

Notice is hereby given that the Annual Meeting of the Burwell Parish Council will be held at 7.30p.m. on Tuesday 23rd May 2023 at Gardiner Memorial Hall, Burwell, CB25 0HD you are summoned to attend for the transaction of the following business.

AGENDA

FC/230523/1.1 Election of Chair and Chair's declaration of acceptance of office.

FC/230523/1.2 Election of Vice Chair

FC/230523/2.1 Apologies for absence

FC/230523/2.2 Declarations of any interests known to Councillors

FC/230523/3 Approval of Minutes of the meeting held on 25th April 2023

FC/230523/4.1 Public Forum

FC/230523/ 5 County and District Reports

FC/230523/6.1 Planning Applications to be considered

23/00446/FUL Land Rear of 58 Swaffham Road

Proposed residential development comprising two dwellings, associated access and double garages

23/00218/FUL 58 Baker Drive – For information only

Proposed single storey rear extension, new bay window in current living room, new wrap around single storey roof over garage and extension

Amended plans illustrating the side adjoining elevation

23/00492/FUL 16 Isaacson Road

Proposed installation of ground mounted solar panels

23/00302/FUL 70 Toyse Lane

Proposed single storey extensions with internal alterations and associated works

FC/230523/6.2 Planning Decisions from District Council

23/00153/FUL 17 Bayfield Drive – Approved

Single storey front extension

23/00076/FUL 9 Poplars Close – Approved

Single storey rear extension, replacement of windows and doors with internal alteration, removal of conservatory to garden, render the dwelling and a front porch.

23/00218/FUL 59 Baker Drive – Approved

Proposed single storey rear extension, new bay window in current living room, new wrap around single storey roof over garage and extension

23/00373/LBC Poplars Farmhouse 64 Low Road – Approved

Replacement of a second storey window

23/00254/FUL 43 The Causeway – Approved

Replacement of windows on front elevation

23/00375/VAR Breach Cottage Ness Road – Withdrawn

To Variation Condition 1 (approved plans) of previously approved 22/00925/FUL for demolition and replacement with two dwellings; change of use of farmland to paddock; erection of entrance gate, wall and access works

FC/230523/6.3 Trees/Environment

Notification from East Cambridgeshire District Council (ECDC) of agreed tree works:

Open spaces Fronting and Adjacent to 21 and 23 Kingfisher Drive

Tree A Sycamore – Raise crown to 4.5m from ground level.

Tree B Sycamore – Raise crown to 4.5m from ground level.

Tree C Walnut – Raise crown to 5.2m from ground level over roadway and 3.5m over grass area and prune to clear adjacent property by 2m. This pruning should increase the amount of light filtration into the adjacent properties.

23/00288/TCON 49 Station Gate

To comply with Condition 14 (Tree Topping, Lopping and Felling) of Decision Notice 01/00304/FUL

FC/230523/7 Finance

1. Consideration of the Quarterly Finance Report to the period 1st January 2023 to 31st March 2023.
2. Consideration of Insurance Policy from 1st June 2023
3. Consideration of payments to Right Price Windows in respect of work to the Pavilion
4. Consideration of payment to the following:

| Payee | Description | Amount inc Vat |
|---------------------------|---------------------------------|-----------------------|
| George Rowland | Mileage | £138.60 |
| Debbie Cawley | Mileage | £19.35 |
| M Wright | Mileage | £43.65 |
| Lloyds Bank | Lawnmower Fuel/supplies | £63.39 |
| ESPO | Copier Paper & Envelopes | £80.94 |
| Harrisons of Burwell | Pipe repairs Mandeville Hall | £100.80 |
| Scribe | Annual Software Fee | £933.12 |
| Burwell Library | Donation Summer Reading Scheme | £200.00 |
| Burwell Library | Engage Programme | £200.00 |
| CCVS | Membership Fee 23/24 | £60.00 |
| Three Counties Fire | Fire Equip Check Cem \chapel | £126.51 |
| Three Counties Fire | Fire Equip Check Cem \shed | £134.76 |
| Three Counties Fire | Fire Equip Check GMH | £85.68 |
| Three Counties Fire | Fire Equip Check Jub Reading Rm | £34.27 |
| Three Counties Fire | Fire Equip Check Allotment Shed | £8.56 |
| Three Counties Fire | Fire Equip Check Pavilion | £48.90 |
| Landmark Toilet Solutions | Hire of toilet Margaret Field | £100.00 |
| Burwell Computers | Cloud Storage | £55.00 |
| Burwell Office Cleaning | Various Properties | £1,683.20 |
| Huwa Gray | Maintenance Materials | £69.67 |
| Burwell Window Cleaning | Various Properties | £68.00 |
| Sharp | Photocopier Contract | £65.82 |
| PPL/PRS | Annual Fee GMH | £646.34 |

| | | |
|-----------------|------------------------------------|-------------------|
| G E Weavers | Return of Deposit | £50.00 |
| Delta T Devices | Return of Deposit | £50.00 |
| D Borha | Return of Deposit | £50.00 |
| C and R Meaney | Return of Deposit | £50.00 |
| H Jones | Return of Deposit | £50.00 |
| Chris McKellar | Duplicate payment (To be returned) | £50.00 |
| Engie | Gas Jubilee Reading Room | £279.58 |
| Engie | Gas Mandeville Hall | £395.32 |
| All Staff | Salaries to be confirmed | £9,021.55 |
| | Total | £14,963.01 |

FC/230523/8 Action Point Update

| No | Action Point | Comments on Progress |
|-----------|---|-----------------------------|
| 1. | Section 106 Money | |
| 2. | Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way | |
| 3. | Newmarket Road proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground | |
| 4. | Pauline's Swamp | |
| 5. | Gardiner Memorial Hall Phase 2 | |
| 6. | Moveable Vehicle Activated Speed Signs | |

FC/230523/9 Group Reports

Consideration of notes and Recommendations from the Asset and Environment Group meeting held on 25th April 2023

- **The Assets and Environment Group recommends to Full Council that the quotation in the sum of £1580.00 plus vat from S P Landscapes, being the cheapest, is accepted to carry out work advised by ECDC Tree Officer to trees adjacent to 12 and 14 Reach Road.**
- **The Assets and Environment Group recommends to Full Council that the quotation in the sum of £2784.02 from S R Landscapes, being the cheapest, is accepted to carry out the removal of the existing hedge at the Cemetery.**

FC/230523/10 Parish Reports: -

1. Weekly Property Reports including the receipt of the Host Premises Consent for Mandeville Hall

FC/230523/11 Other County & District Matters: -

1. ECDC Update to the Local Enforcement Plan
2. East Cambridgeshire District Council – Street Numbering
 - Warbraham Mains Farm Cottage, Heath Road

3. Consultations

- East Cambs District Council – New Food and Safety Enforcement Policy and Health and Safety Enforcement Policy

FC/230523/12 Other Reports

1. Burwell Sports Hub Taskforce – Summary of the meeting held on 29th March 2023
2. Pauline's Swamp Minutes of the Meeting held on 20th February 2023

FC/230523/13 Correspondence - None

FC/230523/14 Consideration of the following items

1. Consideration of eligibility and consideration of adoption of the General Power of Competence.
2. Working Groups
3. Appointment of Trustees for the Day Centre and representatives of other outside organisations.
4. Westhorpe Play Area



Yvonne Rix
Parish Clerk

Dated: 16th May 2023