

**BURWELL PARISH COUNCIL**  
*The Jubilee Reading Room*  
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Minutes of the Annual Council Meeting of the Burwell Parish Council held at 7.30p.m. on Tuesday 11<sup>th</sup> May 2021 at Mandeville Hall, Tan House Lane, Burwell, CB25 0AR

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

Also Present: Nicola Hallows

Liz Swift welcomed all present to the first Parish Council meeting in person since Covid-19 Restrictions started in March 2020.

**FC/110521/1.1 Election of Chair and Chair's declaration of acceptance of office.**

Paul Webb proposed Liz Swift as Chair of the Parish Council. The proposal was seconded by Geraldine Tate. There were no further nominations. Following a unanimous vote, Liz Swift was duly elected as Chair and signed the declaration of acceptance of office.

**FC/110521/1.2 Election of Vice Chair**

Robin Dyos proposed Paul Webb as Vice Chair of the Parish Council. The proposal was seconded by Michael Swift. Brenda Wilson proposed Robin Dyos. Robin Dyos informed Council that he did not wish to be considered. No further nominations were received. Following a unanimous vote, Paul Webb was duly elected as Vice Chair.

**FC/110521/2.1 Apologies and approval of absences**

Apologies for absence had been received from Lea Dodds, Gus Jones, Don Harrison, Joan Lonsdale, and District Councillors David Brown and Lavinia Edwards.

**FC/110521/2.2 Declarations of any interests known to Councillors**

There were no declarations of any interests.

**FC/110521/3 Approval of Minutes of the meeting held on 27<sup>th</sup> April 2021**

The minutes of the meeting held on 27th April 2021 were approved as a true and correct record. Proposed by Helen McMenamin-Smith and seconded by Hazel Williams

**FC/110521/4.1 Public Forum**

Nicola Hallows asked Council if they would consider working with the Wild Burwell Group as well as Burwell Environment Group as Wild Burwell focuses more on ecological matters and has members who could offer expertise to the Council. She continued by asking if the Council would reconsider delaying the cutting date for Pound Hill currently agreed to be at the end of May, to August.

Liz Swift replied that both matters would need to be discussed by relevant working groups when they next meet. Considering cutting arrangements for Pound Hill could not be discussed at this point as it is not on the agenda and any discussion would need to take into account the Council's Standing Orders and the 6-month rule. Grass cutting could be left on Pound Hill to allow the request to be discussed in June by the Working Groups.

Nicola Hallows left the meeting

**FC/110521/ 5 County and District Reports**

Written reports from District Councillor David Brown and District Councillor Lavinia Edwards were noted,

**FC/110521/6.1 Planning Applications**

The following applications were considered:

**21/00604/FUL 17 Ness Road – No objection**

Proposed ground floor and first floor extension

**21/00605/FUL 6 Hall Lane – No objection**

Proposed demolition of existing single storey rear extension and erection of two storey rear extension, porch alterations and associated works

**21/00348/FUL 58 Silver Street – No objection**

Erection of a single-storey rear and side extension with window in roof and 1 composite front door

**21/00632/LBC Poplars Farmhouse 64 Low Road – No objection**

Remove current fireplace and carry out remedial works to insert a wood burner

**20/01720/FUL Gardiner Memorial Hall – Amendment – No objection**

A single-storey rear extension and update to existing facilities  
(Amended design and submission of Biodiversity Net Gain Statement and Sustainability Statement)

**FC/110521/6.2 Planning Decisions from District Council**

**21/00292/FUL Chelwood House 1D Ness Road – Approval**

Single storey front extension

**21/00320/FUL 76 Low Road – Refusal**

Construction of 1no. four-bedroom, two storey detached dwelling

**21/00335/FUL 17 Orchard Way – Approval**

Proposed loft extension and conversion

**21/00037/FUL 10 Hall Lane – Approval**

Single storey rear extension

**FC/110521/6.3 Trees/Environment**

Council noted the following notifications from East Cambridgeshire District Council (ECDC) of agreed tree works:

**21/00351/TPO Burwell House 46 North Street**

T101 Beech - To reduce 2 x Lateral branches over green space by approx. 2-3m.  
T16 Maple, T17 Lime & T18 Ash - To reduce limbs overhanging property by 3m. To reduce the single Ash overextended upright limb by 2-3m.  
T34, T35 & T36 Limes - To crown lift over road by 5.44m above ground level and reduce overextended limbs roadside by 2-3m.  
T38 Horse Chestnut - To crown lift over school by 5m above ground level. Remove single basal growth from wall side.  
T57-T66 Mixed Species - To crown lift over road by 5.5m and trim back overhanging growth to clear road edge back to middle of footpath.  
T66 Lime - To crown lift to clear phone by 1-1.5m and reduce crown spread to clear property by 1- 2m. T7 Lime - To remove epicormic to 3m above ground level and crown thin by 20%.  
T9 Cedar - To reduce end weight towards building by removing 4 x secondary branches from tip. T10, T11 T12 & T14 Mixed species - To prune previous stub cuts to BS3998 standard. T3 Lime - To crown thin by 20%.  
G7 Prunus - To reduce end weight by 1m.  
T90 Mulberry - To reduce end weight by 1m.  
T84 Walnut - To fell to ground level as dead.  
Front of T84 Elder - To reduce branches over seating area.  
Under T16 Plum - To reduce laterals to form upright crown.  
T54 Walnut - To reduce 3 x laterals limbs to match  
T102 Beech.  
T68 Mulberry - To reduce end weight by 1m.

**21/00611/TRE Builders Yard Rear of 41 North Street**

T1 Sycamore - Fell remaining tree due to 3 limbs dying  
T2 Sycamore - Fell dangerous overhang  
T3 Sycamore - Reduce crown by no more than 30% and lift crown  
T4 Sycamore - Reduce crown by no more than 30% and lift crown  
T5 Sycamore - Reduce crown by no more than 30% and lift crown  
T6 Sycamore - Reduce crown by no more than 30% and lift crown  
T7 Sycamore - Reduce crown by no more than 30% and lift crown

T8 Sycamore - Reduce crown by no more than 30% and lift crown  
 T9 Sycamore - Reduce crown by no more than 30% and one lower limb removal  
 T10 Ash - Fell dangerous  
 T11 Sycamore - Reduce crown by no more than 30%, lift crown and one lower limb removal  
 T12 Sycamore - Reduce crown by no more than 30%, lift crown and one lower limb removal

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

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

**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

**21/00492/TRE 68 High Street**

T1 Silver Birch – Reduce crown by 2 m and remove Ivy

**21/00358/TCON 6 Swaffham Road**

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

**21/00427/TCON 2b High Street**

To comply with Condition 4 (Tree Topping, Lopping and Felling) of Decision Notice 85/01030/RMA

**FC/110521/7 Finance**

1.Consideration of payment to the following:

The following payments were approved. Proposed by Brenda Wilson, seconded by Helen McMenamain-Smith.

It was noted that the payment for salaries included an additional 35 hours worked by the Clerk.

<b>Payee</b>	<b>Description</b>	<b>Amount inc Vat</b>
Burwell Window		
CIn	Various Properties	£65.00
April Atkinson	Allotment Dep return	£25.00
ESPO	Bin Bags	£139.80
Burwell Office		
Clean	Various Properties	£567.13
Varsity Consulting	April Drawdown-GMH	£1,710.00
Scribe	Accountancy Package	£660.00
GMS	New Strimmer (purchased approved by Chair following breakdown of previous strimmer	£245.00
George Rowland	Mileage and Phone	£72.55
Martyn Wright	Mileage	£40.05
ECDC	Rates Mandeville Hall	DDR £711.00
ECDC	Rates Cemetery	DDR £157.00
ECDC	Rates Gardiner Memorial Hall	DDR £190.00
ECDC	Rates Jubilee Reading	DDR £40.00

Salaries etc	Including additional hours worked by Clerk (Staff Appraisal 5.5.21) and additional cleaning time (Covid 19) carried out by the Key Holders	£7,806.19
	<b>Total</b>	<b>£12,428.72</b>

#### **FC/110521/8 Action Points Update**

Liz Swift reported that the 20-week Archaeological Dig on the Newmarket Road Development Site has started and that she had been invited to walk around the dig with the Archaeologist at the end of May. Michael Swift and Jim Perry will also join in with the walk. Liz Swift continued to say that she would ask the Archaeologist if they would be prepared to arrange a time for other Councillors to visit the site later in the Dig.

The Deed for the transfer of land at Pauline's Swamp has not yet been signed by Hopkins Homes. The Clerk to chase.

Smithers Purslow are currently in the process of reviewing a further set of drawings to resolve the issue of the cracks in the ceiling of Room 1 at Mandeville Hall.

A request has been received from the Speed Watch team for the MVAS sign to remain in the current locations so that some sessions can be held. The signs will then be moved in accordance to the schedule every three to four weeks.

The village sign has been returned to the manufacturer, who has agreed to repair the sign

#### **FC/110521/9 Group Reports**

##### **Consideration of notes from the Asset and Environment Group meeting held on 27<sup>th</sup> April 2021**

Council noted the report from the Asset and Environment Group meeting held on 27<sup>th</sup> April 2021.

##### **Consideration of the notes and recommendations from the Community, Leisure and Sports Group meeting held on 20<sup>th</sup> April 2021.**

- The Group recommends to Full Council that a donation of £175.00 towards the cost of insurance is made to the Burwell Visiting Group  
**Council approved unanimously the recommendation that a donation of £175.00 should be made to the Burwell Visiting Group towards the cost of insurance. Proposed by Hazel Williams and seconded by Paul Webb**
- The Group recommends to Full Council that the adopted Phone Box on Pound Hill is utilised as a Community Information Point for the village  
**Council approved unanimously the recommendation that the adopted phone box on Pound Hill is utilized as a Community Information Point for the village. Proposed by Helen McMenam-Smith and seconded by Jenny Moss.**

The Clerk to speak to the Maintenance Officer about making shelving for the box and Helen McMenam-Smith offered to ensure that the phone box is kept tidy. It will not be possible to make the facility open to the community until all Covid-19 restrictions have ended.

#### **FC/110521/10 Parish Reports: -**

##### 1. Weekly Property Reports

The Clerk reported that the Maintenance Officer has carried out weekly checks of play areas and properties. She continued to report that the Maintenance Officer had removed a fallen tree from the Recreation Ground. He has also moved and concreted in a bin into the middle of the gap in the fence which a car had used to gain access to the football pitches causing some damage. The incident has been reported to the Police. A part section of fencing which had been removed creating the gap to be put back. There is a rough idea of the number plate of the car that has been put forward by someone who has also experienced similar activity on their land, however the Police are unable to use the information provided to the Council.

A youth is also climbing the tennis court fencing to access the light controls to provide light to the M.U.G.A. A 45 degree angled additional piece of fence could be added to the top of the

existing fence to make climbing over more difficult. Prices to be sought to have this carried out. The Clerk to find out if owners of other courts have had the issue with people climbing over the fence and if so, how have they dealt with it.

**FC/110521/11 Other County & District Matters: -**

**1. Cambridgeshire County Council – Temporary Traffic Orders**

Council noted the following Temporary Traffic Orders. They were unable to make a comment on the proposed Order for North Street due to the lack of information. The Clerk to request the information required.

North Street- Comments required,  
Pantile Lane  
North Street  
B1102 Between Burwell and Swaffham

**2. East Cambridgeshire District Council – Street Numbering**

Council noted the following new Street Numbering for

39 Toyse Lane  
Smith's Orchard, Low Road

**FC/110521/12 Other Reports**

The Council noted the following reports:

- Burwell Environment Group Minutes 21.4.2021
- Pauline's swamp Trustees 13.8.20

**FC/110521/13 Correspondence - None**

**FC/110521/14 Consideration of the following items**

**1. Covid-19 update**

Parish Council meetings are now being held in person at Mandeville Hall. Group meetings will continue to be held virtually for the time being. Most hall hirers are returning from 17<sup>th</sup> May 2021.

**2. Update on the Gardiner Memorial Hall Refurbishment Project**

Amendments to the planning application have now been submitted and are at the consultation stage. Funding is now in place for the first phase, the refurbishment of the existing hall. The Project Team has gone out to tender for the first phase. Video filming will take place tomorrow in order to submit a video to support an expression of interest application for the National Lottery Community Grants for All. The outcome of this application, for which there are two stages is not likely to be known until towards the end of the year. Crowd funding could be launched at the proposed village/carnival event in September.

**3. Consideration of Third-Party Funding for AMEY Grant in the sum of £8,600.00**

To release the £80,000 grant from AMEY for the Gardiner Memorial Hall a Third-Party Contribution is required to be paid. The Parish Council can be its own Third- Party Contributor.

***Michael Swift proposed that the Council should fund the Third-Party Contribution of £8,600.00 from General Reserves. The proposal was seconded by Brenda Wilson and the Council voted unanimously to approve the proposal.***

The meeting ended at 8.24 pm.

Yvonne Rix  
Parish Clerk

Dated: 6<sup>th</sup> May 2021