

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Minutes of the Meeting of the Burwell Parish Council held at Mandeville Hall, Tan House Lane, Burwell, CB25 0AR at 7.30p.m. on Tuesday 13th July 2021.

Present Liz Swift (Chair), Robin Dyos, Michael Geary, Joan Lonsdale, Jenny Moss, Jim Perry, Derek Reader, Michael Swift, Geraldine Tate, Paul Webb, Hazel Williams, and Brenda Wilson
Also Present: District Councillor David Brown.

FC/130721/1 Apologies

Apologies for absence had been received from Lea Dodds, Helen McMenamin-Smith, Gill Miller, and District Councillor Lavinia Edwards.

FC/130721/2 Declarations of any interests known to Councillors and a reminder to Councillors of the need to update their Declaration of Interest Forms if there have been any changes in their circumstances

The following declaration was received:

Derek Reader – Recommendation to award S R Landscapes work to trees at Kingfisher Drive and Jubilee Green.

FC/130721/3 Approval of Minutes of the meeting held on 29th June 2021

The minutes of the meeting held on 29th June 2021 were approved and signed as a true and correct record.

Proposed by Hazel Williams and seconded by Jim Perry.

FC/130721/4.1 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.

No matters were raised during the Public Forum.

FC/130721/ 5 County and District Reports

A written report had been received from District Councillor David Brown. He also reported that the Planning Committee had approved the Reserved Matters Application for Newmarket Road. Although not included in the Reserved Matters Application, members of the Planning Committee unanimously resolved to formally record its grave concerns about the safety of the previously agreed access from the site to Newmarket Road.

The Planning Appeal for 27a The Causeway has been dismissed by the Planning Inspectorate.

David Brown also informed the Council that he was in discussion with Ness Road Co-op and Enforcement regarding the new luminated signs which go off as per planning permission at 10pm but then come back on at 10.30 pm. The contractors are due to come back to rectify. David Brown was thanked for his report and for attending the meeting.

Lavinia Edwards had not submitted a report as she had not attended any meetings during the last month.

FC/130721/6.1 Planning Applications to be considered

21/00922/FUL 5 Newnham Lane

Replace windows and front door, replace roof, relocate electric meter, re-render the property, and replace front fence with 5 bar gates to enable off road parking

No objection however confirmation of which way the gate opens to be requested.

21/00941/VAR 8 High Street

To vary condition 1 (approved plans) of previously approved 21/00251/FUL for Demolition of lean-to, conservatory, and stable block. Proposed two storey extension, single storey extension and cart lodge outbuilding.

No objections

21/00816/FUL Land North of Electricity Sub-Station Weirs Drove

Construction of a 30MW battery energy storage system facility and associated access, landscaping and other infrastructure works

No objections

21/00938/FUL 7 The Paddocks

Single storey extension with sloped roof and new detached garden studio

No objections

21/00987/FUL Drumcairn 35a High Street

Construction of two-bedroom single storey detached dwelling with room in roof space involving demolition of existing sun lounge and detached garage serving 35a High Street

No objection but dwelling should be built with climate change in mind.

The Clerk to obtain East Cambs Supplementary Planning Documents relating to the Environment, Climate Change and Enhancing Biodiversity prior to the Strategy Day.

21/00996/FUL 5 Burghley Rise

Proposed 2 storey front extension, part garage conversion and internal remodeling, and ground and first floor window and door alterations

No objection

FC/130721/6.2 Planning Decisions from District Council

The following decisions were noted:

21/00685/ADI The Co-operative Food Petrol Station and Shop at Manchetts (Burwell) Ltd Ness Road – Approval

Installation of illuminated and non-illuminated signage

21/00465/FUL 49 Toyse Lane - Approval

Proposed extension to outbuilding to form studio and storage area

FC/130721/6.3 Trees/Environment

Notification of approved tree works by East Cambs District Council

The following approved tree works, and Tree Preservation Order were noted.

21/00747/TPO 51 Orchard Way

T1 Pine – Remove due to safety concerns relating to size, location and deadwood falling in gardens

T2 Pine – Remove due to safety concerns relating to size, location and deadwood falling in gardens

21/00815/TRE Tiptoft 54 High Street

T1 Sycamore – Reduce limbs overhanging neighbouring garden by 3.0 metres

T2 Leylandii – Fell to ground due to lean

T4 Sycamore – Reduce limbs overhanging neighbouring garden by 3.0 metres

21/00682/TRE 99 North Street

T1 Ash – Remove lowest limb on south side overhanging neighbours shed

T2 Ash – Thin crown by 25%, reshape/reduce by up to 2m reducing shading to neighbour and remove deadwood

T3 Sycamore (located with T1 Ash) – Crown lift to 6 metres

Notification of Tree Preservation Order TPO/E/02/21 15 The Avenue

David Brown left the meeting.

FC/130721/7 Finance

1. Consideration of donation to the 2021 Summer Reading Scheme

A request for a donation towards the cost of the Burwell 2021 Summer Reading Scheme had been received from Cambridgeshire County Council. It was agreed that a donation of £200.00 should be made towards the scheme, which members hope will reach a wide group of children. Proposed by Hazel Williams, seconded by Brenda Wilson and approved unanimously.

2. Consideration of payment of the following:

The following payments were approved. Proposed by Paul Webb and seconded by Jenny Moss.

Payee	Description		Amount inc Vat
Martyn Wright	Mileage		£41.40
George Rowland	Mileage and Phone		£77.50
Burwell Window Cleaning	Various Properties		£65.00
Hutchinsons	Weed Control		£104.16
Online Playgrounds	Wet pour Repair Kit		£115.00
Mr Groundsman	Rec Gras March		£640.00
Burwell Cleaning	Various Properties		£493.98
Huws Gray			
Ridgeons	Maintenance Supplies		£85.68
G Spike	Refund Bird Feeder		
	Pauline's Swamp		£14.97
ECDC	Rates Mandeville Hall	1.8.21	£711.00
ECDC	Rates Cemetery	1.8.21	£157.00
ECDC	Rates Gardiner		
	Memorial Hall	1.8.21	£190.00
ECDC	Rates Jubilee Reading	1.8.21	£40.00
Truelink	Various Grass Cutting		£1,018.80
Corona Energy	JRR Gas		£33.19
ESPO	Floor Cleaner		£44.70
Salaries NI Tax			
Superannuation			
etc			£7,369.86
	Total		£11,202.24

FC/130721/8 Action Points Update

The following updates were noted:

The Clerk to email West Suffolk Council to see if there is any further update with the Burwell to Exning Cycleway.

A visit for Council to the Newmarket Road Archaeological Dig has been arranged for 19th July. The Clerk to contact the Solicitor and Hopkin Homes about the transfer of land adjacent to Pauline's Swamp to the Council.

The Clerk to ask Smithers Purslow for a response regarding the ceiling at Mandeville Hall.

Batteries for the MVAS signs have now all been changed.

Due to recovering from a major operation, Neil Horne has only just started to repair the village sign.

FC/130721/9 Group Reports

Consideration of notes and recommendations from the Community, Leisure and Sports meeting held on 22nd June 2021

The notes and recommendations below were considered by Council:

1. The Group recommends to Full Council that a Community Garden is created at Priory Meadow and additional benches and raised bed(s) are installed on Pound Hill at a total cost in the region of £5000.00 to be funded mainly through grant funding and donations if possible.

New estimated total costs for the project of both sites are in the region of £3600.

Robin Dyos asked how the benches and raised flower bed would work at Pound Hill should the Council agree to allowing wildflowers to establish. The intention would be

to allow the wildflowers to grow in the raised beds, allowing the remainder of Pound Hill to be cut.

The Clerk is looking into funding through the Welcome Back Fund for Pound Hill. Joan Lonsdale questioned how incorporating garden plants with wildflowers would work at Priory Meadow. Jenny Moss explained that this can successfully be done. Hazel Williams raised concern with the suggestion of including a low-level table at Priory Meadow as this may be used as a seat. She also felt that members of the Council should appreciate that the area may be used by a wide range of residents including younger people.

Following a proposal by Hazel Williams and seconded by Michael Swift, Council resolved that a Community Garden is created at Priory Meadow and additional benches and raised bed(s) are installed on Pound Hill at an estimated cost of £3600.00.

2. The Group recommends to Full Council that the Grantanbrycg Group be allowed to use Spring Close for their re-enactments.

Following a proposal by Paul Webb, seconded by Jenny Moss and a unanimous vote, Council approved the use of Spring Close by Grantanbrycg Group.

3. The Group recommends to Full Council that BAFY is allowed to use the facilities at the Pavilion as a base and tuck shop for summer sessions without charge if the kitchen and toilet area are cleaned satisfactorily after each session.

Following a proposal from Geraldine Tate, seconded by Robin Dyos, Council agreed to the use of the Pavilion by the Burwell Action for Youth Group.

Consideration of the notes and recommendations from the Asset and Environment Meeting held on 29th June 2021.

1. The Group recommends to Full Council that S R Landscapes should be asked to carry out work to the tree in Kingfisher Drive and the trees on Jubilee Green for the total sum of £400.00.

Hazel Williams proposed, seconded by Jim Perry and Council resolved that S R Landscape should be asked to carry out work to trees on Jubilee Green and Kingfisher Drive as per their quotation in the sum of £400.00.

2. The Group recommends to Full Council that the PAT Testing should be carried out at all four properties, with the Cemetery Chapel being checked to confirm the number of electrical items prior to giving the go ahead at a cost of £40.00 per site. The Group also recommends that the inspection and testing of fixed installations should be carried out at a cost of £150.00 per site.

Council resolved that PAT testing should be carried out as per the received quotation from MS Electrical at the Jubilee Reading Room, pavilion, and Mandeville Hall at a cost of £40.00 per site. The two items situated at the Cemetery to be moved back to the Jubilee Reading Room for testing. Council agreed to all fixed testing being carried out at a cost of £150.00 per site. Proposed by paul Webb and seconded by Jenny Moss.

FC/130721/10 Parish Reports: -

1. Weekly Property Reports

The Clerk reported that there had been some damage to the slide chute at Westhorpe Play Area which the Maintenance Officer had managed to repair. There are also a few stinging nettles at Westhorpe that the Maintenance Officer is trying his best to control. The annual service has been carried out for the fire safety equipment, with additional extinguishers being purchased for the Maintenance Officer's new storage building adjacent to the public toilet. The Maintenance Officer has repaired the boot wash tap which had been broken. A tree has fallen on Spring Close. The Clerk reported that the piles of cut grass from Pound Hill remain at the Cemetery and if in the future the Council decide to allow grass to grow longer before cutting, a more suitable location for the collected grass will need to be sought. The allotment site was suggested.

2. Approval of the Pauline's Swamp Vision Plan and Approval of the Spring Close Vision Plan

Brenda Wilson proposed, seconded by Robin Dyos that both the Pauline's Swamp Vision Plan and the Spring Close Vision Plan should be approved.

Council resolved that both the Pauline's Swamp Vision Plan and the Spring

Close Vision Plan should be approved.

FC/130721/11 Other County & District Matters: -

1. Notes from the meeting with ECDC Officers held on 14th June 2021
Council noted the notes from the meeting with ECDC Officers held on 14th June 2021.
2. East Cambridgeshire District Council – Street Trading Consent – The Purple Pepper – Application noted.
3. East Cambridgeshire District Council – Street Trading Consent – Zoltan Komocsin (Magic Ices) – Application noted.
4. East Cambridgeshire District Council Street Trading Consent -Burwell Kebab Van
Council would like a clearer indication of where the vehicle is to be situated and the reason for relocating. There is concern that there will be a loss of public parking spaces within the car park.

Council noted the following County Council Traffic Orders:

5. CCC Temporary Traffic Order Application – Newnham Lane
6. CCC Temporary Prohibition of Through Traffic – Pantile Lane
7. CCC Temporary Prohibition of Through Traffic – Swaffham Road
8. CCC Temporary Prohibition of Through Traffic – North Street
9. CCC Temporary Prohibition of Through Traffic – Mill Lane

FC/130721/12 Other Reports

Council noted the following reports:

1. Burwell Environment Group Meeting 5th May 2021
2. Spring Close Management Group Meeting 12th May 2021
3. Pauline's Swamp Trustee Meeting 1st April 2021

FC/130721/13 Correspondence

1. Letter from Burwell Scout Group regarding Margaret Field
A letter has been received from the Burwell Scout Group regarding the possibility of erecting a pavilion on Margaret Field, which could also be used by the football clubs. The provision of toilet facilities within the proposed pavilion will meet the requirements of the Football Association to allow football to be played on Margaret Field. It was agreed unanimously that the Council should support the proposal.
Derek Reader commented that it would be good to see improvements to the play area at Margaret Field as a lot of children now use the facility. He also asked that the second gate is removed, and the ditch reinstated to help prevent flooding on the road.
2. Email from Isleham Parish Council re Isleham Draft Neighbourhood Plan
Council noted the email.
3. Email from Cambridgeshire County Council regarding an opportunity for community groups and organisations to be listed on a new East Cambs website directory (HAY)
Council agreed to find out more about the website.

FC/130721/14 Consideration of the following items

1. Covid-19 update
The Clerk asked that in light of the announcement the previous day for the country to move on to phase 4 of the road map on 19th July, that consideration of changes for the halls etc. be left until the Finance and General Purposes Meeting on 27th July 2021. This will allow time for advice to come through from Cambs ACRE, CAPALC and SLCC.
There will be a continued need to ensure that we offer a covid secure venue as possible and for regular hirers to provide a risk assessment for how they intend to utilise the venue with their own safety measures in place.
2. Update on the Gardiner Memorial Hall Refurbishment Project
The updated version of the Gardiner Memorial Hall Project Report had been circulated to all Councillors. Liz Swift informed Council that the contract for the refurbishment elements of the project have now gone out to tender. A meeting has been arranged for 9th August with the Project Team to go through the returned tender documents. Realistically the

refurbishment is likely to run over to March/April 2022. The Planning Officer has requested a further extension of time to determine the planning application until the end of July. This is due to a change in Case Officer and an increase in the workload of the planning office.

3. Consideration of the option to carry out a Housing Need Survey
During a discussion with Hastoe Housing the possibility of a Housing Need Survey for Burwell carried out by ACRE at no charge was discussed. This would establish what housing is needed for the village and be evidence to support the need for social housing.

Hazel Williams expressed the need for the Council to have some input in the allocation of new social housing in the same way as the first stage of the Barkways development.

Michael Swift proposed, seconded by Hazel Williams, and unanimously agreed by Council that ACRE should be asked to carry out a Housing Need Survey for Burwell.

The meeting closed at 8.40 pm.

Signed

Dated: