

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
**Telephone/Fax 01638 743142**  
***E Mail burwellpc@burwellparishcouncil.gov.uk***

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 8<sup>th</sup> August 2023

**AGENDA**

**FC/080823/1 Apologies**

**FC/080823/2 Declarations of any interests known to Councillors**

**FC/080823/3 Approval of Minutes of the meeting held on 25<sup>th</sup> July 2023**

**FC/080823/4 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/080823/ 5 County and District Reports**

**FC/080823/6.1 Planning Applications to be considered:**

**23/00805/FUL 41 Toyse Lane**

Single storey rear extension and replacement garage

**23/00833/TPO Mesledine, Hythe Lane**

T1 Willow – Fell to as close to ground level as possible due to extensive decay through main stem. Leaning towards path and road.

**FC/080823/6.2 Planning Decisions from District Council**

**22/00577 Meadow View Industrial Estate, Reach Road - Refused**

Change of use of allocated employment land to lorry park and self-storage area – retrospective.

**23/00159/FUL 24 High Street – Approved**

Demolition of existing garage and outbuildings and construction of new single storey side and rear extension.

**23/00561/FUL 7 Poplars Close – Approved**

Single storey front, side and rear extensions following the demolition of the conservatory and addition of rooflights to loft space.

**22/00488/FUL 72 Reach Road – Withdrawn**

Proposed Industrial Unit

**FC/080823/6.3 Trees/Environment**

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

**23/00634/TRE 21a High Street**

T1 Walnut – Remove 2x lowest limbs over road. Reduce limb growing towards house as per the annotated photograph.

T2 Pear – Crown lift to 3m from ground level and prune to clear the building by 1.5-2m

T3 Sycamore – Reduce to previous points as part of ongoing tree management to aid retention.

G1 2x Sycamore – Fell – Trees in corner of garden are causing a nuisance and are in close proximity to buildings.

**Tree Preservation Order TPO/E/04/23 at 42 Swaffham Road CB25 0AN**

**FC/080823/7 Finance**

1. Consideration of payment of the following:

<b>Payee</b>	<b>Description</b>	<b>Amount inc Vat</b>
Newmarket GMS	Hedge Cutter Retrospective	£419.00
Barnwell Electrical	Lighting Issues Mandeville Hall	£311.88
S R Landscape Services	Removal Tree Pound Hill	£250.00
S P Landscapes	Tree Work Cricket Field	£1,896.00
Stannah	Lift Contract Ist Quarter GMH	£84.00
George Rowland	Mileage/Phone	£148.05
Debbie Cawley	Mileage	£21.60
Martyn Wright	Mileage	£26.55
Y Rix	Strategy Day - Coffee, Tea, Milk	£7.93
Cotswolds Archaeology	Ret of Dep MH	£50.00
G Rix	Return of Dep MH	£50.00
BAGS/A Ratcliffe	Return of Dep MH	£50.00
M Torres	Return of Dep GMH	£50.00
Engie	Allotment	£364.20
Engie	Allotment	-£390.54
Engie	Allotment	-£403.11
Engie	Pavilion/Recreation Ground Lights	£404.33
Engie	Jubilee Reading Room (Elect)	£104.49
Engie	GMH	£439.93
Engie	Cemetery	£15.75
Engie	Public Toilet June	£302.61
Engie	Public Toilet April	£356.44
Engie	Public Toilets May	£329.71
Corona	MH Electricity	£135.81
Staff	Salaries, Superannuation, Tax, NI	£9,320.12
Momentive Europe	Survey Monkey Software	£320.00
<b>Total</b>		<b>£14,664.75</b>

**FC/080823/8 Action Points Update - Updates to the following:**

<b>No</b>	<b>Action Point</b>	<b>Comments on Progress</b>
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/080823/9 Group Reports**

**Consideration of the notes and recommendations from the Finance and General Purposes meeting held on 25<sup>th</sup> July 2023, including the Quarterly Financial Report for the quarter ended 30<sup>th</sup> June 2023.**

1. That the Verifone Card Payment System should be purchased at a cost of £99.00 plus VAT with a transaction charge of 1% plus 1p (2.2% for non-contact payments)
2. The Group recommends that £10,000 from general reserves should be earmarked for Gardiner Memorial Hall Phase 2, and if the Council agrees to go ahead with the transfer of the land for the Newmarket Road Sports Hub when it is considered later in the year, that £6,000 is earmarked to cover 50% of the cost of the fee for C Mulhall Leisure to carry out work to produce a business plan and raise funding for the project.

**Consideration of the notes and recommendations from the Community, Leisure and Sports Group meeting held on 18<sup>th</sup> July 2023.**

1. That a disabled access is created at Spring Close using funds remaining from the money earmarked for the Spring Close signs, the cost being in the region of £7000 plus materials and the Maintenance Officer's time.
2. That the fence at the end of Mandeville Hall Car Park is repositioned to create further parking spaces.
3. That Cambridge Courts is asked to clean and carry out minor repair work to the tennis courts at the Recreation Ground at a maximum cost of £1550.00.

**FC/080823/10 Parish Reports**

**FC/080823/11 Other County & District Matters: -**  
 ECDC Local Plan – Single Issue Review (SIR): modifications Consultation  
 Cambridgeshire County Council – Temporary Traffic Order – Reach Road  
 Cambridgeshire County Council – Temporary Traffic Order – Newnham Drove and Weirs Drove.

**FC/080823/12 Other Reports Day**

1. Minutes of the Pauline's Swamp Meeting held on 24.5.2023
2. Burwell Day Centre Minutes 6.7.23 and revised Constitution
3. Minutes from the Climate Change Forum 4.7.23
4. Notes from the Newmarket Road Sports Hub Taskforce meeting held on 6.7.23

**FC/080823/13 Correspondence**

1. Burwell Sports Centre – Grant support request

**FC/080823/14 Other Matters**

1. Hatley Drive Amenity Area - Fence
2. Asset and Environment Group – Next meeting date

*YDR*

Yvonne Rix Parish Clerk

Dated: 2<sup>nd</sup> August 2023