

**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 Burwell Parish Council held in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU at 7.30p.m. on Tuesday 26<sup>th</sup> August 2014.

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**Present:-** Derek Reader (Chairman), Sylvia Greenaway, Don Harrison, Gus Jones, Pat Kilbey, Joan Lonsdale, Laura Murfin, James Perry, Mick Scarff, Mike Smith, Liz Swift, Fay Whitehouse and Brenda Wilson.  
County and District Councillor David Brown,

**13.8.14 Apologies:-** Apologies for absence had been received from Liz Goodman and District Councillor Lavinia Edwards

**14.8.14 Declarations of any interest known to Councillors:-** There were no declarations of interests.

**15.8.14 Approval of Minutes:-** The minutes of the meeting held on 12<sup>th</sup> August 2014 were approved and signed as a true and correct record.  
Proposed – Joan Lonsdale, Seconded – Pat Kilbey

**16.8.14 Public Forum:-** No matters were raised during the Public Forum.

**17.8.14 Planning Applications:** The following planning applications were considered:

- |                     |   |
|---------------------|---|
| <b>14/00789/FUL</b> | <b>Daisy No.1 Ltd – Land North of Portland Farm, Heath Road</b><br>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, Burwell.<br><b>No objection but need to ensure that the point at which the cable crosses Swaffham Road does not jeopardize future traffic calming measures at the junction with Reach Road.</b> |
| <b>14/00856/FUL</b> | <b>Burwell Engineering Ltd – 44 Newmarket Road</b><br>Change of use of outbuildings to additional B1 business<br><b>Council questioned if application is retrospective or for another business. Need to ensure that there is sufficient off road parking for business use.</b>  |
| <b>14/00770/FUL</b> | <b>Mr A Cocksedge – 5 Tunbridge Close</b><br>Single storey side extension<br><b>No objection as long as there is still sufficient off road parking.</b>   |

**18.8.14  
Planning  
decisions  
from District  
Council:-**

The following planning decisions had been received from the District Council:

**14/00702/FUL Mr D & Mrs J Watson – 18 Abbey Close**  
Single storey front extension  
**APPROVAL**

**14/00624/FUL First Burwell Scout Group – First Burwell Scout Hall, Hawthorn Way**  
Replacement Scout hall to replace demolished building  
**APPROVAL**

**14/00148/FUL Mr P Smith – Land to the rear of 2 Isaacson Road**  
New detached dwelling and double garage  
**APPROVAL**

The Chairman informed Council that notification had been received from East Cambridgeshire District Council (ECDC) that the recent planning applications for the Former D S Smith Site and the proposals for the new houses adjacent to Sapele in Dysons Drove are due to be considered at the Planning Committee meeting to be held on 3<sup>rd</sup> September 2014. Council agreed that Pat Kilbey should represent the Parish Council regarding the proposal for the Former D S Smith Site.

**19.8.14  
Action  
Points  
Update:-**

The Action Points Update was considered. Council agreed that due to no further contact being made from Consent Solutions and the recent planning application from Daisy No 1 Ltd that Action Point No.12 should be removed.

Liz Swift reported that the letters regarding parking in the Causeway have now all been delivered. It has been noticed that cars towards the bottom end of the road are now not tending to be parked on the verge. Gus Jones asked if the Council could budget for grasscrete to be installed along the Causeway.

Brenda Wilson informed Council that she had met with members of the Highways Department to discuss the proposed application for the zebra crossing along Ness Road. They advised against an application for a zebra crossing as it was unlikely to be successful, but instead recommended applying for further safety improvements such as road signing, markings and increased sizes for the existing pinch points. Joan Lonsdale suggested that there may be a stronger case if the Newmarket Road development goes ahead. Council agreed to postpone the application for the zebra crossing until a later time, but would continue with the survey of pedestrians and vehicles along Ness Road once all the children are back at school. Council agreed to the submission of an application for the provision of grasscrete along the Causeway instead.

The Clerk confirmed that the Handyman would cut back the hedge adjacent to the widened gate at the Cemetery. The Clerk also reported that she was due to go through the policies that had been reviewed by the General Purposes Working Group.

**20.8.14  
County &  
District  
Council-  
lors  
Reports**

A report from the District and County Councillor David Brown had been circulated prior to the meeting and was noted.

**21.8.14  
County &  
District  
Matters:**

Cambridgeshire County Council – Pilot Parish Conference Monday 1<sup>st</sup> September  
It was agreed that Jim Perry and Gus Jones would attend on behalf of the Council.  
Cambridgeshire County Council – Household Recycling Service Consultation  
Notification had been received from the County Council of a Household Recycling Service Consultation currently taking place. Council members were asked to complete the online survey individually. Residents to be made aware of the consultation.

ECDC – Approval for work to Parish Council owned trees subject to a Tree Preservation Order at Margaret Field

Approval for work to trees on Margaret Field subject to Tree Preservation Orders had

been received from the District Council. The Clerk was asked to obtain quotations for the work to be carried out. Felled trees will be replaced at a later date.

**22.8.14** The following report had been circulated:  
**Other** Notes from PR Working Group Meeting.  
**Reports**

**23.8.14** The following matters were considered:  
**Finance** Purchase of additional bark for the Play Areas at Margaret Field and the Recreation Ground  
The Clerk explained that insufficient bark had been ordered for the play areas. Council agreed that additional bark should be purchased in order to meet the advised safety surface levels.  
Provision of Tow Bar for Handyman  
Council agreed that a tow bar should be provided on the Handyman's own vehicle for Council use, subject to the condition that 50% of the cost will be refunded by the Handyman should he decide to leave the Council within the year. Council also agreed that the trailer should be serviced and necessary repairs carried out.  
Consideration of Pension Policy  
Mick Scarff informed Council that the draft Pension Policy circulated to Councillors had been drawn up to protect both staff and the Council.  
***Mick Scarff proposed that the Pension Policy should be adopted by Council. Council resolved that the Pension Policy should be adopted.***

**24.8.14** Burwell Sports Centre – Invitation to Jan Clay's leaving reception  
**Corres-** An invitation for Council members to attend the leaving reception for Jan Clay on  
**Pondence:-** Wednesday 27<sup>th</sup> August 2014 had been received from the Sports Centre. Mick Scarff expressed concern over the limited use of the small hall. The Clerk informed Council that she had arranged for the Council to visit the Sports Centre on 14<sup>th</sup> October at 7 pm.  
Email from resident of the Causeway  
An email had been received from a resident in the Causeway in response to the Police and Council's letter regarding parking. Council feels that the PCSO needs to be asked to be more proactive especially with a number of vehicles parking on the approach to the zebra crossing when using the Takeaways. Mick Scarff suggested that the new Police Inspector should be invited to meet with both the Safety Working Group and to attend a Council meeting to discuss issues. An item regarding parking needs to be included in the next edition of Clunch. The Clerk was requested to respond to the residents email accordingly.

**25.8.14** **Consideration of an application from resident for co-option to Council**  
An application had been received from Jane Hall to become a Parish Councillor.  
***Mick Scarff proposed, seconded by Pat Kilbey that Jane Hall should be co-opted as a Parish Councillor.***  
***Council resolved that Jane Hall should be co-opted as a Parish Councillor.***

**26.8.14** **Consideration of suggestion to install mirror at car park exit at Gardiner Memorial Hall**  
Gus Jones asked Council to consider installing a mirror on to the exit gate post at the Gardiner Memorial Hall to give better visibility. It was agreed that this should not be considered at this point in time due to the proposed building work at the Hall. Council agreed to a request from Burwell Tigers to use the Recreation Ground and Pavilion for the Neale Smith Memorial Match to be held on Sunday 7<sup>th</sup> September 2014,  
The Chairman informed Council of the companies that had been invited to tender for the building work at the Gardiner Memorial Hall.

As there was no other business the meeting closed at 8.35 pm.

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