

**BURWELL PARISH COUNCIL**  
**The Jubilee Reading Room**  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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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 31<sup>st</sup> October 2017.

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

Barry Garwood, member of the public.

**FC/311017/01** Apologies for absence had been received from District Councillors  
**Apologies:-** Michael Allan, David Brown and Lavinia Edwards

**FC/311017/02** There were no declarations of interests.  
**Declarations of any interest known to Councillors:-**

**FC/311017/03** The minutes of the meeting held on 10<sup>th</sup> October 2017 were approved and signed  
**Approval** as a true and correct record of the meeting.  
**of Minutes:-** Proposed – Joan Lonsdale Seconded – Gordon roach

**FC/311017/04** Barry Garwood, resident spoke of his concerns regarding the Local Highways  
**Public** Improvement Initiative for Ness Road which would see give way features being installed.  
Liz Swift informed those present that the County Council has now withdrawn the proposal.  
Barry Garwood left the meeting.

**FC/311017/05** The following planning applications were considered  
**Planning:**

**17/01391/FUL 26 High Street – Mr. H Hurrell**

Demolition of outbuildings, change of use of 36 sqm/part ground floor space from A1 to C3. Alterations to exterior and erection of three detached dwellings.

**Amendment involving reduction in access width– Information only, no response required.**

Council noted the amendment and that the application has now been refused (see item FC/311017/06)

**17/01803/FUL 90 Low Road – Mrs Lucy Russell**

Single storey rear extension

**No objections**

**17/01845/FUL 18 Toyse Lane – Mr. Chris Everitt**

First floor side extension, ground floor rear extension and two front dormers

**No objections**

**17/01810/FUL The Co-operative Food, 5 North Street – The Co-op Group**

Replacing an existing louvre and installation of a new second louvre

**No objections**

**17/101731/OUM Land North of Ness Road –David Wilson Homes**

Outline planning application for residential development for up to 90 units with all matters reserved apart from the means of access.

**17/101732/OUM Land North of 17-45 Toyse Lane – Barrett Homes**

Outline planning application for up to 70 units with all matters reserved

Council discussed the two resubmitted applications. As there have been no major changes to the applications Council agreed that they should continue to object to the proposals stating the same objections as previously. Greater emphasis should be put on to the overwhelming effect agreed proposed developments will have in the village and that any further developments will be detrimental to the parish. ECDC now has a five year housing supply as demonstrated in the Local Plan, which is in its last stages prior to adoption by the District Council. The Local Plan does not include these two sites.

The Parish Council may need to consider a bypass with the increase in traffic; these proposed developments will only add to the number of vehicles travelling through the village.

**OBJECTION**

**17/01558/FUL The Orchard, Weirs Drove - Mr. J Stafford**

Proposed new 4 bedroom 2 storey dwelling with associated double garage and driveway. To include demolition of existing bungalow.

**Notification of application being determined by the Planning Committee on 1<sup>st</sup> November 2017**

Council noted that this application has been called in for determination by the Planning Committee. The application has been called in by Cllr. David Brown as he would like the Committee to consider the application in the light of other recent approvals along this stretch of road, including whether the size and scale are appropriate in this location. The Planning Officer is recommending the Planning Committee to refuse the application on the grounds that the street scene will be changed and will not be compliant with ECDC planning policies.

**FC/311017/06  
Planning**

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

**Decisions: 17/01422/FUL 22 High Street**

Conversion of outbuilding, including extensions to form annexe

**APPROVAL**

**17/01291/FUL 8 Priory Close**

Proposed single/two storey rear extension and internal alterations

**APPROVAL**

**16/00686/OUM Stanford Park, Weirs Drove**

Outline application for change of use of existing caravan touring park site for the siting of up to a maximum of 91 Mobile Homes with new access to include communal open space, residents meeting hall, park office and associated park infrastructure

**APPROVAL**

Council noted that there has been a change of wording on the consent to Mobile Homes. In the initial application the homes had been described as Park Homes. The Clerk was asked to contact the Planning Officer to find out why the change had been made.

**17/01514/FUL 21 Isaacson Road**

Re-submission of previously approved Ref: 17/00233/FUL with minor amendments to front and rear extension and no longer extending on the first floor.

**APPROVAL**

**17/01506/FUL Land Adj 7 Hythe Close**

Proposed two bed dwelling and removal of existing garage at no. 7.

**REFUSAL**

### **17/01391/FUL 26 High Street**

Demolition of outbuildings, change of use of 36 sqm/part ground floor space from A1 to C3. Alterations to exterior and erection of three detached dwellings.

**REFUSAL**

**FC/311017/07** The following updates were noted:

**Action** Cyclepath

**Points** The planning application for Halfway House has been refused by Forest Heath District Council. The Clerk to contact District and County Councillors for an update on the proposed path.

**Update:-**

Pauline's Swamp

Jenny Moss has written a report on the Open Day for Clunch. There had been a photograph of the presentation for the Photographic Competition in a recent edition of the Newmarket Journal. Michael Swift invited Councillors to join a working party at the Swamp on Sunday 5<sup>th</sup> November at 10am.

Public Toilet

A formal offer letter has been sent to ECDC from the Parish Council to purchase the toilets for £1.00. The letter also stated that the Parish Council would accept a condition being included in the transfer that the building would be returned to ECDC if it was no longer used as a public toilet. The offer should be considered at the next meeting of the District Council's Asset Development Committee.

Strategy Group

A meeting has been arranged for the over-arching group consisting of the chairs and vice-chairs of the 4 groups to look at moving towards a committee system. This will be held on Monday 20<sup>th</sup> November 2017. The meeting will start at 7 pm.

LHII Ness Road Scheme

Having previously noted that the proposal to install Give Way features had been withdrawn by the County Council, concern was raised that the expenditure committed to date, should not come out of the funds for the project. The Clerk explained that she had received an email from Highways regarding the project, but had not had time to read it in full. She agreed that she would forward the email to Council members the following morning.

Travellers

Robin Dyos reminded Council that the concrete blocks at Margaret Field belong to Manchetts and need to be returned sooner than later. He continued to suggest that the Council purchase some concrete blocks to keep by vulnerable open spaces, so that they are available if the need arises again. It was agreed that the Clerk should look in to the costs involved with purchasing the blocks and also investigate a possible option to obtain some blocks from ECDC.

Robin Dyos continued by suggesting that the Council, along with neighbouring villages who have been affected by illegal encampments, should write to the Police and Crime Commissioner for Cambridgeshire to come along to a meeting and explain the Police policy on prioritising police work in general and their policy for dealing with travellers and illegal encampments. Council agreed that the Clerk should write to the Police and Crime Commissioner.

### **FC/311017/08 Group Reports and Recommendations**

#### **1. Finance and General Purposes**

Council considered the minutes of the Finance and General Purposes Group meeting held on the 17<sup>th</sup> October 2017 and the following recommendations made by the Group.

- The Finance and General Purposes Group recommends that Council purchases the software package 'Local Council Risk System' provided by DMH Solutions at a cost of £110.00 plus VAT.

**Council agreed that the Local Council Risk System software package should be purchased.**

**Proposed: Don Harrison Seconded: Paul Webb**

- That Burwell Parish Council adopts the Social Media Policy.

**Joan Lonsdale proposed, seconded by Paul Webb that Burwell Parish Council should adopt the Social Media Policy.**

**Council resolved that Burwell Parish Council adopts the Social Media Policy.**

- That in the event of an illegal encampment, the Chairman or Vice-Chairman in conjunction with the Clerk, have the authority to take the necessary legal action and to instruct bailiffs to start enforcement proceedings, without further approval of Council. This motion will be subject to annual review and funds being available to cover the cost.

***Following a proposal from Michael Swift, seconded by Gus Jones, Council resolved that in the event of an illegal encampment, the Chairman or Vice-Chairman in conjunction with the Clerk, have the authority to take the necessary legal action and to instruct bailiffs to start enforcement proceedings, without further approval of Council. The motion will be subject to annual review and funds being available to cover the cost.***

- The Group recommends that the concrete blocks are returned to Manchetts and a sturdy padlock is fitted to the main gate. Bushes or hedging is planted along the second entrance, blocking the access.

Council agreed that Robin Dyos should contact Manchetts and ask for the blocks at the main entrance of Margaret Field to be removed. If possible the blocks at the second entrance should be retained until such time as additional security is in place. Derek Reader emphasized that planting bushes or hedging to block the entrance would not prevent access if someone was determined to access the field and that the ditch on the verge needs to be reinstated. The Clerk was asked to obtain prices to carry out the work.

***Gus Jones proposed, seconded by Paul Webb that the Chairman in conjunction with the Vice-Chairman and Clerk had the authority to place an order for the work to be carried out if the cost is below £250.00.***

**FC/311017/09  
Finance**

1. Consideration of the Quarterly Report for the quarter to 30<sup>th</sup> September 2017  
Council considered the Quarterly Report for the quarter to 30<sup>th</sup> September 2017. Gus Jones pointed out that there was an error on the balance remaining for the youth donations. This should read £1500.00.  
The Clerk clarified a further question from Gus Jones regarding incoming VAT. The Clerk also explained that the Precept is paid in two instalments at the end of April and September, which is why it is shown under income in the first two quarters. The income from the Pauline's Swamp Open Day was not paid in until just after the 30<sup>th</sup> September.

**FC/311017/10  
County &  
District  
Councillors  
Reports:**

Council noted reports received from Lavinia Edwards, David Brown and Michael Allan.

**FC/311017/11  
County &  
District  
Matters:**

1. Consideration of notes of the meeting with ECDC Officers 9.10.17  
Council noted the notes of the meeting. Liz Swift explained that she was disappointed with the response she had received from the Officers regarding approved properties along the Leys and that she would discuss further with the Officers.  
2. Temporary Traffic Order Heath Road  
Council noted a Temporary Traffic Order for Heath Road for Anglian Water works between 8<sup>th</sup> January 2018 and 16<sup>th</sup> February 2018.

**FC/311017/12  
Other  
Reports and  
General**

Council noted the following reports and information circulated to Council:

1. Burwell Community Lunch 7.9.17
2. CCVS Follow Up Seminar Information
3. Pauline's Swamp Trustee Meeting 15.8.17 – Minutes
4. Heritage Lottery Fund

**FC/311017/13**

**Correspondence**  
1. CAPALC AGM 7.12.17 7pm at Histon and Impington Recreation Hall  
Council noted that the CAPALC AGM is to be held on Thursday 7<sup>th</sup> December at the Histon and Impington Recreation Hall. Hazel Williams will be attending.

2. Newmarket Citizens Advice AGM 1.11.17 1 pm at Church of Our Lady & St Etheldreda

Council noted that the Newmarket Citizens Advice AGM will be held on 1<sup>st</sup> November 2017 at the Church of Our Lady and St Etheldreda in Newmarket.

3. Invitation from the High Sheriff of Cambridgeshire to attend the Service of Remembrance for road traffic victims at Gt St Mary's Church, Cambridge on 19<sup>th</sup> November at 11.15 am

The above invitation had been received from the High Sheriff of Cambridgeshire.

4. Remembrance Day 2018

This matter was deferred to a later meeting.

**FC/311017/14 Consideration of the Following –**

1. Request for Memorial Bench at the Cemetery

A request had been received for a memorial bench at the Cemetery. The Clerk confirmed that there is room for the bench at the location requested. It was agreed that the bench would need to match others at the Cemetery and be fixed with a concrete base. The Clerk to respond to the request asking for more details of the type of bench they were considering and detailing the Council's conditions. The Parish Council would not be responsible for the maintenance of the bench.

2. Pound Hill Christmas Tree and Hall decoration

The Council agreed to purchase a tree similar to last years for Pound Hill from Simpsons. The tree to cost up to £150.00. Derek Reader agreed to ask his sons if they would be willing to decorate the Gardiner Memorial Hall as in previous years. Liz Swift and Hazel Williams agreed to decorate the trees for the rooms in Mandeville Hall.

3. Remembrance Day Service – 12<sup>th</sup> November 2017 2.30 pm at the Memorial  
Councillors were reminded that Remembrance Day Service is being held on Sunday 12<sup>th</sup> November and to attend if possible. Hazel Williams and Jim Perry gave their apologies. Derek Reader to confirm that his sons will make arrangements for the public address system.

4. Update on vandalism of Skate Park and paint drums dumped behind the Pavilion

The Clerk report that the youth who had caused the vandalism to the Skate Park had cleaned the paint off the ramps. The paint drums have now been removed from behind the pavilion.

There being no other business the meeting was closed at 8.47 pm.

Signed this the \_\_\_\_\_ day of November 2017 \_\_\_\_\_ Chairman