

BURWELL PARISH COUNCIL
The Jubilee Reading Room
99, The Causeway, Burwell Cambridge. CB25 0DU
Telephone/Fax 01638 743142
E Mail burwellpc@burwellparishcouncil.gov.uk

Minutes of the meeting of Burwell Parish Council held at Gardiner Memorial Hall, High Street, Burwell CB25 0HD at 7.30p.m. on Tuesday 14th November 2023.

Present: Liz Swift (Chair), Lea Dodds, Michael Geary, Gus Jones, Linda Kitching, Clive Leach, Charlie Milner, Jenny Moss, Jim Perry, Sara Phipps, Paul Web, and Brenda Wilson.
Also present: District Councillor David Brown and 6 members of public.

FC/141123/1 Apologies

Apologies for absence had been received from Geraldine Tate, Helen McMenamin-Smith, Michael Swift, Chris O'Neill, Ian Woodroffe, and District Councillor Lavinia Edwards.

FC/141123/2 Declarations of any interests known to Councillors

There were no declarations of interests.

FC/141123/3 Approval of Minutes of the meeting held on 31st October 2023

The minutes of the meeting held on 31st October 2023 were approved and signed as a true and correct record. Proposed by Jim Perry and seconded by Sara Phipps.

FC/141123/4.1 Public Forum

Caroline Smith stated that the plans for Mahjong 27a High Street were more realistic this time but would like to have details of the height of the roof ridge of the proposed new bungalow and distances of the new bungalow from the boundaries and existing properties. She also commented that the previous application had said that there would be a 10% biodiversity gain but that this is not mentioned in the current application. She felt it was important to know who would be responsible for these areas. The applicant, who was also present informed Mrs Smith that the roof heights would be 4.5 m high and that there would be a biodiversity gain of around 20%. A member of the Council asked the applicant to formerly respond in writing to the planning officer with these details.

FC/141123/ 5 County and District Reports

A written report from David Brown was noted. David Brown added that the report should read October and not September, but all items detailed in the report are for the month of October. He continued to add that since he had written the report the planning applications for Phase 1 and 2a of the Newmarket Road Development had been approved. He understands that Vistry hopes to start work on site in January, with houses starting to be sold in 2024.

In absence of any County Councillor reports being received and a complaint being made to the Leader of the County Council, Lorna Dupree, County Councillor for Sutton has agreed to share her County Council report with villages within Josh Schumann's ward. Her recent report was noted. Paul Webb stated that he was pleased that Cambridgeshire had been listed as 5th in the Country for addressing climate change issues. Lorna Dupree to be thanked for her report.

FC/141123/6.1 Planning Applications

The following planning applications were considered:

23/008711/FUL Mahjong 27a High Street

Demolition of an existing block wall and double garage. Erection of a 3 bedroom detached bungalow and a 4 bedroom detached house with associated works.

The Parish Council would like to see queries raised by neighbours, height of the proposed new bungalow, the siting of the new bungalow with distances from neighbouring properties detailed with measurements and confirmation that there is a biodiversity gain for the development, addressed and clarified. All new builds to meet at least environmental and climate change standards. The Council would like the application to be called in for determination by the Planning Committee.

23/01149/OUT Welsumme Farm Weirs Drove

New dwelling house comprising 4 plus bedrooms and associated double garage.

The Council is concerned that continued building along this road could lead to an extended development envelope for the village. Otherwise, the Council has no objections.

23/00987/FUL 70 Toyse Lane

Single storey extensions with internal and associated works

No objections

23/01212/VAR 23 Parsonage Lane

To Vary Condition 1 (Approved Plans) of previously approved 23/00564/FUL dated 16 August 2023 for a single storey rear extension and external alterations.

No objections

FC/141123/6.2 Planning Decisions from District Council

The following decisions were noted:

23/00873/FUL Land Off Factory Road – Approval

Proposed agricultural building, field shelter and agricultural access.

23/00956/FUL 22 Hawthorn Way – Refused

Erection of 1 no. detached bungalow following the demolition of the existing attached garage and outbuilding.

