

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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Notice is hereby given that a Meeting of the Burwell Parish Council will be held at Gardiner Memorial Hall, High Street, Burwell CB25 0HD at 7.30p.m. on Tuesday 9<sup>th</sup> August 2022 you are summoned to attend for the transaction of the following business.

**AGENDA**

**FC/090822/1 Apologies**

**FC/090822/2 Declarations of any interests known to Councillors**

**FC/090822/3 Approval of Minutes of the meeting held on 26<sup>th</sup> July 2022**

**FC/090822/4 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/090822/ 5 County and District Reports**

**FC/090822/6.1 Planning Applications to be considered**

**22/00637/PIP 4 Hythe Lane**

Replace existing house and garage with two detached houses with four parking spaces

**22/00313/FUL 36 Toyse Lane**

Construction of 2 no. 1 ½ storey detached dwellings

**Amendment – Changes to siting of the proposed dwellings and garages**

**22/00876/FUL 4 Brick Works Cottages Factory Road**

Construction of first floor rear extension and front porch

**22/00655/FUL 48 Toyse Lane – Retrospective**

Loft conversion

**22/00488/FUL 72 Reach Road**

Proposed Industrial Unit

**FC/090822/6.2 Planning Decisions from District Council**

**22/00715/LBC Briarwood 105 North Street – Approved**

Replacement windows to match existing fenestration, single glazed timber sash windows to the front façade, and double-glazed conservation timber sash and casement windows to all other elevations

**22/00690/FUL 16 Garden Court – Approved**

Dropped kerb and new approach to new vehicle hardstanding

**FC/090822/6.3 Trees/Environment**

**Notification of approved tree works by East Cambs. District Council**

**22/00741/TRE St Genevieve 2c Hythe Lane**

T1 Field Maple, 9cm dia at 1.5m – Remove self-seeded field maple on fence line, too close to neighbouring garage, and other tree.

T2 Leylandii, 21cm dia at 1.5m – Remove Leylandii, previously cut to 4m height, too big for location behind sheds

**22/00563/TRE 27 North Street**

T1 Walnut – Reduce crown by 40%

T2 Elder – Reduce crown height by 50% and spread by 30%

T3 Elder – Remove as part of garden re-design

**FC/090822/7 Finance**

1. Consideration of payment of the following:

Payee	Description	Amount inc Vat
D Cawley	Mileage	£23.40
G Rowland	Mileage & Expenses	£173.90
Paul Webb	Mileage - Sister Safe Mting	£14.40
Jenny Moss	Climate Forum/Paulines Swamp Postage	£21.39
AFP	GMH Refurb	£444.00
Prestige	Fire Safety Prov. GMH	£575.40
David Bracey	Playground Inspection	£400.00
Moore	Internal Audit	£1,080.00
ESPO	Supplies	£134.98
P Lane	Ret of Allotment Fee	£11.00
M Martin	Ret of Dep MH	£50.00
T Edwards	Ret of Dep MH	£50.00
J London	Ret of Dep MH	£50.00
H Plumb	Ret of Dep MH	£50.00
P Meanwell	Ret of Dep MH	£50.00
Salaries etc	All Staff	£7,830.72
	<b>Total</b>	<b>£10,959.19</b>

**FC/090822/8 Action Points Update**

Updates to the following:

No	Action Point	Comments on Progress
1.	Section 106 Money	No further update
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	No further update
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground	This Land carried out a public consultation to find out what the village would like to see included at the Sports Hub. The consultation is also available online. Once all responses have been received and analyzed, the information will be forwarded to two companies. One will look at the feasibility of the project. The other will look at potential funding sources. It has been stressed that at a previous meeting with This Land that at this point in time the Council has not yet agreed to take on the land as there are significant financial implications that will need to be considered. A check should be carried out to check that there is condition within the planning consent restriction on the land preventing any other uses

4.	Pauline's Swamp	A letter has been sent by registered post to Matt Ward, the new Land Director at Hopkin Homes expressing the thoughts of the Trustees regarding the change in direction of the land that was due to be given to the Parish Council. The Trustees are now waiting for a response.
5.	Gardiner Memorial Hall Phase 2	An expression of interest application and film to be sent to the lottery in the next week. Amey has suggested that a further application for funding could be submitted to them.
6.	Moveable Vehicle Activated Speed Signs	One of the signs is deployed in the village. The other two signs are currently in the office. These need to be deployed as a matter of urgency, with data being collected and analyzed to provide information to back up the safety Campaign.

**FC/090822/9 Group Reports**

**Consideration of the notes from the Strategy Day held on 6<sup>th</sup> July 2022**

**Consideration of the notes and recommendations of the Finance and General Purposes Meeting held on 26<sup>th</sup> July 2022 including consideration of the Quarter End 30<sup>th</sup> June 2022 Finance Report:**

1. **Finance and General Purposes Group recommends the following allocation of funds:**  
That the £5,500 allocated to the LHI Flashing School Signs should be re-allocated as follows:  
Spring Close Signs £2,000  
Recreation Ground Muga Lighting additional Tennis Court fencing £3,500  
That the £20,000 Factory Road Solar Farm donation is allocated as follows:  
£15,000 for the new Westhorpe Play Area  
£5,000 Recreation Ground Muga lighting and additional Tennis Court fencing
2. **Finance and General Purposes recommends that additional furniture and equipment is purchased for the Gardiner Memorial Hall – Cost approx. £1000 plus VAT**  
2 storage cupboards, 2 small table trollies, one small square folding table, and a clearing trolley.
3. **Finance and General Purposes recommends to Full Council that Moore's is appointed as Internal Auditor for the year 2022/2023 and that they should carry out an adequate audit in order to respond to questions raised in the Annual Governance Report**
4. **Finance and General Purposes recommends to Full Council that Cartwrights are asked to replace the Jubilee Reading Room lights in the quoted sum of £30.00 plus VAT**
5. **The Finance and General Purposes Group recommends that £200.00 is allocated for the setting up of the repair café.**

**FC/090822/10 Parish Reports**

**FC/090822/11 Other County & District Matters: -**

1. ECDC Notification of Swaffham Bulbeck Neighbourhood Plan
2. ECDC Street Name – Blossom Tree Farmhouse, Howlem Balk
3. CCC- Temporary Traffic Order for Priory Close – Comments required

**FC/090822/12 Other Reports**

1. Notes from the meeting of the Burwell Taskforce – Newmarket Road Sports Hub

**FC/090822/13 Correspondence**

1. Letter from resident regarding Fire Risks Spring Close and the Churchyard

**FC/090822/14 Consideration of the following items**

1. Climate Change including noting of minutes from the meeting held on 17<sup>th</sup> May 2022, 5<sup>th</sup> July 2022, and consideration of the following recommendations:
  - **That all Council premises should have an external water refill station**
2. Parish Council Open Spaces – Fire Risk Assessment

YDRix

Yvonne Rix  
Parish Clerk

Dated: 3<sup>rd</sup> August 2022