

**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 9<sup>th</sup> December 2014, 7.30 pm in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU.

---

**Present:-** Derek Reader (Chairman), Liz Goodman, Sylvia Greenaway, Jane Hall, Joan Lonsdale, James Perry, Michel Scarff, Mike Smith, Graham Tobitt, Fay Whitehouse, Hazel Williams and Brenda Wilson.

**01.12.14 Apologies:-** Apologies for absence had been received from Laura Murfin, Gus Jones, Pat Kilbey and Liz Swift

**02.12.14 Declarations of any interests known to Councillors:-** The following pecuniary interests were declared:-  
Hazel Williams 08.12.14 Work to trees 14 High Street  
Joan Lonsdale 08.12.14 Work to trees 25 North Street  
Liz Goodman 09.12.14 Former D S Smith Site  
Derek Reader 11.12.14 Payment of Accounts  
Fay Whitehouse 05.12.14 Planning - Melrose House, 22 Newmarket Road

**03.12.14 Approval of Minutes:-** The minutes of the meeting of the Full Council held on Tuesday 25<sup>th</sup> November 2014 were approved and signed as a true and correct record.  
Proposed – Hazel Williams, seconded – Joan Lonsdale

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

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

<b>14/00833/FUL</b>	<b>Mr. R Parkin – 67 Isaacson Road</b> Construction of 4 No 5 Bedroom detached houses Amendment – redesign of dwellings, site plan showing relationship to neighbouring properties and relocation of plot 1 and 4. <b>No objections</b>
<b>14/01280/FUL</b>	<b>Mr. V White – 7 Hall Lane</b> Proposed alterations and extensions including a new roof with increased ridge height, change in window and door positions and changes to external wall finishes and roof tiles <b>No objections</b>
<b>14/01067/FUL</b>	<b>71 Silver Street – No response required</b> Amendment to original approval ref: 13/00669/FUL comprising slight move in position of garage plus some changes in window and door positions The amendment involves insertion of windows in the front gable. Replacement of the side window, with a higher level window
<b>14/01097/FUL</b>	<b>Land Between 31 &amp; 33 Baker Drive – Proposed 3 bedroom detached bungalow</b> <b>Additional Information - No response required</b>

The additional information received includes a sunlight analysis report

- 14/00046/OUM**      **Former D S Smith Site – Residential development for up to 70 new homes, new business units (Class B1), provision for public open space, alterations to existing vehicular access off Reach Road, new cycle/footpath links to reach Road and Swaffham Road. Additional Information – No response required**  
The additional information received includes, submission of archaeology and hydrology Reports.

Jim Perry informed Council that he had recently visited the site and had found that some of the trenches dug for hydrology purposes contained water. Council felt that they had already made the District Council aware of the concerns over the water level and springs on the site and that it was for the District Council to take the information into account when making planning conditions.

The following application had been received since the agenda had been issued and no extension of time for comments had been allowed. Therefore the Chairman had agreed that the application should be considered at this meeting.

- 14/01319/FUL**      **Mr. and Mrs Manning – Melrose House, 22 Newmarket Road**  
Two storey side extension to side and rear single storey extension to side and new access.  
**No objections, but condition to be requested to prevent the sale of the annexe as a separate dwelling in the future.**

**06.12.14  
Decision  
from County  
and District  
Council:-**

The following decisions received from the District Council were noted:-

- 14/01026/LBC**      **Mr. M Haworth – The Tan House, Tan House Lane**  
Installation of two stoves into existing fire places  
**APPROVAL**
- 14/01067/FUL**      **Mr. M Daines-Smith – 71 Silver Street**  
Amendment to original approval ref: 13/00669/FUL comprising slight move in position of garage plus some changes in window and door positions  
**APPROVAL**
- 14/00678/FUL**      **Mr. D & Mrs K Beech – 32 Toyse Lane**  
Two storey side extension and demolition of existing garage  
**APPROVAL**

**07.12.14  
Action  
Points  
Update:-**

Council noted the Action Points with the following updates being made. The work at the Gardiner Memorial Hall is going to plan and weather permitting, should be completed by Christmas. The adaptation to the extractor fan at the Day Centre has reduced the noise level considerably, but not to a satisfactory level for the Environmental Health Officer to approve. A meeting is to be held on the 19<sup>th</sup> December to try to resolve the issues. A quotation has been received from Sovereign Play with suggestions of a replacement for the play house at Jubilee Green. The Risk Management Policy will be looked at by the Finance Committee when they meet in January.

**08.12.14  
Parish  
Reports:-**

**Grounds –**  
Weekly Play Area Inspection Reports  
The Clerk reported that the Handyman is in the process of repairing the steps to the slide on the mound at Jubilee Green. One of the rockers at Jubilee Green is loose. This will be monitored. The materials to repair the rocker have been purchased, but warmer weather is required for the wet pour to be laid. The handyman has also re-secured a loose piece of sheeting to the half-pipe at the Skate Park. It had been necessary to purchase a rivet gun at a cost of £15.00 to carry out this repair.

### Walnut Tree at Allotment

An allotment holder has asked if a walnut tree situated between his and a neighbouring plot could be removed, as it has grown to the extent where it shadows a large area of the plot, preventing cultivation. Council agreed that the tree could be removed.

### Margaret Field - Replacement of removed trees

Work has now been completed to remove the trees on the corner of Margaret Field that had been recommended by the Tree Officer. Council agreed that these should now be replaced with 4 new beech trees.

Jim Perry asked what the Council's policy was for the lighting of bonfires at the allotment. He was informed that bonfires were permitted after dusk. Jim Perry continued by passing on the concern of an allotment holder of the risk of a fire being lit at times when no one else was at the allotment. Hazel Williams informed Council that she would be attending an Allotment Association meeting on Monday 15<sup>th</sup> December.

### **Trees/Environment –**

Council noted the following notification of tree works:-

#### **The Red House Day Nursery TPO E/06/96**

T1 Elm – Crown lift lower canopy to give 4 metres ground clearance. Reduce lateral branches over road, car park and adjacent site by 2-3m and remove dead wood.

T2 – Beech – reduce lateral branches in lower canopy on car park side and over road by 2-3m. Prune back to clear street light. Remove dead wood.

#### **The Manse, 49 High Street**

T1 Maple – Crown reduction all round by 30%

T2 Apple – Crown reduction all round by 50%

T3 Apple – No work

T4 and T7 Cherryx2 – Crown reduction all round by 30%

T5, T6 & T8 Silver Birch x3 – Crown reduction all round by 30%

S1 Lilac, S2 Forsythia, S3 Hawthorn – Overall reduction to reshape

#### **Mesledene, Hythe Lane TPO E/03/87**

T1 Willow – Overall crown reduction by 50% and shape to balance

#### **41 Orchard Way TPO E/25/71**

T1 Pine – Remove ivy and also prune off the 2 lowest laterals extending towards neighbouring property in Westhorpe

#### **6 Bloomsfield TPO E/12/69**

T1, T2 & T3 Wild Plum trees – Crown thinning, removing crossings/rubbing branches and ivy

T4 Wild Plum tree – remove

T5 and T6 Hawthorn – Crown thinning by approx. 20% and reduce to hedge height by approx. 2.1m following current form of hedge line

T7 Sycamore – Overall reduction by 30%

#### **6 Copperfield Way**

T1-T4 Conifers x4 – Remove

#### **43 The Causeway**

T1B Sycamore – Fell small tree

T1 Acacia – Prune to re-shape and crown thin by approx. 15%

T2 Holly – Trim all round or fell

T3 Cherry Plum Tree – fell

T4 Norway Maple – Fell

T5 Maple – Fell

T6 Apple – trim to reshape

#### **95 North Street**

T1 Hawthorn – remove

T2 Conifer – remove dead tree

G3 (x4 trees) – remove dead trees

T4 Beech – Remove dead tree in row

T5 Beech – Crown lift lower branches to give 10 feet ground clearance

G6 & G7 Rows of Cypress Trees – Reduce height by 50%

#### **4 Mill Lane**

T1 Sycamore and T2 Field Maple – Fell and remove to allow wall to be replaced

#### **103 North Street**

T1 Walnut – Crown reduce spread on all sides by 25-30% and reduce upper crown to shape and balance

**Mandeville House**

T1 Walnut – Reduce by 30%

T2 Walnut – reduce by 30%, mainly off large lateral branches

T3 Cherry – remove lowest branch (over the house) 30% reduction of remaining tree

T4 Conifer – Reduce one stem down to hedge height

The Tree Officer had also asked for comments on two proposals for tree work within the Conservation Area, one at 14 High Street and the other at 25 North Street. Council had no objections to either proposal.

**09.12.14** Revised response from ECDC to Council's letter re 14/00046/OUM  
**County and District Matters:-** Council noted the revised response from the District Council to the letter regarding the procedure followed by the Planning Committee when determining the outcome of the application for the former D S Smith Site.

**10.12.14** The following report was noted:  
**Other Reports:** Sanctuary News – East Cambs Round Up

**11.12.14** Consideration of payments to the following:-  
**Finance:** Mick Scarff informed Council that the Staff Pay Award for 2014/2016 had now been agreed and that the award comprised of two parts, the first being a non-consolidated one off payment in December 2014, followed by an increase of around 2% from January 2015. The salary payment included on the payment list included the non-consolidate part of the pay award. Details of the precept Band D base rate had also been received. This had increased by a small amount. By keeping the current Band D rate at the same level as last year, as agreed by Council at the last meeting, a further £170.00 would be generated through the precept. The following payments were proposed by Jane Hall and seconded by Liz Goodman. Council agreed the following payments stated on the payment sheet for December 2014.

S Rowland  
D Cawley  
Burwell Office Cleaning  
Ely and District Dial a Ride  
East Cambs District Council  
Herts and Cambs Grounds Maintenance  
C R Contracting  
G & J Peck  
Copy IT Digital Solutions  
Andy Martin Builders  
Burwell Community Forum  
K W Fuller  
Glasdons  
Burwell Window Cleaning  
Online Playgrounds  
Ridgeons  
PHS Group  
ESPO  
BT  
Anglian Water  
Eon  
Alto Cards  
Salaries, Wages etc.  
Return of Deposits for Gardiner Memorial and Mandeville Halls

**12.12.14** **Correspondence**  
Burwell Cricket Club – Donation to Parish Council  
Following the success of their recent firework event, Burwell Cricket Club wished to make a donation of £100.00 to the Parish Council. The Cricket Club had asked that

the donation to be used for the children of Burwell. Council agreed to accept the kind offer and agreed that they would increase the amount of the grant made by the Parish Council towards the annual Summer Reading Scheme by £100.00 to reflect the donation made by the Cricket Club.

There being no further business, the meeting was closed at 8.05 pm.

Signed this      day of                      2015 \_\_\_\_\_

Chairman