

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
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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 12<sup>th</sup> April 2022.

**Present:** Liz Swift (Chair), Lea Dodds, Michael Geary, Joan Lonsdale, Gill Miller, Jim Perry, Derek Reader, Michael Swift, Geraldine Tate, Paul Webb, Brenda Wilson, and Hazel Williams.  
Also present District Councillors David Brown and Lavinia Edwards. Two members of the public.

Liz Swift informed the Council that Don Harrison had resigned from the Council.

**FC/120422/1 Apologies**

Apologies for absence had been received from Helen McMenamin-Smith and Jenny Moss.

**FC/120422/2 Declarations of any interests known to Councillors**

Paul Webb declared an interest in planning applications for properties in North Street  
Derek Reader declared an interest in Finance – Payments.

**FC/120422/3 Approval of Minutes of the meeting held on 29<sup>th</sup> March 2022**

The minutes of the meeting held on 29<sup>th</sup> March 2022 were approved and signed as a true and correct record. Proposed by Paul Webb and seconded by Jim Perry.

**FC/120422/4 Public Forum**

A resident from Saxon Drive asked about the Council's Climate Change Forum and if it was possible for a non-member of the Council to be involved. It was explained that at this stage the group was not open to membership from outside the Council, but minutes of the meeting etc. are available to the public.

Ian Woodroffe was given the opportunity to give a brief presentation about why he is interested in being considered for co-option to the Council to fill the vacancy following the resignation of Robin Dyos. He explained that he had spent most of his life living in the village and wished to give something back to the community. He reported that he had previously been involved with the Sports Centre and gained much knowledge being involved with the initial installation of the Astroturf. He knows many people living in the village and believes that he is in a strong position to get the Council's mission across. Ian lives in the area of north Burwell, and considers that this area has suffered particularly where planning is concerned. Ian Woodroffe thanked the Council for accommodating him to give this presentation.

**FC/120422/ 5 County and District Reports**

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

**FC/120422/6.1 Planning Applications**

The following Planning Applications were considered:

**22/00293/VAR Riverdale 71 North Street**

To vary Condition 1 (Amended plans) of previously approved 21/01443/FUL Proposed demolition of a large clunch/brick outbuilding and erection of detached dwelling plus associated works

**No objections**

**22/00313/FUL 36 Toyse Lane**

Construction of 2 no. 11/2 storey detached dwellings

**Objection – Council considers that this application does not rectify any of the issues raised against the previous application for this site and therefore all previous objections raised regarding over development and increase in traffic on to a busy road still apply.**

**22/00354/ADI The Anchor 63 North Street**

Installation of replacement illuminated signs to the exterior of the building

**Council asks that the views of the Conservation Officer need to be known prior to making comments. These to be obtained by the Office and circulated to Council Members who then need to confirm with the Office if they consider that an objection should be raised.**

**22/00389/FUL Mayo House 52 Ness Road**

Two storey side part single storey rear extension

**No objections**

**FC/120422/6.2 Planning Decisions from District Council**

The following planning decision was noted:

**22/00236/FUL Ness Court Sheltered Accommodation Units Ness Court**

Replacement windows and doors – **Approval**

Hazel Williams questioned if the application for the replacement windows at 105 North Street had been determined. It is thought however that this has been withdrawn, with notification coming to Council at the next meeting.

**FC/120422/6.3 Trees/Environment****Notification of approved tree works by East Cambs. District Council**

The following was noted:

**22/00273/TRE Bright Cottage 21 North Street**

T1,2,3, - Poplar – Reduce crown by 50% due to physical damage shown in photos

T4 & 6 – Poplar – Reduce crown by 50% to manage size of trees

T5 – Poplar – Reduce tree to 3m due to rotten buttress root

G1 – Conifer Hedge at rear of garden – Reduce height by 2-3m in places

**FC/120422/7 Finance**

1. Consideration of payment of the following:

The following payments were considered and approved for payment. The figure for staff salaries to be confirmed at the next meeting as will need to reflect implementation of item FC/120422/9.1 if approved.

Proposed by Hazel Williams and seconded by Brenda Wilson

<b>Payee</b>	<b>Description</b>	<b>Amount inc Vat</b>
<b>D Cawley</b>	<b>Mileage</b>	<b>£45.00</b>
<b>M Wright</b>	<b>Mileage</b>	<b>£49.95</b>
<b>G Rowland</b>	<b>Mileage &amp; Expenses</b>	<b>£142.65</b>
<b>WAVE</b>	<b>Water Bill Jub. RD.Rm</b>	<b>£43.27</b>
<b>WAVE</b>	<b>Water Bill GMH</b>	<b>£37.31</b>
<b>Cadman</b>	<b>GMH Additional Works</b>	<b>£42,066.00</b>
<b>Cadman</b>	<b>GMH Core Works</b>	<b>£38,190.00</b>
<b>CAPALC</b>	<b>Cemetery Training x2</b>	<b>£240.00</b>
<b>EWP Consultancy</b>	<b>Annual Tree Inspection</b>	<b>£1,993.20</b>
<b>Truelink</b>	<b>Grass cutting</b>	<b>£888.60</b>
<b>AED</b>	<b>GMH Refurbishment</b>	<b>£6,634.44</b>
<b>Mr Groundsman</b>	<b>Grass Cutting Recreation</b>	<b>£1,280.00</b>
<b>SR Landscapes</b>	<b>Tree work Alt, Cem, JG</b>	<b>£1,390.00</b>
<b>Sharman Grimwade Ltd</b>	<b>GMH Refurbishment</b>	<b>£1,035.00</b>
<b>Andrew Firebrace</b>	<b>GMH Refurbishment</b>	<b>£561.00</b>

<b>Salaries etc</b>	<b>All Staff</b>	<b>tbc</b>
	<b>Total</b>	<b>£94,596.42</b>

#### **FC/120422/8 Action Points Update**

Updates to the following were noted:

<b>No</b>	<b>Action Point</b>	<b>Comments on Progress</b>
1.	Section 106 Money	Available 106 funding for Cycleways £1,000 No further update
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	Exning Development – work has started on site
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground	Meeting taken place with This Land. Initial discussions re Sports Hub. This Land to start working towards producing a feasibility study and village consultation.
4.	Pauline's Swamp	Clerk written to new Land Director of Hopkins Homes to ascertain if they still intend to transfer the land.
5.	Gardiner Memorial Hall Refurbishment	Ongoing work on site.
6.	Moveable Vehicle Activated Speed Signs	No further update

#### **FC/120422/9 Group Reports**

##### **Consideration of the notes of the Safety Group meeting held on 22<sup>nd</sup> March 2022:**

Paul Webb explained that Highways have accepted responsibility for ordering the incorrect specification for the two MVAS signs provided through the LHI scheme. Arrangements to be made with Westcotec for the issue to be rectified at no cost to the Parish Council.

Paul Webb also informed Council that the East Cambs Community Safety Partnership had agreed to a further £1500.00 funding for the Safety Campaign.

##### **Consideration of the notes and recommendations from the Finance and General Purposes Meeting held on 29th March 2022**

The following recommendations were considered and approved:

- The Group recommends to Full Council the following incremental salary increases as from the 1<sup>st</sup> April 2022:**  
**Yvonne Rix – Currently Salary Point 30 moving up to Salary Point 31**  
**Sarah Ashby – Currently Salary Point 15 moving up to Salary Point 16**  
**George Rowland – Currently Salary Point 15 moving up to Salary Point 16**  
Proposed by Michael Swift and seconded by Paul Webb
- The Group recommends to Full Council that Council implements the use of the Cloud Back Up service as recommended by Burwell Computers at a cost in the region of £55.00 per month.**  
Proposed by Paul Webb and seconded by Brenda Wilson
- The Group recommends to Full Council that the tender from Mr Groundsman totaling £21045.00 per year (grass cutting and pitch maintenance at the Recreation Ground) should be accepted for a two-year contract commencing on 1<sup>st</sup> April 2022**  
Proposed by Jim Perry and seconded by Geraldine Tate
- The Group recommends to Full Council that there is a 10% uplift in contract price for the grass cutting carried out by Truelink**

**FC/120422/10 Parish Reports**

The Clerk reported that there was an issue with a couple of the doors at Mandeville Hall and that the company who had installed the doors initially had been asked to carry out required repairs. Youths are still gaining access to the tennis courts to turn on the floodlights. The lights are not set up correctly to prevent them being turned on after 10 pm. This needs to be sorted out. Getting the installers to respond to request for this to be done is proving difficult. As the lights are no longer under guarantee using a different company, if they have the correct software, may be an option.

**FC/120422/11 Other County & District Matters: -**

1. East Cambs District Council – Street Numbering – Battery Storage Facilities – Noted by Council

**FC/120422/12 Other Reports**

All reports listed below were noted:

- a) Minutes of the Spring Close Management Group Meeting 2/2/22
- b) Minutes of the Pauline's Swamp Meeting on 29.3.2022

**FC/120422/13 Correspondence - None**

**FC/120422/14 Consideration of the following items**

1. Climate Change including noting of minutes from the meeting held on 1<sup>st</sup> March 2022  
The minutes of the meeting held on 1<sup>st</sup> March 2022 were noted.
2. Update on the Gardiner Memorial Hall Refurbishment Project  
Liz Swift reported that a meeting with Varsity was due to take place this week regarding a request from the architect for a fee increase. Cadman's have now drawn up a new timeline with the project completion date being the week commencing 23<sup>rd</sup> May 2022. Time will also be required for the keyholder to make the building ready for use. Due to the situation in the building industry following the pandemic, some delay with the project is inevitable. Should there be a longer delay with the supply of the roof windows and heaters, using the building before they are fitted was mentioned, but thought not to be an option.
3. Update on the Safety Campaign including Notes from Meeting with ECDC Neighbourhood and Community Safety Officer  
Paul Webb reported that the Community Safety Partnership are keen to be involved in the later stages of the Safety Campaign with their Eyes and Ears, and their junior Eyes and Ears Campaign. This is likely to include a village meeting to look at how the Community Safety Partnership can help to address village issues.
4. Jubilee Celebrations  
Liz Swift reported that the group is looking to organise two events, a Tea Party for those who remember the when the Queen ascended to the throne on the Saturday and a Family Picnic at the Recreation Ground on the Sunday. Due to the delay of the Gardiner Memorial Hall completion, it is likely that the Tea Party will be held at Mandeville Hall. A Juglar has been booked for the Family Picnic. The Army Cadets have offered to help and hopefully BAFY will run a Tuck Shop. A Coffee Vendor may be approached to see if they are interested in attending as well.
5. Notes from the Meeting with This Land to discuss Newmarket Road Sports Hub  
Liz Swift gave an update on the meeting which had taken place to discuss the Newmarket Road Sports Hub. The meeting had been positive. Michael Swift had highlighted that the ongoing cost of maintenance of such a facility will need to be given consideration. This Land will contact the local football clubs and possibly other village organisations.
6. Pauline's Swamp – Trustee Vacancies  
Michael Swift informed Council that both he and Jim Perry had been re-elected as Pauline's Swamp trustees for the next 5 years. He also informed Council that Liz Swift and Geraldine Tate had been elected as additional trustees.

The meeting closed at 8.25 pm.

Signed

Dated: