

**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 13<sup>th</sup> March 2018 you are summoned to attend for the transaction of the following business

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**AGENDA**

**FC/130318/1 Apologies**

**FC/130318/2 Declarations of any interests known to Councillors**

**FC/130318/3 Approval of Minutes of the meeting of 27<sup>th</sup> February 2018**

**FC/130318/4 Public Forum** a maximum of 15 minutes will be allowed for public comment on any agenda item

**FC/130318/5 Planning Applications**

**17/01094/OUM IGP Solar PV Plant Number 6 Ltd – Land West of Reach Road**

Proposed employment development consisting of B1 uses, and associated access and landscaping  
Amendment involving an increase to the width of the proposed footpath

**18/00155/OUM IGP Solar PV Plant Number 6 Ltd – Site to North Meadow View Industrial Estate, Reach Road**

Proposed employment development consisting of B1 uses, and associated access and landscaping  
Amendment involving an increase to the width of the proposed footpath

**18/00026/VAR 21 Isaacson Road**

To vary Condition 1 (approved plans) and Condition 3 (materials external surfaces) of previously approved 17/01514/FUL for resubmission of previously approved 17/00233/FUL with minor amendments to front and rear extension and no longer extending first floor

Amendment involving a change to the side elevation roofline

**No response required**

**18/00217/VAR Mr. S. Morris - 105a The Causeway**

Variation of condition 1 (Approved plans) and 3 (opening hours) of previously approved 16/01479/FUL for proposed change of use of ground floor unit from A2 to A3

**FC/130318/6 Decisions from District Council**

**17/02145/OUT Land to West of 4 Newmarket Road**

Proposed detached dwelling and vehicular access

**APPROVAL**

**18/00013/FUL 18 Spring Close**

Proposed extensions and internal alterations

**APPROVAL**

**18/00012/FUL 2 Sheeppyard Cottages, Heath Road**

Demolish existing outbuilding and replace with a new single storey extension to the rear of the property

**APPROVAL**

**FC/130318/7 Action Points Update**

To receive any updates available relating to the action points

**FC/130318/8 Group Reports**

1. Finance and General Purposes

Consideration of report of the meeting held on 6.3.18 and recommendations:

- a) To open a Public Sector Deposit Fund Account with Churches, Charities and Local Authorities Room (CCLA) Investment Management Ltd and deposit £100,000 from existing Parish Council funds.
- b) To continue the monthly transport to Ely with additional advertising with a further review after 3 months
- c) Financial Regulations reviewed with no changes considered necessary at this point in time
- d) A review of the Asset Register to be carried out
- e) Risk Management Policy reviewed with no changes considered necessary.
- f) To purchase a small fire proof safe to store data back-up equipment
- g) Council's direct debits reviewed for the following:  
Anglian Water Business (WAVE), British Gas, BT, Eon, ECDC, HMRC(VAT), Lloyds Bank, NEST and Siemens Financial Services
- h) Safe guarding of Funds – The group considers that funds are safeguarded
- i) Internal Controls reviewed and are adequate with no changes considered necessary at this point in time
- j) That staff appraisals have been carried out with a recommendation for the Handyman's hours to be increased to 25 per week throughout the year and the Assistant Clerk's hours to be increased to 14 hours per week (currently 12 hours) from 1.4.18
- k) That a high viz jacket and vest, along with waterproof trousers are purchased for the Handyman
- l) That an additional filing cabinet and drawer unit is purchased for the staff
- m) To obtain estimates from Structural Engineers to carry out a survey of the ceiling at Mandeville Hall
- n) To purchase a small fridge and microwave for the Jubilee Reading Room
- o) To upgrade the phone and internet contract with BT at an increased cost of 70p per month

**FC/130318/9 Parish Reports :-**

**Property –**

Weekly Play Area Inspection Reports

**Trees/Environment**

Notification of approved tree works at the following properties:-

**14 Silver Street**

T1 Cherry – Crown lift and prune back overhang over footpath to give clearance for pedestrians

T2 & T3 Cypress Trees – Reduce to 2.5m in height

**25 Hatley Drive**

T1 Ash – Re-pollard at a finished height of 10 metres

**FC/130318/10 County & District Matters:-**

East Cambridgeshire Parish Conference 28.3.18 Mandeville Hall  
Community Governance Review

**FC/130318/11 Other Reports (in circulating file):-**

None

**FC/130318/12 Finance**

1. Refurbishment Project – Recreation Ground
  - a) For the Council to approve that two members of the council will stand on the Burwell Sports Federation, with this requirement forming part of the Burwell Sports Federation constitution (to meet grant funding requirements).
  - b) For Alan Lamb to be appointed as Project Manager for all areas of the Recreation Ground Refurbishment including the Skate Park, Multi Play Area, Pavilion and Car Park.
  - c) That the Parish Council acts as third party contributor for grant applications to Mick George and Amey

2. Consideration of payment to the following:

George Rowland  
Debbie Cawley  
Martyn Wright  
Burwell Office Cleaning  
Ridgeons  
Latta Hire Limited  
Burwell Window Cleaning  
Mr Groundsman  
Suregreen  
Newmarket Town Band  
Cambs Libraries  
Clunch  
FCC Recycling (UK) Ltd  
Copy IT Digital Solutions Ltd  
ESPO  
Meads Construction  
Siemens  
Lloyds Bank  
BT  
Eon  
Staff salaries, tax, NI and  
superannuation  
Return of Deposits

**FC/130318/13 Correspondence**

None

**FC/130318/13 Consideration of the following:**

1. Request for Swallows Football Club to use the Recreation Ground for a marathon charity football game with possible bar and bbq on the weekend of the 19<sup>th</sup> and 20<sup>th</sup> May 2018.
2. Consideration of co-option to Council to fill the existing Parish Councillor vacancy.



Yvonne Rix (Mrs)  
Parish Clerk

Dated: 7th March 2018