

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Minutes of the Meeting of the Burwell Parish Council held at the Gardiner Memorial Hall, High Street, Burwell CB25 0HD at 7.30p.m. on Tuesday 14th March 2023.

Present: Liz Swift (Chair), Lea Dodds, Michael Geary, Gus Jones, Helen McMenamin-Smith, Jenny Moss, Jim Perry, Derek Reader, Michael Swift, Paul Webb, Hazel Williams, Brenda Wilson, Ian Woodroffe.

Also, Present District Councillors David Brown and Lavinia Edwards.

FC/140323/1 Apologies

Apologies for absence had been received from Linda Kitching, Gill Miller, and Geraldine Tate.

FC/140323/2 Declarations of any interests known to Councillors

There were no declarations of interests.

FC/140323/3 Approval of Minutes of the meeting held on 28th February 2023

The minutes of the meeting held on 28th February 2023 were approved and signed as a true and correct record. Proposed by Hazel Williams and seconded by Paul Webb.

FC/140323/4 Public Forum

District Councillor David Brown asked if the Burwell Museum had been made aware of the proposal to close the access to the allotments from Newmarket Road. The Clerk responded that they were aware and that an official notice would be sent to them following the approval of the proposal by full council.

FC/140323/ 5 County and District Reports

A written report had been received from District Councillor David Brown. District Councillor Lavinia Edwards had not attended any meetings due to ill health. District Councillor David Brown informed Council that residents would be receiving a revised Council Tax letter due to the County Council providing an incorrect figure for the original letter. This will not affect the amount of Council Tax due to be paid.

FC/140323/6.1 Planning Applications

The following applications were considered:

23/00153/FUL 17 Bayfield Drive

Single storey front extension.

No objection

23/00218/FUL 59 Baker Drive

Proposed single storey rear extension, new bay window in current living room, new wrap around single storey roof over garage and extension.

No objection

FC/140323/6.2 Planning Decisions from District Council - None

FC/140323/6.3 Trees/Environment

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

FC/140323/7 Finance

1. Consideration of payment of the following:

The following payments were approved. Proposed by Jenny Moss and seconded by Helen McMenamin-Smith.

Payee	Description	Amount inc Vat
George Rowland	Mileage	£138.60

Debbie Cawley	Mileage	£22.05
M Wright	Mileage	£31.95
Huws Gray	Maintenance Items	£307.97
J&J Drake Ltd	MUGA Lights	£3,490.97
Barnwell Electrical	Light Switch/Lock Toilet	£166.08
Harrisons of Burwell	Valve Leak Pavilion	£100.80
Burwell Computers	February 23 Cloud Back UP	£55.00
Bur. Window Cleaning	Various Properties	£65.00
Clunch Magazine	Advert	£130.00
Landmark Toilets	Football Toilet MF	£100.00
British Gas	Electric - Public Toilet	£13.49
Corona Energy	Allotment	-£258.99
Corona Energy	Recreation Ground	-£208.34
Corona Energy	Allotment	£10.58
Corona Energy	Allotment	£19.41
Corona Energy	Gardiner Memorial Hall	£475.61
Corona Energy	Pavilion/Recreation Ground	£155.42
Corona Energy	Pavilion/Recreation Ground	£153.99
Corona Energy	JRR	£24.97
Corona Energy	Cemetery	£10.40
Corona Energy	MH Electric	£18.73
All Staff	Salaries, Tax etc.	£8,263.02
	Total	£13,286.71

FC/140323/8 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 Burwell to Exning Cycle Way	Waiting for funds to be released from both developers. Claire Dickson (Suffolk County Council) investigating if any options are available to provide up front funding to acquire section around bridge so that does not hold up the project once funding has been received from the developers.
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground	Meeting to be held on 29 th March with Craig Mulhall to discuss his report. Meeting to take place on 17 th March with the FA, Parish Council and Football Club. Lucy Frazer KC MP will also be attending this meeting. Concern that Craig Mulhall has stated in his report that under the Section 106 Agreement, the land will be leased to the Parish Council for a peppercorn rent and the freehold not being transferred. This to be raised with Craig Mulhall at the meeting on the 29 th March. All pitches including Margaret Field are currently being maintained despite the wet and cold weather conditions.
4.	Pauline's Swamp	Two recent workdays have seen trees and hedging planted. Some of the sedge has been raked as well, but a further workday needs to take place to finish the raking.
5.	Gardiner Memorial Hall Phase 2	No further update.

6.	Moveable Vehicle Activated Speed Signs	Batteries have been replaced, but no data has been removed yet.
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FC/140323/9 Group Reports

Consideration of the notes and recommendations of the Community, Leisure and Sports Group Meeting held on the 21st February 2023

Recommendations

Council considered and approved the following recommendations. It was agreed that for the use of the halls for a community event on the 8th of May 2023, to celebrate the Coronation of King Charles III, an application should be made to the Council by 31st March 2023. Should more groups apply than can be accommodated, Council will make the decision as to which group should have use of the hall.

The group(s) will need to pay the usual £50 deposit prior to the event taking place.

1. Football – the monthly charge to be increased to £600 (previously £500) with the Council reserving the right to increase during the season as a result of grass cutting and energy costs.
Proposed Paul Web, seconded by Liz Swift – all in favour
2. Tennis –the hourly charge per court without lights is increased to £6.00 (previously £5.00) and with lights £8.00 (previously £6.50).
Proposed by Jenny Moss, seconded by Jim Perry – all in favour.
3. That Council implements the Sparks Booking System for the tennis courts (first year no charge, follow on years £60 per court per year =£120.00)
Proposed by Helen McMenammin-Smith, seconded by Paul Webb – all in favour.
4. The Gardiner Memorial Hall and Mandeville Hall to be available at no charge for any community event organised for the 8th May 2023 to celebrate the Coronation of King Charles III.
All in favour. Paul Webb informed Council that the BBC is allowing the showing of the coverage of the Coronation in public spaces and the Gardiner Memorial Hall could be used for this if no other bookings are taken.
5. £500 is earmarked from the Spring Close revenue budget to cover the cost of new signs.
Proposed by Liz Swift and seconded by Paul Webb – all in favour.

Consideration of the notes and recommendations from the Asset and Environment meeting held on 28th February 2023

The following recommendation was approved following a proposal from Derek Reader which was seconded by Paul Webb.

1. That the access from Newmarket Road to the allotments should be closed to vehicles due to safety concerns.

FC/140323/10 Parish Reports including update on water damage at the Pavilion and heating at the Gardiner Memorial Hall

The Clerk reported that there is a broken panel in one of the bus shelters in the High Street. The cost to replace the panel through the manufacturer is £325.00 plus vat. Due to the cost, she will ask the Maintenance Officer if there are any other ways that the panel could be replaced cheaper.

One of the PV panels is not working at the Gardiner Memorial Hall. The supplier is due to look at this. Scaffolding will be required. As the panels are connected in series, one not working means that all are out of action.

With regards to the damage at the pavilion, the quote to carry out the repair work has been received from the contractor and is currently being assessed by the surveyor. The Clerk continued by confirming that we are unable to claim any loss of income through our insurance.

The Clerk then spoke about the energy usage at the Gardiner Memorial Hall. Compared with the period 1.12.18 to 30.1.19, recent usage for the period 1.12.2022 to 30.1.2023 was lower by 874 kwh, with an increase in hall bookings of 25%. The heating has been running 24 hours a day, 7 days a week and following a meeting with Sotham's the timer has now been set to run for a lot less hours. The Clerk reported that she has now received the information required

to submit an application to Octopus for the Smart Export Guarantee. She is concerned that although the meter is classed as a smart meter, it may not be acceptable.

Ian Woodroffe followed by explaining that he had also met with Sotham's and now understands how the air source heat pump works. He confirmed that the system will automatically switch on for frost protection if temperatures are 2 degrees or lower. Boosting the system will not cause the air source heat pump to work any harder, but will use electricity to run the heating fans. Whilst the controller is situated in a cold area, it does not matter where the controller is as it is possible to set to the required temperature using the data from the independent thermometers, and making the necessary setting adjustments. It is also possible for the temperature to be set to control the temperature of the water circulating in the system. It is not known if the controller will automatically change to British Summer Time. The boost control could easily be moved into the storage area to prevent hall hirers turning up the temperature.

The main control unit is showing a F8 fault that needs to be addressed within the 12 month defect period.

Ian Woodroffe informed Council that he has asked Sotham's to revisit the information provided in the Operations and Maintenance Folder.

The Clerk informed Council that she had been made aware of three trampolines, a tree swing and some goal posts being sited on the amenity area in Kingfisher Drive. She was asked to write to the residents in the area and ask whoever has placed equipment on the amenity area to remove as a matter of urgency. The letter to refer to public safety and the grass cutting. If it is not removed then the equipment will need to be removed by the Council.

FC/140323/11 Other County & District Matters: -

Cambridgeshire County Council Traffic Order – Newmarket Road

Council noted the details for the road closures for Newmarket Road .

FC/140323/12 Other Reports

Council noted the following reports:

Summary of the Community Safety Forum Meeting held on 1.3.2023.

Pauline's Swamp – Minutes of the meeting 16.1.2023

FC/140323/13 Correspondence

1. Email from resident regarding the Causeway – Road Safety

Council noted emails from a resident regarding road safety along the Causeway. Council recognised the concerns raised. Educating the community about road safety had been an objective of the Safety Campaign but needed to be ongoing. Jim Perry informed Council that he had visited the resident and that the resident had cited several incidents that has occurred. It would be useful if the residents could provide details of past and future incidents, as these could be used to support claims for speed reduction and other road improvement applications. Where incidents involve company vehicles, if company names and registration numbers can be included in the details, the Parish Council could write directly to the company with the concerns.

The meeting closed at 8.20pm.

FC/140323/14 Other Matters

None

Signed:

Dated: