

**BURWELL PARISH COUNCIL**  
**The Jubilee Reading Room**  
**99 The Causeway, Burwell, Cambridge. CB25 0DU**  
**Telephone 01638 743142**

Chairman: Mrs P Kilbey

Clerk : Mrs L J Reader

**Minutes of the meeting of Full Council held on Tuesday 11<sup>th</sup> September 2012 in the Jubilee Reading Room, 99 The Causeway, Burwell, CB25 0DU**

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**Present** :- Pat Kilbey – Chairman, Laura Barrett, Tim Clay, Liz Goodman, Sylvia Greenaway, Don Harrison, Gus Jones, Joan Lonsdale, James Perry, Derek Reader, Michel Scarff, Heather Sims, Michael Smith, Liz Swift, Fay Whitehouse, Hazel Williams, Brenda Wilson

**01.09.12** There were no apologies for absence  
**Apologies** :-

**02.09.12** The following personal interests were declared  
**Declarations** Derek Reader - the payment of accounts  
**of any**  
**Interests**  
**known to**  
**Councillors** :-

**03.09.12** The minutes of the meeting of Full Council held on Tuesday 28<sup>th</sup> August 2012  
**Approval of** were approved and signed  
**Minutes** :-

Proposed – Joan Lonsdale, seconded – Don Harrison

**04.09.12** There were no members of the public in attendance that wished to speak on  
**Public** any issue.  
**Forum** :-

**05.09.12** The following planning application was considered:-  
**Planning**

**Applications** :- 12/00603/OUT

**Mrs Doris Sibbons – Velindre 54 Isaacson Road**  
Outline application for two detached dwellings

No objection

**06.09.12** The following planning applications have been approved :-  
**Decisions**

**From District** 12/00434/FUL  
**Council** :-

**Mr Thomas Pateman – Burwell Cold Store Ltd.**  
**First Drove**

Change of use of land to 6no. p[lots for  
Gypsy/Travellers, with associated paddock.

The Chairman advised Council that she had attended the planning meeting where the above application was determined and her feeling was that neither this meeting nor a previous meeting in August where Councillors had voted to refuse the proposal had been fairly conducted. The District Councillors had attended a seminar prior to the planning meeting on the determination of applications for travellers sites and the reasons to be considered prior to refusal.

Michel Scarff advised Council that he too was unhappy with the way that information had been given to the South Neighbourhood Panel and the fact that an assurance had been given to the panel that no new sites would be considered until the Core Strategy was agreed at the meeting of the District Council on 7<sup>th</sup> September 2012.

It was resolved that a letter of complaint would be sent to the Chief Executive of East Cambridgeshire district Council regarding the way in which the decision was made.

- 12/00563/PDR**                      **Mrs S A Briggs – Magneville Cottage 8 Mandeville**  
Replace 11 windows with upvc windows without glazing bars
- 11/00831/FUL**                      **Mr M Hubbard – Land adjacent to 101 The Causeway**  
Construction of new three bedroom chalet style house to include extension of existing garage
- 12/00633/FUL**                      **Mr Peter Denny – 23 Pound Close**  
Demolition of existing garage and construction of extension to form bedroom, WC and utility room and rear extension to form conservatory/garden room.

The following planning application has been refused :-

- 12/00589/FUL**                      **Mr Paul Rudge – Land to rear of 64A North Street**  
Construction of new dwelling

**07.09.12**  
**Action**  
**Points**  
**Update** :-

**Mandeville Hall** – The Clerk notified Council that following negotiation with the rating authority the playing field adjacent to Mandeville Hall has now been included with the rates for the Hall at no extra cost.

**Jubilee Reading Room** – The architect had sent a copy of the specification for the proposed extension at the Reading Room and confirmed the companies that had been approached to tender.

**Dial-a-Ride** – A response had been received from Dial-a-Ride with regard to our request for the consideration of a change of timings for the Thursday runs to Ely to allow people to stay for lunch if they wished. It was resolved that because of conflicting information we would ask Dial-a-Ride for the names and addresses of service users so that we could conduct our own survey.

**08.09.12**  
**Parish**  
**Reports** :-

**Grounds** – Weekly play area reports show ongoing maintenance as per the ROSPA report.

The Clerk advised Council that due to the recent weather conditions the grass cutting contractor had advised that an additional cut would be of benefit on the Recreation Ground it was resolved that this could be done.

**Trees/Environment -**

Notification had been received of tree works at the following properties:-

**3 Pantile Lane**  
Silver Birch – Fell  
Firethorn – Fell  
Silver Birch – Fell  
Yew – Fell

**Lowland House, 29A The Causeway**  
5 x Conifer – fell

**Buildings** – A verbal request had been received from the Tigers Football Club to install a small fridge in the Pavilion at the recreation ground for the storage of soft drinks and sweets. It was resolved that permission should be granted provided the appliance was PAT tested.

**09.09.12**      **Code of Conduct training** – Notification has been received that the District Council Monitoring Officer is proposing to hold local training sessions for groups of Parish Councils on the new code of Conduct. Parishes will be notified of the dates in due course.  
**County & District Matters :-**

Hazel Williams arrived at 8.08pm having previously notified the Clerk that she would be late arriving

**10.09.12**      There were no reports for circulation  
**Other Reports :**

**11.09.12**      The Chairman advised that she would like to form a Human Resources Group to look at the posts of the handy men and key holder. The following volunteered to attend Pat Kilbey, Brenda Wilson, Hazel Williams, Joan Lonsdale and Liz Goodman. A date would be arranged for the group to meet.  
**HR Group :**

**12.09.12**      The group had met primarily to look at issues raised by the cricket Club. A request had been made by the cricket Club for a contract to be drawn up for the coming season for their use of Mandeville Hall. The Club had also queried when the price increase for the hire of the hall would be agreed. The group felt it would be difficult to draw up a formal contract for the use of the hall. With regard to the price increase this would be a recommendation from the Finance Working Group at their November meeting and would be discussed at the next meeting of Full Council following this. It was resolved that Joan Lonsdale would formulate an answer to the queries raised.  
**Mandeville Hall Working Group :-**

An enquiry had been made with regard to a possible business use for Mandeville Hall. It was resolved that the Working Group would meet with the person concerned to discuss this.

Quotations for the supply and fixing of the car park boundary fencing at Mandeville Hall were also considered by the group. It was recommended that quotation 'C' was accepted in the sum of £3602.36 plus VAT for the supply of materials and quote 'A' in the sum of £515.48 for the fixing. It was resolved to accept the recommendations of the working group.

**13.09.12**      As the present office photocopier is nearing the end of its lease alternative quotations had been sought for a replacement. Michel Scarff had collated the information and talked Councillors through the various options. It was resolved to accept quote 'A' in the sum of £348.28 per quarter.  
**Replacement Photocopier :-**

**14.09.12**      In order for Derek Reader to remain in the room under the new Code of Conduct whilst the accounts were considered for payment the Clerk was instructed by Council to issue a dispensation to this effect for the payment of the accounts as they contained the payment of the Clerks salary.  
**Dispensation For Councillor :-**

**15.09.12**      Gus Jones had suggested that during the winter months it might be possible to store salt for the gritting in the Pound Hill telephone kiosk as it was a central point for collection. Following discussion it was felt that this probably was not an appropriate use of the kiosk. Following further discussion it was resolved that a better solution would be purchase a lockable outside storage box to be placed at the rear of the Reading Rooms.  
**Pound Hill Telephone Kiosk :-**

**16.09.12**      Michel Scarff declared a personal interest prior to any discussion on the payment of the accounts.  
**Finance :-**

The accounts as presented were approved for payment

Proposed – Hazel Williams, seconded – Joan Lonsdale. Agreed by all.

**17.09.12**      Burwell Community Lunch – notification had been received that the next community lunch will be held on Thursday 20<sup>th</sup> September 2012 at Mandeville Hall at 11.15pm  
**Correspondence :-**

Hazel Williams brought an article from the newspaper to the attention of Council, it was an application for an increase in the number of vehicles to be stored at their Broads Road site by Manchetts. Cllr. Williams was concerned about the effect that this application could have on residents. It was resolved that this should be an agenda item for the next meeting of full council and that the Clerk would look up the details of the original planning application prior to this. It was also felt that we needed to look at the guidance issued by the Traffic Commission into how to respond to the application notification.

There being no further business the meeting closed at 8.45 p.m.

Signed this                      day of                      2012 \_\_\_\_\_  
Chairman