23/00261/FUL Mahjong 27a High Street – Refused

Construction of 2no. three-bedroom detached dwellings and 1 No. four-bedroom detached dwelling, 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.

23/00973/FUL Land Rear of 58 Swaffham Road – Refused

2 x single-storey dwellings, amended access, double garages, parking and site works.

FC/141123/6.3 Approved Tree Works

The following tree works were noted:

23/01009/TPO 3 Cedar Gardens

T1 Cedar – Raise crown to 2.5-3m over driveway and 2m over grass area

23/00867/TRE & Trees/Burwell/CA Open Space Fronting and Adjacent to 21 & 23 Kingfisher Drive

T1 Sycamore – Fell due to its proximity to neighbouring property and impact on hard surfacing.

T2 Sycamore – Reduce crown to previous points and sever Ivy.

23/01016/TCON 6a Swaffham Road

To comply with Condition No. 14 (Tree Topping, Lopping and Felling) of Decision Notice 01/00304/FUL

23/00861/TRE 27a North Street

T1 Holly – Reduce crown by 40%

23/01079/TRE 25 North Street

T1 Cherry – 1.5m Crown reduction and shape

T2 Sycamore – Reduce back to previous reduction points 2m

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

FC/141123/7 Finance

Charlie Milner left the meeting at 7.56 pm and returned at 7.57 pm.

Consideration of the Financial Report for the quarter ended 30th September 2023

The Clerk presented the Financial Report for the quarter ended 30th September 2023 and made the following comments in relation to the report:

- Figures at the 30th September 2023 include the second precept payment of £102,764.97
- The balance of the CIL 123 Grant for the Recreation Ground of £395.38 has now been claimed.

Income

- Other Income - £10,000 annual donation from East Anglian Storage Grid which was used towards the cost of the Westhorpe Play Area Refurbishment.
- Allotment rents are due in October/November so do not come in during this quarter.
- Cemetery income is slightly lower than expected.
- Income from the hire of the Gardiner Memorial Hall is higher than expected, but income from Mandeville Hall is slightly lower.

Expenditure

- Handyman Capital Expenditure includes a new lawn mower and replacement strimmer.
- Costs for the public toilet include the overcharged energy costs.
- We are awaiting invoices from Truelink for grass cutting over the summer.
- Maintenance at the cemetery has included turfing of new graves costing £472.50 which was approved for the previous financial year and the disposal of 6 wasp nests costing £300.00.
- Repairs and renewals at Gardiner Memorial Hall included the servicing of the stair lift and shutters. This will need to be allowed for in next year's budget.
- Margaret Field Miscellaneous includes the cost involved with replacing the temporary toilet which was damaged by fire. The cost minus the excess was claimed back from the insurance company.
- Cleaning costs paid to Burwell Cleaning are for the months of March 2023 and April 2023. The payments for March will be adjusted at the end of the year when the payments and receipts are changed to income and expenditure.

Liz Swift reported that bringing the cleaning of the properties in house with the keyholders undertaking the work has been successful.

Notification of CIL Meaningful Proportion Income of £917.23

The Council noted the receipt of £917.23 CIL Meaningful Proportion Income.

Consideration of Payments

The Clerk asked that a payment to F Taylor of £50.00 is considered. Mr Taylor played the bugle at the Act of Remembrance. The Council agreed that this should be considered.

Proposed by Paul Webb and seconded by Lea Dodds.

All payments were approved. Proposed by Paul Webb and seconded by Charlie Milner.

Payee	Description	Amount inc Vat
Burwell Computers	October Cloud Back Up	£55.00
Landmark Toilet Solutions	Toilet Margaret Field	£230.00
S R Landscapes	Tree Work Kingfisher Drive	£190.00
Simpsons Nursery	Community Garden	£58.56
Huws Gray	Maintenance Supplies	£44.46
Stannah	Lift Service 2 of 4	£84.00
Belfor	Pavillion Insurance Work	£591.98
Engie	Energy GMH	£256.21
Maria Campo	Ret of Dep MH	£50.00
Jill Kiteley	Ret of Dep GMH	£50.00
A Reeve	Ret of Dep GMH	£50.00
R Cummins	Ret of Dep GMH	£50.00
M Wright	Mileage	£26.10
G Rowland	Mileage/Phone/Expenses	£151.65
D Cawley	Mileage	£48.15

Burwell Window Cleaning	Various Properties	£68.00
Salaries etc	Total includes agreed salary award from 1.4.2023.	£14,204.51
		£16,208.62

FC/141123/8 Action Points Update - Updates to the following:

No	Action Point	Comments on Progress
1.	Section 106 Money	Planning permission for Phase 1 and 2a has now been received for the Newmarket Road Development.
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	With Planning permission obtained for the development the Section 106 contribution towards the cost of the cycleway should be released once the first property is occupied.
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground	Both the Extraordinary Parish Council meeting to consider taking over the land and the Community meeting have now taken place. The proposals for the Sports Hub received a favourable response at the Community Meeting. Although primarily football will be the main use for the hub, other sports will also need to be included. Engagement with the Football Association is ongoing. It will take a number of years for the proposal to be delivered.
4.	Pauline's Swamp	<p>Liz Swift reported that the planned working day had been cancelled due to the weather. The Trust is in the process of applying for a grant towards the cost of a compost toilet. There is no further update on the transfer of land from Hopkin Moore.</p> <p>Jenny Moss reported that a meeting had been held with Simon Ellis, the Planning Manager for ECDC and the Enforcement Officer. The meeting had only taken place due to the trustees writing to Lucy Frazer and Lucy Frazer contacting the Chief Executive at ECDC. The requirement to plant the buffer zone with input from the Parish Council as part of the Section 106 Agreement was discussed. It was implied by the Planning Officer that raising this with the District Council now was too late. But Jenny Moss said that this had been raised previously with the District Council, with no action being taken.</p> <p>The Enforcement Officer admitted that she was aware of the lack of planting being raised before. Jenny Moss to send a report of the meeting to Lucy Fraser, Simon Ellis, District Councillors and John Hill, Chief Executive of ECDC.</p> <p>Liz Swift spoke of her disappointment with the District Councillors for the village giving little help and support with this matter.</p> <p>Simon Ellis is also going to go back to Kevin Drane regarding the replanting of the hedgerow along the boundary of 58 Swaffham Road.</p> <p>It was asked if the District Councillors could be questioned as to why they did not support the Parish Council with regards to the buffer zone when they attend the next meeting. Liz Swift responded that a meeting may not be a suitable time but would try to speak with David Brown before the next meeting.</p> <p>Liz Swift reported that the CCTV cameras were now up at the Swamp but were not operational yet.</p>
5.	Gardiner Memorial Hall Phase 2	Any possible capital funding schemes will be investigated. Council will need to consider finances very carefully if phase 2

		is to be delivered particularly if it is at the same time as the Sports Hub.
6.	Moveable Vehicle Activated Speed Signs	The MVAS signs are currently at the Jubilee Reading Room waiting to be returned to the supplier. Paul Webb intends for these to be returned by week ending 24.11.23 and has said that they should be back by just after Christmas . Once returned it is intended that data will be moved every three weeks.

FC/141123/9 Group Reports

Consideration of the notes from the Assets and Environment meeting held on 31st October 2023

The notes and recommendations from the Assets and Environment meeting were considered.

Recommendations

- A recommendation from the group regarding Hatley Drive boundary.**
 The Asset and Environment Group recommends to Full Council that a letter is sent to the owners of 31 Hatley Drive requesting that the fence they erected on parish council land without permission is removed. If the fence is not removed, then a letter from the Council's solicitors will be sent. Also that an offer made by the owner of 7 Hythe Close to plant bushes etc. to reinstate the native hedging along the boundary between 7 Hythe Close and the parish council owned land is accepted.
Proposed by Liz Swift and seconded by Paul Webb.
The Full Council resolved that a letter is sent to the owners of 31 Hatley Drive requesting that the fence they erected on parish council land without permission is removed. If the fence is not removed, then a letter from the Council's solicitors will be sent. Also that an offer made by the owner of 7 Hythe Close to plant bushes etc. to reinstate the native hedging along the boundary between 7 Hythe Close and the parish council owned land is accepted.
 The Assets and Environment Group had originally suggested that a letter from the Council's Solicitors should be sent in the first instance but due to timeliness of a letter being sent prior to the meeting minutes being in the public domain, and cost implications it was agreed that a letter from the Parish Council would initially be sent
- The Group recommends to Full Council that a Christmas Tree costing up to £300 is purchased for Pound Hill.
Following a proposal from Paul Webb, seconded by Michael Geary, Council agreed that a Christmas tree for Pound Hill should be purchased up to the value of £300 plus VAT.
- The Group recommends to Full Council that both the Syston Doors Contract for the shutters at Gardiner Memorial Hall in the sum of £255.00 plus VAT and the Dormakaba Contract for the automatic door at the Jubilee Reading Room in the sum of £221.00 plus VAT should be accepted.
Following a proposal from Paul Webb, seconded by Liz Swift, Council agreed that both the Syston Doors Contract for the shutters at Gardiner Memorial Hall in the sum of £255.00 plus VAT and the Dormakaba Contract for the automatic door at the Jubilee Reading Room in the sum of £221.00 plus VAT should be accepted.

FC/141123/10 Parish Reports

The Clerk gave the Council an update on the situation with the energy charges for the allotments and the public toilet. With regards to the allotments Engie has opened an 'Opening Dispute'. Engie has a Service Level Agreement to deal with disputes in 30 days. This time is not yet up. With an Opening Dispute they need to liaise with the previous supplier, who unfortunately do not have to meet the Engie's Service Level Agreement. The industry standard time for Opening Disputes is two to three months. Engie has now asked us to supply them with monthly meter readings so that invoices are correct moving forward. However, when the reading was submitted, the confirmation email from Engie said that the reading will be used when the account is re-billed from the adjusted opening read.

Engie has also opened a Read Dispute for the public toilet and in this instance has put the account on hold for 4 weeks while they investigate the issue. The Clerk to give a further update at the Finance and General Purposes meeting at the end of the month and bring back to Council in the new year.

With regards to obtaining a Smart Meter for the Gardiner Memorial Hall, the Clerk reported that initially she had been told by Engie that there would be a charge for this. However, Engie has now come back saying that there will be no charge. She explained that she has now asked for the meter to be changed and for a rough idea of how quickly this will be carried out. There is a large area of grass at Margaret Field which is dying. The area is spreading very slowly and looks as if it will not recover. The soil could be tested, but it was thought leaving the area to see what happens in the spring may be the way forward. Michael Geary offered to visit the site to see what has happened and possibly give some advice.

The area around the entrance of Margaret Field is very boggy. The Maintenance Officer does not have any bark available, so Eastern Tree Surgery has been asked if they have any going spare. There is a fallen tree at Pauline's Swamp, but it is thought that this will be too large to shred into bark.

A number of graves have sunk at the cemetery due to the wet weather. Two tons of topsoil has been ordered from Meads to restore the level of the graves.

Two more sets of lights are out at the skate park. It was suggested that the electrics for the lights should be checked out in the first instance.

Liz Swift proposed, seconded by Paul Webb, and agreed by Council that JJ Drakes should be asked to check the electrics for the lights at the skate park.

As previously agreed the Maintenance Officer has moved the fencing at Mandeville Hall to allow more space in the car park. The next-door neighbour is not happy with this despite the fence line being at least 1.5 metres away from her boundary. The Maintenance Officer has also repaired the broken railings around the rest of the car park.

Paul Webb suggested that consideration should be given in the 2024/2025 budget to repair the fencing near the river at the Recreation Ground.

FC/141123/11 Other County & District Matters: -

The following items were noted by the Council:

ECDC – Pride of Place and Parish Nature Recovery Plan Schemes

Cambridgeshire County Council – Temporary Traffic Orders –

1. Burwell Road Reach

2. Ness Road

Street Numbering Brook Farm Cottage 59 North Street

FC/141123/12 Other Reports Day

The following reports were noted:

1. Notes from the Climate Change Forum 3rd October 2023

2. Paulines Swamp Minutes 2nd August 2023

FC/141123/14 Other Matters - None

The meeting closed at 8.37 pm

Signed

Dated: