

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Chairman: Mrs J Lonsdale

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 30th June 2015.

Present:- Joan Lonsdale (Chair), Robin Dyos, Sylvia Greenaway, Jane Hall, Don Harrison, Gus Jones, Joe Parker, Jim Perry, Derek Reader, Gordon Roach, Michael Smith, Liz Swift, Mike Swift, Paul Webb, and Brenda Wilson.
District Councillors Lavinia Edwards, District and County Councillor David Brown.
1 member of the public

14.06.15 Apologies:- Apologies for absence had been received from Hazel Williams and Michael Allan (District Councillor)

15.06.15 Declarations of any interest known to Councillors:- The following declarations were made:
Joe Parker – Cemetery Matters
Derek Reader – 18.06.15 Planning 15/00345/FUL
Paul Webb – 18.06.15 Planning 15/00125/FUL

16.06.15 Approval of Minutes:- The minutes of the meeting held on 9th June 2015 were approved and signed as a true and correct record
Proposed – Paul Webb, Seconded – Gordon Roach.

17.06.15 Public Forum:- No matters were raised during the Public Forum

18.06.15 Planning Applications: The following planning applications were considered:

15/00464/FUL Mr J Frankham – 81a North Street
15/00465/LBC Garage
No Objections

15/00523/LBC Mr B Croucher – 28 High Street
Demolish rear wall and roof over the annexe and rebuild. Installation of a new kitchen on the ground floor, new bathrooms on the first floor. Replacement windows.
No Objections

15/00526/FUL Mr B Coucher – 28 High Street
Proposed two bay cart lodge with stores
No Objections

15/00624/VAR Mr P Smith – 2 Isaacson Road
Variation of condition 1 (approved plans) to reposition the dwelling.
No Objections

15/00643/FUL Mr A Grant – 27 The Paddocks
First floor bedroom extension
No Objections

- 15/00394/FUL Miss D Heller – 66 Toyse Lane**
Repair Airey House, two storey extension to front, extension and conservatory to rear and remove lean-to to side
No Objections
- 15/00345/FUL Mr A Martin – Land between 31 and 33 Baker Drive**
Proposed erection of a detached dwelling and garage
Amendment – involving removing the first floor accommodation and windows in roof. Removing the ridge height to the same as previously approved.
No Objections
- 15/00481/ADI Co-operative Food Group – Manchetts (Burwell) Ltd, Ness Road**
Installation of 10 advertisements including 2 aluminum fascia signs, 5 wall mounted signs and 3 replacement totem sign panels.
Amendment – involving details of car park signs
No Objections – subject to existing conditions for illuminated signs
- 15/00452/FUL Cambridgeshire County Council – Rent Right, The Old Depot, Reach Road**
Change of use from an existing Fire Station and derelict site to B1 (Business use), B2 (General industrial) and B8 (Storage or distribution use)
No Objections
- County Councillor David Brown informed Council that the name Rent Right had been included on the application in error and the applicant was Cambridgeshire County Council
- 15/00665/FUL Mr and Mrs A Benton – 1 Station Gate**
Single storey extension to house
No Objections
- 15/00429/FUL Mr R Taylor – The Fox, 2 North Street**
Continued use of existing commercial quality 6x6 metre marquee as temporary smoking shelter on pub patio
No Objections
- 15/00421/FUL Land South of 76 Low Road**
Erection of three new dwellings with garages/cart lodges
Notification of withdrawal of application
Withdrawal noted.

**19.06.15
Planning
Decisions:**

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

- 14/01165/FUL Mr M Mitcham – Breach Farm, Ness Road**
Erection of replacement dwelling and associated works
APPROVAL
- 15/00200/FUL Mrs S Garside – 99 Ness Road**
Proposed single storey side extension
APPROVAL
- 15/00125/FUL Mr Richard Marsh – 95/97 Ness Road**
Proposed demolition of 95/97 Ness Road and erection of 3 new dwellings and associated works.
APPROVAL
- 15/00521/FUL Miss N Brand – 25 North Street**
Single storey side extension
APPROVAL

- 20.06.15
Action
Points
Update:-** The Clerk informed Council that a site meeting with Play and Leisure will be required prior to the new equipment being installed on the Recreation Ground. The final invoice for the work at the Gardiner Memorial Hall has not yet been received.
The allotment shed roof has now been replaced.
Brenda Wilson informed Council that the Safety Working Group had met and had discussed the quotations for the Causeway and the issues with the narrow lanes leading off Newnham Lane. The full report for the meeting is due to be considered by Council at the next Council meeting on 14th July 2015.
- 21.06.15
County &
District
Council-
ors
Reports:** The attached County and District Councillor reports had been circulated to Councillors and noted by Council. David Brown commented on the delays on the A14 over the past couple of days.
Lavinia Edwards informed Council that the Planning Inspectorate had recently expressed concern over the delivery of the 5 year housing supply agreed in the East Cambridgeshire Local Plan. Owners of sites which had been highlighted in the plan for housing and where no development has yet taken place are likely to be contacted to ascertain why there is a delay in development.

David Brown, Lavinia Edwards and the one member of the public left the meeting. Don Harrison arrived at 7.40 pm
- 22.06.15
County &
District
Matters:** Notes on the meeting with S Conrad (CCC) Proposed development Newmarket Road
The notes from the recent meeting with Stephen Conrad had been circulated to Council Members. A slight change in the layout has been required due to the positioning of supply pipes. This however has led to a larger area being available for the Sports Hub with its own access from Newmarket Road. The County Council will lease the area to the Parish Council to the extent of the provision required for open spaces as a result of the application, but the Parish Council will need to purchase the additional area of 1.3 hectares. An application for outline planning consent is likely to be submitted in the next few months. Discussion took place over the likely make up of dwelling sizes and the comment made by Mr Conrad that 4 bedroom properties may be more financially beneficial for developers to provide. Joan Lonsdale concluded that the revised plan is better than the original and expressed the continued need for the Parish Council to fight for the correct housing mix being included in the development.
CCC Consultation on Cambridgeshire's Strategy for Flood Risk Management
Cambridgeshire County Council are currently carrying out a consultation of the Cambridgeshire's Strategy for Flood Risk Management. Councillors were asked to submit comments directly to consultation website.
Electoral Review of East Cambridgeshire
A consultation for the Electoral Review of East Cambridgeshire is currently being carried out. Comments are currently being invited from the electorate, groups and organisations about possible future ward boundaries for the district council. The Clerk confirmed that she had a poster advertising the consultation to go up on the notice board. Details of the consultation can be included on the Website, in the next Clunch Report and Newsletter. Council members were asked to make themselves familiar with information on the Local Government Boundary Commission website for further discussion at the next Parish Council meeting.

A submission is also due by the 6th July 2015 on the Council's opinion on the draft recommendations for the Electoral Review of Cambridgeshire County Council. This had previously been referred to the General Purposes Working Group for consideration, but as yet the group had not met. A suggestive response compiled by Hazel Williams had been circulated to Councillors. Council agreed that those able should attend a brief meeting on Friday 3rd July at 2pm at the Jubilee Reading Room to consider the response to be submitted.
- 23.06.15
Other** The following reports were circulated to Council:
Rural Cambs Citizen Advice Bureau - Letter of acknowledgement

Reports: Cambridgeshire Police and Crime Commissioner – Connect June 2015
Bottisham Village College - Report

**24.06.15
Finance**

Council considered the following:

Consideration of quotations to extend footpath to Mandeville Hall – Response from ECDC regarding possible funding

The Clerk informed Council that ECDC had advised that the extension of the footpath to Mandeville Hall is not eligible for consideration for funding through Section 106 Community Infrastructure Fund, as the fund relates wholly to building capital improvement schemes and projects. Council agreed that the Finance Working Group should consider the financial implications on the budget of carrying out the work.

Consideration of quotations – Maintenance of graves at Burwell Cemetery

Despite the Clerks efforts in obtaining further quotations to carry out the maintenance of the graves at the Cemetery, only one additional quotation had been received. This was lower than the initial quotation received and Council agreed that this quotation for £672.00 plus VAT to be accepted.

Proposed – Liz Swift, Seconded – Paul Webb

Consideration of Internal Audit Report for the year 2014/2015

The Internal Audit Report for the year 2014/2015 had been circulated to all members of the Council. The Clerk explained that the External Auditors and Internal Auditor treat the valuation of assets in different ways. She continued that she agreed with the recommendation that the Asset Register would be more beneficial if in an excel format, but that transferring the information from the word document to a spreadsheet would be time consuming. Paul Webb offered to investigate if there is an easy way that the transfer could be made.

Liz Swift proposed that the Internal Audit Report for 2014/2015 should be accepted, seconded by Derek Reader.

Council resolved that the Internal Audit Report for 2014/2015 should be accepted.

Renewal of Photocopier Contract

The photocopier is coming to the end of the three year lease agreement. Derek Reader proposed that the Council should retain the copier as it had proved to be satisfactory and continue to pay the agreed charge. This was seconded by Gus Jones and agreed by Council.

25.06.15

Correspondence

C Smith – Email regarding Spring Close

An email had been received from Caroline Smith, coordinator for Spring Close giving a detailed report on the site. Council asked the Clerk to pass on their thanks to Caroline Smith for the report and agreed that the report should be passed to the Grounds and Buildings Working Group for further consideration.

Letter regarding commemorative bench in the Causeway

A letter had been received from a resident asking for permission to place a commemorative bench on the Causeway. The Clerk was asked to contact the resident to find out the exact location that they wished for the bench to be sited. As much of the Causeway is owned by the County Council, their permission will be required as well.

Letter regarding attendance by Council at the Remembrance Service of Pte. Palmby

A letter had been received informing the Council of and inviting members to a service to be held on 8th August 2015 to remember the life of Private Palmby who died in 1915. This forms part of services being held by the former Cambridgeshire Regiment and the British Legion at the graves of soldiers who died during the First World War. Joan Lonsdale agreed to attend and requested that others attend if available.

Request from WI for Commemorative Tree, plaque and bulbs for 100 years of WI and in remembrance of the late Joyce Marsh

Further to the request from the WI earlier during the year to create a small garden area around the Village Sign, WI members have now agreed that they would prefer to plant another tree to replace the one that had died in memory of Joyce Marsh. They also wished to have a plaque and plant bulbs to celebrate the WI's 100th birthday. They have asked the Council to suggest a possible location for planting the

tree. Council agreed that they could plant the tree on the green where the original tree had been planted. The WI will need to maintain the tree.

Letter from Lucy Frazer QC MP

A letter has been received from Lucy Frazer suggesting a meeting for parishioners towards the end of July. Council agreed that arrangements for such a meeting should be carried out through the Constituency Office.

Update from Lightsource

An email had been received from Lightsource to inform the Council that a planning application has now been submitted for the Goose Hall Solar Farm. The Council agreed to accept the offer of the Community Grant Scheme made by Lightsource, subject to planning permission being granted.

Email from resident regarding the former Crown Public House

A letter of complaint had been received from a resident about the former Crown Public House. Although Council tended to agree that the property needs some attention it was felt that the matter should be dealt with by East Cambs District Council. The Clerk agreed to pass the letter on to ECDC and let the resident know of the action taken by the Parish Council.

Letter regarding Burwell Cemetery

A further letter had been received regarding adornments on some of the graves at Burwell Cemetery. This will be referred to the General Purposes Working Group with the other comments received during the recent consultation for consideration.

26.06.15

To consider the following:

GMH Celebrations

The Clerk informed Council that the costs for the Tea Dance on the 4th July will be around £100.00. Brenda Wilson agreed to welcome the guests with a short introduction at the start of the event.

Adoption of the General Power of Competence

Information on the General Power of Competence had been circulated to members of the Council. Council confirmed that it was eligible to adopt the power, having a qualified Clerk and at least two thirds of Councillors being elected.

Gus Jones proposed, seconded by Mike Swift that Burwell Parish Council should adopt the General Power of Competence.

A vote was taken with 11 members of the Council agreeing with the proposal. There were 3 abstentions.

Council resolved that Burwell Parish Council should adopt the General Power of Competence.

A request had been received from Burwell Scouts to use Margaret Field for their Cyclist Badge on Thursday 2nd July 2015. Council agreed to the request.

Robin Dyos on behalf of the Carnival Committee thanked the Council for allowing the Carnival Parade to start from Margaret Field and for Derek Reader unlocking the Margaret Field gates first thing in the morning.

The Clerk informed Council that she had received a phone call from the new owner of the Former D S Smith Site in Reach Road. They would like a meeting with the Council to discuss the proposals for the site. A meeting had been arranged for Wednesday 22nd July 2015, 6 pm at the Jubilee Reading Room. All Councillors were invited to attend.

Council noted a letter of resignation as Councillor from Richard Maddox.

There being no further business the meeting closed at 9:20 pm.

Signed this the _____ day of July 2015 _____

Chairman