

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 8th August 2023.

Present: Liz Swift (Chair), Lea Dodds, Michael Geary, Gus Jones, Clive Leach, Charlie Milner, Jenny Moss, Chris O'Neill, Jim Perry, Sara Phipps, Michael Swift, Paul Webb, Brenda Wilson,

FC/080823/1 Apologies

Apologies for absence had been received from Linda Kitching, Helen McMenamin-Smith, Geraldine Tate, Ian Woodroffe, and District Councillor David Brown.

FC/080823/2 Declarations of any interests known to Councillors

There were no declarations.

FC/080823/3 Approval of Minutes of the meeting held on 25th July 2023

The minutes of the meeting held on 25th July 2023 were approved and signed as a true and correct record. Proposed by Jim Perry and seconded by Chris O'Neill.

FC/080823/4 Public Forum

No matters were raised during the Public Forum

FC/080823/ 5 County and District Reports

No reports had been received from the District or County Councillors.

Liz Swift commented that she was disappointed that neither District Councillors were in attendance as it would have been useful to have had a report on the outcome of the Planning Committee meeting where the applications for the Newmarket Road development had been discussed and the decision deferred.

FC/080823/6.1 Planning Applications

The following applications were considered:

23/00805/FUL 41 Toyse Lane

Single storey rear extension and replacement garage – **No objections**

23/00833/TPO Mesledine, Hythe Lane

T1 Willow – Fell to as close to ground level as possible due to extensive decay through main stem. Leaning towards path and road. – **Council is happy to accept whatever the ECDC Tree Officer considers is best for this tree.**

FC/080823/6.2 Planning Decisions from District Council

22/00577 Meadow View Industrial Estate, Reach Road - Refused

Change of use of allocated employment land to lorry park and self-storage area – retrospective.

Council asked the Clerk to go back to the Planning Officer and find out what the applicant will be expected to do being that this is a retrospective

23/00159/FUL 24 High Street – Approved

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

23/00561/FUL 7 Poplars Close – Approved

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

22/00488/FUL 72 Reach Road – Withdrawn

Proposed Industrial Unit

FC/080823/6.3 Trees/Environment**Notification of approved tree works by East Cambs. District Council**

The following approved tree work was noted:

23/00634/TRE 21a High Street

T1 Walnut – Remove 2x lowest limbs over road. Reduce limb growing towards house as per the annotated photograph.

T2 Pear – Crown lift to 3m from ground level and prune to clear the building by 1.5-2m

T3 Sycamore – Reduce to previous points as part of ongoing tree management to aid retention.

G1 2x Sycamore – Fell – Trees in corner of garden are causing a nuisance and are in close proximity to buildings.

Tree Preservation Order TPO/E/04/23 at 42 Swaffham Road CB25 0AN

The Council noted the Tree Preservation Order placed on land adjacent to Pauline's Swamp.

FC/080823/7 Finance

1. Consideration of payment of the following:

The Clerk requested that an invoice from Daniel Lawrence Plumbing and Heating for £288.00 be added to the list. This was for the emergency servicing of the water system at the Pavilion which was required to safely turn the water back on.

Paul Webb asked for a payment to Ruralview in the sum of £229.00 for additional solar panels for the Pauline's Swamp CCTV cameras to be added.

Lea Dodds questioned the payment for the energy charge for the public toilet. The Clerk reported that Engie is estimating some of the usage far higher than it is and that she is in contact with Engie trying to sort this out.

All payments including the two additional ones were approved. Proposed by Chris O'Neill and seconded by Brenda Wilson.

Payee	Description	Amount inc Vat
Newmarket GMS	Hedge Cutter Retrospective	£419.00
Barnwell Electrical	Lighting Issues Mandeville Hall	£311.88
S R Landscape Services	Removal Tree Pound Hill	£250.00
S P Landscapes	Tree Work Cricket Field	£1,896.00
Stannah	Lift Contract Ist Quarter GMH	£84.00
George Rowland	Mileage/Phone	£148.05
Debbie Cawley	Mileage	£21.60
Martyn Wright	Mileage	£26.55
Y Rix	Strategy Day - Coffee, Tea, Milk	£7.93
Cotswolds Archaeology	Ret of Dep MH	£50.00
G Rix	Return of Dep MH	£50.00
BAGS/A Ratcliffe	Return of Dep MH	£50.00
M Torres	Return of Dep GMH	£50.00
Engie	Allotment	£364.20
Engie	Allotment	-£390.54
Engie	Allotment	-£403.11
Engie	Pavilion/Recreation Ground Lights	£404.33
Engie	Jubilee Reading Room (Elect)	£104.49
Engie	GMH	£439.93
Engie	Cemetery	£15.75

Engie	Public Toilet June	£302.61
Engie	Public Toilet April	£356.44
Engie	Public Toilets May	£329.71
Corona	MH Electricity	£135.81
Staff	Salaries, Superannuation, Tax, NI	£9,320.12
Momentive Europe	Survey Monkey Software	£320.00
Total		£14,664.75

FC/080823/8 Action Points Update - Updates to the following:

No	Action Point	Comments on Progress
1.	Section 106 Money	No further updates
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	Still waiting for Section 106 funding to be released.
3.	Newmarket Road Development Proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground	<p>It was noted that the Planning Committee has deferred a decision on the reserved matters applications for phases one and two. A response has been received from Highways regarding the narrowing of the carriageway within the new road layout on Newmarket Road. The Clerk to go back to Highways and ask for details of the legislation that allowed the road layout to be accepted on, raise concern about the ability of two wider vehicles being able to pass, ask for the road to be physically measured and, why did Highways agree to approve a layout which entails narrowing of carriage ways.</p> <p>Jim Perry asked if trees could be planted on the development site. This Land could be approached about this. Michael Geary suggested Cambridgeshire County Council, County Farms could also be contacted about this as they have a scheme for tree planting on Council owned agricultural land.</p> <p>The Council is waiting for the formal written offer letter from This Land regarding the transfer of land for the Sports Hub.</p> <p>Members of the Council have met with Mr Groundsman regarding the condition of the pitches at the Recreation Ground and Margaret Field. Mr Groundsman has been asked to submit a quotation for the extra work required at both sites.</p>
4.	Pauline's Swamp	<p>The Open Day and Dog Show is due to be held on Sunday 3rd September starting at 12 noon. Planning for the event is going well.</p> <p>Jim Perry reported that the Fire Brigade had been unable to fill the water tanks at the Community Garden and Pauline's Swamp as planned as they had needed to attend a call. They are hoping to be able to carry to fill the containers this week.</p> <p>J J Drake are due to visit Pauline's Swamp on Friday to provide a quotation for the installation of the CCTV cameras.</p>
5.	Gardiner Memorial Hall Phase 2	Funding is available through the Cambridgeshire Priority Capital Fund which may be applicable for Phase II of the Gardiner Memorial Hall Project. An expression of interest needs to be submitted by mid-September.
6.	Moveable Vehicle Activated Speed Signs	Batteries have been routinely changed. Paul Webb to provide an update at the next meeting regarding meeting with Westcotec.

Consideration of the notes and recommendations from the Finance and General Purposes meeting held on 25th July 2023, including the Quarterly Financial Report for the quarter ended 30th June 2023.

The Council considered the following items

1. That the Verifone Card Payment System should be purchased at a cost of £99.00 plus VAT with a transaction charge of 1% plus 1p (2.2% for non-contact payments)
Following a proposal from Liz Swift which was seconded by Sara Phipps, Council agreed to purchase the Verifone Card Payment System.
2. The Group recommends that £10,000 from general reserves should be earmarked for Gardiner Memorial Hall Phase 2, and if the Council agrees to go ahead with the transfer of the land for the Newmarket Road Sports Hub when it is considered later in the year, that £6,000 is earmarked to cover 50% of the cost of the fee for C Mulhall Leisure to carry out work to produce a business plan and raise funding for the project.

The Council discussed the earmarking of £6,000 towards the costs of work by Craig Mulhall to produce a business plan and the raising of funding for the Newmarket Road Sports Hub. This Land had offered to fund 50% of the £12,000 fee for Craig Mulhall. It was confirmed that the £6,000 would not be spent until the formal written offer letter had been received and the option to take over the land on the basis offered had been discussed in full at an extraordinary meeting of the Parish Council. Charlie Milner asked that when Craig Mulhall looks at community needs for the sports hub, that information acquired by the Sports Centre should also be included and that some of the Sports Centre stakeholders have funding streams that they would be willing to access for the project. The Parish Council should have some input/control over the brief for Craig Mulhall as the Council will be funding 50% of the costs.

Jenny Moss proposed, seconded by Chris O'Neill that £10,000 from general reserves should be earmarked for Gardiner Memorial Hall Phase 2, and that £6,000 is earmarked to cover 50% of the cost of the fee for C Mulhall Leisure to carry out work to produce a business plan and raise funding for the project should the Council agree to accept the transfer of land for the Sports Hub.
The motion was approved unanimously.

Concern was raised that not all the community had received the Clunch magazine yet and therefore had not seen the 20 mile per hour/Bypass survey. It is thought that some of the volunteers who deliver the magazine are on holiday. Sara Phipps to check. The Clerk explained that there had been a delay getting the survey online due to payment issues with Survey Monkey.

The Council considered and approved the Finance Report for the quarter ended 30th June 2023. Proposed by Paul Webb and seconded by Michael Swift.

The Clerk reported that £10,000 from Anglia Storage One Ltd has now been received. This is due to be used towards the cost of the Westhorpe Play Area.

Consideration of the notes and recommendations from the Community, Leisure and Sports Group meeting held on 18th July 2023.

1. That a disabled access is created at Spring Close using funds remaining from the money earmarked for the Spring Close signs, the cost being in the region of £700 plus materials and the Maintenance Officer's time.
Council approved the recommendation following a proposal from Paul Webb which was seconded by Jenny Moss.
2. That the fence at the end of Mandeville Hall Car Park is repositioned to create further parking spaces.
The Clerk reported that the estimated cost for materials is in the region of £200.
Chris O'Neill proposed that the fence should be moved. This was seconded by Jim Perry and following a vote approved by Council.
3. That Cambridge Courts is asked to clean and carry out minor repair work to the tennis courts at the Recreation Ground at a maximum cost of £1550.00.
The Clerk reported that Cambridge Courts had agreed to reduce the cost by £50.00. The cost of the work to be funded out of the Recreation Ground Sinking Fund.

Jenny Moss proposed that the quotation from Cambridge Courts is accepted. This was seconded by Paul Webb and approved by Council.

4. That the name of the Community, Leisure and Sports Group should be changed to the Community, Leisure, Health, and Sports Group.
Paul Webb proposed the name change, which was seconded by Sara Phipps and approved by Council.

FC/080823/10 Parish Reports

The Clerk gave the following report:

The gate post at Margaret Field had rotted and was causing issues with the gate shutting. The post has now been replaced. The Assets and Environment Group to look at replanting the hedge at the right-hand side of the front of Margaret Field which was damaged by the toilet fire.

We have had several wasp nests at the Cemetery, most George has been able to deal with using a spray. The last few (6 in a small area) Soham Pest Control were called out to deal with.

One of the plastic picnic tables at the Recreation Ground has suffered some fire damage. Reported to Police, but no further action being taken. The supplier suggested slats being turned over, but two show signs of damage on both sides. It will cost £30.00 plus £15.00 delivery to replace the slats. The Maintenance Officer will try and repair the damage with a filler in the first instance.

As advised by the Pavilion Contractor the water system has now been checked. Although okay the plumber has advised:

4-cylinder expansion vessels all pumped up to the correct charge.

All safety devices working correctly on the service, however the tundish do not meet regulations so they do need to be changed as the D2 pipe hits a bend and they need to be 300mm to be correct.

Checked all the pipe work in the loft and all seems ok on the day of the visit.

2 of the cylinders need to be lifted up to make tundish at the correct height.

Daniel Lawrence Plumbing and Heating cannot except any liability for future leaks.

The advised work to be considered by the Assets and Environment Group.

George also mentioned that Harrisons said that a coil insulator could be wrapped around the pipe work in the loft to try and prevent the pipes freezing again which run on a very low energy supply. This also needs to be considered further by the Asset and Environment Group.

There is also repair work that needs to be done on the fire curtain at the pavilion which is not covered by the insurance. Toby (Right Price Windows) has said that this will cost £635.00 plus VAT. Liz Swift in conjunction with Clerk agreed for him to carry out the work.

It was also agreed to get the Fire Alarm System checked as advised at a cost of £150.00 plus vat. Work at the Pavilion is going well. It is expected to be completed by the end of the month.

The toilet at Recreation Ground, closed because of a recent leak at pavilion, has now been re-opened.

There are some broken paving slabs at Mandeville Hall. George is unable to obtain matching ones. He intends to use some from the back of the building leading to the water tap and then replace those used with a different type. Paul Webb suggested checking if the spare slabs at the Recreation Ground are the same as the ones at Mandeville Hall.

Meads have provided 32 pallets for the composting bins, Delta-T-Devices about 20 and around 15 were sourced from the Westhope Play Area (Playdale). Composting bins have now been constructed at the Cemetery and Priory Meadow. The Hay/Grass cut due to be carried out this week, conditions permitting. Wild Burwell has been made aware. George on annual leave 3 days next week and 3 days the week after therefore is unlikely to have any time spare for the collecting of the arisings from the wilded areas at Priory Meadow, Margaret Field, Jubilee Green, Pound Hill, and the back of the cemetery.

Construction of the new play equipment has been completed at Westhorpe. The tarmac and wet pour has been laid, however Playdale have raised a concern about the tarmac with the contractors. Playdale have now confirmed that the contractor is due to come back and carry out work to rectify the problem areas.

The Post Playground Inspection has been carried out by David Brace. David has raised a few concerns and has asked Playdale to address. The main concern being the timber work for the sea saw.

David Bracey has also carried out the annual inspections for the other playgrounds. There is nothing urgent to address and the reports will be presented to Assets and Environment when they next meet for consideration.

We have received a complaint from an allotment holder regarding the speed vehicles, including those heading for the museum, drive along the road track down the middle of the allotments. A suggestion has been made that we need to have a slow or 5 mph put up.

Sara Phipps informed the Council that this is now the only access route available to access the rear of the Museum. The matter to be discussed by Assets and Environment.

The items noted in the 12-month defects period for the GMH apart from one (unsure about) have been completed and Varsity will issue the certificates for Cadman's to enable the release of their retention money by the Council. There are still 2 or 3 other issues that we need to sort out with Varsity. Paul Mills has said he will not issue the invoice for the retention money for Varsity until such time as these have been discussed. Contact was made last week with AED regarding the outstanding issues.

Smart Export Guarantee Gardiner Memorial Hall – The Clerk reported that she has applied to EDF, who have come back and said we do not have a smart meter so cannot proceed. Initial contact has been made with Engie about changing the existing meter for a smart meter.

A large amount of glass shards had been found on tennis courts over the weekend and one of the regular hirers has complained about this as this is not the first time this has happened. To be referred to Assets and Environment for further consideration

The strimming machine is not running properly and the Maintenance Officer will take this to Newmarket Garden Machinery to be serviced.

FC/080823/11 Other County & District Matters: -

ECDC Local Plan – Single Issue Review (SIR): modifications Consultation
Cambridgeshire County Council – Temporary Traffic Order – Reach Road
Cambridgeshire County Council – Temporary Traffic Order – Newnham
Drove and Weirs Drove.

The Council noted the ECDC Local Plan -Single Issue Review consultation and were advised to make comments if they wished directly to East Cambs District Council.

The Council noted both Temporary Traffic Orders for the village. Concern was raised about the signage currently in place around the village for the road closure in Exning. In many cases such as on the High Street to the right of Parsonage Lane has been placed where it is blocking the view of traffic at the junction.

FC/080823/12 Other Reports Day

The following reports were noted:

1. Minutes of the Pauline's Swamp Meeting held on 24.5.2023
2. Burwell Day Centre Minutes 6.7.23 and revised Constitution
3. Minutes from the Climate Change Forum 4.7.23
4. Notes from the Newmarket Road Sports Hub Taskforce meeting held on 6.7.23

FC/080823/13 Correspondence

1. Burwell Sports Centre – Grant support request

Charlie Milner reported that the Sports Centre is currently completing the application form and will come back to the Council for a letter of support once the application form has been completed.

FC/080823/14 Other Matters

1. Hatley Drive Amenity Area - Fence

The Council agreed that several matters regarding the boundary of Hatley Drive required clarification before an informed decision could be taken. The Clerk to obtain the necessary information.

2. Asset and Environment Group – Next meeting date

The Council agreed to a change of date for the next Asset and Environment Group Meeting from after Full Council on Tuesday 29th August 2023 to after Full Council on the 5th September 2023.

The meeting ended at 8.55 pm.

Signed

Dated: