

**BURWELL PARISH COUNCIL**  
**The Jubilee Reading Room**  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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Chairman: Mr D A Reader

Clerk: Mrs Y Rix

Minutes of the meeting of Full Council held on Tuesday 14<sup>th</sup> October 2014, 7.30 pm in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU.

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**Present:-** Derek Reader (Chairman), Liz Goodman, Sylvia Greenaway, Jane Hall, Don Harrison, Gus Jones, Pat Kilbey, Joan Lonsdale, Laura Murfin, James Perry, Michel Scarff, Mike Smith, Liz Swift, Fay Whitehouse, Hazel Williams, Brenda Wilson.  
Also present Lucy Frazer QC

**01.10.14 Apologies:-** There was no apologies for absence.

**02.10.14 Declarations of any interests known to Councillors:-** The following pecuniary interests were declared:-  
Joan Lonsdale 08.10.14 23 North Street Work to Trees  
Fay Whitehouse 05.10.14 Planning Application 14/01036/FUL  
Jane Hall 05.10.14 Planning Application 14/00765/FUL  
Derek Reader 11.10.14 Payment of Accounts

**03.10.14 Approval of Minutes:-** The minutes of the meeting of the Full Council held on Tuesday 30<sup>th</sup> September 2014 were approved and signed as a true and correct record.  
Proposed – Joan Lonsdale, seconded – Hazel Williams

**04.10.14 Public Forum:-** Lucy Frazer QC, Conservative Parliamentary Candidate for South East Cambridgeshire thanked the Council for allowing her to come along to observe the meeting in order to gain knowledge of the area and issues being faced.

**05.10.14 Planning Applications:-** The following Planning Application was considered:

- |                     |   |
|---------------------|---|
| <b>14/01036/FUL</b> | <b>Mr. A Bentinck – Idina 121 North Street</b><br>Erection of garage to rear of the house.<br><b>No objections</b>  |
| <b>14/00765/FUL</b> | <b>Mr. S Deistler – Land adjacent to 5 Laburnum Lane</b><br>Proposed 2 storey 3 bed house<br><b>AMENDMENT</b><br>A redesign of the dwelling proportions more appropriate to the existing street scene<br><b>No objections</b> |
| <b>14/01067/FUL</b> | <b>Mr. M Daines-Smith – 71 Silver Street</b><br>Amendment to original approval ref: 13/00669/FUL comprising slight move in position of garage plus some changes in window and door positions<br><b>No objections</b>          |
| <b>14/00957/FUL</b> | <b>Mr. and Mrs P Baker – Mill Bungalow, Mill Lane</b><br>The construction of a new single garage with attached carport and the formation of a new gravel driveway and turning area<br><b>No objections</b>                    |

**14/01007/ESF**                      **Mr. C Attle – Red Hill Farm, Cambridge Road, Stretham**  
Erection of 2 wind turbines, hub height of 75 metres with height to blade tip of 102 metres, concrete pads for crane use and small sub station  
**No objections**

**06.10.14  
Decisions  
from County  
and District  
Council:-**

The following decisions received from the District Council were noted:-

**14/00811/FUL**                      **Burwell Day Centre, Ash Grove**  
Construction of extension to external ductwork.  
**APPROVAL**

**14/00682/FUL**                      **Mr. G Williams – 51 Ness Road**  
Proposed 2no. Dormers to front elevation of existing bungalow.  
**APPROVAL**

**14/00789/FUL**                      **Daisy No 1 Ltd - Land North of Portland Farm, Heath Road**  
Installation of a cable connecting the approved solar farm which is to be located off Heath Road, Burwell (Ref: 13/00878/ESF) to the electricity sub-station which is located on the eastern side of Weirs Drove.  
**APPROVAL**

**07.10.14  
Action  
Points  
Update:-**

Council noted the Action Points with the following updates being made. The work at the Cemetery has now all been completed. The presentation for the Local Highways Improvement Initiative is on 22<sup>nd</sup> October 2014 at 2.30 pm. Hazel Williams reported that she had looked at possible places for a bench along Low road, but had found nowhere suitable. Work has been scheduled to start at the Day Centre on 24<sup>th</sup> October 2014.

**08.10.14  
Parish  
Reports:-**

**Grounds –**

Weekly Play Area Inspection Reports

The handyman has identified insufficient bark levels at Margaret Field and the Recreation Ground. A delivery of bark has now been received, so this will be rectified. Several pieces of equipment at Jubilee Green need minor repairs. The Clerk informed Council that replacement parts have been ordered so the handyman can carry out the repairs. She continued by informing Council that one of the Springer's at Jubilee Green was loose. The handyman should be able to repair this but it will mean damaging the surface. However a repair kit can be purchased to reinstate the surface. Liz Goodman asked if the Council had received any correspondence from residents regarding the play areas, as there had been several comments made on social media. The Clerk reported that an email had been received and that she was intending to respond in due course.

Replacement of damaged bench in Toyse Lane

The Clerk reported that the Silver Jubilee bench next to the bus shelter in Toyse Lane had been removed due to the metal supports breaking. It is not possible to repair the bench. A replacement bench made out of recycled plastic would cost around £350.00. Although there have been no comments made about the bench being removed, Council felt that the bench is frequently used and therefore should be replaced. Hazel Williams proposed and Council agreed to replace the bench.

Replacement of gate at the allotment

A quotation in the sum of £495.00 had been received to replace the posts and gate at the Allotments. The existing gate is not suitable for being repaired. Although only one quotation had been received, following a proposal by Hazel Williams, Council agreed to go ahead with the work, as the quotation, in comparison with other quotations for similar work recently carried out at the Cemetery was deemed to be of good value.

Repairs required to the overflow car park fence at the Recreation Ground

Derek Reader suggested that as the fence is constantly being in need of repair that the Council should consider more substantial fencing being installed. Council agreed to refer the matter to the Grounds and Buildings Working Group for further

consideration and also whether the overflow parking area should be sited differently on the Recreation Ground.

**Trees/Environment –**

The following approvals from the District Council were noted.

**Burwell Ex-Servicemens Club, 21 The Causeway**

T1 Walnut – Prune out diseased section of tree or fell

**3 Cedar Gardens (TPO/E/04/78)**

T3 Cherry (tree in poor condition and planting a replacement tree)

**23 North Street**

T1 Laurel – Fell down to live growth

T2 Acer negundo – Crown reduce major limbs over garden back to previous pruning points. Crown reduce height by approx. 4m. Shorten lateral limbs over adjacent garden back to fence line.

T3 Sorbus – Crown reduce by approximately 2.5m

T4 Large Prunus – Crown reduce all round back to previous pruning points

T5 Cupressus – Cut back sides hard but not so as to open up bare wood.

T6 Pineapple tree – Cut back all overhanging touching and growing over the adjacent house

T7 Malus – Crown reduce down by approx. 4m to previous upper pruning points.

Remove all overhang to the adjacent house.

T8 Laburnum – Reduce of garage side to reduce weight of lean

**18 Hatley Drive**

T1 – 9 Leyland Cypress – Fell to ground level

**14 Kingfisher Drive**

T1 Walnut – Crown reduce height by approx. 4m. Crown reduce spread by approx. 2-3m on all sides. Crown lift to clear approx. 2.5m from ground level.

**43 The Causeway**

T1 Apple tree – Crown lift to give 2.5 ground clearance and prune to leave balanced crown shape.

**09.10.14**

**County and District Matters:-**

ECDC – Potential free IT support for residents

Notification had been received from the District Council of potential free IT support to residents aged over 19. The District Council had asked for groups to be made aware of this. Council agreed to include in the next Newsletter, Clunch and would ask for details to be put on the Village Website.

