

**Strategy Day 2021**  
**Wednesday 6<sup>th</sup> July 2022**  
**Gardiner Memorial Hall**

**Present:** Liz Swift, Lea Dodds, Gill Miller, Jenny Moss, Michael Swift, Geraldine Tate, Paul Webb, Hazel Williams, Brenda Wilson, Yvonne Rix, and Sarah Ashby.

**Apologies**

Jim Perry, Linda Kitching, Ian Woodroffe and Joan Lonsdale.

**Welcome and Code of Conduct**

Liz Swift welcomed all in attendance to the first face to face Strategy Day since the start of the pandemic and the last one for this Councils' term of Office but was disappointed to the low number attending. She expressed the need to have a clear plan of objectives for the next Council. This year has been exceptionally busy for the Council, with obstacles such as Zoom meetings making life more difficult. She emphasised the need to adhere to the Code of Conduct in general and when dealing with social media. Local Council procedures are often long winded, and it is expected that new Councillors may find it difficult to come to terms with this, but unfortunately this is how Councils work. Hopefully next year after the election, training for new councillors and as a refresher for the rest of the councillors can be undertaken. It may be necessary to hold the Strategy Day next year on an evening or at the weekend.

It was good to see a number of younger residents applying to be co-opted to fill the recent vacancies.

**Office/Staff**

Yvonne and Sarah gave the following reports:

Yvonne's Report:

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**The Clerk**

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As Clerk I am often witness the different views of Councillors often not always spoken about at the meeting.

#### Other Staff

There are four other members of staff. In total we have committed some 53 years working for the Council. It is an exceptional team, all playing a part in the day to day running of the Council facilities, the team works together well, resolving day to day problems with happen within an organisation such as ours, many resolved without action from the Council or Council members.

Generally, I deal with all financial matters, agenda's, minutes and implement Council decisions and providing administrative support. Sarah deals with more of the business aspects of the Council, with the hall bookings, cemetery, and allotment. Sarah will talk about her role in a moment.

Debbie and Martyn between them act as key holders for our premises, meeting and greeting our hirers and generally looking after our halls. Between Sarah, Debbie and Martyn, both the Gardiner Memorial Hall and Mandeville Hall, and our hirers, new and old are well looked after. From the moment an enquiry is received, every care is taken to turn the enquiry into a booking.

I'd like to personally thank Sarah for the time and dedication she has put into her role during the pandemic and whilst the Gardiner Memorial Hall refurbishments have been ongoing, dealing with the hirers, managing to relocate all the Gardiner Memorial Hall hirers satisfactorily, though discussion and sound organisational skill into Mandeville Hall, not losing any hirers.

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George is our brilliant Maintenance Officer. He will have a go at anything, from clearing blocked drains to making noticeboards.

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One or two matters:

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### Sarah's Report

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and Procedures that are in place.

The areas that my roles covers are as follows; Cemetery Bookings, of which over the last year we have had 26 burials and 16 Ashes interments, the management of the approx. 100 allotment plots, responsibility for the football team admin and invoicing, tennis court bookings and really the most important the bookings for both Mandeville Hall and Gardiner Memorial Hall. Currently we have 23 regular hirers across the two halls. 4 of these meet each month, 8 of which meet weekly but term-time only and 11 weekly bookings that meet all year round. In addition to this the halls are booked out at Weekends for Birthday Parties, Wedding Receptions, Family events, Dances and in one case a couple using the hall to practice their ballroom dancing.

As you can understand, juggling these bookings and meeting individual group requirements takes time and sometimes the weekend bookings are made up to 3 or 4 months in advance. I find myself contacting regular hirers at the end of September to ask about Christmas Plans and returning in January as that's when the additional requests for Christmas Parties start to come in and new groups do need to fit around our regular bookings.

Hirers are encouraged to let the office know if there is a problem or if something works well and I have tried to create an open and approachable communication channel with them which has been beneficial to the Parish Council when asking groups to move out of the Gardiner for the last 7 months. I am proud to say that through our team's hard work not one group has been lost and one or two new groups have started up. Martyn and Debbie are also excellent in reporting on hirers comments.

I would now start ask the Parish Councillors to start to sell the halls and the new facilities that we have, and when asked about bookings please encourage people to contact me at the office. This way I can use the up-to-date diary and my knowledge of the regular hirers to offer dates that may work, even if they are slightly different to what they initially request. There is too much daily correspondence to provide you all with up to date on what is happening at each of the halls on a regular basis.

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### **Review of the Five-Year Plan and the final year in this term of the Council**

The following changes to the Working Group Short, Medium, and Long-term plans were suggested:

#### **Assets and Environment**

##### **Short Term**

Gardiner Memorial Hall Extension

Westhorpe Play Area

##### **Medium Term**

Decoration of Mandeville Hall/Jubilee Reading Room

Mandeville Hall Climate Change Audit

##### **Long Term**

Margaret Field Play Area

## Community, Leisure and Sport

### Short Term

Remaining CIL123 Funding – Muga Lights and higher fencing shield for the tennis courts  
Spring Close remedial work – signage/volunteers changing pathways, and urgent tree work.  
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Football Provision at Margaret Field – Short term temporary facility.  
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### Long Term

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## Safety Group

### Short Term

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Reinstatement of road markings – some done  
LHI Buffer Zones  
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Meeting with Highways to discuss traffic issues

### Medium Term

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Support ECDC to improve cycleway between Burwell and Swaffham Prior

### Long Term

Support ECDC – Cycleway Burwell to Fordham/Soham  
Support Lucy Frazer MP in her bid for junction improvements A14/A142  
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## Finance and General Purposes

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Development of Communications Strategy  
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### Medium Term and Long Term

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Consider reducing the size of the Council

### **Emma Graves-Brown East Cambs Safety Partnership Eyes and Ears**

Emma Graves-Brown gave a presentation/training session on the East Cambs Safety Partnership Eyes and Ears Scheme. All Councillors who attended the session will receive a certificate and be able to go out in the community to share the scheme with others.

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Items need to regularly be put on Facebook. Criminal damage should be reported to the Police – this is quite a long-winded exercise. Matt Upton-Pike could be invited to attend one of the Council meetings.

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Burwell Parish Council  
Finance and General Purposes  
26<sup>th</sup> July 2022  
At Gardiner Memorial Hall

**Present:** Joan Lonsdale (Chair, Gus Jones, Liz Swift, Michael Swift, Paul Webb, Brenda Wilson, Ian Woodroffe, Yvonne Rix (Clerk and RFO)

**F&GP/26072022/01** Apologies for absences and declarations of interests

Apologies - Hazel Williams, Declarations of Interest - None

**F&GP/26072022/02** Approval of the minutes of the meeting of 31<sup>st</sup> May 2022

The minutes of the meeting of 31<sup>st</sup> May 2022 were approved and signed as a true and correct record.

**F&GP/26072022/03** Consideration of the Action Sheet

The following updates were noted:

PROJECT	INFORMATION AND UPDATES
Local Council Risk System	Work in progress
CCLA Investment	Funds at 31.05.22 £101,368.41

**F&GP/26072022/04** Report for the Quarter Ended 30th June 2022 and the current financial position of the Council

**Quarterly Report 1<sup>st</sup> April 2022 to 30<sup>th</sup> June 2022**

28 July 2022 (2022-2023)

**Burwell Parish Council**  
**Summary of Receipts and Payments**  
**Summary - Cost Centres Only (Between 01/04/2022 and 30/06/2022)**

Cost Centre	Receipts			Payments			Net Position i.e. Under/Over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Administration	150.00		-150.00 (-100%)	25,900.00	10,571.29	15,328.71 (59%)	15,178.71
Agency Grass Cutting	1,900.00	2,283.64	383.64 (20%)	3,000.00		3,000.00 (100%)	3,383.64
Alotments	3,000.00	105.17	-2,894.83 (-96%)	1,630.00	34.01	1,595.99 (97%)	-1,298.84
Capital Budget			0.00 (N/A)	9,000.00		9,000.00 (100%)	9,000.00
Cemetery	14,000.00	3,900.00	-10,100.00 (-72%)	2,300.00	963.03	1,336.97 (59%)	-8,183.03
Cllr Funding		10,481.77	10,481.77 (100%)			0.00 (N/A)	10,481.77
Deposits		650.00	650.00 (100%)		250.00	-250.00 (-25000%)	400.00
Donations		2,852.00	2,852.00 (100%)	1,050.00		1,050.00 (100%)	4,802.00
Gardiner Memorial Hall	8,000.00	88.68	-7,911.32 (-99%)	11,400.00	202,749.89	191,349.89 (-1678%)	-199,283.01
Grant Funding		141,558.00	141,558.00 (100%)			0.00 (N/A)	141,558.00
Jubilee Green			0.00 (N/A)	150.00		150.00 (100%)	150.00
Jubilee Reading Room			0.00 (N/A)	5,345.00	1,180.47	4,164.53 (77%)	4,164.53
Lock Up	200.00		-200.00 (-100%)	20.00		20.00 (100%)	-180.00
Mandeville Hall	14,000.00	7,533.77	-6,466.23 (-46%)	20,880.00	4,417.34	16,462.66 (78%)	9,916.43
Margaret Field			0.00 (N/A)	5,050.00	271.00	4,779.00 (94%)	4,779.00
Pauline's Swamp			0.00 (N/A)	1,500.00	11.65	1,488.35 (99%)	1,488.35
Play Equipment			0.00 (N/A)	2,000.00		2,000.00 (100%)	2,000.00
Precept	183,802.00	81,801.00	-91,801.00 (-50%)			0.00 (N/A)	-91,801.00
Priory Meadow and Orchard			0.00 (N/A)	100.00		100.00 (100%)	100.00
Public Areas			0.00 (N/A)	11,220.00	3,574.00	7,646.00 (68%)	7,646.00
Spring Close			0.00 (N/A)	5,500.00	148.50	5,351.50 (97%)	5,351.50
Staff			0.00 (N/A)	93,000.00	23,191.95	69,808.05 (75%)	69,808.05
Street Lighting			0.00 (N/A)	750.00	68.68	681.32 (90%)	681.32
The Pavilion			0.00 (N/A)	6,200.00	740.40	5,459.60 (88%)	5,459.60
The Recreation Ground	2,500.00	901.69	-1,598.31 (-63%)	20,700.00	10,179.42	10,520.58 (50%)	8,922.27
VAT		29,508.91	29,508.91 (100%)			0.00 (N/A)	29,508.91
<b>NET TOTAL</b>	<b>227,352.00</b>	<b>297,642.63</b>	<b>70,290.63 (30%)</b>	<b>228,115.00</b>	<b>268,385.43</b>	<b>45,270.43 (19%)</b>	<b>40,069.29</b>

Total for ALL Cost Centres	297,642.63	268,385.43
V.A.T.	1,704.43	44,052.26
<b>GROSS TOTAL</b>	<b>299,347.06</b>	<b>312,437.69</b>

The Summary of Receipts and Payments for the quarter was presented by Yvonne Rix with the following noted:

1. The Payment figure for Administration includes the annual insurance premium of £5642.00.
2. Expenditure for the Gardiner Memorial Hall includes refurbishment payments of £201,371.
3. The level of payments for Pauline's Swamp is higher than stated as some payments made on the credit card are shown within the Administration figure. The actual figure is £83.48 as shown on the up to date Pauline's Swamp Accounts Document.
4. The Income under Donations consists of £2652.00 (Safety Campaign) and £200.00 (GMH)

#### **Bank Reconciliation at 31st March 2022**

**Bank Balance at**

**31.3.22**

**Unity Bank £197,415.51**

**Less Unpresented**

**31.3.22 £0.00**

**Plus in transit 31.3.22 £0.00**

**£197,415.51**

**Plus income £299,347.06**

**Less Expenditure £302,407.69**

**£194,354.88**

**Balance at 30.06.2022**

**Unity Bank £194,354.88**

**Less Unpresented £0.00**

**Balance £194,354.88**

Please note that these figures do not include the funds in the CCLA Account

27Jun2022	FAIRSTEAD HOUSE SC	10.00	194,111.45
27Jun2022	STETCHWORTH NETB	97.50	194,208.95
27Jun2022	H Barnfather	25.00	194,233.95
28Jun2022	Direct Debit (NEST)	(265.41)	193,968.54
28Jun2022	Direct Debit (ANGLIAN WATER BUSI)	(45.59)	193,922.95
29Jun2022	BRYANT LJ	84.51	194,007.46
29Jun2022	FAULKNER L & G	154.02	194,161.48
29Jun2022	BUR FLOWER CLUB	47.27	194,208.75
30Jun2022	Direct Debit (ANGLIAN WATER BUSI)	(59.02)	194,149.73
30Jun2022	Mildenhall Monumen	265.00	194,414.73
30Jun2022	Manual Credit - Handling Charge	(6.30)	194,408.43
30Jun2022	Service Charge	(53.55)	194,354.88

**12**

The Group noted that the Unity Trust figure as at the 30<sup>th</sup> June 2022 of £194,354.88 agrees with the bank reconciliation total.

#### **Gardiner Memorial Hall Finance**

Yvonne Rix then went through the Gardiner Memorial Hall Refurbishment Finance and presented the following summary sheet. The final total is not known yet and Cadman's have up to six months from the completion date to submit their final invoice. Figures in red are outstanding or are still to be paid.

Yvonne Rix reminded the Group that no agreement had been made by Council as to where the Third-Party Contribution should be paid from. The project is currently £8,143.88 over budget. The Group considered that this was acceptable especially in the current financial circumstances. The Council should take the opportunity to check that all work has been completed to the original tender. Discussion needs to take place regarding the new main entrance in terms of disability access, along with any adaptations that could be made to the door into the main hall from the entrance foyer, which being a fire door, is exceptionally heavy to operate. Other expenditure for the project includes the new chairs, dishwasher, oven, fridge, freezer, additional insurance etc.

#### **Overall Project Balance Sheet at 20.07.22**

<b>BPC Budget inc. all grants, donations, PC Income etc.</b>		<b>£560,758.00</b>
Paid:		
Cadmans	£399,000.00	
To Pay	£28,500.00	
Retention	£22,500.00	
<b>Revised Contract sum to date</b>	<b>£450,000.00</b>	
Plus AED Contract Paid to date	£17,507.55	
AED fees not paid	£242.25	
Plus Consultancy Fees paid	£74,464.79	includes Arch additional fee
Consultancy Fees not paid yet	£2,730.00	Varsity £1097.00 and AFB £1633.00
Varsity Retention	£1,043.00	
AED retention	£934.20	<b>£96,921.79</b>
Other expenditure	£13,180.09	
3rd Party Contribution	£8,800.00	<b>£21,980.09</b>
Project Cost	<b>£568,901.88</b>	<b>-£8,143.88</b>
Under/Overspend	Overspend	£8,143.88

**There is £4619.97 shown in Varsity figures for architects etc. for Specialist Consultants, Surveys, and Statutory Consents not used to date and has not been included in the above figures**

#### **Overall Financial Position**

Yvonne Rix informed the Group that a lot of payments for the hall (approx.. £100,000) have been made since 30<sup>th</sup> June 2022 and therefore, to ascertain a more realistic idea of the Council's financial position, the bank balance of a later date should be used. The bank balance of the Unity Trust account at 26<sup>th</sup> July 2022 is £74,808.33. This very low and therefore is of concern with two months' worth of payments to be paid before the 2<sup>nd</sup> Precept amount is received at the end of September. Grant Reimbursements from ACRE and ECDC totalling £113,782.64 are due to be received shortly, along with a VAT payment of £42,347.82, will bring the funds in the Unity Trust Bank back to a more acceptable level.

**Bank Balance at**  
**26th July 2022**

Unity Bank £74,808.33

CCLA £101,368.41

**Balance** £176,176.74

**Plus**

**Gardiner Memorial Hall**

Amey £80,000.00

ECDC £33,782.64

£289,959.38

**Less GMH to pay** £55,949.00

£234,010.38

**VAT DUE** £42,347.83

**Total** **£276,358.21**

Please remember you have  
Aug and Sept Payments due  
before 2nd Precept Payment

**Income Due**

**Earmarked Reserves**

20/21 Capital Trees	£1,000.00	
Capital Safety Campaign inc 22/23	£5,000.00	
Other Safety Camp. Funds (Grants)	£1,044.39	
21/22 Cap. LHII Buffer Zones	£5,000.00	
Pauline's Swamp	£10,988.27	
Recreation Ground/Pavilion Sinking Fund	£22,500.00	
LHI 22/23 Flashing School Signs	£5,500.00	
Highways Buntings Path Signs CIL Funds	£5,000.00	CIL
Climate Change	£5,000.00	
CIL Funding Not earmarked	£42,152.16	CIL
Westhorpe Play Area	£5,000.00	
Spring Close Signs - Earmarking of	£0.00	
any unspent 2021/2022 revenue budget		
Overspend 21/22 of £623		
Community Garden Mainly Funded by HM	£50.00	
	£108,234.82	
Factory Road Solar Farm Donation	£20,000.00	
<b>Balance of Earmarked Reserves</b>	<b><u>£128,234.82</u></b>	
Plus Carnival Donation	£500.00	
	<b><u>£128,734.82</u></b>	

Balance of CIL 123 Rec Funding Available

Available to be claimed  
From ECDC  
£3722.00



### Summary

Total Funds	£276,358.21
Earmarked(Includes £500 Rec Carnival Donation)	£128,734.82
Balance of Funds Available	£147,623.39

### **CIL FUNDING**

<b>CIL Receipts</b>		<b>Use by</b>	<b>Spent</b>		
2015/2016	£7,894.64	2020/2021	Gardiner Memorial Hall Seed Funding	£35,000.00	Spent
2016/2017	£32,649.94	2021/2022	Gardiner Memorial Hall Stockdale Costs	£2,100.00	Spent
2017/2018	£75,650.08	2022/2023	GMH	£115,000.00	Spent
2018/2019	£41,791.17	2023/2024	Recreation Ground Car Park	£35,000.00	Spent
2019/2020	£28,309.67	2024/2025	<b>Earmarked Cil Funding</b>		
2019/2020	£1,983.96	2024/2025	Highways LHII Buntings Path School Signs	£5,000.00	
2020/2021	£4,771.87	2024/2025	<b>Unearmarked</b>	£42,152.16	
2021/2022	£15,658.63	2025/2026		<b>£234,252.16</b>	
2021/2022	£9,080.43	2025/2026			
2022/2023	£16,461.77	2026/2027			
	<b>£234,252.16</b>				

Earmarked reserves were discussed with some concern being shown that they did not include the sum of £5,000 for the Sign Boards at Spring Close. To remedy this, it was agreed that a sum should be taken from the allocation for the LHI 22/23 Flashing School Signs (project not going ahead at this stage) and be used towards the Spring Close signs which look to be cheaper than the £5,000 first thought.

Yvonne Rix explained that the sums highlighted in red were available to be allocated to projects.

***Liz Swift proposed, seconded by Paul Webb, and agreed by the Group that the following recommendations should be made to Full Council:***

***That the £5,500 allocated to the LHI Flashing School signs should be re-allocated as follows:***

***Spring Close Signs £2,000***

***Recreation Ground Muga Lighting and additional Tennis Court fencing £3,500***

***That the £20,000 Factory Road Solar Farm donation is allocated as follows:***

***£15,000 for the new Westhorpe Play Area***

***Recreation Ground Muga Lighting and additional Tennis Court fencing £5,000***

This will mean that the total amount of funding available for the additional tennis court fencing and MUGA lighting is £12,700.00.

The Westhorpe Play Area Refurbishment needs to be moved on and it was suggested that costings should be brought to the September meeting of Finance and General Purposes Group. At the same time the group could consider further funding towards the project.

### **F&GP/26072022/05 Payment for keyholder emptying Recreation Ground bins whilst Maintenance Officer is on annual leave.**

The Maintenance Officer is on holiday from 15<sup>th</sup> to 19<sup>th</sup> August. The bins will need emptying at the Recreation Ground. Martyn Wright (Keyholder) is willing to assist with emptying the bins (suggest Monday, Wednesday, and Friday) but will need to be paid.

Martyn Wright is also covering for Debbie Crawley this week and he will be receiving an extra four days pay for this. It was agreed that he should be paid an additional days pay for emptying the bins.

#### **F&GP/26072022/06 Happy Tots – Use of Mandeville Hall**

This matter has now been resolved in full.

#### **F&GP/26072022/07 Lloyds/Unity Trust Credit Card Limit**

The Council currently has two credit cards both with a £250.00 limit. Due to more payments being taken online over the past two or three months the limit has been an issue. Yvonne Rix asked if it would be possible to increase the amount on at least one of the cards. The Group expressed that the limit on both cards needs to be increased to £500.00.

***The Group recommends to Full Council that the limit on both Lloyds/Unity Trust credit cards is increased to £500.00.***

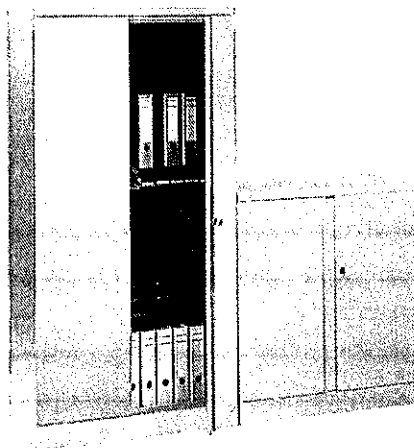
If increased the Council's Financial Regulations may need to be amended.

#### **F&GP/26072022/08 Additional furniture for Gardiner Memorial Hall**

Since completion/opening of the Gardiner Memorial Hall it has come to light that the following items need to be purchased.

***The Group recommends to Full Council that the following items should be purchased for the Gardiner Memorial Hall.***

1. A cupboard is required to store cleaning equipment and materials – Cost £178.50



#### **Silverline Executive Metal Storage Cupboard**

2 height options available

A221231

£178.50 ex VAT

 **Add to basket**



Qty

1 

DELIVERED DII

Material  
Colour \*

Grey

Storage  
Combination \*

1830 +£38.50

Metal, locking double door cupboard

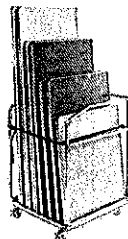
- ★ Lockable
- ★ 10 year warranty
- ★ 915 x 458mm depth
- ★ Choice of 5 finishes

FULL DESCRIPTION...

2. Bin for the lower Kitchen Area – Cost Minimal

- Table Trolley – The existing trolley has a broken wheel and is stores the tables in an unsafe manner – Cost £229 to £330  
May need more than one to accommodate all tables

see: Copak Small Rectangular Table Trolley



#### Gopak Small Rectangular Table Trolley

Education folding tables  
A120187

£229.00 ex VAT

[Add to basket](#)

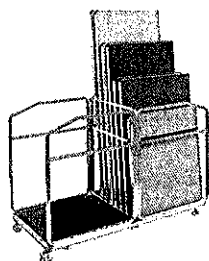
Qty  DELIVERED DIRECT FROM OUR SUPPLIER

Storage trolley for Copak folding tables

- ★ Holds up to 7 Contour, Contour Plus or Premier tables or 6 Universal tables. Specially for Copak tables
- ★ 675mm x 745mm x 1127mm height
- ★ Supplied flat-pack for self assembly
- ★ Includes strap

[Full description](#)

4.



#### Gopak Large Rectangular Table Trolley

Education folding tables  
A136022

£330.00 ex VAT

[Add to basket](#)

Qty  DELIVERED DIRECT FROM OUR SUPPLIER

Storage trolley for Copak folding tables

- ★ Holds up to 14 Contour, Contour Plus or Premier tables or 12 Universal tables. Specially for Copak tables
- ★ 1675mm x 745mm x 1127mm
- ★ Supplied flat-pack for self assembly
- ★ Includes strap

- Table for Users AV Equipment - £50.50

#### Principal Square Folding Table

Education folding tables  
N543950

£50.50 ex VAT

[Add to basket](#)

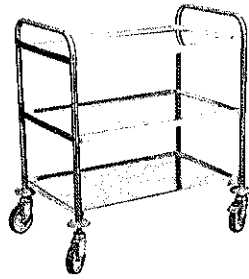
Qty  DELIVERED DIRECT FROM OUR SUPPLIER

Durable folding table available in a range options

- ★ 940mm x 940mm x 740mm height
- ★ Durable all weather, wipe clean, stain and chip resistant one piece

- Catering Trolley £173.00





### Tubular Clearing Trolley

Choice of 2 or 3 tiers

Model 1

£173.00 ex VAT

[Add to basket](#) [★](#)

Qty 1 [▼](#) DELIVERED DIRECT FROM OUR SUPPLIER [1](#)

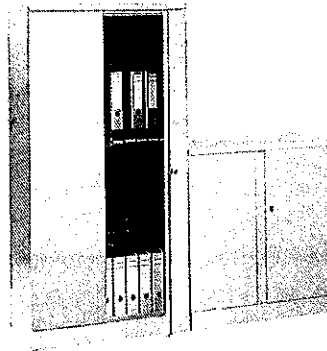
General Size \* Large +£19.00 [▼](#)

Ideal for where hygiene and cleanliness are of the essence

- ★ Stainless steel
- ★ 860 x 535 x 930mm (low)
- ★ Choice of 2 or 3 tiers
- ★ Optional braked castors (ESPO code: X31483), must be requested at time of order placement

7. Storage cupboard for in the toilet area for keeping spare toilet roll ?? £140.00

8. Lockable cupboard for Debbie to keep various items in ?? £



### Silverline Executive Metal Storage Bar

2 height options available

A22202

£140.00 ex VAT

[Add to basket](#) [★](#)

Qty 1 [▼](#) DELIVERED DIRECT FROM OUR SUPPLIER [1](#)

Material Colour \* Grey

Storage Combination \* 1020

Metal, locking double door cupboard

- ★ Lockable
- ★ 10 year warranty
- ★ 915 x 458mm depth
- ★ Choice of 5 finishes

FULL DESCRIPTION [▼](#)

IMPORTANT INFORMATION

Total including 2 (cheaper) table trollies = £1000.00

### F&GP/26072022/09 Appointment of Auditor and scope of audit for the year 2022/2023

Moore's have provided the service for the Council for a number of years.

Scope:

***The Group recommends to Full Council that Moore's should be appointed as the Councils' Internal Auditor for the year 2022/2023 and that they should carry out an adequate audit in order to respond to questions raised in the Annual Governance Report.***

### F&GP/26072022/10 Any other matters and matters for discussion at the next Meeting:

1. Consideration of Quotations to replace ceiling lights at the Jubilee Reading Room

Three quotations to replace the ceiling lights at the Jubilee Reading Room. The Group makes the following recommendation to Full Council:

***That Cartwright's are asked to replace the ceiling lights at the Jubilee Reading Room at a cost of £350.00 plus VAT.***

It was suggested that J & J Drake could be asked if their scope of work would cover lighting for the MUGA. Yvonne Rix to investigate.

# QUOTE



Connor Bedford & Co

45 Murfitts Lane

Fordham

Ely

Cambridgeshire

CB7 5LA

Tel: 07506831739

Email: Connor.Bedford@yahoo.com

## BILL TO

Burwell Parish Council

The Jubilee Reading Room

99 The Causeway

Burwell

Cambridge

CB25 0DU

QUOTE #

Q140

QUOTE DATE

12/07/2022

DESCRIPTION	AMOUNT
4x Replace faulty fluorescent light for LED 6ft strip light	150.00
Materials	415.08
<b>TOTAL</b>	<b>£565.08</b>

*Thank you*

## TERMS & CONDITIONS

No guarantee for customer supplied items.

Special order Materials over the value of £250.00

50% will be required upfront.

This quote is valid for 14 days.

22<sup>nd</sup> July 2022

JQ65865

FAO: Yvonne Rix  
Burwell Parish Council  
Jubilee Reading Room  
99 The Causeway  
Burwell  
CB25 0DU

Dear Mrs Rix,

**RE: Reading Room lights**

Further to our visit on the 19<sup>th</sup> July, 2022, I am pleased to be able to offer the following quotation for works as requested.

**Reading Room lights**

- Isolate power supply to lighting circuit, lock off and keep key on you at all times
- Using tall steps, remove existing 4 ft twin light fittings
- Fit new 8ft LED batten lights in same locations
- Test circuit and provide a minor works certificate

***Our price to supply materials and labour as stated above: £466.52 + VAT***

Dust sheets/ boot covers will be used/ worn in all areas in which we are working.

COVID 19 - In line with government guidance our employees attending site will be taking additional precautions whilst carrying out works at your property.  
We would like to reassure you that our engineers will be wearing additional PPE and maintaining 2 metre social distancing where possible whilst on site.  
We would like to request that for the duration of the works that you remain in a separate room and that the area is well ventilated if possible. Our employees will endeavour to sanitise any surfaces that they may come in contact whilst carrying out the works as well as carrying out frequent hand washing/ sanitising.

We hope this is of some interest to you; if you need to discuss any of the above further, please let me know.

If this quotation is acceptable to you, please complete and return the attached Quotation Acceptance, allowing 10-15 working days' notice before commencement of works. This quotation is open for acceptance for 12 weeks from letter date.

## Cartwright Brothers Ltd

40 High Street  
Newmarket, Suffolk, CB8 8LB  
United Kingdom  
Telephone: 01638 602436  
Email cartwright.bros@icloud.com



### Issued To:

Burwell Parish Council,  
89, The Causeway,  
Burwell,  
Cambs.  
CB25 0DU

### QUOTATION

Issue Date 12/07/2022  
Customer Code BURWELL  
Number SQ-67

Description	Qty/Hrs	Price	VAT %	Net Amt
Supply and replace 4 Double fluorescent fittings for New LED equivalents in the reception of the Jubilee Reading Rooms	1.00	350.00	20.00	350.00

VAT Rate	Net	VAT	Net Amount	350.00
Standard 20.00% (20.00%)	£350.00	£70.00	VAT Amount	70.00
			TOTAL	£420.00

### Terms and Conditions:

30 days

#### Our Terms & Conditions.

All quotes stand pending satisfactory test results prior to commencement of works, if unsatisfactory results are obtained and this affects the quoted work being carried out satisfactorily this will incur an additional cost, if cancellation of quoted works results from this a re-stocking charge of 35% will be issued for the whole quotation.

Any new works will be carried out tested and certified in accordance to the 18th Edition BS.7671 and Part P documented where applicable.

All quotes stand for 30 days from the date of issue.

Charges quoted apply to normal working hours. 8.30 am to 5pm Monday to Friday, work required outside these times will be charged extra.

We will always endeavour to match any equivalent quotation with the same quality of workmanship and equipment.

If rental of the property is intended you are now required under a new legislation affecting private landlords and rental of their properties that came into effect in October 2015 to provide protection to the properties and occupants against smoke and carbon monoxide poisoning, we have provided you with some of this information below.

Here is a summary of the legislation, passed through Parliament in September 2015:

- Landlords must fit a smoke alarm on every storey
- Landlords must fit a Carbon Monoxide (CO) alarm in every room with a solid fuel burning appliance
- Alarms must be tested and working on the start of each tenancy

If further information is required on this please see the link below. [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/464717/150929\\_SC\\_Expln\\_book\\_Annex\\_A\\_LandlordsTenants\\_REVISED.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/464717/150929_SC_Expln_book_Annex_A_LandlordsTenants_REVISED.pdf)

On accepting our quote you are accepting our terms and conditions.

Please do not hesitate to contact us if you have any questions or queries regarding this quote or associated works.



2. Financial Matters – Repair Café

Liz Swift gave an update on the Repair Café. Initially the intention is for the Repair Café to be under the remit of the Council but will eventually look to become independent. Some funding is required to set up the Café which aims to meet around 4 times per year.

Paul Webb proposed, seconded by Ian Woodroffe that the Repair Café is allocated £200.00 for setting up the Café – proposal approved.

***The Group recommends to Full Council that £200.00 is allocated for setting up of the repair café.***

**F&GP/26072022/10 Date of the next meeting**

The next meeting to be held on 27<sup>th</sup> September 2022.

Signed

Dated

**Yvonne Rix**

---

**From:** Harj Kumar <Harj.Kumar@eastcambs.gov.uk>  
**Sent:** 07 July 2022 15:28  
**To:** PlanningPolicy  
**Cc:** Richard Kay  
**Subject:** Submission and Publication of the Swaffham Bulbeck Neighbourhood Plan (7 July to 18 August 2022)

Good afternoon,

Swaffham Bulbeck Parish Council has formally submitted the draft Swaffham Bulbeck Neighbourhood Plan to East Cambridgeshire District Council for independent examination. The draft Swaffham Bulbeck Neighbourhood Plan and accompanying submission documents are available to view and download from ECDC's website at:

[Swaffham Bulbeck Neighbourhood Plan | East Cambridgeshire District Council \(eastcambs.gov.uk\)](#)

You are invited to comment on the draft Swaffham Bulbeck Neighbourhood Plan. Comments can be made in writing:

- via email to: [planningpolicy@eastcambs.gov.uk](mailto:planningpolicy@eastcambs.gov.uk); or
- by post to: Strategic Planning Team, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely CB7 4EE

All comments must be received on or before **Thursday 18 August 2022**.

A paper copy of the draft Swaffham Bulbeck Neighbourhood Plan is available for inspection at East Cambridgeshire District Council's customer service centre during [normal opening times](#). Details of the forthcoming independent examination will be made available via the above link in due course.

If you do submit any representations on the Plan, please be aware that your representations will be made public, including on our website (minus any personal data). We will also treat your representations in line with our privacy policy, available here: [Privacy Notice | East Cambridgeshire District Council \(eastcambs.gov.uk\)](#)

Kind regards,

Richard Kay  
Strategic Planning Manager  
*Strategic Planning, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambs, CB7 4EE*



**IMPLEMENTATION DATE: 15<sup>th</sup> July 2022**

SCHEME REFERENCE: STNN/22/50

**DIRECTION: From Ness Road**

[illegible]

EAST CAMBRIDGESHIRE DISTRICT COUNCIL



**East Cambridgeshire  
District Council**

The Grange, Nutholt Lane  
Ely, Cambs, CB7 4EE

Tel: (01353) 665555

**Street Naming  
and Numbering**

ECDC Reference: STNN/22/50

Addressing 1 new dwelling

Blossom Tree Farm Cottage  
Howlem Balk  
Burwell

Please read in association with schedule of  
Certification of Street Numbering and  
Naming

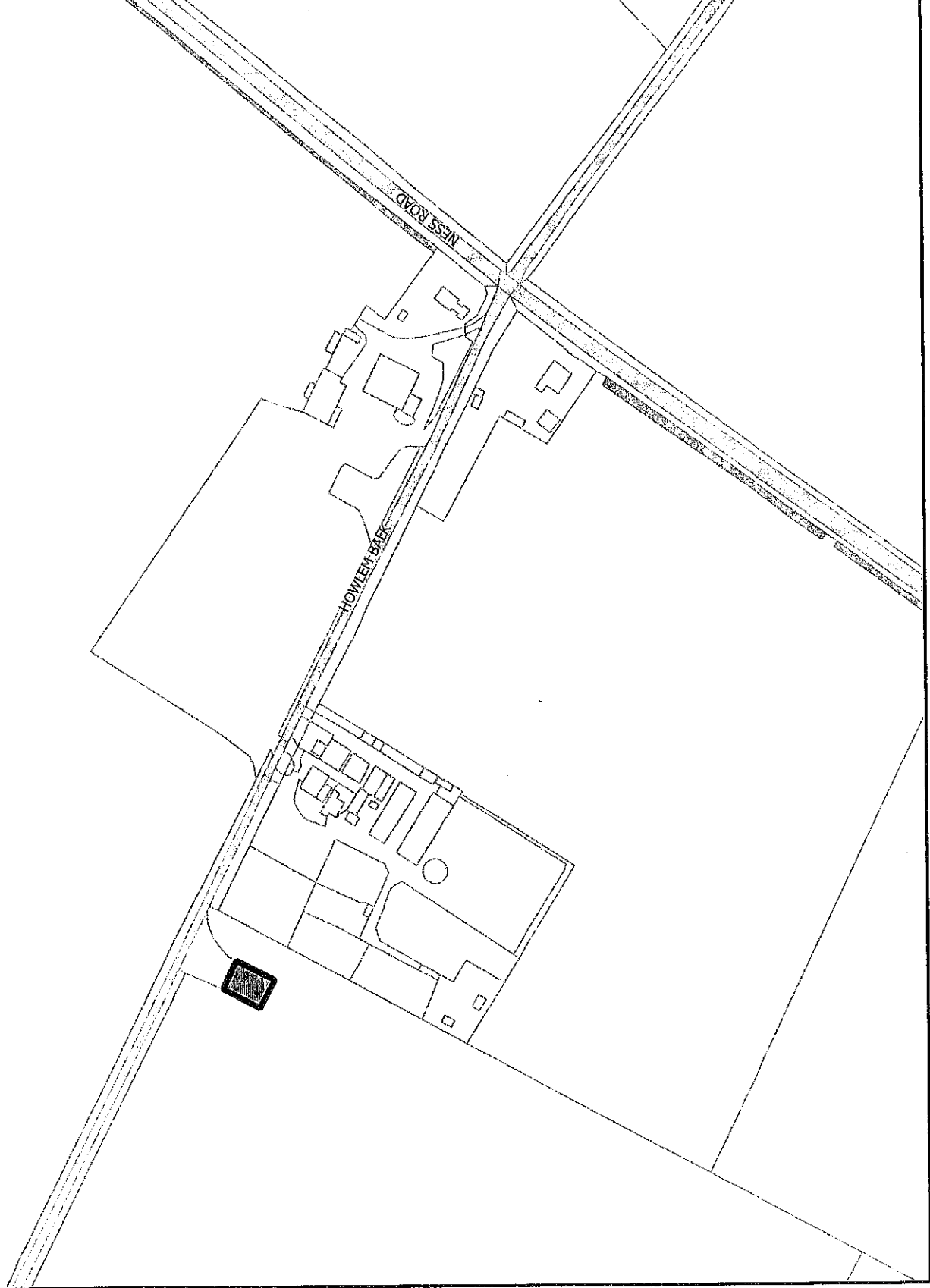
**This plan is for identification  
purposes only and does not  
represent legal boundaries.**

Date: 12 Jul 2022

Scale: 1:2,500

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All rights reserved 100023279



**Yvonne Rix**

---

**From:** Street Works <street.works@cambridgeshire.gov.uk>  
**Sent:** 03 August 2022 13:07  
**Subject:** Proposed closure Footpath off Priory Close, Burwell 13/10-15/10/22.  
**Attachments:** CAMBRIDGE TTRO.docx; AD031 - 60801682 - Priory Close - Burwell.pdf

Good afternoon

Please find attached the proposed TTRO application for your information. If you have any comments, please respond by 17/08/2022. If no comments are received we will proceed with the application and a copy of the Order will be circulated for information once made.

Kind regards,  
Lizzie Pink

Street Works and Permitting Coordinator  
Highways Service




☎ 01480 372 444

📍 Highways Services, Street Works Team, Vantage House, Washingley Road, Huntingdon, PE29 6SR

📧 @Cambs\_Traffic



For more information regarding forthcoming  [click here](#)

Please note: all our up to date forms are available on our website, please see link as below:  
<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-licences-and-permits/>



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Cambridgeshire  
County Council

## TEMPORARY TRAFFIC ORDER APPLICATION FORM (TTRO)

Please Send Your Applications to:	Applicants Details:
Cambridgeshire County Council Street Works Team Vantage House Washingley Road Huntingdon Cambridgeshire PE29 6SR  Tel: 01480 372444 Email: street.works@cambridgeshire.gov.uk	Name: Lynne Riches Address: TBF Traffic, Unit 6, The Lion Barn, Maitland Road, Needham Market, IP6 8NZ  Tel: 01449 490865 Emergency 24-hour Contact No: 07900 910453 Email: lynne.riches@tbfttraffic.com

The cost of this application is:  
£1130.00 for a Full Order or £795.00 for an Emergency Order

YOU MUST ALLOW AT LEAST **12 WEEKS** FOR THIS ORDER TO BE PROCESSED. A STREET WORKS PERMIT MUST HAVE BEEN SUBMITTED BEFORE THIS FORM WILL BE CONSIDERED

PLEASE TICK ALL RELEVANT OPTIONS THAT APPLY:

ROAD CLOSURE	<input type="checkbox"/>	FOOTPATH CLOSURE / PUBLIC RIGHTS of WAY *** Please see Notes for Applications below.	<input checked="" type="checkbox"/>	SPEED LIMIT	<input type="checkbox"/>	OTHER (Please specify below)	<input type="checkbox"/>
Additional T/M Requirements	NONE <input checked="" type="checkbox"/> STOP / GO <input type="checkbox"/> 2-WAY LIGHTS <input type="checkbox"/> 3-WAY LIGHTS <input type="checkbox"/> HOURS OF OPERATION: _____ 08:00 to 18:00pm _____						
DESCRIPTION OF WORKS:							
Stop Top Replacements							
Road Name				Footpath Off Priory Close			
Parish / Town				Burwell/Cambs			
Road Number (i.e.: A140)							
Location of Works				O/S 14 Priory Close			

Closure Start Date:	13/10/22	End Date:	15/10/22
Closure Times: 24/7 or Specify Times	24/7		

Working Hours: 24/7 or Specify Times	Team to attend between 08:00 – 18:00
<p>Diversion Route – List all roads &amp; parishes (with names and numbers if possible)</p> <p>These can be found on <a href="http://Roadworks.org">Roadworks.org</a> with “NSG” selected under Operational Info within the Map Layers Menu.</p> <p>Please provide a map showing the extent of the closure and diversion route.</p>	Priory Close > Park Road & Vice versa
<p>Will the alternative route include a Trunk Road? (If so, it is the responsibility of the applicant to gain agreement from the National Highways and submit a copy of the approval to Street Works)</p>	<p>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Details: _____</p>
<p>Does the above route have any restrictions, i.e., Low bridges, weight limits, tunnels, fords, ‘one way’ or other Orders on it? (If yes then please give details).</p> <p>Some of these can be found <a href="#">here</a></p>	<p>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Details: _____</p>
<p>Will this Order apply to pedestrians and/or equestrians? (If so, please provide details)</p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Footpath closed, Pedestrians will need to follow diversion</p>
<p>Please add any comments that you feel may assist the application</p>	

Payment Details	
Please specify the details of the company or individual that Cambridgeshire are to collect payment for the TTRO to be processed.	
Company Name:	Anglian Water
Address:	Tel. No: 01522 341545
Enterprise House	Email: <a href="mailto:tDixon@anglianwater.co.uk">tDixon@anglianwater.co.uk</a>
Witham Park	

Waterside South

Lincoln, LN5 7JE

YOUR ORDER NUMBER: AD031 - 60801682

Please note: It is the applicant's responsibility to inform residents, businesses, the Local Parish Council and County Councillors about the closure. We may request to see the information you have sent them prior to sending you the legal order. Details can be found by following this [link](#)

**FAILURE TO ADHERE TO THE CONDITIONS SET OUT WITHIN THIS DOCUMENT MAY RESULT IN AN APPROVED ORDER BEING WITHDRAWN.**

### **REQUIRED ADDITIONAL IMPORTANT INFORMATION**

1. Please ensure you give the official road name with the correct spelling for which the Order is required.
2. Access may be allowed to Emergency Services **IF** safe passage permits.
3. Pedestrian / Cyclist and Access to properties must be allowed at **ALL** times, unless otherwise agreed.
4. An order will only be granted where a suitable alternative route or arrangements are available.
5. A clear map showing the extent of the closure and diversion route must be attached to this application.
6. Signs 1050mm by 750mm bearing the words "This Road will be closed "From ..... To ..... " and including the dates of the closure **MUST** be placed at all approaches to the site **at least 14 days** prior to the proposed closure.

\*\*\*

### **Notes for Applications to close Public Rights of Ways (PRoW) / Footpaths**

1. CCC strongly encourages early engagement with PRoW Officers prior to any application being submitted to close a Public Right of Way or footpath (PRoW).
2. Initial applications to close a Public Right of Way or footpath can only be granted for a maximum duration of 6 months.



3. If the applicant is aware that the closure is likely to exceed 6 months, they should indicate this on the initial application but will still need to apply for an extension using the following procedure:
4. The applicant needs to apply to Street Works at least **8 WEEKS** before the expiry date of the initial 6-month TTRO with full justification AND any alternatives that have been considered and reasons for not being able to accommodate any alternatives.
5. The applicant should use reasonable endeavours to minimise any extension duration and further extensions may be refused.
6. Applicants will be required to meet on site with our Senior Street Works Inspector and PRow Officer to discuss the reasons for the extension and justification. The site meeting must be held within 2 weeks of the extension request being submitted to Street Works and applications to the Secretary of State (SoS) will not be progressed until the meeting has been held and alternatives explored. The SoS requires a minimum of 4 weeks to consider an extension request. Any applications that do not comply with item 4. may be automatically refused.
7. All applicants should be prepared to accommodate any reasonable alternatives suggested by the Senior Street Works Inspector and PRow Officer and will be asked to justify in writing any refusal to accommodate reasonable and achievable alternatives. Additional cost to the works promoter will not be considered justification.
8. Applicants should not assume the full duration of the extension request will be granted and a reduced period may be agreed at the site meeting.
9. Applicants should not assume that extensions will be granted by CCC even if the Secretary of State (SoS) approves an extension.
10. The PRow should be reopened as soon as reasonably practicable and in a condition that is safe for all users of the PRow. In any case, it should be reopened in a safe condition, no later than the expiry date of the extension, if granted.
11. Failure to reopen a PRow on or before the expiry date of the TTRO / extension may result in CCC initiating appropriate enforcement action.

**DECLARATION:**

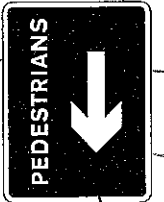
**All the information given in this application is true and I have checked all the names of streets and parishes against an official map of the area.**

**Applicant's Signature:** Lynne Riches..... **Date:**06/07/22...

**Company:** TBF Traffic.....

**Position:** Planner.....

PARK ROAD



FOOTPATH  
AHEAD  
CLOSED

FOOTPATH  
CLOSED

FOOTPATH  
CLOSED

FOOTPATH  
AHEAD  
CLOSED

2

10

25

20

35

PRIORY CLOSE

Notes From The Meeting Of The Burwell Taskforce

Wednesday July 6<sup>th</sup>

**Re: Burwell Sports' Pitches**

Attendees

Liz Swift (Chair Burwell Parish Council) –LS

Michael Swift (Parish Council) –MS

Paul Webb (Parish Council Vice Chair) – PW

John Waters (Burwell FC) –JW

David Lewis (This Land) – DL

Brenda Kibblewhite (This Land) – BK

Dean Walters (This Land) –DW

Abigail Cooke (This Land ) – AC

David Ing (Fabrick) –DI

Sean Fulton (Fabrick) – SF

Apologies

Yvonne Rix ( Parish Council Clerk)

Tony Cornwell (Burwell FC)

Jack Smith (Burwell FC)

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Community Engagement will take place at The Gardiner Memorial Hall Event on Saturday July 9<sup>th</sup> ,  
10.30am – 2.30pm.

Questionnaires have been compiled and sent out. It was noted that a question about the need for an all weather 3G pitch should also be included.

There have been many comments on Social Media since this event was publicised. LS and MS noted that major concerns have been raised regarding the responsibility of The Parish Council and emphasised that the statement saying that 3.8 hectare of land will be transferred to the Parish Council is incorrect as this has never been officially agreed because of the cost implications. BK said that she is under the impression that This Land is duty bound to transfer the land to The Parish Council.

### Next Steps

DI said that they have employed two firms of Consultants:-

One specialises in the viability of proposed projects

The other specialises in bidding for funds for Sports' related projects.

DI will compile an update and analysis and send it to The Parish Council and Football Clubs.

He will then write the Brief and speak to the Consultants.

We should expect both positive and negative comments.

The questionnaire will go online so that residents who were unable to attend on July 9<sup>th</sup> will have the opportunity to take part.

[REDACTED]  
Burwell

2nd August, 2022

Dear Mrs. Rix and Members of Burwell Parish Council,

As

residents of Spring Close, we have become increasingly concerned about the potential fire risk posed by the meadow and churchyard during this very hot, prolonged drought.

Whilst many people are keen to promote rewilding in the village, we must balance these views against the dangers of increasing temperatures and lack of rain, as climate change is surely here to stay.

The early rains of spring resulted in exceptional growth of grass and weed which have become tinder-box dry in recent weeks. So many homes lie in close proximity to Spring Close that we must all be prepared for fire risk. Many of our beautiful older buildings, timber-framed and with little fire protection, could potentially be destroyed, as could our lovely old trees and bushes.

Therefore we would urge the Council to re-think the current policy of minimal grass cutting in future. It may save money and please some people not to mow the meadow, but the cost of disposing of long, dry contaminated grass and weeds and the potential fire risks must surely be considered as we all learn to cope with inevitable climate change.

I am sure that many people in the village would agree.

Yours sincerely,  
[REDACTED]

## Climate Change Forum May 2022

### Minutes of the meeting held on 17<sup>th</sup> May 2022 7.30 pm At Mandeville Hall, Tan House Lane, Burwell

**Present** Jenny Moss (Chair), Jim Perry, Geraldine Tate, Paul Webb (Minutes), Brenda Wilson, Nicola Hallows, Rachel O'Leary, Gill Miller, Peter Lancaster (BEG).

1. Apologies for absence

Yvonne Rix (Clerk). Lea Dodds, Liz Swift, Mike Swift, Martin O'Leary, Linda Hart.

2. Approval of the minutes of 1<sup>st</sup> March 2022

The minutes of the meeting held on 1<sup>st</sup> March 2022 were approved and signed as a true and correct record. Proposed –Jim Perry, seconded – Brenda Wilson.

3. Climate Change Action Sheet – Consideration of items and updates to the Climate Change Action Sheet

Item	Action Required	Person/Status
<b>Climate Action Policy</b>		
Energy usage and sources	Assess BPC Carbon Footprint  Encourage use of <a href="https://footprint.wwf.org.uk/">https://footprint.wwf.org.uk/</a> Share on our website	Phil McGrory gave a presentation at a village BEG meeting on 2 <sup>nd</sup> April 2022. Rachel O'Leary stated very useful talk. Cost for Mandeville, £577. Nicola Hallows suggested 'Ring App' carbon calculator – cost? Paul Webb – Asset & Environment Group discussed & suggested held over until Mandeville Hall Climate Change refurb.
Transport and travel	EV Charging Points Cycle paths	Jenny Moss – 75% grant – Emily Bolton CCC – Paul Webb to follow up. Paul Webb to speak to ECDC regarding other funding options and has contacted Pod Point for commercial quote. Gill Miller- Free Lamppost Scheme CCC – Gill Miller to advise. Peter Lancaster – Suggested contacting Duncan Grindley Burwell EV re install costs. BEG have made a list of possible village EV charging sites. Jenny Moss – Exning cycle path update – work on Exning side.
Agriculture and food	Allotments Work with local farmers	Jenny Moss asked Brenda Wilson to draft letter to send to farmers, following discussion on this topic. Jenny Moss to send letter as Chair, to list of farmers provided by Brenda Wilson – contact details incl email & tel no to be provided. It was agreed to copy letter to Wicken Fen Chair also. Jenny Moss/Paul Webb attended recent Wicken Fen Forum (as BPC representatives) where an experimental Carbon Capture Soil Scheme raising water levels of land, had been briefly mentioned. Paul Webb – there is a dept in CCC that has Carbon Capture calculators and will assist local communities to assess their carbon footprint.
Housing and infrastructure	Focus on the need for new builds to be carbon neutral Neighbourhood Plan	Recent presentation to Parish Council by This Land indicates that they will be looking at sustainable methods of heating for properties in Phase 3. However, the rest of the site has been sold

		<p>on to the Vistry Group who will only be looking at meeting current climate change regulations and will also be thinking of bringing in gas to the site.</p> <p>The last Local Plan for ECDC was published in 2015. At this stage there does no further update is in the pipelines.</p> <p>Jenny Moss - letter to Vistry.</p> <p>Jenny Moss - emailed Lucy Fazer – responses awaited.</p> <p>Jenny Moss - Clunch letter June/July – Gas Boiler Issues</p>
Local business		<p>Jenny Moss to speak to Co-op regarding the installation of EV points on their premises - ?</p> <p>Jenny Moss letter to Businesses asking what they are intending to do/have done – re Climate Change. Brenda Wilson to draft letter.</p> <p>Paul Webb – list of local businesses to Jenny Moss</p>
Waste and resources	<p>Promote recycling/upcycling</p> <p>Repair Cafe</p> <p>Water refill stations</p>	<p>Repair café has been approved – steering group set up.</p> <p>GMH phase 2 plan will have repair café in funding applications.</p> <p>Repair café initially at Mandeville?</p> <p>Registrations/Booking online, Walk-in slots &amp; donation boxes – steering committee team – 5 or 6 needed.</p> <p>Café monthly/bi-monthly – steering committee under climate change forum group – BPC.</p> <p>McKays, Cambridge will offer set of tools up to £1K for £20 from BPC. Insurance issues – BPC</p> <p>Jenny Moss – water refill – coop written to but no reply. Paul Webb will follow up,</p> <p>BPC – ask to have water refill compression tap outside all facilities.</p>
Environment and land use	<p>Tree Planting</p> <p>Wild flowering</p> <p>Community Gardens</p> <p>Environment Agency</p>	<p>Jenny Moss – Updated group re Community Garden proposals Pound Hill &amp; Recreation Ground.</p> <p>Jenny Moss – room for planting Spring Close &amp; Pauline’s Swamp.</p> <p>Jenny Moss suggested a possible Priory Wood extension as Jubilee Donation, the starting point would be to contact the instigators of Priory Wood.</p> <p>A proposal to further discuss / action wildlife corridor Spring Close to Pauline’s Swamp – agreed to discuss next meeting.</p> <p>Jenny Moss agreed to talk with Wicken Fen re approach to farmers.</p> <p>Weirs Drove tree planting discussed, but this is CCC issue.</p> <p>Jenny Moss - Mature Tree &amp; Shrub Planting &amp; BPC tree survey briefly discussed. Jenny Moss/Nicola Hallows suggested Clunch article re value of trees in community.</p> <p>Peter Lancaster is liaising with ECDC re wilding area near bench in Chestnut Rise.</p> <p>It was suggested arising in Priory Close are place in pre-defined small area Priory Close.</p> <p>Nicola Hallows – BPC grass cutting contractors advertise they cut &amp; collect – do not appear to do so – Jenny Moss to discuss with BPC</p> <p>Nicola Hallows -cemetery grass composting – Local composting policy to be constructed/evaluated Jenny Moss to discuss with BPC</p>

		<p>Rachel O'Leary – stated composting needs to mixed – new with old.</p> <p>Jenny Moss – suggested forming Composting Study Group re Community Composting &amp; has invited speaker Kim Ashton to speak at next meeting on Wildlife &amp; Verges</p> <p>Community Garden – Jenny Moss to arrange Pound Hill meeting to rope off area for wild flowers.</p> <p>Nicola Hallows – requested Bolton Close left high at 7cm as contractor says he can't do 10cm.</p> <p>Wild Flowering – Nicola Hallows requested we call this Biodiversity.</p> <p>IPCC reported mentioned &amp; Paul Webb requested copy – report states increasing climate change risks and 75% reduction in flying insect population, resulting in reduced pollination – Wild Burwell very concerned.</p> <p>Nicola Hallows mentioned use of insecticides and requested that BPC should be asked to minimise use. Paul Webb stated this is already policy and a discussion took place.</p> <p>Nicola Hallows - an area in the cemetery for wildflowers appears not be managed?</p> <p>Wild Burwell would like to propose a meeting/involvement with Asset &amp; Environment Group to provide joint liaison – Jenny Moss to investigate with BPC. Jenny Moss noted that by working together and preparing plans in advance, could be potentially helpful to BPC.</p> <p>Nicola Hallows – Wild Burwell requests that BPC attributes finances to Climate Change Policy.</p> <p>Paul Webb stated that the Finance Group had already agreed to do this, this year.</p> <p>Brenda Wilson/Rachel O'Leary suggested that all BPC Working Groups to take Climate Change issues into account and report on these aspects of work – Jenny Moss to discuss with BPC.</p>
<b>Village Survey</b>		<p>Paul Webb explained lottery funding unsuccessful, but that BEG were still willing to put survey together to submit to CCFG – BEG to action.</p>
<b>Green Open Day</b>	Spring Close Youth Group Involvement	<p>A discussion on the possibility of Spring Close hosting Green Open Day July/Aug. Jenny Moss to liaise with Martin O'Leary (to be discussed next Spring Close meeting).</p> <p>Jenny Moss written to Cara ( 2<sup>nd</sup> Burwell Guides ).</p> <p>Jenny Moss to write to BAFY – Tom Fell re youth involvement.</p> <p>Jim Perry suggested getting youth involved tree planting Priory Wood and involving Balsham Tree nursery in project.</p>

#### 4. Any Other Business

Nicola Hallows mention Big Plastic Count – An initiative to count/report all plastic containers used in a specific week.

Peter Lancaster mentioned 13 groups signed up for Protect our Planet Carnival Parade.

5. Date of the next meeting – 5<sup>th</sup> July 2022 7.30 pm at Gardiner Memorial Hall



The meeting closed at 20:31.

Signed

Dated

## Climate Change Forum

### Minutes of the meeting held on 5<sup>th</sup> July 2022

#### At Gardiner Memorial Hall, High Street, Burwell

**Present:** Jenny Moss (Chair), Lea Dodds, Gill Miller, Jim Perry, Liz Swift, Michael Swift, Geraldine Tate, Paul Webb, Yvonne Rix, Peter Lancaster (BEG), Nicola Hallows (Wild Burwell), and Rachel O'Leary (Spring Close).

1. Apologies for absence

Apologies for absence had been received from Linda Hart, Martin O'Leary, and Brenda Wilson

2. Approval of the minutes of 17<sup>th</sup> May 2022

As there were several typing errors within the draft minutes it was agreed that the minutes should be corrected and brought back to the next meeting for approval.

3. Climate Change Action Sheet – Consideration of items and updates to the Climate Change Action Sheet

Item	Action Required	Person/Status
<b>Climate Action Policy</b>		
Energy usage and sources	Assess BPC Carbon Footprint  Encourage use of <a href="https://footprint.wwf.org.uk/">https://footprint.wwf.org.uk/</a> Share on our website and BEG FB page Letter to Clunch	There are various apps which calculate carbon footprints. These should be investigated. Paul Webb to look at the Cambridgeshire County Council version to see if this could be of use. Jenny Moss suggested that the carbon footprint of the Gardiner Memorial Hall should be looked at how the hall is complete. However, the footprint should have decreased immensely as will now be using 2/3rds less energy than before. As part of the refurbishment Sharman Grimwade has already made similar calculations. It was thought that Mandeville Hall maybe a better option if the funding was available to carry out the survey.
Transport and travel	EV Charging Points Cycle paths	Paul Webb still investigating about EV Charging Points. Electricity is in place ready for EV Charging points at the Gardiner Memorial Hall (7KW and 22KW). Gill Miller to find out if ECDC has any money available for installing charging points. # Site for 91 Park Homes on Weirs Drove nearing completion. Owners of these properties will need to use their vehicles to access village amenities. Consideration should be given to ways that the use of cars can be mitigated such as a minibus travelling regularly into the village. Jenny Moss to contact the owners of the site. Rachel O'Leary informed the Group that the paths in Priory Wood are being used by horses. Laminated sign explaining that horses are not allowed in Priory Wood should be posted in Priory Meadow along the path heading into the wood. ECDC carrying out feasibility studies for a Burwell to Fordham/Soham Cycle path, improvements to Burwell to Swaffham Prior and work is still ongoing on the Burwell to Exning cycle path.
Agriculture and food	Promote local produce Liaise with BAGs over allotments Work with local farmers	Letters to farmers almost ready to go out

Housing and infrastructure	Focus on the need for new builds to be carbon neutral Neighbourhood Plan	The Vistry homes on the Newmarket Road development all have EV charging points. Continued pressure should be put on Vistry to install renewable powered heating systems, noting in letters sent that the local MP is involved. There is some discussion currently in Parliament about housing being built at this stage have gas boilers when in three years' time they will be banned.
Local business		Brenda Wilson has compiled a Letter to businesses ready to go out. The letter talks about renewables and opportunities available to business, giving them something to think about.
Waste and resources	Promote recycling/upcycling Water refill stations Repair Cafe	<b><i>The Climate Change Forum recommends to Full Council that all Council buildings should have a water refill station.</i></b> The Steering Group for the Repair Café has been set up. The next meeting of the Steering Group will be on 13 <sup>th</sup> July to look at who has volunteered to help so far (roughly split 50/50 between repairs and other volunteers wishing to be involved). Repairers will need to be vetted, risk assessment carried out and insurance sorted. A meeting is due to be on 27 <sup>th</sup> July for all those who have shown an interest. A provisional date of October 1 <sup>st</sup> has been set for the first Repair Café session. The Café will need to be well publicised using, Clunch, Facebook, the Council Website and word of mouth. The Group is likely to need a bank account and constitution. In the meantime, money may need to be ring fenced within the Parish Council account. <b><i>A recommendation to be made to Full Council that £100.00 is allocated to the Steering Group for the initial costs involved with setting up the Repair Café.</i></b>
Environment and land use	Tree Planting Wild flowering/Biodiversity Community Gardens Environment Agency	Wild Burwell putting together a grass cutting management proposal for the Assets and Environment Working Group to consider which will include composting. Yvonne Rix to provide a date that the plan should be with the Council for consideration. Paul Webb informed the Forum that Pauline's Swamp could benefit from some trees from the tree nursery being planted. Ash Dieback is hitting the village. Older Ash trees tend to recover but the younger trees tend to die. The Woodland Trust could be approached to supply replacement Ash trees which are resilient to the disease. One of the trees on Pound Hill appears to have died. This tree was planted by a resident without permission. Nicola Hallows commented that she was disappointed with the size of the area on Pound Hill left for wilding. She also advised against planting further trees on Pound Hill due to the make-up of the soil. There is a tree down on the edge of Priory Wood. Concern has been raised about the length of the grass on one side of Priory Meadow. It was suggested that this should not be cut until mid to late August. Volunteers to rake up arisings and residents made aware of the availability of free hay. The Tree Nursery is developing an agreement for those who take trees which includes who will care for the trees (water, weed etc.) Jenny Moss reported that she has put a request on Facebook asking residents to start taking cuttings for the Community

		Garden. The design for the garden will be shared at the next meeting.
<b>Village Survey</b>		No further progress has been made on the village survey.
<b>Green Open Day</b>		It has been decided not to have a Green Open Day this year. The Trustees of Pauline's Swamp would prefer not to combine the Green Open Day with the Pauline's Swamp Open Day. An Open Day could be organised for next year at Spring Close. The Guild Hall could be used for toilets and water if available. The suggestion will be taken back to the Spring Close Management Group.

#### 4. Any Other Business

Utilising an area of Spring Close for composting of arisings was suggested. It is noted that village areas are quite large, therefore creating a lot of arisings to be composted. A Composting Plan for the village may be of use – Wild Burwell to note. The arisings from this years' hay cut at Spring Close should be taken away, but this is becoming less cost effective for the grass cutter. The Cemetery is not appropriate for substantial amounts of composting and the Allotment holders are not keen for areas of the allotments to be utilised for composting.

Jenny Moss reported that she has been asked if she could do a talk for Burwell Belles (WI).

Members from the other village environmental groups to be involved.

Jenny Moss has also spoken to the Guides and Rangers Leader, who would like to know what could be involved. It is thought that the girls could take part in workdays at Pauline's Swamp and Spring Close, as well as being involved with litter picking.

#### 5. Date of the next meeting – 2<sup>nd</sup> August 2022 at Gardiner Memorial Hall

The meeting closed at 8.30 pm.

Signed

Dated