

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

Chair: Mrs P Kilbey

Clerk: Mrs. L .J. Reader

Minutes of the Annual meeting of Full Council held on Tuesday 15th May 2012 in the Jubilee Reading Room, 99 The Causeway, Burwell, CB25 0DU

Present :- Pat Kilbey – Chairman, Beryl Brown, Sylvia Greenaway, Don Harrison, Gus Jones, Joan Lonsdale, James Perry, Derek Reader, Michel Scarff, Heather Sims, Michael Smith, Fay Whitehouse, Mandy Wilkins, Brenda Wilson

01.05.12 Election of Chairman : Pat Kilbey - proposed – Derek Reader, seconded – Sylvia Greenaway
Election of Chairman :-

Joan Lonsdale - proposed – James Perry, seconded - Don Harrison

Following a vote Pat Kilbey was duly elected.

The Chairman duly signed her declaration of acceptance of office.

02.05.12 Election of Vice- Chair : Joan Lonsdale - proposed – Gus Jones, seconded – James Perry
Election of Vice Chairman :

Mandy Wilkins - proposed - Michel Scarff, seconded – Pat Kilbey

Brenda Wilson - proposed – Fay Whitehouse, seconded – Don Harrison

Following a vote Mandy Wilkins was duly elected.

03.05.12 Apologies for absence had been received from
Apologies :- Tim Clay, Liz Goodman, Hazel Williams

04.05.12 The following personal declarations of interest were made :-
Declarations of any Interests known to Councillors :-
Derek Reader – Payment of salaries
Michel Scarff – Bottisham Photographic Club

05.05.12 The minutes of the full council meeting held on Tuesday 24th April 2012 were approved and signed
Approval of Minutes :-

Proposed – Brenda Wilson, seconded – Derek Reader

06.05.12 There were no members of the public present
Public Forum :-

07.05.12
Planning

The following planning application was considered :

Applications :- Beryl Brown declared a personal interest prior to any discussion on the next item.

12/00272/FUL **Mr Stephen Brown – Armtrac 70 Reach Road**
Construction of new office/training facilities

Council were unable to comment until further information was received.

12/00284/LBC **Mr Thomas Whitehead - 1 Toyse Lane**
Application to replace extant planning permission
09/11473/LBC – demolition of existing rear lean-to &
porch and construction of single storey rear
extension & replacement porch

No objection

12/00283/FUL **Mr Thomas Whitehead - 1 Toyse Lane**
Application to replace extant planning permission
09/11473/LBC – demolition of existing rear lean-to &
porch and construction of single storey rear
extension & replacement porch

No objection

11/00618/FUL **Mr Harj Tiwana – Valencia Dysons Drove**
Demolition of existing bungalow and garage and the
construction of a house and a bungalow –
Amendment involving changes to front boundary
hedge works

No objection

12/00341/FUL **Mr & Mrs Dyos – 32 Swaffham Road**
Rear conservatory

No objection

E/03003/12/CC **Cambridgeshire County Council**
Variation of condition 1 of planning permission no
E/03005/09/CC to allow retention of temporary
buildings until 31st August 2018

Council feel that it might be better to grant permission for three years so that
should funding become available a permanent structure could be built.

08.05.12
Planning
Decisions
from District
Council :-

The following planning applications have been approved :-

12/00192/FUL **Mr Phillip Baker – Mill Bungalow, Mill Lane**
Alterations and extensions to form single storey four
bedroom property and new garage

12/00186/FUL **Mr & Mrs S Morris – 3 Cedar Gardens**
Single storey rear extension

12/00112/FUL **Mr Carl Watkinson – 32 Hawthorn Way**
Side extension

The following planning application has been refused :-

12/00176/ADI **Mr Harjinder Singh Tiwana – Central House, 4 North Street**
Addition of lighting to fascia sign – Retrospective

09.05.12
Appointment
Of Internal
Auditors :-

It was resolved that our current Internal Auditor Mrs Jenny Neale should be re appointed for the coming year

10.05.12
Review of
Policies :-

It was resolved that once the working groups have been reformed each group would be allocated a relevant policy to look at and make any recommendations on.

11.05.12
Action
Points
Update :-

Jubilee Reading Room - The architect has advised that an approximate build cost for the proposed extension to the Jubilee Reading Room would be £30000 -35000. It was resolved that this would be an agenda item for the next meeting to decide whether or not to proceed.

Mandeville Hall – It was resolved that the Mandeville Hall Working Group would meet to look at the proposed amendments to the noise management plan.

Recreation Ground – The grounds maintenance contractor had been out to look at the ground and made the following observations:-

- The training area was suffering from over use and was almost bare
- There are some bare patches that need reseeding
- The ground would benefit from the pitches being used in rotation throughout the season
- The ground needs to be sprayed for weeds and they have become quite prolific over the last two years
- It would help to look at the way in which the ground is cut and it is the contractors opinion that cutting with a different mower would improve the grass

The contractor will supply a price for remedial work for consideration.

12.05.12
Parish
Reports :-

Grounds – Weekly play area reports show ongoing maintenance. This year's ROSPA inspection has been carried out and the report received. Whilst there do not appear to be any major problems the report will be copied to the working group and the handy men for action

Trees/Environment –

Notification of tree works at the following properties:-

Millfield House, Mill Lane

Multi-stemmed and topped Sycamore – fell
Walnut – reduce south facing stem over patio back to previous pollarding point
Ash – fell
Walnut – remove dead wood
Sycamore – fell

29 Isaacson Road

Sycamore – reduce to 5metres approx 30%
Sycamore – reduce to 5metres approx 50% and remove large epicormic at base
Twin stemmed Sycamore – remove dead stem and reduce to 5metres approx 30%
Sycamore – fell

13.05.12
County &
District
Matters :-

Burwell Masterplan Working Group –request to re-appoint existing or appoint a new co-opted member to the working party. It was resolved that the Chairman should be re appointed to serve on the working group.

Kingfisher Drive – query regarding the possible adoption of the open space in Kingfisher Drive. Following discussion it was resolved that an interest should be lodged in maintaining the open space. The Clerk would ask our present contractor for a price for cutting the open space.

Street Naming & Numbering – Notification that the former 48 Newmarket Road would be known as 48A and 48B

County Council Highways – notification of delay to commencement of surface dressing programme due to the recent adverse weather conditions the work in Reach Road and Westhorpe would be delayed.

Community Infrastructure Levy – information as to how to access information and comment on the proposals.

Cambs County Council - Request for views on Cambridgeshire County Councils Economy, Transport and Environment Services. It was resolved that this needed comment from the Council as a body not individual councillors and as the Clerk rarely used the site it was agreed that we were unable to comment.

Veolia – notification of increase in the cost of purchasing bundles of brown waste sacks.

14.05.12
Other
Reports :

The reports listed on the agenda had been circulated to Councillors for information.

15.05.12
Office
Photo-
Copier:-

There have been some ongoing problems with the existing photocopier and the engineer has advised that it might be more feasible to look at early replacement of the machine rather than spending money on replacement parts. The existing machine is due to be replaced in October this year and notice has already been served to this effect. Following some discussion it was resolved that the existing contract should be checked to see if replacement parts are covered and to look at new contracts in preparation for replacement. With regard to the printing of the Annual Report it was resolved to accept the offer of our present supplier to print this at normal rate cost for us.

16.05.12
Burwell
Cricket
Club :-

The Chairman of the Cricket Club had asked if Council would complete and sign a joint partnership form for the Schools Coaching programme. It was resolved that this should be looked at by the Mandeville Hall Working group when they meet later this week.

17.05.12
Recycling
Site :-

There have been some complaints regarding the recycling bins adjacent to Mandeville Hall. It appears that the design of the tetra pack bin might be inappropriate and Council asked the clerk to contact ECDC and see if there is an alternative design available. It was further resolved to ask if there was an alternative site which could be used where the bins would be less conspicuous.

18.05.12
Seat in
North Street :-

A resident has suggested that the seat could be resited at the end of Granchester Rise. Following discussion it was resolved that as we would need to purchase a new seat as the previous one had been destroyed we were unable to purchase a new seat at present due to budget constraints.

19.05.12
Jubilee
Picnic :-

The Chairman had suggested that a Jubilee Picnic could be held in Spring Close on Tuesday 5th June as there did not appear to be anything else organised for that day. There was some concern that the hay cut might not have been completed by that date and therefore it might not be a suitable venue. In light of the letter from a resident suggesting an event at Mingay Park on the same day it was resolved to ask if the two events could be combined. It was further resolved to look at providing mugs as a memento of the occasion.

20.05.12
Finance :-

Consideration of the following :-
Authorisation of salaries and wages for May 2012

It was resolved that the salaries and wages should be authorised for the month of May 2012.

Request for funding – Bottisham and Burwell Photographic Club

It was resolved that whilst we were able to offer any financial support for the clubs exhibition we would offer them free use of a room a Mandeville Hall to stage the exhibition.

21.05.12
Correspondence :-

Request for use of Mandeville Hall and Mingay Park for Jubilee Celebrations on Tuesday 5th June - This matter had been dealt with above in conjunction with the Jubilee Picnic.

Request for use of Mandeville Hall for a fund raising event for Cancer Research - It was resolved to allow the use of room 2 at Mandeville Hall for this event at a nominal cost of £10 to cover electricity.

Thank you letter for recent donation to Burwell Visiting Scheme – a letter of thanks have been received for the donation made towards the cost of insurance for the Visiting Scheme for the coming year.

Burwell Community Lunch – Wednesday 16th May at Mandeville Hall 12.15pm – notification had been received that due to lack of support the lunch had been cancelled.

There being no further business the meeting closed at 9.23pm.

Signed this day

of

2012

Chairman