

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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Minutes of the Meeting of Burwell Parish Council held in the Jubilee Reading Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU at 7.30p.m. on Tuesday 9<sup>th</sup> October 2018.  
following business

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**Present:** Liz Swift (Chair), Jane Hall, Gus Jones, Joan Lonsdale, Helen McMenamin-Smith, Jennifer Moss, Jim Perry, Derek Reader, Gordon Roach, Michael Smith, Michael Swift, Paul Webb, Hazel Williams and Brenda Wilson.

Also present: County Councillor Joshua Schumann and one member of the public.

**FC/091018/1 Apologies**

Apologies for absence had been received from Richard Adams, Robin Dyos, District Councillors David Brown and Lavinia Edwards.

**FC/091018/2 Declarations of any interests known to Councillors**

Derek Reader declared an interest in FC/091018/6.1 Planning – 18/01291/OUT Site South West of Old Ness Farm, Ness Road and DC/091018/7 Finance – Payment of Accounts

**FC/091018/3 Approval of Minutes of the meeting of 25<sup>th</sup> September 2018**

The minutes of the meeting held on 25<sup>th</sup> September 2018 were approved and signed as a true and correct record. Proposed – Jennifer Moss Seconded – Helen McMenamin-Smith

**FC/091018/4 Public Forum**

No matters were raised during the public forum

**FC/091018/5 County and District Reports**

Written reports from Lavinia Edwards and Michael Allen were noted

Jim Perry arrived at 7.39 pm.

**FC/091018/6.1 Planning Applications**

The following planning applications were considered:

**18/01269/FUL Welney Lodge, 7 Hythe Close**

Proposed conversion of existing double garage with a first floor extension over plus associated works forming a detached private dwelling.

**Objection – Poor access, insufficient parking for two properties, support of neighbour concerns, inappropriate building in the Conservation Area, does not fit in with street scene, poor application both misleading and inaccurate.**

**18/01037/FUL 22 Pound Close**

Two storey extension to side of property to form entrance lobby at ground floor with additional bedroom above, and alteration of existing garage roof to form roof terrace

**Amendment involving 1) A reduction in render on the proposed and**

**2) Plan to show where foundations need to be dug**

**Amendment noted by Council**

**18/01291/OUT Site South West of Old Ness Farm, Ness Road**

Proposed single storey dwelling, garaging, parking, access and associated site works

**No Objection**

**18/01238/RMM Stanford Park, Weirs Drove**

Reserved matters for change of use of existing caravan touring park site for the siting of up to a maximum of 91 mobile homes with new access to include communal open space, resident meeting hall, park office and associated park infrastructure pursuant to outline planning permission 16/00686/OUM

**No Objections but concern still remains about the level of infrastructure to support this development especially the lack of footpaths between the site and the village.**

The member of public left the meeting following the consideration of planning applications.

#### **FC/091018/6.2 Planning Decisions from District Council**

The following decisions were noted:

##### **18/01061/FUL Land North of The Stables, Factory Road**

Demolition of a modern steel framed barn and replacing on the same footprint with a private detached dwelling **Approval**

##### **18/01037/FUL 22 Pound Close**

Two storey extension to side of property to form entrance lobby at ground floor with additional bedroom above, and alteration of existing garage roof to form roof terrace **Approval**

##### **18/01072/FUL 77 Ness Road**

Front single storey extension, providing a new entrance and conversion of part of the double garage to form a workshop/storage space with replacement of one garage door to single door **Approval**

##### **18/01054/VAR 29 Isaacson Road**

Variation of condition 1 (approved plans) and removal of condition 5 (visual screen) of previously approved 16/01481/FUL for single storey rear extension including demolition of conservatory and loft conversion **Approval**

##### **18/01057/FUL 3 Hatley Drive**

Single storey extension to the rear of the house **Approval**

##### **S/3372/17/CW Levitt's Field, Waterbeach Waste Management Park, Ely Road, Waterbeach - Refusal**

#### **FC/091018/6.3 Trees/Environment**

Council noted the notifications of approved (ECDC) tree works at the following properties:-

##### **4 Silver Street**

H1 Leyland Cypress Hedge/Trees – Fell and grind out stumps

##### **34 Appletree Grove**

To comply with Condition 6 (Tree Topping, Lopping and Felling) of Decision Notice 92/00638/RMA

#### **FC/091018/7 Finance**

##### 1. Consideration of funding traffic signs and protective clothing for Remembrance Day

The Clerk explained that the Police are no longer able to provide any Traffic Management support for village Remembrance Day Parades. As a result the Council has had to organise a Traffic Management Operative for the event and needs to provide the necessary signage for road closure and diversions along with protective clothing for the operatives. The Clerk is due to meet with the Highways Event Manager and one of the Traffic Management Operatives to discuss requirements.

**Hazel Williams proposed, seconded by Paul Webb that Council should purchase any signs and protective clothing required.**

**Council resolved that any signs and protective clothing required should be purchased.**

##### 2. Completion of the limited assurance review for the year ended 31 March 2018

The Limited Assurance Review/External Audit for the year ended 31<sup>st</sup> March 2018 had been received back from the External Auditor with no concerns raised.

**Finance and General Purposes Group recommendation to Full Council to accept the External Audit report for the year 2017/2018**

**Proposed by Hazel Williams, seconded by Gus Jones**

**Council resolved to accept the External Audit Report for the year ended 31<sup>st</sup> March 2018.**

##### 2. Consideration of payment to the following:

The following payments were approved. A payment to Ellgia Limited for the hire of a skip for the allotments for £234.00 including VAT was also approved:

**Proposed Jennifer Moss, seconded Gordon Roach**

George Rowland  
Debbie Cawley  
Martyn Wright  
Burwell Office Cleaning  
Ridgeons  
Latta Hire Limited  
Soham Pest Control  
PKF Littlejohn LLP  
Burwell Window Cleaning  
Sharp Copier IT  
CR Contracting  
Voluntary Network  
Mr Groundsman  
Truelink  
Alan Lamb  
Cartwright Brothers  
Global Fire Services  
Zurich Municipal  
BT  
British Gas  
A Jacobs  
Burwell Museum  
Burwell Tigers  
J M Fire Safety  
WAVE  
Suffolk Wood Chip Ltd  
ESPO  
Jaggard Projects Ltd  
Lloyds Bank  
East Cambs District Council  
Eon  
Salaries  
Return of Deposits

#### **FC/091018/8 Action Points Update**

The following updates were received:

Paul Webb reported that he is in the process of compiling the application for the £7,707.90 Section 106 funding for the pavilion.

The Clerk is still trying to find a suitable date for the meeting for the Burwell to Exning Cycleway.

Michael Swift explained that there is a delay in building works at the Pavilion. Part of the building should be useable as planned, but the rest may not be finished until the end of October. He continued to update the Council on the progress being made by the Sports Provision Group to help achieve the CIL funding from ECDC for phases 3 and 4 (caged games area and trim track). If successful the Sports Provision Group would like to continue using Alan Lamb as Project Manager. His cost is likely to be £1000 per month and the expected timescale will be eight months. Initial work needs to be started to obtain quotes and estimates for the caged games area and trim track. Paul Webb explained that the Amey grant is currently being registered with Entrust. Paul Webb and Gus Jones were thanked for their work in compiling the necessary business plans.

Liz Swift reported to Council that Paul Webb had recently attended a CCVS Seminar and had given an excellent and very well received presentation on funding.

Brenda Wilson proposed that a vote of thanks was given to the Sports Provision Group for all of the work that they are doing to improve the facilities at the Recreation Ground.

Council agreed that Joshua Schumann should be asked to obtain a new time line for the development on Newmarket Road.

The Pauline's Swamp Open Day had proved very successful. The presentation of the prize for the Photographic Competition is to be held on 3<sup>rd</sup> November 2018. Michael Swift has met with the ECDC Enforcement Officer to discuss the boundary issues. This is to be referred to the District Solicitor for advice.

Members of the Council will be meeting with ECDC on the 22nd October to discuss the public toilets.

The Clerk has requested an update from Highways for the LHII Ness Road Zebra Crossing in time for Safety Group meeting on 16<sup>th</sup> October 2018.

Possible funding from the Goose Hall Solar Park will be an agenda item for the Full Council meeting to be held on 13<sup>th</sup> November 2018.

County Councillor Joshua Schumann arrived at 8.10 pm and gave the following report:

He reported that he had just met with a Government Minister to discuss the districts 5 year land supply. The Minister had acknowledged that although development can be approved by a district council, the council has no power to enforce that the development does actually go ahead. It is possible for a planning authority to refuse an application on the basis that a developer has been known to previously sit on land approved for development.

Neighbourhood Plans are playing a part in the control of development and may be worth considering.

Councillor Schumann continued reporting that he is due to have a meeting on 18<sup>th</sup> October about the Burwell to Exning Cycleway. It is suggested that the project is linked with the Swaffham Greenways and this would mean that there would be a set time line for the project. The land for the Newmarket Road Development has now been sold to This Land. This Land has concerns about the project not being viable due to the affordable housing element and had considered submitting another planning application for the site. However they have now been advised that funding to help support the cost of providing the affordable housing maybe available from the Mayor and Combined Authorities. They were also advised that future consent for the site could not be guaranteed. Hazel Williams and other members of the Council expressed that the Council may not have supported the application if a lower number of affordable houses were to be delivered. Councillor Schumann informed Council that he had requested a briefing note and a timeline from This Land and would forward a copy to the Clerk once received.

Hazel Williams explained to Councillor Schumann that Council had not carried out a Neighbourhood Plan as land had already been allocated in the original structure plan and as there were few speculative sites in the village, the cost and time require to compile a plan with limited affect did not seem cost effected.. Councillor Schumann accepted that in Burwell's case the cost to carry out a Neighbourhood Plan would be too high.

