

## **District Council Report**

**January 2021**

Planning Committee was cancelled in January owing to a lack of business.

I chaired a meeting of the Finance and Assets Committee. Committee agreed to refer discussions on the Revenue Budget and Council Tax to Full Council on 23<sup>rd</sup> February because of the rapidly changing situation around finances for 2021/22. Committee agreed to recommend the Annual Treasury Management Strategy to Council. Committee approved further discussions with the Chief Constable regarding enforcement of on-street parking. Committee agreed to adopt a Climate Change Supplementary Planning Document and an Equalities and Diversity Policy following public consultation. The meeting also received: the External Audit final letter for 2019/20; the CIL and Section 106 income and expenditure statement for 2019/20 and a finance report for the year to date.

I attended a meeting of the Cambridgeshire and Peterborough Combined Authority (CPCA) Transport and Infrastructure Committee as a substitute member. The Committee agreed to fund improvements to the A16 (Norwood) and A141 (Huntingdon). Committee was advised that the Soham Station will open in December 2021, ahead of schedule. The Committee also agreed consultation responses to the Greater Cambridge Partnership regarding Waterbeach to Cambridge and Cambridge Eastern Access, and to the London Luton Airport holding area.

I also attended a meeting of the CPCA Audit and Governance Committee. This meeting considered: the Corporate Risk Register; Internal Audit reports and work programme; and the Treasury Management Strategy for 2021/22.

**David Brown**



BURWELL PARISH COUNCIL

SAFETY GROUP

Minutes of the Meeting held on 19<sup>th</sup> January 2021 7.30 pm

Virtually using Zoom

Present Robin Dyos (Chair), Helen McMenamin Smith, Gill Miller, Jim Perry, Liz Swift, and Geraldine Tate.

**S/190121/01 Apologies for absence and declarations of interests**

Apologies for absence received from Brenda Wilson and Paul Webb.

There were no declarations of interests.

**S/190121/02 Approval of minutes of the meeting held on 17<sup>th</sup> November 2020**

The minutes of the meeting held on 17<sup>th</sup> November 2020 were approved. Proposed by Liz Swift and seconded by Jim Perry.

The following updates were noted:

Nothing has been heard back from Joshua Schuman regarding Cycleway funding.

The Burwell Bike Club Report will be discussed at the next meeting.

The Clerk confirmed that no survey had been carried out on the suggested one way system along North Street and Silver Street. Difficult to do currently due to Covid. This item to be added to Action Sheet as felt important the option should be investigated.

Gill Miller informed the Group that she had reported to Street Lighting the tree shadowing the light in Swan Alley but nothing as yet has been done about it. It was suggested that a letter could be sent to the owner of the tree to see if they would be prepared to carry out some work to the tree.

No information has been received regarding the renewal of the road markings in the village. The Clerk to chase.

**S/190121/03 Consideration and updates to the Action Sheet**

Matt Staton should now have started his new post and the Clerk reported that she would contact him once a decision had been made about the Safety Campaign taking place.

There is no update on the Burwell to Exning cycleway.

Clerk to remind residents how to report faults and issues with footpaths.

The Clerk has requested an update from Lucy Frazer MP on the A14/A142 junction.

**S/190121/04 MVAS – Update**

One unit is not working properly and has to go back to the manufacturer for repair or replacement. A unit is due to be installed in Buntings Path once lockdown has ended.

**S/190121/05 LHI Buffer Zone update**

The feasibility for buffer zones to be installed on the three main entrances of the village and the application will now be going ahead for consideration by the committee. The cost of the project is coming out less than first expected and is now about just under £8,000. The Council has agreed to fund 50% of the project cost if successful. The Clerk to find out when the next stage is taking place. Liz Swift raised concern about the effect the Newmarket Road Development may have on installing a buffer zone on the Newmarket Road entrance to the village.

Thought needs to be given to what we can apply for next.

**S/190121/06 Safety Campaign**

Due to the Covid situation it was agreed to delay the campaign particularly as much of the campaign involves the school. A review to be taken at the meeting in July. The Clerk

informed the Group that care needs to be given to ensure that the campaign is completed within this current Council term which ends in May 2023.

***The Group recommends to Full Council that the sum of £3000 allocated for the Safety Campaign is earmarked for the project, so that it is available when the campaign does take place.***

School signs in Buntings Path are visible, keep clear markings have been repainted. Much of the issues in Buntings Path only occur at school drop off and collection signs.

**S/190121/07 Any other business**

**1.School Entrance/Satnav – The Causeway**

The Clerk reported that she had been asked by the caretaker of the school if anything could be done about HGV's ending up in the school as a result of being directed by satnav. It was generally felt that this is something that the Council could not help with and the school would need to resolve itself possibly by contacting Highways.

There are some potholes in Silver Street that are dangerous.

Jim Perry questioned the overhanging hedges in North Street. The Clerk had written to the resident, but no action had been taken so far.

**S/190121/08 Date of the next meeting**

The next meeting will be held on 16<sup>th</sup> March 2021.

The meeting closed at 8.11 pm.

Signed

Dated

Burwell Parish Council  
Finance and General Purposes  
Minutes of the Meeting of 26<sup>th</sup> January 2021

Present Hazel Williams (Chair), Robin Dyos, Gus Jones, Joan Lonsdale, Liz Swift, Michael Swift, Paul Webb, and Yvonne Rix (Clerk/RFO).

**F&GP/26012021/01 Apologies for absences and declarations of interests**

An apology for absence had been received from Brenda Wilson.

There were no declarations of interests.

**F&GP/26012021/02 Approval of the minutes of the meeting of 24<sup>th</sup> November 2020 and 15<sup>th</sup> December 2020**

The minutes for both meetings were approved.

**F&GP/26012021/03 Consideration of the Action Sheet**

Yvonne Rix reported that the only update was the balance of the CCLA account which now stands at £101,194.95.

**F&GP/26012021/04 Website Update**

Yvonne Rix shared the draft website with the Group. She reported that progress is slow, but positive and that any previous deadlines set are unlikely to be met. She hoped however that the website would be up and running by the end of the financial year. She continued to report that both she and Sarah, would be attending a training session with Vision ICT on the 2<sup>nd</sup> of February.

**F&GP/26012021/05 Current Financial Situation**

Yvonne Rix presented the attached financial report to the Group.

It was agreed that the balance of the funds (£1,166) donated towards the cost of providing and running the public toilet should no longer be included in the earmarked reserves.

Consideration could be given either at the end of this financial year or the beginning of the next to move some of the general reserves to the sinking fund for the Recreation Ground.

The Clerk was thanked for her work.

**F&GP/26012021/06 Consideration of charges for the halls, allotments (increase already agreed for 2021), cemetery, sports facilities, lock up etc.**

Cemetery Fees

**The Group agreed to recommend to Full Council that £10.00 is added to all fees apart from fees for the burial of a child.**

Allotment rents have already been agreed for 2021.

Hall fees to remain the same as 2020/2021 (Pre Covid charges). The discounted Covid fees to be reviewed at the March meeting when more information relating to Covid and the return to normal is likely to be available.

No change will be made to the Lock Up rent.

Sport facility charges will be discussed later or by Community, Leisure and Sports.

**F&GP/26012021/07 Review of Financial Regulations**

A couple minor changes could be made relating to Petty Cash, incorrect naming of the Finance and General Purposes Group and the appropriateness of a reference to a European Union Document now that the UK is no longer member.

It was agreed to fully review the regulations at the March meeting.

**F&GP/26012021/08 Any other matters and matters for discussion at the next Meeting:**  
Staff Appraisals

Due to lockdown, it is currently not possible to hold this years' Staff appraisals. These will now be held once restrictions on face-to-face meetings have been removed.

The Clerk reminded the Group of the need to hold an Annual Parish Meeting this year. It is highly likely that this will need to be held virtually and thought will need to be given on what to include. The meeting will be held on Tuesday 4<sup>th</sup> May 2021.

Yvonne Rix was asked to contact Derek Reader regarding Parish Council meeting attendance.

**F&GP/26012021/09 Date of the next meeting**

The next meeting to be held on Tuesday 30<sup>th</sup> March 2021.

The meeting ended at 9.40 pm.

Signed

Dated

**Burwell Parish Council**  
**Bank Reconciliation at 31st December 2020**

Bank Balance at 30.9.20			
Unity Bank		£346,291.86	
Less Unpresented	30.09.20	£0.00	
Plus in transit		£0.00	
			£346,291.86
Plus income In Transit		£32,606.42	
Less Expendiure		£58,647.74	
			<u>£320,250.54</u>
Balance at 31.12.20			
Unity Bank		£320,400.54	
Plus income in transit			
Less Unpresented		£150.00	
Balance			<u>£320,250.54</u>

Please note that these figures do not include the funds in the CCLA Account  
which at 31.12.20 total £101,194.95

**Fund Allocation**

Total Funds	
Unity Trust	£320,250.54
CCLA	£101,194.95
<b>Total Funds</b>	<b>£421,445.49</b>

**Earmarked Reserves**

20/21 Capital Trees	£1,000.00	
20/21 Capital Safety Campaign	£3,000.00	
21/22 Cap. LHII Buffer Zones	£5,000.00	
Pauline's Swamp	£8,561.22	
Recreation Ground/Pavilion Sinking Fund	£2,500.00	
Gardiner Memorial Hall	£15,000.00	
Gardiner Memorial Hall	£150,000.00	CIL
Recreation Ground Car Park	£35,000.00	CIL
Highways Village Entrance Gates	£5,000.00	CIL
Stockdale GMH Costs (PAID) CIL Earmarked	£2,100.00	CIL
CIL Funding	£951.33	CIL
Toilet (ECDC)	£1,166.00	
	<b>£229,278.55</b>	
Factory Road Donation	£20,000.00	
	<b>£249,278.55</b>	

£9026 (ECDC) less Bob Skilton £7860=£1166

Less GMH Refurb ex. to 31.12.20 EX VAT

**Balance of Earmarked Reserves** **£243,810.05**

\* Still to formally be earmarked by Council



**Summary**

Total Funds	£421,445.49
Earmarked	£243,810.05
Balance	£177,635.44
Expected Income	£0.00
Expected Expenditure	£177,635.44
	£69,128.00
Estimated General Reserves At Year End	<b>£108,507.44</b>

Estimated General reserves includes no income  
01.01.21 to 31.3.21

**CIL FUNDING**

CIL Receipts	Use by	Earmarked CIL Funding	Agreed
2015/2016	£7,894.64 2020/2021	Gardiner Memorial Hall Seed Funding	£35,000.00 9.6.20
2016/2017	£32,649.94 2021/2022	Gardiner Memorial Hall Stockdale Costs	£2,100.00 Paid
2017/2018	£75,650.08 2022/2023	Highways LHll Village Entrance Gates Gates	£5,000.00 9.6.20
2018/2019	£41,791.17 2023/2024	GMH	£115,000.00 8.9.20
2019/2020	£28,309.67 2024/2025	Recreation Ground Car Park	£35,000.00 (Approval by Council required)
2019/2020	£1,983.96 2024/2025	Unearmarked	£951.33
2020/2021	£4,771.87 2024/2025		
	<b>£193,051.33</b>		<b>£193,051.33</b>

**GMH to date 26th January 2021**

**Funding GMH**

CCC Capital Grant	£131,125.00
PC Reserves	£15,000.00
CIL (PC Seed)	£35,000.00
CIL (PC appr 8.9.20)	£115,000.00
	<b>£296,125.00</b>

**Expenditure to date Gardiner Memorial Hall**

	EX VAT	VAT	TOTAL
Stockdale	£2,100.00	£420.00	£2,510.00
Sharman and Grimwade	£1,297.50	£259.50	£1,557.00
Rigour Survey	£1,815.00	£363.00	£2,178.00
ECDC Planning	£256.00	£0.00	£256.00
Varsity	£3,000.00	£600.00	£3,600.00
Andrew Firebrace	£450.00	£90.00	£540.00
Saunders Boston	£6,500.00	£1,300.00	£7,800.00
Anglia Ecology	£955.56	£0.00	£955.56
	<b>£16,374.06</b>	<b>£3,032.50</b>	<b>£19,396.56</b>

**Balance**

**£276,728.44**

## BURWELL PARISH COUNCIL

### BURIAL GROUND –Proposed Fees effective from 1<sup>st</sup> April 2021

Fees fixed and settled under the Local Authorities' Cemetery Order 1972

#### **Part 1 - Interments (excluding fee for digging grave)**

For the interment granted:

- |   |      |
|---|------|
| a) of the body of a still-born child or of a child whose age at the time of death did not exceed 12 years | £90  |
| b) of the Person whose age at the time of death exceeded twelve years:                                    |      |
| Single grave to the depth of 5 ft.  | £310 |
| Double grave to the depth of 7 ft.  | £310 |
| c) For any interment at a depth exceeding 7 feet, for each additional foot, an additional:-               | £120 |
| d) Re-opening of grave  | £240 |
| e) For the interment of cremated remains in a grave for which the exclusive rights have been issued       | £140 |
| f) For the interment of cremated remains in designated plot in the garden of Remembrance.                 | £140 |

#### **Part 2 - Exclusive Rights of Burial in Earthen Graves**

- |  |      |
|--|------|
| a) For the exclusive right of Burial for 50 years in an earthen grave 9ft. x 4ft.                    | £275 |
| b) Exclusive right for a child's grave   | £100 |
| c) For the exclusive right of burial for 50 years of cremated remains in earthen space 2 ft. x 2 ft. | £140 |
| d) As c) above for a double ashes plot   | £220 |

#### **Part 3 - Monuments, tablets & Monumental Inscriptions**

For the right to erect or place on a grave:

- |   |      |
|---|------|
| a) A Headstone not exceeding three feet in height, including inscriptions | £245 |
| b) A flower vase (in lieu of headstone), including inscriptions           | £140 |
| c) A plaque 10" x 4" on a wall in the garden of rest                      | £150 |
| d) A double plaque 10" x 8" on a wall in the garden of rest               | £245 |

(These fees are inclusive of any future additional inscriptions)

**Use of Cemetery Chapel for a service prior to burial** £200  
(Chapel fee is not doubled for non residents)

All fees and payments set out will be doubled where a person is not an inhabitant or parishioner of the Parish of Burwell, or where neither of the parents of a still-born child is such an inhabitant or parishioner.

The term inhabitant shall be interpreted to include a person who at the time of death or some time during the six months immediately prior to death normally resided in the Parish of Burwell, or in special circumstances at the discretion of the Parish Council.



My ref: LVL2021

Your ref:

Date: 25 01 2021

Contact: Luke Walstow or Kate Bannigan

Telephone: 01223 703861 and 07471412431

E Mail: [Luke.Walstow@cambridgeshire.gov.uk](mailto:Luke.Walstow@cambridgeshire.gov.uk) and  
[Kate.Bannigan@cambridgeshire.gov.uk](mailto:Kate.Bannigan@cambridgeshire.gov.uk)



**Place and Economy  
Environment and Commercial  
Box No SH1315  
Shire Hall  
Castle Hill  
Cambridge  
CB3 0AP**

To applicants, agents, consultees and parish councils submitting planning applications to Cambridgeshire County Council

Dear Sir/Madam

## Consultation on the proposed June 2021 revisions to:-Our Local Validation List Requirements and Local Validation Check List.

### Introduction

Local planning authorities are required to review their existing local validation lists at least every two years. Local validation lists set out what information should accompany planning applications submitted to Cambridgeshire County Council. These requirements are relevant for Cambridgeshire County Council's applications for its own development and waste development. These are in addition to the national requirements, which require for example completion of an application form, certificates and a site location plan. Our Local Validation requirements are reviewed biannually. The requirements were last published in June 2019. We have carried out an initial review of the list and guidance notes for 2021.

### What are the proposed changes?

Since our 2019 Local Validation List Review, the requirements of The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 need to be met. Consequently we have proposed amendments to the format and wording of the documents, which we hope will assist us in making our public documents and correspondence easier to understand and access by all. We have also proposed adding some additional requirements in line with the existing policy requirements, and the increase in electronic working arrangements. Additional changes may also need to be taken into account. For example, Cambridgeshire and Peterborough's Emerging Mineral and Waste Plan is progressing through its final stages and relevant references will need to be changed when this new plan is adopted. We are consulting you together with recent applicants, agents, statutory consultees, and parish councils on our draft documents.

## When can I comment?

The consultation period will run for 6 weeks from 25 January 2021 until 8 March 2021.

## How can I comment?

Please send all comments that you wish to make in writing by e-mail to

[planningdc@cambridgeshire.gov.uk](mailto:planningdc@cambridgeshire.gov.uk) or by post to: -County Planning, Minerals and Waste, Box No SH1315, Shire Hall, Cambridge, CB3 0 AP Please ensure that all comments arrive by 8 March 2021. All comments received by 8 March 2021 will be taken into consideration.

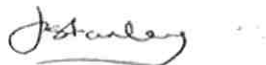
## What happens next?

We will consider all comments received by us 8 March 2021. We are working towards reporting to the Planning Committee on 15 April 2021 if possible. A report to the Planning Committee will be published on the Council's website 5 working days before the Planning Committee meeting to which the revised changes will be reported. We intend to publish the final documents by June 2021. You can check with us near the date.

## Further information

Copies of the draft revised documents are attached. The existing Local Validation List June 2019 and the accompanying Local Validation Guidance List:- Guidance for applicants and their agents on the Local Validation List (June 2019), and supporting documents are displayed on the County Council's website. Please see [Cambridgeshire County Council's Submitting a Planning Application Website page for existing Guidance for applicants and agents on the Local Validation List and the Local Validation Check List \(June 2019\)](#)

Yours faithfully



Jane Stanley  
Interim Business Manager County Planning Minerals and Waste



## DRAFT LOCAL VALIDATION CHECK LIST

(Revised June 2021)

### Introduction

This Local Validation Check List applies to all applications for planning permission submitted to Cambridgeshire County Council (including those made under [Section 73 Town and Country Planning Act 1990](#) AND SECTION 73A. For more information visit [Legislation.gov.uk](http://Legislation.gov.uk) This checklist should be read together with the national validation requirements. These are set out in [Planning Practice Guidance Paragraph 16 Validation Requirements for Planning Permission](#) and also alongside Cambridgeshire County Council's 'Guidance for applicants and agents on the Local Validation List ( June 2021)' This sets out the circumstances in which you will need to submit information under each item on our local list. Not all the items will apply in every case. You are strongly advised to seek planning pre-application advice to confirm what is required before submitting your application. We offer a separate pre-application advice service details of which are also given on our [Submitting a planning application](#) web page.

### NOTE

Failure to submit all of the relevant required information will invalidate the application. An invalid application cannot be registered or processed until all of the information required to meet both the national and our local validation list has been received. Newly confirmed requirements have been indicated by CAPITALS. For more information please see 'Our Draft Local Validation List Requirements (June 2021)'

### Who should use this checklist?

Our Local Validation Checklist can be used by applicants, agents and planning officers to clarify and record which items from the local list need to accompany an application. It can be used to check that all of the items have been prepared and included before submission. This checklist includes columns in which it can be confirmed what how and whether or not the information is needed. The columns can be used to indicate when a full report is necessary; when a matter has some relevance and can be addressed within the planning statement; and not relevant for each of the following items:

1. Planning statement
2. Local authority development letter
3. Statement of Community Involvement
4. Biodiversity survey and report
5. Statement of Sustainable Design and Construction
6. Tree survey/arboricultural report
7. Flood risk assessment
- 7A.Surface water drainage strategy
8. Heritage statement
9. Landscape impact assessment

10. Landscaping Proposals
11. Landscaping and biodiversity enhancement management scheme
12. Transport assessment or statement
13. Parking and access arrangements
- 13A Construction ENVIRONMENTAL MANAGEMENT AND traffic management plan
14. Travel Plan
15. Noise AND/OR VIBRATION impact assessment
16. Lighting assessment
17. Air quality assessment
18. Contaminated land assessment
19. Waste audit and management strategy
20. Open space/ playing field assessment
21. Information in support of applications for the storage, treatment or disposal of waste
22. Plans and drawings (including cross-sections where necessary)



Item Number	Item	Full Report	Planning Statement	Not Relevant
1	Planning statement			
(i)	Consideration of Public Art FOR DEVELOPMENTS OF 1000 SQUARE METRES AND ABOVE (South Cambridgeshire District Council only)			
2	Local authority development letter			
3	Statement of Community Involvement			
4	Biodiversity survey and report			
5	Statement of Sustainable Design and Construction (for districts other than			
(i)	Cambridge City Completed Sustainable Development Checklist (Within Cambridge City			
(ii)	Water Conservation Strategy (Within South Cambridgeshire only)			
(iii)	<p>Within South Cambridgeshire: -</p> <ul style="list-style-type: none"> <li>• An Extended Screening/Rapid Health Impact Assessment for new developments resulting in between 1,000 to 5,000 square metres of new floorspace; or</li> <li>• A full Health Impact Assessment for developments of over 5000 square metres of new floorspace;</li> </ul> <p>Within Huntingdonshire: -</p> <ul style="list-style-type: none"> <li>• Demonstration that the design of the scheme has been informed by a rapid Health Impact Assessment for developments in excess of 2,500 square metres or where the site area exceeds 2 hectares;</li> <li>• Demonstration that the design of the development has been informed by a full Health Impact Assessment for developments where the new proposed floorspace would be 10,000 square metres or where the site exceeds 2 hectares.</li> </ul> <p>AND WITHIN FENLAND DISTRICT COUNCIL'S AREA: FOR MAJOR DEVELOPMENTS A HEALTH IMPACT ASSESSMENT (HIA) IS TO BE</p>			
(v)	Foul drainage strategy			
(vi)	Assessment of dry weather flows			

6	Tree survey/arboricultural report			
7	Flood risk assessment			
7A	Surface water drainage strategy			
8	Heritage statement			
9	Landscape impact assessment			
10	Landscape proposals			
11	Landscaping and biodiversity enhancement management scheme			
12	Transport assessment or statement			
(i)	Within South Cambridgeshire and Huntingdonshire only, a Low Emissions Strategy Statement including :- <ul style="list-style-type: none"><li>• Consideration and justification of parking</li></ul>			
13	Parking and access arrangements			
13A	Construction ENVIRONMENTAL MANAGEMENT AND traffic management plan			
14	Travel Plan			
15	Noise AND/OR VIBRATION impact assessment			
16	Lighting assessment			
17	Air quality assessment			
(i)	Within Huntingdonshire only: - A low emissions strategy is required if the air quality assessment demonstrates significant			
18	Contaminated land assessment			
19	Waste audit and management strategy			
20	Open space/ playing field assessment			
21	Information in support of applications for the storage, treatment or disposal of waste Including: -			
(i)	A Topographical Survey			
(ii)	A Health Impact Assessment FOR WASTE DEVELOPMENT INVOLVING HAZARDOUS WASTE AND/ OR INCINERATION			

22	Plans and drawings (including cross-sections where necessary)			
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