland  
Debbie Cawley

Martyn Wright  
Carl Turner  
Burwell Office Cleaning  
Ridgeons  
Latta Hire Limited  
Mr Groundsman  
ESPO  
Truelink  
Copier IT Solutions  
Siemen  
Ivett and Reed Ltd  
Burwell Window Cleaning  
Harrisons  
CAPALC  
Burwell Print  
Moore Stephens  
N&G Marsh  
Cartwright Brothers Ltd  
H Signs  
Alan Lamb Associates  
Ward, Gethin and Archer  
Lloyds Bank  
East Cambs District Council  
Eon  
BT  
Salaries, Tax, NI, & Superannuation  
Return of Deposits

**FC/120618/8 Action Points Update**

To receive any updates available relating to the action points

**FC/120618/9 Group Reports**

**Consideration of notes and recommendations from the Finance and General Purposes meeting held on 29<sup>th</sup> May 2018:**

Recommendations

1. The National Joint Council for Local Government Services has agreed an increase in salaries of 2% from 1<sup>st</sup> April 2018 with a further 2% from 1<sup>st</sup> April 2019.  
The Finance and General Purposes Groups recommend that this increase is applied to the Clerk's, Assistant Clerk's and Handyman's salaries.
2. The Finance and General Purposes Working Group recommends to Council that following a request for a reduce high charge due to a continuous weekly booking of over 7 hours, the hirer is given a discount of 10% and is charged at the same rate for bookings which fall on a bank holiday. This will be subject to the hours booked not reducing and payment of invoices being kept up to date.
3. The Finance and General Purposes Group recommends to Council that:
  - The General Data Protection Policy Action Plan is approved
  - The General Data Protection Policy General Privacy Statement is approved

- The General Data Protection Policy Privacy Statement for Staff and Councillors is approved
  - The General Data Protection Policy Consent Form is approved
  - That signs alerting public to the use of CCTV cameras at Mandeville Hall which meet the requirements of the GDPR are purchased and displayed.
4. The Finance and General Purposes Group recommends to Council that a sum of £500.00 is earmarked for Neighbourhood Watch street signs to be available as from 12.6.18.

**Consideration of the notes from the joint meeting of the Safety Group and Assets & Environment Group for discussion on the entrance and exit to the Gardiner Memorial Hall**

**FC/120618/10 Parish Reports:-**  
**Property –**  
 Weekly Play Area Inspection Reports

**FC/120618/11 Other County & District Matters:-**  
 CCC Cambridgeshire and Peterborough Minerals and Waste Local Plan – Consultation  
 CCC Temporary Traffic Order on various roads

**FC/120618/12 Other Reports (in circulating file):-**  
 None

**FC/120618/13 Correspondence**

1. Email from Kier regarding Burwell to Lakenheath Area Electricity Reinforcement Scheme
2. Concerns raised by residents regarding footpath from the new development in Reach Road to Swaffham Road
3. Burwell Visiting – Thank you letter
4. Consideration of a request for a textile bank in aid of the children's air ambulance in the car park at the Gardiner Memorial Hall
5. Email regarding refurbishment of play areas

**FC/120618/14 Consideration of the following:**

1. Request to run a regular Boot Camp on Margaret Field

*YDRix*

Yvonne Rix (Mrs)  
 Parish Clerk

Dated: 5<sup>th</sup> June 2018