

Burwell Parish Council
Finance and General Purposes 25th July 2023

Minutes

Present: Paul Webb (Chair), Brenda Wilson, Liz Swift, Michael Swift, Chris O'Neill, Ian Woodroffe, Linda Kitching, Gus Jones, Yvonne Rix, and Sarah Ashby.

The following item was moved forward to be considered whilst Sarah Ashby was present:

F&GP/25072023/06 Card Payment Machine See Appendix 1

Sarah Ashby explained that the need for a card payment facility has arisen due to the Repair Café being able to take card payments should attendees not having cash available, some hall bookings and cemetery income, allotment rent, and the unknown certainty of the arrangement between Unity Trust and the Post Office, allowing cash to be paid into the bank account via the post office. It is expected that the majority of payments for hall hire etc will continue to be made via bacs. Any system considered must be a stand-alone unit, with no need for a mobile phone to operate and also produce a receipt for records. Sarah Ashby explained that she had looked at a number of systems including the ones mentioned at the recent Parish Council meeting. Details can be found in Appendix 1.

Following a proposal from Liz Swift, seconded by Chris O'Neill, and approved by all. The following recommendation to be made to Full Council.

That the Verifone system should be purchased at a cost of £99.00 plus VAT with a transaction charge of 1% plus 1p (2.2% for non-contact payments).

Sarah Ashby was thanked for her work putting the information together. Sarah Ashby left the meeting.

F&GP/25072023/01 Apologies for absences and declarations of interests

Apologies for absence had been received from Charlie Milner. There were no declarations of interest.

F&GP/25072023/03 Approval of the minutes of the meeting of 30.5.2023

The minutes of the meeting held on 25th July 2023 were approved. Proposed by Liz Swift and seconded by Michael Swift.

F&GP/25072023/04 Consideration of the Action Sheet

The following updates were noted:

PROJECT	INFORMATION AND UPDATES
Local Council Risk System	<p>Risk Assessments reviewed to date:</p> <ul style="list-style-type: none">Grass cuttingFire Risk – Open SpacesRemembrance DayJubilee Tea PartyJubilee Family PicnicGeneral Cleaning of Council PropertiesMVAS UnitsEmployment of StaffSkate ParkPublic ToiletsWater SupplyWar MemorialsPlanning and Development controlLitterCemeteryAllotments <p>The Risk Assessment for the Repair Café has now been received.</p> <p>Still to do:</p> <ul style="list-style-type: none">NewslettersStreet Furniture – Seats

	Public Buildings/Halls Car Parks at Halls/Recreation Ground Bus Shelters Clocks (Cemetery) Manual Handling Use of electronic devices Financial Management Street/Footway Lighting (2 lights only -Toyse Close) Winter Gritting Letting of Halls Meetings of the Council and Council Meetings Code of Conduct Nuisances Website Provision of Website/Internet Access Provision of Office Accommodation Data Protection Council Property and Documents Computing Open Spaces Working at Height Further Assessments required: Community Garden – Volunteers Community Orchard Social Media
CCLA Investment	Funds at 30.6.23 £104,270.32

F&GP/25072023/05 Quarterly Report to 30th June 2023 – Appendix 2

The Clerk presented the Quarterly Report to 30th June 2023 (see Appendix 2). The following points were noted:

Income

Administration includes returned payment from bank £365.57.
Agency Grass Cutting – received after 30.6.23.
Allotments – majority of the rents due Oct/Nov
Capital Budget – prepayment from Insurers for repair work at Pavilion.
Cemetery – slightly low, but never a steady income
CIL Funding – proportionate development contribution
Deposits – Hall hirers/allotment holders (returned later)
Gardiner Memorial Hall – Income in quarter higher than expected.
Lock Up – due later in year.
Mandeville Hall – just under what is to be expected.
Ness Road Zebra – Needs removing – now removed.
Other – Carried over as income/exp from last year? To be investigated
Precept – 1st payment received, second due at end of September 23
Repair Café – Income from June Café
Recreation Ground – Income in quarter higher than expected.

Expenditure

Administration – Annual memberships paid, cleaning materials purchased, Lawnmower,
Annual Finance software payment, Insurance.

Allotments – Water, Electricity, Skip
Capital Budget 50% Westhorpe and 1st payment Pavilion.

The Clerk then went through the Bank Reconciliation as at the 30th June 2023 and explained that as the receipt date for the two solar farm payments is likely to be after the completion of Westhorpe, then an allowance should be made for this out of general reserves.

Allowing for a sum similar to that of 50% of the annual precept, £100,000, this leaves approximately £20,000 that can be earmarked to other projects.

Chris O'Neill left the meeting at 8.32 pm.

F&GP/25072023/07 Open Spaces – Hiring charges.

There is a need for the charge made to commercial entities using the Council's outdoor spaces to be reviewed. It is currently £50 per year. It was agreed that the Clerk should collate some information from other parishes on how much they charge and share around the group. Via email the Group can consider and make a recommendation on a possible charge and for this to form a proposal to Council in September 2023. It was noted that Shredder Skate School is now advertising their sessions at the Recreation Ground with a charge included in their advert. The Group agreed that the charge for the Circus to use Margaret Field next year should be £100 per day.

F&GP/25072023/08 Funding GMH Phase 2 and Newmarket Road Sports Hub (funds to cover cost of initial works)

Council discussed the opportunity to earmark funding towards the Gardiner Memorial Hall (Phase Two) and the Newmarket Road Sports Hubs. It was agreed that the following recommendation should be made to Full Council:

The Group recommends to Full Council that £10,000 should be earmarked for Gardiner Memorial Hall Phase 2, and if the Council agreed to go ahead with the transfer of the land for the Newmarket Road Sports Hub when it is considered later in the year, that £6,000 is earmarked to cover 50% of the cost of the fee for C Mulhall Leisure to carry out work to produce a business plan and raise funding for the project.

Liz Swift informed the Group of the Cambridgeshire Priorities Capital Fund and suggest that an expression of interest should be submitted for the Gardiner Memorial Hall Phase Two. The expression of interest needs to be submitted by the 24th September 2023.

F&GP/25072023/09 Review of Council Policies

The Council's policies are due to be reviewed. The policies can all be found on the Parish Council Website. The members of the group to look through at least 3 policies each and with any suggested alterations or additions being reported back to the Clerk at the next meeting of the group.

F&GP/25072023/10 Any other business

The Clerk informed the group that she was concerned about the energy payments currently being made to Engie particularly for the electricity supply at the allotments. She reported that she has written to Engie with the concerns and is waiting for a reply. Changing to a smart meter if possible, at the allotments may be an option so that they continuously have a correct meter reading. All meters now need to be read by the supplier and usage amended. Calling back a Direct Debit payment or cancelling the direct debit may also be an option.

F&GP/25072023/11 Date of the next meeting

The next meeting is on 26th September 2023.

Signed

Dated

Machine	Terminal	Pair to Phone	Receipt Available	Cost	Transaction Fee	Payment Information	Telephone Payments
izettle	All in One Terminal	No	Yes	£230.00 + VAT Terminal and Printer must be purchased separately	1.79%	Pay Pal Business Account and transfer to PC Account	Yes (Non-Contact Payments)
Sum Up	Sum Up Solo	No	Yes	£139.00 + VAT	1.69%	Straight into Bank after 2 – 3 Working Days	Yes (Non-Contact Payments)
Verifone	T650p	No	Yes	£99.99 + VAT	1% + 1p NCP higher Fee 1 2%	Next Working Day	Yes (Non-Contact Payments)
World Pay	Stand-Alone Machine	No	Yes	£150.00 + VAT	2.5% + 4.5p	Straight into Bank after 2 – 3 Working Days	Yes (Non-Contact Payments)
		NO	Yes	£17.50 per month + VAT	1.5% Transaction Fee	Straight into Bank after 2 – 3 Working Days	Yes (Non-Contact Payments)

The machine can be used by both the office and The Repair Café

Payments will go into the bank account as one lump sum. So if the repair café wanted to separate donations and refreshment money they would have to write in the receipts. Would one machine be enough?

Cannot have anything paired to an individual phone, for security reasons

For quotation purposes where required I have used a minimum of £1000, some companies will not provide a machine for lower card income.

Burwell Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Appendix 2

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Administration	100.00	413.17	313.17 (313%)	33,760.00	14,626.02	19,133.98 (56%)	19,447.15
Agency Grass Cutting	1,900.00		-1,900.00 (-100%)	3,500.00	289.30	3,210.70 (91%)	1,310.70
Allotments	4,200.00	146.22	-4,053.78 (-96%)	2,750.00	1,083.06	1,666.94 (60%)	-2,386.84
Capital Budget		46,394.75	46,394.75 (463947		66,831.80	-66,831.80 (-66831	-20,437.05
Cemetery	15,000.00	3,089.00	-11,911.00 (-79%)	3,600.00	1,393.45	2,206.55 (61%)	-9,704.45
CIL Funding		1,677.15	1,677.15 (167715			0.00 (N/A)	1,677.15
Climate Change			0.00 (N/A)			0.00 (N/A)	0.00
Deposits		700.00	700.00 (70000%		750.00	-750.00 (-75000	-50.00
Donations			0.00 (N/A)	1,950.00	400.00	1,550.00 (79%)	1,550.00
Gardiner Memorial Hall	13,000.00	5,514.71	-7,485.29 (-57%)	12,200.00	5,345.11	6,854.89 (56%)	-630.40
Grant Funding			0.00 (N/A)			0.00 (N/A)	0.00
Jubilee Green			0.00 (N/A)	150.00		150.00 (100%)	150.00
Jubilee Reading Room			0.00 (N/A)	5,925.00	1,624.45	4,300.55 (72%)	4,300.55
Lock Up	200.00		-200.00 (-100%)	20.00		20.00 (100%)	-180.00
Mandeville Hall	24,000.00	5,763.47	-18,236.53 (-75%)	19,100.00	5,772.85	13,327.15 (69%)	-4,909.38
Margaret Field			0.00 (N/A)	5,050.00	278.10	4,771.90 (94%)	4,771.90
Ness Road Zebra Crossing			0.00 (N/A)			0.00 (N/A)	0.00
Other			0.00 (N/A)			0.00 (N/A)	0.00
Other	42,672.75		-42,672.75 (-100%)	42,922.75		42,922.75 (100%)	250.00
Pauline's Swamp			0.00 (N/A)	1,500.00		1,500.00 (100%)	1,500.00
Play Equipment			0.00 (N/A)	2,000.00	22.33	1,977.67 (98%)	1,977.67
Precept	205,529.94	102,764.97	-102,764.97 (-50%)			0.00 (N/A)	-102,764.97
Priory Meadow and Orchard			0.00 (N/A)	100.00		100.00 (100%)	100.00
Public Areas			0.00 (N/A)	12,100.00	447.96	11,652.04 (96%)	11,652.04
Recreation Ground Refurbishment			0.00 (N/A)			0.00 (N/A)	0.00
Repair Cafe		63.50	63.50 (6350%			0.00 (N/A)	63.50
Spring Close			0.00 (N/A)	6,500.00	115.50	6,384.50 (98%)	6,384.50
Staff			0.00 (N/A)	111,000.00	27,150.96	83,849.04 (75%)	83,849.04
Street Lighting			0.00 (N/A)	1,100.00	492.60	607.40 (55%)	607.40
The Pavillion			0.00 (N/A)	10,945.00	1,702.38	9,242.62 (84%)	9,242.62
The Recreation Ground	7,000.00	2,544.24	-4,455.76 (-63%)	22,745.00	12,360.00	10,385.00 (45%)	5,929.24
VAT		7,086.49	7,086.49 (708649			0.00 (N/A)	7,086.49
Void			0.00 (N/A)			0.00 (N/A)	0.00
NET TOTAL	313,602.69	176,157.67	-137,445.02 (-43%)	298,917.75	140,685.87	158,231.88 (52%)	20,786.86
Total for ALL Cost Centres		176,157.67			140,685.87		
V.A.T.		2,842.41			18,787.79		
GROSS TOTAL		179,000.08			159,473.66		

Listing of Payments in each Code for All Cost Centres

(Between 01-04-2023 and 30-06-2023)

Supplier	Vat Type	Net	Vat	Total
Moore Stephens	S	925.00	185.00	1,110.00
Subtotal for Code:	Audit Fees	£925.00	£185.00	£1,110.00
Supplier	Vat Type	Net	Vat	Total
creative arts east	E	70.00		70.00
CAPALC	E	1,073.29		1,073.29
CCVS	E	60.00		60.00
Subtotal for Code:	CAPALC + Other Membership	£1,203.29		£1,203.29
Supplier	Vat Type	Net	Vat	Total
CAPALC	E	270.00		270.00
Subtotal for Code:	Conferences and Training	£270.00		£270.00
Supplier	Vat Type	Net	Vat	Total
Newmarket Garden Machinery	S	699.17	139.83	839.00
Subtotal for Code:	Handyman Capital Expenditure	£699.17	£139.83	£839.00
Supplier	Vat Type	Net	Vat	Total
George (Steve) Rowland	E	164.45		164.45
George (Steve) Rowland	E	138.60		138.60
George (Steve) Rowland	E	148.50		148.50
GMS	S	75.00	15.00	90.00
Huws Gray Rideons	S	431.33	86.27	517.60
Lloyds Bank	S	16.07	3.21	19.28
Huws Gray Rideons	S	58.06	11.61	69.67
Lloyds Bank	S	96.59	19.32	115.91
Huws Gray Rideons	S	105.22	21.04	126.26
Subtotal for Code:	Handyman General Expenditure	£1,233.82	£156.45	£1,390.27
Supplier	Vat Type	Net	Vat	Total
Burwell Computers	E	55.00		55.00
Lloyds Bank	S	119.90	23.98	143.88
Burwell Computers	E	55.00		55.00
Scribe/Starboard	E	933.12		933.12
Burwell Computers	E	55.00		55.00
Subtotal for Code:	ICT etc	£1,218.02	£23.98	£1,242.00

Burwell Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 30-06-2023)

Code Number	Date	69 Insurance Premium	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.												
	96	25/05/2023			Unity Trust 202841		Insurance	Zurich	E	6,410.06		6,410.06
								Insurance Premium		£6,410.06		£6,410.06
Subtotal for Code:												
Code Number	Date	70 Mileage (Not Handyman)	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.												
	10	14/04/2023			Unity Trust 202841		Mileage	Martyn Wright	E	35.10		35.10
	11	14/04/2023			Unity Trust 202841		Mileage	Debbie Cawley	E	45.90		45.90
	38	25/05/2023			Unity Trust 202841		Mileage	Martyn Wright	E	43.65		43.65
	39	25/05/2023			Unity Trust 202841		Mileage	Debbie Cawley	E	19.35		19.35
	51	16/06/2023			Unity Trust 202841		Mileage	Martyn Wright	E	43.20		43.20
	53	16/06/2023			Unity Trust 202841		Mileage	Debbie Cawley	E	46.80		46.80
	152	30/06/2023			Unity Trust 202841		Mileage	Martyn Wright	E	30.15		30.15
								Mileage (Not Handyman)		£264.15		£264.15
Subtotal for Code:												
Code Number	Date	77 Other and PR	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.												
	110	06/06/2023			Unity Trust 202841		fire Safety Duplicate Payment	Three Counties Fire Protection	S	365.57	73.11	438.68
	117	16/06/2023			Unity Trust 202841		Election Fees	ECDC	E	250.00		250.00
	142	30/06/2023			Unity Trust 202841		Bank Fees	Lloyds Bank	E	58.50		58.50
	143	30/06/2023			Unity Trust 202841		Bank Fees	Lloyds Bank	E	8.40		8.40
								Other and PR		£682.47	£73.11	£755.58
Subtotal for Code:												
Code Number	Date	74 Petty Cash/Lloyds Cards	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.												
	78	17/04/2023			Unity Trust 202841		Various	Lloyds Bank	E	15.91		15.91
	90	16/05/2023			Unity Trust 202841		Supplies	Lloyds Bank	E	6.00		6.00
	113	16/06/2023			Unity Trust 202841		Various	Lloyds Bank	E	6.00		6.00
								Petty Cash/Lloyds Cards		£27.91		£27.91
Subtotal for Code:												
Code Number	Date	64 Photocopier	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.												
	1	03/04/2023			Unity Trust 202841		Photocopier Contract	Siemens Financial Services	S	173.37	34.67	208.04
	73	27/04/2023			Unity Trust 202841		Photocopier Contract	Sharp (Copier IT)	S	128.10	25.62	153.72
	98	25/05/2023			Unity Trust 202841		Photocopier Contract	Sharp (Copier IT)	S	54.85	10.97	65.82
	147	30/06/2023			Unity Trust 202841		Photocopier Contract	Sharp (Copier IT)	S	54.16	10.83	64.99
								Photocopier		£410.48	£82.09	£492.57
Subtotal for Code:												
Code Number	Date	81 Public Toilet	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.												
	76	27/04/2023			Unity Trust 202841		Energy Supply	British Gas	L	12.62	0.63	13.25
	112	15/06/2023			Unity Trust 202841		Energy Supply	British Gas	L	1.56	0.08	1.64
								Public Toilet		£14.18	£0.71	£14.89
Subtotal for Code:												

Burwell Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 30-06-2023)

Code Number				62 Supplies							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
50	16/06/2023			Unity Trust 202841		Postage Stamps	Yvonne Rix	E	4.45		4.45
61	14/04/2023			Unity Trust 202841		cleaning supplies	ESPO	S	116.75	23.35	140.10
78	17/04/2023			Unity Trust 202841		Various	Lloyds Bank	E	34.00		34.00
78	17/04/2023			Unity Trust 202841		Various	Lloyds Bank	S	6.66	1.33	7.99
90	16/05/2023			Unity Trust 202841		Supplies	Lloyds Bank	S	13.95	2.79	16.74
90	16/05/2023			Unity Trust 202841		Supplies	Lloyds Bank	S	33.87	6.78	40.65
108	23/05/2023			Unity Trust 202841		Cleaning/Stationary Supplies	Harrisons of Burwell	S	67.45	13.49	80.94
113	16/06/2023			Unity Trust 202841		Various	Lloyds Bank	S	18.32	3.66	21.98
113	16/06/2023			Unity Trust 202841		Various	Lloyds Bank	S	9.96	1.99	11.95
116	16/06/2023			Unity Trust 202841		cleaning supplies	ESPO	S	272.95	54.59	327.54
151	30/06/2023			Unity Trust 202841		cleaning supplies	ESPO	S	195.20	38.04	234.24
Subtotal for Code: Supplies									£773.56	£147.02	£920.58

Code Number				63 Telephone and Internet							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	03/04/2023			Unity Trust 202841		Phone Account	Vodafone	S	27.42	5.49	32.91
26	04/05/2023			Unity Trust 202841		Phone Account	Vodafone	S	31.21	6.24	37.45
41	01/06/2023			Unity Trust 202841		Telephone/Internet	Vodafone	S	31.21	6.24	37.45
128	21/06/2023			Unity Trust 202841		Phone Account	BT	S	404.07	80.81	484.88
Subtotal for Code: Telephone and Internet									£493.91	£98.78	£592.69
Subtotal for Cost Centre: Administration									14,626.02	906.97	15,532.99

Code Number				86 Agency Grass Cutting - CCC Verges							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
72	27/04/2023			Unity Trust 202841		Grass Cutting	Truelink Limited	S	289.30	57.86	347.16
Subtotal for Code: Agency Grass Cutting - CCC									£289.30	£57.86	£347.16
Subtotal for Cost Centre: Agency Grass Cutting									289.30	57.86	347.16

Cost Centre Allotments

Code Number				25 Electricity							
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
84	25/05/2023			Unity Trust 202841		Energy Supply	Engie	L	383.91	19.20	403.11
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	7.22	0.36	7.58
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	-9.90	-0.50	-10.40
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	-9.90	-0.50	-10.40
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	-10.41	-0.52	-10.93
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	10.08	0.50	10.58
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	10.24	0.51	10.75
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	9.90	0.50	10.40

Burwell Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 30-06-2023)

89		02/05/2023	Unity Trust 202841		Energy Supply	Corona	L	123.27	6.16	129.43	
135		23/06/2023	Unity Trust 202841		Energy Supply	Engle	L	371.94	18.60	390.54	
						Subtotal for Code:	Electricity	£986.35	£44.31	£930.66	
Code Number		26		Maintenance							
Vchtr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
104	25/05/2023			Unity Trust 202841		Fire Safety	Three Counties Fire Protection	S	7.13	1.43	8.56
						Subtotal for Code:		Maintenance	£7.13	£1.43	£8.56
Code Number		24		Rates							
Vchtr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
139	26/06/2023			Unity Trust 202841		Water Rates	WAVE	E	189.58		189.58
						Subtotal for Code:		Rates	£189.58		£189.58
						Subtotal for Cost Centre:		Allowments	1,083.06	45.74	1,128.80
Cost Centre		Capital Budget									
Code Number		132		Climate Change Water Taps							
Vchtr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
70	27/04/2023			Unity Trust 202841		Plumbing Works	Harrisons of Burwell	S	578.00	115.60	693.60
						Subtotal for Code:		Climate Change Water Taps	£578.00	£115.60	£693.60
Code Number		129		Pavilion Insurance Work							
Vchtr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
79	06/06/2023			Unity Trust 202841		Pavilion Damage	Right Price Windows	S	8,504.48	1,700.90	10,205.38
						Subtotal for Code:		Pavilion Insurance Work	£8,504.48	£1,700.90	£10,205.38
Code Number		130		Spring Close Signs							
Vchtr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
119	16/06/2023			Unity Trust 202841		Spring Close Sign Board	Landmark Signboards	S	1,560.00	312.00	1,872.00
						Subtotal for Code:		Spring Close Signs	£1,560.00	£312.00	£1,872.00
Code Number		128		Westhorpe Play Area							
Vchtr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
68	27/04/2023			Unity Trust 202841		Playground Refurbishment	Playdale	S	52,589.32	10,517.86	63,107.18
						Meads		S	3,600.00	720.00	4,320.00
						Subtotal for Code:		Westhorpe Play Area	£56,189.32	£11,237.86	£67,427.18
						Subtotal for Cost Centre:		Capital Budget	66,831.80	13,366.36	80,198.16
Cost Centre		Cemetery									
Code Number		22		Cleaning Contract							
Vchtr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
69	27/04/2023			Unity Trust 202841		Cleaning Various Properties	Burwell Cleaning	S	16.08	3.22	19.30
						Cleaning Various Properties		E	17.00		17.00
						Cleaning Various Properties		S	17.68	3.54	21.22
						Cleaning Various Properties Nov 22		S	16.08	3.22	19.30
						Cleaning Various Properties Nov 22		S	17.68	3.54	21.22

Burwell Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 30-06-2023)

Code Number						19 Electricity and Rates						Subtotal for Code: Cleaning Contract					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total						
4	03/04/2023			Unity Trust 202841		Property Rates	ECCDC	E	165.44		165.44						
23	02/05/2023			Unity Trust 202841		Property Rates	ECCDC	E	165.00		165.00						
43	01/06/2023			Unity Trust 202841		Property Rates	ECCDC	E	165.00		165.00						
86	25/05/2023			Unity Trust 202841		Energy Supply	Engle	L	15.00	0.75	15.75						
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	9.58	0.48	10.06						
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	3.21	0.16	3.37						
132	23/06/2023			Unity Trust 202841		Energy Supply	Engle	L	15.69	0.78	16.47						
138	26/06/2023			Unity Trust 202841		Water Rates	WAVE	E	79.79		79.79						
Subtotal for Code: Electricity and Rates									£618.71	£2.17	£620.88						
Code Number						21 Maintenance											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total						
66	14/04/2023			Unity Trust 202841		Grave Topping	C R Contracting	E	472.50		472.50						
Subtotal for Code: Maintenance									£472.50		£472.50						
Code Number						20 Repairs, Renewals											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total						
104	25/05/2023			Unity Trust 202841		Fire Safety	Three Counties Fire Protection	S	105.42	21.09	126.51						
104	25/05/2023			Unity Trust 202841		Fire Safety	Three Counties Fire Protection	S	112.30	22.46	134.76						
Subtotal for Code: Repairs, Renewals									£217.72	£43.55	£261.27						
Subtotal for Cost Centre: Cemetery									1,393.45	59.24	1,452.69						
Code Number						112 allotment Deposit											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total						
19	27/04/2023			Unity Trust 202841		Return of Deposit	Mark Agar	E	25.00		25.00						
21	27/04/2023			Unity Trust 202841		Return of Deposit	Mr and Mrs Spike	E	25.00		25.00						
Subtotal for Code: allotment Deposit									£50.00		£50.00						
Code Number						113 Hall Deposit											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total						
7	14/04/2023			Unity Trust 202841		Return of Deposit	John Cornell	E	50.00		50.00						
8	14/04/2023			Unity Trust 202841		Return of Deposit	Gill Edgar	E	50.00		50.00						
9	14/04/2023			Unity Trust 202841		Return of Deposit	A Philbin	E	50.00		50.00						
20	27/04/2023			Unity Trust 202841		Return of Deposit	Raul Arnijo	E	50.00		50.00						
33	25/05/2023			Unity Trust 202841		Return of Deposit	Haydn Jones	E	50.00		50.00						
34	25/05/2023			Unity Trust 202841		Return of Deposit	D Borha	E	50.00		50.00						
35	25/05/2023			Unity Trust 202841		Return of Deposit	D Borha	E	50.00		50.00						
36	25/05/2023			Unity Trust 202841		Return of Deposit	Delta T Services	E	50.00		50.00						
37	25/05/2023			Unity Trust 202841		Return of Deposit	Germa Weavers	E	50.00		50.00						

Burwell Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 30-06-2023)

46	06/06/2023		Unity Trust 202841	Return of Deposit	D DE Souza	E	50.00		50.00
47	06/06/2023		Unity Trust 202841	Return of Deposit	Bottisham and Burwell Photographic C	E	50.00		50.00
48	16/06/2023		Unity Trust 202841	Return of Deposit	Natalie Doyle	E	50.00		50.00
49	16/06/2023		Unity Trust 202841	Return of Deposit	C Maery	E	50.00		50.00
146	30/06/2023		Unity Trust 202841	Return of Deposit	J P Griffen	E	50.00		50.00
Subtotal for Code: Hall Deposit							£700.00		£700.00
Subtotal for Cost Centre: Deposits							750.00		750.00

Cost Centre Donations									
87 General Donations									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
Vchtr.									
94	25/05/2023			Unity Trust 202841		Donation	Cambridgeshire County Council	E	
Subtotal for Code: General Donations							200.00		200.00
Subtotal for Cost Centre: Donations							£200.00		£200.00

Cost Centre Gardiner Memorial Hall									
12 Cleaning Contract									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
Vchtr.									
69	27/04/2023			Unity Trust 202841		Cleaning Various Properties	Burwell Cleaning	S	
99	25/05/2023			Unity Trust 202841		Cleaning Various Properties	Burwell Window Cleaning	E	
101	25/05/2023			Unity Trust 202841		Cleaning Various Properties	Burwell Office Cleaning	S	
125	16/06/2023			Unity Trust 202841		cleaning Various Properties Nov 22	Burwell Office Cleaning	S	
125	16/06/2023			Unity Trust 202841		cleaning Various Properties Nov 22	Burwell Office Cleaning	S	
Subtotal for Code: Cleaning Contract							£1,424.00		£281.40
Subtotal for Cost Centre: Cleaning Contract							£1,424.00		£1,705.40

Cost Centre 10 Fire									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
Vchtr.									
104	25/05/2023			Unity Trust 202841		Fire Safety	Three Counties Fire Protection	S	
Subtotal for Code: Fire							71.40		14.28
Subtotal for Cost Centre: Fire							£71.40		£14.28

Cost Centre 6 Heat and Light									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
Vchtr.									
83	25/05/2023			Unity Trust 202841		Energy Supply	Engle	S	
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	S	
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	S	
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	S	
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	S	
Subtotal for Code: Heat and Light							722.72		144.54
Subtotal for Cost Centre: Heat and Light							14.90		0.75
Subtotal for Cost Centre: Total							930.92		186.18
Subtotal for Cost Centre: Total							284.57		56.91
Subtotal for Cost Centre: Total							342.08		68.42
Subtotal for Cost Centre: Total							-76.60		-3.83
Subtotal for Cost Centre: Total							-1,192.98		-238.59
Subtotal for Cost Centre: Total									-1,431.57

Burwell Parish Council

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 30-06-2023)

131	23/06/2023			Unity Trust 202841	Energy Supply		Engle	L	418.98	20.95	439.93
Subtotal for Code: Heat and Light									£1,444.59	£235.33	£1,679.92
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
113	16/06/2023			Unity Trust 202841		Various	Lloyds Bank	S	80.79	16.16	96.95
149	30/06/2023			Unity Trust 202841		Premises License	ECDC	E	180.00		180.00
150	30/06/2023			Unity Trust 202841		Premises License	ECDC	E	£260.79	£16.16	£276.95
Subtotal for Code: Misc											
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
97	25/05/2023			Unity Trust 202841		Performing Rights	PPLPRS	S	538.62	107.72	646.34
118	16/06/2023			Unity Trust 202841		Performing Rights	PPLPRS	S	126.90	25.38	152.28
Subtotal for Code: Performing Rights									£665.52	£133.10	£798.62
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	03/04/2023			Unity Trust 202841		Property Rates	ECDC	E	200.01		200.01
22	02/05/2023			Unity Trust 202841		Property Rates	ECDC	E	199.00		199.00
42	01/06/2023			Unity Trust 202841		Property Rates	ECDC	E	199.00		199.00
155	30/06/2023			Unity Trust 202841		Water Rates	WAVE	E	70.80		70.80
Subtotal for Code: Rates									£668.81		£668.81
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
80	06/06/2023			Unity Trust 202841		GMH Refurbishment	Andrew Firebrace	S	400.00	80.00	480.00
81	06/06/2023			Unity Trust 202841		GMH Refurbishment	Andrew Firebrace	S			
Subtotal for Code: Refurbishment									£400.00	£80.00	£480.00
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
153	30/06/2023			Unity Trust 202841		Premises Alarm	Barsek	S	410.00	82.00	492.00
Subtotal for Code: Repairs, Renewals, Sanitary									£410.00	£82.00	£492.00
Subtotal for Cost Centre: Gardiner Memorial Hall									5,345.11	842.27	6,187.38
Cost Centre Jubilee Reading Room											
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
69	27/04/2023			Unity Trust 202841		Cleaning Various Properties	Burwell Cleaning	S	172.03	34.41	206.44
99	25/05/2023			Unity Trust 202841		Cleaning Various Properties	Burwell Window Cleaning	E	17.00		17.00
101	25/05/2023			Unity Trust 202841		Cleaning Various Properties	Burwell Office Cleaning	S	189.23	37.85	227.08
125	16/06/2023			Unity Trust 202841		cleaning Various Properties Nov 22	Burwell Office Cleaning	S	172.03	34.41	206.44
125	16/06/2023			Unity Trust 202841		cleaning Various Properties Nov 22	Burwell Office Cleaning	S	87.34	17.47	104.81
Subtotal for Code: Cleaning Contract									£637.63	£124.14	£761.77

Burwell Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 30-06-2023)

Code Number 14 Heat and Light									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
85	25/05/2023			Unity Trust 202841		Energy Supply	Engle	L	107.13
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	-33.93
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	31.66
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	4.26
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	32.62
93	25/05/2023			Unity Trust 202841		Energy Supply	Engle	L	279.58
130	23/06/2023			Unity Trust 202841		Energy Supply	Engle	L	108.31
134	23/06/2023			Unity Trust 202841		Energy Supply	Engle	L	175.90
						Subtotal for Code: Heat and Light			£705.53
						£671.94		£33.59	
Code Number 15 Rates									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
5	03/04/2023			Unity Trust 202841		Property Rates	ECDC	E	41.16
24	02/05/2023			Unity Trust 202841		Property Rates	ECDC	E	42.00
44	01/06/2023			Unity Trust 202841		Property Rates	ECDC	E	42.00
141	26/06/2023			Unity Trust 202841		Water Rates	WAVE	E	59.86
						Subtotal for Code: Rates			£185.02
						£185.02			
Code Number 16 Repairs, Renewals									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
70	27/04/2023			Unity Trust 202841		Plumbing Works	Harrisons of Burwell	S	121.56
104	25/05/2023			Unity Trust 202841		Fire Safety	Three Counties Fire Protection	S	34.27
						Subtotal for Code: Repairs, Renewals			£155.83
						£129.86		£25.97	
						Subtotal for Cost Centre: Jubilee Reading Room			1,808.15
						1,624.45		183.70	
Cost Centre Mandeville Hall									
Code Number 52 Cleaning Contract									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
69	27/04/2023			Unity Trust 202841		Cleaning Various Properties	Burwell Cleaning	S	647.87
99	25/05/2023			Unity Trust 202841		Cleaning Various Properties	Burwell Window Cleaning	E	17.00
101	25/05/2023			Unity Trust 202841		Cleaning Various Properties	Burwell Office Cleaning	S	712.64
125	16/06/2023			Unity Trust 202841		cleaning Various Properties Nov 22	Burwell Office Cleaning	S	328.91
125	16/06/2023			Unity Trust 202841		cleaning Various Properties Nov 22	Burwell Office Cleaning	S	647.87
						Subtotal for Code: Cleaning Contract			£2,354.29
						£1,964.74		£389.55	
Code Number 48 Heat and Light									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	17.72
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	3.81
92	25/05/2023			Unity Trust 202841		Energy Supply	Engle	L	395.32
111	15/06/2023			Unity Trust 202841		Energy Supply	Corona	L	142.19

Burwell Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 30-06-2023)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Burwell Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 30-06-2023)

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description
43	Street Furniture Maintenance					
Vchr.						
78	17/04/2023			Unity Trust 202841		Various

Subtotal for Code:		Grass Cutting	£385.00	£77.00	£462.00
Supplier	Vat Type	Net	Vat	Total	
Lloyds Bank	S	62.96	12.59	75.55	
Subtotal for Code:		Street Furniture Maintenance	£62.96	£12.59	£75.55
Subtotal for Cost Centre:		Public Areas	447.96	89.59	537.55

Cost Centre		Spring Close			
Code Number		1	Grass and Hay Cutting		
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.
72	27/04/2023			Unity Trust 202841	
					Description
					Grass Cutting

Subtotal for Code:		Truelink Limited	£115.50	23.10	138.60
Subtotal for Code:		Grass and Hay Cutting	£115.50	£23.10	£138.60
Subtotal for Cost Centre:		Spring Close	115.50	23.10	138.60

Cost Centre	Staff					
Code Number	59 Assistant to Clerk					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description
16	24/04/2023			Unity Trust 202841		Salary
30	24/05/2023			Unity Trust 202841		Salary
55	23/06/2023			Unity Trust 202841		Salary
87	24/04/2023			Unity Trust 202841		Superannuation
88	24/04/2023			Unity Trust 202841		Tax and NI
91	24/05/2023			Unity Trust 202841		Tax and NI
109	26/05/2023			Unity Trust 202841		Superannuation
136	23/06/2023			Unity Trust 202841		Tax and NI
137	23/06/2023			Unity Trust 202841		Superannuation

Supplier	Vat Type	Net	Vat	Total
Sarah Ashby	E	1,031.93		1,031.93
Sarah Ashby	E	1,031.93		1,031.93
Sarah Ashby	E	1,031.93		1,031.93
Nest	E	76.19		76.19
HMRC	E	58.42		58.42
HMRC	E	58.42		58.42
Nest	E	76.19		76.19
HMRC	E	58.42		58.42
Nest	E	76.19		76.19
Subtotal for Code:		Assistant to Clerk	£3,499.62	£3,499.62

Code Number	61	Clerk			
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.

13	24/04/2023			Unity Trust 202841		Superannuation
15	24/04/2023			Unity Trust 202841		Salary
28	24/05/2023			Unity Trust 202841		Salary
32	24/05/2023			Unity Trust 202841		Superannuation
54	23/06/2023			Unity Trust 202841		Salary
59	23/06/2023			Unity Trust 202841		Superannuation
88	24/04/2023			Unity Trust 202841		Tax and NI
91	24/05/2023			Unity Trust 202841		Tax and NI
136	23/06/2023			Unity Trust 202841		Tax and NI
144	30/06/2023			Unity Trust 202841		Superannuation

Supplier	Vat Type	Net	Vat	Total
Cambridgeshire County Council	E	698.66		698.66
Yvonne Rix	E	1,960.42		1,960.42
Yvonne Rix	E	1,960.42		1,960.42
Cambridgeshire County Council	E	698.66		698.66
Yvonne Rix	E	1,960.42		1,960.42
Cambridgeshire County Council	E	698.66		698.66
HMRC	E	711.43		711.43
HMRC	E	711.43		711.43
HMRC	E	711.43		711.43
Cambridgeshire County Council	E	698.66		698.66
Subtotal for Code:		Clerk	£10,810.19	£10,810.19

Burwell Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 30-06-2023)

58 Facilities Supervisors							
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier
14	24/04/2023			Unity Trust 202841		Salary	Martyn Wright
18	24/04/2023			Unity Trust 202841		Salary	Debbie Cawley
27	24/05/2023			Unity Trust 202841		Salary	Debbie Cawley
29	24/05/2023			Unity Trust 202841		Salary	Martyn Wright
57	23/06/2023			Unity Trust 202841		Salary	Martyn Wright
58	23/06/2023			Unity Trust 202841		Salary	Debbie Cawley
87	24/04/2023			Unity Trust 202841		Superannuation	Nest
88	24/04/2023			Unity Trust 202841		Tax and NI	HMRC
88	24/04/2023			Unity Trust 202841		Tax and NI	HMRC
91	24/05/2023			Unity Trust 202841		Tax and NI	HMRC
91	24/05/2023			Unity Trust 202841		Tax and NI	HMRC
109	26/05/2023			Unity Trust 202841		Superannuation	Nest
136	23/06/2023			Unity Trust 202841		Tax and NI	HMRC
136	23/06/2023			Unity Trust 202841		Tax and NI	HMRC
137	23/06/2023			Unity Trust 202841		Superannuation	Nest
				Subtotal for Code: Facilities Supervisors			
						£5,739.91	£5,739.91

60 Handyman							
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier
17	24/04/2023			Unity Trust 202841		Salary	George (Steve) Rowland
31	24/05/2023			Unity Trust 202841		Salary	George (Steve) Rowland
56	23/06/2023			Unity Trust 202841		Salary	George (Steve) Rowland
87	24/04/2023			Unity Trust 202841		Superannuation	Nest
88	24/04/2023			Unity Trust 202841		Tax and NI	HMRC
91	24/05/2023			Unity Trust 202841		Tax and NI	HMRC
109	26/05/2023			Unity Trust 202841		Superannuation	Nest
136	23/06/2023			Unity Trust 202841		Tax and NI	HMRC
137	23/06/2023			Unity Trust 202841		Superannuation	Nest
				Subtotal for Code: Handyman			
						£7,101.24	£7,101.24

Subtotal for Cost Centre: Staff 27,150.96 27,150.96

41 Church Flood Lights							
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier
63	14/04/2023			Unity Trust 202841		Floodlighting	Burwell PCC
				Subtotal for Code: Church Flood Lights			
						£450.00	£450.00

39 Electricity							
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier
75	27/04/2023			Unity Trust 202841		Energy Supply	NPOWER
						Net 42.60	Net 44.73

Burwell Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 30-06-2023)

The Pavilion									
Cost Centre									
32 Cleaning Contract									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
69	27/04/2023			Unity Trust 202841		Cleaning Various Properties	Burwell Cleaning	S	189.19
101	25/05/2023			Unity Trust 202841		Cleaning Various Properties	Burwell Office Cleaning	S	208.10
125	16/06/2023			Unity Trust 202841		cleaning Various Properties Nov 22	Burwell Office Cleaning	S	96.05
125	16/06/2023			Unity Trust 202841		cleaning Various Properties Nov 22	Burwell Office Cleaning	S	189.19
126	16/06/2023			Unity Trust 202841		cleaning Various Properties Nov 22	Burwell Office Cleaning	S	
Subtotal for Code: Cleaning Contract									£682.53
30 Electricity									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
82	25/05/2023			Unity Trust 202841		Energy Supply	Engle	L	470.59
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	-81.61
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	-304.59
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	8.47
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	144.54
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	L	127.52
89	02/05/2023			Unity Trust 202841		Energy Supply	Corona	S	249.66
129	23/06/2023			Unity Trust 202841		Energy Supply	Engle	L	436.64
Subtotal for Code: Electricity									£1,051.22
31 Rates									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
140	26/06/2023			Unity Trust 202841		Water Rates	WAVE	E	121.40
Subtotal for Code: Rates									£121.40
33 Repairs, Renewals									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
104	25/05/2023			Unity Trust 202841		Fire Safety	Three Counties Fire Protection	S	48.90
Subtotal for Code: Repairs, Renewals									£48.90
The Pavilion									
Subtotal for Cost Centre: The Pavilion									1,904.05
The Recreation Ground									
35 Grass Cutting									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
123	16/06/2023			Unity Trust 202841		Grass Cutting	Mr Groundsman	S	1,200.00
Subtotal for Code: Grass Cutting									£1,200.00
37 Pitch Maintenance Contract									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
71	27/04/2023			Unity Trust 202841		ground maintenance	Mr Groundsman	S	1,140.00

Burwell Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 30-06-2023)

148	30/06/2023		Unity Trust 202841	ground maintenance	Mr Groundsman	S	10,405.00	2,081.00	12,486.00
					Subtotal for Code: Pitch Maintenance Contract		£11,355.00	£2,271.00	£13,626.00
Code Number	Date	118 Tennis Court Income	Bank	Description	Supplier	Vat Type	Net	Vat	Total
Vcitr.		Invoice No	Minute		Sam Maw	S	5.00	1.00	6.00
154	30/06/2023		Unity Trust 202841	Tennis Court Refund	Subtotal for Code: Tennis Court Income		£5.00	£1.00	£6.00
					Subtotal for Cost Centre: The Recreation Ground		12,360.00	2,472.00	14,832.00
					TOTALS		£140,685.87	£18,787.79	£159,473.66

Appendix 2.

Burwell Parish Council

Listing of Receipts in each Code for All Cost Centres

(Between 01-04-2023 and 30-06-2023)

Cost Centre Administration											
Code Number		76 Other Income									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
107	25/05/2023	Reflected Paymr		Unity Trust 202841		Rejected payment	Three Counties Fire Protection	S	365.57	73.11	438.68
163	06/04/2023			Unity Trust 202841		Unknown	Burwell Parish Council	E	33.60		33.60
Subtotal for Code: Other Income									£399.17	£73.11	£472.28
Code Number		68 Photocopier Income									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
147	27/06/2023	7301		Petty Cash		Polocopier Income	Burwell Repair Cafe	E	14.00		14.00
Subtotal for Code: Photocopier Income									£14.00		£14.00
Subtotal for Cost Centre: Administration									413.17	73.11	486.28
Cost Centre Allotments											
Code Number		27 Income Lettings									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
9	06/04/2023	7178		Unity Trust 202841		Allotment Rent	Elizabeth Sargent	Z	50.83		50.83
62	10/05/2023	7208		Unity Trust 202841		Allotment Rent	Alex Buxton	E	4.08		4.08
84	17/05/2023	7283		Unity Trust 202841		Allotment Rent	Cara Bootman	E	20.70		20.70
92	19/05/2023	7285		Unity Trust 202841		Allotment Rent	Rachael Agar	E	39.10		39.10
94	22/05/2023	7284		Unity Trust 202841		Allotment Rent	Nii Wallace - Davis	E	20.70		20.70
104	23/05/2023	7286		Unity Trust 202841		Allotment Rent	William Punt	E	10.81		10.81
Subtotal for Code: Income Lettings									£146.22		£146.22
Subtotal for Cost Centre: Allotments									146.22		146.22
Cost Centre Capital Budget											
Code Number		129 Pavilion Insurance Work									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
86	18/05/2023	Pavilion Refurt		Unity Trust 202841		Insurance - Repair Cost	McLarens UK	E	42,672.75		42,672.75
Subtotal for Code: Pavilion Insurance Work									£42,672.75		£42,672.75
Code Number		131 Recreation Ground									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
161	09/04/2023			Unity Trust 202841		Grant CIL 123 Rec	ECDC	E	3,722.00		3,722.00
Subtotal for Code: Recreation Ground									£3,722.00		£3,722.00
Subtotal for Cost Centre: Capital Budget									46,394.75		46,394.75
Cost Centre Cemetery											
Code Number		23 Cemetery Fees									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	03/04/2023	7274		Unity Trust 202841		Cemetery Fees	Jeremy Rule Funerals	Z	320.00		320.00
6	06/04/2023	7266		Unity Trust 202841	100284	Cemetery Fees	Mr Ken Chapman	S	24.00	4.80	28.80
7	06/04/2023	7275		Unity Trust 202841		Cemetery Fees	Milkenhall Monuments	Z	275.00		275.00

Burwell Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2023 and 30-06-2023)

28	19/04/2023	7277	Unity Trust 202841	Cemetery Fees	Milldenhall Monuments	E	275.00	275.00
48	28/04/2023	6879	Unity Trust 202841	Cemetery Fees	Israel Parker	E	5.00	5.00
89	19/05/2023	GMH1242	Unity Trust 202841	Cemetery Fees	Ivett and Reed	E	910.00	910.00
109	30/05/2023	6979	Unity Trust 202841	Cemetery Fees	Israel Parker	E	5.00	5.00
112	30/05/2023	7287	Unity Trust 202841	Cemetery Fees	Milldenhall Monuments	E	275.00	275.00
121	08/06/2023	7290	Unity Trust 202841	Cemetery Fees	soulligates	E	170.00	170.00
135	16/06/2023	7294	Unity Trust 202841	Cemetery Fees	Ivett and Reed	E	180.00	180.00
142	26/06/2023	7292	Unity Trust 202841	Cemetery Fees	A. Lee	E	305.00	305.00
148	29/06/2023	6879	Unity Trust 202841	Cemetery Fees	Israel Parker	E	5.00	5.00
Subtotal for Code: Cemetery Fees							£2,749.00	£2,753.80
Subtotal for Cost Centre: Cemetery							2,749.00	4.80 2,753.80

Cost Centre		CIL Funding						
Code Number	Date	92 CIL Income	Invoice No	Minute	Bank	Cheq. No.	Description	
Vchnr.								
101	23/05/2023	CIL Funding			Unity Trust 202841		CIL	
Subtotal for Code: CIL Income							£1,677.15	1,677.15
Subtotal for Cost Centre: CIL Funding							1,677.15	1,677.15

Cost Centre		Deposits						
Code Number	Date	112 allotment Deposit	Invoice No	Minute	Bank	Cheq. No.	Description	
Vchnr.								
83	17/05/2023	7283			Unity Trust 202841		Deposit	
91	19/05/2023	7285			Unity Trust 202841		Deposit	
93	22/05/2023	7284			Unity Trust 202841		Deposit	
103	23/05/2023	7286			Unity Trust 202841		Deposit	
Subtotal for Code: allotment Deposit							£100.00	£100.00

Code Number	Date	113 Hall Deposit	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchnr.												
10	11/04/2023	GMH1188			Unity Trust 202841		Deposit	Kelly Reed-Banks	Z	50.00		50.00
15	12/04/2023	GMH1223			Unity Trust 202841		Deposit	Natalie Doyle	Z	50.00		50.00
39	24/04/2023	MH1665			Unity Trust 202841		Deposit	Jo Griffin	E	50.00		50.00
43	27/04/2023	GMH1235			Unity Trust 202841		Deposit	Darryl De Souza	E	50.00		50.00
45	27/04/2023	GMH1236			Unity Trust 202841		Deposit	D Bortha	E	50.00		50.00
54	03/05/2023	MH1659			Unity Trust 202841		Deposit	Cotswold Archaeology Ltd	E	50.00		50.00
72	15/05/2023	MH1664			Unity Trust 202841		Deposit	Chloe Abbersteen	E	50.00		50.00
95	22/05/2023	GMH1237			Unity Trust 202841		Deposit	Delta T Services	E	50.00		50.00
96	22/05/2023	GMH1238			Unity Trust 202841		Deposit	Delta T Services	E	50.00		50.00
114	01/06/2023	GMH1247			Unity Trust 202841		Deposit	May Torres	E	50.00		50.00
118	06/06/2023	GMH1248			Unity Trust 202841		Deposit	Lawrence Young	E	50.00		50.00
141	23/06/2023	MH1700			Unity Trust 202841		Deposit	Burwell and Exning Cricket Club	E	50.00		50.00

Burwell Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2023 and 30-06-2023)

Cost Centre		Gardiner Memorial Hall				Subtotal for Code:		Hall Deposit		£600.00		£600.00	
						Subtotal for Cost Centre:		Deposits		700.00		700.00	

(Between 01-04-2023 and 30-06-2023)

Created by  iScribe

Burwell Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2023 and 30-06-2023)

123	13/06/2023	MH1660 and N	Unity Trust 202841	Hire of Mandeville Hall	Rosy Trull	S	109.97	22.00	131.97
124	14/06/2023	MH1672	Unity Trust 202841	Hire of Mandeville Hall	Gift on a Rock Yoga	S	168.80	33.76	202.56
126	19/06/2023	7295, 7296 and	Unity Trust 202841	Hire of Mandeville Hall	Pimp My Fish	S	270.83	54.17	325.00
130	15/06/2023	MH1689	Unity Trust 202841	Hire of Mandeville Hall	H Granger	S	360.00	72.00	432.00
131	15/06/2023	MH1690	Unity Trust 202841	Hire of Mandeville Hall	Louisa Harvey	S	165.00	33.00	198.00
132	15/06/2023	MH1687	Unity Trust 202841	Hire of Mandeville Hall	Charlotte Hooper	S	73.32	14.66	87.98
134	16/06/2023	MH1696	Unity Trust 202841	Hire of Mandeville Hall	Petula Stone	S	225.00	45.00	270.00
139	20/06/2023	MH1699	Unity Trust 202841	Hire of Mandeville Hall	Jo Simcock	S	180.00	36.00	216.00
145	26/06/2023	MH1624	Unity Trust 202841	Hire of Mandeville Hall	P Evans	S	255.63	51.13	306.76
150	28/06/2023	MH1697	Unity Trust 202841	Hire of Mandeville Hall	Gift on a Rock Yoga	S	67.62	13.50	81.02
151	29/06/2023	MH1688	Unity Trust 202841	Hire of Mandeville Hall	Clubbersize	S	73.32	14.66	87.98
152	29/06/2023	MH1668	Unity Trust 202841	Hire of Mandeville Hall	1st Burwell Brownies	S	8.00	1.60	9.60
153	29/06/2023	MH1667	Unity Trust 202841	Hire of Mandeville Hall	2nd Burwell Rainbows	S	8.00	1.60	9.60
Subtotal for Code: Income from Hires							£5,708.48	£1,141.68	£6,850.16
Subtotal for Cost Centre: Mandeville Hall							5,708.48	1,141.68	6,850.16

Cost Centre		Precept							
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
49	28/04/2023	Precept		Unity Trust 202841		Precept	ECDC	E	102,764.97
							£102,764.97		£102,764.97
Subtotal for Code: Precept							102,764.97		102,764.97
Subtotal for Cost Centre: Precept							102,764.97		102,764.97

Cost Centre		Repair Cafe							
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
146	27/06/2023	June 2023 Bur		Petty Cash		Hire of Mandeville Hall	Burwell Repair Cafe	E	63.50
							£63.50		£63.50
Subtotal for Code: Repair Cafe Income							63.50		63.50
Subtotal for Cost Centre: Repair Cafe							63.50		63.50

Cost Centre		The Recreation Ground							
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
79	15/05/2023	7249		Unity Trust 202841	100286	Recreation Ground Income	Burwell FC	S	416.67
80	15/05/2023	7282		Unity Trust 202841	100286	Recreation Ground Income	Burwell FC	S	1,770.83
							£2,187.50		£2,187.50
Subtotal for Code: Income from Hires							£2,187.50		£2,187.50
Subtotal for Cost Centre: Income from Hires							£2,187.50		£2,187.50

Code Number		118 Tennis Court Income							
Vcfr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
8	06/04/2023	Tennis Court In		Unity Trust 202841		Tennis Court Hire	Stripe Payments UK Ltd	S	40.29
12	11/04/2023	Tennis Court In		Unity Trust 202841		Recreation Ground Income	Stripe Payments UK Ltd	S	44.95
13	11/04/2023	Tennis Court In		Unity Trust 202841		Recreation Ground Income	Stripe Payments UK Ltd	S	4.66
14	12/04/2023	Tennis Court In		Unity Trust 202841		Recreation Ground Income	Stripe Payments UK Ltd	S	4.66
							8.06		48.35
							8.99		53.94
							0.93		5.59
							0.93		5.59

Burwell Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2023 and 30-06-2023)

17	13/04/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	4.66	0.93	5.59		
20	17/04/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	4.66	0.93	5.59		
22	18/04/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	4.65	0.93	5.58		
34	21/04/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	9.04	1.81	10.85		
40	24/04/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	9.30	1.86	11.16		
42	26/04/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	4.63	0.93	5.56		
50	28/04/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	4.65	0.93	5.58		
51	02/05/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	40.08	8.02	48.10		
53	03/05/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	4.65	0.93	5.58		
57	05/05/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	40.25	8.05	48.30		
59	09/05/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	4.65	0.93	5.58		
60	09/05/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	40.25	8.05	48.30		
61	09/05/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	4.65	0.93	5.58		
63	10/05/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	4.65	0.93	5.58		
69	12/05/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	4.65	0.93	5.58		
102	23/05/2023	Tennis Court In	Unity Trust 202841	Tennis Court Hire	Stripe Payments UK Ltd	S	4.65	0.93	5.58		
110	30/05/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	4.65	0.93	5.58		
111	30/05/2023	Tennis Court In	Unity Trust 202841	Recreation Ground Income	Stripe Payments UK Ltd	S	4.65	0.93	5.58		
117	05/06/2023	Tennis Court In	Unity Trust 202841	Tennis Court Hire	Stripe Payments UK Ltd	S	9.30	1.86	11.16		
119	06/06/2023	Tennis Court In	Unity Trust 202841	Tennis Court Hire	Stripe Payments UK Ltd	S	4.65	0.93	5.58		
122	09/06/2023	Tennis Court In	Unity Trust 202841	Tennis Court Hire	Stripe Payments UK Ltd	S	4.65	0.93	5.58		
125	16/06/2023	Tennis Court In	Unity Trust 202841	Tennis Court Hire	Stripe Payments UK Ltd	S	4.65	0.93	5.58		
129	15/06/2023	Tennis Court In	Unity Trust 202841	Tennis Court Hire	Stripe Payments UK Ltd	S	4.65	0.93	5.58		
143	26/06/2023	Tennis Court In	Unity Trust 202841	Tennis Court Hire	Stripe Payments UK Ltd	S	7.07	1.41	8.48		
144	26/06/2023	Tennis Court In	Unity Trust 202841	Tennis Court Hire	Stripe Payments UK Ltd	S	4.65	0.93	5.58		
155	30/06/2023	Tennis Court In	Unity Trust 202841	Tennis Court Booking	Stripe Payments UK Ltd	S	4.63	0.93	5.56		
162	28/06/2023		Unity Trust 202841								
Subtotal for Code: Tennis Court Income							£342.83	£68.57	£411.40		
Subtotal for Cost Centre: The Recreation Ground							2,530.33	506.07	3,036.40		
Cost Centre	VAT										
Code Number	114	VAT Refund									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
58	09/05/2023			Unity Trust 202841		VAT Refund	HMRC	E	7,086.49		7,086.49
Subtotal for Code: VAT Refund									£7,086.49		£7,086.49
Subtotal for Cost Centre: VAT									7,086.49		7,086.49
TOTALS									£175,304.36	£2,739.74	£178,044.10

Burwell Parish Council	Bank Reconciliation at 30th June 2023.				
Bank Balance at					
31.03.23					
Unity Bank	£202,105.46				
Less Unpresented 31.03.23	£0.00				
Plus in transit 31.03.2023	£0.00				
	£202,105.46				
Plus income	£178,044.10				
Less Expenditure	£159,473.66				
	£220,675.90				
Balance at 30.06.2023					
Unity Bank	£220,675.90				
Less Unpresented	£0.00				
Balance	£220,675.90				
Please note that these figures do not include the funds in the CCLA Account					
which at 30.06.2023 total £104,270.32					
Fund Allocation					
Total Funds					
Unity Trust		£220,675.90			
CCLA		£104,270.32			
Total Funds		£324,946.22			
Earmarked Reserves					
20/21 Capital Trees		£1,000.00			
Capital Safety Campaign		£3,638.89			
21/22 Cap. LHII Buffer Zones		£1,436.87			
Pauline's Swamp		£11,617.99			
Recreation Ground/Pavilion Sinking Fund		£25,459.38	including 23/24 £2500		
Gardiner Memorial Hall	CIL Earmarked	£27,500.00	Estimated outstanding payments		
Highways Buntings Path Signs/20 mph Limit		£5,000.00	CIL		
CIL Funding		£1,677.15	CIL		
Westhorpe Play Area		£10,112.68			
Climate Change		£4,422.00			
Community Garden		£50.00			
Spring Close Signs		£940.00			
Pavilion Damage/Insurance		£34,168.27			
Repair Café		£331.65			
Balance of Earmarked Reserves		£127,354.88			
Plus Carnival Donation		£500.00			
		£127,854.88			
Balance of CIL 123 Rec Funding Available		£395.38	To be claimed ECDC		
Summary					
Total Funds		£324,946.22			
Earmarked(Includes £500 Rec Carnival Donation)		£127,854.88			
Solar Payments/Westhorpe		£27,000.00			

Less outgoings for 2nd Quarter		£50,000.00		
Balance of Funds Available		£120,091.34		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	£1,677.31
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		
2023/2024	£1,677.15	2027/2028		
	£240,079.31			£240,079.31
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	
Westhorpe Play Area				
Project Cost		Ex VAT		
Play Area - Playdale		£106,584.00		
Bark Removal (Part Sec 106 part PC)		£3,600.00		
Footpaths (Sect 106)		£7,215.00		
Post Inspection		£300.00		
		£117,699.00		
Funded by				
Burwell PC/CIL 123		£46,302.00		
Earmarked Reserves		£20,000.00		
EDF Energy Fund (not in hand)		£17,000.00		
Storage One Weirs Drove (not in hand)		£10,000.00		
Community Fund		£7,000.00		
Section 106 Grant (not in hand)		£10,000.00		
Section 106 Grant (not in hand)		£10,115.00		
		£120,417.00		
Paid already		£56,189.32		

Burwell Parish Council
Community, Leisure and Sport Meeting of 18.7.23

Minutes

Present: Michael Swift (Chair), Helen McMenamin-Smith, Charlie Milner, Jenny Moss, Jim Perry, Sara Phipps, Liz Swift, Geraldine Tate, Paul Webb, and Chris O'Neill.

CL&S/180723/00 Election of Chair and Vice Chair

Michael Swift duly accepted the Office of Chair for a further 1-year term following a proposal from Geraldine Tate and seconded by Paul Webb.

Geraldine Tate duly accepted the Office of Vice Chair for a further 1-year term following a proposal from Liz Swift which was seconded by Paul Webb.

CL&S/180723/01 Apologies for absences and declarations of interests

Apologies for absence had been received from Ian Woodroffe. There were no declarations of interests.

CL&S/180723/02 Approval of the minutes of the 18.4.23

The minutes of the meeting held on the 18th of April 2023 were approved. Proposed by Paul Webb and seconded by Liz Swift.

CL&S/180723/03 Action Sheet

The following updates were noted:

PROJECT	Update
Recreation Ground Inc. improvement project, Grant Funding and liaison with Football Clubs and other users	A meeting is due to be held with the Groundsman this week. There has been a leaking pipe in the pavilion. The water has been turned off and therefore the public toilet is currently out of use. The work to repair the leak is due to be carried out next week when parts are available.
Sports Provision Group, Inc. liaison with Football Clubs, other sports groups and users including Margaret Field	A large number of matches have been played at the Recreation Ground this season to the detriment of the pitches. Home matches have been cancelled until the pavilion reinstatement work has finished. This and the above item to become one item on next agenda.
Spring Close Management Group	There have been no recent meetings. Working Days will probably be held in the autumn. Work to install a wheelchair access is being investigated. The signs are almost ready for installation. The path to the bridge leading to Pauline's Swamp is getting very overgrown. Michael Swift to raise this problem at the next Spring Close meeting.
Pauline's Swamp	The Open Day and Dog Show to be held on 3 rd September 2023. The hay cut is due to be carried out in August. Helen McMenamin-Smith reported that she had told ECDC about the security cameras being installed at Pauline's Swamp and they were very impressed with the units chosen. Liz Swift is due to contact J J Drake regarding installing the cameras. Jim Perry reported that he had met with Neil Kennedy about the barn guttering being linked to the water container. Neil Kennedy will provide a quotation. He will also provide a quotation for the roof to be painted.
BAFY	BAFY is currently closed following the resignation of the leaders. It has around £4k in its account. A Trustees meeting took place last week to try to establish a way of keeping youth provision in the village. Lizzie Wales is due to comeback with some ideas, including the possible return of the community youth bus and an outreach worker. The youth bus utilising the Sports Centre's facilities was suggested. An online meeting with Lizzie Wales to take place next week. Charlie Milner showed an interest in

	attending the meeting. Littleport, Soham and Bottisham have Youth Vision days planned for the summer (one day in each village).
Community Orchard	Jenny Moss reported that the maps are completed and most of the tree numbers are on. Information on the website needs to be updated.
Community Garden	The garden is progressing well, with roses, trees and bedding plants having been planted. There is now a large water container for the garden, but this still needs to be filled. Having stones on the path may not be needed. A lot of people are showing an interest in helping. The compost bin still needs to be constructed. An application has been submitted for funding through the ECDC Pride of Place scheme. One of the existing cameras already points to the garden, so no additional cameras need to be installed. A Facebook page has been created. Some funding from the Council for maintenance may be required next year.
Liaison with Sports Centre	The Sports Centre is completely under new management. Several Parish Councillors are now involved, either as Council representatives, trustees, or employees. Meeting with school in September to discuss their usage of the facility. New carpet has been installed downstairs and additional funding is being applied for to renew the carpet upstairs and new furniture. Utilising a gym upstairs may not be an option due to the weight of equipment. The reduced size of adult courts can prevent some groups using the facility.
Climate Change Policy	Lea Dodds is helping to draft an updated Climate Change Policy. Jenny Moss, Paul Webb, and Lea Dodds to meet to discuss further. The next Repair Café is being held the weekend of 23 rd /24 th September. The roof of the Sports Centre could easily accommodate Solar Panels
A to B1102 Group	Liz Swift reported that she has recently attended a meeting of the B1102 Group, who are now keenly supporting active travel. Other villages within the group are willing to support Burwell's endeavour for the Greenway Project to be extended to Burwell. The Clerk to write to other Clerks in B1102 to ask for their support. Paul Webb suggested getting some of the Burwell Bike Club to support the extension. Bus services continue to remain poor. Alan Sharpe, County Councillor for Bottisham has been very active and is very supportive. He is having a meeting with Anna Baily and Sally Bonnet in the next little while to discuss the bus services. A regular bus to access Ely station would be beneficial. There is concern that there is a lack of communication between the organisations involved, but hopefully by the B1102 putting pressure on those in charge, something will be done.
Westhorpe Play Area	The installation of the play equipment is nearly complete, with the tarmac going down w/c 24 th August, followed by the wet pour the week after. It was suggested that an official open day should be held in late September.
Repair Café	Three sessions have now been held. The last session was not as good due to some hirers attending another Café being held at the same time. The success of the sessions demonstrates that there is a need for this facility. It would be beneficial if more local repairers could be found. Another café will be held at the end of September, date to be confirmed, as there is another café being held in the area that weekend. Giving residents an

	idea of what has been repaired so far would help to encourage more to repair than throw out.
Paddle the Lode	The Clerk reported that she had spoken to John Rollin for an update on the project. He had been in discussion with ECDC regarding a possible Facilities Improvement Grant for the platform which is likely to cost between £5k and £6k. Although discussions were going well, once ECDC were aware that the grant would need to cover the Environment Agency legal fees of between £1000 and £1500, he was told that the group would not be eligible for the funding. The group are now looking for funding elsewhere.
Newmarket Road Sports Hub	Meetings with This Land, Craig Mulhall and the Football Club are ongoing. It is likely that the land will be transferred with no additional facilities. Charlie Milner suggested that the Sports Centre should become involved with discussions.

CL&S/180723/04 Burwell War Memorial Fund and Burwell Stephenson Nursing Bequest Trust

The existing Trustees intend putting an article in Clunch to try to get some new volunteers/trustees for the Trust. We need to know the outcome of this before we can decide if we are in a position to take the Trust over. The income from the house after payment to the letting agency (Morris Armitage) is around £900. The Clerk to find out if any new volunteers have been found.

CL&S/180723/05 Disabled Access Spring Close

The Spring Close Management Group considers disabled access to be a priority. The gate is likely to cost around £700 plus installation materials and the Maintenance Officers time. Money left over from the Spring Close signs could be used.

The following recommendation to be made to Full Council:

That a disabled access is created at Spring Close using funds remaining from the money earmarked for the Spring Close signs, the cost being in the region of £700 plus materials and the Maintenance Officers time.

CL&S/180723/06 Mandeville Hall/Cricket Club Parking

A meeting had been held with the Chair and Secretary of the Cricket Club about cricketers filling the Mandeville Hall car park preventing those using the hall any space to park. It was suggested that the fence at the end of the car park could be repositioned to create around 5 more spaces. Better communication between the Parish Council and Cricket Club about when large matches are taking place and when the hall is in full use will hopefully improve matters. The Cricket Club will let other cricket organisations who hire out the cricket pitch that they have limited parking (11 spaces). Some adjustments to the emergency gate will create another parking space.

The following recommendation to be made to Full Council:

That the fence at the end of the Mandeville Hall Car Park is repositioned to create further parking spaces.

CL&S/180723/07 Commercial Hiring Fees – Recreation Ground & Council owned open spaces.

Fees charged to commercial organisations using the Recreation Ground and other Council owned open spaces need to be reviewed. It was agreed that the review should be carried out by the Finance and General Purposes Group.

CL&S/180723/08 Any other business

Possible Community Event 2024 – James Richard Circus

A request has been received from a circus owner to use Margaret Field next year for about a week in June for Circus shows. The Clerk was asked to write back and explain that if allowed, there would be a charge and they would need to comply with our booking terms.

Signposting War Graves Burwell Cemetery

An opportunity has arisen for a sign to be erected at the Cemetery informing that there are some war graves within the cemetery. The group agreed that the offer should be taken up as long as there are no costs involved.

Recreation Ground – Goal facility and Balance of CIL Recreation Ground Project Funding of £395.38

A request has been received for a football facility for public use to be situated at the Recreation Ground. The Football Club nets are not available for public use for health and safety reasons. It was noted that the Football Club goals had suffered from acts of vandalism over the past few weeks and for this reason the group agreed that providing a goal facility for public use is not an option. There are already goal posts for public use at Westhorpe Play Area and Jubilee Green.

Professional Cleaning and minor repair work Tennis Courts

A price of £1550.00 has been obtained from Cambridge Courts for the tennis courts to be cleaned and minor repairs carried out. It was noted that originally some of the repairs were due to have been carried out free of charge by Cambridge Courts. With this in mind the Clerk was asked to go back to Cambridge Courts to try and get the cost reduced. Members of the group agreed that the work should be done, with the following recommendation going to Full Council. A second company had been asked to provide a quote but did not do so.

That Cambridge Courts is asked to clean and carry out minor repair work to the tennis courts at the Recreation Ground at a maximum cost of £1550.00.

Short-, Medium- and Long-Term plans for the group

The Short-, Medium- and Long-term plans for the group had been discussed at the recent Strategy Day when the following projects were noted:

Short and Medium Term:

Youth Provision

Community Garden

Trees on the Avenue

Toilet on Margaret Field

Newmarket Road Sports Hub

Gardiner Memorial Hall Phase 2

Long Term

Newmarket Road Sports Hub

Gardiner Memorial Hall Phase 2

The group noted that the Sports Centre is in the process of applying for funding of £5000 to improve the centre. The application will require a letter of support from the parish council.

A suggestion has been made that 'health' should be included in the groups name. It was agreed that the group's activities already involve many health aspects. There is a trend at the moment for health-related initiatives locally and nationally and funding is often available. It was agreed that the following recommendation should be made to Full Council:

That the Community, Leisure, and Sports Group is now known as the Community, Leisure, Health, and Sports Group.

CL&S/180723/09 Date of the next meeting - 19th September 2023

The meeting closed at 9.01 pm.

Signed

Dated



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE

Telephone: Ely (01353) 665555
www.eastcambs.gov.uk

Mrs Yvonne Rix
Clerk to Burwell Parish Council
The Jubilee Reading Room
99 The Causeway
Burwell
Cambridge
CB25 0DU

This matter is being dealt with by:

Kevin Drane

Telephone: 01353 616332
E-mail: kevin.drane@eastcambs.gov.uk
My Ref: TPO/E/04/23
Your ref

25th July 2023

Dear Mrs Yvonne Rix

Parish of Burwell in the County of Cambridgeshire
TREE PRESERVATION ORDER NO. – TPO/E/04/23
At 42 Swaffham Road Burwell Cambridge CB25 0AN

I enclose herewith, for your information, a copy of a map contained in the above Tree Preservation Order along with the formal notice that includes information regarding the opportunity to comment on the Order.

If you would like to speak to someone about the Tree Preservation Order please telephone the Trees Officer, Kevin Drane, on the number at the top of this letter.

Yours faithfully,

Simon Ellis
Planning Manager

Enc.

IMPORTANT – THIS COMMUNICATION MAY AFFECT YOUR PROPERTY

TOWN AND COUNTRY PLANNING ACT 1990
TOWN AND COUNTRY PLANNING (TREE PRESERVATION)(ENGLAND) REGULATIONS 2012

Parish of Burwell in the County of Cambridgeshire
Tree Preservation Order No. TPO/E/04/23 at 42 Swaffham Road Burwell Cambridge CB25 0AN

THIS IS A FORMAL NOTICE to let you know that on 25th July 2023 the Council made the above Tree Preservation Order.

A copy of the Order is enclosed. The Order has been made for the following reason:

Request received from member of public and trustees of adjacent nature reserve (Pauline's Swamp) The woodland to be protected is considered to be of significant public visual amenity, significantly contributing to the biodiversity and green infrastructure of the local area.

It is therefore considered justified to afford the tree the protection of a Tree Preservation Order.

Briefly, the effect of the Order, is to make it an offence (subject to certain exceptions) to cut down, top, lop, uproot, wilfully damage or wilfully destroy or cause or permit the cutting down, topping, lopping, up-rooting, wilful damage or wilful destruction of any trees specified in the Order, without the consent of the District Council.

Some explanatory guidance on Tree Preservation Orders is given in the enclosed leaflet, *Protected Trees: A guide to Tree Preservation Procedures*, produced by the Department for Communities and Local Government.

The Order took effect on 25th July 2023. It will remain in force for a further 6 months during which time the District Council will consider whether to confirm the Order. Once confirmed the Order remains in force unless or until the Council formally revoke it.

If you would like to make any objections or comments, the deadline for this is 24th August 2023. Your comments must be submitted in writing and meet Regulation 6 of the Town and Country Planning (Tree Preservation) (England) Regulations 2012 (Please see overleaf). The Planning Committee will then consider these when deciding whether to confirm the Order (make the Order permanent).

If in the meantime, you would like to speak to someone about the Tree Preservation Order please telephone Kevin Drane, Trees Officer on 01353 616332. I will write further to advise you of the Council's decision in respect of confirmation of the Order in due course.

DATED: 25th July 2023



SIGNED: Simon Ellis
Planning Manager
On behalf of East Cambridgeshire District Council

Please see Regulation 6 overleaf regarding the submission of objections and representations.

**COPY OF REGULATION 6 OF THE TOWN AND COUNTRY PLANNING (TREE PRESERVATION)
(ENGLAND) REGULATIONS 2012**

Objections and representations

- 6(1) Subject to paragraph (2), objections and representations –
- (a) Shall be made in writing; and
 - (i) Delivered to the authority not later than the date specified by them under regulation 5(2)(c); or
 - (ii) Sent to the authority in a properly addressed and pre-paid letter posted at such time that, in the ordinary course of post, it would be delivered to them not later than that date;
 - (b) Shall specify the particular trees, group of trees or woodland (as the case may be) in respect of which such objections and representations are made; and
 - (c) In the case of an objection, shall state the reasons for the objection.
- 6(2) The authority may treat as duly made objections and representations which do not comply with the requirements of paragraph (1) if, in the particular case, they are satisfied that compliance with those requirements could not reasonably have been expected.



**East Cambridgeshire
District Council**

Town and Country Planning Act 1990
Town and Country Planning
(Tree Preservation) (England)
Regulations 2012

**TREE PRESERVATION
ORDER**

No. E/04/23

Rear of
42 Swaffham Road
Burwell
Cambridge
CB25 0AN

W1 - Mixed species woodland

PLANNING SERVICE

The Grange, Nutholt Lane, Ely, Cambs CB7 4EE
S.Ellis. Planning Manager

The tree locations are indicative and
may not reflect the exact locations



Date: 27/06/2023
Scale: 1:1,100

© Crown copyright.
All rights reserved 100023279 (2023)



Dated: 25th July 2023

TPO/E/04/23

=====

TOWN AND COUNTRY PLANNING ACT 1990

=====

TREE

PRESERVATION

ORDER

Relating to: - 42 Swaffham Road Burwell Cambridge CB25 0AN

=====

Printed and Published by:
East Cambridgeshire District Council The Grange Nutholt Lane Ely Cambs CB7 4EE

=====

ORDER.TPO

**TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND)
REGULATIONS 2012**

TREE PRESERVATION ORDER

**Town and Country Planning Act 1990
The Tree Preservation Order at 42 Swaffham Road Burwell Cambridge CB25 0AN ,
TPO/E/04/23 2022**

The East Cambridgeshire District Council, in exercise of the powers conferred on them by section 198 of the Town and Country Planning Act 1990 make the following Order—

Citation

1. This Order may be cited as the Tree Preservation Order at 42 Swaffham Road Burwell Cambridge CB25 0AN , TPO/E/04/23 2022

Interpretation

2. (1) In this Order "the authority" means the East Cambridgeshire District Council
- (2) In this Order any reference to a numbered section is a reference to the section so numbered in the Town and Country Planning Act 1990 and any reference to a numbered regulation is a reference to the regulation so numbered in the Town and Country Planning (Tree Preservation) (England) Regulations 2012.

Effect

3. (1) Subject to article 4, this Order takes effect provisionally on the date on which it is made.
- (2) Without prejudice to subsection (7) of section 198 (power to make tree preservation orders) or subsection (1) of section 200 (tree preservation orders: Forestry Commissioners) and, subject to exceptions in regulation 14, no person shall-
 - (a) cut down, top, lop, uproot, wilfully damage, or wilfully destroy; or
 - (b) cause or permit the cutting down, topping, lopping, uprooting, wilful damage or wilful destruction of,

any tree specified in the Schedule to this Order except with the written consent of the authority in accordance with regulations 16 and 17, or of the Secretary of State in accordance with regulation 23, and, where such consent is given subject to conditions, in accordance with those conditions.

Application to trees to be planted pursuant to a condition

4. In relation to any tree identified in the first column of the Schedule by the letter "C", being a tree to be planted pursuant to a condition imposed under paragraph (a) of section 197 (planning permission to include appropriate provision for preservation and planting of trees), this Order takes effect as from the time when the tree is planted.

Signed on behalf of the East Cambridgeshire District Council

Authorised by the Council to sign in that behalf

This Order was confirmed by East Cambridgeshire District Council without modification on the day of .

This Order was confirmed by East Cambridgeshire District Council, subject to the modifications indicated by _____, on the _____ day of _____

Authorised by the Council to sign in that behalf

A decision not to confirm this Order was taken by East Cambridgeshire District Council on the day of

Authorised by the Council to sign in that behalf

This Order was varied by the East Cambridgeshire District Council on the day of
under the reference number

Authorised by the Council to sign in that behalf

This Order was revoked by the East Cambridgeshire District Council on the day of
under the reference number

Authorised by the Council to sign in that behalf

SCHEDULE SPECIFICATION OF TREES

Trees specified individually (encircled in black on the map)

Reference on map	Description	Situation
NONE		

Trees specified by reference to an area (within a dotted black line on the map)

Reference on map	Description	Situation
NONE		

Groups of trees (within a broken black line on the map)

Reference on map	Description (including number of trees in the group)	Situation
NONE		

Woodlands (within a continuous black line on the map)

Reference on map	Description	Situation
W1	Mixed species woodland with pond and spring	Rear of the property adj nature reserve as per plan

Yvonne Rix

From: Richard Kay <Richard.Kay@eastcambs.gov.uk>
Sent: 21 July 2023 13:13
To: PlanningPolicy
Subject: ECDC Local Plan – Single Issue Review (SIR): modifications consultation

Dear Parish Clerks

I am writing to inform you that East Cambridgeshire District Council (ECDC) is, from 21 July 2023 to 31 August 2023, consulting on a small number of proposed modifications to the Single Issue Review of the East Cambridgeshire Local Plan.

You have received this notification because you are a body whom we are obliged to inform. If you have any views on the proposed modifications, we would welcome them.

Full details of the consultation are set out on our website at: <https://www.eastcambs.gov.uk/local-development-framework/local-plan-review-examination>.

If you are to make any comments, you must submit your comments on or before the deadline. Late comments will unlikely to be considered.

Once the consultation period ends, all representations (comments) received will be considered by the appointed Inspector examining the Single Issue Review of the East Cambridgeshire Local Plan.

May I advise you that representations will not be kept confidential and will be made available to the public (including online).

Yours faithfully,

Richard Kay
Strategic Planning Manager

East Cambridgeshire District Council
The Grange, Nutholt Lane, Ely, Cambridgeshire. CB7 4EE
Tel (01353) 665555



We are committed to reducing single-use plastics #bringyourownbottle

CONFIDENTIALITY NOTICE

The information contained in this e-mail is intended for the named recipient(s) only. If you are not the intended recipient you may not copy, distribute or take any action or reliance on it. If you have received this e-mail in error please notify the sender immediately by replying to the e-mail address or by telephoning 01353 665555.

Please note that all of your email correspondence will be dealt with in line with ECDC's Privacy Notice which can be found at: <http://eastcambs.gov.uk/notices/privacy-notice>

All reasonable precautions have been taken to ensure no viruses are present in this e-mail however, the Council cannot accept responsibility for any loss or damage arising from the use of this email or attachments. .



East Cambridgeshire
District Council

**East Cambridgeshire Local Plan - Single Issue
Review (of its 2015 Local Plan)**

Proposed Modifications Consultation

July 2023

Proposed Modifications Consultation

1. Introduction

- 1.1 East Cambridgeshire District Council (the Council) is undertaking a narrowly focused Single Issue Review (SIR) of its adopted Local Plan.
- 1.2 The purpose of the SIR is to partially replace a very small part of the Local Plan adopted in April 2015. The vast majority of the Local Plan (2015) is proposed to remain unaltered and remain part of the development plan for East Cambridgeshire.
- 1.3 The Council consulted twice in 2021 on initial proposals, and then again in May 2022 with the final draft proposal. That final draft, and representations arising, were submitted to the Planning Inspectorate in July 2022.
- 1.4 The formal examination of the proposals commenced from July 2022, and is ongoing at the point of publishing this document.
- 1.5 Following two separate hearing sessions, the Inspector wrote a letter to the Council asking for a set of Proposed Modifications to be prepared and consulted upon. This document comprises such proposals.
- 1.6 For full details on the Local Plan SIR examination and the various Inspector letters, please see the examination webpage at the following address, which will be updated regularly:

<https://www.eastcambs.gov.uk/local-development-framework/local-plan-review-examination>

2 Consultation Arrangements

- 2.1 The modifications set out in this document are subject to a period of consultation between **21 July and 31 August 2023**. The list should not be seen to prejudice the Inspector in his consideration of the soundness of the Submitted Local Plan, nor prejudice the Inspector from making alternative modifications in his final Inspector's Report.
- 2.2 To make a representation on the Proposed Modifications, it should be in writing and be by 31 August 2023:
 - via email to: planningpolicy@eastcambs.gov.uk; or
 - by post to: Strategic Planning Team, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely CB7 4EE

- 2.3 Once the consultation period has ended, the representations received will be considered by the Inspector.
- 2.4 East Cambridgeshire District Council will process the information you provide in a manner that is compatible with the General Data Protection Regulations (GDPR) and the Council's Privacy Notice, available on our website at <https://www.eastcambs.gov.uk/notices/privacy-notice>.
- 2.5 Please be aware that all representations received by the Council will be made publicly available (in due course) on the Council's website. These will be identifiable by name and where applicable, organisation.
- 3 Schedule of Proposed Modifications**
- 3.1 The table in the Appendix sets out the proposed modifications which could be made to the East Cambridgeshire Local Plan – Single Issues Review (SIR).
- 3.2 The table includes a brief explanation of the reason for the suggested modification. For a greater explanation of the reasons why the Council is supporting the proposed Modifications as set out, then please see Examination Document EX.LA11 in the examination library, or directly here: [EX.LA11 - ECDC Topic Paper - February 2023 0.pdf \(eastcambs.gov.uk\)](#).
- 3.3 The proposed modifications in the table below are considered as MAIN modifications. It is important to stress, any changes which go to the heart of soundness can only be recommended by the Inspector. These are known as MAIN modifications.
- 3.4 Only the proposed modifications are subject to consultation. This is not an opportunity to raise comments on wider aspects of the Local Plan, or wider issues set out in the submitted SIR Local Plan.
- 4 Implications of the Proposed Modifications on Sustainability Appraisal and Habitat Regulations Assessment**
- 4.1 As part of the submission documents for examination, the Council included the following two documents:
[Sustainability Appraisal and Strategic Environmental Assessment of the Local Plan to 2031](#), May 2022 (Ref CD06); and
[Habitats Regulation Assessment \(Stage 1 Screening\) of the East Cambridgeshire SIR Local Plan](#), May 2022 (Ref CD07).
- 4.2 The SA / SEA document assessed the implications of the policy proposals in the SIR, and set out an appraisal of 'reasonable alternatives' (Table 5, on page 24-25 of the document summarises and appraises those alternatives).

4.3 Option 1 within the document, which is the 'preferred option', is summarised as follows:

Option 1. Housing Requirement to match housing need, derived from Government Standard method. Consequently, no new allocations or additional growth arising compared with 2015 Local Plan.

4.4 Should the Proposed Modifications be implemented, then the above summary description remains valid as the 'preferred option'. Whilst the 'numbers' and dates as set out in Policy GROWTH1 would be different should the Proposed Modifications be taken forward, when compared with the 'numbers' and dates in the submitted Plan, those changes do not materially affect either the summary description of Option 1 tested in the SA, nor materially affect what is meant or being tested under Option 1. Fundamentally, the crucial aspect that Option 1 was testing was that the submitted Plan would not lead to any new allocations or growth arising in the district compared with the current adopted Plan. The Proposed Modifications would not alter that situation. There is, therefore, no reason to prepare or consult on an updated SA document at this stage of the Examination.

4.5 However, on adoption of the Plan, there is a requirement to publish a final SA document, and that will be the place to explain adjustments to the Plan as it progressed through examination to adoption, and will also confirm what is discussed in the paragraph above.

4.6 Turning to the HRA related document, the HRA screening report concluded "that the SIR Local Plan, alone or in combination with other plans and projects, is unlikely to have any significant effects on any of the applicable protected sites" and, in summary, it based such a conclusion on the fact that the SIR would not lead to additional growth or additional new site allocations, when compared with the existing situation (i.e. current adopted plan and any consented planning applications).

4.7 The Proposed Modifications, as set out in this consultation document, do not fundamentally alter that position, and therefore there is no reason to suggest that, should the Proposed Modifications be implemented, the conclusions arising in the HRA screening report would no longer be valid.

4.8 Overall, therefore, in relation to SA / SEA / HRA, the Proposed Modifications have no material effect on what was assessed or the conclusions arising as set out in those submitted documents, and therefore there is no need to prepare any addendums or other updates to those documents for the purpose of consultation alongside the Proposed Modifications.

Appendix – Main Modifications

The modifications below are expressed either in the conventional form of ~~strikethrough~~ for deletions and underlining for additions of text, or by specifying the modification in words in italics.

The page numbers and paragraph numbering below refer to the submission local plan, and do not take account of the deletion or addition of text.

Ref	Policy/ Paragraph	Main Modification
MM1	3.2.5	<p>3.2.5 However, through periodic updates of the NPPF (latest version at time of writing is July 2021), Government has removed the requirement for a local planning authority to establish an 'objectively assessed need' for housing, and instead put in place a national standard method to determine a 'local housing need'. Applying that standard method for East Cambridgeshire, for the period 2022-2031, it is determined that the local housing need for East Cambridgeshire is 5,398 <u>5,400</u> dwellings. Following consultation and testing of this figure, it has been determined that 5,398 <u>5,400</u> also becomes the housing requirement for East Cambridgeshire, for the period 2022-31 (i.e. no adjustment was necessary in translating the identified housing need into the housing requirement figure). In order to complete the housing requirement for the full plan period 2011-2031, the housing requirement for 2011-2022 is, in accordance with national guidance, determined as being the housing delivered in that period. [3,018 + 2021/22 completions – figure to be included prior to plan adoption] (net) homes were delivered in East Cambridgeshire between 2011-22, therefore that becomes the housing requirement for that same period. Overall, therefore, the total housing requirement for the plan period, as updated by the single issue review of the Local Plan which concluded in 2023, is xxxx* new dwellings for the plan period 2011-31.</p> <p>*this figure will be included on adoption of the update of the Local Plan, and will be the sum of 3,018 + 2021/22 housing completions + 5,398. As an approximation, the figure will likely be around or just under 9,000.</p>
MM2	GROWTH 1	<p>Policy GROWTH 1: Levels of housing, employment and retail growth</p> <p>In the period 2011 to 2031, the District Council will:</p>

	<ul style="list-style-type: none"> • Make provision for the delivery of 11,500 xxxx dwellings in East Cambridgeshire, comprised of a dwelling requirement of: <ul style="list-style-type: none"> — [3,018 + 2024/22 housing completions] dwellings, for the eleven year period 2011-2022 — 5,398 dwellings for the nine year period 2022-2031 • Maximise opportunities for jobs growth in the district, with the aim of achieving a minimum of 9,200 additional jobs in East Cambridgeshire. Part of this strategy will involve making provision for a deliverable supply of at least 179 ha of employment land for B1/B2/B8 uses, and providing for home working. <p><u>In the period 2022 to 2031, the District Council will:</u></p> <ul style="list-style-type: none"> • <u>Make provision for the delivery of 5,400 dwellings in East Cambridgeshire.</u> <p><u>In the period 2012 to 2031, the District Council will:</u></p> <ul style="list-style-type: none"> • Make provision for at least an additional 3,000m² (net) of convenience and 10,000m² (net) of comparison retail floorspace in the district. <hr/> <p>* this figure will be included on adoption of the update of the Local Plan, and will be the sum of 3,018 + 2024/22 housing completions + 5,398. As an approximation, the figure will likely be around or just under 9,000</p>
MM3	<p>3.5.6 Table 3.2 summarises how and where housing is likely to be delivered in East Cambridgeshire over the Plan period. It identifies there will be sufficient overall supply of land to meet the district's housing requirement of xxxxx 5,400 dwellings, as set out in Policy GROWTH 1. The latest projections (as at October 2024 August 2022) indicate that over 14,000 <u>7,000</u> additional dwellings could come forward between 2044 2022 and 2031, with a further identifiable supply of over 2,000 dwellings beyond the plan period (i.e. post 2031). The table excludes reference to, or any assumed further supply from, 'broad locations', which are identified in the key diagrams below. The diagrams are indicative only and identify broad areas on the edge of Soham and Littleport which were identified as 'phase 2' sites in the Soham and Littleport Masterplans, two of which, out of the five identified, have recently received planning permission for development. The supply from this source is, as anticipated, therefore coming forward in the later part of the Plan period. Therefore, whilst the <u>The</u> locations are broadly identified and it is intended that the specific site boundaries will be identified through the next Local Plan review, in the</p>

		<p>meantime the principle of development coming forward on the Broad Areas is now established. A full list of allocation sites is set out in Policy GROWTH 4 (with site-specific policies contained in Part 2 of this Local Plan).</p> <p>* this figure will be included on adoption of the update of the Local Plan, and will be the sum of 3,018 + 2021/22 housing completions + 5,398. As an approximation, the figure will likely be around or just under 9,000</p>
MM4	3.5.7	<p>3.5.7 Further details of the various sources of housing delivered, housing supply, the breakdown by settlement, and predicted levels of supply year on year throughout the Plan period (the 'housing trajectory') is set out in the annual Authorities Monitoring Report and the regularly updated (at least once a year) Five Year Housing Land Supply Report, both of which are available on the Council's website. <u>At the time of writing, the latest housing trajectory setting out the deliverable supply of housing per year is set out below:</u></p> <p>[Insert housing trajectory diagram as below:]</p>

Deliverable Dwellings and the Housing Requirement

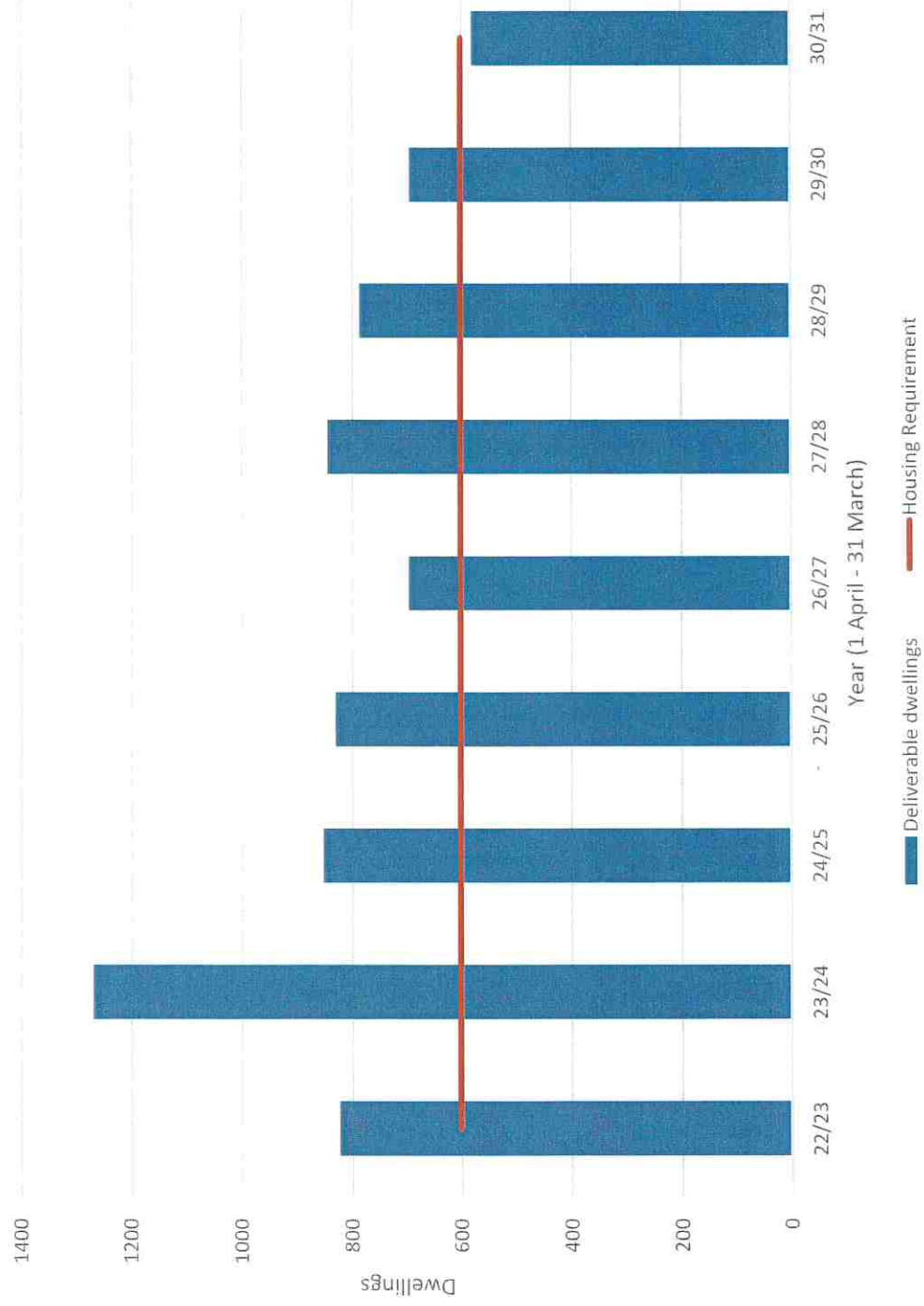


Table 3.2 – Summary of estimated housing supply 2011/2022-31*

*note: this table will be updated prior to adoption, to incorporate housing completions for year 2021/22, and updated supply figures for the period to 2031

[Delete table 3.2 and replace with updated version as demonstrated below]

Site Status at 01 April 2021	Total Delivered 2011-2021	Total Supply 2021-2026	Total Supply 2026-2031	Total Supply 2021-31	Total Supply Post 2031
Planning permission		3,930	1,760	5,690	698
Dwellings allocated in development plan, without consent at April 2021		346	641	987	115
Dwellings on unallocated sites and without consent at April 2021		1	0	1	0
	3,018	0	1,004	1,004	1,195
Dwellings with insufficient evidence that they will be delivered within first five year period		150	250	400	N/A
Windfall allowance		97	0	97	0
Older people's accommodation (C2)					
Totals	3,018	4,524	3,655	8,179	2,008

		Grand Totals	11,197 (Housing Supply 2011-2031)	2,008 (Housing Supply Post 2031)

End of schedule

TEMPORARY TRAFFIC ORDER APPLICATION FORM (TTRO)

Please Send Your Applications to:	Applicants Details:
<p>Cambridgeshire County Council Street Works Team Vantage House Washingley Road Huntingdon Cambridgeshire PE29 6SR</p> <p>Tel: 01480 372444 Email: street.works@cambridgeshire.gov.uk</p>	<p>Name: TMO HIGHWAYS Address: Building 1, Roy Humphrey Site A140, Eye Suffolk IP23 8AW</p> <p>Tel: 01379 676462 Emergency 24-hour Contact No: 07870 894801 Email: ryan.smith@tmohighways.co.uk</p>

The cost of this application is:
£1190.00 for a Full Order or £835.00 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 checked="" type="checkbox"/>	FOOTPATH CLOSURE / PUBLIC RIGHTS of WAY *** Please see Notes for Applications below.	<input type="checkbox"/>	SPEED LIMIT	<input type="checkbox"/>	OTHER (Please specify below)	<input type="checkbox"/>
Additional T/M Requirements	<p>NONE <input type="checkbox"/> STOP / GO <input type="checkbox"/> 2-WAY LIGHTS <input type="checkbox"/> 3-WAY LIGHTS <input type="checkbox"/></p> <p>HOURS OF OPERATION: _____ 24 Hours _____</p>						
DESCRIPTION OF WORKS:							
Install of power cables							
Road Name				Burwell Road			
Parish / Town				Reach			
Road Number (i.e.: A140)							
Location of Works				Reach Road, closed from a point 640m west of junction with Wiers Road, closed for 60m west			

Closure Start Date:	6.9.23	End Date:	8.9.23
Closure Times: 24/7 or Specify Times	24/7		

Working Hours: 24/7 or Specify Times	7am to 7pm
Diversion Route – List all roads & parishes (with names and numbers if possible) These can be found on Roadworks.org with “NSG” selected under Operational Info within the Map Layers Menu. Please provide a map showing the extent of the closure and diversion route.	B1102, Rogers Road, Swaffham Road, and Vice Versa
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)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Details:
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). Some of these can be found here	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Details:
Will this Order apply to pedestrians and/or equestrians? (If so, please provide details)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Details:
Please add any comments that you feel may assist the application	

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: TMO HIGHWAYS	
Address: TMO Highways Ltd, Building 1 Roy Humphrey Site	Tel. No: 01379 676462 Email: RYAN.SMITH@TMOHIGHWAYS.CO.UK

A140, Eye, Suffolk

IP23 8AW

YOUR ORDER NUMBER: TMO32961-P3

TMO32961-P3

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.

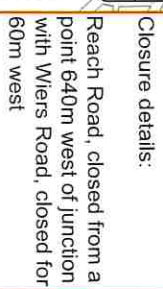
DECLARATION:

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:.....R.SMITH..... **Date:**23.2.23.....

Company:TMO HIGHWAYS.....

Position:CAD PLANNER.....



Building 5, Roy Humphrey Site
A140, Eye, Suffolk, IP23 8AW
Tel: 01379 676462



Drawing Details:

Planner: Ryan Smith

Key
 - Sign Diagram

- Road Closure Location
- Access Only
- Diversion Route
- 12AB Install Signs

Drawn/Revised

Drawn by	RS	Revised by	Revision number
Date	10.10.22	-	-

B1102.

and Vice Versa



PLEASE NOTE:

r. All Traffic Management to comply with current chapter 235, Traffic Management, and Safety at Street Works and RoadWork's (A code of practice).

This Drawing has been prepared for the specific client and project described in drawing and customer details and is not intended for other purpose.

TEMPORARY TRAFFIC ORDER APPLICATION FORM (TTRO)

Please Send Your Applications to:	Applicants Details:
<p>Cambridgeshire County Council Street Works Team Vantage House Washingley Road Huntingdon Cambridgeshire PE29 6SR</p> <p>Tel: 01480 372444 Email: street.works@cambridgeshire.gov.uk</p>	<p>Name: C&L Construction Address: C & L Construction Ltd Hemingstone Fruit Farm Main Road Hemingstone Suffolk IP6 9RJ</p> <p>Tel: Emergency 24-hour Contact No: Email: J@candlconstruction.co.uk</p>

**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 checked="" type="checkbox"/>	FOOTPATH CLOSURE / PUBLIC RIGHTS of WAY *** Please see Notes for Applications below.	<input 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: 24hours _____						
DESCRIPTION OF WORKS:							
Open Reach Poling / Cabling / Civils							
Road Name		Newnham Drove and Weirs Drove, Burwell					
Parish / Town		Burwell, East Cambridgeshire					
Road Number (i.e.: A140)							
Location of Works		From junction with Weirs Drove to approximately 96m North West of the Electric Distribution Site					
Closure Start Date:		04/09/2023		End Date:		15/09/2023	
Closure Times: 24/7 or Specify Times		24/7					

Working Hours: 24/7 or Specify Times	08:00-18:00
Diversion Route – List all roads & parishes (with names and numbers if possible) These can be found on Roadworks.org with “NSG” selected under Operational Info within the Map Layers Menu. Please provide a map showing the extent of the closure and diversion route.	Weirs Drove > Reach Road > High Street > The Causeway (B1102) > The Causeway (C221) > Hythe Lane > Weirs Drove and Vice Versa
Will the alternative route include a Trunk Road? (If so, it is the responsibility of the applicant to gain agreement from the Highways Agency and submit a copy of the approval to Street Works)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Details:
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). Some of these can be found here	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Details:
Will this Order apply to pedestrians and/or equestrians? (If so, please provide details)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Details:
Please add any comments that you feel may assist the application	

<u>Payment Details</u> Please specify the details of the company or individual that Cambridgeshire are to collect payment for the TTRO to be processed.	
Company Name: C&L Construction Ltd	
Address: C & L Construction Ltd Hemingstone Fruit Farm Main Road Hemingstone Suffolk IP6 9RJ	Tel. No:
	Email: HR@candlconstruction.co.uk
YOUR ORDER NUMBER: 0021048	

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: J. Bond **Date:** 23/06/2023

Company: C and L Construction Ltd

Position: Works Planner



C & L TRAFFIC MANAGEMENT, HEMINGSTONE FRUIT
FARM, MAIN ROAD, HEMINGSTONE, SUFFOLK IP6 9RJ

1. ALL DIMENSIONS AND VALUES MUST BE SHOWN UNLESS OTHERWISE STATED.
2. ALL TRAFFIC MANAGEMENT TO COMPLY WITH CHAPTER 4 AND ANY UPDATES AND SAFETY AT STREET WORKS AND ROADWORKS
(IN CODE OF PRACTICE)
3. ALL ROAD MARKINGS AND SIGNS TO BE AS PER THE TRAFFIC SIGNS FIELD GUIDE AND GENERAL DIRECTIONS 2016.
4. ALL PERMITTED TRAFFIC SIGNALS MUST BE BASED ON THE CURRENT OFF-AT-TRAFFIC SIGNALS. ANY CHANGES TO THE SIGNALS MUST BE APPROVED BY THE TRAFFIC ENGINEER. ANY CHANGES TO THE TRAFFIC SIGNALS MUST BE DONE WITH THE APPROVAL FROM ROAD AUTHORITY.

CONCLUSION

MORRISON 
Telecom Services
A part of McGraw-Hill

SITE ADDRESS
WEIRS DRIVE, BURWELL, EAST CAMBRIDGESHIRE,
CB25 0BP

SPECIFIC INCENTIVE

WARNING
Weirs Drive
CLOSED
For Openreach Works
Through Traffic
Follow Diversion

ADVANCE WARNING
This road will be
CLOSED
for Openreach Works
from XX/XX/XXXX
to XX/XX/XXXX

NOTES

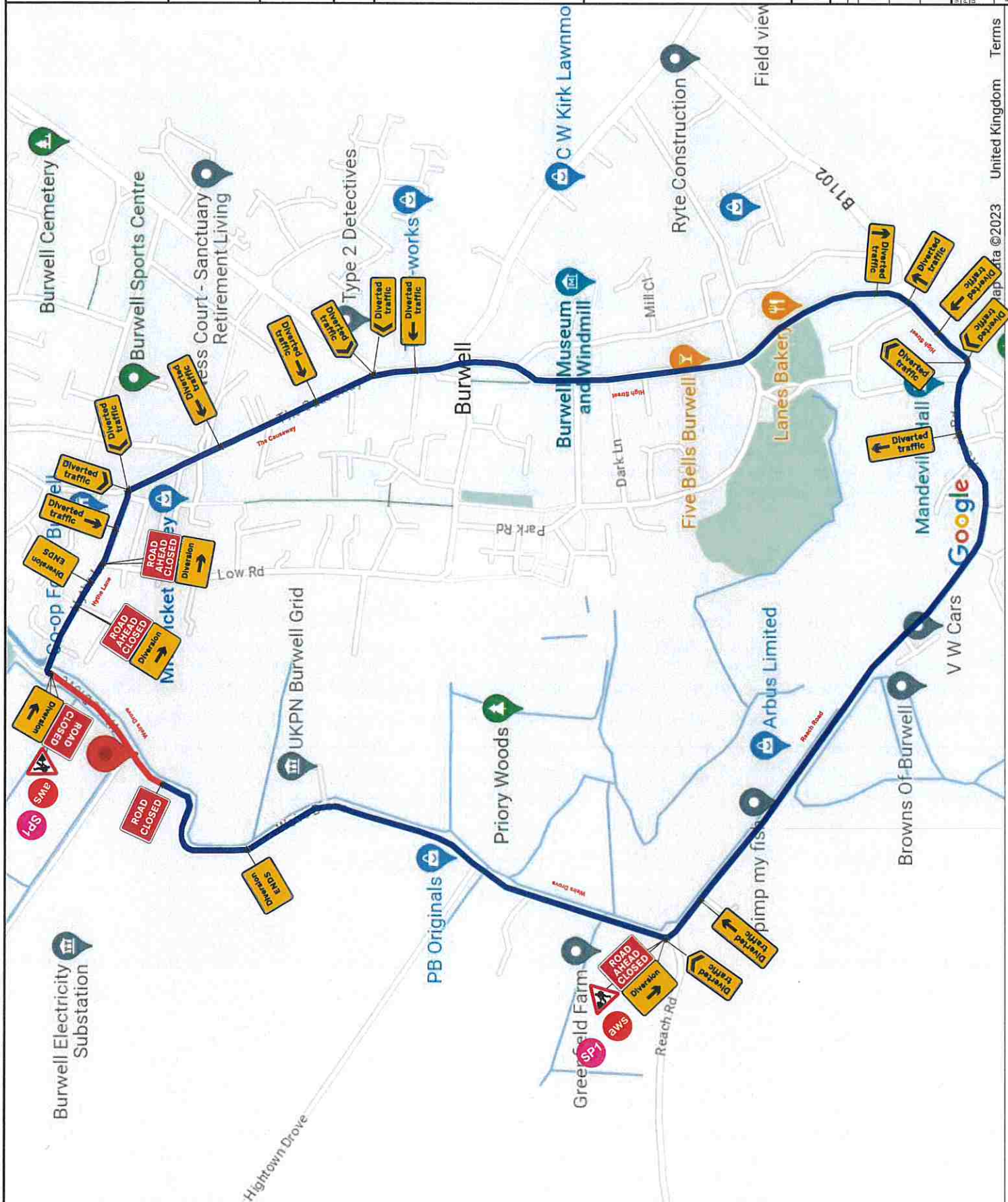
SIGNS TO BE PLACED AT
CORRECT DISTANCES.

ROAD CLOSURE

DRAWN BY		S WEEKS	DATE	23/06/2023	Reviewed
Name		Programme of evaluation			
1	KAGAN/2521	1			J.R.
2	KAGAN/2521	1			J.R.
3	KAGAN/2521	1			J.R.

1065226-001

This drawing is not to be used in whole or part other than for the intended purpose and project as defined on this drawing. Refer to the contract for full terms and conditions.





TRAFFIC MANAGEMENT

C & L TRAFFIC MANAGEMENT, HEMINGSTONE FRUIT FARM, MAIN ROAD, HEMINGSTONE, SUFFOLK, IP19 9RU

1. ALL UNLAWFUL ARE IN THIS UNLAWFUL DIRECTION. S. 14(1).

2. ALL TRAFFIC MANAGEMENT TO COMPLY WITH CHAPTER 1 AND ANY UPDATES AND SAFETY IN CASE OF PRACTICE.

3. ALL ROAD MARKINGS AND SIGNS TO BE AS SET BY THE TRAFFIC SIGNS REGULATIONS AND ORDINANCE, DIRECTION 2016.

4. ALL PERMANENT TRAFFIC SIGNS WILL BE BAUGED ON SWITCHED OFF AT THE END OF THE WORK. ALL SIGNS TO BE REMOVED AT THE END OF THE WORK. BE IN LINE WITH THE APPROVAL FROM LAND AUTHORITY.

MORRISON
Telecom Services
A part of **bt** services

WEIRDS GROVE, BURWELL, EAST CAMBRIDGESHIRE, CB25 9BP.

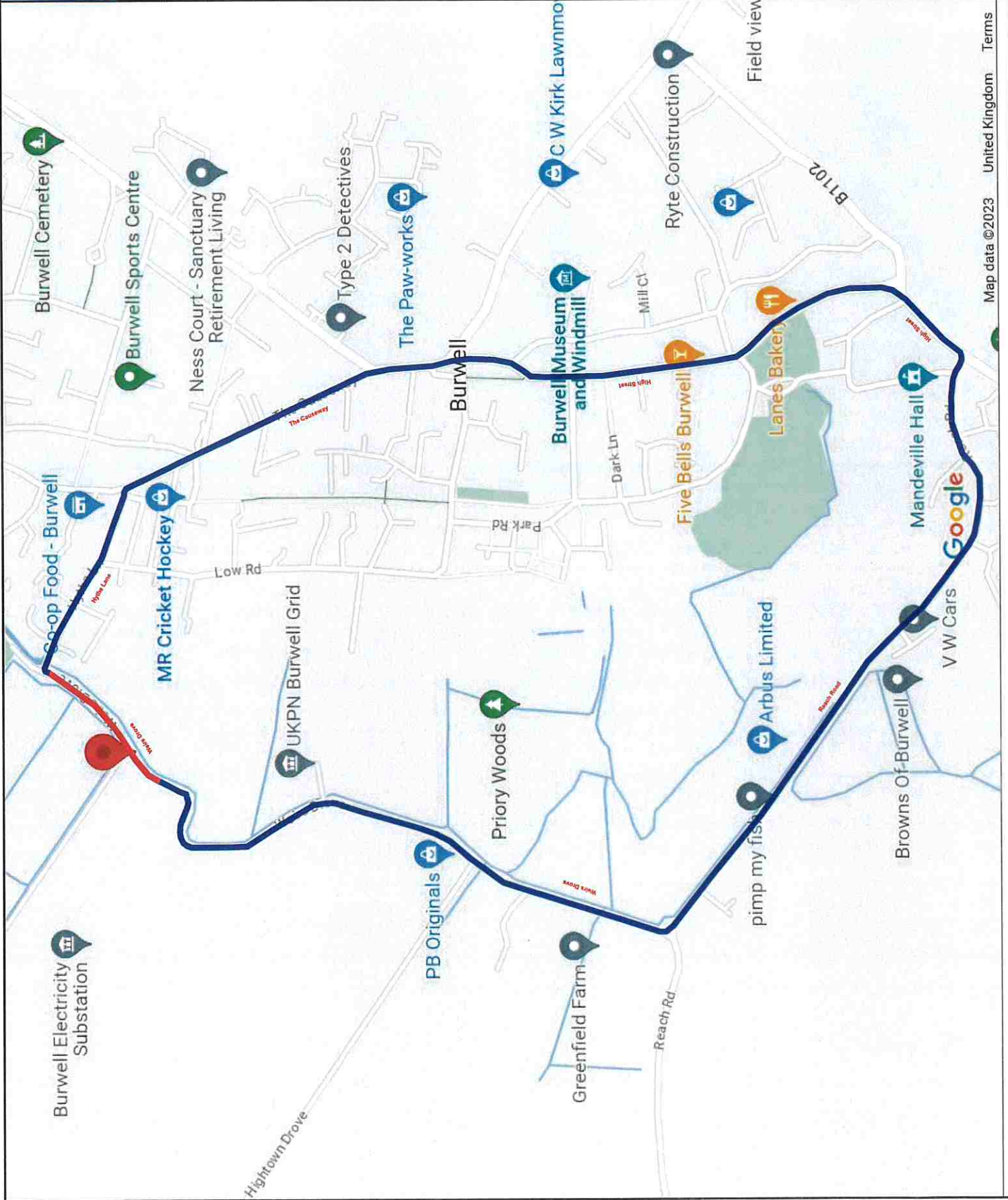
SP1

WARNING
Weir's Grove
For Openreach Works
Through Traffic
Follows Direction

ADVANCE WARNING
This road will be
Closed for
Openreach Works
from 22/02/2023 to 22/02/2023

SIGNS TO BE PLACED AT
CORRECT DISTANCES.

ROAD CLOSURE			
DRAWN BY	S. LEEKS	DATE	23/06/2023
Rev.	Rev. Date	Purpose of revision	Rev.
1	04/06/2023	J.B.	J.B.
2	02/06/2023	J.B.	J.B.
3	04/06/2023	J.B.	J.B.
SCALE	1:200 @ A1		
PAGE NO.	02 OF 02		
PROJECT NO.	1065226-002		



Pauline's Swamp Minutes of the Meeting of 24th May 2023 held at 25 The Causeway 11 a.m.
Annual General Meeting.

Present: Mike Swift (Chair), Jenny Moss (Secretary), Liz Swift, Paul Webb, Geraldine Tate, Jim Perry, Paul Hawes, Helen McMenamin-Smith (joined at 11.15 a.m.)

1. Apologies.

James Moss

2. Approval of the minutes of 17th April 2023.

The minutes were proposed by Paul Webb and seconded by Geraldine Tate.

3. Review of Trustees.

Jim, Mike, and Paul W. have come to the end of their tenure as Trustees, however all declared a wish to be re-elected. It was decided to re-elect all three for a tenure of five years. Jenny will update the Deed of Trust document accordingly. Sarah Phipps, a newly elected Council Member, had expressed a wish to join the Trustees, and it was a majority vote to elect her thus. To avoid the Trustee Group growing too large, however, it was then decided that no further Trustees would be elected until one another left.

4. Election of Chair.

Paul W proposed Mike Swift as Chair, seconded by Jim. Mike accepted the role for a further year.

5. Election of Secretary.

Mike proposed Jenny as Secretary, seconded by Liz. Jenny accepted the role.

6. Action Sheet Updates.

1. Hopkins Homes.

Although Liz has asked Yvonne to contact our solicitors again, there has still been no fresh news. Liz feels that we should again contact ECDC Planning Dept about the failure to replant our wildlife corridor (buffer zone). We feel that ECDC are in breach of this planning application, whilst they are maintaining that a "private agreement" was reached 7 years ago. Jim has been in touch with Lucy Wilson of Cambridgeshire/Bedfordshire/Northamptonshire Wildlife Trust, who is willing to pass the matter on to their planning officer Martin Baker. They could then meet us on site to review the matter.

Jenny will email Lucy (lucy.wilson@wildlife.bcn.org) to make contact, and mention that Jim has suggested a site visit would be most helpful.

2. Annual Photos.

Jenny has not yet updated website with recent photos. Helen said that she was going to re-do the boards at the Swamp.

3. Purchase of feeder pond land.

Jenny reported that she had taken a call from potential buyers of the land, who would be willing to sell. They agreed that the land evaluation should be the next step forward. Jenny had previously contacted Bob about the land, who had passed the message on to the potential new owners. Bob replied to Jenny's contact saying that he wanted the land to be preserved as it was.

4. *Visitors Centre.*

No update. Jim said that Bob Rawlinson had been interested in our plans. It was also mentioned at this time that Bob had mended the vandalised furniture, and installed the water butts (with Jim's invaluable help), and that Jenny should send a letter of thanks.

5. *Work Days.*

With another hot, dry summer predicted, it is vital that we keep our new hedgerow watered. We will need to take our own watering cans. Jim is to look into the best method for siphoning off water from our new butt, without allowing it to be emptied either advertently or inadvertently. We wondered if Wild Burwell might be able to help with the watering regime.

If we install guttering around the barn roof it could help fill the water butt.

Webcam: If we install a webcam that is solar powered and has its own wifi network, we may be able to reduce further damage to the Swamp by vandals. Liz mentioned that she has found a grant available that this could be applicable for ("safer in the community"). Helen agreed to research prices and cameras, and Liz will contact Joanne Andow with a bid. We thought that we might need 4 panels and 2 cameras. The CCTV would be covered by the Parish Council Privacy Policy.

6. *Alan Nash 58 Swaffham Road.*

Kevin Drane (ECDC Tree Officer) informed Jenny on 3rd May that he has contacted Mr Nash's agent regarding the destroyed hedging, and is waiting for a reply. Mr Nash's deadline for replacement was the 23rd April. It was agreed that Jenny would send a reply to Kevin sending thanks for his support.

7. *Vision Plan.*

No update as yet.

8. *Water Containers.*

Bob Rawlinson and Jim have installed a water container at the Swamp, and Jim is looking into the best method of securing it. We are hoping that the fire station will fill it when necessary.

7. **Open Day 2023.**

Working from the addendum Open Day Action Sheet:

1. *Stands.*

Jenny will chase up potential stall holders previously contacted who have not yet replied, such as Burwell Allotment and Garden Society, Wild Burwell. Hoggywobbles is unable to attend this year, but Paul H may know of another hedgehog person. Paul H will contact Len Rix about his entourage of small animals, but said that the transportation of crates and animals could be complicated, as he no longer drives. Jenny reported that the bee man at the Swamp has new bees, after losing his last swarm, but has not yet responded to her message asking if he wanted a stall.

2. *Portaloo.*

Jenny to book nearer the time.

3. *BBQ.*

Paul H's grandsons will bring and man the BBQ again, Paul W is to seek food and drink donations from Tesco and Co-op.

5. *Dog Show.*

We still need a judge. Jenny will ask Freya, who judged last year, also the owner of Nesslands was suggested. Paul W can obtain the ropes and stakes from the carnival. Jenny will ask Sian Moss if she can do the certificates again.

6. *Activities.*

Mike will do the Bear Hunt and Direction Board.

We can use Kingfishers Bridge pond dipping equipment.

Paul H will do the very popular bird box making again.

Jenny still has printed out colouring and word searches etc.

7. *Media.*

Jenny to send entry to Clunch, deadline 31st July. Paul W will invite Burwell Radio, contact local newspapers. Post on Burwell Community Noticeboard, and ask if they could pin it to the top of the feed.

8. *Safety.*

1st Aiders. Steph Webb, and ask Neal Spike. Mike will deal with fire extinguisher and first aid kit.

8. Any Other Business.

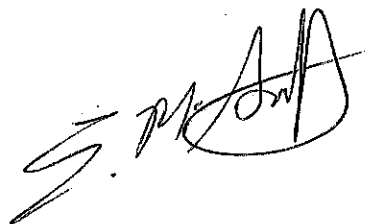
Helen expressed a concern that the door on the cupboard door was open, but Paul H assured her that it does have a bolt.

Paul H wondered how the preservation order for the trees on Bob Scotts land was going. Jenny will keep in touch with Kevin Drane about the tree preservation order.

Jim will contact Wicken Fen to see if they can offer any help in managing the Swamp, be it physical or informative. John Ranger at Wicken has previously expressed an interest in The Swamp.

Date of Next Meeting.

On site on Wednesday 5th July 11 a.m.. Focus to be on the Open Day.



5/7/23

BURWELL DAY CENTRE MINUTES

Thursday 6th July 2023 2.30pm at the Day Centre

Present: Simon Rogers (V.Chair), Hazel Williams (Chair), Sue Evans, Liz Swift, Sandy Cater (Hon. Treasurer), Paul Webb, Joan Lonsdale

Apologies: Sue Elliott.

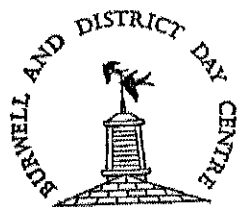
This meeting had one item on the agenda which was to consider and agree a final copy of an amended constitution. The last constitution was agreed in 2008. None of the clauses which require the prior consent of the Charity Commission (1. Name of Charity, 2. Objectives, 9. Amendments and 10. Dissolution) have been changed.

The major amendment was to increase the number of trustees from 9 to 12 with two being members of the Parish Council and 10 others (some of whom may be members of the Parish Council but would be standing as individuals).

After discussion and a few minor changes for clarification, the attached Constitution, which is the final document and was agreed unanimously by all present.

Signed

Date



BURWELL & DISTRICT DAY CENTRE

Charity Reg. Number 1003439

Ash Grove, Parsonage close, Burwell, Cambridge. CB25 0DR

Tel. 01638 743363

Email: burwelldaycentre@btinternet.com

Website: <http://www.theburwelldaycentre.org>

This Constitution dated 6th July 2023 replaces all previous versions and declares that;

1. Administration

The Charitable Trust shall be administered by the Trustees and be known as The Burwell & District Day Centre (Charity No. 1003439).

2. Objectives of The Day Centre

To provide facilities for the care, education and recreation of any of any person over 55 years of age or those with a disability. Priority to be given to the residents of Burwell, Reach and Swaffham Prior.

3. Appointment of Trustees

- I. There will be a maximum of 12 Trustees made up of 2 from the Parish Council and 10 others All Trustees should have skills and knowledge relevant to the objects and management of The Day Centre.
- II. On appointment a copy of this document and the latest report and statement of accounts should be made available to the new Trustee who should sign acknowledging their understanding of their responsibilities.
- III. The Trustees must keep a record of the Name, Address and the date of appointment and retirement of each Trustees.
- IV. Trustees shall serve for 4 years but will be eligible for re-election. The term of office for Trustees shall be 4 years. Trustees will be eligible for re-election at the end of their term of office.
- V. If a Trustee resigns or is ineligible to continue during their term of office the remaining trustees may appoint a replacement to serve until the next AGM.

4. Powers

- I. Trustees may exercise any of the following powers in order to further the objectives of The Day Centre.
- II. Employ and remunerate such staff as deemed necessary to supervise, organise and carry out the work of The Day Centre.
- III. To ensure sufficient funds are raised to enable the objectives of The Day Centre to be met.
- IV. To co-operate with other Charities, Voluntary bodies and Statutory Authorities and to exchange information and advice with them.
- V. To ensure all buildings in their possession are insured against loss or damage by fire and other usual risks and to insure against all liabilities to third parties whether as owner, occupier or employee.
- VI. To do any other lawful activity that is necessary or desirable for the achievement of the objectives.

- VII. The Trustees may from time to time make or review regulations for the management of The Day Centre and for the conduct of their business.

5. Duty of Care and extent of Trustees liability

- I. When exercising any power (whether given to them by this Deed, by Statute or by any rule of law) in administering or managing the Charity, each of the Trustees must use the level of care and skill that is reasonable in the circumstances, taking into account any special knowledge or experience they have, or claim to have. ("duty of care")
- II. No Trustee shall be liable for any act or failure to act unless they have failed to discharge the duty of care.

6. Meetings

- I. The Trustees should hold at least 10 ordinary meetings each year.
- II. Trustees can invite others with a particular specialism, relevant to The Day Centre, to meetings.
- III. The Trustees should maintain Minutes recording all proceedings and decisions as a permanent record.
- IV. Individual Trustees must attend the majority of the meetings within a six month period.
- V. An Annual General Meeting should be held within 6 months of the financial year end and advertised to the public at least 7 days prior to the date of the meeting.
- VI. At the first ordinary meeting of the year after the AGM the Trustees must elect a Chair, Vice Chair and Treasurer.
- VII. No business shall be conducted at a meeting of the Trustees unless at least 5 Trustees are present throughout the meeting.
- VIII. Every decision must be made by a majority of the Trustees present and voting on the question. In the event of equality of votes the Chair shall have a casting vote.

7. Finance

- I. The financial year shall be 1st January to 31st December.
- II. All money raised shall be used to further the benefits and services of The Day Centre.
- III. The Treasurer shall keep proper accounts of The Day Centre.
- IV. An Independent Examiner appointed at the Annual General meeting shall examine the accounts at the end of each financial year.
- V. A copy of the examined accounts for the previous financial year should be made available at the Annual General meeting.
- VI. The Trustees should prepare and submit annual returns to the Charity Commission.

8. All bank accounts, in which funds of The Day Centre are deposited, should be held in the name of Burwell & District Day Centre and operated by 2 Trustees and The Day Centre co-ordinator. All cheques or requests for payments should be signed by 2 of the 3 signatories.

9. Amendments of Constitution

- I. No amendment may be made to Clause 1 (Name of Charity), Clause 2 (Objects), Clause 10 (Dissolution) or this Clause without the prior consent in writing of the Charity Commission.
- II. No amendment may be made whose effect is that The Day Centre ceases to be a Charity at Law.

- III. Any amendment of the Deed must be made following a majority decision at a special meeting of the Trustees.
- IV. The Trustees must send a copy of the replacement Deed to the Charity Commission within 3 months of the amendment.

10. Dissolution

- I. The Trustees may dissolve the Charity on the grounds of expense or otherwise.
- II. 21 days notice should be given to call a special meeting at which a majority of two thirds of the Trustees must vote to dissolve the Charity.
- III. Any assets remaining after the discharge of any debts and liabilities shall be given to other charitable organisations for the benefit of the elderly or disabled people living in Burwell, Reach or Swaffham Prior.
- IV. The Charity Commission must be notified promptly that the Charity has been dissolved and all remaining accounts forwarded to them.

Signed as a Deed by

On this 6th day of July 2023.

- | | |
|-----|-----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |
| 9. | 10. |
| 11. | 12. |

Witness

Name

Address

Climate Change Forum

4th July 2023, 7.30 pm at Gardiner Memorial Hall, Burwell

Present: Clive Leach (Chair), Liz swift, Michael Swift, Jim Perry, Geraldine Tate, Helen McMenamin-Smith, Lea Dodds, Nicola Hallows, and Martin O'Leary

1. Apologies for absence
Paul Webb, Ian Woodroffe, and Jenny Moss.
2. Approval of the minutes of 6th June 2023
The minutes of the meeting held on 6th June 2023 were approved. Proposed by Jim Perry and seconded by Liz Swift.
3. Climate Change Action Sheet – Consideration of items and updates to the Climate Change Action Sheet

The following updates were noted:

Item	Update
Climate Action Policy	Clive Leach reported that he had attended the ECDC Community Energy Meeting for East Cambs. Report from the meeting discussed later in the meeting. Liz Swift reported that she had attended the CanFund Webinar.
Energy usage and sources	A quotation had been received from Sharman and Grimwade to carry out energy assessments for the Jubilee Reading Room and Mandeville Hall. Their proposal is for a comprehensive assessment and comes in at a cost of £3160 plus VAT for the Jubilee Reading Room and £4300 for Mandeville Hall. The Group agreed that an assessment is required, but the quotation from Sharman and Grimwade is high. The Clerk was asked to obtain some further quotations. It was agreed that the Jubilee Reading Room should be a priority.
Transport and travel	Clive Leach apologised for not having looked at information regarding EV points yet. It was noted that the roadworks are still in place along Newmarket Road. The cycleway next to the development is being constructed and the existing road appears to be narrower. Martin O'Leary asked about the Council's decision to ask the community about initiating a Burwell bypass campaign. Council members explained that this is an initial survey to find out if this is something that the community would like the Council to do. Martin O'Leary explained that when considering any proposals for a bypass, the Council would need to consider how a bypass would fit into the Council's Climate Change Policy and at what cost the scheme would be to the environment.
Agriculture and food	Martin O'Leary reported that he had not yet had the opportunity to contact the farmer he knew to see if he would be interested in joining the forum.
Housing and infrastructure	There were no further updates for housing and infrastructure.
Local business	There were no further updates relating to the local businesses.
Waste and resources	The Clerk reported that she had managed to successfully put one of the water refill points on the Refill App but was not sure if the second one had uploaded properly or not.

	<p>A letter has been sent to ECDC regarding the recycling of small electrical items. No response has been received.</p> <p>Lea Dodds reported that he had recently attended the recycling centre at Witchford and had asked what happens to items which are not broken and that could be reused. He was told that if the operatives are made aware of the item, then they can be moved to the centre's shop to be sold. If they are not aware they cannot save the item from going into the skip. This comes over as a very half-hearted approach.</p> <p>Nicola Hallows asked if there is anywhere in Burwell that could be used as a storage facility for items which still have a use, and that others could benefit from. Members were asked to give this some thought and the matter to be revisited at a later meeting.</p>
Environment and land use	<p>Nicola Hallows reported that she is working on the composting plan. Mr Rawlinson is hopefully filling up the water containers at Pauline's Swamp this weekend.</p> <p>Wild Burwell has been looking after some young saplings in the village. They have also removed the guards from the trees and hedging along Low Road, as well as overgrown grass and weeds from around the saplings. A couple of trees planted along Low Road have not survived. Most of the hedging plants appear to have survived. Wild Burwell will be holding their AGM on 16th July between 3 and 5 pm. This will be followed by a led walk.</p> <p>Nicola Hallows reported that Wild Burwell wishes to be involved with the new grass cutting contract. The Council is currently considering the option of returning the responsibility of the verge management to the County Council and in doing so, have asked the County Council for a specification/schedule for their grass cutting regime. The Council is also considering a No Mow May policy where it is safe to do so.</p> <p>There are a large number of wildflowers growing in Spring Close. It is not known when the hay cut in Pauline's Swamp and Spring Close will be carried out.</p>
Village Survey	No further updates, but there has been some discussion between Paul Webb and Clive Leach about including the proposed village speed reduction in the survey.
Fossil Fuels	See below.
Education	WI presentation was very good and well received.

4. Any Other Business

a) CANFUND Workshop -Report from workshop held on 20th June 2023

Liz Swift reported that she, Paul Webb, and Geraldine Tate had attended the recent Canfund workshop hosted by Innovate UK. The workshop addressed how carbon footprints can be reduced, encouraging the population to focus on carbon footprint reduction, how this can be done and how the many barriers can be overcome.

Lea Dodds stated that there are some changes that can only be made nationally, and that a recent survey, Climate Change was 8th in the list of concerns that families have, with the cost of living being considerable higher.

- b) Community Energy Development – Report on East Cambs CAN Seminar 15.6.2023 and Parish Council/Climate Change Forum – Discussion and agreement on how to engage with energy providers with regard to community energy development.

Clive Leach reported that he had attended the above seminar and that he had found the seminar to be very useful. Representatives from the Reach Solar Farm, Gamlingay Wind Farm, and Swaffham Prior Heat Network had been present. There was also a representative from Cambridgeshire County Council who had been appointed to assist with community energy projects. It was apparent at the seminar that there is enthusiasm for community energy schemes, but it is an uphill struggle to move forward. Emma Fletcher, one of the main organisers of the Swaffham Prior Heat Network is now working for Octopus for Community Development.

Forum members agreed that there is much to be gained by engaging with members of the energy industry, such as Octopus, about a possible renewable energy supply project for the village.

Martin O'Leary informed the Forum that he is a director of the Reach Solar Farm and that there is a huge financial risk if a community has their own scheme with out the backing of an industry partner. In the case of a solar farm, consideration has to be given to pay back terms at the end of the life of the solar panels, the expertise and dedication needed for the project to run, being the onus of only a few individuals who will age over the period of the life of the farm. Therefore, working in some form of partnership with industry is beneficial. Connection to the national grid can also be an issue. The next opportunity that Reach Solar Farm could possibly gain any additional grid space is 2029. Lea Dodds reported that in Denmark where members of the community had a financial involvement, wind farms were better received, and with less objections and complaints.

Geraldine Tate and Helen McMenamin-Smith left at 8.25 pm.

- c) Support for establishment and continuing operation of BEG website – possible Parish Council Funding

Clive Leach to ask the Council to consider a donation to support the website on behalf of BEG.

Jim Perry suggested in line with the song 'Reduce, Reuse and Recycle' that the Climate Change Forum should consider running a campaign, similar to the Safety Campaign, for the community.

5. Date of the next meeting

It was agreed that the next Climate Change Forum meeting would be held on the 5th September 2023, 7.30 pm at the Gardiner Memorial Hall.

The meeting closed at 8.28 pm.

Signed

Dated

Notes from the Newmarket Road Sports Hub Taskforce meeting held on 6th July 2023

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

Burwell Football Club – Tony Cornwell and John Waters

This Land – Brenda Kibblewhite and Craig Mulhall (Mulhall Leisure Consultancy)

Apologies: David Lewis – This Land

Paul Webb informed all present that email support for the proposed Sports Hub has been received from the MP Lucy Frazer. It was noted that at the face-to-face meeting with the MP she had said that she would provide a letter of support on headed paper. Paul Webb to chase. The email and letter of support once received to be forwarded to Brenda Kibblewhite and Craig Mulhall.

Paul Webb continued to express the need of the Parish Council to have a formal written offer for the land transfer. Brenda Kibblewhite reported that This Land would like their solicitor to draft the offer letter and would be instructing them to do so.

In response to questions raised by the Parish Council prior to the meeting, Brenda Kibblewhite explained that the land would be handed over bare, but levelled, with drainage to the same level of the rest of the development. This would prevent flooding occurring.

However, it was not known if this level of drainage would meet the expectations or requirements for a sporting facility. The land would not be seeded with grass. Services are installed along the road and spurs would be required to be taken into the Sports Hub. The cost of installing the spurs will be down to the new owner of the land, not This Land.

Brenda Kibblewhite continued to explain that there is no building on offer or car parking facilities. The land has to be handed over before the developers sell the 100th dwelling. If the Parish Council does not take over the land (approx. 3.6 hectares), This Land has to go back to ECDC prior to the site being offered to any other organisation such as the Football Club.

In order to move the project forward, Brenda Kibblewhite explained that This Land had paid the £10,000 for Mulhall Leisure Consultancy to carry out the Needs Assessment which had now been completed. This Land considers that it would be worthwhile Mulhall Leisure Consultancy continuing being involved in the project. Mulhall Leisure Consultancy has provided a fee quotation to carry out the work involved with drafting business plans, grant funding applications and planning. The cost is £12,000 of which This Land would be prepared to contribute £6,000. Parish Council members explained that the Council agreeing to spend this level of money on a project when the land is not in its ownership could be deemed as acting irresponsibly. Craig Mulhall explained that the work involved is likely to take at least a year to eighteen months, and the cost could be spread over the time. Brenda Kibblewhite said that she would go back and find out if This Land are in a position to fund any more and if Mulhall Leisure Consultancy could reduce their cost in any way. Tony Cornwell asked if the Football Club could help to contribute to the cost. This could be seen as community funding which is important when applying for funding.

Paul Webb asked Craig Mulhall if it would be possible for him to provide the Council with a four-page report on the proposal for the site to present to Full Council when the option of the Parish Council taking over the land is considered.

The Parish Council will need to be able to show security of tenure when applying for major grant funding.

It was acknowledged that it is important that the proposal is based on growth predictions not the current level of need.

Liz Swift explained the slow development of site, long running roadworks and road closures, and that the impression of what was on offer when the initial consultation for the development had taken place, ever diminishing, is leaving the parish very frustrated. It is very unlikely that Vistry will provide any funding. Brenda Kibblewhite asked to be informed if any approach was made to Vistry for funding or sponsorship.

It is likely that the proposal will include a 3G pitch, grass pitches and possibly a gym (commercial organisation) and changing facilities. Hosting an open day for potential commercial investors could be planned.

Paul Webb asked if This Land would consider the construction of a building shell as this would put the project in a better position with regards to funding applications. This had been mentioned by Lucy Frazer. This is not something that This Land can do.

Tony Cornwell asked if we should have a layout plan of the site, and also suggested that there needs to be another meeting with representatives from both the Football Foundation and the Football Association. It is not known if the updated LLFD has been published yet. The Sports Hub should be included in the updated LLFD.

It was explained that the full Needs Assessment Report would be shared with Council members, but having a shorter report focusing on the main elements would be useful for the meeting.

The email from Lucy Frazer to be forwarded to Brenda Kibblewhite and Craig Mulhall. A PR statement can be released once the Parish Council has agreed to taking over the land for the Sports Hub. This Land has a PR provider that the Council could tap into.

It is thought that the Parish Council will be responsible for its own legal costs, but Brenda Kibblewhite will check.

Tony Cornwell, John Waters, Paul Webb, Liz Swift, and Michael Swift to meet on 17th July 2023 to discuss specific areas to be included in the 4-page report and let Craig Mulhall know by the end of July. Paperwork to be ready by the middle of August. A further Taskforce meeting to be held on Wednesday 23rd August 10 am at the Jubilee Reading Room.

Yvonne Rix

From: Helen McMenamin-Smith
Sent: 19 July 2023 16:09
To: Yvonne Rix
Cc: Paul Webb; Jennifer Moss; liz.swift@burwellparishcouncil.gov.uk;
jim.perry@burewellparishcouncil.gov.uk; Charlie Milner; Geraldine Tate; Chris O'Neil;
Sara Phipps; Clive Leach; Lea Dodds
Subject: Sports Centre

Dear Yvonne

A note to let you know that the Sports Centre are applying for a Community Grant for £5000. This will be used to upgrade and modernise certain areas to encourage more people to use it. A start has been made on this already.

Best wishes
Helen

