

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 10th October 2023.

Present: Liz Swift (Chair), Lea Dodds, Michael Geary, Gus Jones, Linda Kitching, Clive Leach, Jenny Moss, Chris O'Neill, Jim Perry, Sara Phipps, Michael Swift, Geraldine Tate. Ian Woodroffe. Also present District Councillor David Brown.

FC/101023/1 Apologies

Apologies for absence were received from Paul Webb, Helen McMenamin-Smith, Brenda Wilson, and District Councillor Lavinia Edwards.

FC/101023/2 Declarations of any interests known to Councillors

No interests were declared.

FC/101023/3 Approval of Minutes of the meeting held on 26th September 2023

The minutes of the meeting held on the 26th September 2023 were approved and signed as an accurate record. Proposed by Jim Perry and seconded by Linda Kitching.

FC/101023/4.1 Public Forum

No matters were raised during the Public Forum

FC/101023/4.2 Alan Kell – Wicken Fen

The Council welcomed Alan Kell from Wicken Fen. He had asked if he could come along to a Council meeting to give an update on the projects that the National Trust was involved with at Wicken Fen and how they were moving forward. He explained that the route of a known and used footpath is slightly away from the actual public right of way and that the National Trust intends to apply for the public right of way to be moved to the route that the known footpath takes. This will allow for an increased area of peat and restoration work, funded by Government to be undertaken. A large amount of peat restoration work has been undertaken in one area and a second area is now being cored to locate peat areas for future restoration. These areas will be allowed to flood, but not to the extent to cause issues for property etc.

Mr Kell continued to explain that they have also received grant funding to support the Turtle Dove species, which are declining rapidly. 6 hectares of land in the Burwell Parish, adjacent to the 24 Acre wooded area in Reach has been acquired by the National Trust. The National Trust will work with the RSPB in order to supply water and food sources for the Turtle Doves. Ponds will be created, and the northern area will have grazing management introduced and special grasses added. A further footpath will be created. It is hoped that this path could be completed by the end of this year. The pond will require planning permission so this part of the project may not be completed until March 2025.

It was reported that there are benefits for the environment in areas where solar farms are constructed. The ground not being cultivated will reduce the loss of peat and there are biodiversity benefits too. Land purchased by the National Trust along Swaffham Road will remain as agricultural and may be used as a land swap for land closer to Wicken Fen. Mr Kell was thanked by the Council for attending the meeting and giving an update on the National Trust plans for the area.

FC/101023/ 5 County and District Reports

Written reports from District Councillors David Brown and Lavinia Edwards were noted. David Brown reported that he had met with the Planning Officers and Vistry to discuss amendments to the plans for the Millstone (Newmarket Road) Development. Amendments to both applications have been made following the Planning Committee decision to defer determination. The total number of dwellings on the applications has been reduced by 10. More 2 and 3 bedroom houses have been included and the number of 4 and 5 bedroom houses has been reduced. Changes have also been made to the open spaces, verge width,

trees, and visitor parking. Vistry are ready to start working on the development as soon as planning permission is received.

FC/101023/6.1 Planning Applications:

The following applications were considered:

23/01045/ERN 26 High Street

Conversion of shop to residential use, becoming part of the main dwelling to which, the shop currently adjoins
and

23/01046/FUL 26 High Street

Single Storey extension, car port and associated works

No objection – However the Council would like to see the Conservation Officers report for 23/01045/ERN. The Council was also made aware of an ancient water source within the site that ought to be preserved if at all possible and it was agreed that this should be noted in the response to the planning officer.

The Council also considered the following two applications for the Millstone (Newmarket Road) Development. A response was required prior to the next Council meeting as the planning applications are due to go to the Planning Committee for determination on 1st November 2023.

22/004220/RMM Phase 1 Millstone Park Land Adjacent to Melton Farm, Newmarket Road

Reserved matters comprising layout, scale, appearance, and landscaping for 138 dwellings, internal roads, parking, open space, landscaping, associated drainage and ancillary infrastructure for Phase 1 (Housing) pursuant to outline planning permission 15/01175/OUM (as varied by 15/01175/NMAA and 15/01175/NMAB).

Amended layout and house designs to reduce housing number to 138 and change housing mix.

And

22/00479/RMM Phase 2a Millstone Park Land Adjacent to Melton Farm

Reserved matters for layout, scale, appearance and landscaping for Phase 2a for 133 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)

Amended layout and house designs to reduce housing numbers to 133 and change housing mix.

The Council agreed that they have no objections to the amendments. They are pleased that ECDC Planning Officers and Vistry are working together to achieve the best outcome for the development and would like work to start on the construction of the site as soon as possible.

An amendment has also been received for planning application 23/00803/FUL 21D High Street, replace windows to the front of the property. A response is required by the 18th October 2023. It was agreed that the Clerk should circulate details and Councillors should email any comments that they have back to the Clerk.

FC/101023/6.2 Planning Decisions from District Council

The following decisions were noted by the Council:

23/00875/TPO 17 Bloomsfield – Approval

A1: Trim Cherry Plum and Hawthorn back to fence at rear of garden no. 17 Bloomsfield

23/00891/TCON Durlleston, Hythe Lane – Approval

To comply with condition 4 (tree topping, lopping and felling) of decision notice 87/00427/RMA

FC/101023/6.3 Trees/Environment

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

District Councillor David Brown left the meeting at 8.05 pm.

FC/101023/7 Finance

External Auditors Report Year Ended 31st March 2023

The External Auditors Report for the year ended 31st March 2023 had been received. Council considered the report and with nothing of concern raised by the auditors agreed to approve and accept the report. Proposed by Chris O'Neil and seconded by Michael Swift.

Consideration of payment of the following:

The Clerk requested that a further payment to Marmax in the sum of £2474.40 is included in the payment list. The invoice is for benches and tables for the Community Garden and is being funded by the Pride of Place Grant received from ECDC.

Concern was raised about the payments to ENGIE and the question was asked if the Council had grounds for complaint. The Clerk is currently in contact with ENGIE regarding the accounts for the allotments and public toilet and feels that some progress is being made and therefore it may not be appropriate to raise a complaint at this stage, although a complaint may be a reasonable course of action or the direct debit being cancelled in the future. It was agreed that this should be considered at the Council meeting on the 14th November 2023.

Chris O'Neill proposed all payments are made, seconded by Michael Swift. Jim Perry felt that the payments should not be made to Engie as it is a misuse of funds. All other members present approved that the payments should be made.

Payee	Description	Amount inc Vat
ESPO	Cleaning Materials	£132.78
Martyn Wright	Mileage	£34.20
George Rowland	Mileage and Expenses	£171.20
CAPALC	Councillor Training	£75.00
Creative Play	Inspection and Repair Rec. Play Equipment	£354.00
Dormakaba	Door JRR	£194.40
Mead Construction	Westhorpe Play Area Paths	£8,658.00
Burwell Computers	Monthly Back Up Fee	£55.00
Unity Trust	Bank Charges	£66.75
Wave	GMH	£72.71
Q Cooke	Return of Deposit	£50.00
M Martin	Return of Deposit	£50.00
J Alwood	Return of Deposit	£50.00
A Flack	Return of Deposit	£50.00
Engie	Public Toilet July	£309.02
Engie	Composting Shed	-£425.27
Engie	Composting Shed August	£378.75
Engie	Composting Shed July	£368.38
Engie	Gardiner Memorial Hall August	£214.30
Engie	Gardiner Memorial Hall	-£896.48
Engie	Gardiner Memorial Hall July	£202.10
Engie	Gardiner Memorial Hall June	£188.65
Engie	Pavilion/Recreation Ground Aug	£433.66
Engie	Pavilion/Recreation Ground July	£412.95
Engie	Cemetery Chapel August	£16.28
Engie	Cemetery Chapel July	£16.41
Engie	Jubilee Reading Room July	£110.98
Engie	Mandeville Hall Gas	£124.57
Engie	Jubilee Reading Room August	£107.90
Engie	Public Toilet August	£326.76

All Staff	Salaries, Tax, NI, Pensions	£9,306.80
Total		£21,209.80

FC/101023/8 Action Points Update - Updates to the following:

No	Action Point	Comments on Progress
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	An Extraordinary Meeting of the Council will be held on 17 th October 2023 to decide if the Council should take over the land for the Sports Hub offered through the Section 106 Agreement. The meeting will include a presentation by This Land and Craig Mullhall Associates. This will be followed by a meeting for the Community on 1 st November 2023. A meeting is due to take place with the Football Association to look at possible grant funding to support the maintenance of the pitches at the Recreation Ground and Margaret Field.
4.	Pauline's Swamp	A Working Day has been arranged for 4 th November 2023. A meeting with planning officers is being arranged to discuss the Buffer Zone land which is still owned by Hopkin Homes.
5.	Gardiner Memorial Hall Phase 2	A grant application to the County Council for the Community Priorities Fund for funding for phase 2 of £40,000 has been unsuccessful. This is due to the Council having previously received funding through this grant for Phase 1.
6.	Moveable Vehicle Activated Speed Signs	Paul Webb still to sort out visit to Westotec. MVAS batteries being changed on Wednesday 11 th October 2023.

FC/101023/9 Group Reports

Consideration of the minutes from the Assets and Environment meeting held on 5th September 2023.

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

Recommendations

- That the quotation from S R Landscapes in the sum of £190.00 to carry out the work to the trees on Kingfisher Drive Amenity Area recommended by ECDC Tree Officer is accepted.
- That a brush attachment costing in the region of £300 to £350 is purchased to aid the cleaning of the tennis court and play area surfaces.

Jenny Moss proposed, seconded by Michael Swift that both recommendations should be approved. Council approved the recommendations.

Consideration of the minutes and recommendations of the Finance and General Purposes meeting held on 26th September 2023.

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

Recommendations

- The Group recommends to Full Council that £1,677.31 of in hand CIL Funding is allocated to the Westhorpe Play Area Project to cover some of the shortfall arising from the administrative changes involved with the EDF Community Fund.

Liz Swift proposed that the recommendation should be approved, this was seconded by Geraldine Tate and following a vote approved by Council.

- The Group recommends to Full Council that from the 1st October 2023 fees for the use of the Football and Tennis facilities will be treated in relation to VAT as non-business and that any refund received from HMRC will be earmarked to the Recreation Ground Sinking Fund to support future work on the site.

Chris O'Neill proposed that the recommendation should be approved, this was seconded by Ian Woodroffe and following a vote approved by Council.

- The Group recommends to Full Council that a new 5-year contract is entered into with Sharps for a refurbished photocopier.

Jenny Moss proposed that the recommendation should be approved. This was seconded by Liz Swift and following a vote approved by Council.

Consideration of the notes and recommendations of the Community, Leisure, Health and Sports meeting held on 19th September 2023.

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

- That Mr Groundsman is asked to carry out additional work to the pitches at the Recreation Ground and Margaret Field at a total cost of £2,000 plus VAT

Liz Swift proposed that the recommendation should be approved, this was seconded by Jenny Moss and following a vote approved by Council.

- The Group recommends to Full Council that the James Richard Circus is allowed to use Margaret Field for up to 8 days in June 2024 with the exception of Carnival weekend at a cost of £100 per day.

Ian Woodroffe proposed that the recommendation should be approved, this was seconded by Chris O'Neill and following a vote approved by Council.

- That the CLH&S Group explores the idea of inviting a commercial organization to run a cafe at the Recreation Ground Pavilion when football matches are not being played.

Liz Swift proposed that the recommendation should be approved, this was seconded by Geraldine Tate and following a vote approved by Council.

It was suggested that should it not be possible to utilise the pavilion kitchen then a food unit paying a fee could be considered.

FC/101023/10 Parish Reports

The Clerk reported that the Gardiner Memorial roof has leaked again during the recent heavy winds and rain. It is likely that any further repair work will require scaffolding. The matter to be raised at the next Asset and Environment meeting. The automatic door at the Jubilee Reading Room had stopped working. Dormakaba had been called out and replaced the battery within the push control switch. There has been some graffiti on some of the benches at Pauline's Swamp. The Maintenance Officer has managed to remove it. £170 compensation has been received from UKPN for loss of electricity supply at the Cemetery. One of the frog bins at the Recreation Ground has been set fire to and melted. A replacement bin to be discussed at the next Asset and Environment meeting. Some damage has been caused to the graphics at Westhorpe Play Area. It is thought to have been caused by an electric scooter tyre. Playdale has advised that it should be possible to remove the tyre remains using a brush and soapy water. The Maintenance Officer to try this out. The steps to the slide at Jubilee Play Area are becoming worn and could benefit from replacing. This matter to be raised at the next Asset and Environment meeting.

FC/101023/11 Other County & District Matters: -

ECDC Hackney Carriage and Private Hire Licensing Policy - Consultation
Cambridgeshire County Council – Temporary Traffic Order –
Burwell Road, Reach/Burwell Road, Swaffham Prior

The above items were all noted by the Council.

FC/101023/12 Other Reports

Notes from the Climate Change Forum 12th September 2023

The minutes of the meeting were noted. A request was made to see the recommendations for the management of the verges compiled by Wild Burwell. The Clerk to circulate.

Notes from the meeting EDF Renewables Charity Fund 31.8.2023

Liz Swift reported that the way EDF Renewables wish to administer the fund has changed from when the initial discussions took place. The Clerk is trying to arrange a catch up meeting with EDF for November but is receiving no response to emails.

Notes from the meeting of the Newmarket Road Taskforce 30.8.23

The minutes of the meeting were noted. Lea Dodds asked if about the all-weather pitch and asked if it has to be a plastic material and stated that no discussion appeared to have taken place with regards to the environmental with having such as pitch and he was disappointed that this was the case.

Fen Community Liaison Forum – Minutes 21.9.2023

Minutes of the Fen Community Liaison Forum meeting held on 21st September 2023 were noted.

FC/101023/13 Correspondence

Cheveley Neighbourhood Plan – Pre Submission Consultation

Council noted the Pre Submission Consultation for the Cheveley Neighbourhood Plan.

Email regarding debris from farm vehicles

Emails have been received from a resident concerned about the blocking of road drains by straw from travelling farm vehicles. It was agreed that this matter should be referred to Highways and East Cambs District Council who are respectively responsible for clearing the drains and sweeping the roads.

FC/101023/14 Other Matters

- Cambridgeshire County Council Weed Spraying Policy
- Letter from County Councillor Steve Count re Weed Spraying Policy
- Local Highways – Consultation

Council noted three documents relating to the County Councils policy decision to withdraw from using chemicals to kill weeds on footpaths and roads. Councillors were asked to sign the petition if they so wished.

The Chair asked if any Councillor would be available to help organise the marshalls for the annual Remembrance Day Parade on Sunday 12th November 2023. There were no offers to help.

The meeting closed at 8.55 pm.

Signed

Dated: