

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Chairman : Mr D A Reader

Clerk : Mrs L J Reader

Minutes of the meeting of Full Council held on Tuesday 26th November 2013, 7.30 pm in Room 2, Mandeville Hall, Tan House Lane, Burwell, CB25 0AR.

Present:- Derek Reader – Chairman, Laura Barrett, Sylvia Greenaway, Pat Kilbey, Joan Lonsdale, James Perry, Michel Scarff, Heather Sims, Michael Smith, Liz Swift, Fay Whitehouse, Hazel Williams, Brenda Wilson
County and District Councillor David Brown.

14.11.13 Apologies:- Apologies for absence had been received from Liz Goodman, Don Harrison, Gus Jones and District Councillor Lavina Edwards

15.11.13 Declarations of any interests known to Councillors:- The following non-pecuniary interest was declared:-
Heather Sims – Planning Application for 19 Pound Close

16.11.13 Minutes:- The minutes of the meeting of Full Council held on Tuesday 12th November were approved and signed as a true and correct record.
Proposed – Jim Perry, seconded – Joan Lonsdale

17.11.13 Public Forum:- No matters were raised.

18.11.13 Planning Applications:- The following planning application will be considered:-

13/01044/FUL Mrs Burgess – 42 Ness Road
Two storey side and rear extension.

Concern over loss of garage
No objections

13/00864/FUL Mrs J Powers – 19 Pound Close
Single storey extension to form a granny annexe.

No objections

13/00975/FUL Mr Roberts – 27 Martin Road
Construction of porch.

No objections

13/00129/FUL Mrs R Case – Ardenvale, 8 Anchor Lane
Brick boundary wall (retrospective) with new double gates.

No objections

13/00684/DISA Hyperion Homes - Velindre, 54 Isaacson Road
To discharge condition 9 (Contamination) of Decision dated 01/11/13 for reserved matters for access, appearance, landscaping, layout and scale of two detached dwellings.
For information only – No response required

13/00383/FUL **Wellco Properties LLP– Land between 64 & 76 Low Road**
Conversion of barn to dwelling with garden area and garage/
Cart lodge, erection of new dwelling and garage/cart lodge.
**Amendment – The introduction of a double pitched roof,
removal of the cat slide roof, increase in the floor space
and alterations to the elevations.**

On viewing the plans again, the Council considered that the proposal creates an overdevelopment of the site. There is concern that the new proposed bungalow is encroaching more towards the highway. The proposed bungalow restricts the view of the barn and generally the development restricts the view of the open fenland countryside which goes against the Burwell Masterplan.

13/00980/FUL **Mr and Mrs Dennis – 23 Toyse Lane**
To demolish existing conservatory, wc and outbuildings and erect a replacement part single and part 2 storey extension.

.No objections

19.11.13 The following planning decision had been received:-
Planning **13/00691/FUL** **Mr and Mrs Lodge – 59 Baker Drive**
Decisions Construction of ground floor and first floor extensions
from ECDC: **APPROVAL**

20.11.13 **Action Points Update**
A meeting had taken place with users to look at the problems with the skate park. Council agreed that the installers should be asked to provide a quotation to carry out the required work.

Jubilee Reading Room
The architect had visited the premises with a view to finalising the contract. Concern was raised over the positioning and the effectiveness of the Hot Air Curtain. This point to be raised with the architect .

21.11.13 A report from County and District Councillor Brown had been circulated to all
County & members of the Council. Cllr Brown confirmed that the District Councils had
District shown an interest in taking over Travelers’ Sites from the County Council.
Councillors He also confirmed that the offer by Stagecoach to take over Park and Ride
Reports:- Sites had been declined by the County Council, as the offer was not as they had
initially been led to believe, at no cost to the County Council. Discussion on the
proposed £1.00 charge to park at the site followed, with a suggestion that the
County Council should raise revenue by increasing bus and coach departure
charges. Cllr Brown was asked if the County and District Councils would consider
a combined council and he confirmed that this is being looked at by the Boundary
Commission.

Hazel Williams reported that Neighbourhood Panels would cease at the end of the financial year. She has received no information regarding the temporary closure of the public toilets behind the Jubilee Reading Room from East Cambs. District Council (ECDC).

22.11.13 **Community Right to bid for Assets of Community Value:-**
County and Council noted a letter from ECDC regarding the Community Right to bid for Assets
District Community Value.
Matters:- **Proposed planting of beds – Ness Road:-**
Notification had been received from the County Council of an application from a
resident to cultivate verges adjacent to their property. Council had no objection to

the proposal as long as there is no cost to the Parish Council.

Cllr David Brown left at 7.55 pm.

- 23.11.13 Other Reports:-** The reports listed on the agenda had been circulated to Councillors for information.
- 24.11.13 Report Safety Working Group:-** Council discussed possible proposals for submission for funding through the Local Highway Improvements Initiative. Council agreed that the proposal to create a Zebra Crossing on Ness Road between the garage and roundabout should be submitted for consideration. The original street light on Pound Hill is still connected to the electric supply. A further update is required from Street Lighting as to whether the column is due to be removed or replaced. Joan Lonsdale clarified the situation regarding the lack of an additional means of exit from the extension at the Jubilee Reading Room. This matter had previously been discussed with the architect, planners and building inspector. As the prime use of the additional room is storage and having assessed the risk of a boiler fire being very low, it had been agreed that no additional means of escape was necessary. Any meetings held in the room will be at the users own risk. Leaves on the ground around the area of the church are cleared by ECDC. Clerk to request clearance.
- 25.11.13 Provision of mirrors and bars for ballet at the Gardiner Memorial Hall:-** Council discussed the proposal to provide mirrors and glass at the Gardiner Memorial Hall. They agreed for safety reasons and to ensure the hall was suitable for all users, that they should not be provided.
- 26.11.13 Festive Decorations at Mandeville and Gardiner Memorial Hall:-** The availability of the halls to be checked in order that the halls can be decorated by early December in time for Christmas Parties.
- 27.11.13 Finance:-** **Finance Working Group Report and payment of cover for Clerk by RFO**
Mick Scarff presented the recommendations made by the Finance Group for the year 2014/2015 as shown in the attached Finance Report. The Hedge Cutting Contract needs to be discussed by the Grounds and Buildings Working Group as it is due for renewal in 2014. The attached proposed budget totally £103,525.00 is calculated with a view of a nil percentage increase to Burwell residents. Any additional income received from the District Council due to funding resulting from changes to the Rate Support Grant or an increase in the Band D Levy could be earmarked for long term projects. Mick Scarff explained that Zurich Insurance had confirmed that the council's current level of Fidelity Insurance was £250,000.00 and as a result no increase in the level of cover was required. Saving Accounts for the Council still need to be arranged. A structural survey of the Gardiner Memorial Hall needs to be carried out. This needs to be initiated by the Grounds and Buildings Working Group. The role of the Handymen is to be reviewed by the Finance Working Group along with a comparison of the Key Holders current work load and that of the previous year. The RFO has so far worked an additional 53 hours to cover for the Clerk. As recommended by the Finance Working Group, Council agreed that she should be paid at SPC 34 for the hours worked. Future additional hours to be approved monthly in arrears.

Mick Scarff proposed that the Council should adopt the recommendations included in the Finance Working Group Report. Seconded by Pat Kilbey.

Council voted unanimously to adopt the recommendations.

Council resolved to adopt the recommendations included in the Finance Working Group Report.

Winter Gritting of Footpaths – Insurance

The additional cost for volunteers to be insured on the Council's own insurance to carry out the gritting of footpaths is £53.00. The handymen could carry out the necessary training. A Risk Assessment is also required. Hazel Williams proposed that cover for the volunteers should be provided. Seconded by Joan Lonsdale. Council agreed to provide insurance cover for the volunteers at a cost of £53.00. Council agreed that the equipment should be stored in the allotment shed with the possibility of a keypad lock being fitted for the ease of the volunteers.

28.11.13 Correspondence

Letter from resident – Vehicle hazard on vehicle exit at Gardiner Memorial Hall

A letter had been received from a resident with suggestions of improvements to the vehicle exit at the Gardiner Memorial Hall. A letter will be sent to the resident explaining that this matter will form part of the survey due to be carried out on the hall and grounds.

D H Barford & Co – request for pre-application meeting – land at North Street

A request had been received for a pre-application meeting for land at North Street. As the site is outside of the development envelope Council agreed that any proposal on the site would not be supported and therefore a pre-application meeting not deemed appropriate.

Burwell Aikido Club/Aiki Extensions – use of the Mandeville Hall

A request had been received from the Burwell Aikido Club and Aiki Extensions for a reduction in charges for the hire of the Mandeville Hall for a period of three days in July 2014. Council agreed that the usual charity discount of 25% should be applied.

D Wright, Exeter University – notification of dates for survey at Spring Close

Notification had been received from Exeter University that they intend to carry out a survey on Spring Close for two weeks from 16th January 2014.

There being no further business the meeting closed at 8.55 pm.

Signed this day of 2013 _____
Chairman

Lesley Reader (Mrs)
Parish Clerk

Dated : 21st November 2013