

Minutes of the Annual Meeting of Burwell Parish Council held at 7.30p.m. on Tuesday 10th May 2022 at Mandeville Hall, Tan House Lane, Burwell, CB25 0AR.

Present: Liz Swift (Chair), Lea Dodds, Joan Lonsdale, Gill Miller, Jenny Moss, Jim Perry, Derek Reader, Michael Swift, Geraldine Tate, Paul Webb, and Brenda Wilson.
Also Present District Councillors David Brown and Lavinia Edwards and three prospective Parish Councillors (one via Zoom).

FC/100522/1.1 Election of Chair and Chair's declaration of acceptance of office.

Paul Webb, seconded by Geraldine Tate, proposed Liz Swift as Chair. With no other proposals, Council agreed that Liz Swift should stand as Chair for a further year. Liz Swift duly signed the Acceptance of Office.

FC/100522/1.2 Election of Vice Chair

Michael Swift, seconded by Lea Dodds, proposed Paul Webb as Vice Chair. With no other proposals, Council agreed that Paul Webb should stand as Vice Chair for a further year.

FC/100522/2.1 Apologies and approval of absences including a request from Parish Councillor Helen McMenamin-Smith for a further absence of three months.

Apologies for absence had been received from Hazel Williams and Michael Geary. Council discussed the request from Helen McMenamin-Smith for a further approved absence of three months. Although understanding the reasons for the request, Derek Reader proposed, seconded by Lea Dodds that no further absence for Helen McMenamin-Smith should be approved. All Councillors voted in favour of the proposal. As a result of approved proposal, in the same way as Gus Jones, Helen McMenamin-Smith will have six months to start attending Council meetings.

FC/100522/2.2 Declarations of any interests known to Councillors

There were no declarations of any interests known to Councillors at this point in the meeting.

FC/100522/3 Approval of Minutes of the meeting held on 26th April 2022

The minutes of the meeting held on 26th April 2022 were approved and signed as a true and correct record. Proposed by Paul Webb and seconded by Jim Perry.

FC/100522/4.1 Public Forum

No matters were raised.

FC/100522/5 County and District Reports

Written reports from District Councillors David Brown and Lavinia Edwards were noted. David Brown informed Council that unfortunately it had been necessary for Jo Brooks to take early retirement.

Jenny Moss questioned Lavinia Edwards on an application determined by the Planning Committee that had been approved following a recommendation from the Planning Officer that it should be refused due to being a visually dominant form of development for the countryside.

Lavinia Edwards explained that site visits for the members are recommencing and will give members a better idea of the impact that a proposed building may have.

FC/100522/6.1 Planning Applications to be considered

The following Planning Applications were considered:

Liz Swift and Michael Swift declared an interest in the following application:

21/01573/FUL Orchard Lodge 29B The Causeway

Construction of one private detached dwelling and associated works

Amendment involving amendments to the siting and design of the proposed dwelling, and clarification of the materials palette proposed.

Objection - Loss of privacy for neighbours. Council also notes comments made by the Tree Officer.

22/00479/RMM Phase 2A Millstone Park Land Adjacent to Melton Farm Newmarket Road

Reserved matters for Layout, Scale, Appearance and Landscaping for Phase 2a for 150 dwellings, parking, internal roads, open space, landscaping, sustainable urban drainage, and ancillary infrastructure pursuant to 15/01175/OUM (as varied by 15/01175/NMAA and 15/01175/NMAB)

Objection – Council notes that Highways has made comments regarding the spine roads and agrees that these should be addressed. Residents and members of the Parish Council still ask for a roundabout at the junction with Newmarket Road. All houses to be built to the latest Climate Change standards and should not use fossil fuel for energy

FC/100522/6.2 Planning Decisions from District Council

The following decisions were noted:

22/00061/FUL 12a Copperfield Way – Approval

Conversion of double garage (retrospective)

22/00160/VARM Site North of Hightown Drove - Approval

To Vary Condition 1(Approved Plans) of previously approved 20/00557/ESF for Proposed Development of a Solar Farm and Ancillary Development

FC/100522/6.3 Trees/Environment

Notification from East Cambridgeshire District Council (ECDC) of agreed tree works:

None

FC/100522/7 Finance

1.Consideration of payment to the following:

The following payments were approved. Proposed by Jenny Moss and seconded by Brenda Wilson.

Payee	Description	Amount inc Vat
D Cawley	Mileage	£19.35
M Wright	Mileage	£44.10
G Rowland	Mileage & Expenses	£165.35
Varsity	GMH Project Management	£2,052.00
Mr Groundsman	Rec Grass April	£750.00
Cadman	GMH Additional Works	£54,948.00
Cadman	GMH Core Works	£28,272.00
Burwell Computers	Back up Vault/Cloud Set up	£117.50
Scribe	Accounts Package Annual Fee	£777.60
Zurich	Annual Insurance Fee	£5,642.29
CCVS	Membership	£60.00
Creative Arts East	Membership	£70.00
PPR PRS	Gardiner Memorial Hall	£593.89
C Meaney	Ret of Dep MH	£50.00
D Orchard	Ret of Dep MH	£50.00

N Naude	Ret of Dep MH	£50.00
Corona Energy	Allotment Shed	£12.13
Corona Energy	Pavilion	£100.32
Corona Energy	Cemetery Chapel	£10.40
Corona Energy	GMH	£98.53
Corona Energy	JRR	£35.53
Corona Energy	MH	£17.89
Salaries etc.	All Staff	£7,612.72
	Total	£93,774.53

FC/100522/8 Action Points Update

No	Action Point	Comments on Progress
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. No further update.
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground	Clerk has received an email from This Land asking for public consultations for the Sports Hub to be carried out around the same time as the Gardiner Memorial Hall Opening.
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	Two signs have been returned to Westcotec to be upgraded. Paul Webb and Lea Dodds to visit Westcotec to collect and attend further training on 30 th May 2022. Nitrate monitor to be fitted to one of the units whilst at Westcotec.

FC/100522/9 Group Reports

Consideration of notes and Recommendations from the Asset and Environment Group meeting held on 26th April 2022

Council noted the minutes from the Asset and Environment Group meeting held on 26th April 2022 and considered the following recommendations:

- **The Assets and Environment Group having considered the reports from the 5-yearly fixed installation check for the Mandeville Hall, Pavilion, Cemetery Chapel, and the Jubilee Reading Room, that MS Electrical is asked to carry out the C2 (potentially dangerous) repairs at the Pavilion at a cost of £135.00 plus VAT.**

Council agreed unanimously that the required electrical work should be carried out by MS Electrical at a cost of £135.00. Proposed by Paul Webb and seconded by Jenny Moss.

- **The Assets and Environment Group having considered quotations from three companies recommends that Winkworth Contractors is asked to carry out work to replace the drainage pipes from the public toilet (rear of Jubilee Reading Room) to the main drain in the sum of £1300.00 plus VAT**

Council agreed unanimously that Winkworth Contractors should be asked to replace the drainage pipes for the public toilets at a cost of £1300.00 plus VAT.

Consideration of the notes and recommendations from the Community, Leisure and Sports Group meeting held on 19th April 2022.

Council noted the minutes of the Community, Leisure and Sports Group meeting held on the 19th April and considered the following recommendations:

- **The Community, Leisure and Sports Group recommends that the Council supports the setting up of a Steering Group to organise a Repair Café for Burwell**

Brenda Wilson asked if we have the expertise to carry out repairs and Lea Dodds explained that there is a team of established repairers who are willing to attend sessions. But the aim would be to create our own team of repairers. The main cost would be the hire of premises, but use of our own premises could be made available free of charge and may support future grant funding applications for the Gardiner Memorial Hall. Refreshments will be available to purchase, and users will be asked to donate towards the cost of the repair. The aim would be for the Café to be self-funding. Setting up a Repair Café is also part of the Climate Change Plan.

Following a proposal from Paul Webb, seconded by Jim Perry, Council voted unanimously to the setting up of a Steering Group to organise a Repair Café for Burwell.

- **The Community, Leisure and Sports Group recommends that if possible third-party cover for the landing point is added to the Council's insurance.**

The Clerk reported that she had asked the Council's insurers if this is possible and that the Insurers had asked why the group organising the landing point could not obtain their own insurance. This matter to be referred back to the group involved.

- **The Community Leisure and Sports Group recommends to Full Council that if funding is available then quotations should be sought to provide lighting for the MUGA area.**

Lea Dodds suggested that the Council should consider the running costs of the lights as there will be no income received for their use. Paul Webb to check this week with ECDC if funding is still available. Following a proposal from Jenny Moss, seconded by Brenda Wilson, Council unanimously agreed that quotations should be sought if funding is still available.

FC/100522/10 Parish Reports: -

The Clerk reported that the tyres on the Parish Council trailer had been replaced and that the glass in the noticeboard on Pound Hill had to be replaced as the original glass had been shattered by a stone. Repairs costing £430.00 plus VAT are required to the doors at Mandeville Hall. For health and safety reasons the Chair and Vice Chair had agreed that the work should be carried out.

FC/100522/11 Other County & District Matters: -

Council noted the following:

1. Cambridgeshire County Council – Temporary Traffic Orders
 - The Causeway, Hythe Lane, Burwell Byway 7B (Weirs Drove) for Burwell Carnival on 25.6.22- Comments required – **No objection**. Paul Webb declared an interest in this item.
 - Newnham Lane
2. East Cambridgeshire District Council – Street Numbering
 - Freedom Court, Heath Road
 - Weirs Drove
 - Land West of 76 Low Road
3. Consultations
 - Cambridgeshire County Council Transport Strategy
 - East Cambs District Council Local Plan Single Issue Review

FC/100522/12 Other Reports - None

FC/100522/13 Correspondence

Letter from resident regarding Margaret Field

Council noted the content of letters received from a resident regarding Margaret Field.

FC/100522/14 Consideration of the following items

1. Update on the Gardiner Memorial Hall Refurbishment Project

Liz Swift informed those present that the first phase of the refurbishment of the Gardiner Memorial Hall is nearing completion. The windows have been installed, the kitchen is in and BT has installed the telephone line. Anglian Water still need to connect the water supply. There is a delay with getting the lift, but it is likely to be possible to open the hall prior to the lift being installed. Hopefully, the official opening of the hall can be held in early July. Lea Dodds asked if the contractors would be reinstating the external hard surfaces. Paul Webb confirmed that the contractors will be reinstating the external areas.

2. Jubilee Celebration Events

Liz Swift reported that the Afternoon Tea arranged for Saturday 4th June is going ahead although the venue is still to be confirmed. The tea is for those who can remember the Queen's ascension to the throne. Carers are welcome to attend. The Cake Competition will be held prior to the tea which starts at 2.30 pm. On the Sunday, the family picnic will take place at the recreation ground with circus skills entertainment commencing at 12 noon and there will be music throughout the afternoon. Those attending to bring their own picnic. Tea and Coffee will be available.

3. Consideration of applications for co-option to Council.

Five members of the electorate had applied for co-option to the Council to fill the vacancies following the resignation of Robin Dyos and Don Harrison. Following the required method of voting Ian Woodroffe and Linda Kitching were duly elected for co-option.

The meeting closed at 8.48 pm.

Signed:

Dated: