

**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 14<sup>th</sup> August 2012 in the Jubilee Reading Room, 99 The Causeway, Burwell, CB25 0DU**

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

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

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

**03.08.12** The minutes of the meeting of Full Council held on Tuesday 31<sup>st</sup> July 2012  
**Approval of** were approved and signed with the following amendments  
**Minutes :-**

**23.07.12** Notification had been received that a site visit would take  
**Planning** place prior to the Planning meeting at ECDC on Wednesday  
**Corresp-** 1<sup>st</sup> August. The Clerk informed Council that Hazel Williams  
**ondence :-** would be attending the meeting and would speak on behalf  
of the Council. The Chairman also advised Council that she  
would be attending the meeting as a member of the public  
and would also try to attend the site meeting.

Should read

**23.07.12** **12/00434/FUL Mr Thomas Pateman – Burwell Cold Store**  
**Planning** **ltd. First Drove**  
**Corresp-** Change of use of land to 6no. plots for gypsy/travellers, with  
**ondence :-** associated paddock.

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would be attending the meeting as a member of the public  
and would also try to attend the site meeting.

The following was omitted from the County & District Council Matters

**27.07.12** **Grass Cutting** – Notification had been received from the  
**County &** County Council that because of the recent very wet weather  
**District** the second cut on the Public Rights of Way will not be done  
**Matters :-** until the end of August/ beginning of September.

Proposed – Don Harrison, seconded – James Perry

**04.08.12**  
**Public**  
**Forum** :-

A parishioner present raised some concerns with regards to overgrown shrubbery along the pathway from Swaffham Road to Station Gate, also an overgrown hedge that was obstructing the pavement along Swaffham Road. The clerk would look into both these matters. She also mentioned that there appeared to be rubbish in the stream in Spring Close and the general area around the stream was untidy. The Clerk would task the handy men to remove the rubbish and speak to the grass cutting contractor with regard to the untidiness along the stream edge.

**05.08.12**  
**Street**  
**Lighting** :-

Representatives from the County Council and Balfour Beatty were in attendance to answer questions regarding the new street lighting. The Chairman explained the problems which had been encountered during the changing of the street lighting. Residents and Councillors alike were concerned that there seemed to be no logic to the work schedule, lights were being removed where it was considered they should have been retained and vice versa. One of the biggest issues was the lack of communication and this had been addressed so that other villages should not suffer the same problems. An apology was given to Council for the inconvenience suffered by the village and a promise that they would look at improving the process for the future. The representatives were challenged regarding the ineffective response to complaints and Council were assured that again this would be rectified. Some discussion of specific problems took place and an assurance was given that all queries would be looked at and relevant action taken to remedy problems where possible.

**06.08.12**  
**Planning**

**Applications** :- **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

No objection

**07.08.12**  
**Decisions**  
**From District**  
**Council** :-

The following planning applications have been approved :-

**12/00610/AGN**

**National Trust – Burwell Fen Far, Newnham Drove**

Construction of a cattle handling corral

**12/00470/FUL**

**Mr Ian Swygart – Rosewood, 18 Hythe Lane**

Erection of a single storey front (North) extension, comprising single garage and entrance porch. Conversion of integral garage to playroom/4<sup>th</sup> bedroom and landscaping to create driveway with parking for minimum two cars.

**08.08.12**  
**Action**  
**Points**  
**Update** :-

**Mandeville Hall** – The Clerk reported that all of the final repairs to the property had been carried out with the exception of the problem with the flooring in the main hall which the contractors had been unable to resolve but would return at a later date.

**Dial-a-Ride** – Following a review of the service it was resolved that unless passenger levels increased on a regular basis it might be necessary to consider terminating the service.

Several approaches had been made to the clerk regarding the possibility of increasing the time in Ely for one of the regular runs to enable users to stay for lunch. Following discussion it was resolved that the Clerk would discuss the possibility with Dial-a-Ride of re-instating the later return journey for one of the runs.

**09.08.12**  
**Parish**  
**Reports :-**

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

**Trees/Environment -**

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

**103 North Street**

Conifer hedge – reduce height by 20ft

**10 Low Road**

Birch – shorten laterals to clear roof and house by 1.5 metres

**Newnham Farmhouse, 16 Low Road**

Willow – height reduction by 3 metres

**10.08.12**  
**County &**  
**District**  
**Matters :-**

**Questionnaire of Play Provision** - It was resolved that the Grounds and Buildings Working Group should meet to complete the questionnaire

**Community Right to Challenge Protocol** – Information has to how to express an interest in bidding for the right to supply services had been received from the District Council. This was noted.

**Notification of resurfacing work to footways in Orchard Way –**

Notification had been received that some resurfacing work would be carried out in Orchard Way. It is hoped that work will commence around 3<sup>rd</sup> September but all residents would be notified prior to the commencement of work.

**11.08.12**  
**Other**  
**Reports :**

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

**12.08.12**  
**Code of**  
**Conduct :-**

It was resolved that the Code of Conduct as adopted by East Cambridgeshire District Council would also be adopted by Council. It was further resolved that the complaints procedure for Councillors would also be adopted and the power to grant dispensation would be given to the Clerk as the Proper Officer of the Council.

In light of the changes a review of Standing Orders needs to be carried out and it was resolved that the General Purposes Group should meet to look at the necessary amendments.

**13.08.12**  
**Co-option**  
**of**  
**Councillors :-**

There were five nominations for the two vacancies on the council. Following a ballot Miss Laura Barrett and Mrs Elizabeth Swift were co-opted to Council.

**14.08.12**  
**Burwell**  
**Chronicle :-**

The producer of the Burwell Chronicle had asked if it would be possible for him to write an article on the Parish Council and how it works. In order to do this he had asked for permission to attend a meeting and also to photograph the council at work, it was resolved that permission was granted.

**15.08.12**  
**Finance :-**

Consideration was given to the following :-

Request from a Councillor to attend a training session on Accounts and Year End Accounts at a cost of £35. It was resolved that this should be booked and paid for.

The accounts as presented were approved for payment

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

A query was raised following consideration of the payment of the accounts with regard to the grass cutting. It had been brought to Council's attention that although we were being charged for the strimming of the Recreation Ground by our contractor the Council handy men were in fact strimming areas of the Recreation Ground on a regular basis to keep it tidy. Other issues were then raised and it was resolved that the Clerk would query these issues with the contractor and ask that they are addressed immediately.

**16.08.12**  
**Corresp-**  
**ondence :-**

Hazel Williams declared a personal interest prior to any discussion on the next item.

**Cambridgeshire ACRE** – Notification had been received of the Annual General Meeting on Tuesday 25<sup>th</sup> September 6.00 – 8.30pm at Cambridge Golf and Conference Centre, anyone wishing to attend should notify the Clerk.

There being no further business the meeting closed at 9.15 p.m.

Signed this

day of

2012

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Chairman