

BURWELL PARISH COUNCIL
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Minutes of the Meeting of Burwell Parish Council held at Mandeville Hall, Tan House Lane, Burwell, CB25 0AR at 7.30p.m. on Tuesday 10th August 2021.

Present: Liz Swift (Chair), Robin Dyos, Lea Dodds, Michael Geary, Don Harrison, Joan Lonsdale, Helen McMenamin-Smith, Gill Miller, Jenny Moss, Jim Perry, Derek Reader, Michael Swift, Paul Webb, Hazel Williams, and Brenda Wilson. Also present District Councillor Lavinia Edwards, Sarah Smith (Wicken Fen National Trust) and two members of the public.

FC/100821/1 Apologies

Apologies for absence had been received from Geraldine Tate and District Councillor David Brown.

FC/100821/2 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

There were no declarations of interests. Liz Swift reminded all to return their revised Declaration of Interest forms and Working Group Preference Forms to the Clerk as soon as possible.

FC/100821/3 Approval of Minutes of the meeting held on 27th July 2021

The minutes of the meeting held on 27th July 2021 were approved and signed as a true and correct record. Proposed by Paul Webb and seconded by Helen McMenamin-Smith.

FC/100821/4.1 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.

Members of the Public attending the meeting informed Council that in relation to the Planning Application for 14 The Avenue, they felt that the submitted amendments for the proposal did not resolve any of their concerns and that their objections still stand.

FC/100821/4.2 Presentation from Sarah Smith, General Manager, Wicken Fen (National Trust)

Having introduced herself, Sarah Smith reported that the pandemic had been the biggest threat ever for the National Trust, both nationally and locally, with staff being furloughed and periods where the properties had to close or open with limited numbers. Wicken Fen had managed to keep all cycleways and public footpaths through the estate open. National Trust spending has had to be reviewed due to loss of income, with nationally 1300 people being made redundant. Luckily Wicken Fen escaped with few changes, but the ranger resources and communication resources have seen reductions and the Project Officer for the Wicken Fen Vision project being totally lost. Wicken Fen Vision will continue but not in its previous form.

2021 has seen a start to recovery, with both the trust and local team keeping things stable. Visitors have been welcomed back, opening when and where possible. The main aim being to look after staff, volunteers and the businesses that support Wicken Fen.

Permission has been given to restart the Community Engagement Project funded by the National Lottery Heritage Fund. Julia Hammond has been appointed as an officer for the Project, and will work with fen edge communities through several planned activities. One of the activities due to be held at the end of August is the Neighbourhood Bio Blitz where people will be invited to identify flora and fauna. In September there is a Cycle event and on 2nd October a Vision Festival at Wicken Fen when the Wicken Fen Vision will be relaunched. Wicken Fen has been recognized by the National Trust for working with children and young people. Many projects involve working with other organisations for example the Mucky Pup Toddler Sessions in liaison with Burwell House. Wicken Fen is also working with Sports England to encourage more people to cycle and will be making more types of cycles available to hire including balance and electric bikes.

The Trust is looking to reduce its carbon emissions to net zero by 2030. There is an aim for Wicken Fen to double in size over the next 20 years with a return of many different species.

Helen McMenamin-Smith expressed that she felt the team at Wicken Fen is doing amazing work and suggested that they should do a substantial report for the Clunch magazine. Jenny Moss asked if Wicken Fen would be affected by the Sunnica Solar Farm Proposal. Sarah Smith explained that the Sunnica Proposal sits outside the Wicken Fen Vision Area. However, Wicken Fen land goes up to the sub station where the supply of electricity from the Solar Farm is destined.

Liz Swift thanked Sarah Smith for her report.

FC/100821/ 5 County and District Reports

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

FC/100821/6.1 Planning Applications to be considered

21/01015/FUL 17a Reach Road

Proposed single storey extension to front of house

Amendment involving Boarding added to upper half of side elevation and extension reduced in width – No objections

21/00322/FUL The Farmhouse Welsumme Farm Weirs Drove

Part change of use of land to form Helicopter Landing Area and erection of single storey helicopter and general garden store.

Amendment involving change of proposal description and redline plan and changes to roof windows – No objections

21/01075/FUL 2 Silver Street

Demolition of existing 2 storey cottage, with new replacement 2 storey cottage – **No objection but please ensure new property is designed to meet all climate change regulations and to be as carbon neutral as possible.**

21/01014/FUL 3 Bayfield Drive

Garage conversion and side extension – **No Objections**

21/01089/FUL Morris Armitage Estate Agents 63 High Street

Single storey side extension to provide new Class E unit to include internal works to enlarge the existing commercial unit – **Objections – over development, lack of parking, increase in traffic and support neighbours' concerns.**

21/00794/FUL 14 The Avenue

Proposed erection of two private detached dwellings, new dropped kerb/access road and associated works

Amendment involving:

Alterations to and clarification of the access to the site to address Local Highway Authority comments.

Reduction in height of the proposed dwellings and use of hipped roof forms.

Alterations to fenestration of Plot 2.

Provision of tree report, method statement and protection plan following the comments of the Tree Officer.

Provision of CGI image of the proposed scheme.

Objections – These amendments/information do not resolve the objections previously raised by the Parish Council. We note that several neighbours to the proposed development have raised concerns with the proposal and the Parish Council fully supports all issues raised by them.

Two members of the public left the meeting.

FC/100821/6.2 Planning Decisions from District Council

The following decisions were noted:

21/00738/FUL 53 Swaffham Road - Approval

Single storey side and ear extension following demolition of existing extension

21/00862/FUL 26 Silver Street – Approval

Single storey extension to front and reposition of entrance door with canopy over.

FC/100821/6.3 Trees/Environment

Notification of approved tree works by East Cambs District Council noted by Council

21/00911/TRE St Genevieve 2c Hythe Lane

T1 Yew – Reduce to 1.8m as part of hedge

T2 Conifer- Remove

T3 Field Maple – Remove

T4 Field Maple – Remove

T5 Elder – reduce to 1.8m

T6 Wild Plum – Reduce to 1.8m

G1 Group of Wild Plums – Reduce to 2.4 height from roadside to create a manageable hedge

21/00971/TRE 31 Hatley Drive

T1 Black Poplar – Remove major deadwood over No. 31 Hatley Drive and cut back to previous points branches overhanging the garage of No. 31 Hatley Drive

21/01079/TRE 9 Mandeville

T1 Prunus – Remove dead tree

Lavinia Edwards left the meeting.

FC/100821/7 Finance

1.Consideration of the Finance Quarterly Report to 30th June 2021

Council noted the Finance Quarterly Report to 30th June 2021. No questions were raised. The Clerk was thanked for the report.

2.Consideration of quotations for the Recreation Ground Car Park Refurbishment

Two quotations out of three had been returned to carry out work to the Recreation Ground Car Park. One quote was for £58,700 and the other including the repositioning of the fence to the overflow car park at £800 was £49,132.60. Council agreed following a unanimous vote that the cheapest quotation from Meads Construction should be accepted.

Proposed by Michael Swift and seconded by Paul Webb.

The project will be funded by earmarked Council reserves of £15,000 and £35,000 earmarked CIL funding.

Gill Miller asked if the Council should take this opportunity to look at pedestrian safety as part of the car park refurbishment, but it was generally felt that this should be address separately to the refurbishment. The lack of direction signs to the Recreation Ground was also noted.

3.Consideration of payment of the following:

The Chairman informed Council that the payment to Debbie Cawley should read £45.90 and the total for the salaries is £7192.20. All payments were approved. Proposed by Helen McMenemy-Smith and seconded by Jenny Moss.

Payee	Description	Amount inc Vat
George Rowland	Mileage and Phone	£71.20
Martyn Wright	Mileage	£40.95
Debbie Cawley	Mileage	£45.00
Glasdon	Bin Replacement Eyes	£16.04
British Gas	Electric Public Toilets	£17.96
ECDC	Mandeville Hall Rates	£711.00
ECDC	GMH Rates	£190.00
ECDC	Cemetery Rates	£157.00
ECDC	JRR Rates	£40.00
Salaries		tbc
	Total	£1,289.15

FC/100821/8 Action Points Update

The Clerk agreed to contact West Suffolk Council again as no update had been received on the progress with the Burwell to Exning Cycleway.

It was noted that concern had been raised regarding the archaeological dig on the Newmarket Road development site and whether it would be continuing as first intended. The Clerk had written to this land for clarification and was waiting for a response.

The deed covering the transfer of land from Hopkins Homes at Pauline's Swamp has still not been signed. The Clerk has contracted Joshua Hopkins, but will contact again, copying in the Chief Executive of Hopkins Homes.

FC/100821/9 Group Reports

Consideration of the notes and recommendations from the Strategy Day held on 21st July 2021.

Council considered the notes and recommendations from the Strategy Day held on 21st July 2021 with the following outcomes for the recommendations

Recommendations:

1. That Climate Change should be an agenda item at the first Full Council meeting every month.

Council agreed that Climate Change should be an item on the agenda for the first meeting of the month, and that all items for discussion must be listed as part of the agenda.

Proposed by Don Harrison and seconded by Brenda Wilson.

2. That a Climate Forum is formed.

Michael Swift informed Council that the Climate Forum would have agreed terms of reference approved by the Parish Council prior to inviting participation from any outside organisations.

Michael Swift proposed that the Climate Forum is formed, and Paul Webb seconded the proposal. Council agreed that the Forum should be formed.

A meeting will take place with Councillors to discuss the terms of reference. Michael Swift, Jim Perry, Elizabeth Swift, Brenda Wilson, Helen McMenamin-Smith, Paul Webb, and Jenny Moss all indicated that they wished to be involved.

3. That a letter is sent to County and District Councillors regarding the community aspect of Burwell Village College Primary School.

Hazel Williams suggested to Council that initially a letter should be sent to the school prior to contacting the District and County Councillors. Council agreed that this would be the better. It is not currently known who the governing body is for the school. The Clerk to try and find out.

4. The revised Short-, Medium- and Long-Term plans for the Working Groups are approved.

Brenda Wilson proposed, seconded by Jenny Moss that all short, medium, and long-term plans for the working groups as detailed in the report are approved.

Council voted unanimously that all short, medium, and long-term plans are approved.

Consideration of notes and recommendations from the Safety Group meeting held on 20th July 2021

1. The Group recommends to Full Council for an application to be submitted for LHI 22/23 for the installation of solar powered automatic and programmable 20 mph school signs at the school entrances on Buntings Path, Ness Road, and the Causeway.

2. The Group recommends to Full Council that as the Safety Group has agreed to no longer pursue the installation of gates at the entrances to the village and therefore the £5000 CIL Funding earmarked for the project should be returned to the general CIL Fund.

Paul Webb informed Council of the recommendations made by the Safety Group. Robin Dyos who had been investigating the proposal for the installation of solar powered automatic and programmable 20 mile per hour school signs, suggested that another option for Buntings Path would be to supply the signs through a Privately Funded Initiative using the funding previously allocated for the village entrance gates. This would allow for the signs to be installed quicker. The cost of the two signs should be under £7,000. Liz Swift questioned how installing the

signs would fit in with the Cambridgeshire County Council 20 mile per hour policy for villages in the county.

Liz Swift informed Council that the recommendations being considered at the meeting could not be changed and following a proposal by Helen McMenamin-Smith, which was seconded by Jenny Moss that both recommendations should be withdrawn and that an additional meeting of the Safety Group should take place to discuss the option of applying for Bunting's Path as a Privately Funded Initiative.

Council agreed unanimously to the suggestion.

Consideration of the notes and recommendations from the Finance and General Purposes Meeting held on 27th July 2021.

1. The Group recommends to Full Council that a weekly sum of £20.00 is paid to the Maintenance Officer as a Vehicle Expense Supplement.

Michael Swift proposed, seconded by Helen McMenamin-Smith that the Maintenance Officer should be paid a vehicle expense supplement of £20.00 per week towards his vehicle costs. This was approved unanimously by Council.

FC/100821/10 Parish Reports: -

1. Weekly Property Reports

Council noted that weekly checks had been carried out at the properties and play areas. Pauline's Swamp is being used as a meeting place for youths. The Police have been informed. Martyn Wright (Keyholder) is emptying bins at the Recreation Ground this week, whilst the Maintenance Officer is taking annual leave.

The Clerk reported that bin bags from the ECDC are being left next to the bin ready to be collected when ECDC has staff available, but that there may be a delay due to staff sickness and annual leave.

Jim Perry raised concern regarding the installation of curb stones in Newnham Lane. He was informed that this is a Highways matter.

FC/100821/11 Other County & District Matters: -

The following were noted:

1. ECDC – Licensing: Gambling Act 2005 – Statement of Principles Consultation
2. East Cambridgeshire District Council – Street Numbering North Street
3. CCC Temporary Traffic Order Application – Heath Road
4. CCC Temporary Traffic Order Application – Swaffham Road
5. CCC Temporary Prohibition of Through Traffic – The Causeway
6. CCC Temporary Prohibition of Through Traffic – Newnham Lane

FC/100821/12 Other Reports

The following report was noted:

1. Burwell Environment Group Meeting 2nd June 2021

FC/100821/13 Correspondence – None

FC/100821/14 Consideration of the following items

1. Covid-19 update

The Clerk reported that there were no further updates other than those detailed on the Finance and General Purposes Group report of their meeting held on 27th July 2021.

2. Update on the Gardiner Memorial Hall Refurbishment Project

Liz Swift informed Council that Planning Consent has now been received for both the refurbishment work and the extension at the Gardiner Memorial Hall. There is one condition regarding tree protection which will need to be discharged prior to work commencing. Tenders have also been received for the various areas of the refurbishment work. These range from £417,984.90 to £494,583.98. Councillors working on the project have met with Tom Francis of Varsity to discuss the tenders and the appointment of a contractor. Varsity have previously worked with all 4 contractors who submitted a tender and would have no concerns over offering the contract to Cadman who came in with the lowest price. The contract length for Cadman is 20 weeks. Allowing time for the discharge, a start on site date would be 11th October 2021, with a completion date of mid-March 2022.

Robin Dyos proposed, seconded by Michael Swift that Varsity (Project Manager and Quantity Surveyor) is requested to offer the contracts for Phase One of the Gardiner

Memorial Hall Refurbishment Project to Cadman with a total tender price of £417,984.90.

Following a unanimous vote Council resolved that Varsity (Project Manager and Quantity Surveyor) is requested to offer the contracts for Phase One of the Gardiner Memorial Hall Refurbishment Project to Cadman with a total tender price of £417,984.90.

The meeting closed at 9.10 pm.

Signed

Dated: