

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99 The Causeway, Burwell, Cambridge. CB25 0DU**  
**Telephone: 01638 743142**

**Minutes of the meeting of Full Council held on Tuesday 30<sup>th</sup> October 2012 in the Jubilee Reading Room, 99 The Causeway, Burwell, CB25 0DU**

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

**19.10.12** Apologies for absence had been received from Liz Goodman  
**Apologies** :-

**20.10.12** There were no declarations of interests at this point in the meeting  
**Declarations**  
**Interests**  
**known to**  
**Councillors** :-

**21.10.12** The minutes of the full council meeting held on Tuesday 9<sup>th</sup> October 2012  
**Approval of** were approved and signed  
**Minutes** :-

Proposed – Joan Lonsdale, seconded – Sylvia Greenaway

**22.10.12** There were no members of the public present  
**Public**  
**Forum**:-

James Perry arrived at 7.33pm

**23.10.12** The following planning applications were considered :

**Planning**

**Applications** :- 12/00915/FUL

**Mr & Mrs Dorling – 16 Pound Close**  
Single storey side extension

No objection

112/00801/FUL

**Mr & Mrs K & J Stepney – 53 Isaacson Road**  
Second storey extension over garage at rear  
Amendment involving the removal of the balcony, the replacement of patio doors with windows and alterations to windows in the first floor elevation

The clerk was asked to check with the planning authority that the plans for the amendment were correct and provided this is the case there was no objection

**24.10.12**  
**Planning**  
**Corresp**  
**-ondence**

This item was moved down the agenda

**25.10.12**  
**Planning**  
**Decisions**  
**from District**  
**Council :-**

The following planning applications have been approved :-

<b>12/00272/FUL</b>	<b>Amtrac - 70 Reach Road</b> Variation of condition 5 of decision dated the 20 <sup>th</sup> June 2012 to extend the use of office/training room to 07.00-18.00 7 days a week
<b>12/00802/FUL</b>	<b>Mr Joe Tierney – 75 Orchard Way</b> Proposed single storey rear extension
<b>12/00761/FUL</b>	<b>Mr Shane Thomas – 31A North Street</b> News ingle storey link from main house to existing ancillary building

At the Chairman's request the next item was brought forward on the agenda.

**28.10.12**  
**County &**  
**District**  
**Councillors**  
**Reports :-**

See attached reports.  
Hazel Williams added to her report that the Trustees of Care and Repair felt that they could not continue and wished to hand the management back to ECDC

**26.10.12**  
**Attendance**  
**Of ECDC**  
**Forward**  
**Planning**  
**Officer :-**

Katie Child and Sally Bonnett were in attendance to discuss issues raised by the Parish Council with regard to the Burwell Masterplan and Burwell Vision. Council were concerned that the planning application for log cabins in Weirs Road had been included in the figures for the Vision as large outstanding settlements. It was pointed out that these were only intended to be holiday lets and so Council could see no justification for their inclusion in the housing numbers. Council felt that there was a misconception that the total number of houses was 350 whereas in reality taking all categories into consideration it was likely to be nearer 500.

Council asked the Forward Planning Officer where the sites were that had been identified as potential large sites. She listed four sites one in Newmarket Road, one in North Street, one in Low Road and the final one in the High Street.

When asked if they could provide a map of the smaller sites that they had included the reply was that this was just an estimate as it was difficult to predict these sites.

The exception site emerged as a further development adjacent to Cornfields/Barkways which Council have previously refused. Council were disturbed to learn that exception sites no longer fall into the remit of Parish Council and, according to the report, could be decided by ECDC officers. Council wished to make it clear that they felt it was important to protect certain areas of the village and that was why they had supported the Masterplan. There was concern now that the Burwell Vision was to be seen as the legal document for inclusion in the Local development Framework and Council felt that this should be a reflection of the Masterplan not a new document.

Council asked for confirmation that Anglian Water had solved the issues with the sewerage and were told that this appeared to be the case.

The Officers were asked to ensure that in Section 4 where key employers were listed Burwell House should be added alongside the School.

It was noted that two play areas were shown on the proposals however, Council felt that one play area was sufficient bearing in mind the village already has four other play areas. Council were informed that they could ask for a commuted sum in lieu of the second play area.

The deadline for further comments was 21<sup>st</sup> November.

**27.10.12**  
**Action**  
**Points**  
**Update :-**

**Village Sign** – The clerk advised Council that the restoration work on the sign is now complete. Following previous discussion on the merits of having a fibreglass cast made of the sign prior to re-erecting it the clerk advised Council that there was a firm in Hertfordshire that could undertake this work.

The approximate cost without having seen the sign was £1000, we would need to transport the sign to their studios for the work to be carried out. It was resolved that this should be done.

**Mandeville Hall** – The Clerk advised Council that there was a problem with another of the internal doors at the hall. She had met earlier that day with the manufacturer and a representative of the builders and it was hoped that the door would be replaced free of charge although no-one seemed willing to accept responsibility for the problem.

**24.10.12**  
**Planning**  
**Correspondence** :-

A response had been received from the Head of Planning and Sustainable Development at ECDC with regard to our letter concerning the way in which the planning application 12/00434/FUL First Drove was determined. The response was read to Councillors and it was resolved that the response was unsatisfactory and that the officer should be asked to attend the next meeting of Full Council to answer the points raised. The Chairman and the Clerk would also write a response to the letter.

**29.10.12**  
**County &**  
**District**  
**Matters** :

**Local Highways Improvements 2013/14** – An invitation to make a bid for funding for a project(s) had been received. It was resolved to defer this to the next meeting as the Clerk advised that there were some issues which Council might like to consider for an application and she was waiting for more information on these.

**Trees at 24 Bloomsfield** – The tree officer had responded to our comments on the trees at the above address saying that the applicant's preference was also to reduce the height rather than coppice.

**Newnham Lane** – A response had been received from the Highways Department regarding our request for information on signage for restricted access in Newnham Lane. The advice was that it was not possible to place a legally enforceable restrict on a public Highway. However, if enough residents in the area requested it advisory signage might be an option. The Clerk advised Council that there are already advisory signs in situ.

**30.10.12**  
**Other**  
**Reports** :-

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

**31.10.12**  
**Review of**  
**Council**  
**Policies** :-

This item was deferred until the next meeting

**32.10.12**  
**Public**  
**Relations**  
**Working**  
**Group** :-

The Public Relations Working Group had met and suggested that in order to help raise the profile of the Parish Council a Newsletter should go out each month to various sites around the village on the Parish and Village websites. A draft of the first Newsletter was presented to Council and approved for distribution.

It was resolved that the group should look at updating the Parish Council Website bearing in mind that it needed to be relatively simple to administer.

Some discussion took place as to whether or not Councillors attending official functions should be issued with name badges or not. It was eventually resolved that those that felt the need for a badge could ask the Clerk to provide one prior to any function they were attending.

**33.10.12**  
**Boundary**  
**Fence**  
**Jubilee**  
**Green** :-

Following a visit to the site Heather Sims felt that the issue could be fairly easily solved by reinstating the existing fencing and planting some well established shrubs along the boundary. There was also an issue with a tree overhanging the neighbour's garage. It was resolved we would look at the possibility of getting the existing fencing pulled back up and also look at what work was involved in cutting back the tree.

**34.10.12**  
**Street**  
**Lighting** :-

Following the response from Balfour Beatty to our list of queries regarding the new street lighting it was resolved that Councillors would have another look at the lights to see where problems still exist and then we will write again to the County Council and Balfour Beatty.

**35.10.12**  
**Finance** :-

**Donation to Victim Support** - Following the last meeting of Council the Clerk had check with Victim Support to see whether any donation to them would go to the local branch or nationally. The response was that donations would be spent County Wide in the County to which the donation had been made. It was therefore resolved not to make a donation in this instance.

There being no further business the meeting closed at 9.50pm

Signed this day                      of                      2012                      \_\_\_\_\_