

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Notice is hereby given that a Meeting of the Burwell Parish Council will be held at Mandeville Hall, Tan House Lane, Burwell, CB25 0AR at 7.30p.m. on Tuesday 12th October 2021 you are summoned to attend for the transaction of the following business.

AGENDA

- FC/121021/1 Apologies**
- FC/121021/2 Declarations of any interests known to Councillors**
- FC/121021/3 Approval of Minutes of the meeting held on 28th September 2021**
- FC/121021/4.1 Public Forum – An opportunity for members of the public to raise concerns or question Council on matters included in this agenda. There will be no further opportunity for members of the public to speak after this point in the meeting.**
- FC/121021/4.2 Say No to Sunnica Community Action Group**
- FC/121021/ 5 County and District Reports**
- FC/121021/6.1 Planning Applications to be considered**
- 21/00431/FUL 27 Carter Road**
Proposed dwelling
Amendment involving Revisions to the number of properties and layout in the site. Proposal wording has altered to ‘Proposed dwelling’.
- 21/01380/FUL 4 Bloomsfield**
Construction of single storey front and rear extensions, and replacement of existing render with render system
- 21/01005/FUL 14 Buntings Path**
Demolition of existing conservatory and erection of two storey mono-pitched extension
Amendment involving changes to design to address concerns in regard to residential amenity of neighbouring occupiers
- FC/121021/6.2 Planning Decisions from District Council**
- 21/00770/FUL 18 High Street - Approval**
Proposed first floor extension to rear and single storey extension to side
- 21/00604/FUL 17 Ness Road – Approval**
Proposed ground and first floor extension and loft conversion
- FC/121021/6.3 Trees/Environment**
Notification of approved tree works by East Cambs. District Council
- 21/01251/TRE 123 – 125 North Street**
T1 Ash - Fell, due to excessive shading
T2 Ash x2 - Fell, due to previous house owner building garages and sheds around the tree; floor and roof of structures are now lifting which is unsafe
T3 Wild plumb - Reduce to 2.5 meters. Currently these are standing at approximately 5/6 meters high and we're unable to access the fruit.
T4 & T5 Apple Tree - Reduce to 2.5 m as advised by arborist
T6 Sycamore - Reduce spread only by up to 3 meters and raise crown all round to 5m from

ground level; the gardens on North Street are extremely narrow meaning that the shade from this tree reaches the entire width of the garden.

T7 Apple Tree - Reduce to 2.5 m as advised by arborist

21/01139/TPO The Red House Nursery

T1 Elm – Prune to provide a clearance of 1.5m from roof removing only tertiary branches to reduce the size of any wounds and remove deadwood from entire crown

21/01241/TRE 1 Cedar Gardens

T1 Cypress at rear of house – Fell

21/01073/TPO Ramsey Manor 37 High Street

T2 Beech – Raise canopy above garden of adjacent property only by 2-3m back to suitable pruning points to approximately 4-5m above ground level on one side only.

21/01229/TRE 26 North Street

T1 Ash – Remove due to proximity to clunch wall

T2 Ash – Remove due to proximity to clunch wall

T3 Ficus (Fig) – Reduce by 2-3m to manage size

FC/121021/7 Finance

1. Consideration of payment of the following:

Payee	Description	Amount inc Vat
ESPO	Cleaning/Maintenance	£102.24
	Cleaning Materials (Loo Rolls etc)	£438.18
Burwell Cleaning	Various Properties	£981.53
Unity Trust	Bank Fees	£3.60
Varsity Consulting	GMH Fees	£1,140.00
AFP Construction Consultants	GMH Fees	£888.00
Eon	Gas Mandeville Hall	£46.34
WAVE	Water Charges GMH	£23.22
WAVE	Water Charges GMH	£47.05
Martin Wright	Mileage	£43.20
British Gas	Public Toilet Electric	£23.47
George Rowland	Mileage, Phone etc	£174.60
Debbie Cawley	Mileage	£42.30
Joanne Harrison	Return of Deposit MH	£50.00
Mark Gibson	Return of Deposit MH	£50.00
Salaries etc	All Staff	TBC
	Total	£4,053.73

FC/121021/8 Action Points Update

FC/121021/9 Group Reports

Consideration of the notes and recommendations from the Finance and General Purposes Meeting held on 28th September

Recommendations:

1. ***The Finance and General Purposes Working Group recommends to Full Council that an email acknowledging receipt of the details of the proposal and copy quotation is sent to Smithers Purslow. That the roof space over Room 1, despite being told by Graham Cooley of Smithers Purslow that the floor will withhold the weight of lightweight items, is not utilised for storage until such time as remedial work has been carried out. That no legal action is taken. That the Council budgets for the work over the next few years and when funds are available further quotations are sought for the work to be carried out.***

2. ***That the revised Five-Year Plan 2021 to 2026 is adopted***

3. Having reviewed the following documents the Group recommends that they are approved by Full Council. It was noted that the Council no longer holds any petty cash.
 - Council's Risk Management Policy
 - Internal Controls

4. Having reviewed the following Direct Debits the Group recommends that they are approved by Full Council:
 - Anglian Water/Wave – Various Properties
 - British Gas – Various Properties
 - British Telecom – Telephone and Internet (JRR and MH)
 - Corona Energy Retail – Various Properties
 - Eon – Various Properties
 - East Cambs District Council – Rates Various Properties
 - HMRC (VAT)
 - Information Commissioners Officer
 - JPMC Re Paypal (Tennis Courts)
 - Lloyds Bank – Payment cards
 - NEST Pension
 - Siemens - Photocopier
 - Vodafone Limited – Network link between Recreation Ground and Jubilee Reading Room

5. Having reviewed both the Council's Risk Management Policy and its Internal Controls the Group recommends to Full Council that the Parish Funds are currently safeguarded with no additional action being required.

6. The Group agreed to recommend to Full Council that Moore's should be appointed as Internal Auditor for a further year and that the scope of the audit should be the basic audit with no other specific areas covered.

Consideration of notes and recommendations from Safety Group meeting held on 5th October 2021

1. **The Group recommends to Full Council that Burwell is put forward for consideration for the rural trial of E Bikes by the Cambridgeshire and Peterborough Combined Authority**

FC/121021/10 Parish Reports 1) Weekly Property Reports

FC/121021/11 Other County & District Matters: -

1. ECDC Street Numbering – Woodside Meadows
2. Notes from the Bi Monthly Meeting with ECDC Officers

FC/121021/12 Other Reports

1. Burwell Environment Group Minutes of 5th May and 11th August 2021
2. Spring Close Management Group 23rd June 2021

FC/121021/13 Correspondence

1. Letter from Zurich Insurance
2. Haddenham and Aldreth Neighbourhood Plan

3. Swaffham Bulbeck Neighbourhood Plan

FC/121021/14 Consideration of the following items

1. Climate Change
2. Update on the Gardiner Memorial Hall Refurbishment Project

YDRix

Yvonne Rix
Parish Clerk

Dated: 6th October 2021