

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 L J Reader

Minutes of the meeting of Full Council held on Tuesday 10th December 2013, 7.30pm in Room 2, Mandeville Hall, Tan House Lane, Burwell, CB25 0AR.

Present:- Joan Lonsdale (Chairman), Laura Barrett, Sylvia Greenaway, Pat Kilbey, James Perry, Michael Scarff, Michael Smith, Fay Whitehouse, Hazel Williams, Brenda Wilson, Gus Jones

01.12.13 Apologies:- Apologies for absence had been received from Liz Goodman, Don Harrison, Derek Reader, Heather Sims, Liz Swift

02.12.13 Declarations of any interests known to Councillors:- The following non-pecuniary interest was declared:-
None

03.12.13 Minutes:- The minutes of the meeting of Full Council held on Tuesday 26th November were approved and signed as a true and correct record
Proposed – Brenda Wilson, seconded – Michael Smith

04.12.13 Public Forum:- Residents of 29 and 29B The Causeway expressed their disappointment that the granting of permission for an extension to the Day Centre had resulted in the replacement of the extraction unit. A Member of the Parish Council has had a meeting with concerned residents and has agreed to contact Environmental Health and planners and to explore options with the builders in order to seek a mutually agreeable solution. Resident contact details were provided so that updates could be provided

Hazel Williams arrived at 7.35pm

James Perry arrived at 7.36pm

05.12.13 Planning The following planning application was considered:-

Applications:- 13/01054/PDR

Mr and Mrs Farnham – 23 Station Gate

Construction of two white pvcu conservatories to the rear of the property and garage conversion

Council agreed that the proposal is overdevelopment of site

13/01039/FUL

Mrs A and Y How – 11 Hall Lane

Two storey and single storey rear extension and roof extension

No objections

13/00814/FUL **Mr Cannon – 32 Silver Street**
Conversion of existing roof space top form family room and study area
Amendment Reduction in size of rear window, situated at a higher level and obscurely glazed

For information only – amendment noted.

06.12.13 Planning Decisions from ECDC: The following planning decision had been received:-

13/00787/OUT **Mr and Mrs Maskell – 3 Swaffham Road**
Erection of 2 houses and associated garages (following demolition of existing bungalow and garage)
APPROVAL

13/0091/FUL **Mr M Daines-Smith – 71 Silver Street**
Proposed alterations, extensions and modernization
APPROVAL

13/00878/PDR **Mr R Mann – 17 Kingfisher Drive**
First floor rear extension with high level porthole window to rear and additional window to eastern elevation
APPROVAL

13/00943/HEN **Mr D Raithby – 37 Ness Road**
Construction of single storey rear extension which extends beyond the rear wall by 5.52m, has a maximum height of 3.28m and eaves of 2.48m.
APPROVAL

07.12.13 Action Points Update **Jubilee Reading Room** - Quotes for painting and for flooring have been received (reviewed under 11.12.13 Finance). A new filing cabinet and furniture (table and chairs), together with the removal of rubbish from the site is next to be actioned
Files held in store for the Police are to be collected and removed soon

08.12.13 Parish Reports **Grounds** – Weekly play reports show ongoing maintenance as per ROSPA report
Trees/Environment – Notification has been received of tree works at the following properties:

22 Bloomsfield
3 no. large shrubs – Fell

Toyse Close and Montford Close shared boundary
Ash – Crown lift to 3.5 metres (branch ends only), crown reduce by 20%

105 The Causeway
Ash – Prune overhanging branches to clear the adjacent buildings by approximately 2 metres

40 The Causeway
Ash – Fell
Sycamore – Fell

10 Lime Close
TPO E/21/99
Sycamore – Remove and prune back branches overhanging the vertical boundary of 10 Line Close

4 Cedar Gardens
3 no. Lawson Cypress trees – reduce height by 20%
Thuja – reduce by 30%
2 no. Yews – Trim back lower branches on house side by approx. 0.75 metres

09.12.13 None reported
**County &
District
Matters:**

10.12.13 The reports listed on the agenda had been circulated to Councillors for
Other information.
Reports:-

The burning of materials on the former DS Smith site was noted. The Fire Brigade have been in attendance on more than one occasion. If a fire is out of control on the site please notify the Fire Brigade. Keep the Parish Clerk notified of anyone or anything suspicious in addition.

11.12.13 **Finance -**

Quotation for Keylock pad for the Allotment Shed – The keylock will cost approximately £130. The locating of the grit and kit in the shed was discussed. Other option include: the lock-up, Jubilee Reading Room, Gardiner memorial hall and cemetery. All to consider. Decision is to be deferred to the January meeting.

Quotations for the internal decorations of the Jubilee Reading Rooms – Five quotes have been received. Two of these identified the poor state of the walls. A builder will be asked their opinion before painting goes ahead. In light of the Christmas break and urgency to get the work complete, it was agreed that Joan Lonsdale and Michael Scarff will liaise with a builder re. the walls and progress any remedial work necessary and select a contractor for the internal decorations.

Quotations for the brick wall rear of the Jubilee Reading Rooms – Quotes have been requested but have not yet been received.

Quotations for the flooring of the Jubilee Reading Rooms – Only one quote has been received. Two further quotes must be received before decision can be made.

Staff Christmas Gratuity – it was agreed that the staff gratuity would be in line with that provided last year.

The accounts as presented were approved for payment.

Proposed – Gus Jones, seconded – Sylvia Greenaway. Agreed by all.

12.12.13 **Correspondence**
None noted

13.12.13 The office will close on Friday, 20th December 2013 and re-open Monday, 6th January
Office 2014. A contact person, in the case of emergencies during the period, will be
closure identified.
over
Christmas
Period

14.12.13 The carol sing-along is planned for Friday, 13th December. Song-sheets have been
Parish prepared and members of the folk group will lead the singing. Joan Lonsdale will
Carols welcome everyone at the start. Laura Barrett and Pat Kilbey offered to provide
sausage rolls and mince pies. Councillors are encouraged to attend.

There being no further business the meeting closed at 8.39 pm.

Signed this day of 2014 _____
Chairman