

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
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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 13<sup>th</sup> February 2024.

**Present:** Liz Swift (Chair), Lea Dodds, Michael Geary, Gus Jones, Linda Kitching, Clive Leach, Charlie Milner, Jim Perry, Michael Swift, Geraldine Tate, Paul Webb, Brenda Wilson, and Ian Woodroffe.

Also present – District Councillor Lavinia Edwards and one member of the public.

**FC/130224/1 Apologies**

Apologies for absence had been received from Helen McMenamin-Smith, Jenny Moss, Chris O'Neill, Brenda Wilson and District Councillor David Brown.

**FC/130224/2 Declarations of any interests known to Councillors**

There were no declarations of any known interests.

**FC/130224/3 Approval of Minutes of the meeting held on 30<sup>th</sup> January 2024**

The Minutes of the meeting held on 30<sup>th</sup> January were approved and signed as a true and correct record. Proposed by Lea Dodds and seconded by Jim Perry.

**FC/130224/4.1 Public Forum**

The member of public present asked Council if there was any reason why, following the decision at the previous meeting that the Council no longer had any objections to the planning proposal for Mahjong, High Street, Burwell, for the application to be determined by the Planning Committee. The Chair responded that the matter would be considered later in the Meeting,

**FC/130224/ 5 County and District Reports**

Written reports from District Councillors David Brown and Lavinia Edwards were noted. Councillor Lavinia Edwards confirmed that David Morren the new Interim Planning Manager is an external appointment. A very comprehensive report on Cambridgeshire County Council activities had been received from County Councillor Lorna Dupré. The Clerk was asked to thank Councillor Dupré.

**FC/130224/6.1 Planning Applications**

The following Planning Applications were considered:

**23/01036/FUL 21D High Street**

Replace four windows to the front of the house – **No objections**

**23/01341/FUL Baron Cove Weirs Drove**

Side, rear and front extensions, internal alterations, removal of one chimney stack, replacement front porch, windows and roof slates, external insulation and render to dwelling, oil tank and screening, landscaping, driveway and gates

**Amendment involving:**

Two Storey garage removed from proposal

Proposal amended to include single storey front extension and oil tank

Description amended accordingly – **No objections**

Consideration of the need for the planning application for Mahjong 27a High Street to continue to be determined by the Planning Committee – **Council agreed that there was no longer any need for the Planning Application to be determined by the Planning Committee.**

Consideration of planning application 23/00357/FUL 58 Swaffham Road revised wall proposal – **No objections**

**FC/130224/6.2 Planning Decisions from District Council**

The following decisions were noted:

**23/00991/VAR 32 Abbey Close – Approved**

To Vary Condition 1 (Approved Plans) and Condition 3 (Materials) of previously approved 19/01663/FUL dated 27 January 2020 for small single storey extension to enlarge bedroom/study.

**FC/130224/6.2 Approved Tree Works**

**FC/130224/7 Finance**1. Consideration of payment of the following:

The following payments were approved. Proposed by Paul Webb and seconded by Geraldine Tate.

Payee	Description	Amount inc Vat
Sharp	Photocopier Contract	£38.32
Newmarket Garden Mach	Chainsaw repair	£43.80
Burwell Computers	Cloud Back Up Dec & Jan	£110.00
Cartwright Brothers	Electrical Repair - Pavilion	£90.00
Huws Gray	Maintenance Materials	£391.10
Dent Security	Intruder Alarm Contract JRR	£164.40
M Wright	Mileage	£30.15
D Cawley	Mileage	£23.85
G Rowland	Mileage and expenses	£142.65
G Spike	Bird Seed Pauline's Swamp	£18.97
Stannah	GMH Lift Service	£84.00
Elsie Villanueva	Deposit Return and Over payment	£99.90
E Freckingham	Return of Deposit	£50.00
F Mead	Return of Deposit	£50.00
D Monteiro	Return of Deposit	£50.00
K Newman	Return of Deposit	£50.00
Prospects Trust	Return of Deposit	£50.00
J Hamilton	Tennis Court Refund	£6.00
Salaries etc		£9,846.02
		<b>£11,339.16</b>

**FC/130224/8 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	No Further updates
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground	Liz Swift informed Council that a meeting of the Taskforce had taken place on the 12 <sup>th</sup> February, but unfortunately no one for This Land had attended. A letter is to be sent to the new CEO of This Land requesting a meeting within the next couple of weeks, as without the official offer letter, stating the drainage and levelling work that will be carried out prior to the transfer of the land to the parish council, moving the project forward will be difficult. A letter will also be sent to the Chair and Leader of the County Council, the County Council being shareholders of This Land, and the County and District Councillors for Burwell. It is thought that should This Land become insolvent, the administrators will still have to comply with the Section 106 Agreement. An application for a grant from Cambs FA towards the cost of maintaining the pitches at the Recreation Ground and Margaret

		Field has been applied for. The pitches have been inspected by a soil expert from Cambs FA. A soil analysis will be carried out to help determine the grant. A further application is also to be submitted for goal stop netting at the Recreation Ground.
4.	Pauline's Swamp	The guttering on the barn has now been modified following the incorrect installation. An application has been submitted for the Pride of Place Funding Scheme for a compostable toilet.
5.	Gardiner Memorial Hall Phase 2	A meeting has taken place with Jeremy Lander (Architect) and he has submitted a quotation to carry out a feasibility study for a one room extension to the rear of the building. To be considered later in the meeting.
6.	Moveable Vehicle Activated Speed Signs	Paul Webb reported to Council that he has arranged to take the MVAS signs and the lap top back to Westotec in the next ten days and that the signs will be back, up and running before the end of March 2024.

### FC/130224/9 Group Reports

#### Consideration of the notes from the Safety Group meeting held on 23<sup>rd</sup> January 2024.

The minutes from the Safety Group meeting held on 23<sup>rd</sup> January 2024 were noted.

#### Consideration of the notes and recommendations from Finance and General Purposes Group meeting held on 30<sup>th</sup> January 2024:

The Minutes from the Finance and General Purposes Group meeting held on 30<sup>th</sup> January 2024 were noted. The following recommendations were considered:

- *The Finance and General Purposes Group recommends to Full Council that the Financial Report for the period ending 31<sup>st</sup> December 2024 is accepted, Proposed by Paul Webb, seconded by Liz Swift and approved by Council.*
- *The Finance and General Purposes Group recommends to Full Council that the draft budget for the year 2024/2025 is accepted including capital expenditure. The budget to be reviewed in September 2024.*  
Lea Dodds, although in favour of the budget, asked that in future the extent of the total annual expenditure on football (currently approximately 10% of the precept) is discussed as a single agenda item at a full council meeting. Michael Swift explained that between 400 and 500 people play football in the village. It is hoped that if the grant for pitch maintenance is successful, this will help cover some of the costs. The Football Club is aware that it gets a good deal. The costs also include grass cutting, which would be required even if football is not being played.  
**Paul Webb proposed that the budget is accepted, this was seconded Lea Dodds and the budget was duly approved by Council.**
- *The Finance and General Purposes Group recommends the following fee increases. All full cost hall hire charges to be increased by £1.00 per hour (Not for profit organisations pro rata). Allotment Rent to remain at 30p per square metre from October 2025. All Cemetery fees to be increased by £10.00 other than those relating to children under the age of twelve which to remain the same. The rent for the Lock Up in Newnham Lane to remain the same at £200.00 per year*  
**All increases were approved by Council following a proposal from Paul Webb which was seconded by Linda Kitching.**
- *Gardiner Memorial Hall Phase 2 – The Finance and General Purposes Group recommends to Full Council that Mr J Lander (Architect) is asked to carry out a feasibility study at a cost of £2800.00 plus expenses for an extension, smaller than previously planned, to provide a meeting/green room to the rear of the property.*  
**Proposed by Paul Webb, seconded by Liz Swift and approved by Council.**

#### Consideration of the following proposed charges for the use of the Recreation Ground and Margaret Field from 1.4.2024

- *Burwell Football Club to be charged £7500.00 per year for the use of the Recreation Ground and Margaret Field*
- *Hire of the Tennis Court per hour - £7.00 without lights and £9.00 with lights*

- *Boot Camps/Fitness Sessions and use of the Skate Park where charges are made to participants - £10.00 per hour.*

**Council approved all charges as above following a proposal from Paul Webb, which was seconded by Liz Swift. The Football Club to be charged for the cost of the toilet at Margaret Field on top of the £7500.00 agreed.**

### **Consideration of the notes from the Climate Change Forum 16<sup>th</sup> January 2024**

Clive Leach reported that he is still trying to find a provider who is willing to install an EV point at the Gardiner Memorial Hall.

### **FC/130224/10 Parish Reports**

The Clerk reported that there had been an issue with the chainsaw, but this had now been repaired. The pressure valve had leaked at the pavilion. As a result, one of the lights needed to be repaired, this was carried out by Cartwrights who were pricing for another job at the pavilion at the time. The Maintenance Officer has repaired some minor damage to the ceiling. Neil Kennedy has been asked for a price to look at the Gardiner Memorial Hall roof leak. It is likely that scaffolding will be required. Post and chain fencing has been erected at Mandeville Hall to stop cars parking in the muddy area. The moved wooden fence at Mandeville Hall has been re-erected to make sure that it is at least 2 metres away from the boundary. The Football Club has asked if Margaret Field could be cut. Truelink have said that they will do this once the weather is drier. The issue with the Engie billing for the Allotments is now with OFGEM. The Maintenance Officer has used a pressure jet to try and clear the underground blockage preventing water from dispersing from the gutters at Mandeville Hall. Four tennis balls were removed. The guttering is still overflowing, so the Maintenance Officer intends to pressure jet again. The trailer wheel bearings and tyres have been replaced. The CCTV at Mandeville Hall is not working and probably needs replacing. Aztek, who carried out the original installation to provide a quotation to carry out the required work.

### **FC/130224/11 Other County & District Matters: -**

- Cambridgeshire County Council Temporary Traffic Order High Street – Anticipated date 18.2.2024 - Noted by Council

### **FC/130224/12 Other Reports**

- Summary of the Newmarket Road Sports Hub Taskforce Meeting held on 17<sup>th</sup> January 2024
- Spring Close Management Group – Minutes of the meeting held on 13<sup>th</sup> December 2023.

The above reports were noted.

District Councillor Lavinia Edwards left at 8.10 pm.

### **FC/130224/13 Correspondence**

- Luna Developments Limited – Construction Works at the Rear of 75-91 The Causeway  
Lea Dodds reported that the initial works in the letter have now been completed. It is important that the Council monitors the reinstatement of and additional work along the unmade-up track leading to the Leys.
- Email re Road Safety – Buntings Path  
Council noted an email from a resident regarding the safety of children crossing Buntings Path to the School. This concern to be revisited by the Safety Group.

### **FC/130224/14 Other Matters**

- **20 Mile Per Hour Speed Restriction**  
**An opportunity for Parish Council members to share information and discuss the 20 Mile Per Hour Speed Restriction for the village to enable a decision to be made at the Parish Council meeting held on Tuesday 27<sup>th</sup> February on whether to ask Cambridgeshire County Council Highways to move forward to the next stage of the process or not.**  
Liz Swift opened the discussion by reminding Council that when the application was made for the implementation of a 20 mph speed restriction for Burwell it was on the understanding that the application could be withdrawn if need be. Highways have now drawn up a proposal following a meeting with members of the Council. The Safety Group at their last meeting looked at the proposals received from Highways in detail. Paul Webb went on to add that he hoped all Councillors had taken the

opportunity to look at the information and proposed highways design circulated, along with responses from the Highways Officer to questions raised by the Safety Group. He reminded Council that Burwell is one of the 20 villages in the county to move forward with the speed reduction implementation. The 20 mph restriction will make streets safer by reducing speeds and enabling a more equitable use of the road space for all users (vulnerable road users, sustainable transport, businesses, and car users), encourage residents to walk or cycle by reducing speeds, reduce noise and pollution levels by amending the way vehicles accelerate/decelerate.

Clive Leach mentioned that at a previous meeting a proposal had been made for the 20 mph restriction to be in the central area of the village only and that the plans drawn up by Highways do not demonstrate this. Paul Webb explained that Highways have stated that it is better to have the speed restriction implemented village wide as it is clearer for drivers to understand. Highways are less likely to support other options. Clive Leach continued to ask if it was the intention to have a public meeting once the design is known. Paul Webb explained that the Safety Group intended proposing to Full Council that a 2-Day event is held to publicise the scheme if agreed by the Parish Council to recommend moving forward with the application to Highways. The final decision as to whether the restriction is implemented will be made by Highways. Clive Leach emphasized that it is important that the village is behind the Council should it be agreed that the proposal should go ahead.

Lea Dodds explained that he would prefer to see the restriction implemented village wide but would be happy to accept the restriction from the Heath Road junction along Swaffham Road. However, on Ness Road he felt that the introduction of the 20 mph restriction was too far into the village. He also commented that he did not understand the reasoning behind the layout for Newmarket Road and felt that Newmarket Road residents are likely to complain. The Clerk was asked to go back to Highways for confirmation. Paul Webb commented that he had noted that the speed patterns coming into the village from all entrances should have the same 40 to 30 to 20 mph pattern. The existing fixed flashing speed signs on some of the roads will need to be removed as they are not capable of being adjusted to reflect the lower speed limit.

Geraldine Tate voiced that she felt that some of the responses from Highways are not clear and need to be clarified. Gus Jones mentioned the impact of vehicles travelling through the village with further housing developments being built in Soham and Fordham. Ian Woodroffe explained that he was a regular user of the Toyse Lane/Ness Road junction and that with the extent of traffic joining Ness Road at this junction, that the junction should be within the 20 mph restriction. The Clerk was asked to include this when she contacts Highways. Jim Perry raised concern that Reach Road, by the Meadow View Industrial Area is 40 mph not 30 mph as he had previously thought. The Clerk to clarify this with Highways as well.

Gus Jones said that all households in the village should be asked to sign a form as to whether they are for or against the proposal. Michael Geary added that he was still against the implementation of the restriction and said that a form should be delivered to every household in the village with a simple yes or no answer. Based on the results a vote should then be taken to ensure that no more time or money is spent on the proposal.

Liz Swift thanked all for taking part in the discussion. The answers from Highways to the questions raised at the meeting to be shared with Council once they are available. A vote will be taken next meeting as to whether Highways should be asked to continue with the implementation of the 20-mph restriction or not.

The meeting closed at 8.34 pm.

Signed

Dated: