

**BURWELL PARISH COUNCIL**  
**The Jubilee Reading Room**  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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**Chairman: Mr D A Reader**

**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> March 2015.

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**Present:-** Derek Reader (Chairman), Sylvia Greenaway, Jane Hall, Gus Jones, Joan Lonsdale, Pat Kilbey, Laura Murfin, James Perry, Mick Scarff, Mike Smith, Liz Swift, Hazel Williams and Brenda Wilson.

District Councillor David Brown

20 Members of the Public

**14.03.15 Apologies:-** Apologies for absence had been received from Don Harrison, Graham Tobbit and District Councillor Lavinia Edwards.

**15.03.15 Declarations of any interest known to Councillors:-** The following declarations were made:  
Gus Jones – 20.03.15 Cemetery  
Derek Reader – 20.03.15 Cemetery  
Pat Kilbey – 25.03.15 Burwell Festival  
Hazel Williams – 18.03.15 Quarry House 68 Mill Lane  
Mick Scarff – 20.03.15 Cemetery and 25.03.15 Signs Pantile Lane  
Sylvia Greenaway – 20.03.15 Cemetery

**16.03.15 Approval of Minutes:-** The minutes of the meeting held on 10<sup>th</sup> March 2015 were approved and signed as a true and correct record

Proposed – Joan Lonsdale, Seconded – Hazel Wilson.

**17.03.15 Public Forum:-** Members of the Public in attendance expressed their objection to the request for graves in the Cemetery to be cleared of all items in readiness for the graves to be turfed. A copy of an online petition and other letters in objection were handed to the Council. Further letters and emails had also been received by the Clerk and a copy of these had all been circulated to all Council members prior to the meeting. A further resident explained that her son, who following a military burial had a military memorial stone, which had no allowance for flowers to be placed on the grave other than by using an additional vase. The Chairman stated that he felt that it was not possible to give enough time to the matter at this meeting and with the agreement of Council convened a Public Meeting to be held on Monday 20<sup>th</sup> April 2015 at 7.30 pm at the Gardiner Memorial Hall to discuss the matter in more depth.

18 members of the public left the meeting.

Laura Murfin and Hazel Williams both suggested asking the County Council if they had anyone with facilitator skills available to chair the meeting.

**18.03.15 Planning Applications:-** The following planning applications were considered:  
**15/00200/FUL Mrs S Garside – 99 Ness Road**  
Proposed single storey side extension  
**No objections**

- 15/00139/FUL Mr S Fenn – Quarry House 68 Mill Lane**  
Change of use of land to domestic garden in association with Quarry House and the erection of studio annexe  
**Objection – This site has always been maintained as a woodland area and has previous planning history for the site.**
- 15/00194/FUL Mr D Steggles – 23 Abbey Close**  
Single storey extensions to front, side and rear of property  
**No objections**
- 15/00183/FUL Mr A Lester – 120 North Street**  
Front and rear extensions to first floor and loft, and erection of conservatory to replace existing  
**Needs to be in keeping with Conservation Area otherwise no objections**
- 15/00272/FUL Mr R Marsh – 95/97 Ness Road**  
Proposed demolition of 95/97 Ness Road and erection of 3 new dwellings and associated works  
**No objections**
- Two members of the public left the meeting.
- 15/00053/FUL Mr and Mrs D White – 110 Low Road**  
Single storey extension to side  
**Amendment – removal of the roof lantern and amended design**  
**Amendment noted**
- 15/00108/LBC Ms C Gallick – 116 Low Road**  
**15/00109/FUL** 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  
**Amendment – Tree Survey**  
**Council wishes to see as many trees remain as possible.**

**19.03.15  
Planning  
Decisions:**

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

- 14/00046/OUM Countrypark Estates Ltd – Former D S Smith Site, Reach Road**  
Residential development for up to 70 new homes, new business units (Class B1), provision for open space, alterations to existing vehicular access off reach Road, new cycle/footpath links to Reach Road and Swaffham Road.  
**APPROVAL**
- 15/00047/FUL Mr P Redfarn – Burwell Cricket Club, The Pavilion, Tan House Lane**  
Move existing 2 lane cricket net to new position and change of use from paddock to recreational use.  
**APPROVAL**
- 14/001319/FUL Mr and Mrs A Manning – Melrose House, 22 Newmarket Road**  
Two storey extension to rear and single storey extension to side.  
**APPROVAL**
- 15/00024/FUL Mr S Tyler – 91 Ness Road**  
Single storey side and rear extension  
**APPROVAL**
- 14/01382/OUT Mr A Spalding – 68 Isaacson Road**  
Outline application for erection of detached dwelling, garage and store **APPROVAL**

- 20.03.15  
Action  
Points  
Update:-** The Action Points Update was considered.  
Hazel Williams updated Council on the work being carried out by the contractors to resolve the noise and odour issues at the Day Centre. The work should be completed this week.  
The fence to the south side of the Gardiner Memorial Hall has been damaged as a result of the recent wind. The owner of the neighbouring property had been in contact with the Clerk. They have no evidence of boundary responsibility, but had assumed that as the fence had been initially erected by the Parish Council, that the boundary was the responsibility of the Council. It was agreed that the Clerk should obtain quotations to replace the fence.  
The Clerk reported that she had written to Highways regarding the quote to carry out work to the Causeway. No response had been received as yet. Gus Jones expressed that he felt that Highways would be best to carry out the work.  
The goal posts need to be re-erected at Jubilee Green. Council agreed that following the painting of the posts by the handyman, C R Contracting who removed the posts initially should be asked to put them back in place. This needs to be done as soon as possible and some thought should be given to them being re-erected in a different place within Jubilee Green to help prevent balls travelling into neighbouring gardens.  
Issues raised by families regarding Cemetery Regulations  
This matter was discussed during the Public Forum.  
Confirmation of response to resident requesting work to trees to the rear of Spring Close  
Council confirmed that they would not allow or carry out any work to the trees to the rear of Spring Close. Work had been carried out by the handyman to remove ivy attached to the trees.
- 21.03.15  
County &  
District  
Council-  
ors  
Reports:** The attached reports from Hazel Williams, David Brown and Lavinia Edwards were noted. Hazel Williams added that she had attended a meeting with David Brown and Jill Buckingham of the Children's Centre in Soham. The Centre has recently provided successful youth provision in Soham and are looking to find ways to implement similar provision in Burwell. Hazel Williams informed Council that she was pleased that Cambridgeshire County Council had agreed the lease for the Sports Centre.
- 22.03.15  
County &  
District  
Matters:** ECDC – Street Numbering new dwellings Buntings Path  
Council noted that the new dwellings in Buntings Path would be numbered 63 and 65.  
Condition of School Path from Ness Road  
Mick Scarf reported that he had received complaints about the condition of the path from Ness Road through to the school. The Clerk informed Council that she had reported this to Highways and they were due to visit to see what could be done, however not all of the area is the responsibility of Highways as part is a private road. Jim Perry informed Council that following the reporting of pot holes in Orchard Way he had been made aware of a new HIAMP policy which the County Council is having to adhere to which may affect the criteria for the repair of pot holes.  
The Clerk informed the Council that the new replacement bus shelter in the High Street is due to be installed on 1<sup>st</sup> April 2015.
- 3.03.15  
Other  
Reports:** There were no other reports
- 24.03.15  
Finance** Council considered the following:  
Consideration of quotations for Cleaning Contract  
Four quotations had been received for the Parish Council Properties Cleaning Contract. Having considered all four quotations and acknowledging the satisfactory service provided by the company over the past 5 years, Hazel Williams proposed, Pat Kilbey seconded that the quotation from Burwell Office Cleaning for the annual sum of £11,430.00 should be accepted.  
***Council resolved that that the quotation from Burwell Office Cleaning for the annual sum of £11,430.00 should be accepted.***

Joan Lonsdale reminded Council of the need to ensure that all future long term contracts contain a clause for both parties to withdraw from the contract should the need arise.

Increase in energy charge for un-metered Street Lights (2 no)

Council noted an increase in energy charges for the street light in Toyse Close and at the War Memorial. It is not known if the light at the War Memorial is actually working or is still the responsibility of the Parish Council. Mick Scarff will check to see if the light is working or not.

The Clerk informed Council that clarification of the ownership of the street light near the Baptist Chapel in Silver Street is still ongoing.

Jim Perry informed Council that Balfour Beatty had agreed to reinstate the heritage light on Pound Hill.

Consideration of Dial a Ride service to Ely by The Voluntary Network

The Voluntary Network at Newmarket have offered to take over the monthly trip to Ely on the same terms as Ely and Soham Dial a Ride. Council agreed to accept their offer. The April trip will need to run on the 9<sup>th</sup> of April but following trips will revert back to the first Thursday of the month.

**25.03.15  
Correspon  
dence**

Email from Resident regarding Newnham Drove

An email had been received from a resident regarding the travellers currently situated in Newnham Drove. The Clerk reported that she had spoken to the Housing Officer at ECDC who is currently responsible for the Traveller Liaison. The Officer had recently visited the site and had raised no concerns. As the travellers are on Highways land, it will be for the County Council to issue an Eviction Notice. Contact details for the officers responsible at both the County and District Council had been passed on to the resident.

Email from Resident regarding Spring Close and work carried out by Community Payback

Concern over the work carried out by the Community Payback Team had been raised by a resident. Caroline Smith on behalf of the Council still monitors the work that is being carried out in accordance with the programme previously agreed. The Clerk to respond to the resident to this effect.

Email from Resident regarding Signs in Pantile Lane

The Council has been made aware by a resident of the substantial damage caused to his property and problems caused by large vehicles trying to use the roads in the Newnham Lane area. This is part of the Conservation Area and although there is a warning sign on the approach to Newnham Lane from Hythe Lane, this is covered by vegetation. Mick Scarff suggested that the roads should be restricted for access only. Further warning signs could be installed. Council agreed that Highways should be asked about possible restrictions being put in place, additional signage and the clearance of vegetation from the existing sign. The Clerk informed Council that she had also notified the main satnav providers of the unsuitability of these roads for some vehicles.

Email from Tigers Football Club regarding use of Margaret Field

An email had been received from the Tigers Football Club regarding the use of Margaret Field and issues that they recently have had with the grass cutting. The Parish Council currently pays the Cricket Club to cut the grass and it was agreed that the Clerk should write to the Cricket Club and remind them of the need to work with Tigers Football Club to ensure that grass is cut as required for both clubs. The Tigers Football Club also need to be asked to liaise with the Cricket Club when the field needs to be cut and not bring in another contractor to carry out the work, as they had done earlier in the season. It was generally felt that any cut carried out by the Cricket Club would be of better quality than a cut carried out by the main grass cutting contractor. The Tigers Football Club had also asked for the Council to consider some form of toilet and storage provision at Margaret Field. This has been raised with Council before and there is no easy solution, particularly as there is no water supply to the field.

Email from Burwell Festival regarding use of Council Open Spaces

Pat Kilbey informed Council that the organisers of the Burwell Festival were considering holding some street entertainment around the village on Sunday 28<sup>th</sup> June 2015. It is likely that insurance cover will be provided through the Carnival

Committee. She asked Council for permission to use Parish Council land to stage the event. Council agreed to the request.

Letter from National Trust regarding Wicken Fen Community Liaison Forum

A request had been made from the National Trust for confirmation of representatives of the Wicken Fen Community Liaison Forum. The Clerk was asked to inform the National Trust that confirmation will be sent after the Annual Meeting of the Parish Council.

Request from Gus Jones to act as trustee for Pauline's Swamp

A request had been received from Gus Jones to act as a trustee for Pauline's Swamp. His request was noted and a decision would be made after the Annual Meeting of the Parish Council when all working groups would be decided.

There being no further business the meeting closed at 8.58 pm.

Signed this the \_\_\_\_\_ day of April 2015 \_\_\_\_\_  
Chairman

DRAFT