

**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 31<sup>st</sup> January 2012 in the Jubilee Reading Room, 99 The Causeway, Burwell, CB25 0DU**

---

**Present** :- Pat Kilbey – Chairman, Beryl Brown, Liz Goodman, Sylvia Greenaway, Gus Jones, Joan Lonsdale, Derek Reader, Michel Scarff, Heather Sims, Michael Smith, Fay Whitehouse, Mandy Wilkins, Hazel Williams, Brenda Wilson

**17.01.12** Apologies for absence had been received from Tim Clay, James Perry, and Lavinia Edwards – District Councillor  
**Apologies** :-

**18.01.12** The following personal declarations of interest were made :-  
**Declarations** Derek Reader - Payment of accounts  
**Interests** Michel Scarff – Payment of accounts  
**known to**  
**Councillors** :-

**19.01.12** The minutes of the full council meeting held on Tuesday 10<sup>th</sup> January 2012  
**Approval of** were approved and signed with the following amendment:-  
**Minutes** :-

Michel Scarff arrived at 8.16pm having previously notified that the clerk that he would be late as he was attending a meeting of the school governors.

Proposed Liz Goodman, seconded – Brenda Wilson

**20.01.12** A resident spoke regarding the proposal for 21 Isaacson Road. There was  
**Public** concern that the proposal to increase the existing dwelling by a third floor  
**Forum**:- would be out of keeping with the existing street scene and cause overshadowing and loss of privacy to the neighbouring properties. The proposal to site a new garage adjacent to the front boundary was also questioned as there was no precedent for this type of development on this side of the road and there again was the possibility of loss of privacy to the neighbouring properties. Some concern was also expressed that the proposed works could endanger the established trees at the front boundary of the property.

Mark Bissett and Rob Smith respective new Chairman and President of Burwell Cricket Club introduced themselves to Council. They hoped that the future working relationship between the club and council would continue to develop in a positive way.

**21.01.12** The following planning application was considered :  
**Planning**

**Applications** :- 11/01149/FUL

**Mr & Mrs S Warren – 21 Isaacson Road**  
Extension and works to dwelling

Council object to this proposal it is felt that the proposal is totally out of keeping with the existing street scene as the property is one of an existing row of dwellings all built to the same design and to extend this property upwards by a third storey would be incongruous. We are also concerned that the overall increase in the floor area might be close to 100%. We would also wish to support the local objections to this application

Michel Scarff declared a personal interest in the next planning application prior to any discussion taking place

**11/01120/FUL**                      **Mr A Deistler – 4 Laburnum Lane**  
Two storey side extension

No objection

**11/01016/FUL**                      **Prestige Builders Ltd. – 1 Newnham Lane**  
Proposed one and half storey dwelling – plot 1, site adjacent to 1 Newnham Lane together with extensions and alterations to 1 Newnham Lane  
Amendment involving – reduction in size of dwelling and alterations to proposed extension

No objection

**11/01143/FUL**                      **C B Richard Ellis – Plot No 6 to rear 105 North Street**  
Revision of plat No. 6 previously proposed dwelling type following approval under application 05/00729/FUL (partially constructed)

We feel unable to comment unless we have clarification as to the nature of the alterations

**11/01148/FUL**                      **Mrs Sheila Campbell – 41 Swaffham Road**  
Construction of 1 No. 3 bed chalet bungalow, demolition of existing

No objection

**11/00879/FUL**                      **Mr R Rawlinson – Workshop to rear of 22-57 North Street**

Change of use of barn to shop/workshop/office

**11/00834/FUL**                      **Mr R Rawlinson – 51 North Street**

Change of use from barn to residential dwelling

**11/00835/FUL**                      **Mr R Rawlinson – 49A North Street**

Alteration to 2 existing cottages and barn, including partial demolition and renovations, and the formation of 1 new two bed dwelling, making 3 dwellings in total – Additional information regarding the above three applications to clarify highway access and accompanying transport statement.

**For Information Only**

Noted

**22.01.12**  
**Planning**  
**Decisions**  
**from District**  
**Council :-**

The following planning applications have been approved :-

**11/01008/FUL**                      **Robin and Graham Waterhouse – 8 Chestnut Rise**  
one and half storey rear extension

**11/01083/LBC**                      **Burwell Museum Trust – The Windmill, Mill Lane**  
Repair and re-instatement of Stevens Mill

**23.01.12**  
**Action**  
**Points**  
**Update :-**

Dial-a-Ride  
Updated usage figures and costs had been prepared and were presented to Councillors. Dial-a-Ride had been in contact with the Clerk to suggest that the scheme might attract more users if the two journeys per month were both of a two hour duration not as at present with one of two hours and one of three hours. They advised that there seemed to be a 38% better uptake for

the two hour journey than the three. Some discussion took place as to whether or no support for the scheme should continue it was eventually resolved that we would revert to two two hourly journeys per month until April. The situation would then be reviewed again and if the figures did not improve Council would consider dropping the scheme to one journey per month. The Clerk would advise Dial-a-Ride of this decision.

**24.01.12**  
**County &**  
**District**  
**Councillors**  
**Reports** :-

See attached reports.

Cllr. David Brown advised Council that he had taken the matter of the opening hours for Mandeville Hall up with the District Planners. Joan Lonsdale asked Cllr. Brown about the lease on Burwell Day Centre as adult social care was mentioned in his report. Cllr. Brown would chase this up the next day. Michel Scarff also asked about the funding issues for older people and again Cllr. Brown would look into this tomorrow.

**25.01.12**  
**County &**  
**District**  
**Matters** :-

Notification had been received of a Business Rate Payers Meeting to be held at The Grange Ely on Wednesday 8<sup>th</sup> February at 6.30pm

Rights of Way – Confirmation that the fingerposts for Devils Dyke Walk have been replaced. There might be a small cost to the parish as they were done by the Rights of Way contractor as he knew where the posts had come from.

Parish Paths Scheme (P3) – some discussion ensued as to the benefits of belonging to this scheme as over the years there has been a marked decrease in available funding. The Clerk was instructed to enquire when this year's grant is likely to be paid and what future benefits we should expect from the scheme following re-organisation. It was resolved that for the present we would remain in the scheme

**26.01.12**  
**Other**  
**Reports** :-

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

The Chairman reminded Councillors that the next Burwell Masterplan meeting was to take place on Thursday 2<sup>nd</sup> February at Mandeville Hall starting at 6.30pm. She said that although Councillors had not previously been encouraged to attend these meetings she felt that now it was quite important that they should.

**27.01.12**  
**First Drove** :-

The Clerk informed Council that she had confirmation that the old Cold Store site in First drove had been purchased by a travelling family. She had been in touch with the Travellers Liaison officer at East Cambridgeshire District Council who had advised that he was aware of the purchase and that in his opinion this was not a suitable site for more travellers pitches. The Enforcement Officer had been asked to look as the clerk had been advised that around twenty pitches had been marked out on site. The Enforcement Officer had responded and said that at present there appears to be no activity that warranted planning permission. Hazel Williams advised Council that enough places had been identified within the district to enable them to fulfil their planning obligations. It was resolved that the position should continue to be monitored and that the Clerk should write to the Chief Executive at ECDC asking for clarification as to the legislation regarding travellers settling on land that they have purchased.

**28.01.12**  
**Mandeville**  
**Hall**  
**Working**  
**Group** :-

The group had met recently to discuss several items. Michel Scarff had been asked to look at the pricing structure as the Clerk and Responsible Finance Officer (RFO) were experiencing problems with weekend booking rates in particular. An amended pricing structure had been prepared and this would be circulated to Councillors prior to the next meeting for comment.

Five quotations had been received for the curtains at Mandeville Hall, with all companies being asked to quote for the same fabric to be fire proofed and

with blackout linings. The group recommended that quote 'A' in the sum of £4793.61 (inc VAT).

Four quotations for the extension to the car parking area had been received it was the recommendation of the group that quote 'B' in the sum of £11524.00 plus VAT should be accepted as this provided more parking spaces for less outlay.

It was resolved that both the above recommendations were accepted.

In addition the group were working on a booking form for both Mandeville Hall and The Gardiner Memorial hall, this is yet to be finalised and then presented to Council for ratification. The group would also be looking at the feasibility of employing a second key holder/caretaker to job share with our existing key holder.

The Clerk advised Council that she and the RFO had visited the Ellesmere centre this morning to look at the booking system that they used for their halls. The booking clerk there had offered to come to the office and see if it was possible to set a similar system up for us to use for all of our halls.

The working group were thanked for all of the work that they had done of late in getting Mandeville Hall up and running.

**29.01.12**  
**Trees :-**

Following a request from the Cricket Club to have the trees on the boundary of Mingay Park trimmed back again this year the Clerk had met on site with the Tree Officer from ECDC. They had also taken the opportunity to look at the trees on the boundary of the Recreation Ground. With regard to Mingay Park it was the Tree Officers opinion that there were no trees that were extensively overhanging the cricket ground that would warrant pruning at this time. Some of the Horse Chestnuts could be crown lifted to clear the public footpath at the top end of the field.

With regard to the Recreation Ground there were some trees on the front boundary that we needed to notify Rights of Way about as they were in need of attention and appear to be their responsibility. There are also some trees in the boundary line especially adjacent to the skate park area that could benefit from some crown reduction. It was resolved that quotations should be sought for the work to be carried out.

**30.01.12**  
**Cemetery**  
**Gateway :-**

The handy men had asked if Council would consider widening the second gateway at the Cemetery to make it easier for contractors and funeral directors to enter the Cemetery. It was resolved that the Grounds Working Group should investigate this possibility.

Hazel Williams declared a personal interest prior to any discussion on the next item.

**31.01.12**  
**Cornfield/**  
**Barkways :-**

It had been brought to the Clerk's attention that there had been an incident of bullying in Cornfields that was still ongoing. It was resolved that we should write to Hastoe Housing expressing our concerns and ask what they intended to do to support the complainant.

**32.01.12**  
**Finance :-**

Consideration was given to the following :-

Request for funding from the Shrievality Trust (The Bobby Scheme)  
It was resolved that a donation of £100 towards this scheme should be made

Renewal of subscription to Cambridgeshire ACRE  
It was resolved to renew our membership to Cambridgeshire ACRE for the next twelve months at a cost of £30

Changing of bank accounts

Michel Scarff has been looking for a suitable banking system that would suit Council's needs and allow for online banking and card use. Following months of investigation he has sourced a suitable account and the details of this account have been circulated to all Councillors for their comments. Michel Scarff recommended that Council should open the new account but for the time being retain our existing accounts as well until such time as the new account is proven to service our need.

It was resolved to open the new account.

Precept 2012/13

It was resolved that the precept for 2012/13 should be confirmed as £111350.00

Quarterly Reports

Most of the expenditure in the report was as expected. It was suggested that the allotment rents for the coming year should remain at current levels. The increase in water rates at both the Recreation Ground and Cemetery were due to the leak at the Recreation Ground and the theft of water from the Cemetery.

Property Cleaning Services

A letter had been received from our current cleaning contractors advising that their charges will increase by 5% with effect from 1<sup>st</sup> January 2012 with the exception of Mandeville Hall. The new prices will remain in force until 1<sup>st</sup> January 2014

The Clerk was asked to ensure that the form for the reclaim of water rates for the Recreation Ground was completed and returned to Anglian Water.

The Grounds Working Group is to arrange a meeting in the next few weeks with the football clubs to discuss their use of the Recreation Ground. Quotes are also to be sought for the resurfacing of the play areas in Margaret Field and Westhorpe.

It was further resolved that a meeting of the Youth Working Group should be called possibly in April.

It was resolved that the invoice from Archer and Archer for work carried out on the Museum Leases should be forwarded to them for reimbursement.

The accounts as presented were approved for payment.

Proposed – Hazel Williams, seconded – Brenda Wilson. Agreed by all.

**33.01.12**  
**Corresp-**  
**ondence :-**

Land to West of Cornfields - An e-mail had been received from Cheffins enquiring if Council would be prepared to support the development of retirement bungalows on land to the west of the cornfield development off Newmarket Road. Following discussion it was resolved to respond saying that at this stage Council are not interested in supporting this proposal.

Solar Panels – Following an e-mail to James Paice MP regarding the anomalies in planning law regarding the installation of solar panel in Conservation Areas. Mr Paice had responded promising to look into these anomalies and respond to Council once he has more information

Anglian Water - Anglian Water had responded to our request for more information regarding updates of what has been done to date towards resolving all of the issues regarding water capacity and water quality for

Burwell. They assure us that any imbalance would be addressed by a scheme to be included in their next business plan to Ofwat.

Buckingham Palace Garden Party – Council had been invited to nominate and attendee for the garden party this year. It was agreed that as a long serving Councillor Derek Reader should be nominated.

Community Lunch – Notification had been received that the next Community Lunch would be held at St. Mary's Church on Thursday 9<sup>th</sup> February at 12.15pm.

Newnham Lane Car Parking – A further e-mail had been received from a trader in Newnham Lane asking that no change should be made to the current waiting restrictions on the parking bay in Newnham Lane as it could have an impact on his customer parking.

There being no further business the meeting closed at 9.38pm

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