

District Council Report

April 2023

In the run-up to the District Council elections on 4th May, April was a relatively quiet month.

I attended a meeting of the Planning Committee on 26th April, with 3 applications for consideration. An application for change of use of agricultural buildings to commercial in Haddenham was approved, as was an application to build 2 dwellings in Littleport. A reserved matters application for the details for 47 dwellings in Sutton was refused. All 3 decisions were against officer recommendations.

I also attended a panel meeting to discuss performance grading of officers, in my role as Chairman of the Finance and Assets Committee.

David Brown

Burwell Parish Council
Asset and Environment Group

Minutes of the Meeting held on 25.4.2023 7.30 pm at The Gardiner Memorial Hall Present Lea Dodds (Chair), Hazel Williams, Jim Perry, Michael Swift, Liz Swift, Geraldine Tate, Paul Webb, and Gus Jones.

A&E/25042023/01 Apologies for absences and Declarations of Interests

An apology for absence had been received from Joan Lonsdale. There were no declarations of interests.

A&E/25042023/02 Approval of the minutes of the meeting held on 28th February 2023

The minutes of the meeting held on 28th February 2023 were approved and signed as a true record. Proposed by Liz Swift and seconded by Michael Swift.

A&E/25042023/03 Consideration of Action Sheet items and updates from minutes

The following updates were noted:

Project	
GMH refurbishment	The Clerk reported that there had been an issue with the heating pressure monitor but this had now been fixed. The broken solar panel is due to be repaired later this week. More is now known on how the heating system works. The Clerk to chase AED for the quote for the curtains and lighting adjustments. The audio-visual system is now working without issues.

The Clerk reported that the Maintenance Officer has installed a replacement shower panel in the pavilion. The Newmarket Road entrance to the allotments has now been closed to vehicles. One of the neighbours adjacent to the track had informed the council that they also had concerns regarding the erosion along the edge of the track and that they were pleased that the track is now only for pedestrian use.

The additional tennis court fencing has now been installed. A complaint has been received regarding the new MUGA lights shining into a property in Hatley Drive. The Maintenance Officer will try to adjust the lights slightly.

Jim Perry asked if the outside water tap is still available at the Pavilion. Both electricity and water will need to be available for the Carnival in July.

A&E/25042023/04 Purchase of Dorgard Fire Door Retainers for the Gardiner Memorial Hall

The Group agreed that an automatic fire door retainer should be purchased for the Gardiner Memorial Hall at a cost of £79.49 plus VAT.

A&E/25042023/05 Gardiner Memorial Hall Exit

Andrew Firebrace has now provided a report on the findings of their investigative work to enable changes to be made to the vehicle exit of the Gardiner Memorial Hall in order to improve safety. An actual proposal detailing suggested improvements had been expected. The Clerk was asked to go back to Andrew Firebrace and to ask how much it would cost for detailed designs of the possible improvements to be drawn up. Highway implications could also be discussed with Bob Rossiter when he meets with members of the Council.

A&E/25042023/06 Consideration of quotations for tree work – Land adjacent to 12-14 Reach Road

Three quotations had been received to carry out the work suggested by Kevin Drane, ECDC Tree Officer to the trees adjacent to 12 and 14 Reach Road. The following recommendation to Full Council was agreed:

That the quotation in the sum of £1580.00 plus vat from SP Landscapes, being the cheapest, is accepted to carry out work advised by ECDC Tree Officer to trees adjacent to 12 and 14 Reach Road.

A&E/25042023/07 Cemetery

Collapsed Hedging along the rear side of the Cemetery (Baker Drive) – Consideration of quotations for hedge removal

Two quotations had been received to remove the existing hedge along the Burwell side of the Cemetery. Once the existing hedge has been removed, volunteers can be asked to help with planting new plants to create a new hedge. The group makes the following recommendation to Full Council to remove the existing hedge.

That the quotation in the sum of £2784.02 from S R Landscapes, being the cheapest, is accepted to carry out the removal of the existing hedge at the Cemetery.

Damage to bush on driveway corner

The Group discussed options such as planting a taller cylinder type bush to prevent vehicles being driven over the corner of the actual burial ground. The Group agreed that the decision should be left to the Maintenance Officer.

A&E/25042023/08 Request for byway improvements – Green Lane

An allotment holder has asked now that the Newmarket Road entrance to the allotments has been closed, if work could be carried out to improve the condition of Green Lane. Green Lane is a byway and is maintained by Highways, who consider that the byway is in a suitable condition for its purpose. Also, since the email has been received, some plantings from the development site have been used to fill in many of the holes.

A&E/25042023/09 Any Other Business

Mandeville Hall – Walls and Ceilings (Paint)

The Clerk reported that the Mandeville Hall walls and ceilings will soon need repainting. This could be carried out at the same time as any thermal performance upgrades are made. Consideration should also be given to changing the lighting to LED lights.

The warranty is coming to the end for the Stannah lift at the Gardiner Memorial Hall. Service Plans are available but are very expensive and it was agreed not to take out a plan at this stage.

The Clerk was asked to find out how much it will cost to carry out the annual tree inspection this year.

The dividing door at Mandeville Hall is still not shutting. The Clerk asked that if a completely new door is required, should one with greater sound proofing be considered?

The Group to consider once a recommendation for the repair and quotation has been received.

An email had been received from Wild Burwell regarding No Mow May. The group agreed that this had been overlooked when the contract had been discussed earlier in the year and would not be incorporated in this year's cutting regime, but would be added to the contract for 2024 onwards.

Wild Burwell had also emailed to inform Council that they may not be able to collect all of the arisings from the areas indicated in the grass cutting summary for this year but would do what they could.

A&E/25042023/10 Date of the next meeting – 27th June 2023.

The meeting closed at 9.03 pm.

Signed

Dated

Burwell Parish Council	Bank Reconciliation at 31st March 2023.				
Bank Balance at 31.12.2022					
Unity Bank	£272,111.65				
Less Unpresented 30.9.22	£0.00				
Plus in transit 30.9.22	£0.00				
	£272,111.65				
Plus income	£24,868.38				
Less Expendiure	£94,874.57				
	£202,105.46				
Balance at 31.03.2023					
Unity Bank	£202,105.46				
Less Unpresented	£0.00				
Balance	£202,105.46				
Please note that these figures do not include the funds in the CCLA Account which at 31.03.2023 total £103179.67					
Fund Allocation					
Total Funds					
Unity Trust			£202,105.46		
CCLA			£103,179.67		
Total Funds			£305,285.13		
Earmarked Reserves					
20/21 Capital Trees			£1,000.00		
Capital Safety Campaign			£3,638.89		
21/22 Cap. LHI Buffer Zones			£1,436.87		
Pauline's Swamp			£10,037.99		
Recreation Ground/Pavilion Sinking Fund			£17,500.00		
Gardiner Memorial Hall	CIL Earmarked		£27,500.00	Estimated outstanding payments	
Highways Buntings Path Signs/20 mph Limit			£5,000.00	CIL	
CIL Funding	Westhorpe		£46,302.00	CIL	
Westhorpe Play Area			£20,000.00		
Climate Change			£5,000.00	Committed £578.00	
Community Garden			£50.00		
Spring Close Signs			£2,500.00		
Recreation Ground/Muga Lighting and Fencing			£2,237.38		
Repair Café			£268.15		
Balance of Earmarked Reserves			£142,471.28		
Plus Carnival Donation			£500.00		
			£142,971.28		
Balance of CIL 123 Rec Funding Available					
Available to be claimed from ECDC £3722.00 for Lights/Fencing Recreation Ground					
Summary					
Total Funds			£305,285.13		
Earmarked(Includes £500 Rec Carnival Donation)			£142,971.28		
Balance of Funds Available			£162,313.85		PTO

CIL FUNDING						
CIL Receipts		Use by	History of Earmarked CIL Funding			
2015/2016	£7,894.64	2020/2021	GMH Seed Funding			£35,000.00
2016/2017	£32,649.94	2021/2022	GMH Stockdale Costs			£2,100.00
2017/2018	£75,650.08	2022/2023	LHII Buntings Path/Village 20mph			£5,000.00
2018/2019	£41,791.17	2023/2024	GMH			£115,000.00
2019/2020	£28,309.67	2024/2025	Recreation Ground Car Park			£35,000.00
2019/2020	£1,983.96	2024/2025	Westhorpe			£46,302.00
2020/2021	£4,771.87	2024/2025	Unearmarked			£0.16
2021/2022	£15,658.63	2025/2026				
2021/2022	£9,080.43	2025/2026				
2022/2023	£16,461.77	2026/2027				
2022/2023	£4,150.00	2026/2027				
	£238,402.16					£238,402.16
Gardiner Memorial Hall						
Total Funding for Project			£560,758.00			
Expenditure to 30.9.2022		£542,330.92				
Still to be paid (Estimated)		£2,972.25				
Retention		£24,477.20				
		£569,780.37				
Overspend			-£9,022.37			

Burwell Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/01/2023 and 31/03/2023)

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Gardiner Memorial Hall	8,000.00	6,179.20	-1,820.80 (-22%)	11,400.00	32,179.31	-20,779.31 (-182%)	-22,600.11
Jubilee Reading Room			0.00 (N/A)	5,345.00	1,588.01	3,756.99 (70%)	3,756.99
Mandeville Hall	14,000.00	6,567.48	-7,432.52 (-53%)	20,800.00	4,049.02	16,750.98 (80%)	9,318.46
Cemetery	14,000.00	5,460.00	-8,540.00 (-61%)	2,900.00	366.65	2,533.35 (87%)	-6,006.65
The Pavilion			0.00 (N/A)	6,200.00	1,140.08	5,059.92 (81%)	5,059.92
Spring Close			0.00 (N/A)	5,500.00		5,500.00 (100%)	5,500.00
Margaret Field			0.00 (N/A)	5,050.00	750.00	4,300.00 (85%)	4,300.00
Jubilee Green			0.00 (N/A)	150.00		150.00 (100%)	150.00
Allotments	3,000.00	100.63	-2,899.37 (-96%)	1,630.00	590.60	1,039.40 (63%)	-1,859.97
The Recreation Ground	2,500.00	245.44	-2,254.56 (-90%)	20,700.00	9,169.18	11,530.82 (55%)	9,276.26
Pauline's Swamp			0.00 (N/A)	1,500.00	192.04	1,307.96 (87%)	1,307.96
Priory Meadow and Orchard			0.00 (N/A)	100.00		100.00 (100%)	100.00
Lock Up	200.00	200.00	0.00 (N/A)	20.00		20.00 (100%)	20.00
Street Lighting			0.00 (N/A)	750.00	40.85	709.15 (94%)	709.15
Public Areas			0.00 (N/A)	11,220.00	104.17	11,115.83 (99%)	11,115.83
Play Equipment			0.00 (N/A)	2,000.00		2,000.00 (100%)	2,000.00
Administration	150.00	*2,023.48	1,873.48 (1248%)	25,900.00	9,115.44	16,784.56 (64%)	18,658.04
Staff			0.00 (N/A)	93,000.00	24,467.55	68,532.45 (73%)	68,532.45
Agency Grass Cutting	1,900.00		-1,900.00 (-100%)	3,000.00		3,000.00 (100%)	1,100.00
Donations			0.00 (N/A)	1,950.00	100.00	1,850.00 (94%)	1,850.00
Other			0.00 (N/A)			0.00 (N/A)	0.00
Precept	183,602.00		-183,602.00 (-100%)			0.00 (N/A)	-183,602.00
CIL Funding			0.00 (N/A)			0.00 (N/A)	0.00
Grant Funding			0.00 (N/A)			0.00 (N/A)	0.00
Deposits		1,025.00	1,025.00 (102500)		600.00	-600.00 (-60000)	425.00
Recreation Ground Refurbishment			0.00 (N/A)			0.00 (N/A)	0.00
Void			0.00 (N/A)			0.00 (N/A)	0.00
VAT		1,967.75	1,967.75 (196775)			0.00 (N/A)	1,967.75
Ness Road Zebra Crossing			0.00 (N/A)			0.00 (N/A)	0.00
Capital Budget			0.00 (N/A)	9,000.00	736.80	8,263.20 (91%)	8,263.20
Climate Change			0.00 (N/A)			0.00 (N/A)	0.00
Repair Cafe		404.50	404.50 (40450)			0.00 (N/A)	404.50
NET TOTAL	227,352.00	24,173.48	-203,178.52 (-89%)	228,115.00	85,189.70	142,925.30 (62%)	-60,253.22

Total for ALL Cost Centres

24,173.48

85,189.70

V.A.T.

2,598.38

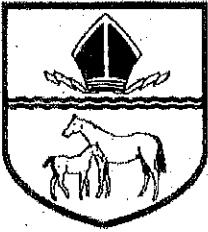
9,684.87

GROSS TOTAL

26,771.86

94,874.57

* Includes interest paid on CCHA A/c not included within the figures for income on the Bank Reconciliation.



**EAST CAMBRIDGESHIRE
DISTRICT COUNCIL**
THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE
Telephone: Ely (01353) 665555
www.eastcambs.gov.uk

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

This matter is being dealt with by:

Juleen Roman

Telephone: 01353 616211
E-mail: juleen.roman@eastcambs.gov.uk
My Ref: Local Enforcement Plan 2023
Your ref

5th April 2023

Dear Sirs,

Local Enforcement Plan

The Local Enforcement Plan relating to the Planning service has been updated.

I enclose a copy for your information, which can also be viewed on our website at
<https://www.eastcambs.gov.uk/sites/default/files/Local%20Enforcement%20Plan%202023.pdf>

If you have any queries regarding this document, please contact me at the above email address.

Yours faithfully

Juleen Roman
Planning Enforcement Team



East Cambridgeshire
District Council

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

Tel: (01353) 665555

Street Naming and Numbering

Reference: STNN/23/13

Addressing 1 new dwelling

Warbraham Mains Farm Cottage
Heath Road
Burwell

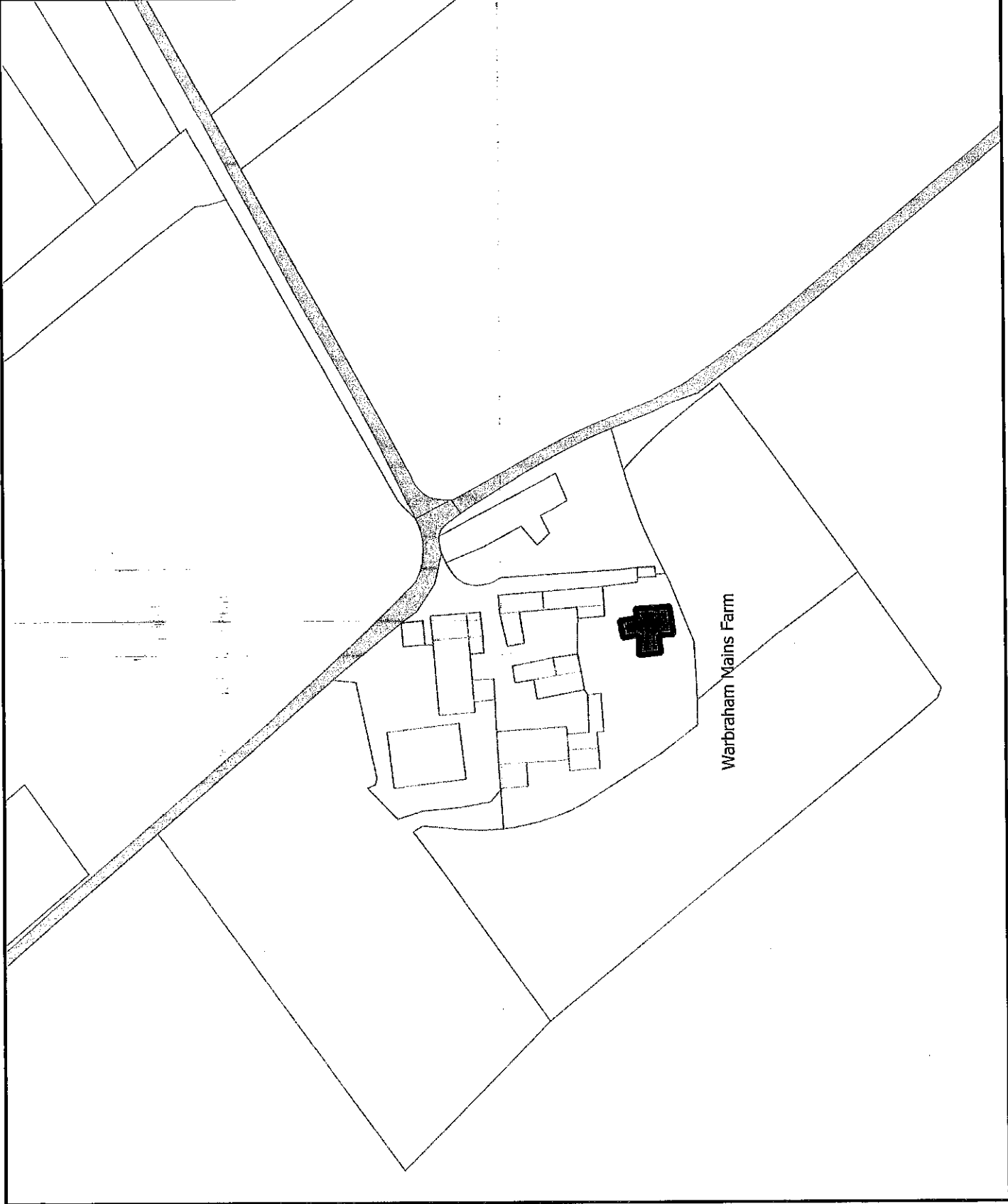
Please read in association with schedule of
Certification of Street Numbering and
Naming

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

Date: 27 Apr 2023

Scale: 1:1,250

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Yvonne Rix

From: Richard Garnett <Richard.Garnett@eastcambs.gov.uk>
Sent: 28 April 2023 14:49
Subject: CONSULTATION: New Food and Safety Enforcement Policy and Health and Safety Enforcement Policy

Dear Sir or Madam

CONSULTATION: New Food and Safety Enforcement Policy and Health and Safety Enforcement Policy

As a food business operator within East Cambridgeshire, I am writing to invite you to provide your views on the revised food safety enforcement policy and the health and safety enforcement policy.

The current Food Safety and Health and Safety Enforcement policies were drafted in 2015. Since then the guidance from the Food Standards Agency and the Health and Safety Executive has been updated and elements such as Primary Authority have seen improvements as both authorities and companies continue to explore the benefits. It is an opportune time to revisit the two policies as there are a number of changes, especially to food legislation and practices, due in the next 3 years taking us through to 2025/26. The policies have therefore been drafted in a manner that will allow changes to be documented and monitored before a major redraft is required.

Your Role

If you wish to be involved in this consultation exercise, then your role is to read and consider the draft policies which are available on the Council's website at <https://www.eastcambs.gov.uk/consultations/current-consultations> and to offer your feedback using the response link provided. All responses should be returned to the Council by 16th June 2023 for consideration as part of the consultation process.

The Council will publish a summary of responses to the consultation exercise on the Council's website for public inspection. No individual responses will be identifiable.

Your views will be incorporated, where appropriate, into the final draft of the revised policies to ensure that it is targeted, effective and relevant to the requirements of all of the Council's customer groups prior to approval being sought from the Council's elected Members. The new policies are scheduled for implementation in September 2023

How to Respond

A Survey Monkey response form has been created and posted alongside the policies.

For further information, or to discuss this consultation in more detail, please contact me on 01353 665555.

Richard Garnett

Senior Environmental Health Officer
East Cambridgeshire District Council



Telephone 01353 665555
Email richard.garnett@eastcambs.gov.uk

Burwell Sports Hub Taskforce

Summary of the meeting held on 29th March 2023

Present

Burwell Parish Council – Liz Swift, Michael Swift, Paul Webb, and Yvonne Rix

Burwell Football Club – Tony Cornwell and John Waters

MLC Leisure – Craig Mulhull and Andrew Wilkinson

Apologies received from Brenda Kibblewhite and David Lewis (This Land)

Concern was raised by those present that This Land was not represented at the meeting.

Purpose of the meeting

The meeting had been arranged to go through the draft report for the proposed Sports Hub at Newmarket Road drawn up Craig Mulhull and Andrew Wilkinson.

Summary of the meeting

Craig Mulhull explained that his company, MLC Leisure had been employed by This Land to produce a report establishing the needs of the parish in terms of sports facilities. The report identifies in particular, the need for additional football pitches including a 3G pitch. Although not required as part of the contract, he had included possible business models to give guidance of the way forward. Further instructions to go any further with establishing funding for the Sports Hub will need to be issued from This Land.

The report indicated that the land could be leased directly to the Football Club. This maybe a misunderstanding as the Parish Council had raised concerns in the past about ongoing maintenance costs for the facility in the future. Being in the Parish Council's name may be a benefit when applying for grant funding. The Council will need to discuss the principle of accepting the transfer of the Sports Hub once the new Council is in place.

The report also indicates that the land would be leasehold with a peppercorn rent, with the freehold remaining in the ownership of This Land. Paul Webb explained that the Section 106 states that the asset will be transferred, with Burwell Parish Council having first refusal.

It was noted that the report included old information about the village such as the population size and that Burwell has a bank.

Following a very positive visit to the sites in the village, the FA/Football Foundation have confirmed that the project will be placed on the Local Facilities Improvement Plan.

The capital cost for the provision of the sports hub is likely to be in the region of £2,000,000. Potentially the Football Foundation could provide grant funding of around 60%. This Land should be asked if they would provide any funding towards the project. How much funding is likely to be available from the Football Association, Parish Council and Football Club should also be considered.

The Football Foundation are keen to support projects where the facilities can be used for other sports.

All the land will need to be used for sports related activities. It is not possible for any commercial/business units to be built on a small part of the site from which rental from the units could be used to support the provision of the sports hub.

The report had also suggested that if Margaret Field was no longer required for football, it could be sold for development in order to provide funding to build the sports hub. Council members present explained that there is a covenant on the land restricting development.

A full business plan will be needed to support any funding proposal.

There is definitely a need for a 11 V 11 3G pitch. This has been agreed by the Football Foundation. The report shows a need for football pitches and gym facilities. The gym could be fitted in at a later date. This could be provided by a commercial organisation.

It was noted that 30,000 voluntary hours is committed to children's football annually in Burwell.

The group agreed that any changes to be made to the report including incorrect information should be sent to Craig Mulhull as soon as possible. Once the draft has been approved, Craig Mulhull will complete the executive summary, and liaise with This Land about how the project should now be moved forward.

It was suggested that This Land should also be asked if they would be prepared to fund the shell and core for the sports hub.

A programme of use explaining who will be using the facility will be required for grant applications.

A site visit to the facilities in the village by Lucy Frazer MP KC is imminent.

It is hoped that the final draft of the report will be ready just after Easter. Lucy Frazer MP KC should be sent a copy of the finalised report. Having Lucy Frazer MP KC supporting the project would be useful. She could be invited to be involved with the Task Force.

Craig Mulhill advised that the project needs to be on the Local Facilities Improvement Plan before looking for funding. He believes that the project is likely to have a priority score. The site is already liked by the FA and Football Foundation.

Funders other than the FA and Football Foundation will need to be looked at. Not having a secondary school in the village does not help. Vistry (Developer for the housing) could be approached but thought best to wait.

Pauline's Swamp Minutes of the Meeting 20th February 2023 25 The Causeway 7.30 pm

Present:

Mike Swift (Chair), Jenny Moss (Secretary), Liz Swift, Paul Webb, Paul Hawes, Jim Perry, Geraldine Tate, Helen McMenamin-Smith.

1. Apologies

James Moss

2. Approval of the minutes of 16th January 2023

The minutes were proposed by Liz Swift, seconded by Helen McMenamin-Smith

3. Action Sheet Updates

1. Hopkins Homes

Liz explained that the solicitor dealing with the sale of the land for commercial units (and the transfer of land to us) is a different firm than the one we have been previously dealing with, which has led to a further lack in communications. Liz had left a message on the morning of February 20th, asking for an update from Matt Ward. If she doesn't hear back within a week, she will ask the Parish Clerk to chase it up. Liz has also asked for confirmation of the promised £3,500 from six years ago. Mike is still chasing ECDC about the reserved matters for the planting of the buffer zone.

2. Photographs of the Swamp

Photos received from Helen - Jenny to put up on Facebook and our website.

3. Open Day

As this has a separate action sheet, it will be removed from this one.

4. Purchase of Feeder Pond Land.

We are going to delay approaching Bob Scott about the feeder pond land.

Jenny explained that she was having difficulty trying who to contact at Anglian Water. It was suggested she use the postcode for the Swamp to fill out the contact form, or contact Cambridgeshire Wildlife Trust on 07929786955. The department to contact would be Planning Capacity Department.

5. Visitors Centre

No updates

6. Work Days

Paul Webb has arranged to meet with Carl Turner and Malcolm Busby on site to see how best to prepare the ground for the hedgerow planting. Jenny will contact volunteers and ask for help on Facebook. Volunteers will be asked to bring spades and other planting tools, Paul W will bring the whips and canes, Malcolm will bring further whips and hedging protectors. The planting day is February 25th, and the next suggested work day will be set for Saturday 11th March to rake the sedge, if James is able to cut it earlier that week. Jim offered to meet on site with James for this to help keep the machinery clean.

Paul will raise an invoice for Carl's time.

7. Destruction of Boundary by Alan Nash

Kevin Drane ECDC Tree Officer has said the hedging planted by Alan Nash died to lack of watering. Alan Nash has been asked to replace by the end of March. If he fails to do this, he will have a court order raised against him using a hedgerow replacement notice.

8. Vision Plan update

Ongoing. Paul W and Jenny to arrange a date to meet up.

9. Bird Seed over winter

Yvonne has ordered the bird seed and it is waiting in the office for collection.

10. Water Containers

Jim to chase Bob for one of them – this will get urgent as summer approaches.

4. Open Day 2023

Sunday 3rd September.

1. *Stalls* – Helen will start searching for craft stalls, with a charge of £10 to be asked. Jenny to contact wildlife and environmental groups, we won't charge them. Jenny will also ask Sian from The Wren Cafe if she would like to sell cakes again, either for a commission or for a flat fee of £10. Paul's daughter-in-law Carine has offered to do storytelling.

2. *Toilets* – we can book at a later date. Jenny to ask Yvonne who we use for Margaret Field, as they could be cheaper.

3. *BBQ* - Paul H's grandsons will bring and man the BBQ. Paul W will contact Tesco and The Co-op for food and drink donations.

4. *Generators and water* – Jenny will ask James if he can supply these. Geraldine said that Andy has a generator buried somewhere if necessary.

5. *Dog Show* – we will run this as we did last year.

6. *Activities* – James has pond dipping equipment. Paul H will bring posters for the barn again. Bear hunt, colouring, bird box making, owl pellet dissection. The museum can lend tables and marquees.

7. *Media* – Paul W will contact Burwell Radio and Newmarket Journal, and pay for a £30 FB advert closer to the time. Jenny will write a letter to Clunch (dealing will be 1st May for June, 1st July for August).

8. *Safety* – Fire extinguisher and first aid kit from JRR, need first aiders.

5. Any Other Business

Helen wondered if we need to trim some of the ivy from the smaller trees. Yvonne has a list of the trees.

6. Date of Next Meeting

The date of the next meeting was set for April 17th 2023 at 7.30 p.m.25 The Causeway.

The meeting closed at 8.30 pm.

Signed ... 

Date