

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 7.30pm on Tuesday 13th August 2024.

Present: Liz Swift (Chair), Michael Geary, Gus Jones, Richard Jenkins, Linda Kitching, Clive Leach,
Charlie Milner, Jenny Moss, Jim Perry, Michael Swift, Geraldine Tate, Paul Webb, Brenda Wilson and
Ian Woodroofe.

Parish Clerk: Katherine Hyett

FC/130824/1 Apologies

Apologies for absence were received from Lea Dodds and Chris O'Neill.
An apology for absence had also been received from District Councillors David Brown and Lavinia
Edwards.

FC/130824/2 Declarations of any interests known to Councillors

There were no declarations of any known interests.

FC/130824/3 Approval of Minutes of the meeting held on 30th July 2024

It was resolved that the minutes of the meeting held on 30th July 2024 were approved and signed as a
true and accurate record.

Proposer: Richard Jenkins

Seconder: Linda Kitching

Agreed by all present at meeting on 30th July 2024

**FC/130824/4 Public Forum – An opportunity for members of the public to raise
concerns or question Council on matters included in this agenda. There will be no
further opportunity for members of the public to speak after this point in the meeting.**

No matters were raised in the Public Forum

FC/130824/ 5 County and District Reports

A written report was received from District Councillor Lavinia Edwards and noted

FC/130824/6.1 Planning Applications to be considered

The following applications were considered:

24/00735/TRE 37 Silver Street

T1 Ash - Reduce overhang by 2-3m and shape into remainder of canopy

T2 Sycamore - Reduce overhang by 3-4m

Recommended for approval subject to Kevin Drane's report.

24/00736/TRE 9 Isaacson Road

T1 Ash- Reduce height by 2-2.5m down to previous pruning points, reduce spread on all sides by
1.5m back to previous pruning points and shape

Recommended for approval subject to Kevin Drane's report.

FC/130824/6.2 Planning Decisions from District Council

The following decisions were noted:

24/00210/FUL 116 Low Road – Approved

Replacement windows and external doors, roof works, single storey rear extension and internal
alterations

24/00211/LBC 116 Low Road – Approved

Replacement windows and external doors, roof works, single storey rear extension and internal alterations (it was noted that repeat application was due to listed building consent)

The development of a barn on this property that can be seen from Weirs Drove was queried. **Paul Webb proposed that the Enforcement Officer be notified, Jim Perry seconded. All in favour.**

FC/130824/6.3 Planning Appeals from District Council

23/01149/OUT Welsumme Farm Weirs Drove

New dwelling house comprising 4 plus bedrooms and associated double garage. An appeal APP/V0510/W24/3346945 has been made to the Secretary of State against the decision of East Cambridgeshire District Council to refuse to grant planning permission

Noted, no additional comments made

FC/130824/6.4 Trees/Environment

The following approved tree works were noted:-

24/00638/TPO 42 Swaffham Road Burwell – Approved

Woodland management plan to maintain a good balance of mature trees, new trees and a varied undergrowth that provide wide-ranging wild-life habitats. This will be achieved by carrying out the following works over a 10-year period:

A. Fell any dangerous, dead, dying or diseased trees when required informing the trees officer prior to commencement.

B. Ash is present within the woodlands. Ash dieback has been noted in some of the trees. Monitoring the Ash throughout the woodlands is essential. Restructuring, felling and thinning work may be necessary on diseased trees for both safety reasons and to improve structure to let other trees establish. (Figure 1.)

C. Remove/prune significantly overhanging branches and small trees (under 15cm diameter @ 1.5m from ground level) from boundary which pose a risk to damaging fences or neighbouring properties. (Figure 2, 3 & 4.)

D. Remove/prune some overhanging branches where woodland meets our garden to let more light into the woodland area, and so we can enjoy vistas into the woodland from our garden. (Figure 5.)

E. Remove a few small trees (under 20cm diameter @ 1.5m from ground level) and overhanging branches on border with Paulines Swamp Nature Reserve so a new boundary fence (wildlife friendly) can be erected. This is to stop public and dog access into our property and woodland, and to keep our children and visitors safely within the boundaries of the property. This will be done in consultation with Paulines Swamp Nature Reserve. (Figure 6 & 7.)

F. Introduce a traditional coppicing cycle on some of the applicable trees such as Hazel. These trees will be managed with a view to enhance and maintain the woodland habitat. Resources that are gathered from this management can also be used in the garden or for other woodland activities. (Figure 8.)

G. Manage vegetation around features of interest such as the pond.

FC/130824/7 Finance

1. Consideration of Quarterly Finance Report 1st April 2024 to 30th June 2024

It was proposed to approve the Quarterly Finance Report for the period of 1st April 2024 to 30th June 2024. Proposer: Paul Webb, seconded by Michael Swift. All in favour, the report was approved.

2. Consideration of payment of the following:

The following payments were approved for payment following a proposal from Paul Webb, seconded by Jenny Moss, and agreed by all.

| Payee | Description | Amount inc Vat | Power |
|--------------|-----------------------------------|-----------------------|--------------------------|
| All Staff | Salaries Tax Ni Superannuation | £9,922.69 | Local Gvt Act 1972 s.112 |

| | | | |
|-------------------------|---------------------------------|------------|--|
| Mead Construction | Water Leak Jubilee Reading Room | £330.00 | LGA 1972 s 133/Misc Provisions Act 1976 |
| George Rowland | Mileage and expenses | £163.80 | Local Gvt Act 1972 s.112 |
| Stannah | Service Plan Stair Lift GMH | £89.88 | LGA 1972 s 133/Misc Provisions Act 1976 |
| Burwell Computers | Cloud Storage July 2024 | £55.00 | LGA 1972 s142 |
| Burwell Print Centre | 2024 Annual Report | £634.25 | LGA 1972 s142 |
| Spazio | Balance of payment for Door MH | £3,888.00 | LGA 1972 s 133/Misc Provisions Act 1976 |
| CAPALC | Clerks Knowledge Training | £250.00 | Local Gvt Act 1972 s.112 |
| Engie | Allotments Energy | -£43.85 | Small Holding & Allotment Act 1908, ss.23,25 |
| Engie | Allotments Energy | £42.03 | Small Holding & Allotment Act 1908, ss.23,25 |
| Engie | GMH Energy | -£926.23 | LGA 1974 s.133 |
| Engie | GMH Energy | £160.86 | LGA 1974 s.133 |
| Engie | GMH Energy | £227.39 | LGA 1974 s.133 |
| Engie | Allotments Energy | £43.36 | Small Holding & Allotment Act 1908, ss.23,25 |
| BAGS | Return of Dep | £50.00 | |
| Cambridgeshire Coins | Return of Dep | £50.00 | |
| Sammy Hill | Return of Dep | £50.00 | |
| Martyn Wright | Mileage and Phone contribution | £38.75 | Local Gvt Act 1972 s.112 |
| Elllgia (Retrospective) | Skip - Maintenance Officer | £279.60 | Open Spaces Act 1906 ss9&10 |
| Zion Landscapes | Grass cutting | £1,380.00 | Open Spaces Act 1906 ss9&10 |
| | | | |
| TOTAL | | £16,685.53 | |

FC/130824/8 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 | The Parish Clerk has contacted West Suffolk for an update on progress. A question was asked about the width of track. This was confirmed that it is expected to be 1.5m wide as it was passed with the old legislation in place not 2.2m as per new legislation. |

| | | |
|----|--|---|
| | | It was also confirmed that mobility scooters will be able to use the track. |
| 3. | Newmarket Road proposed Sports Hub including 3G artificial pitch, Sports Pavilion/Football Pitches Recreation Ground | <p>Meeting with Charlotte Cane, Khalid Shaban (Head of Land Development) and David Meek (CEO) on 22nd August - Paul Webb and Liz Swift to attend.</p> <p>Question about earmarked £6000 for visibility study. Craig Mulhall Associates to carry out study, first payment paid by This Land. 2nd phase of work is on hold until further notice. It was queried what would happen the the land should it not be viable to support football pitches.</p> <p>A report was carried out by a soil analysis expert for the football pitches at both Margaret field and the Recreation Groun. This has found that considerable improvement is required and will enable the Parish Council to apply for a grant.</p> |
| 4. | Pauline's Swamp | <p>The bug house has been refurbished. It is less than 3 weeks to the open day to be held on 1st September. It was requested that councillors volunteer to help out on the Saturday and the Sunday. Advertising leaflet to be shared with other councillors. Requested that the maintenance officer mow the ground for the Dog Show. A portaloos has been booked.</p> <p>A grant is being applied for a compost toilet and the group are looking at prices for a container to use as a visitor centre.</p> |
| 5. | Gardiner Memorial Hall Phase 2 | Jeremy Lander, architect, has been away. It is anticipated that we start progressing this in September. |
| 6. | Moveable Vehicle Activated Speed Signs | One sign has been in operation since 2019, two additional signs since 2022. Data is now being collected and will be published. It was noted that the signs only display between 25-40mph. |

FC/130824/9 Group Reports

1. Consideration of the draft minutes of the Finance and General Purposes meeting held on 30th July 2024.

The Council noted the minutes of the meeting and considered the following recommendations:

- I. Paul Webb, Elizabeth Swift, Ian Woodroffe, and Linda Kitching be added to the mandate for actioning transactions for the CCLA account and all previous individuals be removed from the mandate.
 - **Recommended for approval? Yes**
 - **Proposer: Jenny Moss**
 - **Seconded: Jim Perry**
 - **Agreed by all: Yes**

- II. The Parish Council pays for the annual membership of the Society of Local Council Clerks for the Parish Clerk. Cost for the current year is £253.00 including a joining fee of £15.
 - **Recommended for approval? Yes**
 - **Proposer: Jenny Moss**
 - **Seconded: Charlie Milner**
 - **Agreed by all: Yes**

- III. The Parish Council purchases an up-to-date copy of the Charles Arnold Baker Publication, Parish Council legal bible, at a cost of approx. £150.00
 - **Recommended for approval? Yes**
 - **Proposer: Paul Webb**
 - **Seconded: Brenda Wilson**
 - **Agreed by all: Yes**

- IV. Having reviewed the standing orders the Finance and General Purposes group recommends to Full Council that no changes are required.
 - **Recommended for approval? Yes**
 - **Proposer: Paul Webb**
 - **Seconded: Ian Woodroffe**
 - **Agreed by all: Yes**

- V. A small subgroup is created to work on the Council's communication and social media policy. Paul Webb to contact all interested and arrange a meeting.
 - **Recommended for approval? Yes**
 - **Proposer: Liz Swift**
 - **Seconded: Paul Webb**
 - **Agreed by all: Yes**

- VI. Burwell Parish Council purchases the necessary license to allow a food trader to operate during football matches at Margaret field at a cost of £192 with the Football Club being charged over the year for the same amount.
 - **Recommended for approval? Yes**
 - **Proposer: Paul Webb**
 - **Seconded: Liz Swift**
 - **Agreed by all: Yes**

2. Consideration of the draft minutes of the Community, Leisure, Health, and Sports meeting held on 16th July 2024

The Council noted the minutes of the meeting and considered the following recommendations:

The Community, Leisure, Health and Sports Group recommends to Full Council that a donation of £200.00 is made to Cambridgeshire Libraries to support the Summer Reading Scheme in Burwell. **This was proposed by Liz Swift, seconded by Jenny Moss, and agreed by all. This was approved.**

3. Consideration of the draft minutes of the Safety Group meeting held on 23th July 2024

The Council noted the minutes of the meeting and it was resolved to approve the minutes.

- **Recommended for approval? Yes**
- **Proposer: Clive Leach**
- **Secunder: Ian Woodroffe**
- **Agreed by all: Yes**

FC/130824/10 Parish Reports

Katherine Hyett thanked everyone for the welcome to the Parish Council.

Office staff e-mail accounts are expected to be updated shortly following the change of Parish Clerk. Quotes have been sought for tree work on Jubilee Green, lighting at GMH and drain surveys at Mandeville – to be considered at Assets and Environment Group

Reminder of office closure from 16th August pm to Tuesday 27th am due to the Bank Holiday, Liz Swift will be the emergency contact and notices will be on facebook, the Parish Council Website, the door to the Jubilee Reading room and on voicemail/email out of office.

Recent repairs include the bridge at the Spring, cutting back some overgrown hedges and the maintenance officer's trailer needs a new floor.

FC/130824/11 Other County & District Matters

The following matters were noted:

1. Active Travel Hierarchy consultation: **The Chair encouraged Councillors to complete it.**
2. Temporary Traffic Order Application (TTRO) – Martin Road 09/10/24-11/10/24 – it was noted that this was for a Fire Hydrant repair.
3. ECDC review of Gambling Act 2005- Statement of Principles for Licensing

FC/130824/12 Other Reports

The following reports were noted:

- Pauline's Swamp Minutes of the meeting held on 23rd May 2024
- Summary of meeting held on Tuesday 2nd July 2024 regarding the EDF Solar Farm Community Fund – The panel members will be announced in a couple of weeks as well as the criteria for applying for grants.
- Climate Change Forum Minutes held on 2nd July 2024
- Summary of the 2024 Strategy Day held on 6th July 2024

At 20.15pm Michael Geary left the meeting due to a work commitment.

FC/130824/13 Correspondence

None

FC/130824/14 Other Matters

ICT Security

Paul Webb highlighted historical issues regarding domain ownership for the website causing issues with allocating an SSL Certificate. The Parish Clerk is working with VisionICT to resolve this.

Parish Councillor vacancy

This has now been advertised as a casual vacancy open to co-option. The closing date for applications is 15th September 2024

The meeting closed at 8:18pm.

Signed:

Dated: