

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
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Minutes of the Meeting of the Burwell Parish Council held virtually using Zoom at 7.30p.m. on Tuesday 13<sup>th</sup> April 2021.

(The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) Regulations 2020.

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**Present:** Liz Swift (Chair), Robin Dyos, Michael Geary, Joan Lonsdale, Helen McMenamin-Smith, Gill Miller, Jenny Moss, Jim Perry, Michael Swift, Geraldine Tate, Hazel Williams, and Brenda Wilson.

**Also present:** District Councillors Lavinia Edwards and David Brown, representatives from EDF Energy and Cadno Communications Ltd and two members of the public.

**FC/130421/1 Apologies**

Apologies for absence had been received from Paul Webb, Gus Jones, and Derek Reader.

A two-minute silence was held as a mark of respect following the death of His Royal Highness, Prince Philip, Duke of Edinburgh.

**FC/130421/2 Declarations of any interests known to Councillors**

The following declarations were received:

Liz Swift – Planning 27a The Causeway

Michael Swift – Planning 27a The Causeway

Lea Dodds – Planning Land west of 75-91 The Causeway

**FC/130421/3 Approval of Minutes of the meeting held on 30<sup>th</sup> March 2021**

Due to an administrative error the Minutes of the meeting held on 30<sup>th</sup> March 2021 were unavailable to approve. The approval will now take place at the next meeting.

**FC/130421/4.1 Public Forum**

One resident asked if they had any questions following discussion on a particular item on the agenda when should questions be raised. The resident was advised to write into the Clerk with the questions.

**4.2 Presentation from EDF Renewables and Cadno Communications**

Angharad Davies (Cadno Comms) and Andrew Bennett (EDF) introduced themselves and their role in the Burwell Solar Scheme to be located between Newnham Drove and Hightown Drove to the rear of the existing sub-station. EDF Renewables is the UK's leading low carbon electricity generator with currently 35 operational projects in the UK, consisting of onshore, offshore wind, battery storage and solar schemes. The Solar Scheme for Burwell has a site area of approx. 80 hectares and has a maximum lifespan of 40 years. There will be an annual Community benefit fund of £10,000. The site already has planning consent granted in August 2020. Construction work is due to start in early Spring 2022 with the site being fully commissioned by Autumn 2022.

Michael Swift pointed out that many residents in the village consider that Burwell is becoming an island in the middle of solar farms. He suggested that helping the community with a major project by donating some of the funding earmarked for the Community benefit fund in a lump sum at the start of the project rather than annually may help alleviate some of the objections. Andrew Bennett agreed that this could be something that could be discussed. Andrew Bennett confirmed that any hedgerows removed will be replaced as part of the screening of the farm. He also confirmed that a high percentage of materials used for the panels can be recycled when decommissioned and that there would be some piling taking place during the construction period but there are set conditions within the planning permission of the times that work can take place.

Angharad Davies and Andrew Bennett were thanked for their presentation.

## **FC/130421/ 5 County and District Reports**

Written reports from District Councillors David Brown and Lavinia Edwards were noted. An enquiry had been received by the Parish Council regarding some individuals seen in Bloomfields who were apparently looking at options for the provision of a communal recycling point for the area and the option of discontinuing the weekly blue/green bin collection service. Both David Brown and Lavinia Edwards had been made aware of the enquiry by the Clerk. David Brown expressed that the individuals had not been from the District Council and confirmed that there was no intention for the blue/green bin recycling service being changed.

## **FC/130421/6.1 Planning Applications to be considered**

### **21/00418/FUL Land to the West of 75 -91 The Causeway**

Residential development of 7 dwelling and garages with landscape works incidental to the development.

#### **Objection – Poor Access Road**

**Overdevelopment of site**

**All issues raised in previous applications for this site**

**Should permission be granted we ask that the access road is brought up to the necessary standard and is adopted by Highways**

**District Councillors asked to call in application for Planning Committee determination.**

**Resident's concerns noted**

### **21/00424/VAR 5 Parsonage Lane**

To vary Conditions 1 (Approved Drawings) and 3 (Materials) of previously approved 20/01316/FUL for proposed replacement of external fire escape staircase with spiral staircase. Installation of ground floor access door and access ramp.

**Comment – It is unclear what the variation involves, and this requires clarification.**

### **21/00451/FUL 21 Bloomsfield**

Proposed single storey rear extension and first floor extension to existing bedroom built over existing garage.

**No objection**

### **21/00457/VAR 120 North Street**

To vary Condition 1 (Approved drawings) of previously approved 15/00183/FUL to front and rear extensions to first floor and loft, and erection of conservatory to replace existing.

**No objection**

### **49 Toyse Lane**

Single storey garage including the relocation of bedroom one window and new garden room

**No objection**

### **21/00482/FUL 20 Railway Close**

Loft conversion to provide second floor accommodation.

**No objection**

### **21/00037/FUL 10 Hall Lane – Amendment**

Single storey rear extension – The amendment involves the re-drawing of the red line around the correct property. The incorrect property was previously identified on the proposed site location plan. No other changes to the proposal are proposed.

**Amendment noted**

### **21/00008/FUL Hope Cottage 37 Ness Road - Amendment**

New garage and car port to rear of garden – The amendment involves the slight increase in the depth of the footprint of the proposed garage to satisfy the Council's expected internal space standard for garages. No other changes are proposed. **Information only, no response required.**

**Amendment noted**

### **21/00002/REFAPP 27a The Causeway Notification of Planning Appeal**

To vary Conditions 1 (Approved Drawings) & 13 (First Floor Windows Obscure Glass and Non-Opening) of previously approved 18/00098/FUL for proposed demolition of existing

garages and outbuildings and replacing with a detached 2/3 bed cottage and associated works.

**Appeal noted**

**21/00437/TRE 59 North Street**

T1 Yew Tree – Remove to ground level due to proximity to property and causing large cracks on the wall bordering the footpath

T2 Holly – Reduce in height by 3m (previous points) to keep it maintainable for the future.

**No objection to ECDC Tree Officer’s recommendations**

**21/00422/TRE 41 The Causeway**

T5 London Plane - Pollard tree to just above the crown break approximately 6m above ground level

A subsidence claim from no. 47 The Causeway the reports have concluded that T5 a London Plane outside no 41 The Causeway was most likely causing the issue. It was recommended in the report for the tree to be remove but it has been requested to be pollarded to 6m instead.

**We are concerned that pollarding the tree will not resolve issue but willing to accept any recommendations made by the ECDC Tree Officer.**

**20/00840/FUL 20 Murton Close – Application withdrawn**

Proposed one bedroom Bungalow.

**Withdrawal noted**

**FC/130421/6.2 Planning Decisions from District Council**

The following decisions were noted.

**20/01645/VAR Land North West of Electricity Sub-Station Weirs Drove - APPROVAL**

Variation of condition 1 (Approved plans) of previously approved 17/002205/FUL for Development of a 49.9MW battery storage facility, bridge, and associated infrastructure.

**21/00135/FUL 8 Grantchester Rise – APPROVAL**

Single storey rear extension, replacement porch, garden room and changes to building materials.

**21/00050/OUT Land to West of 4 Newmarket Road – APPROVAL**

Erection of 1 no. detached dwelling.

**21/00181/TCON 55 Station Gate – APPROVAL**

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

**FC/130421/6.3 Trees/Environment - None**

**FC/130421/7 Finance**

1.Consideration of payment to the following:

The Clerk informed Council that the figure for salaries would be provided to Council at the next meeting, with all details being available to bank signatories prior to bank approval being carried out.

Council approved all payments including salary payments.

Proposed by Hazel Williams, seconded by Jim Perry.

<b>Payee</b>	<b>Description</b>	<b>Amount inc Vat</b>
Varsity	GMH Consultancy Fee	£1,710.00
CCVS	Annual Membership	£60.00
Burwell Cleaning	JRR and Public Toilet	£196.61
GMS	Lawnmower Service	£133.88
George Rowland	Mileage and Phone	£60.85
Debbie Bull	Return of Allotment Deposit	£25.00

Helen	Material for painting	
McMenamin-Smith	Pound Hill Phone Box	£43.50
Sharp Copier IT	Photocopier Contract	£53.12
Salaries etc	Figure to be confirmed	
	<b>Total</b>	<b>£2,282.96</b>

### **FC/130421/8 Action Points Update**

The following updates were noted:

A meeting has taken place with Suffolk County Council and costings have now been received for the Burwell to Exning Cycleway. These are less than originally estimated. The preferred side is the south. Discussions with landowner regarding the proposed bridleway to start shortly. A zebra crossing will be installed on the Burwell side.

The Archaeological Dig will start on Newmarket Road at the beginning of May.

The Land Transfer for Pauline's Swamp is still to be signed.

CIL 123 Funding has now been approved by ECDC for Phase One of the Gardiner Memorial Hall Refurbishment Project. The outcome of the Amey Grant Application should be known by the end of April. Paul Webb and Michael Swift are currently working on an application for funding from the National Lottery for Phase Two. A video is likely to be needed to support the application.

The Village Sign to be added to the Action Sheet.

### **FC/130421/9 Group Reports**

#### **Consideration of notes from the Safety Group meeting held on 16<sup>th</sup> March 2021**

The notes from the meeting were noted.

#### **Consideration of the notes from the Strategy Group meeting held on 5<sup>th</sup> March 2021.**

The notes from the meeting were noted.

#### **Consideration of recommendations from the Assets and Environment Group for the Wildflower Pilot Scheme and grass cutting of verges and Pound Hill**

A meeting of the Assets and Environment Group had taken place on 8<sup>th</sup> April and each of the four possible areas for the Wildflower Pilot Scheme were considered. The Group had also discussed the option of delaying the grass cutting of verges and Pound Hill where daffodils have been planted.

#### Entrance to Spring Close road from Park Road/Hall Lane

The residents of the property that the area is adjacent to are keen to see the verge establish as a wildflower area. However, the residents of the property that the verge fronts and the one that the verge is adjacent to in The Paddocks have raised concerns about the verge being managed to promote wildflowers. Both these residents cut the grass on the verge making it more difficult to manage as a wildflower area.

It would be possible to split the verge into two sections, the first part being managed for wildflowers, with the second part being cut. It was agreed however that this would look very untidy and would lead to complaints.

**The Group therefore recommends to Full Council that the verge to the entrance of the Spring Close road from Park Road/Hall Lane is not an option for the Pilot Scheme.**

#### Bottom of Hall Lane junction with Park Lane

The neighbour adjacent to the area in Hall Lane has been contacted to ask for their opinion, but there has been no response. The area leads to being left to promote wildflowers. A strip around the area needs to be cut regularly to ensure that growth does not overrun the footpath and that visibility for vehicles etc. is maintained. This can be carried out by the Maintenance Officer.

The Clerk will organise for a notice to be erected within the area to explain that the area is being managed as a wildflower area.

**The Group therefore recommends to Full Council that the area at the bottom of Hall Lane at the junction with Park Road is managed to promote wildflowers.**

#### Area at the top of Bolton Close

This area is currently maintained by ECDC. The Clerk has spoken to ECDC and they are willing for the area to be included in the Pilot Scheme but there must be a cut strip around the area to prevent growth overrunning the footpath. The Group agreed that it would be best if the Council took over the maintenance of the area. The area is quite large, and a suggestion was made that part not the whole of the area should be managed as a wildflower area. The grit bin must remain accessible.

**The Group recommends, if agreed by ECDC that part of this area is managed as a wildflower area, with the grass cutting of the remainder of the area being carried out by the Parish Council. Notices explaining about the wildflower scheme to be erected.**

Junction of Silver Street and The Causeway

No contact has been made with the property that this area fronts. There is concern about the blocking of visibility on the junction, which is already not good. A strip around the area would need to be cut and this creates a high risk for the Maintenance Officer.

**The Group therefore recommends that this area is not included as part of the Pilot Scheme.**

The Group then discussed a question raised by the grass contractor about cutting of verges where daffodils have been planted and the cutting of Pound Hill. The positioning of many of the daffodils in the verges has made it impossible for them to be cut. This is also the case with Pound Hill. Once the flowers have died, the remaining leaves should be left to die back. However, if the grass is left uncut until such time, the verges and Pound Hill becomes very untidy and with some of the road verges a risk of reducing visibility for road users. It was agreed that the verges and Pound Hill should be left uncut with comments from residents being monitored. It would be beneficial to have a policy in place ready for next year.

**The Group therefore recommends to Full Council that the verges were daffodils are in situ and Pound Hill is left uncut by the grass contractor until the end of May when he should then ensure that they are all cut.**

**Michael Swift proposed that all recommendations be approved, seconded by Jenny Moss. Council resolved to approve all the above recommendations made by the Assets and Environment Group.**

Helen McMenamain-Smith left the meeting.

**Consideration of the notes and recommendations from the Finance and General Purposes Group meeting held on 30<sup>th</sup> March 2021.**

**The following recommendations are made to Full Council for consideration:**

- **That the Clerk, Assistant to the Clerk and Maintenance Officer receive a salary increase of one increment from the 1<sup>st</sup> April 2021.**
- **That the two Key Holders receive an incremental salary increase of 2% from the 1<sup>st</sup> April 2021**
- **That the review of the Financial Regulations carried out by the Finance and General Purposes Group on 30<sup>th</sup> March 2021 is approved with the following amendments:**
  1. **The provision of Petty Cash is removed, with an emphasis on encouraging cashless payments to be made**
  2. **Section 11(K) European Directives is reconsidered once advise from NALC has been received.**
- **That £35,000 CIL Funding, along with £15,000 general reserves is earmarked as a capital project to extend and resurface the carpark at the Recreation Ground and that quotations are sought for the work.**
- **That £15,000 of general reserves is earmarked to the Recreation Ground Sinking Fund.**
- **That £1,000 in the capital budget for replacement trees is formerly earmarked.**

The notes from the Finance and General Purposes meeting were noted with all the above recommendations being approved. Proposed by Liz Swift and seconded by Robin Dyos.

**FC/130421/10 Parish Reports: -**

Weekly Property Reports

The Clerk reported that weekly play area inspections have been carried out.

There has been an incident at the Recreation Ground where a young child has been injured on the play equipment. This is now in the hands of the Insurance Company and Creative Play have been notified.

The village sign which was damaged in the latest gales is due to be taken to the manufacturer either this week or next.

**FC/130421/11 Other County & District Matters: -**

The following matters were noted:

1. Cambridgeshire County Council – Temporary Traffic Order North Street
2. East Cambridgeshire District Council – Street Numbering 5,7 and 9 Parsonage Lane and 1a Pantile Lane
3. Notes from the bi-monthly meeting with ECDC Officers on 15.3.2021

**FC/130421/12 Other Reports – None**

**FC/130421/13 Correspondence - None**

**FC/130421/14 Consideration of the following items**

1.Covid-19 update

The Clerk informed Council that hirers were starting to return to Mandeville Hall and that the tennis courts are being well used.

2.Update on the Gardiner Memorial Hall Refurbishment Project

As previously mentioned under the Action Update Sheet. Hazel Williams informed Council that if a video is required, this could be done in the same way as the ACRE presentation had been recorded using a mobile phone. She also suggested that Rob Proctor who deals with videos for the Church may be worth speaking to.

The Clerk informed Council that the architect is due to meet with the Planning Officer on the 14<sup>th</sup> April 2021.

Geraldine Tate asked if the Gardiner Memorial Hall is likely to be usable by September of this year. However, this is very unlikely.

3.Parish Council Representation for the A to B1102 Group

Following the presentation from the A to B1102 Group at the previous meeting the following Councillors showed an interest in joining the group to represent Burwell Parish Council:

Liz Swift  
Paul Webb (via the Clerk)  
Jim Perry  
Lea Dodds.

Michael Geary asked for clarification on who EDF Energy had taken over the Solar Farm Project from. The Clerk agreed to find out.

The meeting closed at 20.58 pm.

Signed

Dated: