

**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 Gardiner Memorial Hall, High Street, Burwell CB25 0HD at 7.30p.m. on Tuesday 9<sup>th</sup> August 2022.

**Present:** Liz swift (Chair), Michael Geary, Gus Jones, Gill Miller, Jenny Moss, Jim Perry, Michael Swift, Geraldine Tate, Paul Webb, Hazel Williams, Brenda Wilson, and Ian Woodroofe.

**FC/090822/1 Apologies**

Apologies for absence had been received from Lea Dodds, Linda Kitching, Joan Lonsdale, Helen McMenamin-Smith, Derek Reader, District Councillors David Brown, and Lavinia Edwards.

**FC/090822/2 Declarations of any interests known to Councillors**

Declarations of interest were received from Jenny Moss and Paul Webb with respect to payments.

**FC/090822/3 Approval of Minutes of the meeting held on 26<sup>th</sup> July 2022**

The minutes of the meeting held on 26<sup>th</sup> July 2022 were approved and signed as a true record. Proposed Ian Woodroofe and seconded by Paul Webb.

**FC/090822/4 Public Forum**

No matters were raised during the Public Forum.

**FC/090822/ 5 County and District Reports**

There were no District or County reports. Liz Swift informed Council that she has tried to make contact with County Councillor Schumann but so far has been unsuccessful.

**FC/090822/6.1 Planning Applications to be considered**

The following applications were considered:

**22/00637/PIP 4 Hythe Lane**

Replace existing house and garage with two detached houses with four parking spaces  
**Objection – Over-development and agree with comments from Highways and the Conservation Officer.**

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

Construction of 2 no. 1 ½ storey detached dwellings  
**Amendment – Changes to siting of the proposed dwellings and garages**  
**Objection – The amendment does not resolve issues previously raised by Council.**

**22/00876/FUL 4 Brick Works Cottages Factory Road**

Construction of first floor rear extension and front porch  
**No objection**

**22/00655/FUL 48 Toyse Lane – Retrospective**

Loft conversion  
**No objection but Council is not pleased that this application is retrospective**

**22/00488/FUL 72 Reach Road**

Proposed Industrial Unit  
**Objection – Council agrees with the Definitive Map Team’s comments**

**FC/090822/6.2 Planning Decisions from District Council**

The following decisions were noted:

**22/00715/LBC Briarwood 105 North Street – Approved**

Replacement windows to match existing fenestration, single glazed timber sash windows to the front façade, and double-glazed conservation timber sash and casement windows to all other elevations

**22/00690/FUL 16 Garden Court – Approved**

Dropped kerb and new approach to new vehicle hardstanding

**FC/090822/6.3 Trees/Environment****Notification of approved tree works by East Cambs. District Council**

The following approvals were noted:

**22/00741/TRE St Genevieve 2c Hythe Lane**

T1 Field Maple, 9cm dia at 1.5m – Remove self-seeded field maple on fence line, too close to neighbouring garage, and other tree.

T2 Leylandii, 21cm dia at 1.5m – Remove Leylandii, previously cut to 4m height, too big for location behind sheds

**22/00563/TRE 27 North Street**

T1 Walnut – Reduce crown by 40%

T2 Elder – Reduce crown height by 50% and spread by 30%

T3 Elder – Remove as part of garden re-design

**FC/090822/7 Finance**

1. Consideration of payment of the following:

All payments were approved. Proposed by Hazel Williams and seconded by Geraldine Tate.

| Payee        | Description                          | Amount inc Vat    |
|--------------|--------------------------------------|-------------------|
| D Cawley     | Mileage                              | £23.40            |
| G Rowland    | Mileage & Expenses                   | £173.90           |
| Paul Webb    | Mileage - Sister Safe Mting          | £14.40            |
| Jenny Moss   | Climate Forum/Paulines Swamp Postage | £21.39            |
| AFP          | GMH Refurb                           | £444.00           |
| Prestige     | Fire Safety Prov. GMH                | £575.40           |
| David Bracey | Playground Inspection                | £400.00           |
| Moore        | Internal Audit                       | £1,080.00         |
| ESPO         | Supplies                             | £134.98           |
| P Lane       | Ret of Allotment Fee                 | £11.00            |
| M Martin     | Ret of Dep MH                        | £50.00            |
| T Edwards    | Ret of Dep MH                        | £50.00            |
| J London     | Ret of Dep MH                        | £50.00            |
| H Plumb      | Ret of Dep MH                        | £50.00            |
| P Meanwell   | Ret of Dep MH                        | £50.00            |
| Salaries etc | All Staff                            | £7,830.72         |
|              | <b>Total</b>                         | <b>£10,959.19</b> |

**FC/090822/8 Action Points Update**

The following updates were noted:

| No | Action Point   | Comments on Progress |
|----|--|----------------------|
| 1. | Section 106 Money  | No further update    |
| 2. | Newmarket Road Bridge safety improvements<br>Burwell to Exning Cycle Way | No further update    |

|    |   |   |
|----|---|---|
| 3. | Newmarket Road proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground | It was noted that work on the development appears to have stopped. Clerk to find out what the position is with regards to planning. Paul Webb asked if further pressure should be put on ECDC for installation of low carbon heating systems. Jenny Moss has requested electricity capacity data when available. Further meeting for the sports hub on 2ne September 2022. Council has not agreed to take on the area of land yet due to the significant ongoing/maintenance costs. |
| 4. | Pauline's Swamp   | There has still been no response from Matt Ward at Hopkins Homes. A letter has been sent to the Enforcement Officer at ECDC, their response was negative. Jenny Moss has sent a further letter and also one to MP and District Council. A copy of the letter to Matt Ward has now been forward to Solicitors.   |
| 5. | Gardiner Memorial Hall Phase 2  | The film and Expression of Interest Application for the Lottery has still not been submitted. An application to Amey is likely to be submitted in time for the December round.  |
| 6. | Moveable Vehicle Activated Speed Signs  | All signs are now back up and operational. The nitrate recorder is being registered. There are still issues with collection Data from the signs.  |

### **FC/090822/9 Group Reports**

#### **Consideration of the notes from the Strategy Day held on 6<sup>th</sup> July 2022**

Council noted the minutes for the day. The Five-Year Plan needs to be updated and Working Groups need to start addressing their short- and medium-term plans. Consideration needs to be given to energy costs in future years' budgets. The Clerk advised that one of the worst properties for wasting heat is the Pavilion as Football Teams do not always remember to turn of the heating when they leave. Sarah Ashby to email out a reminder. Any team leaving on the heating will be charged if they leave the heaters, and water heater on when they leave.

#### **Consideration of the notes and recommendations of the Finance and General Purposes Meeting held on 26<sup>th</sup> July 2022 including consideration of the Quarter End 30<sup>th</sup> June 2022 Finance Report:**

Council noted the notes from the meeting including the Financial Report for the Quarter ended 30<sup>th</sup> June 2022. The following recommendations were all approved.

1. **Finance and General Purposes Group recommends the following allocation of funds:**  
**That the £5,500 allocated to the LHI Flashing School Signs should be re-allocated as follows:**  
**Spring Close Signs £2,000**  
**Recreation Ground Muga Lighting and additional Tennis Court fencing £3,500**  
**That the £20,000 Factory Road Solar Farm donation is allocated as follows:**  
**£15,000 for the new Westhorpe Play Area**  
**£5,000 Recreation Ground Muga lighting and additional Tennis Court fencing**  
Proposed by Paul Webb and seconded by Liz Swift
2. **Finance and General Purposes recommends that additional furniture and equipment is purchased for the Gardiner Memorial Hall – Cost approx. £1000 plus VAT**  
**2 storage cupboards, 2 small table trollies, one small square folding table, and a clearing trolley.**  
Proposed by Jenny Moss and seconded by Liz Swift
3. **Finance and General Purposes recommends to Full Council that Moore's is appointed as Internal Auditor for the year 2022/2023 and that they should carry out an adequate audit in order to respond to questions raised in the Annual Governance Report**  
Proposed by Hazel Williams and seconded by Jenny Moss

**4. Finance and General Purposes recommends to Full Council that Cartwrights are asked to replace the Jubilee Reading Room lights in the quoted sum of £350.00 plus VAT**

Proposed by Paul Webb and seconded by Jenny Moss

**5. The Finance and General Purposes Group recommends that £200.00 is allocated for the setting up of the repair café.**

Proposed by Paul Webb and seconded by Liz Swift.

**FC/090822/10 Parish Reports**

The Clerk reported that there had been fires at Pauline's Swamp and Spring Close. A bench was destroyed at Pauline's Swamp. An insurance claim has been initiated for the loss of the bench. Both fires have been reported to the Police. The Clerk continued to report that she has raised a query with the Insurers as to whether the barn at the swamp is covered by our insurance. This is being investigated. If it is not covered, then there is likely to be an additional premium to cover the building.

A support post for the parallel rails at the Recreation has broken. It looks as if the post is rotten. Creative Play has been made aware of the issue.

The intruder alarm at the Pavilion is not letting a list of errors to be deleted. The supplier has been contacted.

The Panic Bar on one of the doors needs replacing. The cost to do this is £490.00 plus VAT. It was agreed that replacing the bar should be delayed until the new financial year and that the keyholders should ensure that the bar is released in case of an emergency when the hall is being used.

A large number of the Mandeville Hall car park rails and posts need replacing either due to rot or damage. The cost to replace is likely to be in the region of £300.00 plus post mix cement. Jenny Moss proposed, seconded by Liz Swift that the Maintenance Officer should carry out the work.

**FC/090822/11 Other County & District Matters: -**

The following documents were noted:

1. ECDC Notification of Swaffham Bulbeck Neighbourhood Plan
2. ECDC Street Name – Blossom Tree Farmhouse, Howlem Baulk
3. CCC- Temporary Traffic Order for Priory Close – No objection

**FC/090822/12 Other Reports**

The following report was noted:

- a) Notes from the meeting of the Burwell Taskforce – Newmarket Road Sports Hub

**FC/090822/13 Correspondence**

**1. Letter from resident regarding Fire Risks Spring Close and the Churchyard**

A letter of concern about fire risks at Spring Close and the Churchyard had been received from a resident. Council noted their concerns, and the Clerk was asked to respond to their letter. Michael Swift informed Council that there is a dilemma between encouraging the growth of wild areas and with the changing climate and reducing the risk of spreading should a fire start. Fortunately, the fire at Spring Close was small and the hay cut had taken place a week or two earlier. Michael Geary informed Council, that his advice, as a farmer, would be to regularly flail an area round the edge of the sites of about 5 metres, keeping the grass short to help retain any fires that were to start within the site. The Clerk informed the Council that with regards to Priory Meadow, Truelink, the Council's grass cutting contractor had advised that the meadow should be left uncut as this is less of a fire risk than cutting, raking, and leaving the grass to decompose in heaps. The cost to remove the grass would be well over £1000.00. It may be necessary to consider the cost of the removal of the arisings in future years.

**FC/090822/14 Consideration of the following items**

**1. Climate Change including noting of minutes from the meeting held on 17<sup>th</sup> May 2022, 5<sup>th</sup> July 2022, and consideration of the following recommendations:**

Jenny Moss reported that plans for the Repair Café were going well. The Climate Change Forum would like to carry out surveys on both the Jubilee Reading Room and Mandeville Hall to find out the carbon footprint for both properties. The Clerk was asked to find out the cost to do this.

The Council then considered the following recommendation. The Council agreed that quotations should be sourced to fit push button external taps at the Jubilee Reading Room, Mandeville Hall, and the Gardiner Memorial Hall.

**Recommendation - That all Council premises should have an external water refill station**

**2. Parish Council Open Spaces – Fire Risk Assessment**

The Clerk asked that in the light of the fires at Spring Close and Pauline's Swamp if further risk assessments should be carried out. Council agreed that they should. The Clerk to produce an assessment for consideration of the next meeting of Community, Leisure and Sport and the next Full Council meeting.

The meeting closed at 8.22 pm

Signed:

Dated: