

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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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 11<sup>th</sup> January 2022.

**Present:** Liz Swift (Chair), Lea Dodds, Robin Dyos, Gill Miller, Jenny Moss, Jim Perry, Michael Swift, Geraldine Tate, Paul Webb, Hazel Williams, and Brenda Wilson. Also present District Councillor Lavinia Edwards.

**FC/110122/1 Apologies**

Apologies for absence had been received from Don Harrison, Gus Jones, Joan Lonsdale, Helen McMenemy-Smith and District Councillor David Brown.

An apology was received from Derek Reader after the meeting had taken place.

**FC/110122/2 Declarations of any interests known to Councillors**

The following declarations were received:

Michael Swift - Planning application for 27a The Causeway

Liz Swift - Planning application for 27a The Causeway

Jim Perry – Planning Application for 26 Orchard Way

**FC/110122/3 Approval of Minutes of the meeting held on 14<sup>th</sup> December 2021**

The minutes of the meeting held on 14<sup>th</sup> December 2021 were approved and signed as a true and correct record. Proposed by Paul Webb and seconded by Brenda Wilson.

**FC/110122/4.1 Public Forum**

No matters were raised during the Public Forum.

**FC/110122/ 5 County and District Reports**

Written reports had been received from District Councillor David Brown and District Councillor Lavinia Edwards.

**FC/110122/6.1 Planning Applications**

The following applications were considered:

**21/01808/FUL 27a The Causeway**

Single storey side extension incorporating utility and external storage room – **No objections**

**21/01731/FUL 106 Low Road**

Erection of steel frame metal clad garage – **No objections**

**21/01810/FUL 47 Ness Road**

Proposed garden structure to accommodate laundry room, wc and store – **No objections**

**21/01778/FUL 29 Isaacson Road**

Demolition of existing attached garage and construction of two storey side extension – **No objections but ask that the extension should apply with climate change regulations**

**21/01783/FUL 31 Toyse Lane**

Replace existing flat roof to single storey garage with pitched forming new room – **No objections but ask that the extension should apply with climate change regulations**

**21/01777/OUT Dairy Cottage, Ness Road**

Construction of 1 dwelling and associated works – **Objection – Agree with Highway and Environmental Health concerns**

**21/01771/FUL Land adjacent to Melton Farm, Newmarket Road**

Provision of a shared cycleway/footway west onto Ness Road, Landscape, drainage, and associated infrastructure of previously approved 15/01175/OUM – **No objections**

**21/01769/FUL Windsor House, 15 Hall Lane**

Single storey rear extension – **No objections but ask that the extension should apply with climate change regulations**

**21/01755/FUL 26 Orchard Way**

Single storey front and two storey side extension – **No objections but ask that the extension should apply with climate change regulations**

**21/01764/FUL 23 Holkham Mead**

Construction of rear and side extension and internal alterations – **No objections but ask that the extension should apply with climate change regulations**

**FC/110122/6.2 Planning Decisions from District Council**

The following decisions were noted:

**21/01513/FUL 10 Mill Close – Approval**

Removal and replacement of existing felt roof over existing passageway with an aluminum glazed roof system in grey with 7 glazed units in solar controlled glass.

**21/01594/FUL 62a North Street – Approval**

Alterations to external materials, replacement of existing windows and doors, alterations to the existing conservatory and new porch canopy

**21/00816/FUL Land North of Electricity Sub Station Weirs Drove – Approval**

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

**21/00706/ESF Solar Farm Land to the East of Breach Farm, Ness Road – Approval**

Proposed Development of a Solar Farm and Ancillary Development

**21/01544/FUL Harleys 24 Toyse Lane – Approval**

Demolition of existing conservatory and construction of single storey rear extension

**FC/110122/6.3 Trees/Environment**

**Notification of approved tree works by East Cambs. District Council - None**

**FC/110122/7 Finance**

1. Consideration of donation to the Royal British Legion Poppy Appeal  
Following a proposal from Hazel Williams, seconded by Brenda Wilson, Council approved a donation of £150.00 to the Royal British Legion Poppy Appeal.
2. Consideration of payment of the following:  
The following payments were approved. No payment is required at this stage to Landmark Toilet Solutions. Paul Webb reported that the Football Clubs will contribute towards the cost of the toilet on Margaret Field. The toilet unit will also need to be insured by the Parish Council.  
Proposed by Paul Webb and seconded by Jenny Moss.

<b>Burwell Parish Council</b>			
<b>Payments 11th January 2022</b>			
<b>Payee</b>	<b>Description</b>		<b>Amount inc Vat</b>
<b>ESPO</b>	<b>Henry Hoover - replacement</b>		<b>£127.20</b>
<b>Cadman Construction</b>	<b>GMH Refurbishment</b>		<b>£41,544.29</b>
<b>Cadman Construction</b>	<b>GMH Refurbishment</b>		<b>£17,755.15</b>
<b>Varsity Consulting</b>	<b>GMH Fees</b>		<b>£2,052.00</b>

ECDC	GMH Building Regs		£550.00
Sharman Grimwade	GMH Refurbishment		£1,773.00
Burwell Computers	Computer/Scanner Issues		£130.00
Burwell Community Forum	Burwell at Large x2		£10.00
Information Commissioners Office	Registration Fee		£35.00
Cambs Acre	Membership		£57.00
Andy Martin Builders	MH Wall repair		£90.00
Harrisons	Boiler Service JRR&MH		£319.68
Community Heartbeat	Replacement Pad		£55.20
Deepa Mistry	Ret of Dep MH		£50.00
Royal British Legion Poppy Appeal	Donation		£150.00
Vision ICT	Website hosting and support - Annual Fee		£210.00
Landmark Toilet Solutions	Toilet Margaret Field		None at this stage
Siemens Financial Services	Quarterly Photocopier Contract Fee Payable Jan, April, Jul and October and Annual Service Fee	£208.04x4 and £60.00 x1 (Amount on list January payment only)	£268.04
BT	Phone Account		£246.23
Simpsons Nursery	Christmas Tree		£240.00
Wave	Water - Cemetery		£67.82
Wave	Water - Allotments	Credit	-£125.15
Wave	Water - Recreation Ground		£27.44
Wave	Water - JRR		£43.69
Wave	Water - GMH		£55.60
Unity Trust	bank Charges		£11.10
D Cawley	Mileage		£21.15
M Wright	Mileage		£41.85
G Rowland	Mileage/Phone/Expenses		£163.10
Corona Energy	Allotments		£12.31
Corona Energy	GMH		£103.18
Corona Energy	Pavilion/Recreation Ground		£105.34
Corona Energy	Jubilee Reading Room		£36.57
Corona Energy	Cemetery		£10.75
Corona Energy	Mandeville Hall		£17.92

<b>Salaries etc</b>	<b>All Staff</b>		<b>£7822.51</b>
	<b>Total</b>		<b>£74077.97</b>

### FC/110122/8 Action Points Update

Council received updates to the following:

<b>No</b>	<b>Action Point</b>	<b>Working Group if Applicable</b>	<b>Comments on Progress</b>
1.	Section 106 Money	Section 106 Working group and Finance working group	Available 106 funding for Cycleways £1,000 No further update
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	Safety Group	Meeting with West Suffolk Council on 18 <sup>th</sup> January 2022 to receive an update on the Burwell to Exning Cycleway.
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground	Sports Provision Working Group	Phase 2 Archaeological Dig until December 2021. Artifacts will belong to CCC and distributed to local interested parties including Burwell Museum Clerk to request update from This Land in the new year for the development and archaeological finds – Confirmed date 8.2.2022.
4.	Pauline's Swamp	Pauline Swamp Working Group	Still waiting for the legal transfer of land. Clerk to contact Kevin Drane regarding the removal of the hedge by the adjacent landowner.
5.	Gardiner Memorial Hall Refurbishment		On going work on site see FC110122/14.2 below.
6.	Moveable Vehicle Activated Speed Signs		Batteries changed, all working fine
7.	Village Sign – damaged in gales 11.3.21		Village sign replaced 14.12.21 Item to be removed from list.

### FC/110122/9 Group Reports

#### Consideration of the notes and recommendations for the grass cutting contract for the 2022 season from the Assets and Environment Group

All members of the Council had been forwarded correspondence received from Wild Burwell and Nicola Hallows regarding their thoughts on the recommendation from the Assets and Environment Group which had been shared with the Climate Change Forum at their meeting held on 4<sup>th</sup> January 2022.

Paul Webb reported that the Assets and Environment Group had spent a lot of time debating the most appropriate way forward with the village grass cutting and that safety must be paramount in any decisions made.

Considerations taken into account by the Assets and Environment Group when discussing options for the recommendation:

- Safety
- The 2022 Grass Season will be the second year of a three-year contract with Truelink
- The need to increase areas where wildflowers can establish in the village
- Local pride in the village
- The need to look at the wider picture and the views of all parishioners

Recommendation

Area	Proposal	Reason
Individual gardens	Residents encouraged to create their own wildflower areas	As suggested by Wild Burwell to create a corridor of wildflower areas for bees and other insects.
County Council Verges including the Causeway	That the verges are managed in the same manner as 2021 with up to ten cuts per year.	<ul style="list-style-type: none"> <li>• Safety – Traffic and Pedestrian</li> <li>• Dog Fouling</li> <li>• Residents cutting and looking after the verges adjacent to their properties</li> <li>• There have been no complaints from residents this year regarding the verges, indicating that the contractor has conducted the cutting satisfactorily, making changes to which verges are cut during the term of the contract is likely to cause confusion for all.</li> </ul>
Spring Close	To cut as per 2021	
Pauline's Swamp	To cut as per 2021	Once the area of land adjacent to Pauline's Swamp has been transferred, it is likely (subject to Pauline's Swamp Trustees Plan for the area) that this will be managed to encourage the growth of wildflowers etc.
Priory Meadow	To be cut with grass collected, twice per year to encourage wildflower growth. One cut early in the season and one cut late summer. Footpaths to be cut to allow access to woods, benches etc. Discussion to be had with contractor to check that they have the necessary machinery to cut and collect grass and as to the cost implications for collecting the grass	To create a further large area managed to encourage wildflowers.
The Recreation Ground	Allow the perimeter of the field outside of the trim track to be established as wildflower areas. Regard will need to be given to cutting of the hedges in the spring and late autumn. Care must be taken to prevent weed growth on the exercise areas and on the tarmac trim track. For a Community Garden (benches etc) to be created on the area adjacent to the new car park, with the remaining area to be managed to	To create further areas for wildflowers.

	encourage the growth of wildflowers. It is proposed that Wild Burwell could manage the wildflower areas at the Recreation Ground but would need to submit a plan detailing their intentions to the Council for approval first.	
The Cemetery	To use the rear, currently unused, sections of the cemetery to be managed in a way to encourage wildflowers. The areas to be clearly marked as wildflower areas and have a cut border around the sections. The remainder of the cemetery to be cut in the same way as 2021.	Creation of further wildflower areas.
Junction of the Causeway and Silver Street	To be managed as a wildflower verge. Care needs to be taken with this area as it is an awkward junction for vehicles. Height of growth to be monitored to ensure visibility and area to have a cut edge	Creation of further wildflower area but awareness of the need for road safety.
Junction of Hall Lane and Park Road	To be managed as a wildflower area as in 2021	
Pound Hill	Community Garden to be constructed as agreed by Full Council 13 <sup>th</sup> July 2021. The remaining area to be cut as per the same cutting regime as the verges up to a maximum of ten cuts per season. That raised beds are included in the Community Garden which can be used for the growth of wildflowers	To enable the creation of the Community Garden providing additional seating for residents in this central area of the village. To create an area for wildflowers whilst taking into account the differing views of the community.
Bolton Close Areas all owned by ECDC	To support the request made by residents to Derah Seward (Wild Burwell) to ask ECDC to approve the planting of additional trees and shrubs to block the view of Ashgrove from Bolton Close.	Not only will this improve the outlook for Bolton Close residents but also of Ashgrove residents overlooking Bolton Close.

Michael Swift commented that he felt that there could be some flexibility with the recommendation in the longer term and that further discussion may be required with the group of Councillors working on the community garden on Pound Hill.

Robin Dyos expressed that other villages named in the correspondence received had mainly allowed for wilding to occur outside of the built area of the parish.

Hazel Williams reminded all that many parishioners did like to see the buttercups on Pound Hill, but as the season progressed and the area became overgrown, complaints started to come in. She felt that no date should be set for cutting Pound Hill, but that the condition of the

area should be monitored weekly basis and cut when needed. She continued that although having seen the initial community garden plans for Pound Hill, she felt that it was necessary for the final plans to also be shared with the Council. She raised some concern over the benefits of having the community garden situated on Pound Hill especially now a more suitable area had been found at the Recreation Ground.

Paul Webb and Geraldine Tate both considered that being central to the village that Pound Hill continued to be a suitable location for a community garden and would be a suitable location to educate people with regards to wildflowers.

It was confirmed that raised beds of wildflowers could be areas marked with a sleeper or rope making the areas not requiring cutting to be clear. The installation of one additional bench on Pound Hill may be an option.

Hazel Williams suggested speaking to This Land about the possibility of a community garden within the green area proposed for the development next to Melton Farm.

Lea Dodds informed Council that there may be a issue with cables buried close to ground level on the area of land at Bolton Close.

Michael Swift suggested that the recommendation is a document in progress, with further investigation into wilding taking place through out the year, with any agreed changes being implemented for the 2023 season.

***Michael Swift proposed, seconded by Paul Webb that the recommendation as put forward by the Assets and Environment Group should be approved with some flexibility in the longer term.***

***A vote was taken with 8 Councillors being in favour and three abstentions.***

***Council resolved to approve the recommendations of the Asset and Environment Group.***

The Clerk requested some clarification regarding Pound Hill and whether areas designated for the wildflowers would be allocated from the start of the season. It was agreed that this should be the case.

#### **FC/110122/10 Parish Reports 1) Weekly Property Reports**

The Clerk reported that youths are still gaining access to the tennis courts by climbing over the fence. Adaption work should be completed in a couple of weeks' time. Warning notices have been posted on the fences, along with a notice on the Burwell Community Facebook Page warning of the dangers and risk involved with climbing over the fence and that CCTV footage will be provided to the Police.

#### **FC/110122/11 Other County & District Matters: -**

The following items were noted:

1. Cambridgeshire County Council Temporary Road Closure Carter Road
2. East Cambs District Council Consultation – East Cambridgeshire Local Plan – Single Issue Review – Housing Requirements

#### **FC/110122/12 Other Reports - None**

#### **FC/110122/13 Correspondence**

Burwell Environment Group An email thanking the Parish Council for the use of Mandeville Hall for the Burwell Environment Group was noted.

#### **FC/110122/14 Consideration of the following items**

##### **1. Climate Change including noting of minutes from the meeting held on 4<sup>th</sup> January 2022**

The minutes of the meeting held on 4<sup>th</sup> January 2022 were noted.

Jenny Moss, Chair of the Climate Change Forum informed Council that the Forum is starting to pull together. She thanked those Parish Council members who had volunteered to help with various Climate Change matters. It was noted that some funding had been earmarked for Climate Change projects in the 2022/2023 budget. Paul Webb reported that an application form for grant funding had been submitted, with the result due at the end of January/beginning of February, to cover the cost of the village Environment Survey and the EV points at the Gardiner Memorial Hall.

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

A decision is still required on the cooker. This cannot be made until Sharman Grimwade has checked out how this will work with the electricity capacity. As Sharman Grimwade should now have all the information required, Robin Dyos offered to contact them. Gill Miller asked if the EV points could not be connected to the main supply as a separate connection than the hall. Whilst this is a good idea, at this stage the cost for the new connection would be

prohibitive. A discussion also needs to take place regarding the option of having a battery storage unit included in the project and the way forward with Phase Two extension.

#### 1. The Queens Platinum Jubilee

Council discussed the forthcoming Queen's Platinum Jubilee Weekend in June and whether to hold a village event for the celebrations. A picnic at the Recreation Ground was suggested. The pavilion could be used for the provision of refreshments. Some form of entertainment, particularly for the children would be required. It may be too late to incorporate using Creative Arts East as many of the acts will have already been booked. Liz Swift raised concern regarding the number of available Councillors to help run the event. Gill Miller volunteered to help organise an event. It would be beneficial to know if any other groups have arranged any events. The matter to be discussed further by the Community, Leisure and Sports Group when they next meet.

The meeting closed at 8.40 pm.

Signed

Dated: