

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Minutes Burwell Parish Council meeting held at Gardiner Memorial Hall, High Street, Burwell CB25 0HD at 7.30p.m. on Tuesday 12th March 2024.

Present: Liz Swift (Chair), Lea Dodds, Michael Geary, Gus Jones, Linda Kitching, Clive Leach, Helen McMenamin-Smith, Charlie Milner, Jenny Moss, Jim Perry, Michael Swift, Geraldine Tate, Paul Webb, and Brenda Wilson.

Also present, District Councillor David Brown, and 4 members of the public.

FC/120324/1 Apologies

Apologies for absence had been received from Chris O'Neill, Ian Woodroffe, and District Councillor Lavinia Edwards.

FC/120324/2 Declarations of any interests known to Councillors

No interests were declared.

FC/120324/3.1 Approval of Minutes including an addendum for the meeting held on 27th February 2024

The minutes of the meeting held on the 27th February 2024 including the addendum were approved and signed as a true and accurate record. Proposed by Michael Swift and seconded by Jim Perry.

FC/120324/3.2 20 mile per hour speed restriction for Burwell – Vote to move forward to the next stage (final design and statutory consultation) for the speed restriction to be implemented in Burwell.

Following an explanation from Liz Swift that a breach of the Council's Standing Orders had occurred at the previous meeting, due to a seconder for the proposal to allow Highways to move on to the next stage of the process to implement the 20 mile per hour speed restriction in Burwell, not being requested, there was a need to take the vote again.

Liz Swift proposed, seconded by Jim Perry that Cambridgeshire Highways should be asked to move forward to the next stage (final design and statutory consultation) for the 20 mile per hour speed restriction to be implemented in Burwell.

A vote was taken with 11 members in favour of the proposal, 1 against, and 2 abstentions.

Burwell Parish Council therefore resolved to ask Cambridgeshire Highways to move forward to the next stage (final design and statutory consultation) for the 20 mile per hour speed restriction to be implemented in Burwell.

FC/120324/4 Public Forum

No matters were raised during the Public Forum.

FC/120324/ 5 County and District Reports

Written reports had been received from District Councillor David Brown and County Councillor Lorna Dupré. The Clerk was asked to thank County Councillor Lorna Dupré for her report which made interesting reading.

Clive Leach asked David Brown if the Swaffham Internal Drainage Board is in a financial position this year to carry out any work on the waterways that they are responsible for in Burwell. David Brown responded that some planned work in the Spring Maintenance Programme is in Burwell, but financially the Board is in a very tight situation.

FC/120324/6.1 Planning Applications

The following applications were considered:

24/00198/LBC The Thatches, 101 North Street

Replacement of single glazed casement windows in 3no dormers with double glazed casement window of the same design. – **No objections**

23/0087//FUL Mahjong 27a High Street – For information only, no response required.
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.

Amendment involving/Additional information received

Non-material adjustments to the floorplans for Plot 1 and 2 so that they align with the elevational drawings, specifically:

- **Removing the ground floor side window to the sitting room from Plot 2 floorplan, to align with the elevational drawing (western elevation); and**
- **Centralising the dormer window to Plot 1 on the floorplan to align with the western (rear) elevational drawing.**

Amendments noted.

24/00160/FUM Site at Anchor Lane Farm, Newnham Drove

Battery energy storage facility and associated works

Comment – All lighting should be screened and environmentally friendly. Advice from other statutory consultees should be adhered to.

24/00202/FUL 12 Spring Close

Proposed installation of 3 new windows along side elevation

No objection.

Council raised concern about consultation periods for neighbours. The Clerk to mention this to the Planning Office.

24/00209/FUL 33 Westhorpe

Vehicle hard standing at the front of the property and lowered kerb access with access protection marking

The Council has no comments to make and is happy for Highways to assess this application.

24/00210/FUL and 24/00211/LBC 116 Low Road

Replacement windows and external doors, roof works, single storey rear extension and internal alterations, along with new ancillary building adjacent to existing stable block

No objection

24/00104/FUL 4 Hythe Lane

Construction of 1 no. detached two bedroom house with demolition of existing garage (Plot 2)

No objection

24/00102/FUL 4 Hythe Lane

Construction of 1 no. detached two bedroom house with demolition of existing house (Plot 1)

No objection

FC/120324/6.2 Planning Decisions from District Council

The following decisions were noted:

23/01341/FUL Baron Cove Weirs Drove – Approval

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

23/00871/FUL Mahjong 27a High Street – Approval

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.

24/00158/SCREEN Site at Anchor Lane Farm, Newnham Drove

Battery storage facility

Requires an Environmental Statement

23/01036/FUL 21D High Street, Burwell – Approval

Replace four windows to the front of the house

24/00022/FUL 22 Hawthorn Way – Refusal

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

FC/120324/6.2 Approved Tree Works

The following notification of tree works approved by East Cambs. District Council were noted:

24/00062/TRE Site of Burwell Castle, Spring Close

T1 Twin stemmed Sycamore – Remove due to location being unsuitable for the trees long-term retention with proximity to chalk stream. Replacing with a species more suitable for location.

24/00082/TRE 6A North Street

T1 Conifer – Fell to ground level as poor form and has outgrown the space available.

T2 Apple – Fell to ground level as main stem is rotten.

FC/120324/7 Finance

Consideration of payment of the following:

The following payments were approved after noting that the payment for K Stock is £50.00 and not £131.00 as listed below. Proposed by Jenny Moss and seconded by Helen McMenemy-Smith.

Payee	Description	Amount inc Vat
George Rowland	Mileage/Expenses	£140.85
Debbie Cawley	Mileage	£24.30
Martyn Wright	Mileage	£31.05
Paul Webb	MVAS Signs to Dereham	£45.90
ESPO	Cleaning Supplies	£381.60
J J Drake	Barn Pauline's Swamp	£1,288.33
Harrisons of Burwell	Valve at Pavilion	£254.40
Burwell Computers	Cloud Back Up February	£55.00
Burwell Window Cleaning	Various Properties	£68.00
Clunch	Hall Advertisement	£134.00
K Stock	Ret of Dep	£131.00
Engie	Jubilee Reading Room Elec	£124.31
Engie	Cemetery	£16.28
Engie	Allotments (With Ombudsman)	£561.75
Engie	Pavilion/Recreation Ground	£661.62
Staff	Salaries, Tax, NI, Superannuation	£10,093.64
		£14,012.03

FC/120324/8 Action Points Update - Updates to the following:

No	Action Point	Comments on Progress
1.	Section 106 Money	No further information.
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	Confirmation had been received that EDC had released the Section 106 funding. An email from Jon London (Ward Councillor for Exning) was noted. It was suggested that he should contact Claire Dickson, West Suffolk Council, who are delivering the scheme, has started doing some preliminary work. The Clerk to try and arrange an update meeting with Claire Dickson if possible, and to invite Jon London to the meeting. Lea Dodds offered to be responsible for liaising with Exning if needed.

3.	Newmarket Road proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground	Liz Swift updated the Council on the situation with This Land and how the new interim CEO, David Meek has implied that the land will be transferred with no extra work being carried out. The Clerk has written back to This Land asking for clarification and has also written to ECDC Solicitor asking for an understanding of the expectation in terms of the Section 106 Agreement of the condition of the land when transferred. Jim Perry asked if anything further is known about the financial sustainability of This Land. Paul Webb reminded Council that the requirement to offer the sports hub land to the Parish Council at a cost of £1 under the terms of the Section 106 Agreement stays with the land, regardless of who owns it. With regards to the football pitches, grant applications will be finalised by the FA once the Pitch Condition Reports have been submitted.
4.	Pauline's Swamp	A meeting of the Trustees is due to take place this week. Due to the weather no maintenance work has been carried out at the swamp. A lady is interested in running some nature related health classes at the swamp and has also said that she is prepared to write a letter of support for grant applications for the provision of a compostable toilet. In response to a question raised by Gus Jones in relation to the buffer zone, Liz Swift explained that discussions are still ongoing with ECDC. No work has been carried out to the reeds or the sedge yet as it is too wet to get a vehicle onto the swamp.
5.	Gardiner Memorial Hall Phase 2	Jeremy Lander is trying to obtain the AutoCad survey drawings from Saunders Boston.
6.	Moveable Vehicle Activated Speed Signs	Paul Webb reported that the signs are now with Westcotec, who are due to send a quotation for the repair work that needs to be carried out. Westcotec has agreed to carry out further training at their premises free of charge, but there will be a cost if the training is delivered in Burwell.

FC/120324/9 Group Reports

Consideration of the notes and recommendations from the Community, Leisure, Health and Sports meeting held on 20th February 2024.

The minutes from the Community, Leisure, Health and Sports meeting held on 20th February 2024 were noted and the following recommendations were approved:

- **The Group recommends to Full Council that a lockable metal shed is purchased for the Community Garden in the sum of £305.00 using funds from the Pride of Place Grant.**
Proposed by Paul Webb and seconded by Jenny Moss.
- **The Group recommends to Full Council that a donation of £500 is made to the Burwell and District Day Centre to purchase a new sign.**
Proposed by Liz Swift and seconded by Clive Leach.
- **The Group recommends to Full Council that the quotation to carry out repair work to the Skate Park from Chaz Hampson at a cost of around £700 to £750 is accepted**
Proposed by Paul Webb and seconded by Clive Leach.

Consideration of the notes and recommendations from Asset and Environment Group meetings held on 19th February 2024 (Grass Cutting Contract) and 27th February 2024:

The minutes from the Asset and Environment Group meetings held on 19th February 2024 and 27th February 2024 were noted and the following recommendations were approved:

- **The Group recommends to Full Council that Zion Landscapes awarded the Grass Cutting Contract from 1st April 2024 to 31st March 2025 with an extension until 31st March 2027 if all parties are agreed.**
Proposed by Liz Swift and seconded by Geraldine Tate.
- **The Group recommends to Full Council that the quotation received from S R Landscapes in the sum of £780.00 is accepted to fell a Sycamore tree due to its proximity to neighbouring property and impact on hard surfacing and to reduce the crown of a second tree and sever ivy on Kingfisher Drive Amenity Area.**
Proposed by Helen McMenamin-Smith and seconded by Michael Swift.
- **The Group recommends to Full Council that the Clerk contacts both Syston Doors and Spazio regarding the replacement of the dividing door (rooms 2 and 3) at Mandeville Hall and ask for a discount and that the work is then offered to the supplier with the cheapest price.**
Proposed by Paul Webb and seconded by Gus Jones.
- **The Group recommends to Full Council that should the Maintenance Officer be unable to clear the guttering soakaway issue at Mandeville Hall, that the quotation from Winkworth Contractors Ltd in the sum of £675.00 to repair the damage is accepted.**
Proposed by Jenny Moss and seconded by Jim Perry.
- **The Group recommends to Full Council that the quotation from Aztek Services to replace the CCTV equipment (not cameras) at Mandeville Hall in the sum of £640.00 is accepted.**
Proposed by Geraldine Tate and seconded by Jim Perry.
- **The Group recommends to Full Council that the quotation from Cartwright Brothers Ltd in the sum of £359.40 inc VAT to install sockets in the loft space at the Pavilion wired through a frost thermostat.**
Proposed by Clive Leach and seconded by Helen McMenamin-Smith.

FC/120324/10 Parish Reports

The Clerk reported that the internal door has now been replaced in the public toilet. An additional lock has been added to the tennis court light control box to try to prevent the lights being turned on when the courts are not in use. The faulty pressure relief valve at the pavilion has now been repaired by Harrisons. The Mandeville Hall fence has now been moved to ensure that it is at least 2 metres away from the boundary to the neighbouring property. The Clerk continued to report that the issues with Engie over charging for the electrical supply at the public toilet has been resolved and that the credit balance has been returned. The electrical supply issue for the allotments has been investigated by the Ombudsman, with a decision being made that the credit balance is returned to the Parish Council, plus £125.00 compensation and that a letter of apology is sent by Engie to the Council. Engie now has two weeks to agree to the decision, and if they agree, 28 days to carry out the decision actions.

FC/120324/11 Other County & District Matters: -

- **Cambridgeshire County Council – Review of Highways Operational Standards in Relation to Weed Management**
This matter to be referred to the Climate Change Forum. The Clerk to find out more details prior to the next Climate Change Forum meeting.
- **East Cambs District Council Street Numbering – Land Rear of 14 The Avenue**
The street numbering was noted by Council.
- **East Cambs District Council Street Names – Millstone Park**
ECDC had made the Parish Council aware of some concerns which needed to be considered prior to agreeing that names from the war memorial should be used as road names for Phase One of Millstone Park. The Council agreed that despite the concerns raised, they still wished for names from the memorial to be used. If any residents complained that a name from the list was not used, then the omitted names could be considered for the next phase.

FC/120324/12 Other Reports

- **Summary of the Newmarket Road Sports Hub Taskforce Meeting held on 12th February 2024**
The summary was noted by the Council.

FC/120324/13 Correspondence

- **Email from resident regarding blocked drains and gutters due to straw from vehicles.**

An email had been received from a resident regarding straw coming adrift from agricultural vehicles, ending in the road gutters, and subsequently blocking the drains. The Council discussed ways to resolve the issue. The email had indicated that the High Street near the church is a main issue for concern. It is thought that the trees in the Church grounds may be catching the straw loads as the vehicles drive passed and the Clerk said that she would contact ECDC who maintain the churchyard to see about the possibility of the trees being cut back. Clive Leach raised concerns about the insecurity of the loads and asked Michael Geary what were the views of local farmers. Michael Geary indicated that the local farmers do not see it as an issue and that the roads need to be swept more. Helen McMenamin-Smith spoke about a blocked drain in Silver Street. Lea Dodds stated that he had already reported this to Highways. The Highways Officer responsible for this area has previously met with members of the Council and is aware of this area and flooding issues. The Officer had mentioned that should parked vehicles be in the way of the road sweepers or the gully cleaner, then any gully's and drains under the vehicle are not cleaned/cleared. Having a volunteer group or using the Community Payback Team could be an option to remove the straw. The Clerk to report back to the resident and write to Highways and ECDC to bring the issue to their attention again.

FC/120324/14 Other Matters

- Recommendation from the Climate Change Forum to support the Climate and Ecology Bill
Lea Dodds explained to the Council the history behind the Climate and Ecology Bill and how it had lost momentum within parliament. Many County and Parish Councils are supporting the campaign to forward its progress through parliament. Following a proposal for the Council to support the campaign made by Liz Swift, and seconded by Geraldine Tate, a vote was taken with a result of 13 members in favour, and one abstention, Council resolved to support the campaign.

The meeting closed at 8.30 pm.

Signed

Dated: