

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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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 13th June 2023

Present: Liz Swift (Chair), Lea Dodds, Gus Jones, Clive Leach, Charlie Milner, Jim Perry, Sara Phipps, Michael Swift, Paul Webb, Brenda Wilson, and Ian Woodroofe.
Also present: District Councillor David Brown and two members of public.

FC/130623/1 Apologies

Apologies for absence had been received from Michael Geary, Linda Kitching, Helen McMenammin-Smith, Jenny Moss, Geraldine Tate, and District Councillor Lavinia Edwards.

FC/130623/2 Declarations of any interests known to Councillors

No interests were declared.

FC/130623/3 Approval of Minutes of the meeting held on 23rd May 2023 and 30th May 2023

The minutes of the meeting held on 23rd May 2023 were approved and signed following a proposal from Jim Perry which was seconded by Lea Dodds.

The minutes of the meeting held on 30th May 2023 were approved and signed following a proposal from Paul Webb which was seconded by Ian Woodroofe.

FC/130623/4 Public Forum

The applicant of the planning application for the Cold Storage Unit in First Drove explained that the Cold Storage Unit is a traveler's site which he personally owns. Increasing number of pitches will increase the amount available and hopefully prevent the Council owned site being reopened. The site gives families stability, allowing a great opportunity for children to receive an education. As it is privately owned, he has the ability to control which families can stay at the site, and if they become a nuisance to the community, ask them to leave. The adjacent resident to the site explained that he is the only resident living on First Drove and having spoken with the owner, who has been very helpful over the years, and the planning officer, has no intention of opposing the application.

FC/130623/ 5 County and District Reports

Written reports from District Councillor David Brown and District Councillor Lavinia Edwards were noted.

FC/130623/6.1 Planning Applications to be considered:

23/00482/FUM Cold Storage Unit First Drove

Proposed additional 6no. pitches for Gypsy/Travellers, with associated paddock, making 12no. pitches on site in total.

No objections

FC/130623/6.2 Planning Decisions from District Council

The following planning decision was noted:

23/00274/FUL 1 New Road – Refusal

Construction of first floor side extension

FC/130623/6.3 Trees/Environment

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

Both members of the public and District Councillor David Brown left the meeting.

FC/130623/7 Finance

1. Consideration of the accounts for the year ending 31st March 2023

Council considered the accounts for the year ending 31st March 2023. Following a proposal from Paul Webb, seconded by Ian Woodroffe, Council approved the accounts unanimously.

2. Consideration of the Internal Audit Report for the year ending 31st March 2023
Council considered and acknowledged the content of the Internal Audit Report for the year ending 31st March 2023. The Clerk explained that an error had been made with the 30-day Exercise of Public Rights, that the notice would be advertised for the correct number of days for the 2022/2023 financial year and that the notice will be published following the approval of the accounts by Council.
Proposed by Paul Webb and seconded by Liz Swift and approved by Council.
3. Consideration of the Annual Governance Form for the year ending 31st March 2023
Council considered and completed the Annual Governance Form.
4. Consideration and approval of the Annual Return for the year ending 31st March 2023
Council considered and approved the Annual Return (Accounting Statement) for the year ending 31st March 2023. Proposed by Paul Webb and seconded by Michael Swift.
5. Consideration of the dates for the exercise of public rights as required by the Accounts and Audit Regulations for the year ending 31st March 2023
Council noted that the notice for the exercise of public rights will be published on the 14th June 2023. The period will be from the 19th June 2023 until the 28th July 2023.
6. Receipt of CIL Meaningful Proportion of £1,677.15
Council noted the receipt of CIL Meaningful Proportion of £1,677.15.
7. Consideration of payment of the following:
The following payments were approved. Proposed by Clive Leach and seconded by Paul Webb.

Payee	Description	Amount inc Vat
All Employees	Salaries, NI, Superannuation	£9,208.12
Burwell Cleaning	Nov 22 and Part May 23	£2,319.39
Huws Gray	Maintenance Supplies	£126.16
Mr Groundsman	Rec Grass Cut April/May 203	£1,200.00
Online Playgrounds	Spare Part Steering Wheel	£26.80
Moores	Internal Audit	£1,110.00
Burwell Computers	May 2023 Cloud Back Up	£55.00
Landmark	Sign Board - Spring Close	£1,872.00
PPL/PRS	Surcharge Invoice GMH	£152.28
D Cawley	Mileage	£46.80
G Rowland	Mileage, etc	£148.50
M Wright	mileage	£43.20
ECDC	Election Administration	250.00
ESPO	Cleaning Supplies	327.54
Barnwell Electrical	Mandeville Hall - Fan (x2) Replace	£312.72
Y Rix	Postage - Election Forms to ECDC	£4.45
C Meaney	Deposit Return	£50.00
N Doyle	Deposit Return	£50.00
Landmark Toilets	May Hire Toilet Margaret Field	£100.00
	Total	£17,402.96

FC/130623/8 Action Points Update - Updates to the following:

No	Action Point	Comments on Progress
1.	Section 106 Money	It was noted that this is £1000 allocated in ECDC budget for cycleway infrastructure in Burwell. This was allocated several years ago and has yet to be used.
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	Still awaiting money to be released from both developments.
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground	A meeting of the Sports Hub Taskforce Group has been arranged for July. This Land will be present. The Clerk has asked This Land to provide details on how they envisage the condition the area will be in e.g., levelled, grassed and services installed when it is transferred. This needs to be in writing on This Land's headed paper. A meeting is due to take place with Burwell Football Club. There are some concerns about the condition of the pitches at the Recreation Ground.
4.	Pauline's Swamp	An application has been made to the Safer Communities Fund for the provision of CCTV at the Swamp. There is now a water container on site. It is hoped that the Fire Brigade may be willing to fill in the first instance. A letter has been sent to the Planning Manager at ECDC regarding planning applications adjacent to the swamp. A letter has also been sent to Lucy Fraser MP.
5.	Gardiner Memorial Hall Phase 2	The Planning Consent is still within date (work to start within 3 years of approval 5 th August 2021). Revised cost update for Phase 2 requested. ECDC has confirmed that they are willing to provide one third of the cost via CIL 123 funding subject to a further application being submitted and approved by the relevant committee. Paul Webb reported that AMEY would welcome an application for funding of just under £100K, deadline for submissions 31 st October. Two lottery funding schemes are available, one for grants of up to £10,000 and one for up to £500,000. Both of these grants are ongoing and have no deadline dates. A revised Business Plan needs to be drawn up.
6.	Moveable Vehicle Activated Speed Signs	No further update

FC/130623/9 Group Reports

Consideration of the notes and recommendations from the Finance and General Purposes meeting held on 30th May 2023

Council noted the report from the Finance and General Purposes meeting and considered the following recommendations:

1. The Group recommends to Full Council that the remaining earmarked reserves for the Recreation Ground MUGA Lighting and Fencing of £2237.38, along with the reimbursement of £3722.00 towards the cost of the lighting and fencing should be transferred to the sinking fund for the facilities at the Recreation Ground. Total to be transferred £5959.38.
Proposed by Michael Swift, seconded by Jim Perry and approved by Council.
2. The Group recommends to Full Council that Moore is appointed as internal auditor for the year ending 31st March 2024 and that the scope for the audit is the same as for the year ending 31st March 2023.
Proposed by Jim Perry, seconded by Liz Swift and approved by Council.

3. The Group recommends to Full Council that following changes to the management of the Churches, Charities and Local Authority (CCLA) account that funds invested are no more at risk than previously and that no further risk assessment is required.
Proposed by Ian Woodroffe, seconded by Michael Swift and approved by Council.
4. The Group recommends that Hazel Williams and Joan Lonsdale are removed as signatories from the Unity Bank Account and Linda Kitching and Ian Woodroffe are added.
Proposed by Liz Swift, seconded by Brenda Wilson and approved by Council.

FC/130623/10 Parish Reports

The Clerk gave the following report:

MVAS Units – 2 signs now only work with the aid of coins making connections work. The Maintenance Officer is getting serial numbers. This will be discussed further at the Safety Working Group meeting.

The fence at the Recreation Ground near the nest swing has been damaged. The Maintenance Officer has fixed temporarily but ideally this needs to have three panels replacing as they are very loose. This will be considered at the next Asset and Environment meeting.

The Portaloo at the Recreation Ground hired for the footballers to use has been destroyed by fire. Crime has been reported and crime number received. Currently following up with the owners, Landmark Toilets. We will need to make a claim to our insurance company, but currently waiting for cost details from Landmark.

Council noted that this is not the only vandalism/anti-social behaviour in the village, and it is not known at this stage if the Police will be taking further action. Police presence in the village and general communication with the Police is seen as being poor. The Clerk was asked to raise the Council's concerns with the Police and Crime Commissioner and the Chief Constable.

A couple of the timber components on the play equipment at the Recreation Ground are showing signs of splitting. The timber is covered under the guarantee, but Creative Play has quoted £150.00 plus VAT for labour. Council agreed that the repair work should be carried out.

A hole has appeared in the tarmac next to the tennis courts where Drakes installed the cables to supply the new lights on the MUGA. J J Drake has been contacted.

The main lawn mower has broken. The mount needs replacing. The cost is in the region of £600.00 inc VAT and there is currently a five-to-six-week delay for repairs. The machine is around 6 years old. A new machine, like for like will cost £869.00 inc. VAT.

Liz Swift proposed, seconded by Brenda Wilson that a new machine should be purchased. The proposal was approved by Council.

The belt to the second lawn mower has broken. A new belt costing £30.00 has been purchased and fitted by George.

Flower baskets have been provided by Derek Reader for the Jubilee Reading Room, outside the public toilet, the Gardiner Memorial Hall and Mandeville Hall. Derek Reader has kindly provided baskets for a number of years, but this will be the last due to the cost of materials. A letter of thanks to be sent.

Work at the Pavilion is currently on hold due to the drying process taking place. The drying machines are due to be delivered on Monday 26th June 2023. The moisture content is still very high, and the contractor feels that drying out may take up to six weeks. Ensuring that the walls etc. are as dry as possible, which will be of benefit to the following work such as the plastering and decorating. There is around 7 weeks work, dependant on sub-contractors and scheduling, to carry out post drying work. The next site meeting has been rescheduled, now due to take place on 4th July 2023. Concern was raised about the delay in the driers being installed. Unfortunately, this is all being arranged through the Loss Adjusters.

Westhorpe Play Area. Meads have removed the bark (cost involved £3100.00) Due to issues with the content of the bark, it was not possible to take to the stables as originally planned. Meads have disposed of the bark, with an additional £500 plus VAT cost incurred. Work due to start week commencing 19th June. Should take 5 weeks plus the laying of tarmac, soft fall areas. Decals will go on later.

The Gardiner Memorial Hall snagging meeting was held on 6th June and items requiring attention being sorted. Paul Mills is looking at whether the lighting dimmer switch has been fitted in line with the specification requested.

The contractors working at the pavilion have taken a look at the door at Mandeville Hall. However, they are having difficulties sourcing doors that will work with the existing top and bottom tracking system. As the door system is in a commercial building, many manufacturers are reluctant to cost and supply their doors due to the risk of the doors folding on someone if it is leant against. He has now provided details of a supplier who may have some options available, they have their own fitting team, therefore we need to contact them directly. Some of these doors, however, have a top tracking system which will require fixing to a steel beam. The Clerk has emailed the original builders to see if they know the make and supplier of the original doors.

FC/130623/11 Other County & District Matters: -

The following item was noted:

Cambridgeshire County Council Traffic Order – The Weirs

FC/130623/12 Other Reports

The following reports were noted:

Burwell and District Day Centre Minutes 4.5.23

Climate Change Forum – Minutes of the meeting 6.6.23

FC/130623/13 Correspondence

1. Letter from Rt Hon Lucy Frazer KC MP.

A letter has been received from the MP regarding funding available which may be suitable for the sports hub. The fund is open for applications until March 2025. A letter has also been sent to the MP regarding the Sports Hub.

FC/130623/14 Other Matters

Consideration of the opportunity to survey residents regarding the 20 mile per hour speed limit in Burwell as part of the Parish Council Annual Report.

Council considered the option of including a survey about changing the speed limit in Burwell to 20 miles per hour in the Annual Report due to go out in the Clunch magazine. Members also expressed that the survey should be on the Community Facebook page as a means of giving those who do not read Clunch to voice their opinions.

Paul Webb proposed, seconded by Ian Woodroffe, that the survey should form part of the Annual Report in Clunch, and also for the survey to be published on the Community Facebook page. Once the results have been analysed, a further decision should be made by the Full Council as to whether to proceed with the application for the speed limit change.

The proposal was approved with all members of the Council in favour.

Paul Webb reminded the Council that through the Safety Campaign many residents have already signed, supporting 20 is plenty in Burwell.

The meeting ended at 9.02 pm.

Signed:

Dated: