

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

**Chairman: Mrs J Lonsdale**

**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 25<sup>th</sup> October 2016

---

**Present:-** Joan Lonsdale (Chair), Robin Dyos, Jane Hall, Don Harrison, Gus Jones, Jenny Moss, Jim Perry, Joe Parker, Derek Reader, Gordon Roach, Michael Smith, Liz Swift, Mike Swift, Paul Webb, Hazel Williams and Brenda Wilson.  
District and County Councillor David Brown,

**14.10.16 Apologies:-** Apologies for absence had been received from District Councillor Lavinia Edwards.

**15.10.16 Declarations of any interest known to Councillors:-** The following Declarations of Interests were received:  
Derek Reader – Finance – Work to Cemetery Trees  
Mick Smith – Planning – 75 and 79 The Causeway  
Robin Dyos, Paul Webb, Liz Swift and Michael Swift – Finance - Burwell Carnival

**16.10.16 Approval of Minutes:-** The Minutes of the Meeting held on 11<sup>th</sup> October 2016 were approved  
Proposed – Paul Webb, Seconded – Gordon Roach

Unfortunately Max Jamieson was unable to attend the meeting. He had sent a written report which had been circulated to all members. He has now raised over £2000 for the new proposed skate park and has a number of grant funders who could be applied to for further funding. Hazel Williams said that now is the time to meet with him to discuss funding. Mike Swift suggested that the Sports Provision Working Group should meet with him over the next few weeks.  
Jim Perry arrived at 7.40 pm.

**17.10.16 Public Forum:-** No matters were raised during the Public Forum.

**18.10.16 Planning:-** The following planning applications were considered:  
**16/00938/FUL 75 & 79 The Causeway**  
New 2 bed bungalow  
**OBJECTION due to unsuitable access, parking issues and setting a precedent**

**19.10.16 Planning Decisions:-** No Planning Decisions had been received

**20.10.16 Action Points:** The Clerk reported the following updates:  
The order has been placed for the work on the Causeway. There could be a delay in the work being carried out as Highways are quite busy at the moment.  
The additional fencing and barrier at the Recreation Ground has been completed.  
Highways need to be informed if the work to install the bollard in Pantile Lane should be completed.

The barn at Pauline's Swamp is due to be painted in December, although if wet the contractor will take the opportunity to paint the inside of the roof earlier.  
Fire Risk Assessments for the Jubilee Reading Room and Mandeville Hall have been completed.

The temporary toilet will be delivered once the Credit Agreement has been approved. Hazel Williams reported that she had spoken to four people regarding facilitating at a Strategy Meeting for the Council and unfortunately none would be able to do so before next year.

Michael Swift reported that the planning application for the Pavilion at the Recreation Ground has been submitted to East Cambs District Council.

**21.10.16  
County &  
District  
Councillors  
Reports:**

A report from David Brown had been received and circulated to Council Members. Lavinia Edwards had sent an email informing Council that she had attended a Planning Committee Meeting where only two small non-Burwell applications had been discussed. David Brown added that a further meeting of the General Purposes Committee Meeting had been reconvened to allow further discussion to take place. Hazel Williams said that she was disappointed that no other reports had been received and that only limited information was passed on to the Parish Council. Michael Swift commented that maybe insufficient matters relating to Burwell were being raised by the District Councillors. David Brown responded by stating that he believes that he does his best for the village. It was suggested that maybe raising the profile of the District Councillors in the village would be beneficial. This is something that could be included in the Council's Clunch Report.

In order for David Brown to be involved in discussions item 26.10.16.2 was moved forward to this point of the meeting.

The Trustees of Pauline's Swamp informed Council of the problems occurring at the Swamp due to the pumping out of ground water by the developers working on the former D S Smith Site. One pond and the stream are dry and the water level in the dipping pond is decreasing daily. Bats also appear to have been affected. There is concern that the pumps are working continuously. The Enforcement Officer has already been notified of our concerns but Council agreed that a further letter should be sent from the Parish Council requesting immediate action to be taken. David Brown was also asked to speak with the Planning Officers on behalf of the Council. Some concern had been raised to one of the Councillors about the effect that lowering the water table could have on property structures in Swaffham Road.

**22.10.16  
County &  
District  
Matters:**

1. Winter Gritting

The winter gritting equipment is currently stored at the School. The Clerk reported that she has contacted the school due to the building works being carried out to see if the equipment is still accessible and is waiting for a response. Volunteers are required to carry out the work if required. It was agreed that a request for volunteers would be put in the next issue of Clunch.

David Brown left the meeting at 8.20 pm.

**23.10.16  
Other  
Reports and  
General  
Information:**

The following were circulated in the Other Reports and Information Folder and were noted:

Burwell Allotment and Garden Society – Minutes 4.7.16  
Carnival Race Night

**24.10.16  
Finance**

Council considered the following:

1. Consideration of Quotations – Work to trees at the Cemetery

Three quotations had been received to carry out work to the trees in the Cemetery recommended by the Tree Officer. Council agreed to accept the cheapest quotation from S P Landscapes in the sum of £1,875.00 plus VAT.

Proposed – Paul Webb

Seconded – Robin Dyos

**2. Consideration of the Finance Meeting Notes of 10<sup>th</sup> October 2016**

Notes from the Finance Meeting held on 10<sup>th</sup> October 2016 had been circulated to members. Council noted the Quarterly Finance Report for the period ending 30<sup>th</sup> September 2016.

J Neale is no longer able to act as Internal Auditor for the Parish Council. It was agreed that Michael Williamson should be asked if he was willing to act as the Councils Internal Auditor.

Michael Swift expressed the importance of financial forward planning for the Council. It was agreed that the Council should hold an initial Strategy Meeting for Councillors on 15<sup>th</sup> November at 7.30 pm. Liz Swift explained that the Strategy Meeting should not only look at finance but also the way that the Council operates for example the Working Groups.

**3. Consideration of Request from Burwell Carnival – waiving of hire charges for Race Night**

A letter had been received from Burwell Carnival asking if it would be possible for the hire charges for Mandeville Hall to be waived for their Carnival Race Night. The Clerk pointed out that some years ago, the Carnival Committee had hired the Gardiner Memorial Hall for a Comedy Night and unfortunately the hall had not been left in a satisfactory condition and had required additional cleaning. Council agreed therefore that the Carnival Committee could have the hall free of charge on condition that they paid any additional cleaning costs should they be required.

Proposed – Gus Jones Seconded – Brenda Wilson

**25.10.16**

**Correspondence**

1. A letter had been received from a resident interested in working with the Parish Council to provide trees for the village. Council agreed that a meeting should be arranged with the resident to discuss further.

2. A letter had been received from the Burwell Allotment and Garden Society asking the Council if it would be possible for the electricity supply at the Council's allotment shed to be extended to their clubhouse. Council agreed that the group should be asked to obtain a quotation for the work involved prior to Council making a decision. Should the Council agree to the work being carried out the Allotment Society will be responsible for the costs involved.

**3. Email from Swifts Football Club**

Council noted that an email had been received from Burwell Tigers Football Club thanking the Council for the work that has gone into making the pitches at the Recreation Ground playable.

**4. Cambridgeshire ACRE – Cambridgeshire Parish Council Conference 2016**

Cambridgeshire ACRE will be holding the Cambridgeshire Parish Council Conference on the 18<sup>th</sup> November 2016 starting at 9 am in St Ives.. Hazel Williams will be chairing the meeting. Jim Perry showed an interest in attending.

**26.08.16**

**Consideration of the following:**

**1. Report from the Safety Working Group Meeting including the financial contribution to the LHII 2017/2018**

Robin Dyos reported that he is in the process of putting together the application for the Local Highways Improvement Initiative 2017/2018 to enable safe crossing in Ness Road. The cost of the scheme will be around £25,000 which will mean applying for £10,000 from Highways and the Parish Council contributing £15,000. During a meeting with Matt Pickering from Highways, members of the group were advised that a zebra crossing where most individuals would like it would not be safe, but that Highways would look at all other options to help slow down the traffic and make the road safer to cross. Council approved the proposed application.

Paul Webb asked for Councils approval to put the results of the recent Ness Road Survey in to the Public Forum. This was agreed

**2. Update of meetings held regarding Pauline's Swamp**

This item was discussed earlier during the meeting.

**3. Christmas Decorations – Mandeville and Gardiner Memorial Hall**

Hazel Williams, Liz Swift and Michael Swift agreed to put up the Christmas decorations at Mandeville Hall on 26<sup>th</sup> November at 2 pm. New Christmas trees may need to be purchased for Mandeville Hall. Derek Reader will ask his sons to put up the decorations at Gardiner Memorial Hall, but a couple of people will still need to decorate the tree.

The Clerk reported that Father Christmas is unable to join us at the Carols around the Tree this year and asked if anyone is prepared to help out to let her know.

The bugler is also unable to play at this year's Remembrance Day Service. He is prepared to record a CD with the last post including the two minutes silence. Some form of playing device will be required and someone to operate the machine on the day. Any one able to help should let the Clerk know. The Chairman reminded the Council that it would be good to see as many Councillors attending the service as possible.

There being no other business the meeting was closed at 9.06 pm

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