**10.10.14**

**Other Reports:**

The following reports were noted:

Notes from meeting held on 26.9.14 with ECDC  
Formal notes from the Pilot Parish Conference  
Copy of letter to ECDC from resident regarding Development of Burwell  
CCC Flood Risk – Information  
Copy of email from resident and reply regarding consultation for Newmarket Road Development

**11.10.14**

Request from WI for reduction in fees in return for yearly invoice

A request had been received from the WI to receive an annual invoice for the year for the hire of the Gardiner Memorial Hall and for a 5% discount in fees. The Clerk informed Council that for accounting purposes it would be preferred if the invoice could run from April to March and of the need for payment to be made upon receipt of the invoice, not part way through the year. Following a suggestion from Mick Scarff, Council agreed that an invoice for all WI bookings to the end of the financial year should be issued. A further invoice will be issued in March 2015 for all bookings to March 2016. Both invoices will need to be paid in advance to secure the 5% discount.

Purchase of a vacuum leaf blower or vacuum kit

A request has been made by the handyman for a vacuum leaf blower to aid the clearance of leaves around the parish properties. The existing leaf blower should have had a vacuum kit supplied when purchased, but this cannot be found. Council agreed that a replacement kit should be purchased.

Consideration of tools for Handyman including Ladder, Bolt Cutters, Loppers and Cordless Drill

Various tools and equipment are required for the handyman to carry out his work. Cost of the tools will be around £243.00 for a cordless drill, £70.00 for a ladder and

£15.00 for the Loppers. Council agreed that these items should be purchased. All equipment will need to be security marked. A risk assessment and training will be required for the handyman for use of the ladder.

Consideration of quotations for clearing of rubbish from allotment bins

Estimates had been received to empty the large bins at the allotment. Discussion took place over if the bins should be completely emptied or if the branches and rubbish should be cleared from the top and the compost at the bottom left for use by the allotment holders. Council agreed that the bins should be emptied completely by Meads Construction at an estimated cost of £160.00 plus VAT for emptying and transporting the contents to Amey Cespa. A charge of £60.00 plus VAT per tonne landfill charges will also be incurred.

Consideration of prices for additional Noticeboards

The Clerk informed Council that an aluminum board for outside the Mandeville Hall would cost from ESPO between £146.00 and £177.00 plus VAT. A further quotation had been received from a local joinery company for £781.00 for a free standing board on Pound Hill. Council agreed that the board should be purchased for Mandeville Hall. The cost to provide a board on Pound Hill was excessive and as an alternative, Council agreed to utilise the Parish Council owned phone box as a means to display Council information.

Consideration of payments to the following:-

The following payments were proposed by Pat Kilbey and seconded by Hazel Williams. Council agreed all payments.

S Rowland  
D Cawley  
Burwell Office Cleaning  
East Cambs District Council  
Herts and Cambs Grounds Maintenance  
Ely and Soham Dial a Ride  
Eastern Tree Surgery  
Mead Construction  
Burwell Cricket Club  
Soham Pest Control  
Global Fire Services  
J M Firesafety  
PKF Littlejohn  
Online Playgrounds  
Ridgeons  
Burwell Window Cleaning  
S R Landscapes Services  
Dorma UK Limited  
ESPO  
E On  
Unity Trust Bank (Alto Card Top Up)  
Anglian Water  
BT  
British Gas  
Salaries, Wages etc.  
Return of Deposits for Gardiner Memorial and Mandeville Halls

**12.10.14 Correspondence**

Letter from resident regarding traffic calming (no name or address given)

An anonymous letter regarding traffic calming had been received. This was not discussed due to Council's policy.

Soham, Burwell, Bottisham Children's Centre – Request for Parish Council Representative.

A request has been made for a representative to sit on the Advisory Board of the Soham, Burwell, Bottisham Children's Centre. Council agreed that Liz Swift should undertake the role.

**13.10.14 Consideration of adoption of the following Council policies:**

The following policies having been reviewed were approved and adopted by Council:

- Data Protection and Information Security Policy
- Complaints Procedure
- Publication Scheme

- Statement of Intent as to Community Engagement
- Training Statement of Intent
- Complaints Procedure – Code of Conduct
- Statement of Health and Safety Policy
- Members Code of Conduct

Pat Kilbey gave thanks to the members of the General Purposes Working Group for their work involved in reviewing the policies. Further policies still require reviewing and a further meeting of the General Purposes Working Group needs to be convened for this to be carried out.

**Consideration of the following motions:**

Point of Order (submitted by Gus Jones)

During the Council on the 30<sup>th</sup> September some councillors were allowed to speak at great length while one councillor was not allowed to speak. This occurred mainly because none of the councillors knew who was allowed to speak. To prevent a chairperson from being accused of bias, discrimination, bullying and to make it easier for the clerk to record the proceedings it is proposed that the council adopts one of the following:-

- Persons wishing to speak put up hand. When recognized by chair, person stands up. When finished sits down. Nobody else is allowed to speak while person is standing. Nobody is allowed to speak more than twice on a given agenda item

or as some persons may have a problem in standing up

- Persons wishing to speak puts up hand. When recognized by chair, keeps seated, render their contribution. Ends talk by raising hand to indicate to chairman that they have finished. Nobody is allowed to speak during a person's speech. Nobody is allowed to speak more than twice on any given agenda item.

A discussion took place with Mick Scarff expressing that the current Council's Standing Orders already read similar to the suggested motion. He spoke of when comments made by a Councillor are so repeated that other Councillors lose interest and that any concerns by a Councillor of the way a meeting has been handled, should be discussed with the Chairman in an adult manner. Those present agreed that Standing Orders should be followed, but that standing when speaking was not necessary or practical and is something that is not generally carried out at Parish Council level. Liz Swift spoke of when she had been on other Councils, raising a hand to alert the Chairman or Clerk of a wish to speak, so that the Chairman can call each in turn, had been beneficial. Concern was raised over limiting the number of times a Councillor is allowed to speak on any given agenda item, as this may restrict the council's ability to transact business. Council generally agreed that the Standing Orders should be adhered to, of the need to keep to the agenda, with only one member speaking at a time and when making a point, this should be brief and to the point and not repeating points made by other Councillors. Hazel Williams spoke of how this is a good reminder to all that everyone should be treated with respect.

Council agreed that a vote should be taken on the acceptance on motion b with an amendment removing the last sentence. A vote was taken with fifteen Councillors in favour and one against.

***Council resolved that persons wishing to speak puts up hand. When recognised by chair, keeps seated, render their contribution. Ends talk by raising hand to indicate to chairman that they have finished. Nobody is allowed to speak during a person's speech.***

Council of General Competence (submitted by Gus Jones)

Qualifying Parish Councils are given the same rights as an individual has. It means that the council can spend 106 or CIL money on any item that might benefit the community. Provided that the council acts within the law the same as an individual has to, it takes away the fear of acting ultra vires. All restrictions that a non-qualifying

council has to adhere to are removed. Section 137 is also removed from the council's precept. Burwell has all the qualifications to apply to become a council of Competence. It would be in the council's interest to apply for this.

Hazel Williams gave a brief explanation of the General Power of Competence and explained that she did not consider that the Council currently needs to act ultra vires of the normal Parish Council powers. Liz Goodman expressed the need for Councillors to have more information on the General Power of Competence before making the decision as to whether to adopt the power. Joan Lonsdale made the following proposal, which was seconded by Don Harrison and agreed by Council.

***That the Burwell Parish Council should wait until after the next relevant Annual Meeting to consider adopting the General Power of Competence and at that time more information should be made available to allow Councillors to make an informed decision.***

Shed at Pauline's Swamp (submitted by Gus Jones)  
The shed at Pauline's Swamp is getting very rusty. Is it possible to have a re-paint of the shed put on the precept as the next project?

Council agreed that this is a matter for the Pauline's Swamp Trustees to consider. Joan Lonsdale expressed that quotations had previously been sort to carry out work to the barn in readiness for a grant application to be submitted. The idea had been to provide tables inside the barn, with some form of protection for visitors from the sheep resident in the swamp. However due to the height of the barn, a cherry picker or other equipment would be required, making painting the barn expensive. Also the amount of time sheep are resident in the swamp has decreased considerably and therefore the need to protect visitors is no longer a priority. Hazel Williams suggested contacting the Community Payback Service to see if this is the sort of project that they would be interested in assisting with. The Clerk agreed to contact the Community Payback Service.

There being no further business, the meeting was closed at 8.33 pm.

Signed this      day of                                      2014 \_\_\_\_\_  
Chairman