Councillor Schumann left the meeting after being thanked for attending and for his report.

## **FC/091018/9 Group Reports**

### **Consideration of notes and recommendations from the Finance and General Purposes Group meeting held on 25<sup>th</sup> September 2018**

#### Recommendations

##### 1. LHII Ness Road Zebra Crossing:

The Group recommends to Full Council that funds currently earmarked for the play area (£20,000) is re earmarked for the Ness Road Zebra Crossing and that £20,000 of CIL funding is earmarked for the Play Areas

**Proposed – Hazel Williams, seconded – Joan Lonsdale**

**Council resolved that funds currently earmarked for the play area (£20,000) is re earmarked for the Ness Road Zebra Crossing and that £20,000 of CIL funding is earmarked for the Play Areas.**

##### 2. Mandeville Hall – Q Cooke

The Group recommends to Full Council that all charges are held at the current rate for Mr. Cooke until 31<sup>st</sup> March 2020.

**Proposed – Paul Webb, seconded – Gordon Roach**

**Council resolved that all charges are held at the current rate for Mr. Cooke until 31<sup>st</sup> March 2020.**

##### 3. Photocopier Contract and purchase of new IT equipment

The Group recommends to Full Council that a new 5 year contract is entered into with Sharps for a quarterly charge of £173.37 plus VAT. Copy costs B/W 0.395p and colour 3.95p (Monthly saving of approx. £12.64)

The Group also recommends to Full Council that new office equipment, data storage and Councillor own email services are purchased as per quotation dated 12<sup>th</sup> September 2018 from Burwell Computers.

**Proposed – Hazel Williams, seconded – Paul Webb**

**Council resolved that a new 5 year contract is entered into with Sharps for a quarterly charge of £173.37 plus VAT. Copy costs B/W 0.395p and colour 3.95p (Monthly saving of approx. £12.64)**

**Council resolved that new office equipment, data storage and Councillor own email services are purchased as per quotation dated 12<sup>th</sup> September 2018 from Burwell Computers.**

#### 4. Neighbourhood Watch Signs

The Group recommends to Full Council that a further £300.00 should be allocated for Neighbourhood Watch signs.

**Proposed – Gordon Roach, seconded Paul Webb**

**Council resolved that a further £300.00 should be allocated for Neighbourhood Watch signs.**

#### 5. Funds Transfer

The Group recommends to Full Council that £100,000 is transferred to the CCLA Account from the Current Account as soon as possible, followed by a further transfer of £50,000 in January 2019 (subject to completion of grant funding and VAT reimbursement-Pavilion and Skate Park).

**Proposed – Hazel Williams, seconded – Jim Perry**

**Council resolved that £100,000 is transferred to the CCLA Account from the Current Account as soon as possible, followed by a further transfer of £50,000 in January 2019 (subject to completion of grant funding and VAT reimbursement-Pavilion and Skate Park).**

### **FC/091018/10 Parish Reports:-**

#### **Property –**

##### **Weekly Play Area Inspection Reports**

The Clerk reported that the Handyman had continued to carry out checks at the Play Areas on a weekly basis. The bark has been delivered and laid at Westhorpe Play Area as per the Annual Playground Inspection. Boundary fencing at the front area of the Recreation Ground may need attention once all of the construction work has been completed.

### **FC/091018/11 Other County & District Matters:-**

Council noted the following items:

1. SCDC Waterbeach New Town Supplementary Planning Document
2. CCC Statement of Community Involvement Consultation
3. ECDC STNN/18/64 Site at 19 Toyse Lane –proposed name ‘The Briars’
4. CCC Community Sustainable Energy Scheme – to be discussed at the next Community, Leisure and Sports meeting

### **FC/091018/12 Other Reports (in circulating file):-**

Council noted the following reports:

1. Notes of the Recreation & Sports Working Group Meeting 2.8.2018
2. Burwell Sports Federation – Minutes 10.9.18

### **FC/091018/13 Correspondence**

#### 1. Request from resident – Naming of Priory Meadow

A request from a resident to rename Priory Meadow had been received. Council agreed that the field is well known as Priory Meadow and that the name should not be changed.

#### 2. Ward, Gethin, Archer – Restriction on Recreation Ground

The Clerk reported that confirmation from Ward, Gethin and Archer had been received that the restriction requested by the Football Foundation had now been registered on the deeds for the recreation Ground.

### **FC/091018/14 Consideration of the following items**

#### Remembrance Day 11.11.18

The Clerk informed Council that the Remembrance Day Church Service will be held on Sunday 11<sup>th</sup> November starting at 9.30 am in St Mary’s Church, followed for the parade to the War Memorial where the normal Act of Remembrance will take place in time for the two minutes silence at 11 am. Hazel Williams encouraged Councillors to attend if possible.

As there was no other business to be considered, the meeting closed at 8.48 pm

Signed

Dated: