

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 9th April 2024.

Present: Liz Swift (Chair), Michael Geary, Gus Jones, Linda Kitching, Clive Leach, Charlie Milner, Jenny Moss, Jim Perry, Geraldine Tate, and Paul Webb.
Also present: District Councillor Lavinia Edwards and two members of the public

FC/090424/1 Apologies

Apologies for absence had been received from Lea Dodds, Helen McMenamin-Smith, Michael Swift, Brenda Wilson, Ian Woodrooffe, and Chris O'Neill.
An apology had also been received from District Councillor David Brown.

FC/090424/2 Declarations of any interests known to Councillors

There were no declarations of any known interests.

FC/090424/3 Approval of Minutes for the meeting held on 26th March 2024

Following a proposal from Jenny Moss which was seconded by Paul Webb, the minutes of the meeting held on 26th March 2024 were approved and signed as a true and accurate record.

FC/090424/4 Public Forum

No matters were raised during the Public Forum.

FC/090424/ 5 County and District Reports

Written reports had been received and were noted by Council.
A written report had also been received from County Councillor Dupré. The Clerk was asked to thank Councillor Dupré for the report.

FC/090424/6.1 Planning Applications

The following applications were considered:

24/00161/FUM Land South East of The Haven Factory Road

Change of use of land to a dog walking field

No objections

24/00281/FUL 4 Hall Lane

Single storey side extension

No objections

24/00251/VAR 24 High Street

To vary Condition 1 (Approved Plans) of previously approved 23/00159/FUL for Demolition of existing garage and outbuildings and construction of new single storey side and rear extension.

No objections

24/00192/FUL 48 Toyse Lane

Single storey extensions to dwelling and detached garage

No objections

24/00324/FUL 6 Mill Close

Demolition of existing garden room and construction of a single storey flat roof extension

No objections

FC/090424/6.2 Planning Decisions from District Council

The following decision was noted:

23/00482/FUM Cold Storage Unit, First Drove - Approval

Proposed additional 6 No.pitches for Gypsy/Travellers, with associated paddock, making 12 no. pitches on site in total

FC/090424/6.2 Approved Tree Works

Notification of tree works approved by East Cambs. District Council

The following approvals were noted:

24/00242/TRE 7 Anchor Lane

T1 Horse Chestnut in front driveway to be reduced height by up to 1/3 (2-3m) and shape remaining crown accordingly

T2 Weeping Willow in back garden reduction by up to 1/3 to previous points

G1 8x Poplar Trees to be reduced by up to 1/3 to previous points.

24/00200/TRE 23 Silver Street

T1 Ash of the MWA Arboricultural Report

Works: Remove (fell) to near ground level and grub out/grind out stump to inhibit regrowth and allow the construction of a new boundary fence.

H1 – Leyland Cypress with dense creeper, Bramble, and Ivy within of the MWA Arboricultural Report

Works: Remove (fell) to near ground level and grub out/grind out stump to inhibit regrowth and allow the construction of a new boundary fence.

Reason: Clay shrinkage subsidence damage at neighbouring property 25 Silver Street

24/00152/TPO The Beeches Tan House Lane

T1 Beech tree - Remove as dead

T2- Beech tree - Reduce crown by 2m, crown raise over Tan House Lane to 4.5m from ground level

T3- Beech tree - Raise crown overhanging Tan House Lane to 4.5m from ground level

T4- Beech tree - Raise crown overhanging Tan House Lane to 4.5m from ground level

T5 Beech tree - Raise crown overhanging Tan House Lane to 4.5m from ground level

T6 Beech tree - Remove dead top and reshape crown to match. Crown raise over Tan House Lane to 4.5m from ground level

T7 Beech tree - Raise crown to 2-2.5m from ground level garden side and 4.5m from ground level over Tan House Lane

T8 Yew tree overhanging from 1 High Street - Raise crown to 4.5m from ground level over drive

T9 Yew tree overhanging from 1 High Street - Raise crown to 4.5m from ground level over drive

T10 Yew tree overhanging from 1 High Street - Raise crown to 4.5m from ground level over Drive

T11 Maple Crown overhanging from 1 High Street - Raise crown to 4.5m from ground level over garden

FC/090424/7 Finance

Letter from HMRC – VAT Notice of Error Correction

The Council noted that the claim for the refunding of VAT charged on the hire of sports facilities had been successful. The Clerk reminded the Council that it had previously been decided that any income received from the claim would be earmarked for the Recreation Ground Sinking Fund.

Consideration of renewal of membership for Creative Arts East

The Council considered the opportunity to renew the annual membership for Creative Arts East at a cost of £70.00. The Council agreed that this should be renewed following a proposal from Liz Swift, which was seconded by Paul Webb.

Consideration of payment of the following:

The following payments were approved. Proposed by Geraldine Tate and seconded by Linda Kitching.

Payee	Description	Amount inc Vat
George Rowland	Mileage/Expenses	£152.75
Debbie Cawley	Mileage	£47.25
ESPO	Stationery	£42.48
Aztek Services Ltd	Installation of CCTV Monitor MH	£768.00

One Garden	Shed - Community Garden	£254.40
Burwell Computers	Cloud Back Up March	£55.00
Burwell Computers	Blackcat Ransomware Virus Check	£130.00
Mr Groundsman	Grass cutting Recreation Ground Feb and March	£2,250.00
Mrs G Spike	Pauline's Swamp Bird Feeder	£13.98
PPL/PRS	Gardiner Memorial Hall	£368.86
Npower	Streetlight Energy 1.1.24 to 31.3.24	£103.18
WAVE	Burial Ground	£47.56
WAVE	Allotments	-£192.71
WAVE	Burial Ground	-£125.03
A Logan	Cancelled booking GMH	£191.76
J Marriott	Return of Deposit GMH	£50.00
A Green	Return of Deposit GMH	£50.00
L Chambers	Return of Deposit GMH	£50.00
Staff	Salaries, Tax, NI, Superannuation	TBC
		£4,257.48

FC/090424/8 Action Points Update

The following updates were noted:

No	Action Point	Updates
1.	Section 106 Money	No further update.
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	The funding from the Burwell Development has been released. Meeting with Suffolk County Council, who are taking the lead for the project, to take place on April 19 th . 2024.
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch. Sports Pavilion/Football Pitches Recreation Ground	Due to staff changes This Land is now saying that they will be handing over the land as is, with no further work being carried out other than the removal of the spoil heaps by the contractors. In order to learn the likely cost of draining the site to the necessary sports standards the Football Foundation is going to try and arrange for an Agronomist to survey the site. Burwell Football Club has said that they should be able to pay for this as long as it is not too expensive. Emails have been sent to the County Council, ECDC, along with Lucy Frazer MP, about the latest notification from This Land. ECDC Solicitor has also been asked for the terms within the Section 106 Agreement in relation to the Sports Hub to be clarified. Clive Leach suggested that Lucy Frazer should be asked to convene a meeting between all interested parties. She could also be asked about the availability of possible grants for the Sports Hub. Work carried out by Mulhall Leisure over the past 6 months has been paid for by This Land, but from the beginning of May the cost of the work (up to £6,000) will be the responsibility of the Parish Council. Craig Mulhall has suggested that work could be deferred until the land transfer is further on. This was thought to be a good idea and following a proposal from Paul Webb and seconded, by Geraldine Tate, it was agreed to ask Craig Mulhall to defer the work to a later date.

4.	Pauline's Swamp	The additional piece of land is still no nearer to being transferred. Planting of the buffer zone is still being discussed with ECDC. There are some working days planned. It has been too wet to cut the sedge. Nicola Hallows has advised that the bull rushes should be left until October. Some yoga type classes are now being held at the Swamp. A grant application is in the process of being made to construct a compost toilet. The 2024 Open Day is being planned for 1 st September. Two Coronation Oaks have been planted.
5.	Gardiner Memorial Hall Phase 2	A meeting has been planned with Jeremy Lander for next week.
6.	Moveable Vehicle Activated Speed Signs	The signs are currently with Westcotec waiting for the approval from the Council for the work to go ahead.

FC/090424/9 Group Reports

Consideration of the notes and recommendations from the Finance and General Purposes meeting held on 26th March 2024.

The draft minutes of the meeting were noted, and the following recommendations were all approved.

- The Group recommends to The Full Council that all 5 staff members are awarded a salary increase of one increment from the 1st April 2024.- Proposed by Liz Swift, seconded by Jenny Moss.
- The Group recommends to The Full Council that the Parish Council accepts any inflationary pay rises as agreed by the National Joint Council and that they are implemented upon receipt of the decision without the need for further agreement by Council. – Proposed by Jim Perry and seconded by Geraldine Tate.
- The Group recommends to The Full Council that all changes/additions/deletions suggested by the Group to the Council's policies are implemented. Proposed by Clive Leach and seconded by Jim Perry.
- The Group recommends to The Full Council that the quotation from JJ Drake in the sum of £195.00 plus VAT to reprogramme the tennis court lights is accepted. Proposed by Jenny Moss and seconded by Geraldine Tate.

Consideration of the notes and recommendations from the Safety Group meeting held on 19th March 2024

The draft minutes from the meeting were noted and the following recommendations approved.

- The Safety Group recommends to The Full Council that they support the A to B1102 Bus Route Proposal. Proposed by Liz Swift and seconded by Geraldine Tate
- The Group recommends to The Full Council that the MVAS signs are repaired at a cost of £865.00 plus VAT and that training is carried out in Burwell at a cost of £495.00. Proposed by Jim Perry and seconded by Linda Kitchen. A discussion followed the proposal and seconding of the recommendation raising the question if the MVAS signs were needed. In addition to the signs being a speed reminder for drivers the signs can officially be used for Speedwatch sessions. The signs are out of guarantee.
The seals on the signs have perished and need replacing. The new seals will come with a further one-year guarantee. Westcotec will be repairing damaged electrical connections at no cost. The training will be for up to six people and once trained, they will be in the position to train others. A vote was taken with 8 in favour, 1 against and 1 abstention. The recommendation was therefore approved.

Consideration of the draft minutes and recommendations from the Climate Change Forum held on 5th March 2024.

Council noted the draft minutes and considered the following recommendations:

- **The Climate Change Forum recommends to The Full Council that the recently reviewed and amended Burwell Parish Council Climate Emergency Plan is adopted.**

Clive Leach commended Lea Dodds for the work that he has carried out in producing the revised Climate Emergency Plan along with the others involved in putting together the revised document. Recognition was also given to Jenny Moss and Paul Webb for their work in producing the original document which made a sound basis to start from. Clive Leach continued to explain that the Burwell Environmental Group is working on content for their website and documents such as the Climate Emergency Plan could be included. Paul Webb proposed, seconded by Liz Swift, that the revised Burwell Parish Council Climate Emergency Plan is adopted. Following a vote with 9 Councillors in favour and one against, the recommendation was approved.

FC/090424/10 Parish Reports

The Clerk reported that Mr Groundsman's contract for cutting the grass and carrying out pitch maintenance work at the Recreation Ground had been extended for a further year until the 31st March 2025. A provision had been made within the original contract to allow this to happen.

Jenny Moss reported that there is a damaged bench in Priory Wood. As the wood is managed by the Woodland Trust the bench needs to be reported to them.

FC/090424/11 Other County & District Matters: - None

FC/090424/12 Other Reports

The following were noted:

- Pauline's Swamp Meeting Notes – 27th September 2023 and 8th February 2024

FC/090424/13 Correspondence – None

FC/090424/14 Other Matters

Consideration of applicants for co-option to the Council

Liz Swift reported that Elizabeth Brunton has withdrawn her application to be a Councillor. Liz Swift proposed that Mr Richard Jenkins is co-opted on to the Council. The proposal was seconded by Jim Perry and following a unanimous vote Mr Richard Jenkins was duly co-opted to the Council.

Liz Swift spoke to Council about the issues raised, particularly on the Burwell Community Facebook page about the implementation of the 20 mile per hour speed restriction in the village. She said that there is a lot of misinformation being posted. The Council is currently waiting for Highways to come up with some revised plans. It is unlikely that any restrictions will be implemented this year. It was agreed that an emergency Safety Group meeting should be held at 2pm on Wednesday 10th April at the Jubilee Reading Room.

It was suggested that the Annual Parish Meeting could be solely dedicated to the subject of the 20-mph implementation, with an informal set up where members of the public can ask questions and make comments at ease. Hopefully Highways will also be able to attend. Liz Swift proposed, seconded by Paul Webb, that the Annual Parish Meeting should be an informal meeting with a single item agenda of the implementation of a 20-mph speed restriction in Burwell. The proposal was approved following a vote with 9 councillors in favour. There was one abstention.

Charlie Milner suggested that the Annual Parish Meeting should be held online. This is not possible. The Highways statutory consultation is for a minimum of 21 days. Parishioners will be able to make comments directly to this consultation. Highways need the Parish Council to reach a firm decision on the areas that will have the 20-mph restriction before the statutory consultation is held. There will still be opportunities for the Parish Council to withdraw if the community does not want the restrictions.

The meeting closed at 8.34 pm.

Signed

Dated: