

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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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 11<sup>th</sup> July 2023.

**Present:** Liz Swift (Chair), Lea Dodds, 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 and 6 members of the public.

**FC/110723/1 Apologies**

Apologies for absence have been received from Michael Geary and District Councillor David Brown.

**FC/110723/2 Declarations of any interests known to Councillors**

There were no declarations of interest.

**FC/110723/3 Approval of Minutes of the meeting held on 27<sup>th</sup> June 2023.**

The minutes of the meeting held on 27<sup>th</sup> June 2023 were approved and signed as a true and correct record. Proposed by Paul Webb and seconded by Brenda Wilson.

**FC/110723/4 Public Forum**

Caroline Smith informed the Council that the revised plans for Mahjong, 27a High Street Still cause concern. The proposals still lead to over development, and although some of the dwellings are now bungalows, the roof line is still high and would adequately accommodate rooms in the attic. Any windows installed at this level would create privacy issues for the neighbouring properties. There are still no measurements included on the plans and it can not be seen on the plans the effect that higher ground levels have on the overall height of the buildings. Adding a second storey to the original bungalow will block light and be very overpowering for 1 Wildacres. Other residents present agreed with comments made and added that the quality of the plans for the application is poor and that the development does not fit in with the street scene.

**FC/110723/ 5 County and District Reports**

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

**FC/110723/6.1 Planning Applications:**

The following applications were considered:

**23/00501/VAR 6 Garden Court**

To vary condition 1 (approved plans) of previously approved 22/01217/FUL for proposed new vehicle hardstanding and lowered kerb – **No objections**

**23/00666/VAR 36 Toyse Lane**

To vary condition 1 (approved plans) of previously approved 22/00313/FUL for construction of 2 no. 1 ½ storey detached dwellings- **Notification had been received from the Planning Officer that this application had now been withdrawn.**

**23/00706/FUL 9 Pound Close**

Single storey extension to bungalow – **No objection but note neighbour's concerns.**

**23/00561/FUL 7 Poplars Close**

Single storey front, side and rear extensions following the demolition of the conservatory and addition of roof lights to loft space

**Amended Plan – No objection**

**23/00699/FUL Breech Farmhouse, Breech Farm, Ness Road**

Erection of two garages and associated works – **No objection**

**22/00983/FUL 48 The Causeway**

Demolition of existing outbuildings and single extension of No. 48 The Causeway, conversion of existing barn plus extension to create a detached dwelling, and construction of an additional detached dwelling, parking, access and associated site works – phased development.

**Amendments to the proposed parking arrangements to accommodate a delivery vehicle and includes highways drainage, to address LHA comments. – No objection**

**23/00261/FUL Mahjong 27a High Street**

Construction of 3no. four-bedroom, detached dwellings, remodel existing single storey dwelling with first floor extension and internal alterations, demolition of the existing garage outbuilding and block wall facing the High Street and associated works.

**Additional and amended information received:**

**A revised Site Plan**

**Sectional Elevation Plan**

**Revised Floor Plans and Elevation Plans for Plots 2 and 3**

**Council noted the concerns of neighbouring residents and agreed that the previous objections made to the original application still stand.**

**The council considers that the plans for the application lack vital details and information .**

**David Brown to be asked to call in the application.**

**23/00564/FUL 23 Parsonage Lane**

Proposed single storey rear extension and external alterations

**Amendment – Reduction in width or rear extension and insertion of rear window to bedroom – No objection**

**23/00159/FUL 24 High Street**

Demolition of existing garage and outbuildings and construction of new single storey side and rear extension.

**Amendment relating to new boundary treatment to the rear of the site. The existing boundary fencing would extend along the full rear boundary – No objection**

**Land to rear of 75-91 The Causeway – Appeal Outcome – Appeal allowed  
Appeal decision noted.**

**Dairy Cottage, Ness Road – Appeal Outcome – Appeal Dismissed  
Appeal decision noted.**

**FC/110723/6.2 Planning Decisions from District Council**

The following decisions were noted:

**23/00302/FUL 70 Toyse Lane – Application withdrawn**

Proposed single storey extension with internal alterations and associated works.

**23/00259/TDC 4 Hythe Lane – Refusal**

Technical detail application for the construction of 2no. three-bedroom, two storey detached dwellings following demolition of existing dwelling.

**FC/110723/6.3 Trees/Environment**

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

**FC/110723/7 Finance**

1. Consideration of a card payment system

The Clerk informed the Council that the Assistant to the Clerk had investigated a number of card payment systems available and considering a number of factors that the system that most suited the Council's needs was Handepay. However, the charges for the system is high and Council felt that the system was not good value. The Clerk to discuss other systems with her assistant for further discussion at the next meeting. Thanks were given to the Clerk's Assistant for the time she had spent investigating the various options.

2. Consideration of payment of the following:

The Clerk reported that the payment to Landmark Toilets is the charge made for the toilet unit that was vandalised at Margaret Field. This sum less the £100 excess is due to be reimbursed by the insurance company. The Clerk continued that she intended to contact the energy supplier regarding the charges for several of the Council's properties. On this occasion the charge for energy usage at the Gardiner Memorial Hall is correct. There is also an additional payment of £1617.00 to Baxtech for CCTV cameras at Pauline's Swamp. This payment will be covered by a grant.

<b>Payee</b>	<b>Description</b>	<b>Amount inc Vat</b>
Hutchinsons	Maintenance Supplies - Azural	£180.00
Landmark Toilets	Fee for damaged toilet to be reimbursed less excess by Zurich Insurance	£1,129.20
Burwell Computers	Monthly Cloud Back up -	£55.00
Mr Groundsman	Grass Cut Recreation Ground June	£300.00
Unity Trust	Bank charges	£8.40
George Rowland	Mileage/Phone	£176.15
Debbie Cawley	Mileage	£25.65
Gately Smithers Purslow	Professsional Fees Pavilion	£2,007.66
Engie	Pavilion/Recreation Ground Lights	£436.64
Engie	Jubilee Reading Room (Elect)	£108.31
Engie	GMH	£439.93
Engie	Cemetery	£16.47
Engie	Mandeville Hall Gas	£246.36
Engie	Jubilee Reading Room (Gas)	£175.90
Staff	Salaries, Superannuation, Tax, NI	£9,198.98
<b>Total</b>		<b>£14,504.65</b>

**FC/110723/8 Action Points Update** - Updates to the following:

<b>No</b>	<b>Action Point</b>	<b>Comments on Progress</b>
1.	Section 106 Money	No update
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	No update
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground	Meeting held with This Land, Craig Mulhall, PC Representatives, and the Football Club 6.7.2023. We have asked This Land for a written offer for the land, and they are asking their solicitors to draft the offer letter. The land will be levelled to its original state, drained to the same standard as the rest of the development. The area will not be seeded, the utilities will need to be connected to the mains. No building will be included. Mulhall Consultancy has provided a quotation for the next stage of the project, which includes the business plan(s) and funding applications. The cost is £12,000 and This

		Land offered to contribute £6,000 towards the cost. A discussion to take place on the Strategy Day. The Council is also likely to have to pay its own legal fees. Having included football pitches within the sports hub of the plans shared previously with the community and for planning permission gave a false impression of what we were due to receive. An extraordinary Council meeting may be required when the Council decides whether to take over the land. It was noted that the land must be transferred before the 100 <sup>th</sup> house is sold.
4.	Pauline's Swamp	The Open Day is being held on 3 <sup>rd</sup> September 2023. Meeting to be held on 12.7.23 with Neil Kennedy to discuss guttering on the barn to enable rain water to go into the water butt.
5.	Gardiner Memorial Hall Phase 2	No further update.
6.	Moveable Vehicle Activated Speed Signs	Paul Webb due to contact Westcotec.

### **FC/110723/9 Group Reports**

#### **Consideration of the notes and recommendations from the Safety Group meeting held on 20<sup>th</sup> June 2023.**

Council noted the notes from the meeting and approved the following recommendation made by the group. Proposed by Charlie Milner and seconded by Helen McMEnamin-Smith.

1. The Safety Group recommends to Full Council that an annual subscription to Survey Monkey is purchased, cost approx. £360.00 using earmarked funds left over from the Safety Campaign, to facilitate the wider community involvement of the 20-mph scheme for Burwell in addition to the survey in Clunch and on social media in general.

#### **Consideration of the notes and recommendations from the Assets and Environment Group meeting held on 27<sup>th</sup> June 2023**

Council noted the notes from the Assets and Environment meeting held on 27<sup>th</sup> June 2023. The following recommendations were considered, and all were approved.

1. The Group recommends to the Full Council that the Council purchases a basic servicing plan at a cost of £280 per year from Stannah for servicing the platform lift at Gardiner Memorial Hall.  
Proposed by Jenny Moss and seconded by Brenda Wilson.
2. The Group recommends that Syston Doors is asked to carry out the annual service to the two fire shutters at the Gardiner Memorial Hall at a cost of £250.00.  
Proposed by Jenny Moss and seconded by Brenda Wilson
3. The Group recommends to the Full Council that a No Mow May policy is adopted in places where it is safe to do so, with this being implemented from 2024.  
Proposed by Paul Webb and seconded by Linda Kitching.

### **FC/110723/10 Parish Reports**

The Clerk reported that JJ Drakes had repaired the hole in the tarmac by the tennis courts, but the hole has reopened again. The Clerk to go back to Drakes.

Pressure testing has been carried out to the water heating system at the Pavilion. One joint may require attention in future. The Pressure Report is on file.

The gate post at Margaret Field is rotten. The Maintenance Officer to repair.

The compost bin for the cemetery grass has been constructed. Pallets provided by Delta T Devices. The one at Priory Meadow should be constructed shortly.

Several of the wooden gym equipment posts at the Recreation Ground are showing signs of rot, with the posts on one item having totally split and required removing for safety. The Clerk to contact Creative Play. It may be advantageous to wait for the annual play inspection to be carried out prior to contacting Creative Play.

Youths have accessed the tennis courts and have made markings on the courts. Evidence of the youths accessing the courts by tampering with the lock can be seen on CCTV, Ways to prevent this from happening in the future are being investigated.

The drying certificate has now been issued for the pavilion. The contractor is looking to start working back on site as soon as possible.

Work is on target at the Westhorpe Playarea with the remainder of the equipment being installed over the next two weeks. The tarmac is due to be laid week commencing 24<sup>th</sup> July and the wetpour the following week. The graphics will be done at the end of August, following which the play area can be used.

A tree on Pound Hill has been deemed as needing to be felled by Kevin Drane, the Tree Officer at ECDC. Three quotations have been received to carry out the work. The lowest quotation of £250.00 from S R Landscapes was proposed by Liz Swift to be accepted, and the proposal was seconded by Ian Woodroffe and agreed unanimously by Council to accept. Helen McMEnamin-Smith asked for approval for a grant to be submitted for funding through the Pride of Places Scheme for the Community Garden. The submission was approved.

**FC/110723/11 Other County & District Matters: -**  
None

**FC/110723/12 Other Reports**

The following reports were noted:

- 1.Meeting with Burwell Football Club 14.6.23
- 2.Minutes of the Pauline's Swamp Meeting held on 17.4.2023

**FC/110723/13 Correspondence**

Letter from Bottisham and Burwell Photographic Club – Hire of Mandeville Hall

The council noted an email from the Bottisham and Burwell Photographic Club regarding the lack of parking spaces available due to a cricket match being played at the same time as their booking of the hall. The club had been looking at hiring the hall for future exhibitions and their monthly meetings, but due to parking issues had decided not to use the hall in future. This has potentially lost the Council around £500.00 per year. Liz Swift explained that a meeting had taken place earlier in the day with the Chair and Secretary of the Cricket Club and the option to increase the number of parking spaces had been discussed and would be investigated further.

**FC/110723/14 Other Matters**

Consideration of an application by a resident to be co-opted on to the Parish Council

An application has been received from Chris O'Neil to be co-opted on to the Council. Liz Swift proposed, seconded by Paul Webb, that Chris O'Neil should be co-opted. With all Councillors in favour, Chris O'Neil was co-opted on to the Council.

Strategy Day 15<sup>th</sup> July 2023 9.30 am for 10 am start at Mandeville Hall

Liz Swift reminded the Council that the Strategy Day is being held on 15<sup>th</sup> July 2023 and hoped that as many Councillors as possible would attend.

Liz Swift then asked that Councillors arrive for 7.15 pm on the 25<sup>th</sup> July 2023 as a Council photo is due to be taken.

Helen McMEnamin-Smith informed the group that she is aware of grant funding available for the prevention of fly tipping and would be applying for a grant.

The meeting closed at approx. 8.40 pm.

Signed

Dated: