

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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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 30th September 2014.

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, Hazel Williams and Brenda Wilson.
County and District Councillor David Brown, District Councillor Lavinia Edwards
Alan Spalding (Resident), Dr. R Dyer (Burwell Allotment Association)

13.9.14 Apologies:- Apologies for absence had been received from Liz Goodman and Jane Hall

14.9.14 Declarations of any interest known to Councillors:- Gus Jones declared an interest in the item 17.9.14 14/00856/FUL 44 Newmarket Road. No further declarations were made.

15.9.14 Approval of Minutes:- The minutes of the meeting held on 9th September 2014 were approved and signed as a true and correct record.
Proposed – Gus Jones, Seconded – Pat Kilbey

16.9.14 Public Forum:- Alan Spalding informed Council of his observations regarding the recent planning application for the D S Smith Site. The viability studies shown on the planning portal, apart from contradicting each other, appear to be driven by the price paid for the land in comparison with the anticipated return. Access to the site for large vehicles has been stated as being a problem, but similar vehicles have accessed this area for many years without any issues. Mr Spalding expressed that in his view the number of housing proposed for other developments within the village should be reduced to compensate for the agreed number on the former D S Smith Site.

Laura Murfin arrived at this point in the meeting.

Representation from Burwell Allotment Association including request to hold Bonfire and Firework event for members of the Allotment Association and their families
Dr. Dyer, Allotment Holder and member of the Burwell Allotment Association spoke to the Council. He reported that the majority of allotment holders are fairly happy with the allotments, although there is concern with the general condition, rubbish dumped in the bins by the entrance and inappropriate items being left on some of the plots. The Clerk explained that regular inspections are to be carried out in the future, with letters being sent to those not complying with the regulations. She also confirmed that a deposit is now paid by all new allotment holders. This will not be returned if a plot is not left in a suitable condition for a new holder to take over. Where some allotment holders have made a gate onto the allotments from the rear of their properties, this is causing concern for other allotment holders. Council reiterated the need for the path around the edge of the allotments to be reinstated, making it possible to walk around all plots. Dr. Dyer agreed that this would be sensible. It will be harder to re-establish the path on the Mill Lane side. Dr. Dyer informed Council that in the long term, the allotment association would like to see some form of allotment building and toilets sited where the large bins currently stand. The Clerk confirmed that prices are being obtained for the removal of the debris in the bins and that repairs to the allotment

gate will be on the agenda for the next meeting. It is important that Council is made aware of any rubbish being left at the allotments, so that it can be dealt with appropriately. Gus Jones asked if toilets could be installed in the existing allotment shed. The Council will consider when more information is available. Finally Dr. Dyer explained that the Allotment Association was due to hold a small Firework Party for its members at the allotments on 8th November 2014.

Dr. Dyer left the meeting.

17.9.14

Planning

Applications:

The following planning applications were considered:

An amendment to the planning application for 5 Tunbridge Close had been received from the District Council. The Clerk explained that an extension of time for comments to allow the amendment to be considered at the next meeting had been refused by the District Council. The amendment is for a change to the treatment of the boundary to the property. The Council had no objections to the amendment.

14/00833/FUL

Mr R Parkin – 67 Isaacson Road

Construction of 4 no. 5 bedroom detached houses.

Council noted two letters of concern from neighbours. Council agreed that they would prefer that the houses were restricted to two storeys to prevent overlooking, otherwise there were no objections to the proposal.

14/00922/FUL

**The Co-operative Group – The Co-operative Food
5 North Street**

Installation of a new roller shutter

The Council has no objections but ask that some protection is made to the shutter to prevent possible attempts of graffiti.

14/00864/FUL

**Manchetts (Burwell) Ltd – Manchetts (Burwell) Ltd
1 Ness Road**

Change of use from residential garden to commercial car parking.

No objections

14/00954/RMA

Mr J Wilson – 3 Swaffham Road

Approval of the details of the appearance, landscaping and scale for the erection of 2 houses and associated garages.

No objections

14/00856/FUL

Burwell Engineering Ltd – 44 Newmarket Road

Proposed use of existing 2 No. outbuildings: Workshop No.1 – low volume light engineering including milling, turning, hand fitting and finishing, and occasional welding and Workshop No.2 – garden machinery repairs.

Some concern was raised regards to noise levels and the need for conditions to be included in any approval to address this. Further conditions need to be applied to ensure that this type of business is acceptable in a residential area.

The Council would prefer for this type of business to be situated in a proper employment area. Members voted if to object to the application. The result of the vote was 5 members in favour of objection, 8 members against.

Council agreed not to object to the application subject to conditions being applied.

