

**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 28<sup>th</sup> October 2014.

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**Present:-** Derek Reader (Chairman), Sylvia Greenaway, Liz Goodman, Jane Hall, Don Harrison, Gus Jones, Joan Lonsdale, Laura Murfin, James Perry, Mick Scarff, Mike Smith, Liz Swift, Fay Whitehouse, Hazel Williams and Brenda Wilson.  
2 members of the public were also in attendance

**14.10.14 Apologies:-** Apologies for absence had been received from David Brown and Lavinia Edwards

**15.10.14 Declarations of any interest known to Councillors:-** The following declarations were made:  
Joan Lonsdale 24.10.14 Finance – Trees Hatley Drive

**16.10.14 Approval of Minutes:-** The minutes of the meeting held on 14<sup>th</sup> October 2014 were approved and signed as a true and correct record.  
Proposed – Hazel Williams, Seconded – Jim Perry

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

**18.10.14 Planning Applications:-** The following planning applications were considered:

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|---------------------|--|
| <b>14/00415/VAR</b> | <b>Mr. &amp; Mrs G and J Reeve – Hythe Farm, Hythe Lane</b><br>To vary Condition 7 (No more than 15 Stables for Livery purpose and 3 Stallion Stables) of previously approved E/08/01052/FUL for increase number of horses from 15 to 18 for Livery purpose including up to 3 stallions.<br><b>NO OBJECTIONS</b> |
| <b>14/01028/FUL</b> | <b>Dr. Stephen Martin – 7 Swaffham Road</b><br>Erection of a conservatory at rear and new free standing garage and carport<br><b>NO OBJECTIONS</b>   |
| <b>14/01026/LBC</b> | <b>Mr. M. Haworth – The Tan House, Tan House Lane</b><br>Installation of two stoves into existing fire places<br><b>NO OBJECTIONS</b>  |
| <b>14/01097/FUL</b> | <b>Mr. A Martin – Land between 31 and 33 Baker Drive</b><br>Proposed 3 bed detached bungalow<br><b>NO OBJECTIONS</b><br>Derek Reader declared an interest in this application.<br>One member of the public left.   |
| <b>14/01150/FUL</b> | <b>Mr. D and Mrs K Beech – 32 Toyse Lane</b><br>Two storey side extension and demolition of existing garage  |

## NO OBJECTIONS

### 19.10.14 Planning decisions

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

**14/00770/FUL Mr. A Cocksedge – 5 Tunbridge Close**  
Single storey side extension  
**APPROVAL**

**4/00922/FUL The Co-operative Group – 5 North Street**  
The installation of a new roller shutter  
**APPROVAL**

### 20.10.14 Action Points Update:-

The Action Points Update was considered.

The Clerk updated the Council on the grant applications for the proposed basketball facilities and the need for the application to WREN to be submitted by post before 12<sup>th</sup> November 2014. She explained the suggested figures to be applied for from WREN £11,455.00, Section 106 Community Infrastructure £11,435.00 and Section 106 Outdoor Spaces £5,213.00 and informed Council of the need for a third party contribution of 10% of the grant requested for WREN. The Parish Council could act as the Third Party Funder. There is also a need for a Disability Access Audit to be carried out. Hazel Williams raised concern as to if she should declare an interest in this matter through her involvement with WREN. She advised that all other funding needs to be in place before submitting an application WREN and also suggested that a higher amount could be applied for through the main grant scheme. The Clerk said that she would try to get the Section 106 applications submitted in the next few days and would also look to see what is required for submitting an application for the main scheme.

Don Harrison proposed, Liz Swift seconded that the Council act as third party contributor for the WREN application and for submission of applications for Section 106 funding. Council agreed to the proposal.

The remedial work to the Day Centre has now been completed. Environmental Health need to confirm that the work carried out has resolved the problems with noise and odour.

Brenda Wilson informed Council that she had made the presentation to the Local Highways Improvement Initiative for the Causeway and that we will find out in January or February 2015 if we have been successful.

The Clerk informed Council that work is due to start on the Gardiner Memorial Hall on 10<sup>th</sup> November 2014.

### 21.10.14 County & District Council- lors Reports:

Reports from the District and County Councillors had been circulated prior to the meeting and were noted. Hazel Williams commented that she had copies of the Service Delivery Plans for ECDC which she would make available for anyone interested.

### 22.10.14 County & District Matters:

ECDC Tree Preservation Order Rear Garden of 4 Hythe Close – Opportunity to comment

Council noted a letter from ECDC informing of a proposal to place a Tree Preservation Order on a Sycamore Tree on the property of 4 Hythe Close and were in support of the proposal.

ECDC Mandeville Hall – Amendment to Mandatory Licensing Condition

An amendment to a Mandatory License Condition for the Mandeville Hall effective from 1<sup>st</sup> October 2014 had been received from ECDC. The Clerk agreed to pass a copy on to the Premises Supervisors and ensure that the key holders are aware of the changes.

ECDC Anti-Social Behaviour Crime and Policing Act 2014

Details of the Anti-Social Behaviour Crime and Policing Act 2014 had been received from ECDC. Members of the public will be made aware of the information via the Parish Council Newsletter. The information is also available on the District Council Website.

ECDC Acknowledgement letter regarding Planning Committee decision for Former D

### S Smith Site

A letter acknowledging receipt of the Parish Council's letter to the District Council regarding the decision procedure for the Former D S Smith Site had been received.

**23.10.14**

**Other**

**Reports:**

The following information had been circulated:

Lucy Frazer QC – Note of thanks

Email from Resident – Copy of email Newmarket Road Proposed Development Consultation

CCC Footpaths Officer – Byway Route parallel to the A14 Road

Cambridgeshire Acre – Village hall and Community Building e-Newsletter

**24.10.14**

**Finance**

The following matters were considered:

Consideration of quotation for replacement bus shelter panel.

The Clerk reported that she had previously received a complaint about not being able to see when the bus approaches the bus shelter in North Street due to a damaged and opaque panel. A quote for a replacement panel of £128.80 plus VAT had been received. Hazel Williams proposed, seconded by Don Harrison that the panel should be replaced. A vote was taken with 14 in favour and 1 against. Council resolved that the panel should be replaced.

Consideration of quotation for work to trees Hatley Drive Amenity Area.

The Clerk had obtained one quote to ascertain the likely cost to carry out the work advised by the Tree Officer. Depending on the approach taken, the work is likely to cost between £600 and £1100. Removing the trees will create a gap, but new trees will be planted, following advice from the Tree Officer over the best species to plant. The Clerk was asked to obtain further quotes for the work to be carried out.

Consideration of Quarterly Finance Report

The attached Quarterly Finance Report was considered by Council. The Clerk informed Council that there is an outstanding invoice for grass cutting of £4011 plus VAT which should be taken in to consideration. The Clerk clarified that Jubilee Green should have been cut this week. It was noted that the grass contractor is not clearing the risings along Swaffham Road as intended. Mick Scarff reported that income from the Mandeville Hall is heading in the right direction, but there has been a slight decline in income for the Gardiner Memorial Hall. Staffing costs are lower due to the appointment of new staff members. Mick Scarff continued by asking Councillors for suggestions of future projects that may require funding.

Consideration of donation – Burwell Community Forum

Hazel Williams, Don Harrison and Gus Jones all declared an interest in this item. A request had been received from Burwell Community Forum for a donation to cover the cost of the Public Liability insurance for Burwell at Large 2015. The cost is £165.00.

***Brenda Wilson proposed and Council agreed that a donation of £165.00 should be made (Section 137).***

Consideration of a request for a fee reduction for the hire of Mandeville Hall

A request had been received from Jane Newbury, who is looking at hiring the Mandeville Hall for Ballet classes, for a reduction in hire charges. Council agreed with one abstention that there were no grounds on which to offer a reduction. Concerns with possible damage to the floor through the use of tap shoes was also raised. The Clerk informed Council that she had questioned this and had been told that those using tap shoes would be children aged between 5 and 9. The Clerk had spoken to the prospective hirer that an additional clause may be added to the hiring agreement if the booking goes ahead, making the hirer responsible for any damage caused by the use of tap shoes. Council also confirmed the need for bookings to be a minimum of one hour long.

**25.10.14**

**Corres-**

**pondence:**

Consideration of request from Cambridgeshire Fire and Rescue Service – relocation of charity clothing bank

An email had been received from the Cambridgeshire Fire and Rescue Service regarding the possible relocation of their clothing recycling bank to the Mandeville Hall area. Council agreed that they were unable to help and suggested that they approached the County Council for an alternative site.

CAPALC – Notification of AGM 20<sup>th</sup> November 2014

Notification of the CAPALC AGM has been received. Hazel Williams will be attending. Don Harrison, Jim Perry and Gus Jones agreed to attend on behalf of the Council.

Request from Burwell Early Learners for Funding

This matter was deferred until a later date when more information is available.

**26.10.14 Parish Council Vacancy**

An application for co-option to the Council had been received from Graham Tobitt. As Mr. Tobitt was in attendance, he accepted an invitation to give a short presentation on why he would like to join the Parish Council. Following the presentation Jim Perry proposed, seconded by Gus Jones that Graham Tobitt should be co-opted to the Council.

*Following a majority vote, Graham Tobitt was duly co-opted on to the Council.*

**27.10.14 Remembrance Sunday**

This is to be held on the 9<sup>th</sup> November starting at the War Memorial at 2.30 pm followed by the Church Service at 3 pm. Jim Perry agreed to do the Reading on behalf of the Parish Council. The Clerk will display the necessary road closure notice.

**28.10.14 Consideration of a proposal regarding Public Transport Evening Provision**

Jim Perry reported that he had been made aware of the lack of evening public transport to the village and suggested that it would be useful if a late evening bus from Cambridge, through the villages, to Ely could be provided. Both Derek Reader and Hazel Williams expressed that when previously raised with Stagecoach, they had been informed that a bus at this time was not viable and the County Council will no longer subsidise the service. People want this service in principle, but would not support in practice.

**29.10.14 Christmas Carols and purchase of Christmas tree for Pound Hill**

A suitable date for the Christmas Carols was discussed, but without knowing the availability of Father Christmas and other musical groups a decision on the date could not be made. The Clerk agreed to find out the availability of others involved. Council agreed that a Christmas tree should be purchased for Pound Hill.

The Chairman reminded Councillors of the need for correspondence, especially concerning Council property to be dealt with following correct procedures through the Clerk and Council Office.

There being no further business, the meeting closed at 8.35 pm.

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