

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

Chairman: Mr D A Reader

Clerk: Mrs Y Rix

Minutes of the meeting of Full Council held on Tuesday 10<sup>th</sup> March 2015, 7.30 pm in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU.

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**Present:-** Derek Reader (Chairman), Sylvia Greenaway, Don Harrison, Jane Hall, Gus Jones, Joan Lonsdale, Laura Murfin, Jim Perry, Michel Scarff, Liz Swift, Graham Tobitt, Hazel Williams and Brenda Wilson.

**01.03.15 Apologies:-** Apologies for absence had been received from Pat Kilby and Mike Smith

**02.03.15 Declarations of any interests known to Councillors:-** The following pecuniary interests were declared:-  
Liz Swift – 11.03.15 - Consideration of request for sponsorship - Burwell Carnival  
Sylvia Greenaway 08.03.15 Use of Mandeville Hall by Newmarket Town Band

**03.02.15 Approval** The minutes of the meeting of the Full Council held on Tuesday 24<sup>th</sup> February 2015 were approved and signed as a true and correct record.

Proposed – Joan Lonsdale, seconded – Brenda Wilson

**04.03.15** No members of the public were present.

**05.03.15 Planning Applications:-** The following Planning Application was considered:

**15/00108/LBC**  
**15/00109/FUL**

**Ms C Gallick – 116 Low Road**

Conversion of existing barn to form a residential unit including demolition and rebuilding of rear lean-to, new vehicular access off Low Road, new carport structure, new garden/boundary walls and fences.

**No objections**

**15/00160/FUL**

**Mr & Mrs Macintosh – 40 Silver Street**

Two storey side and rear extensions.

**No objections**

**14/01319/FUL**

**Mr & Mrs A Manning – Melrose House, 22 Newmarket Road**

Two storey extension to side and rear single storey extension to side and new access.

**Amendment - redesign**

**No objections**

**15/00093/LBC**

**Mr K Graham – Tollgate Cottage, 8 Hythe Lane**

Remove existing gas fire and balanced flue, form new opening and fit new glazed timber screen.

**No objections**

**15/00100/FUL**

**Mr A Seaman – 1 Sheepyard Cottages, Heath Road**

Conservatory on side extension.

**No objections**

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**15/00125/FUL**                      **Mr & Mrs G & J Reeve – Land southwest of Hythe Farm, Weirs Drove**  
Erection of single temporary dwelling.  
**Objection – This is outside the Burwell development envelope.**

**06.03.15**                      The following decisions received from the District Council were noted:-  
**Decision**  
**from County**                      **14/01413/FUL**                      **Mr & Mrs S & R Wenham – 29 Abbey Close**  
**and District**                      Single storey rear extension and replacement of mono pitch roof to form dual pitched roof.  
**APPROVAL**

**15/00027/CLP**                      **Mrs R Peachey – 3a Swaffham Road**  
To erect porch at rear of property.  
**APPROVAL**

**14/01329/FUL**                      **The National Trust – Harrison's Drove**  
A bridge across Harrison's Drove to allow livestock to migrate between two grazing areas located on either side of the Drove, as part of a grazing management and nature conservation project. Barrow pits, created by removing clay to construct the bridge ramps. Construction of a new bird hide on the earthworks for the bridge.  
**APPROVAL**

Laura Murfin arrived at 7.45pm

**07.03.15**                      No items to update on the Action Update Sheet.  
**Action**  
**Update:-**

Jim Perry arrived at 7.50pm

**08.03.15**                      **Grounds –**  
**Parish**                      Weekly Play Area Inspection Reports  
**Reports:-**                      The Assistant Clerk reported that the Handyman had carried out maintenance to equipment at Westhorpe and he had been painting the equipment as the weather allowed. The stock fencing and posts were also broken at Pauline's Swamp and could do with repair before the livestock goes back later in the year. The ROSPA Annual Inspections are due to be carried out on all play areas in April.

Use of Mandeville Hall by Newmarket Town Band  
Hazel Williams reported that she and the Assistant Clerk had been to the Mandeville Hall to listen in the different rooms how the impact of the band playing might affect other hirers. It was felt that the volume of the music did not have a detrimental impact. The Assistant Clerk informed the council that an email had been received from Jo Simcock who held Pilates classes in Room 1 from 7.00pm until 9.00pm, the Assistant Clerk highlight the points raised by Mrs Simcock who has expressed her concern regarding not been able to play her own music as this was drowned out by the band and Mrs Simcock also felt that the stop start nature of the bands music and different levels of music had an impact on her classes which were intended to be of a relaxing nature. The Assistant Clerk advised the council that Mrs Simcock had moved into Room 2 for her second class from 8.00pm to 9.00pm last week and that they had not received any further comments from her since her move. The Clerk has also talked to Sylvia Greenaway who is a member of the band and asked that they play more relaxing music until 8.00pm, Sylvia Greenaway had agreed to this. Mick Scarff commented that at one point council had considered 15 minute intervals should be allowed between bookings. Council agreed to let the band continue using Mandeville Hall for their band practice.

Recent vandalism to Parish Council Property  
The Assistant Clerk informed Council that a car had recently reversed into a fence at Mandeville Hall. The incident had been recorded on the CTV but we were unfortunately unable to determine the colour or registration number of the car. The Assistant Clerk asked the permission of the Council for the Handyman to repair the fence as it was felt that it would

cost less to repair the fence than the excess on our insurance. Council agreed for the Handyman to carry out the repair.  
The Assistant Clerk informed Council that a pane of glass had recently been broken at the Jubilee Reading Room. The Clerk had placed an order to replace the pane of glass with AKC, the cost of the repair was £80.00 plus VAT, this was less than the insurance excess of £100.00.  
The Assistant Clerk advised the Council that one panel in the bus shelter in Toyse Lane had recently been damaged / broken. The likely cost of a replacement panel is £155.00 including VAT. Council authorized the Clerk to arrange for repairs.  
All three incidents had been reported to the Police and crime reference numbers had been obtained.

**Trees/Environment –**

Council noted the following notification from ECDC of tree works at the following properties:-

**33 Kingfisher Drive**

T1 Sycamore – Crown reduction 30%

**62 Mill Lane**

T1 Sycamore – 30% crown reduction

**56 Isaacson Road**

T1 Horse Chestnut – Crown lift low branches over adjacent garden (at No 54) to clear by approx. 5m. Crown lift remainder of tree to same height to leave an even shape.

T2 Beech – Crown lift to same height as T1 Horse Chestnut

**Burwell Parish Council – Open Space fronting and adjacent to 24 Hatley Drive**

G1 Tree Group 5x Cypress - Fell

**09.03.15  
County and  
District  
Matters:-**

None

**10.03.15  
Other  
Reports:**

Cambridge Police Shrievally Trust - Update  
This report was noted by Council.

**11.03.15  
Finance:**

Consideration of donation to Citizens Advice Bureau

A request for a donation of £100.00 had been received from the Citizens Advice Bureau. Council felt this was a worthwhile cause and agreed a donation of £100.00.

Consideration of donation to Magpas Helmedi

A request had been received for a donation to Magpas Helimed. Council agreed to make a donation of £100.00.

Consideration of request for sponsorship – Burwell Carnival

A request for sponsorship had been received from Burwell Carnival. The Council agreed that they were happy to have an advert included in the Carnival brochure and make a payment of £50.00.

Consideration of quotations for replacement glass unit at Mandeville Hall

The Assistant Clerk informed the Council that we had received two quotations for the replacement glass unit at Mandeville Hall. Council agreed that AKC should carry out the work at a cost of £105.00 plus VAT.

Consideration of quotations for Cleaning Contract

The Assistant Clerk informed the Council that following an advert in the Newmarket Weekly News no parties had come forward to tender with the exception of the current cleaning contractor, Burwell Cleaning Services. The Council agreed that more quotes were needed and it was agreed that the Clerk should write to three local cleaning companies asking them to tender.

Burwell Office Cleaning had expressed concern on their letter of tender that mats appeared to be marking the floors in the Gardiner Memorial Hall. The Clerk had written to the Judo Club and the Assistant Clerk had also contacted the Karate Club and Happy Tots asking them to take extra care when moving mats. The Assistant Clerk also agreed to approach Jazzercise regarding this matter.

Consideration of the following payments:

The payments as detailed on the payment schedule were considered and approved.

Proposed – Mick Scarff, seconded – Jim Perry  
S Rowland  
D Cawley  
Burwell Office Cleaning  
Borda Line Web Design  
Clunch  
Local World  
Dent Security  
S R Landscapes  
Purple Recycling  
Ridgeons  
ESPO  
Clarkes Fencing  
BT  
Anglian Water  
Eon  
Salaries,Wages etc.  
Return of Deposits for Gardiner Memorial and Mandeville Halls

**12.03.15 Correspondence**

Letter of resignation – Fay Whitehouse

Council noted a letter of resignation from Fay Whitehouse. A letter of thanks to be sent by the Clerk.

Email from Rebecca Avery – Graham Bright's Outreach Worker serving South Cambridgeshire

The Assistant Clerk read out an email of introduction from Rebecca Avery who has been appointed as Graham Bright's Outreach Worker serving South Cambridgeshire.

Request from resident to trim back trees to the rear of 27 Spring Close

A request had been received from a resident asking for the trees to be trimmed back at the rear of 27 Spring Close. Mick Scarff agreed to take photographs of the trees and report back to Council at the next meeting.

**13.03.15 Consideration of adoption of the following Council Policies:**

Disciplinary & Grievance Policy

Proposed – Liz Swift      Seconded – Sylvia Greenaway

Children, Young People and Vulnerable Adults Protection Policy

Proposed – Jane Hall      Seconded – Hazel Williams

Standing Orders

Proposed – Laura Murfin      Seconded – Joan Lonsdale

Risk management Policy

Proposed – Hazel Williams      Seconded – Jim Perry

***Council resolved to adopt all of the above policies.***

The Chairman asked if the Council would like him to provide hanging baskets at the Jubilee Reading Room and the other properties owned by the Council has he had done in previous years. The Council agreed to this and thanked the Chairman.

Jim Perry raised concern about horse fouling in the village. It was stated that although dog fouling was an offence horse fouling was not.

Don Harrison arrived at 8.15pm.

There being no further business, the meeting was closed at 8.16 pm.

Signed this      day of

2015 \_\_\_\_\_

Chairman

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