**18.9.14
Planning
decisions**

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

- 14/00542/FUL Mrs Sally Cullum – 89 Ness Road**
Construction of single storey extension
APPROVAL
- 14/00533/OUT K & J Carpenter and Son Ltd – (Land at and to the rear of)
19 Toyse Lane**
Demolition of Bungalow and erection of 5 no Bungalows, complete
with access and related infrastructure.
APPROVAL
- 14/00628/FUL Mr and Mrs C Barnes – 3 Hall Lane**
Proposed single storey annex outbuilding providing habitable
accommodation.
APPROVAL
- 14/00723/FUL Mr K Mockford – 101 Ness Road**
Construction of a 1.8m high fence to boundary
APPROVAL
- 14/00551/FUL Mr Harjinder Sing Tiwana – Site adjacent to Sapele,
Dysons Drove**
Erection of two detached houses
APPROVAL
- 14/00547/FUL Mr Gurden Singh Tiwana – Site adjacent to Sapele,
Dysons Drove**
Erection of a four bedroom house and single garage
APPROVAL
- 14/00899/FUL Land off heath Road, Burwell**
Provision of 4 passing places (3 temporary and 1 permanent) and
construction of site access from Heath Road in connection with the
approved solar farm 13/000878/ESF
APPLICATION WITHDRAWN

**19.9.14
Action
Points
Update:-**

The Action Points Update was considered.
The goal has been removed from Jubilee Green and the goal area reseeded. Work to the driveway at the Cemetery should now have been completed. There will be a charge of £250.00 by Meads Construction for the work required to widen the driveway following installation of the new gate. Planning approval has been received for the work at the Day Centre.

**20.9.14
County &
District
Council-
lors
Reports**

Reports from the District and County Councillors had been circulated prior to the meeting and were noted. David Brown added to his report that the District Council Finance Committee had reported an overspend in the financial years 2013/2014 of £52,000.00 due to an error in the receipt of 106 funding for the Solar Farm at Soham. A similar level of overspend will be seen in 2014/2015 for the same reason. Joan Lonsdale asked David Brown what was happening with the swimming pool, which has recently been subjected to a spate of vandalism. There was some confusion whether the school or the County Council now have responsibility for the pool. David Brown agreed to investigate. Mick Scarff questioned why the District Council spends money on the Ely Country Park and Jubilee Gardens, when in the rest of the district, these would be the responsibility of Parish and Town Councils. Hazel Williams explained that Ely City Council is now taking more responsibility for the town, but for example the Country Park is open to the wider community. Ely City Council has now been handed back

the responsibility for the Malting's and has also taken over the Old Court House. Hazel Williams said that members of the District Council often make a point that consideration to be given for the south of the district. Liz Swift commented that she was pleased that the Ely Bypass is now going ahead. David Brown informed those present that work is likely to commence in 2015. David Brown and Lavinia Edwards left at 8.20 pm.

- 21.9.14** Cambridgeshire County Council Parish Partner Networking Meeting on 28.10.14
County & An invitation had been received to the Parish Paths Networking Meeting. This
District is unfortunately on the same evening as the Council meets. If anyone is interested
Matters: in attending, they should let the Clerk know.
 ECDC Developer contributions – transitional arrangements to CIL
 A letter had been received from the District Council about Developer contributions
 and transitional arrangements to CIL. The letter also included details of the amounts
 available to the Parish Council from past Section106 funding. The Clerk informed
 Council that she had spoken to the relevant officer at ECDC who confirmed that the
 provision of the basketball facilities at the Recreation should meet the requirements
 for the £8,474.56 allocated for projects improving public outdoor space, but that the
 project may not meet the requirements for the £12,207.90 for improvements to the
 community infrastructure. The Clerk was asked to find out the criteria for community
 infrastructure projects.
 Mick Scarff explained that Council should consider the provision of a 3 year plan for
 work that could be carried out through future CIL funding.
 ECDC Consultation on Further Modifications to the East Cambridgeshire Local Plan
 Notification had been received about the consultation on the further modifications to
 the East Cambridgeshire Local Plan. No modifications had been included for Burwell.
 Councillors were advised to respond individually should they wish to make any
 comments.
 Notification of Highways Drop In Session 17.11.14
 The next Highways Drop in Session is to be held at Soham Library on 17th November
 2014. An item will be included in the next newsletter to make members of the public
 aware of the event.

- 22.9.14** The following information had been circulated:
Other Forthcoming road closure – Great Drove, Swaffham Prior.
Reports

- 23.9.14** The following matters were considered:
Finance Consideration of quotation for the automatic door service and maintenance contract
 Jubilee Reading Room.
 Two quotations for maintenance contracts had been received from Dorma, the
 installers of the automatic door at the Jubilee Reading Room. The lower price quote
 of £285.00 plus VAT for a 3 star contract was agreed to be accepted by the Parish
 Council. The other quote was for a 5 star contract and was for £395.00 plus VAT.
 Consideration of quotations for work to trees at Margaret Field.
 Five quotations had been received to carry out the work to the trees at Margaret
 Field. Having previously had issues with the contractor submitting the lowest price
 quotation for the work, Council agreed that S P Landscapes, with the second lowest
 quotation of £1,125.00 plus VAT should be awarded the work.
 Consideration of report from BBS Surveyors for Gardiner Memorial Hall update
 Mick Scarff informed Council that a tender report had been received from BBS
 Surveyors for the work at the Gardiner Memorial Hall. 3 tenders had been received
 ranging from £36,140.44 to £41,787.00. All prices quoted are subject to VAT. As with
 the Mandeville Hall, Council is likely to be unable to reclaim the VAT element. This
 will add around a further £7,500.00 to the cost of the project. Funding for the project
 will come from the earmarked reserves of £14,000.00, with the balance coming from
 General Reserves.

Mick Scarff proposed that Council should ask BBS Surveyors to accept the lowest quotation and move forward with the project.

Council resolved BBS Surveyors should be asked to accept the lowest quotation and move forward with the project.

September Payment List – amendment

The Clerk reported an error on the approved payment list for September. The figure included for salaries should have been £3805.29 not £3258.89. This was due to the omission of the employer's liability for superannuation and national insurance.

Consideration of Spray Training Course for the Handyman

Prices had been received for Spray Training courses for the Handyman. Council agreed that the Handyman should attend the courses supplied by the Ely and District Training Group at a total cost of £330.00 including test fees. It would be useful if the Handyman could attend a course on playground checks and the Clerk was asked to check if the Handyman has the appropriate training for strimming. There are also a few items of equipment that will be required.

Consideration of External Auditors Report

Council noted the External Auditors Report circulated to all members prior to the meeting. They considered all comments made and agreed action to address issues raised by the external auditor.

Internal Controls

Mick Scarff informed Council that he believed that the necessary controls had been reviewed sufficiently. However this had not occurred during the 2013/2014 financial year. He informed Council that a full review in future will be carried out in November by the Finance Working Party.

Risk Management Policy

Having accepted the need for a Risk Management Policy, the Finance Working Group will ensure that the policy is available for the Council to adopt.

Figure quoted for Assets

Mick Scarff clarified that the increased figure stated for the year 2013/2014 was due to the provision of the extension to the Jubilee Reading Room and not through increased values given to existing assets.

Precept Figure

Council noted that this figure had included the Rate Relief Grant and that this should have been treated as additional income and not part of the precept. The Clerk/RFO will ensure that this is correctly accounted for in the future.

24.9.14 There were no items of correspondence for consideration.
Corres-
pondence:-

25.9.14 **Consideration of decision of planning application for Former D S Smith Site**
Pat Kilbey explained to Council the discussions and motions raised prior to the decision being made by the Planning Committee to approve the application for the former D S Smith Site. Despite requests from members of the Planning Committee, the Viability Studies had remained unavailable for inspection. Jim Perry informed Council that he had spoken to Sue Wheatley (ECDC) and that the Viability Studies had been withheld as they were commercially sensitive documents. Council accepted that it was not possible to change the outcome of the application but agreed that a letter should be sent to the Chief Executive of East Cambs District Council voicing the Parish Council's concerns about the way that the Planning Committee meeting had been conducted, the need for lessons to be learnt and for information to be readily available so members can make a properly informed decision. The Council also agreed as a matter of importance the need to compile a wish list for the site in readiness for when the full planning application is received. Hazel Williams suggested that the Parish Council should write to the County Council about the land joining the existing employment area expressing the importance of this area being developed for employment. The Council agreed to this suggestion.

Jim Perry commented that the Parish Council should have been more proactive with the site in the past. He then asked if item 27.9.14 Consideration of a proposal for a Major Planning Working Group could be discussed at this point. The Chairman agreed to the request. The Chairman explained that following past experience he felt that all planning matters should be discussed and considered by Full Council. Jim

Perry explained that he felt that not enough time could be given to fully consider a major application during the normal meeting. The Chairman reminded the members of the Council of their responsibility to familiarise themselves with all applications prior to considering them at a meeting.

Pat Kilbey, seconded by Liz Swift, proposed that an additional Council meeting should be convened in order to allow time to discuss major matters.

Following a vote Council resolved that an additional Council meeting should be convened, when required, to allow time to discuss major planning matters.

26.9.14 Consideration of the following Council Policies

- 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

Hazel Williams explained to Council that the General Purposes Working Group had reviewed the above Council Policies. There are still some policies which require further work prior to approval. She asked members of the Council to notify the Clerk if they are unhappy with any of the content of the policies, prior to their approval at the next Parish Council meeting.

27.9.14 Consideration of a proposal for a Major Planning Working Group (J. Perry)

This item was discussed following item 25.9.14.

28.9.14 Visit to Burwell Sports Centre – 14.10.14 7 pm

Council was reminded of the visit to Burwell Sports Centre before the start of the next Parish Council meeting on 14th October 2014.

As there was no other business the meeting closed at 9.16 pm.

Signed this the _____ day of October 2014 _____
Chairman