

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Chairman: Mrs E Swift

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 25th July 2017.

Present:- Liz Swift (Chair), Richard Adams, Jane Hall, Don Harrison, Gus Jones, Joan Lonsdale, Jenny Moss, Joe Parker, Jim Perry, Gordon Roach, Mick Smith, Michael Swift, Paul Webb, Hazel Williams and Brenda Wilson.

Also present 3 members of the public and District Councillor Michael Allan.

14.07.17 Apologies:- Apologies for absence had been received from Derek Reader, Robin Dyos, District Councillors Lavinia Edwards and David Brown.

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media to be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Agenda Item 26.07.17 No. 2

The above motion was proposed by Hazel Williams and seconded by Paul Webb

Council resolved that Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media to be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

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15.07.17 The following declarations were made:

Declarations of any interest known to Councillors:- Gus Jones – Planning 17/01191/FUL
Mick Smith – Planning 17/01048/FUL

16.07.17 Approval of Minutes:- The minutes of the meeting held on 11th July 2017 were approved and signed with an amendment to the payments to Lloyds Bank which should read £83.03 and to Wellington Boot Café £153.54.
Proposed – Jim Perry Seconded – Don Harrison

17.07.17 Public Forum:- Mr Robert Scott of Swaffham Road spoke to the Council regarding the planning application for Lyndhurst, 48 Swaffham Road. He explained that he had concerns with the change of use of the site, which is currently listed as a Camping and Caravan Club Site for up to 5 caravans plus an additional area for caravan storage. The duration of any stay for a caravan not in storage is 25 days. He believes that numbers however often exceeds 5 and at least one has been on site for more than 25 days. In addition to this Mr Scott, who owns neighbouring land has found caravanners trespassing on his land. He has also noticed rubbish from the site being dump on his land. Increasing the storage area as the application proposes will lead to increased

noise levels and light pollution. Trees screening the camp site from Mr Scott's property has also been removed without any consultation and replaced with metal security fencing. This has led to a lack of privacy for Mr Scott. The entrance to the site is on a slight bend on a road which often suffers from speeding traffic, making entering and exiting the site dangerous. This is worsened by the increasing size of caravan units. Mr Scott asked Council to take his concerns into consideration when discussing the application.

Gill Miller of Silver Street informed Council that she lived in one of the six Victorian terraced houses on Silver Street. She has lived in the property for around two years and when purchasing the property was aware that there was no off road parking available. She is now frequently finding difficulty in being able to park near her property, mainly due to the neighbouring hairdressers' clients parking on the road. On behalf of the residents of the terrace houses, which includes two families with young children, she would like to ask the Parish Council to consider provision of 6 resident only parking spaces outside of their properties.

**18.07.17
Planning:**

Notification had been received from ECDC that the planning application 17/00363/OUM Land North of 17 – 45 Toyse Lane is due to be determined by the Planning Committee on 2nd August 2017. Anyone wishing to attend should inform the Clerk as soon as possible.

The following planning applications were considered

17/00939/OUT Mr. Fuller – 1 Grantchester Rise

Proposed demolition of existing garage & erection of 1 no detached bungalow
Application withdrawn

17/01048/FUL 11 Appletree Grove – Mrs E Powley

Construction of new garage and single storey rear extension. Conversion of existing garage into a play/guest room. Insertion of 2 new ground floor windows
No objections

17/01147/FUL 19 Toyse Lane - K and J Carpenter and Son Ltd

Demolition of existing bungalow and the erection of six dwellings and new access
Objection

- **Supports neighbour concerns**
- **Over development of site**
- **Access road not wide enough**
- **No parking included in scheme for visitors**

17/01191/FUL Lyndhurst 48 Swaffham Road – Mr. V. Griffiths

Proposed change of use from caravan site to caravan storage
Concerns

- **Need to ensure that the storage area is screened from neighbouring properties**
- **Access to site is not good from the highway which could cause safety issues.**
- **Layout and density plan needs to take neighbouring properties into account**

Clerk to find out if there is a maximum number of units that can be stored on the site.

17/01222/FUL 51 Ness Road – Mr. G. Williams

Proposed rear extension and porch to front elevation
No objections

16/01789/FUL Mr. S Calder – Burwell Brickworks Pit, Factory Road

The Clerk informed Council that a notification of a further amendment to the application had been received. The date for responses to the amendment is due before the next meeting; however no plans had been included with the notification. The Clerk has asked for an extended date for responses.

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

**Planning
Decisions:**

17/00692/FUL 4 Newnham Lane

Single storey rear extension

APPROVED

17/00475/FUL Land Adj to 1 Brick Works Cottages, Factory Road

Demolition of existing garage and construction of 2 bedroom single storey detached dwelling and associated works

APPROVED

17/00868/VAR 34 Newmarket Road

Variation of condition 1 (Approved plans) of previously approved 16/01390/FUL for demolition of existing garage to allow formation of new access road to proposed dwelling with integral garage, parking, access & associated site works and replacement garage for host dwelling

APPROVED

**20.07.17
Action
Points
Update:-**

1. Newmarket Road Bridge Safety Improvements

Brenda Wilson informed Council that a positive meeting had taken place with David Brown, Exning Parish Councillors, a representative from FHDC, the owner of Halfway House and his builder and architect. The outcome of the meeting was that everyone was in favour of the cycleway being on the north side of the road.

A meeting had also taken place between members of the Parish Council, Stephen Conrad and others from Cambridgeshire County Council. Notes from the meeting had been circulated to all Parish Council members.

2. Recreation Ground Improvements

Mike Swift informed Council that the group is still sourcing funding for the project.

3. Pauline's Swamp

It is hoped that as many Councillors as possible can attend the Open Day at the Swamp on 3rd of September 2017. The hay cut has been arranged. The Vision Plan has been agreed.

4. Mandeville Hall Ceiling

The Clerk informed Council that a date for the Truss supplier to visit Mandeville Hall is still to be confirmed.

5. Trees on Mingay Park

The Clerk reported that the cutting back of the branches overhanging 14 Reach Road should now have been completed. Cathy White, Tree Officer at ECDC had visited Mingay Park and had forwarded a report on suggested work to the trees. The report to be passed to the Assets and Environment Group for their consideration.

**21.07.17
Finance**

1. Consideration of Finance Meeting Notes and recommendations

The Council considered the notes of the Finance Meeting held on 10th July 2017.

The following recommendation had been made by the group:

That Brenda Wilson and Derek Reader are removed as authorised signatories for the Unity Trust Bank and are replaced by Liz Swift and Robin Dyos.

The recommendation was proposed by Jenny Moss and Seconded by Gus Jones.

Council resolved that Brenda Wilson and Derek Reader are removed as authorised signatories for the Unity Trust Bank and are replaced by Liz Swift and Robin Dyos.

That the Scope of the Internal Audit for 2017/2018 is the same as 2016/2017.

The Finance Working Group does not consider that there is currently a need for any area of its governance and procedures to undergo a more detailed check. The recommendation was proposed by Joan Lonsdale and seconded by Jane Hall.

Council resolved that the Scope of the Internal Audit for 2017/2018 is the same as 2016/2017. The Finance Working Group does not consider that there is currently a need for any area of its governance and procedures to undergo a more detailed check.

2. Consideration of Quarterly Report

Council considered the report of Council finances for the quarter ended 30th June 2017.

Gordon Roach proposed, seconded by Don Harrison that the Quarterly Report to the 30th June 2017 should be approved by Council.

Council resolved that the Quarterly Report to the 30th June 2017 be approved by Council.

3. Consideration of new fridge for Mandeville Hall

The Clerk informed Council that the fridge at Mandeville Hall is not working properly and it is not possible to maintain a constant temperature.

Gus Jones proposed, seconded by Jenny Moss that a new fridge should be purchased for Mandeville Hall.

Council resolved that a new fridge should be purchased for Mandeville Hall

22.07.17 County & District Councillors Reports:

Council noted written reports received from Lavinia Edwards and David Brown. Michael Allan informed Council that as he was no longer Chairman of ECDC it was his intention to become more involved with the Parish. He apologised for being unable to attend many Parish Council meetings over the past couple of years. Hazel Williams commented that she was surprised that none of the District Councillors had mentioned in their reports that the District Council had agreed to increase councillor allowances by 25%. This will have an impact at this point in time on council tax. She pointed out that if the District Council had waited to increase the allowances until the next election, when there is also due to be a reduction in the number of Councillors, there would be no need to increase council tax to cover the extra payments. Michael Allan explained that four or five years ago allowances had been cut by 10% and that ECDC had one of the lowest levels of allowances in the region.

Michael Allan left the meeting at 8.17 pm.

23.07.17 County & District Matters:

1. LHII Ness Road

The Clerk reported that Jacob Hobbs from Highways had confirmed that the residents meeting and leaflet drop would be carried out prior to any trials taking place.

The scheme will affect all residents throughout the village and therefore the scheme needs to be publicised as much as possible via the leaflet drop, village websites, Facebook and any other media available. How the Council uses Facebook was raised and it was suggested that this should be an agenda item for the Community, Leisure and Sports Group.

Paul Webb proposed that the Council should go ahead with the recommended scheme subject to the results of the public consultation. The motion was seconded by Brenda Wilson and resolved by the Council.

2. LHI Initiative Changes 2018/2019

Following notification from the Highways Department, Council noted changes to the 2018/2019 Local Highways Initiative. The Clerk was asked to confirm with the Highways Department if there will be a charge for the public consultation for the Ness Road Scheme.

3. Temporary Traffic Orders

Council noted the following Temporary Traffic Orders:

24.07.17 Other Reports and General Information:

Council noted the following reports and information circulated to Council:

Notes from the Safety Working Group Meeting held on 6.7.17

25.07.17

Correspondence

1. Email from resident regarding residents only parking bays

A request had been made from a resident for the creation of resident only parking bays outside of the terrace houses in Silver Street. The Clerk informed Council that she had contacted Highways about how to go about this and had been told that it would be necessary to apply through the Local Highways Improvement Initiative. The cost of providing a single disabled parking bay is around £1700.00. It would be difficult to enforce any parking restrictions. As this is a County Council matter it was

suggested that County Councillor Schuman should be asked for assistance. Joan Lonsdale pointed out that there are several building projects currently being carried out in the vicinity and that this is also leading to additional vehicles parking along the road. Paul Webb made the resident aware of the village traffic survey due to come out later this year and the need for this to be completed by as many of the residents as possible in the houses concerned. Hazel Williams commented that she did not think that there were any other resident parking bays in the village and that as far as she was aware it was not Cambridgeshire County Council's policy to provide them.

26.07.17

Consideration of the Following –

1. Consideration of Strategy Day Report, new working groups and working group meetings.

All members of the Council had received a copy of the Strategy Day Output Report.

Paul Webb proposed, seconded by Jim Perry that the Strategy Day Output Report should be accepted.

Council resolved that the Strategy Day Output Report be accepted.

A list of the new groups and members had been circulated to Councillors and Joe Parker was added to both the Community, Leisure and Sports Group and the Recreation Ground Improvement Group. Group meeting dates for the rest of the year were agreed apart from the Safety Group meeting due to be held on the 7th September which was rescheduled for Monday 4th September 2017.

At the first meeting each group will need to elect a Chairperson, Vice Chairperson and put together a remit for the group. Until April 2018 when a decision will be made on the number of Full Council meetings to be held in a month, there will be more meetings for Councillors to attend. A small Working Group, possibly consisting of the Chairpersons and Vice Chairs of all groups will be established to put together the Councils' Business Plan.

Liz Swift reminded Council that there is a meeting of the former Grounds and Buildings Group being held on Thursday 27th July at 8 pm.

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All members of the public were asked to leave the meeting at this point.

2. Confidential Item

There being no other business the meeting was closed at 8.51 pm.

Signed this the _____ day of August 2017 _____ Chairman