

**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 12<sup>th</sup> March 2013 in the Jubilee Reading Room, 99 The Causeway, Burwell, CB25 0DU**

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

**01.03.13** Apologies for absence had been received from Michel Scarff and Heather Sims  
**Apologies** :-

**02.03.13** The following pecuniary interest was declared  
**Declarations** Derek Reader – Payment of accounts  
**of any**  
**Interests**  
**known to**  
**Councillors** :-

**03.03.13** The minutes of the meeting of Full Council held on Tuesday 26<sup>th</sup> February 2013  
**Approval of** were approved and signed  
**Minutes** :-

Proposed – Joan Lonsdale, seconded – Gus Jones

**04.03.13** A representative of the Burwell Action Group was present and reported that the group  
**Public** was aiming to get as many responses as possible to the local Plan. He advised that  
**Forum** returns after 25<sup>th</sup> March would still be accepted. The group's main concern was still  
the 350 houses proposed. A document showing the estimated planning had been  
published by ECDC and this showed that the 350 houses are scheduled to be built at  
a rate of 40 per year over 9 years, which is much quicker than the proposed 20 year  
plan.

**05.03.13** The following planning applications were considered:-  
**Planning**  
**Applications** :- 13/00112/FUL

**Mr Carl Sinclair – 11 Buntings Crescent**  
First floor side extension over existing garage

No objection

**13/00063/FUL** **Mr N Watts - Hythe House, 6 Hythe Lane**  
Proposed alterations and extension to form 2 storey  
extension to rear. Demolition of existing garage block –  
construction of new garage block

Whilst Council have no objection to the proposed extension we are concerned with  
the choice of materials to be used to clad the extension.

**06.03.13** The following planning application has been approved :-  
**Decisions**  
**From District** 11/00618/FUL **Mr Harj Tiwana – Valencia, Dysons Drove**  
**Council** :- Demolition of existing bungalow and garage and the  
construction of two bungalows

**07.03.13**  
**Burwell**  
**Swimming**  
**Pool** :-

A representative of the Burwell Swimming Pool Committee was present to give the following presentation. To date the committee are still trying to ascertain who owns the current pool and where the original plans are. They are also trying to establish if there is a lease on the current pool and if so how long the lease has to run and where responsibility lies if the pool were to close permanently.

An approach has been made to the District Council to see if they would be prepared to support the project on any way and a positive response has been received. Advice has been given that the lease is held by the County Council and all queries regarding this matter should be directed to them. Committee members have been to look at the Eco Hub at Gamlingay and the architects of this project have been invited to look at designing an eco-pool for Burwell. The committee are proposing to hold a Partnership Day to obtain pledges of support for the project. It was proposed that the use of Mandeville Hall for this event should be offered free of charge and this would be discussed at the next meeting of Full Council. Gus Jones expressed a desire to be appointed as the Parish Council representative to the swimming pool committee. Council would discuss whether or not they wished to visit the Eco Hub at Gamlingay at their next meeting.

**08.03.13**  
**Action**  
**Points**  
**Update** :-

**Spring Close Benches** - Confirmation has been received from the manufacturers that the benches are now ready and will be delivered on Monday 18<sup>th</sup> March 2013. The contractor is aware and will install the benches weather permitting on the same day. It was resolved that members of the Grounds and Recreational Group would establish the final position of the four benches.

**Dial-a-Ride** – Dial-a-Ride have confirmed that they are able to offer an extended service to Ely for one of the runs to Ely and to incorporate a drop off at Sainsbury's. It was resolved that the extended service should run from the 2<sup>nd</sup> trip in April to the 2<sup>nd</sup> trip in September.

**Section 106 funding** – Confirmation had been received that currently there is £14914.75 for Community Infrastructure and £6175.62 Public Open Space in lieu available. It was further confirmed that this is in addition to the £10000.00 already allocated for Burwell and District Day centre and that none of this money is time restricted.

**Burwell Vision** – Confirmation has been received that a door to door leaflet drop will be carried out in the village promoting the Burwell Vision and the second consultation event which is to be held on Saturday 23<sup>rd</sup> March from 9.30am – 1.30pm in the Gardiner Memorial Hall.

**Pauline's Swamp** – Joan Lonsdale has met with the handy man to mark the positions for the siting of the interpretation boards. The clerk confirmed that the ownership sign has also been ordered.

**09.03.13**  
**Parish**  
**Reports** :-

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

**Mandeville Hall** – One of the rubbish bins at Mandeville Hall has been set alight, no damage was caused to the building but the bin was totally destroyed. The matter has been reported to the police and CCTV images of the offender have been circulated. It was resolved that a replacement bin should be purchased.

**Trees/Environment** -

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

**4 Silver Street**

Sycamore – fell

Leyland Cypress hedge - Fell

**Burwell House, North Street**

Conifer Hedge 1 – remove

Conifer Hedge 2 – remove

Conifer hedge 3 – reduce height by approximately 2.5 metres

Conifer hedge 4 – reduce height by approximately 2.5 metres

**Notice Board at The Baptist Chapel** – James Perry advised Council that the post on the notice board has rotted through and needs replacing. The clerk will ask the handy men to attend to this.

**10.03.13**  
**County &**  
**District**  
**Matters :-**

**Street Lighting** – Response to e-mail concerning the zebra crossing at Pound Hill and the disruption with the trenches and barriers  
Balfour Beatty accept that the level of lighting at the zebra crossing on Pound Hill is below standard and that a temporary light should have been installed whilst the old fashioned column was structurally tested. This has now been done. It was noted that we would need to monitor the situation as we have asked for the old fashioned lamp standard to remain. It was further noted that we must ensure that a connection is left to enable the Christmas lights to be connected.

**Buildings of Local Interest** – Response from the Conservation Officer regarding the possibility of coming out to speak to multiple Parishes at a venue in Burwell.  
The Conservation officer has thanked us for our offer to host an evening for her to come and give a presentation on the above and will be back in touch after she has attended the South Neighbourhood Panel meeting in March.

**11.03.13**  
**Other**  
**Reports :**

The reports listed on the agenda had been circulated to Councillors for information.

**12.03.13**  
**Crime**  
**Reduction**  
**Officer :-**

The Crime Reduction Officer has offered to attend a Parish Council Meeting to talk about personal and home security issues. Following discussion it was resolved that we should invite her to attend the Annual Parish Meeting.

**13.03.13**  
**Burwell**  
**Day Centre :-**

**Proposed License for Alteration** – In order to proceed with the proposed alterations to the Day Centre we need to obtain a license from the County Council. The County Council have asked that we pay their reasonable legal expenses. A verbal quotation has been received for these costs in the sum of £350. It was resolved that Council would pay these costs on behalf of the Day Centre.

**Lease** - A draft lease has now been drawn up and sent to us for approval. The Clerk has asked for the signatories to be changed to herself and the current Chairman of the Council.

**14.03.13**  
**Annual Parish**  
**Meeting &**  
**Report :-**

Some discussion took place as to topics for the Annual Parish Meeting the following suggestions were made - Crime Reduction Officer to be invited to attend, Swimming Pool Committee, Burwell Vision, Dial-a-Ride and possibly Neighbourhood Plans.  
The cost of holding a referendum for a Neighbourhood Plan was to be investigated along with the possibility of running the referendum alongside an election to see if this would reduce the cost.

With regard to distribution of the Annual Report it was resolved that this would be printed in the office and distributed by Councillors/Parishioners.

**15.03.13.13**  
**Finance :-**

The following items were considered:-

**Closure of Barclays Bank Accounts and opening of Building Society Accounts**

Due to the low interest rates being paid by our current bank on our deposit accounts it was resolved that we should close our deposit accounts at Barclays and the money should be invested as follows:-

£90,000 into a Notice Council Saver Account at the Cambridge Building Society

A further Notice Saver Account for Pauline's Swamp

An Easy Access Council Saver for the remainder of our savings

**Use of Mandeville Hall by Burwell Cricket Club**

Following some discussion it was agreed that the rates as set by the Finance Working Group and ratified by Full Council would remain in force for the coming year. It was further resolved to arrange a meeting with the Cricket Club and Council representatives to discuss the issues raised and to explain the rationale behind the decision.

### **Use of Mandeville Hall by Burwell Post Natal Group**

It was resolved that the Post Natal Group would be charged at the reduced rate of £11.25 per hour. It was suggested that they could apply to Community Forum, Newmarket Lions and the Parish Council for funding and look at the possibility of voluntary donations to cover their costs.

### **Use of Mandeville Hall by 1<sup>st</sup> Burwell Brownies**

A letter had been received from the above group asking of Council would consider a reduced rate for their forthcoming use of Mandeville Hall. Following extensive discussion it was resolved that they should be charged at the same rate as the Rainbows if appropriate once a copy of their accounts had been received.

### **Renewal of domain name**

Notification had been received that our domain name Burwellpc.gov.uk was due for renewal. The cost was quoted at £40 for two years however the invoice had been issued for £112.80. The Clerk would ask the Finance Office to look into this matter prior to any payment being made.

### **Renewal and alterations of Clunch advert**

An invitation had been received to renew the Councils advertisement in Clunch for the coming year. The Clerk informed Council that despite requesting an amendment to last years advertisement this had not been done. It was resolved that we would renew the advertisement but would also write and request the amendment is made this year and point out that we were disappointed that having paid for the advertisement last year the Clunch team had failed to instigate the changes.

### **Request for funding for Summer Reading Scheme**

Cambridgeshire Libraries had written to ask if we would be prepared to support this years Summer Reading Scheme as in previous years. It was resolved that £200 would be granted for this.

### **Grass cutting contract**

Ten requests had been received for tendering packs of these four had been returned. The tenders had been opened by Councillors and it was recommended that tender 'D' was accepted. It was resolved that the recommendation was accepted and the grass cutting contract for the next five years was awarded to K Fergusons Ltd.

Derek Reader left the room at this point.

The accounts as presented were approved for payment with the exception of the payment to Hostaway which was to be queried.

Proposed – Liz Goodman, seconded – Joan Lonsdale. Agreed by all.

Derek Reader returned to the meeting at this point

### **16.03.13 Corresp- ondence :-**

#### **Letter from a resident regarding a Virgin Media Cabinet in Spring Close**

A resident had written to ask if there was anything that Council could do to get a Virgin media Cabinet moved from his new driveway as it was obstructing the entrance. It was resolved that this was a matter for the resident to take up with the cable company and there was nothing Council could do in this instance.

#### **Letter from Zurich Municipal Insurance regarding claim against the Parish Council**

Our insurers confirmed that they had written to the solicitors of the gentleman trying to make a claim against Council to repudiate his claim and stated that they believe that on the evidence provided there is no negligence on Council's behalf.

#### **Utility Wise – Energy Consultants**

The above company had written offering to do an audit of our energy usage and charges to see if they could find us a better contract. Following discussion it was resolved that Council did not wish to take advantage of this offer at the present time.

There being no further business the meeting closed at 9.35p.m.

Signed this

day of

2013

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Chairman