

**BURWELL PARISH COUNCIL**  
**The Jubilee Reading Room**  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
**Telephone 01638 743142**  
**E Mail burwellpc@btconnect.com**

Chairman: Mrs J Lonsdale

Clerk: Mrs Y Rix

Minutes of the meeting of Full Council held on Tuesday 8<sup>th</sup> December 2015, 7.30 pm in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU.

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**Present:-** Joan Lonsdale (Chair), Robin Dyos, Sylvia Greenaway, Don Harrison, Gus Jones, Joe Parker, Jim Perry, Derek Reader, Gordon Roach, Mick Smith, Mike Swift, Tim Wallis, Hazel Williams and Brenda Wilson.

**01.12.15 Apologies:-** Apologies for absence had been received from Jane Hall, Liz Swift and Paul Webb.

**02.12.15 Declarations of interests** The following pecuniary interests were declared:-  
Derek Reader – Finance  
Joe Parker - Planning

**03.12.15 Approval of Minutes** The minutes of the Parish Council meeting held on 24<sup>th</sup> November 2015 were approved and signed following an amendment to item 17.11.15 Public Forum changing ‘the school would be able to meet the needs of the village’ to ‘the school would be unable to meet the needs of the village’.  
Proposed – Jim Perry, seconded – Brenda Wilson

**04.12.15 Public Forum:** No matters were raised during the Public Forum.

**05.12.15 Planning Applications:-** The following Planning Applications were considered:

**15/0129/RMM Former D S Smith Site Reach Road**

Approval of details for all reserved matters for the housing element (plots 1-70) of planning application 14/00046/OUM

**No Objection**

**15/01345/FUL Mr. M Gray – 8 The Avenue**

Proposed front and rear extension

**No Objection**

**15/01409/FUL Mr. and Mrs Cannon -32 Silver Street**

Single storey extension and alterations

**No Objection**

**15/01155/FUL Mrs E Grimwade – 19 Silver Street**

Single storey rear extension

**No Objection**

**15/01064/FUL Mr. J Fuller – Land South of 76 Low Road**

Erection of three new dwellings on frontage land south of 76 Low Road

**Amendment involving alterations to layout and design**

The Parish Council had previously objected to the original application on the grounds of the proposed development site being outside of the development envelope. However during discussions with the Planning Officer he had informed us that as ECDC was

unable to demonstrate a 5 year housing supply for the district, being outside of the development envelope could not be taken as a material consideration. In assessing the amendment to the application, Council needed to consider all material considerations. Hazel Williams spoke of a recent email circulated to members of the Council from a fellow Councillor which contained comments about the Localism Act, Neighbourhood Plans and Burwell Masterplan which may be misleading. This also included the way that ECDC had dealt with the Masterplan procedure at the time. She continued by explaining that the Parish Council and ECDC had followed the agreed Masterplan procedure. Following the route of a Neighbourhood Plan had been discussed at the time and it had been agreed that there was little point in the Parish working towards a Neighbourhood Plan. A Neighbourhood Plan to be approved by the Planning Inspectorate would need to provide either more or at least an equal number of new dwellings as set out in the Local Development Plan. Recent changes to Government Housing Supply Policies have to be taken in to account and local authorities will need to consider ways of meeting new targets.

The Council then considered the details of the application in question. It was felt that should this development of three houses go ahead, the soft edge to the village along this road would be lost, making a significant and unacceptable change to the street scene. Local residents have commented that the site has been prone to flooding in the past. Both junctions, at Low Road/Hythe Lane and Parsonage Lane/The Causeway/High Street have a number of highway issues which need to be taken into consideration. Council agreed that on all of these grounds they should **OBJECT** to the application.

**06.12.15  
Decision  
from County  
and District  
Councils**

The following decisions from the District Council were noted:

**15/01013/FUL Bunkers Hill 3 Mill Lane**  
Single storey flat roof sun room extension  
**APPROVAL**

**15/00523/LBC 28 High Street**  
Demolish rear wall and roof over the annexe and rebuild. Installation of a new kitchen on the ground floor, new bathrooms on the first floor. Replacement windows.  
**APPROVAL**

**15/01141/PDR Hill Farm, 21 High Street**  
Replacement Windows  
**APPROVAL**

**07.12.15  
Action  
Update:-**

The attached Action Update sheet was considered. Hazel Williams informed Council that she was still waiting to hear back from the Diocese about possible organs available for the Cemetery Chapel. A meeting with Exning Parish Council, along with District and County Councillors for both villages is being arranged for the New Year to discuss possible options for the Burwell/Exning Bridge. The staff will organise a consultation for the users of the Gardiner Memorial Hall to consider safety improvements to the car park exit in the spring. Jim Perry asked why the Anchor Lane River Bank has been removed from the list. Joan Lonsdale explained that from the Council's point of view the matter has been resolved and no longer needs to be included on the list.

**08.12.15  
Parish  
Grounds –  
Reports:-**

Weekly Play Area Inspection Reports  
The Clerk informed Council that the handyman has continued to carry out the routine weekly play area inspections. The only matter to report is that the moles are very active on the Recreation Ground. The pest control operative had been unable to previously resolve the problem and had advised that the moles would be difficult to remove. Don Harrison reported that one of the gates at Jubilee Green Play Area was not closing correctly. The handyman had already looked at this and had made some adjustments to the spring, but the Clerk agreed to ask him to have another look to see if anything further could be done.  
Consideration of possible rolling of football pitches  
Gus Jones informed Council that he had been asked by a member of the Swifts Football team if the pitches at the Recreation Ground could be rolled. He continued to say that

he had been advised by the Football Association that rolling should not be carried out. Rolling would prevent the maximum benefit from the de-compaction that has recently been carried out. Sand needs to be spread over the pitches. Drainage does appear to have improved following de-compaction and if necessary the pitches could be reverse-harrowed to help flatten. The Clerk to respond to the football teams of the outcome to the request.

#### Recreation Ground – Dogs and Signs

The Clerk informed Council that Gus Jones had asked for additional signage on the Recreation Ground to stop people taking their dogs on the pitches and play areas. The Clerk asked for some clear directive on allowing dogs on the Recreation Ground. It would be difficult to totally stop dogs on the fields, but the Council accepts that dogs fouling on areas where sporting activities take place and within the play areas should be prevented. Council therefore agreed that dogs would be allowed on the Recreation Ground and that a sign should be erected asking dog walkers to keep their dogs away from the pitches and play area.

#### Recreation Ground Car Park

The new fence at the Recreation Ground has now been erected and Joan Lonsdale explained that the fence had been erected in the planned position. As an alternative to digging up the old tarmac car park area and re-turfing, Gus Jones asked if the Tennis Club could be given the opportunity to consider using the area for a tennis court. The Clerk agreed to put the proposal to them. It may be necessary to revisit the provision of the pedestrian gate, which includes a barrier to the rear to help prevent motorcycles gaining access to the field. The new car parking area in front of the fence needs grasscrete installed, maximising the number of spaces available for parking. The Clerk to obtain the necessary quotations. The original wooden fencing to be removed by the Handyman. Until the new car park is ready for use, vehicles may be parked on the original car parking area.

#### **Trees/Environment**

Council noted the following notifications from ECDC:

##### **10 Bewicks Mead**

TPO/E/15/99

T1 Ash – Fell and replant

T2 Sycamore – Fell and replant

##### **15 Bloomsfield**

T1 Cherry - Fell

##### **5 Lime Close**

T1 – Maple Tree - Fell

##### **129 North Street**

T2 - Bay Tree - Crown reduce by 1.5m back to previous pruning points

T3 - Cotoneaster - Crown reduce to just below previous pruning points and thin out dominant watershoots by 15%

T6 and T7 - Newly planted trees - Crown lift/remove sympathetically over topping limbs from surrounding trees (Ash) to allow more light penetration

T8 - White Poplar and T9 - Gleditsia - Remove elongated lowest limb from each tree, growing towards centre of garden

T10 - Beech - Formatively prune and remove over topping limbs from surrounding trees.

G2 - Turkish Hazel x 5 - Remove 3 weakest specimens

G3 and G4 - Sycamore - Sympathetically crown lift the outer periphery branches over the orchard leaving the trees upswept.

(G2, G3 and G4 - in the orchard area on plan)

##### **20 Hatley Drive**

T1 Cherry – Fell to ground level

##### **Block 16-19 Chandlers Court**

T1 & T2 Silver Birch x 2 – Fell

G3 Conifer Trees – Reduce by approx. 2m in height

**09.12.15**

#### **County & District Matters:-**

##### CCC Fordham Bypass Bridleway element

Council noted details from the County Council of the bridleway running adjacent to the Fordham Bypass.

#### ECDC Charity Christmas Card Collection

ECDC has asked if the Council would be interested in having a recycling bin for used Christmas Cards situated at one of the Council properties. The Council thought that one could be sited outside the Jubilee Reading Room. The Clerk was asked to find out more details and if appropriate, arrange for one to be delivered.

#### ECDC Community Facilities Audit

A Community Facilities Audit has been carried out by ACRE on behalf of ECDC. Hazel Williams declared an interest as a trustee of ACRE. Council noted that the Audit had only taken account of village halls and no other facilities available for community use.

#### ECDC – Street Trading Policy Review

Council noted that ECDC is carrying out a review of their Street Trading Policy.

#### Notification of removal of recycling banks at Burwell Village College

An email has been received from District Councillor Allen alerting the Council that the recycling bins will be removed from the school due to the forthcoming building work. Council agreed that details of the removal should be included in the next Clunch Report.

#### **10.12.15 Other Reports (in circulating file):-**

There were no other reports.

#### **11.12.15 Finance**

##### Consideration of quotations for a defibrillator

The Clerk informed Council that she had obtained a further quotation for a defibrillator. The quotation is cheaper than the one from the Community Heartbeat Organisation, but the overall service provided was not as good. The defibrillator will be installed at the Jubilee Reading Room and the Clerk confirmed that planning permission for the unit was not required despite the Jubilee Reading Room being in the Conservation Area. The Clerk expressed that she felt that it was necessary for a good back up service if staff members were to have any responsibility for the machine. Council recognised this requirement and ***Brenda Wilson proposed, seconded by Robin Dyos that an order for the defibrillator should be placed with the Community Heartbeat Organisation as per their quotation of £1995.00 plus carriage.***

***Council resolved that an order for the defibrillator should be placed with the Community Heartbeat Organisation as per their quotation of £1995.00 plus carriage.***

##### Consideration of quotation for tree work at Pauline's Swamp and Margaret Field

Derek Reader having previously declared an interest left the room for this item.

Three quotations had been received for the tree work required at Pauline's Swamp and Margaret Field. There was a large difference between the lowest price quotation and the other two. The cheapest quotation had not detailed the work or shown the cost for each site. Council agreed that the contractor who had submitted the cheapest quotation should be asked to provide a more detailed quotation. If the work detailed is comparable, the Clerk was authorised to issue an order for the work to be carried out. The Clerk will request a copy of the contractors Public Liability Insurance as standard.

Derek Reader returned to the room.

##### Consideration of quotation to replace Hand Dryer at Gardiner Memorial Hall

Despite going out to several contractors, the Clerk had only received one quotation for a replacement hand dryer at the Gardiner Memorial Hall. The quotation was for a dryer similar to the existing one and not a hi-speed option. Council agreed that the Clerk should ask the contractor for an amended quotation for a hi-speed option. The Chairman and Vice-Chairman were given the power to accept the quotation without referring back to Council.

##### Consideration of funding for the Connection Youth Bus

Following the presentation by the Connections Youth Bus organisers at the last meeting, Council considered whether they should offer to fund the bus coming to Burwell from April 2016. The cost per session is about £250.00. Hazel Williams explained that the 5% increase in the precept would allow for a donation towards the service to be made. Hazel Williams then proposed that the Council should offer a contribution of £1000 towards the cost of the sessions continuing in the village during the summer months, with further consideration of future funding at a later date. The proposal was seconded by Brenda Wilson and approved by Council.

##### Consideration of request for reduced price for 2016 booking for Burwell Aikido Club

A request had been received from Quentin Cooke who is organising an international festival of aikido at the Mandeville Hall in 2016 for reduced hire charges. The festival will help raise funds of an international charity. The Clerk explained that Mr. Cooke has previously held

similar events at Mandeville Hall and had on those occasions been given the 25% discounted charity rate. The Council agreed that Mr. Cooke should be given the same discount for the 2016 booking.

Consideration of the recommendations made by the Finance Working Group

Council considered the recommendations made in the attached report by the Finance Working Group. Gus Jones asked if the handyman remuneration could be increased to help cover his vehicle costs. Hazel Williams explained that the handyman initially preferred to use his own vehicle and the arrangements were reviewed annually as part of the staff appraisals. Hazel Williams proposed that the mileage rate be increased to 45p per mile. This was seconded by Don Harrison and approved by Council.

Joan Lonsdale asked when the Council intended to start charging all football teams for the use of the sports facilities. Members of the Sports Provision Working Group indicated that this would be possible once the pitches and pavilion were of an acceptable standard.

***Robin Dyos proposed, seconded by Brenda Wilson that the recommendations made in the attached Finance Working Group Report be approved. A vote was taken with 12 Councillors in favour and two abstentions.***

***Council resolved that all recommendations made in the attached Finance Working Group Report be approved.***

The Clerk asked for thanks to be given to Derek Reader and his sons for erecting and decorating the Christmas tree on Pound Hill.

Consideration of payments

Council agreed that payments to the following as listed on the attached Payment Sheet should be made:

Proposed – Brenda Wilson    Seconded – Gordon Roach

S Rowland

D Cawley

Burwell Office Cleaning

Cambridge Cricket Limited

Simpsons Nursery

East Anglian Air Ambulance

Copy IT Digital Solutions

Universal Fencing

K and M Lighting

Burwell Museum

ESPO

Herts and Grounds Maintenance

PHS

The Voluntary Network

Siemens

BT

Anglian Water

Eon

ECDC

Salaries,Wages etc.

Return of Deposits for Gardiner Memorial. Mandeville Halls and allotments

**12.12.15**

**Correspondence**

**Letter from Savills – County Farms Estate**

Savills on behalf of the County Council are currently carrying out a consultation on the views of interested parties of the provision of the County Farms Estate in the area.

Cambridgeshire County Council is one of the few counties which have retained a County Farm Estate, giving young people the opportunity to take up farming. Council agreed that Hazel Williams should complete the consultation in conjunction with the Clerk.

**Email regarding Ness Road Bus Stop**

Concern has been raised by a resident in Ness Road about people sitting on her wall whilst waiting for the bus. She is particularly concerned that should the wall collapse, someone could be injured. She has asked if the Parish Council would consider a bench being placed at the bus stop. Council agreed that this item should be deferred to allow time for the width of the path to be measured to see if there would be room for a bench.

Email regarding Newmarket Road Sports Provision

An email had been received from a resident asking the Council to consider including a 3G or 4G artificial pitch within the proposed new sports hub on Newmarket Road. Council noted the correspondence and it was suggested that the Sports Provision Working Group could look at possible costs involved. The Clerk was asked to acknowledge the email and ask the resident if he was able to provide any further details on this type of pitch.

**13.12.15**

**Council considered the following:**

Carols around the Tree – 18<sup>th</sup> December 2015

Councillors were reminded that the annual 'Carols around the Tree' is due to take place on Friday 18<sup>th</sup> December 2015 at Pound Hill starting at 6.30 pm.

There being no further business, the meeting was closed at 9.20 pm.

Signed this      day of                      2016 \_\_\_\_\_  
Chairman

DRAFT