

Minutes of the Annual Meeting of the Burwell Parish Council held at 7.30p.m. on Tuesday 23rd May 2023 at Gardiner Memorial Hall, Burwell, CB25 0HD.

Present: Liz Swift (Chair), Lea Dodds, Michael Geary, Gus Jones, Linda Kitching, Clive Leach, Helen McMenamin-Smith, Charlie Milner, Jenny Moss, Jim Perry, Sara Phipps, Michael Swift, Geraldine Tate, Paul Webb, Brenda Wilson, and Ian Woodroofe.

Also present: District Councillor Lavinia Edwards.

FC/230523/1.1 Election of Chair and Chair's declaration of acceptance of office.

The following nominations were received:

Paul Webb – proposed by Gus Jones and seconded by Charlie Milner

Liz Swift – proposed by Jenny Moss and seconded by Paul Webb.

A vote was taken with Liz Swift receiving 13 votes and Paul Webb receiving 3 votes.

Liz Swift was duly elected Chair of the Council and signed the acceptance of office.

FC/230523/1.2 Election of Vice Chair

Paul Webb was nominated as Vice Chair to the Council. Proposed by Michael Swift and seconded by Jenny Moss. There were no other nominations. Paul Webb was duly elected Vice Chair of the Parish Council.

FC/230523/2.1 Apologies for absence

An apology for absence had been received from District Councillor David Brown.

FC/230523/2.2 Declarations of any interests known to Councillors

There were no declarations of any interests known to Councillors.

FC/230523/3 Approval of Minutes of the meeting held on 25th April 2023

The minutes of the meeting held on 25th April 2023 were approved and signed as a true record of the meeting. Proposed by Paul Webb and seconded by Lea Dodds.

FC/230523/4.1 Public Forum

No matters were raised during the Public Forum

FC/230523/ 5 County and District Reports

A written report from David Brown, circulated to all Councillors was noted.

Lavinia Edwards reported that she had not attended any meetings recently.

FC/230523/6.1 Planning Applications to be considered

The following applications were considered by Council:

23/00446/FUL Land Rear of 58 Swaffham Road

Proposed residential development comprising two dwellings, associated access and double garages

Council voted unanimously to object to this application on the following grounds:

Over development

Concern over the affect the proposal could have on Pauline's Swamp

Support of neighbours concerns

Bringing urbanisation to edge of village

Street scene

Concern that the visibility displays into the development are not adequate for the increase in the number of vehicles

Request for application to be called in

23/00218/FUL 59 Baker Drive – For information only

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

Amended plans illustrating the side adjoining elevation

Amendment noted.

23/00492/FUL 16 Isaacson Road

Proposed installation of ground mounted solar panels

No objection

23/00302/FUL 70 Toyse Lane

Proposed single storey extensions with internal alterations and associated works

No objection

FC/230523/6.2 Planning Decisions from District Council

The following decisions were noted:

23/00153/FUL 17 Bayfield Drive – Approved

Single storey front extension

23/00076/FUL 9 Poplars Close – Approved

Single storey rear extension, replacement of windows and doors with internal alteration, removal of conservatory to garden, render the dwelling and a front porch.

23/00218/FUL 59 Baker Drive – Approved

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

23/00373/LBC Poplars Farmhouse 64 Low Road – Approved

Replacement of a second storey window

23/00254/FUL 43 The Causeway – Approved

Replacement of windows on front elevation

23/00375/VAR Breach Cottage Ness Road – Withdrawn

To Variation 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

FC/230523/6.3 Trees/Environment

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

The following tree works were noted:

Open spaces Fronting and Adjacent to 21 and 23 Kingfisher Drive

Tree A Sycamore – Raise crown to 4.5m from ground level.

Tree B Sycamore – Raise crown to 4.5m from ground level.

Tree C Walnut – Raise crown to 5.2m from ground level over roadway and 3.5m over grass area and prune to clear adjacent property by 2m. This pruning should increase the amount of light filtration into the adjacent properties.

23/00288/TCON 49 Station Gate

To comply with Condition 14 (Tree Topping, Lopping and Felling) of Decision Notice 01/00304/FUL

FC/230523/7 Finance

1. Consideration of the Quarterly Finance Report to the period 1st January 2023 to 31st March 2023.
The Clerk/RFO gave a short report on the Finance Report for the quarter ending 31st March 2023. Income included receipts of £5460 from Cemetery fees, £12,746 plus VAT from hiring of the halls and £245.44 from tennis court bookings. Other income included deposits, VAT and Allotment and Lock Up rent. Payments included the contribution towards the Buffer Zones, the Safety Campaign and the Final Account for Cadmans which was £24467.55 (10% retention still to be paid). Council noted the report.
2. Consideration of Insurance Policy from 1st June 2023
A renewal quotation has been received from Zurich, who the Council is currently insured with, for the sum of £7055.41. The Clerk reported that she had tried to obtain comparison quotes, but one company had not responded to the request and a second company, refused to provide a quotation due to the Council having several

ongoing unsettled claims. The Council agreed that the quotation from Zurich should be accepted.

3. Consideration of payments to Right Price Windows in respect of work to the Pavilion
The Clerk reported that due to the insurance company being unable to reclaim VAT, it will be necessary for the Parish Council to pay the contractor directly for the work being carried out on the Pavilion. The sum of £42,672.75. has been received from Zurich to cover the cost of the work. It was agreed that the Clerk should, in order to meet the contractor's payment schedule, pay the invoices as they come in without the need of each payment being approved by Council.
4. Consideration of payment to the following:
A question was raised about the IT Cloud Back Up. A description was given on how the Council's back up system works and the role that the Cloud Back up plays within the IT security system.

All payments were approved. Proposed by Paul Webb and seconded by Linda Kitching.

Payee	Description	Amount inc Vat
George Rowland	Mileage	£138.60
Debbie Cawley	Mileage	£19.35
M Wright	Mileage	£43.65
Lloyds Bank	Lawnmower Fuel/supplies	£63.39
ESPO	Copier Paper & Envelopes	£80.94
Harrisons of Burwell	Pipe repairs Mandeville Hall	£100.80
Scribe	Annual Software Fee	£933.12
Burwell Library	Donation Summer Reading Scheme	£200.00
Burwell Library	Engage Programme	£200.00
CCVS	Membership Fee 23/24	£60.00
Three Counties Fire	Fire Equip Check Cem \chapel	£126.51
Three Counties Fire	Fire Equip Check Cem \shed	£134.76
Three Counties Fire	Fire Equip Check GMH	£85.68
Three Counties Fire	Fire Equip Check Jub Reading Rm	£34.27
Three Counties Fire	Fire Equip Check Allotment Shed	£8.56
Three Counties Fire	Fire Equip Check Pavilion	£48.90
Landmark Toilet Solutions	Hire of toilet Margaret Field	£100.00
Burwell Computers	Cloud Storage	£55.00
Burwell Office Cleaning	Various Properties	£1,683.20
Huwa Gray	Maintenance Materials	£69.67
Burwell Window Cleaning	Various Properties	£68.00
Sharp	Photocopier Contract	£65.82
PPL/PRS	Annual Fee GMH	£646.34
G E Weavers	Return of Deposit	£50.00
Delta T Devices	Return of Deposit	£50.00
D Borha	Return of Deposit	£50.00
C and R Meaney	Return of Deposit	£50.00
H Jones	Return of Deposit	£50.00
Chris McKellar	Duplicate payment (To be returned)	£50.00

Engie	Gas Jubilee Reading Room	£279.58
Engie	Gas Mandeville Hall	£395.32
All Staff	Salaries to be confirmed	£9,021.55
	Total	£14,963.01

FC/230523/8 Action Point Update

No	Action Point	Comments on Progress
1.	Section 106 Money	No further updates
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	Funding for project to be released when the development in Exning has 70 properties occupied and the Newmarket Road development has one house occupied. Liz Swift reported that she has asked Joshua Schumann for an update on This Land as there is some concern about its viability.
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground	Craig Mulhall has been asked for an update on his recent meeting with This Land, but unfortunately no response has been received yet. The Clerk to chase. Unfortunately This Land had not attended the previous Taskforce meeting. Liz Swift confirmed that the council has the first offer to take over the area of land designated for the Sports Hub, but before discussing whether to accept the land or not, needs to know more details about the area of land, what infrastructure will be provided and if any funding from This Land is available towards the creation of the sports hub. It is likely that the Parish Council will need to be involved if Football Association Funding is applied for. There will also be a need for matched funding. There is concern that the feasibility report produced by Craig Mulhall indicated that the land would be handed over on a lease basis not the freehold. It was noted that Cambridgeshire County Council has placed a legal charge of assets on this land. The Clerk agreed to send the feasibility report produced by Craig Mulhall out to all Councillors.
4.	Pauline's Swamp	There is to be a meeting on the Pauline's Swamp trustees on 24 th May 2023. The Open Day has been arranged for the first weekend in September.
5.	Gardiner Memorial Hall Phase 2	Phase Two to be looked at shortly. A date needs to be arranged for Practical Completion. Paul Webb informed Council that having attended a recent funding meeting, funding looks to be available for phase two from several sources. The Clerk to ask ECDC for clarification regarding the CIL 123 funding for the second phase.
6.	Moveable Vehicle Activated Speed Signs	There is still no data available due to an issue with the data software. Paul to chase.

FC/230523/9 Group Reports

Consideration of notes and Recommendations from the Asset and Environment Group meeting held on 25th April 2023

Council considered the notes and recommendations from the Asset and Environment Group. Both recommendations were approved.

- **The Assets and Environment Group recommends to Full Council that the quotation in the sum of £1580.00 plus vat from S P Landscapes, being the cheapest, is accepted to carry out work advised by ECDC Tree Officer to trees adjacent to 12 and 14 Reach Road.**
- **The Assets and Environment Group recommends to Full Council that the quotation in the sum of £2784.02 from S R Landscapes, being the cheapest, is accepted to carry out the removal of the existing hedge at the Cemetery.**

Prior to the work to remove the hedging, neighbours need to be informed and boundary details obtained from the Land Registry.

FC/230523/10 Parish Reports: -

Weekly Property Reports including the receipt of the Host Premises Consent for Mandeville Hall

The Clerk reported that the gas boilers at Mandeville Hall and the Jubilee Reading Room have been serviced. During the service at the Mandeville Hall, the plumber noticed that one of the cold-water pipes has been leaking. This has now been repaired.

A problem with the pressure monitor at the Gardiner Memorial Hall has been resolved.

Two of the floodlight lamps are not working at the Skate Park. The Clerk was asked to contact J J Drakes to find out how much they will cost to replace.

Two fans at Mandeville Hall were not working. These have now been replaced by Barnwell Electrical.

The Folding doors between rooms 2 and 3 have still not been fixed. Right Price Windows and Home Improvements of Ely are due to look at what is needed and hopefully provide us with a quotation.

The automatic lock for the public toilet behind the Jubilee Reading Room has been broken again. The door is currently being unlocked by the staff and it was agreed that this should be continued. A post should be placed on the Burwell Community Facebook page explaining that the toilet may be opened later and locked earlier due to the staff fitting this in with their normal work schedule.

The Maintenance Officer raised a concern about the lawn mower which may soon need replacing.

The Contractors carrying out the work at the Pavilion have noticed that the heating system looks to be leaking. They intend to ask Harrisons to carry out the required pressure checks to the system, which should show up any issues with the system. They will advise us of the outcome and the Council will then need to decide what to do.

The wooden picnic furniture at Pauline's has been vandalized. This has been reported to the Police, but no action has been taken following the review by the Investigations Management Unit as there were no viable lines of enquiry allocated in the report.

The caps at the end of the Natter Tube on Jubilee Green have been broken. These will cost £77.00 plus VAT for replacement parts. It was agreed that these should not be replaced at this stage. The steering wheel on one of the other items of equipment at Jubilee Green has also broken. This will cost £14.00 plus VAT and delivery. It was agreed that this should be replaced.

The hot water kitchen tap at the Jubilee Reading needs repairing.

FC/230523/11 Other County & District Matters: -

The following items were noted:

1. ECDC Update to the Local Enforcement Plan
2. East Cambridgeshire District Council – Street Numbering
 - Warbraham Mains Farm Cottage, Heath Road
3. Consultations
 - East Cambs District Council – New Food and Safety Enforcement Policy and Health and Safety Enforcement Policy

FC/230523/12 Other Reports

The following items were noted:

1. Burwell Sports Hub Taskforce – Summary of the meeting held on 29th March 2023
2. Pauline's Swamp Minutes of the Meeting held on 20th February 2023

FC/230523/13 Correspondence - None

FC/230523/14 Consideration of the following items

Consideration of eligibility and consideration of adoption of the General Power of Competence.

Having confirmed that the Council meets the current requirements of having a qualified Clerk and a minimum of two thirds of Councillors having been elected, Michael Swift proposed, seconded by Charlie Milner that the Council should adopt the General Power of Competence.

Council resolved to adopt the General Power of Competence.

It was noted that no applications had been received for the Parish Council vacancy. The vacancy will continue to be advertised.

Working Groups

The following working groups were approved:

Assets and Environment

Lea Dodds
Gus Jones
Linda Kitching
Clive Leach
Jim Perry
Sara Phipps
Liz Swift
Michael Swift
Geraldine Tate
Paul Webb
Ian Woodroofe

Finance and General Purposes

Gus Jones
Linda Kitching
Charlie Milner
Liz Swift
Michael Swift
Paul Webb
Brenda Wilson
Ian Woodroofe

Community, Leisure and Sport

Helen McMenamin-Smith
Charlie Milner
Jenny Moss
Jim Perry
Sara Phipps
Liz Swift
Michael Swift
Geraldine Tate
Paul Webb
Ian Woodroofe

Safety

Lea Dodds
Jim Perry
Liz Swift
Geraldine Tate
Paul Webb
Brenda Wilson
Ian Woodroofe

2.Appointment of Trustees for the Day Centre and representatives of other outside organisations.

Council appointed the following Councillors as Trustees for the Burwell Day Centre:

Paul Webb
Liz Swift
Jim Perry
Charlie Milner
Helen McMenamin-Smith

The following Trustees as at the 23rd May 2023 for the Pauline's Swamp Trust were approved

Jenny Moss
Michael Swift
Geraldine Tate
Helen McMenamin-Smith
Liz Swift
Paul Webb
Jim Perry
Paul Hawes (non pc)
James Moss (non pc)

Sara Phipps informed Council that she would be interested in becoming a Trustee.

The following representatives to outside organisations were approved:

Wicken Fen Representatives

Jenny Moss
Paul Webb

Burwell Allotment Society Representative

Jenny Moss

Burwell Museum Representative

Brenda Wilson

Burwell Sports Centre

Paul Webb

Council noted the following members of the Spring Close Management Group:

Michael Swift
Jenny Moss
Jim Perry
Paul Webb
Liz Swift
Geraldine Tate
Sara Phipps
Martin O'Leary (non pc)
Rachel O'Leary (non pc)
Caroline Smith (non pc)
Colin Smith (non pc)
Malcom Busby (non pc)

Westhorpe Play Area

Playdale has given a provisional date of 19th June 2023 to start work on the play area. Arrangements will need to be made to remove the bark before this date. A pre-contract meeting is due to take place on 30th May 2023. The result is not yet known for the Section 106 funding application for the footpaths and the removal of bark.

Community Youth grants up to £5,000 are available through the Police and Crime Commission.

The meeting closed at 9.05 pm.

Signed

Dated: