

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
**Telephone/Fax 01638 743142**  
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Notice is hereby given that a Meeting of the Burwell Parish Council will be held virtually using Zoom at 7.30p.m. on Tuesday 13<sup>th</sup> October 2020 you are summoned to attend for the transaction of the following business. The link for the meeting is below:

<https://us02web.zoom.us/j/83835264697> Meeting ID: 838 3526 4697

(The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) Regulations 2020.

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**AGENDA**

**FC/131020/1 Apologies**

**FC/131020/2 Declarations of any interests known to Councillors**

**FC/131020/3 Approval of Minutes of the meeting held on 29<sup>th</sup> September 2020**

**FC/131020/4 Public Forum**

**FC/131020/ 5 County and District Reports**

**FC/131020/6.1 Planning Applications to be considered:**

**20/01112/FUL 4 Spring Close**

To construct a brick-built garage with apex roof

**20/01224/FUL 3a Hall Lane**

Change of use of annexe to residential dwelling including revision to garden and parking arrangement

**20/01070/RMA Ashbridge Farm, Factory Road**

Reserved matters for Appearance and Landscaping of planning application 18/00970/OUT for one detached dwelling and associated works

**20/01050/VAR 27a The Causeway**

To vary Conditions 1 (Approved Drawings and 13 (First Floor Windows Obscure Glass and Non-Opening) of previously approved 18/00098/FUL for Proposed demolition of existing garages and outbuildings and replacing with a detached 2/3 bed cottage and associated works

**20/01282/FUL 19 Tunbridge Close**

Single storey rear extension

**FC/131020/6.2 Planning Decisions from District Council**

**20/01008/FUL 5 Parsonage Lane - APPROVAL**

Proposed window to ground floor to store of retail unit

**Amendment**

The amendment information involves the revision of plan as proposed to remove the residential floor area that was previously shown on the proposed floorplan.

**20/00806/FUL St Andrews North Street – APPROVAL**

Introduction of six new roof lights and internal roof insulation, repairs to the roof, new gutters and downpipes, and infill to boundary wall, new pedestrian gate

**20/01004/FUL 133 North Street - APPROVAL**

New garage to south side of 133 North Street

**20/00879/FUL 3 The Leys - REFUSAL**

Proposed first floor extension

**20/00787/FUL Millfield House, Mill Lane – APPROVAL**

Revise north garden to include, lodge, boardwalk, steps, retaining wall, tree replacement and planting

**20/00693/LRN McGowan Rutherford, Factory Road – Prior Approval Not Required**

Conversion of existing pump house into residential dwelling to include driveway and amenity space and new access roadway and associated works

**FC/131020/6.3 Trees/Environment**

Notification of approved (ECDC) tree works

**20/01083/TRE 16 Myrtle Drive**

T1 Maple – Reduce crown by 2m – 2.5m and thin crown by 10%

**FC/131020/7 Finance**

1.Consideration of payment to the following:

<b>Payee</b>	<b>Description</b>	<b>DDR Date</b>	<b>Amount inc Vat</b>
Dormakaba	Maintenance Contract Door JRR		£427.20
ESPO	Supplies including bin etc for Public Toilet		£146.73
WAVE	Water Bill JRR	12.10.20	£8.53
WAVE	Water Bill Allotments	12.10.20	£534.58
Huws Gray Ridgeons	Maintenance Supplies		£30.04
Burwell Office Cleaning	JRR/MH/Pavilion Cleaning		£737.07
Jim Perry	Key Cut Pauline's Swamp		£5.00
Global Fire Services	GMH Emergency Lighting Annual Check		£102.00
Unity Trust Bank	Bank Charges		£2.10
Icon Signs	Toilet Sign		£42.00
Cambridgeshire County Council	Contribution to 2 no MVAS Signs LHI		£4,213.57
Eon	Mandeville Hall Gas		£46.65
Michael Martin	Ret of Dep MH		£50.00
George Rowland	Mileage and Phone		£79.30
Martyn Wright	Keyholder Mileage		£17.55
Salaries Tax NI Superannuation	Including Additional Handyman Hours - Covid-19,		£6,882.37
	<b>Total Payments</b>		<b>£13,324.69</b>

**FC/131020/8 Action Points Update****FC/131020/9 Group Reports****Consideration of notes and recommendations from the Finance and General Purposes Meeting held on 29<sup>th</sup>**

1. The Group recommends to Full Council Vision ICT should be appointed to provide a new website for the Parish Council. Cost in the region of £1650.00
2. The Group recommends to Full Council that the following salary adjustments are made in recognition of the additional work that is being carried out whilst Covid-19 requirements are in place.
  - a) For the additional 30 minutes of cleaning that needs to be carried out at the end of each booking, the keyholder will be paid an additional £4.50 per booking.
  - b) At a weekend when Martyn Wright disinfects the play equipment, he will be paid £30.00 instead of the normal £23.13.
3. The Group has carried out a review of the following Council's policies with the following recommendations:

**Policy Review 2020**

Standing Orders	Reviewed and approved 10.12.19
Financial Regulations	Reviewed and approved 10.12.19
Risk Management Policy	F&GP 28.7.20
General Privacy Notice (GDPR)	App 12.6.18 Think Okay but may need to review following Brexit completion
Staff, Councillors and Role Holders Privacy Notice (GDPR)	As above
Speed Indicator Devices Deployment Policies	Linked to CCC approved Nov 18
Children, Young People and Vulnerable Adults Protection Policy	No update required
Disciplinary + Grievance Policy	No update required
Data Protection and Information Security Policy	No Changes required
Pension Policy	No Changes required
Social Media Policy	Under review by Clerk and Paul
Cemetery Regulations	Not reviewing
Hall Bookings Regulations	Not reviewing
Allotment Regulations	Not reviewing
Burwell Parish Council Members Code of Conduct	Revised Model Code of Conduct under consultation NALC
Burwell Parish Council Equal Opportunities Policy	No update required
Burwell Parish Council Health and Safety Policy	Shouldn't all that applies to contractors, Section 12, also apply to Parish Council employees?
Burwell Parish Council Lone Workers Policy	No changes required
Burwell Parish Council Complaints Procedure	No updates required
Information Available Under the Publication Scheme	Will update with new email addresses etc
Parish Councillor Conduct Complaints Policy	No updates required
Burwell Parish Council Statement of Intent to Training	No updates required

Burwell Parish Council Tree Policy	No updates required
Community Engagement	BAFY needs to be included in the list of organisations under 'Involvement with Partnerships'
CCTV	Approved Feb 2020 not due for review

**Consideration of the notes from the Safety Group Meeting held on 6<sup>th</sup> October 2020.**

**FC/131020/10 Parish Reports: -**

1. Weekly Property Reports.

**FC/131020/11 Other County & District Matters: -**

1. ECDC Street Numbering – 112 Low Road and land rear of Hawthorn Way
2. ECDC Helium-filled balloons and lanterns

**FC/131020/12 Other Reports - None**

**FC/131020/13 Correspondence**

1. Sunnica Energy Farm – Statutory Consultation
2. Magpas Air Ambulance

**FC/131020/14 Consideration of the following items**

1. Covid-19 update
2. Gardiner Memorial Hall – General Update and Reports, consideration of payments etc.

*YDRix*

Yvonne Rix (Mrs.)  
Parish Clerk

Dated: 8<sup>th</sup> October 2020