

BURWELL PARISH COUNCIL

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Minutes of the Meeting of Burwell Parish Council held at 7.30p.m. on Tuesday 24th August 2021 at Mandeville Hall, Tan House Lane, Burwell, CB25 0AR.

Present: Liz Swift (Chairman), Lea Dodds, Robin Dyos, Joan Lonsdale, Helen McMenamin-Smith, Gill Miller, Jenny Moss, Jim Perry, Derek Reader, Michael Swift, Geraldine Tate, Paul Webb, Hazel Williams, and Brenda Wilson.

FC/24082021/01 Apologies

There were no apologies for absence.

FC/24082021/02 Declarations of any interests known to Councillors

There were no declarations of any known interests.

FC/24082021/03 Approval of Minutes of the meeting of 10th August 2021

The minutes of the meeting held on 10th August 2021 were approved and signed as a true and correct record. Proposed by Brenda Wilson and seconded by Helen McMenamin-Smith.

FC/24082021/04 Public Forum

No matters were raised during the Public Forum.

FC/24082021/05 Planning Applications

The following planning applications were considered: -

21/01146/FUL 29 Isaacson Road

Demolition of existing attached garage and proposed two storey side extension – **No objections**

21/001162/VARM Land Rear of Meadow View Industrial Estate, Reach Road

To vary Condition 14 (meet BREEAM Very Good Standard or equivalent) of previously approved 18/00609/FUM for proposed change of use from B8 to B2 and 15no starter units including associated parking, drainage, and hard landscaping – **No objections**

21/01114/VAR 68 Reach Road

To vary Condition 5 (office/training opening hours) of previously approved 12/00272/FUL for Construction of new office/training facilities – **No objections**

21/01203/FUL 76 Low Road

Demolition of existing outbuildings and construction of private detached dwelling, and detached garage and associated works **Objection – This proposal is outside of the development area, will increase traffic in the area, does not fit in with the street scene. We are disappointed that the proposal does not address the need for smaller dwellings in the village. Should planning permission be given, please ensure that the property meets all the latest climate change requirements.**

21/00557/FUL 2 Cedar Gardens

Proposed In ground Swimming Pool and Plant Room – **Application withdrawal noted**

20/00669/FUL Land to rear of 39 Toyse Lane – Appeal dismissed - Noted

FC/24082021/06 Planning decisions from District Council

The following planning decisions were noted:

21/00656/FUL 48 Newmarket Road– Approval

Proposed two storey side extension and single storey rear extension and internal alterations and front extension

21/00922/FUL 5 Newnham Lane – Approval

Replace windows and front door, replace roof, re-rendering and removal of front fence

21/00941/VAR 8 High Street – Approval

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

20/01720/FUL Gardiner Memorial Hall, High Street – Approval

A single-storey rear extension and update to existing facilities

21/00938/FUL 7 The Paddocks – Approval

Single storey rear extension with sloped roof and new detached garden studio

21/0905/FUL Site South of Howlem Baulk – Approval

Proposed erection of Agricultural barn and associated site works

FC/24082021/07 Notifications from ECDC of approved work to trees

The following tree works were noted:

21/01011/TRE Hatley Drive Amenity Area – Approved

T1 Cherry – Remove as dead

FC/24082021/08 Urgent Matters for Consideration

1. Approval of Payments to the following:

The following payments were approved. Proposed by Paul Webb and seconded by Jim Perry.

Payee	Description		Amount inc Vat
ESPO	Cleaning Materials		£57.54
Burwell Cleaning	Various Properties		£502.98
Truelink	Grass Cutting		£1,750.20
Sharp	Photocopier Contract		£115.06
Mr Groundsman	Rec Grass Cutting		£1,280.00
Eon	Gas Mandeville Hall		£25.19
Huws Gray Ridgeons	Maintenance Materials		£5.11
David Bracey	Playground Inspection		£400.00
British Gas	Public Toilet Electric		£9.50
Varsity Consulting	GMH Consultancy Fees		£1,710.00
Lloyds Bank	Various		£161.43
Corona Energy	Allotment		£11.79
Corona Energy	GMH		£68.99
Corona Energy	Recreation Ground		£73.99
Corona Energy	Cemetery Chapel		£10.40
Corona Energy	JRR		£27.23
Corona Energy	Mandeville Hall		£14.82
Corona Energy	JRR Gas		£27.65
	Total		£6,251.88

2. Covid-19 Updates

There were no new Covid updates

3. Consideration of revised salary for the key holders

Hazel Williams reported that Liz Swift, Yvonne Rix, and herself had met to review the salaries for the keyholders to reflect the range of duties that they are now carrying out and ask that the Council considers the following recommendation:

That the salary for Debbie Cawley and Martyn Wright, to reflect the roles that they are now carrying out should be increased to £10,500 pa (£42 per day) and £4,000 pa (£40.00 per day respectively from 1st September 2021 with an additional cost to Council of

£4532 per year plus additional Employer National Insurance and Superannuation costs incurred.

The recommendation was proposed by Liz Swift and seconded by Hazel Williams. Council voted unanimously to approve the recommendation.

4. Consideration of Working Group Members from 1st September 2021

The following Working Group members were approved:

Asset and Environment	Community, Leisure and Sport	Finance and General Purposes	Safety	Climate Change Forum
Robin Dyos	Robin Dyos	Joan Lonsdale	Robin Dyos	Helen McMenamin-Smith
Lea Dodds	Michael Geary	Liz Swift	Lea Dodds	Gill Miller
Joan Lonsdale	Helen McMenamin-Smith	Michael Swift	Gill Miller	Jenny Moss
Jim Perry	Jenny Moss	Paul Webb	Jim Perry	Jim Perry
Derek Reader	Jim Perry	Hazel Williams	Liz Swift	Liz Swift
Liz Swift	Liz Swift	Brenda Wilson	Paul Webb	Michael Swift
Michael Swift	Michael Swift		Brenda Wilson	Geraldine Tate
Geraldine Tate	Geraldine Tate			Paul Webb
Paul Webb	Paul Webb			Brenda Wilson
Hazel Williams				Any other interested Councillor, and representatives from local environmental groups

Council also agreed that the trustees for the Day Centre should be reviewed. Anyone interested should let the Clerk know as soon as possible.

5. Consideration of Terms of Reference for the Climate Change Forum

The following Terms of Reference for the Climate Change Forum were approved. Proposed by Paul Webb and seconded by Jenny Moss. The Clerk to write to local environmental organisations inviting them to send one representative from their group to the initial Climate Change Forum meeting to be held on 4th October 2021.

Meetings

The Forum will meet at least six times a year.

Membership

All interested Parish Councillors plus a representative of any properly constituted Local Environment Group (Burwell Environment Group, Wild Burwell, Spring Close Management Group, Pauline's Swamp Trust, National Farmers Union, or a member of the local farming community).

The meeting will be chaired by a member of the Parish Council.

If the Parish Clerk is unavailable to attend a meeting, the Forum will nominate a person to act as Minute Taker.

Quorum is eight.

Spending Powers

Expenditure per item/project will be set by Full Council

Powers of Referral

The Forum may refer or make recommendations to Full Council, provided that the proposal has been minuted at the relevant meeting.

Action Plan

The Forum will develop its own working programme within the Framework of the Council's Climate Emergency Action Plan document. It will be evaluated before and amended after each Forum meeting and attached to the Minutes as an Appendix.

6. Consideration of the following recommendations from the Safety Working Group:

The Group recommends that a Privately Funded Initiative application is made to Highways for the installation of two solar powered, automatic, programmable, flashing school signs in Buntings Path at a cost, including the Feasibility Study, of approx. £4712.00. That the installation is funded by using the CIL funding earmarked for the village gates, which are no longer required due to buffer zones being installed.

The Group recommends that a Local Highways Initiative application is made to Highways for the installation of solar powered, automatic, programmable, flashing school signs in Ness Road, the Causeway and Silver Street (5 in total) at an approx. cost of £10,200, with the Parish Council making a 30% contribution (in the region of £3,400).

Council discussed the above recommendations made by the Safety Group. Robin Dyos informed Council that he had now received further information regarding the likely cost of the two schemes. The signs for the Privately Funded application for Buntings Path are likely to cost in the region of £6,000 and the Local Highways Initiative application for Ness Road, the Causeway and Silver Street in the region of £15,000, making the Council's contribution of 30% £4,500.

Liz Swift informed Council that she was disappointed that yet again, with the change of costs, that the Council was being asked to consider a recommendation that was different to the one detailed on the agenda.

Council agreed to approve the recommendations with a proviso that should finance be prohibitive, the applications could be withdrawn.

Proposed by Michael Swift and seconded by Helen McMenamin-Smith.

FC/24082021/09 Gardiner Memorial Hall – General Update and Reports, consideration of payments etc.

Liz Swift reported that Cadman Contractors have been appointed for the first phases of the project and the expected start date is 11th October 2021 to allow for planning conditions to be discharged. A meeting with the Contractors is due to be held in the next couple of weeks.

The meeting closed at 8.12 pm.

Signed

Dated