

BURWELL PARISH COUNCIL
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Minutes of the Meeting of Burwell Parish Council held at Gardiner Memorial Hall, High Street, Burwell CB25 0HD at 7.30p.m. on Tuesday 11th April 2023

Present: Liz Swift (Chair), Lea Dodds, Michael Geary, Gus Jones, Linda Kitching, Helen McMenemy-Smith, Gill Miller, Jim Perry, Michael Swift, Geraldine Tate, Paul Webb, Hazel Williams, and Brenda Wilson.

Also present: County Councillor Joshua Schumann.

FC/110423/1 Apologies

Apologies for absence have been received from Ian Woodroffe, Jenny Moss, District Councillor David Brown, and District Councillor Lavinia Edwards.

FC/110423/2 Declarations of any interests known to Councillors

A declaration of interest was declared by Lea Dodds regarding Westhorpe Play Area.

FC/110423/3 Approval of Minutes of the meeting held on 28th March 2023

The minutes of the meeting held on 28th March 2023 were approved and signed as a true record. Proposed by Paul Webb and seconded by Linda Kitching.

FC/110423/4 Public Forum

No matters were raised during the Public Forum.

FC/110423/5 County and District Reports

A written report from District Councillor David Brown was noted.

Joshua Schumann apologised for being unable to attend meetings over the past year due to personal reasons and explained that during his period of absence he had still carried out duties he could, some other duties had also been carried out by other members of the County Council. He continued to report that it has been an interesting year or two for the County Council since the new administration had taken over. He has found that the new administration has not openly shared information with other political parties as had been the case in previous years. This year the County Council has agreed to increase again their percentage of the Council Tax by the maximum amount allowed to meet demand. He raised concern about the condition of the roads, which are deteriorating drastically due to reduced investment. The wet weather conditions of the winter have not helped. Renewing road markings in the county is well behind schedule. Joshua Schumann added that he does not support the proposed Cambridge Congestion Charge and will continue to do so until such a time as suitable public transport is available for the area. He will support Burwell's LHI application and will provide written confirmation once he has seen the application. Joshua Schumann reported that he has also left the Conservative Party and is now standing as an independent Councillor. Liz Swift asked Joshua Schumann to ensure that he responds to emails from both the Parish Councillor and members of the public. Joshua Schumann expressed an interest in joining the meeting and walkaround with Bob Rossiter and a member of the Parish Council once a date has been arranged. Helen McMenemy-Smith spoke of how the Litter Picking Group were willing to carry out litter picking duties along verges which had been deemed unsafe for Council employees to carry out. The Clerk reminded all that the Council's insurance only provides cover when working in the parish within the 30 mile per hour speed limits.

FC/110423/6.1 Planning Applications

The following applications were considered:

23/00219/FUL 12 High Street

Proposed insertion of conservation roof light

No objection

23/00381/FUL 1 Field View

Construction of 1no. outbuilding

No objection

23/00373/LBC Poplars Farmhouse 64 Low Road

Repairs to a second storey window

No objection

23/00375/VAR Breach Cottage Ness Road

To vary Condition 1 (approved plans) of previously approved 22/00925/FUL for demolition and replacement with two dwellings; change of use of farmland to paddock; erection of entrance gate, wall and access works.

The Council agreed that more information was required with regards to the variation of the condition and until such time as received objects to the application.

22/00420/RMM Phase 1 Millstone Park Land adjacent to Melton Farm Newmarket Road Burwell

Reserved matters for layout, scale, appearance, and landscaping for Phase 1 for 145 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)

Amendments to the layout, landscaping, and design of the development

The Council noted the comments received from Officers and residents but felt that more understanding of the amendments was needed before a full response could be sent. The Clerk to write to the Planning Officer with a request for a summary of the changes to be sent to the Parish Council.

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 138 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)

Amendments to the layout, landscaping, and design of the development for 138 dwellings.

The Council noted the comments received from Officers and residents but felt that more understanding of the amendments was needed before a full response could be sent. The Clerk to write to the Planning Officer with a request for a summary of the changes to be sent to the Parish Council. Council is pleased that there is a provision of 40% affordable homes and that they are well integrated within the development,

23/00349/FUL 17 Hall Lane

Construction of two storey extension to front and rear, single storey extension to rear and single storey link extension to garage, part clad existing housed in weatherboard cladding and replace roof tiles. Remove garage door and replace with standard pass door.

No objection but should be built to reflect climate change requirements.

FC/110423/6.2 Planning Decisions from District Council

The following decisions were noted:

23/00073/FUL 1 Sheeppark Cottages Heath Road – Approved

Single storey rear extension

22/01188/VARM Cambridge Tile and Brick Company Goose Hall Farm Factory Road – Approved

Variation of condition 1 (approved plans) of previously approved 18/00383/VARM to vary condition 3 (operational life) of previously approved application reference number: 15/00723/ESP for installation and operation of a solar farm and associated infrastructure.

FC/110423/6.3 Trees/Environment

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

FC/110423/7 Finance

1. Consideration of payment of the following:

Concern was raised that the outside church lights which the Parish Council contribute to the energy cost are on overnight and this was thought to be excessive.

It was agreed that the Clerk should contact the Parochial Church Council. The Clerk asked for an additional payment to be added to the list. The payment is to Newmarket

Garden Machinery Services for a replacement part for the shredder in the sum of £90.00. Council agreed to this addition.
Council approved the following payments. Proposed by Paul Webb and seconded by Helen McMenamin-Smith.

Payee	Description	Amount inc Vat
George Rowland	Mileage	£164.45
Debbie Cawley	Mileage	£45.90
M Wright	Mileage	£35.10
C R Contracting	Turfing Graves	£472.50
CAPALC	Councillor Training x 2	£150.00
CAPALC	Allotment Management Training x 2	£120.00
CAPALC	Affiliation Fee and DPO	£1,073.29
Unity Bank	Fees (Cash & Cheques)	£3.60
Burwell Parochial Church Council	Floodlight Energy Costs	£450.00
Creative Arts East	Membership	£70.00
ESPO	Cleaning Supplies	£140.10
Burwell Computers	Cloud Backup March	£55.00
A Philbin	Ret of Dep	£50.00
G Miller	Ret of Dep	£50.00
G Edgar	Ret of Dep	£50.00
ECDC	GMH Rates £1991.00 pa	£1,991.00
ECDC	MH Rates £7466.29 pa	£7,466.29
ECDC	JRR Rates £419.16 pa	£419.16
ECDC	Cemetery Rates £1650.44 pa	£1,650.44
All Staff	Salaries to be confirmed	
	Total	£14,456.83

County Councillor Joshua Schumann left the meeting.

FC/110423/8 Action Points Update - Updates to the following:

No	Action Point	Comments on Progress
1.	Section 106 Money	No further update
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	Work is currently being carried out on the entrance to the development and will continue with the installation of services over the next month.
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground	Meeting held with Craig Mulhall Leisure Consultants to go through the draft feasibility/need assessment report that they have compiled. No one from This Land was available to attend which was disappointing. The cost is likely to be in the region of £2 million. The Council will need to decide if they are going to accept the land, although concern was raised with the consultants as the report indicated that the land would be leased from This Land, when the 106 Agreement states that the asset would be transferred. Meeting to take place with the Football Foundation and FA this week. Lucy Frazer KC MP is also due to attend. If the sports hub is to include a gym, then the gym will need to be provided commercially.

4.	Pauline's Swamp	The adjacent landowner is required to replace the trees that he had removed by 23 rd April. Trustees to monitor if the work is carried out. There is no further update on the transfer of land from Hopkins Homes.
5.	Gardiner Memorial Hall Phase 2	On hold
6.	Moveable Vehicle Activated Speed Signs	No further update

FC/110423/9 Group Reports

Consideration of the notes and recommendations of the Safety Group Meeting held on the 21st March 2023

Recommendations

1. Burwell Parish Council submits an LHI application for the village (all roads) to have a speed limit of 20 miles per hour.

Paul Webb gave a brief report on the application process for the LHI application. Council members raised concern about the level of consultation carried out with the community over the introduction of a village wide 20 mile per hour speed limit and felt that although a traffic survey had been carried out in 2018, with results indicating that most people wanted the speed of traffic addressed and members of the public signing in support of the 20's Plenty in Burwell during the Safety Campaign, more consultation with the community needed to be carried out. Further consultation should be carefully thought out.

Liz Swift suggested the following recommendation for Council to consider;

That the Council applies for the reduction of the speed limit from 30mph to 20mph throughout the village through the current Local Highways Initiative. The Council will consult further with the community to seek its views.

The recommendation was proposed by Hazel Williams and seconded by Helen McMenamin-Smith. A vote was taken with twelve members in favour and one against.

The Council therefore resolved that the Council should apply for the reduction of the speed limit from 30 mph to 20mph through the current Local Highways Initiative. The Council will consult further with the community to seek its views.

Consideration of the notes and recommendations from the Finance and General Purposes meeting held on 28th March 2023

The minutes of the meeting were noted, and the following recommendations considered:

1. The group recommends to Full Council the following salary increases from 1st April 2023:
 Yvonne Rix – Current Salary Point 31 increase to Salary Point 32
 Sarah Ashby – Current Salary Point 16 increase to Salary Point 17
 George Rowland – Current Salary Point 16 increase to Salary Point 17
 For all employees on the National Joint Council Salary Scales apply any agreed inflationary increases for the year 1st April 2023 to 31st March 2024.
Full Council approved the recommendation unanimously. Proposed by Michael Swift and seconded by Paul Webb.
2. The group recommends to Full Council that the first payment of £10,000 received through the Gift of Deed from East Anglia Grid Storage One is allocated to the refurbishment of the Westhorpe Play Area.
Full Council approved the recommendation unanimously. Proposed by Paul Webb and seconded by Liz Swift

FC/110423/10 Parish Reports including update on water damage at the Pavilion.

The Clerk reported that the Water Fill points have now been fitted at the Jubilee Reading Room and Mandeville Hall. It will be necessary to turn off the water during periods of cold weather to prevent the pipes from freezing up.

The broken panel in the Bus Shelter on the High Street has been replaced by the Maintenance Officer at a cost of £75.50.

A pre-contract meeting has been arranged with Right Price who will be doing the repair work at the Pavilion for 18th April 2023. The cost of the work is £47,215.03. There has been no further contact from the company that was due to install equipment to dry out the building. The Clerk was reminded to take a meter reading for the electricity prior to the equipment being installed.

FC/110423/11 Other County & District Matters: -

1. Cambridgeshire County Council Traffic Order – Newmarket Road
The Traffic Order was noted.

FC/110423/12 Other Reports

Summary of the meeting with EDF Energy 22.3.23

The summary of the meeting with EDF Energy was noted. Liz Swift informed the Council that the amount due in the first year will be £17,250.00.

Climate Change Forum – Minutes of the meeting 16.1.2023

The minutes were noted.

FC/110423/13 Correspondence

1. Letter from Rt Hon Lucy Frazer KC MP.

A letter from the Rt Hon Lucy Frazer KC MP regarding the King's Coronation Weekend was noted.

FC/110423/14 Other Matters

Consideration of the following:

Cleaning of Parish Council owned properties.

Two quotations have been received for the cleaning contract. The option of the key holders carrying out the cleaning has also been investigated. This option will be cheaper for the Council. Even taking into account holiday cover, the purchase of materials and cleaning equipment there would still be a significant saving. Both the Keyholders will be put on to the National Joint Council Salary Scale and their salaries would include existing key holder duties and the cleaning role. A written proposal for the key holders carrying out the cleaning had been circulated to Council members prior to the meeting.

Paul Webb proposed, seconded by Geraldine Tat, that the keyholders should take over the cleaning of Council properties as per the written proposal.

Following a unanimous vote the Council resolved that the keyholders should take over the cleaning of Council properties as per the written proposal.

Meeting for members 16th May 2023 7.30 pm at Gardiner Memorial Hall.

Council agreed that a short meeting should take place on 16th May 2023. 7.30 pm at the Gardiner Memorial Hall to allow time for the completion of necessary forms following the elections and informal discussion to take place about working group members and outside organisation representatives.

Westhorpe Play Area - Awarding of contract.

Lea Dodds left the meeting.

A document detailing the quotations received and the proposals for the refurbishment of the Westhorpe Play Area. Four quotations have been received. A recommendation from the group looking at the proposals is for the one from Playdale to be accepted. This option fits the brief the best, and although reduces the size of the play area, has clear zones for younger and older children. The cost is £105,178.64.

Following a proposal from Liz Swift, seconded by Paul Webb, it was unanimously agreed that the quotation/proposal from Playdale in the sum of £105,178.64 should be accepted.

The meeting ended at 8.55 pm.

Signed

Dated: