

Yvonne Rix

From: laviniaedwards@aol.com
Sent: 23 September 2023 16:33
To: Yvonne Rix
Subject: District Report 26th September, 2023 - Lavinia Edwards

Licensing Committee - At a recent meeting of the Licensing Committee members were asked to consider the responses for the introduction of CCTV in hackney carriages and private hire vehicles, this follows a six month consultation period.

There was a large response from the taxi trade who felt they were safe at work and a smaller response from members of the public who also felt safe using taxis.

Licensing Committee Members unanimously voted against CCTV's introduction.

Planning Committee - Among September's Planning applications the following were approved.

A hybrid application for full planning permission for the demolition of a dwelling in Brook Street, Soham and the replacement of a dwelling. Outline permission for the construction of 80 new homes.

4 single storey affordable homes in Witchford.

Change of use from paddock land to residential garden in Wentford.

The following application for a retirement care village in Bottisham was unanimously refused as per Officer's report as the development in approved would encroach upon the open countryside and cause substantial harm to the Green Belt,



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 665555

E-mail: pls@eastcambs.gov.uk

My Ref: 23/00875/TPO

Your ref

25th September 2023

Dear Clerk

Proposal: A1: Trim Cherry Plum and Hawthorn back to fence at rear of garden no 17 Bloomsfield.
Location: 17 Bloomsfield Burwell Cambridgeshire CB25 0RA
Reference: 23/00875/TPO

I am writing to inform you that the above proposal has been considered and it was resolved to give consent to the above works.

In considering this application your comments were taken into consideration. You are able to view the officer/committee report using public access <http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RZ0BJLGGMG400>.

If you wish to discuss this matter further please contact the case officer Kevin Drane on 01353 665555.

Yours faithfully

Kevin Drane
Trees Officer



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CB25 0DU

This matter is being dealt with by:

Kevin Drane

Telephone: 01353 665555

E-mail: plservices@eastcambs.gov.uk

My Ref: 23/00891/TCON

Your ref

29th September 2023

Dear Clerk

Proposal: To comply with condition 4 (tree topping, lopping and felling) of decision notice 87/00427/RMA
Location: Durlleston Hythe Lane Burwell Cambridgeshire CB25 0EH
Reference: 23/00891/TCON

I am writing to inform you that the above proposal has been considered and it was resolved to approve the application.

In considering this application your comments were taken into consideration. You are able to view the officer/committee report using public access <http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RZ4G9ZGGMIZ00>.

If you wish to discuss this matter further please contact the case officer Kevin Drane on 01353 665555.

Yours faithfully

Kevin Drane
Trees Officer



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Burwell Parish Council
The Jubilee Reading Room
99 The Causeway
Burwell
Cambridge
CB25 0DU

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
06 September 2023

Our Ref:
CA0038

SAAA Ref:
SB01567

Burwell Parish Council
Completion of the limited assurance review for the year ended 31 March 2023

Dear Mrs Rix


We have completed our review of the Annual Governance & Accountability Return (AGAR) for Burwell Parish Council for the year ended 31 March 2023. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- ✓ • Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- ✓ • Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- ✓ • Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- ✓ • Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

 **PKF Littlejohn LLP**
15 Westferry Circus,
Canary Wharf, London
E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member of PKF Global, the network of member firms of PKF International Limited, each of which is a separate and independent legal entity and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm(s).

T: +44 (0)20 7516 2200
www.pkf-l.com

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference CA0038 or Burwell Parish Council as a reference when paying by BACS.

Timetable for 2023/24

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 1 July 2024. It is anticipated that the instructions will be sent out during March 2024, subject to arrangements for the 2023/24 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2024, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Monday 3 June and Friday 12 July 2024; and
 - at the latest, between Monday 1 July and Friday 9 August 2024.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2023 which is mandatory for the 2023/24 period. Paragraph 1.26 relates to the requirements in relation to Assertion 3 and states '*Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website.*' In order to answer yes to Assertion 3 in the 2023/24 Annual Governance Statement the local authority should ensure that it has an email address that complies with this requirement and if it does not already it should do so urgently.

Feedback on 2022/23

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

BURWELL PARISH COUNCIL
LOCAL AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

13/06/2023

and recorded as minute reference:

AG/130623/7

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman 

Clerk 

WWW.BURWELLPARISHCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2022/23 for

BURWELL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	382,461	323,041	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	162,357	183,602	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	268,486	429,374	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	91,927	97,468	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	398,336	534,899	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	323,041	303,650	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	298,692	305,285	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2389,778	2425,822	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		X		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			X	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature]

Date 12/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

13/06/2023

as recorded in minute reference:

FC/180623/7

Signed by Chairman of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Burwell Parish Council - CA0038

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 4, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditor's response to internal control objective M on the annual internal audit report.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

06/09/2023

Burwell Parish Council

Asset and Environment Group

Meeting of 5.9.2023 7.30 pm at The Gardiner Memorial Hall

Present: Lea Dodds (Chair), Jim Perry, Chris O'Neill, Liz Swift, Michael Swift, Clive Leach, Sara Phipps, Gus Jones, and Paul Webb.

A&E/050923/01 Apologies for absences and Declarations of Interests

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

A&E/050923/02 Election of Vice Chair

Sara Phipps had informed the Council that she did not wish, so soon after being elected, to carry out the role of Vice-Chair of the Assets and Environment Group.

With no further nominations, Chris O'Neill was elected as Vice-Chair of the group.

Proposed by Clive Leach and seconded by Liz Swift.

A&E/050923/03 Approval of the minutes of the meeting held on 27th June 2023

The minutes of the meeting held on 27th June 2023 were approved. Proposed by Paul Webb and seconded by Jim Perry.

A&E/050923/04 Consideration of Action Sheet items and updates from minutes

Project	
GMH refurbishment Phase One	The defects have now been signed off for Cadnam's and the Final Account has been paid. There are still some issues with work carried out by AED that need to be addressed prior to the balance of payment being paid to them.
GMH Exit	Mead Construction have given their thoughts on what we could do with the entrance at the Gardiner Memorial Hall. Two or three weeks ago Richard Cross at Andrew Firebrace came back and said that he would get something to us during the following week, but nothing has arrived yet. Mead Construction has suggested swapping the entrance and exit. The group members commented that the traffic island may be an issue, but generally doing this is likely to be a cheaper option. Highways will need to be involved in any discussions. It was suggested that a meeting should take place with Mead Construction to discuss further.
Grass Cutting Contract	The Clerk reported that she had approached Cambridgeshire County Council for schedule and specification of works, and despite sending a reminder had not received anything back. Clerk to make the request again. Lea Dodds questioned if handing the cutting of the verges was the right thing to do. He pointed out that for £700 (cost to have the verges cut less payment received from CCC) we have control on how the verges should be cut. No further decision was made for cutting the verges.

A&E/050923/05 Recreation Ground damaged fencing panels – Consideration of quotation received.

Despite two other quotations being requested, on one quotation from Arbus had been received. The quotation was on a supply or supply and fit basis and was between £277.20 and £1015.00. Michael Swift informed the Group that careful consideration needed to be paid as to whether the work was essential or not due to the current Council financial situation. It was agreed that a decision should be deferred until such time as the budget had been checked so that the Council could confirm that they have the finance to fund the work. Some of the panels have been reinforced with metal rods and doing this to the rest of the panels may be more cost effective.

A&E/050923/06 Skate Park Maintenance – Update and consideration of quotation received.

The quotation from J J Drake to replace the light bulbs has still not been received. Cracks Beginning to appear in the surface are as expected as explained by the construction company when the park was first built. The repairs can be paid for out of the sinking fund. The Skate Park is well used and needs to be safe. It was suggested that as Max Jamieson is running his business from the skate park, it would be reasonable to ask him to contribute towards the cost. The Clerk had tried to get a quote from opus, but nothing received. It was decided that the Clerk should try and obtain another quotation as a comparison and a decision to be made when more costings are known.

A&E/050923/07 Consideration of quotations for tree work recommended by Kevin Drane for Kingfisher Drive Amenity Area

Three quotations had been received to carry out the work to the trees on the Amenity Area in Kingfisher Drive by the District Council tree officer. The Group makes the following recommendation to Full Council:

That the quotation from S R Landscapes in the sum of £190.00 to carry out the work to the trees on the Kingfisher Drive Amenity Area recommended by Kevin Drane is accepted.

Consideration of work to trees by residents of 30 Hatley Drive

The residents of 30 Hatley Drive have asked for some work to be carried out to trees situated on the Kingfisher Drive Amenity Area which are overhanging their property. The ECDC Tree Officer has said that he will take a look at the trees when he is next in the village.

A&E/050923/08 Mandeville Hall dividing door – Update and consideration of Spazio quotation

Group members had taken the opportunity to look through the details for the two options provided by Spazio. It is thought that the cheapest option at just under £2000 may work. Right Price Windows is still looking to see if there are any alternatives. It was agreed to defer making a decision to see if Right Price Windows come up with anything.

A&E/050923/09 Annual Tree Inspection – Consideration of quotations including East Cambs Trading Company.

Three quotations had been received to carry out the Annual Tree Inspection including one from the East Cambs Trading Company which was the cheapest at £1575.00. The question of if it is necessary for the inspection to be carried out regularly. The Clerk to investigate, but the Council should be seen to be acting with due diligence. Visual inspections by the Maintenance Officer are carried out after storms and periods of high winds.

A&E/050923/10 Cemetery Hedge (Right Side)

The Clerk reminded the group that they had previously agreed to replace the hedge at the Cemetery on the boundary adjacent to Baker Drive. Council had agreed that the hedge would initially be removed by S R Landscapes and then replanted by volunteers. The Clerk asked where the hedge plants would be sourced from and more importantly, where would volunteers be found to plant the new hedge plants. The boundary edge is very long and will take a lot longer time to plant than the hedging planted at Pauline's Swamp by volunteers. It was agreed that the Clerk should go back to the contractors who had originally quoted to remove and replace the hedge for revised quotations.

A&E/050923/11 Tennis Courts – Deep Clean, damage by resident, security

The Clerk reported that following Full Council agreeing to getting the court cleaned by Cambridge Courts, Simon Gale had entered the courts and tried to clean some of the tyre marks off the court with an unapproved substance. This has left a mark on the courts. It was suggested that Simon Gale should be asked to make good the damaged done.

Paul Webb and Gus Jones left the meeting at 9 pm.

The Clerk reported that the Maintenance Officer who does do some cleaning of the courts, could give a deeper clean if he had a brush attachment for the pressure washer.

The Clerk was asked to find out the cost of a brush attachment and for this to go as a recommendation to Full Council for consideration.

A&E/050923/12 Hatley Drive Amenity Area Boundary

The Clerk informed the group that the information requested from the resident of Hythe Close has not yet been received.

A&E/050923/13 Annual Play Area Safety Inspection

The group members had looked at the reports for the Annual Play Area Safety Inspection and had noted that most of the work required could be carried out by the Maintenance Officer.

A&E/050923/14 Youth Shelter Painting and possible tarmacking (plus path from Community Garden to Skate Park)

The Play Area Inspector had suggested getting the surface under the Youth Shelter tarmacked along with the path leading to the carpark. The Clerk to find out how much this will cost. The use of a landscaping stabilising solution could also be looked at.

A&E/050923/15 Priory Meadow – Willow Tree Broken Branch

A branch has broken on a willow tree in Priory Meadow. The Clerk was asked to see if Kevin Drain could advise on the best way to deal with this.

A&E/050923/16 Replanting of hedge damaged by fire – Margaret Field

A length of hedge had been damaged by fire when the portaloo at Margaret Field was vandalised. The Clerk was asked to find out if Wild Burwell/Tree Nursery would be interested in replanting the hedge and also to create a row of hedging in front of the second gate. The cost of the hedging plants if needed can be covered by the Council.

A&E/050923/17 Work to reduce the risk of frost damage at the Pavilion

Harrisons of Burwell have suggested installing some lagging to the pipework in the roof at the pavilion which has a low level electrical current running through to prevent the pipework from freezing in the future. It is not known how much pipework is now showing as a greater depth of insulation has been laid by Right Price Windows. It was felt that this should be clarified and more information on the lagging to be sourced.

A&E/050923/18 Access to the rear of the Museum from the allotments

Following on from the Full Council meeting where access to the rear of the Museum was discussed, the Clerk confirmed that there were no issues with the Museum using the allotment track to access the rear of the Museum, however this will need to be taking into account for the risk assessment for the allotments. She continued by saying that having dates when events are due to take place as early in the year as possible, will allow the allotment holders to be warned in advance of more traffic using the track and also, be beneficial when administrating bookings for the Gardiner Memorial Hall as the Museum users use the hall car park.

She also suggested that the Museum may wish to use temporary fencing to separate the land being used for events and the track/allotment area for safety purposes.

Jim Perry reported, and Sara Phipps also added that an allotment holder had mention this too, that the track, especially in the middle has become very rutted and uneven. The Clerk to ask the Maintenance Officer to look at this.

A&E/050923/19 Request from Burwell Carnival to have a storage container at the Recreation Ground

The Carnival Committee has asked if it would be possible for them to have a storage container on the Recreation Ground. It was agreed that this would be possible as long as there is room, and the container is kept tidy. All members were in favour,

A&E/050923/20 Dogs on the Recreation Ground and signage

An email had been received from a resident raising concern about unleashed dogs at the Recreation Ground running over to other visitors and jumping up them. They had continued to ask for more prominent signs to be erected. The group agreed that there should be more signs. The Clerk to source. It was also suggested that the Dog Warden is asked to make occasional visits to the Recreation Ground.

A&E/050923/21 Pound Hill – Replacement Tree

Kevin Drane recommended that following the removal of the failing cherry tree on Pound Hill, that a more native tree be planted in its place. The WI who planted the original tree would like to be involved in sorting out a replacement tree. It was noted that Wild Burwell had suggested that no further trees be planted on Pound Hill. However, as this is a replacement tree, it was felt that this is not an issue. It was agreed that the Clerk should write to the WI and agree a way forward.

A&E/050923/22 Date of the next meeting

The next meeting is due to be held on 31st October 2023.

The meeting ended at 9.28 pm.

Signed

Dated

Burwell Parish Council
Minutes of the Finance and General Purposes Meeting held on
26th September 2023

Present: Paul Webb (Chair), Linda Kitching, Brenda Wilson, Gus Jones, Chris O'Neil, Liz Swift, Michael Swift, and Yvonne Rix (Clerk and Responsible Financial Officer).

F&GP/26092023/01 Apologies for absences and declarations of interests

Apologies for absence had been received from Charlie Milner and Ian Woodroffe.

Paul Webb declared an interest in matters relating to Burwell Carnival.

F&GP/26092023/03 Approval of the minutes of the meeting of 30.5.2023

Chris O'Neill was formally welcomed as a member of the Finance and General Purposes Group.

The minutes of the meeting held on 30th May 2023 were approved and signed as a true record. Proposed by Chris O'Neill and seconded by Michael Swift.

F&GP/26092023/04 Consideration of the Action Sheet

The Action Sheet was considered with the following being noted:

PROJECT	INFORMATION AND UPDATES
Local Council Risk System	<p>Risk Assessments reviewed to date:</p> <p>Grass cutting Fire Risk – Open Spaces Remembrance Day Jubilee Tea Party Jubilee Family Picnic General Cleaning of Council Properties MVAS Units Employment of Staff Skate Park Public Toilets Water Supply War Memorials Planning and Development control Allotments Litter Litter Picking – Volunteers Public buildings/Halls Cemetery Street/Footway Lighting Winter Gritting Letting of Halls Repair Café (Document received) Newsletters</p> <p>Still to do:</p> <p>Street Furniture – Seats Car Parks at Halls/Recreation Ground Bus Shelters Clocks (Cemetery) Manual Handling Use of electronic devices Financial Management Meetings of the Council and Council Meetings Code of Conduct Nuisances</p>

	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 The Clerk to provide an update to the total funds at the next meeting.

F&GP/26092023/05 Card Payment Machine - Update

The Clerk reminded the group that Council had previously agreed to purchase a Verifone card payment machine, but having placed the order for the machine, Verifone requested personal details from all Council members for credit checking purposes. There was also issues with getting funds transferred when the machine was used to the Council's bank Unity Trust Bank. The requirement for Councillors to provide personal details appears to be standard with all applications. The Clerk continued by explaining that initially a card payment machine had been talked about when there were concerns about being able to pay cash into the bank account via the Post Office, but this has now been resolved. Virtually all payments to the Council are now paid by direct bank pay. Being able to pay by card at the Repair Café would be beneficial, but at the last Café the bank details had been available and three people had paid using this method. It was agreed that the Clerk should approach other Parish Councils to see if any have a card payment machine. Chris O'Neill agreed to speak with his previous Council to see who they use.

F&GP/26092023/06 Engie – Energy Charges

The Clerk reported that she is currently in contact with Engie re the Allotments and Public Toilet energy charges. Gardiner Memorial Hall readings are approximately correct with Engie possibly slightly under the actual readings. The account is currently in credit.

The allotment account is also in credit, but invoices are still being issued with a high estimated use. The Clerk has asked Engie to reduce the estimated usage based on photos of the two meter readings, one taken on 21.9.23 and the older one in June 2021 which shows a usage of 44 KWH in total.

The usage for the Public Toilet has been overestimated every month since the contract started. The Clerk reported that she emailed Engie on 21.9.23 and had included current meter readings and meter changeover details. Engie has now come back and asked for further photos of the meter readings on 28th September 2023. The Clerk to ask for refunds for both the allotments and public toilet.

F&GP/26092023/07 Westhorpe Funding – EDF Community Fund

Paul Webb explained that due to likely changes in the way that the EDF Community Fund is likely to be administered, the £15,500 earmarked for the Westhorpe project may not be available. This will leave the project with an overall shortfall of £9,576.64. The Council currently has £1,677.31 of CIL funding available, and it was suggested that this should be used to cover some of the shortfall. Discussions with EDF are ongoing.

The Group recommends to Full Council that £1,677.31 of CIL Funding is allocated to the Westhorpe Play Area Project to cover some of the shortfall arising from the administrative changes involved with the EDF Community Fund.

F&GP/26092023/08 Sports Facilities – VAT

Paul Webb reported that following a couple of court cases HMRC has conceded that charges for sports facilities should be treated as a non-business activity. Courts ruled that local authorities do act under a legal compulsion when providing sports facilities and secondly, having accepted the court ruling, HMRC assessed that local authority sports provision is not subject to significant competition. As a result, we no longer need to charge VAT on sports lettings income. Currently both Football and Tennis have a VAT element within their charges. The Parish Council can request a refund of VAT paid over the last 4 years, although it is not known at this stage if claims will be successful. It was suggested that should a refund be received; this should be earmarked to the Recreation Ground Sinking Fund to support future work required. The following recommendation to be made to Full Council:

The Group recommends to Full Council that from the 1st October 2023 fees for the use of the Football and Tennis facilities will be treated in relation to VAT as non-business and that any refund received from HMRC will be earmarked to the Recreation Ground Sinking Fund to support future work on the site.

F&GP/26092023/09 Renewal of Contract for Photocopier

The photocopier contract is due for renewal. The current provider, Sharp, has provided a quotation for a five-year contract for a refurbished copier which will save the Council around £3,000 over the term of the contract. There may be a need for some assistance from Burwell Computers with connecting to the network, however it is thought that this is likely to be dealt with by Sharps when they deliver the machine.

The following recommendation to be made to Full Council.

The Group recommends to Full Council that a new 5-year contract is entered into with Sharps for a refurbished photocopier.

F&GP/26092023/10 Review of Council Policies

Most of the Council's policies have now been reviewed by at least one member of the Finance and General Purposes Group. The Clerk should be made aware of any changes required. The remaining policies to be reviewed by members of the group prior to the next Finance and General Purposes meeting at the end of November 2023. The Social Media Policy needs to be reviewed in greater detail.

F&GP/26092023/11 Any other business

Carnival Hiring fee for Pavilion and Recreation Ground

The Chair of the Carnival Committee has asked if the Carnival Committee could be invoiced prior to the event for the use of the Recreation Ground instead of making a donation to the Carnival after the event. Paul Webb suggested that a charge similar to the one proposed for the use of Margaret Field by the circus of £100 per day is made. Others in the group felt that the Carnival should not pay for the use of the facility, the use of the facility is the Council's contribution to the event. The Council has no expectation that a donation will be made. Chris O'Neill suggested that the Council could make a donation to the Carnival and then charge them the same amount for the use of the facility if there was a need to show that the field was being hired. The Group agreed that they would continue to allow the Carnival to use the Recreation Ground for free. It was noted that there are some energy costs involved in the use of the field. The Clerk to report back to the Chair of the Carnival Committee.

F&GP/26092023/12 Date of the next meeting

The next meeting will be held on 28th November 2023.

The meeting closed at 8.29 pm.

Signed

Dated

Yvonne Rix

From: Butler, Samantha <Samantha.Butler@sharp.eu>
Sent: 25 September 2023 14:35
To: Yvonne Rix
Subject: Printer Agreement | Term ending

Hello Yvonne,

Many thanks for the chat earlier today, I am pleased to hear you are keeping well.

As discussed, the original term for the printer will end on the 3rd of January 2024 and in order to make any changes, the leasing company will need 90 days-notice.

We spoke about the options for Burwell Parish Council regarding the printer:

1. Do nothing and the printer runs into a secondary rental, the rental will be stay the same and the copy costs will increase by 10% in January with the anniversary of the start of the contract.
2. Sharp can replace the current printer with a refurbished printer and offer a saving on the rental and the copy costs
3. Sharp can replace the current printer with a new printer, the rental will increase but there will still be a saving on the copy costs and a saving over the new term

Summary of the calculations below on the options:

Quarterly Costs	Current Costs	Refurbished Printer upgrade	New Printer Upgrade
Quarterly Rental	£173.37	£117.98	£198.38
Quarterly Mono Usage	3385	3385	3385
Mono Pence page	£0.00580	£0.00299	£0.00299
Mono Printing costs	£19.63	£10.12	£10.12
Quarterly Colour Usage	3348	3348	3348
Colour Pence per page	£0.05784	£0.0324	£0.0324
Colour Printing Costs	£193.62	£108.46	£108.46
Total Quarterly Spend	£386.62	£236.56	£316.96
Quarterly Saving		£150.06	£69.66
Annual Saving		£600.25	£278.65
Saving over 5 year Term		£3,001.23	£1,393.23

What I didn't mention on the call is that leasing companies are increasing their interest rates in October so if the decision is made after the 29th of September, then the rental will increase slightly. I don't want to put pressure on you regarding the decision, but I wanted to let you know upfront.

If there are any halls/churches that could benefit from the use of the old printer, we can provide the printer rent free and the organisation would only pay for the usage.

Please let me know if you require any further information.

Many thanks,
Sam

SHARP**Be Original.**

Sharp Business Systems (UK) PLC
 Teardrop Centre
 London Road
 Swanley
 BR8 8TS

Samantha Butler
 Solutions Sales Specialist
 T: +44 800 243 183
 M: +44 7598 602746

E: Samantha.butler@sharp.eu
 W: www.sharp.co.uk



From: Butler, Samantha

Sent: Tuesday, August 8, 2023 10:37 AM

To: Yvonne Rix <burwellpc@burwellparishcouncil.gov.uk>

Subject: RE: Printer Agreement | Term ending

Good morning Yvonne,

I trust you are keeping well.

You asked me to get in touch with you in the later part of the year to offer options on the printer which now only has 1 rental remaining.

The below options to replace the printer with a new or refurbished printer are still valid:

Quarterly Costs	Current Costs	Refurbished Printer upgrade	New Printer Upgrade
Quarterly Rental	£173.37	£117.98	£198.38
Quarterly Mono Usage	3385	3385	3385
Mono Pence page	£0.00580	£0.00299	£0.00299
Mono Printing costs	£19.63	£10.12	£10.12
Quarterly Colour Usage	3348	3348	3348
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Annual Saving		£600.25	£278.65
Saving over 5 year Term		£3,001.23	£1,393.23

An alternative options would be to retain the current printer for a further 2 years. Our service department have confirmed they could continue to service the printer for 2 years and the rental would be reduced to £135 per quarter. This would offer a saving of £308.96 over the 2 years term.

Our incentive for this quarter is that all printer agreements signed until the end of September will get 10,000 free mono copies added to their service account which would cover Burwell Parish Council for 2 years of free mono usage.

Please let me know which option would be best suited to Burwell Parish Council? Happy to arrange a call to discuss.

Many thanks,
 Sam.

Burwell Parish Council
Community, Leisure, Health, and Sport Meeting of 19.9.23 at 7.30 pm
Jubilee Reading Room
Minutes

Present: Michael Swift (Chair) Liz swift, Helen McMenamin-Smith, Jenny Moss, Paul Webb, Charlie Milner, Jim Perry, Sara Phipps.

CLH&S/190923/01 Apologies for absences and declarations of interests

Apologies for absence had been received from Geraldine Tate and Ian Woodroofe. There were no declarations of interests.

CLH&S/190923/02 Approval of the minutes of the 18.7.23

The minutes of the meeting held on 18th July 2023 were approved.

CLH&S/190923/03 Action Sheet Updates on the following

PROJECT	
Recreation Ground and Margaret Field Football Provision and liaison with the Football Club.	The Pavilion is now back in use. The public toilet is also now open. There has been vandalism to one of the pieces of play equipment. The Police will be taking action.
Spring Close Management Group	A Management meeting is due to take place on site fairly soon. Work for the disabled access will be started once the grass cutting season has finished.
Pauline's Swamp	The recent Open Day was a success. Attendance slightly lower than in previous years. £280.00 has been banked from the event.
BAFY	BAFY is not operating at present. Liz Swift and Paul Webb have met with Lizzy Wales to discuss possible options for the future. The Youth Bus could possibly run sessions. Each visit costs £280.00. Either the signatories for the BAFY bank account need to be changed, or the bank account closed and a new one opened before Lizzy Wales can apply for any funding. The Recreation Ground could be used as the location for the bus, although there was some concern about access. Lizzy Wales very impressed with the facilities at the Recreation Ground. More trustees are needed for the group, and it would be useful if these were not all parish councillors. Lizzy Wales is confident that funding is available both in the short and longer term.
Community Orchard	Concern have been raised about the ongoing maintenance of the trees in the orchard. Kevin Drane to be contacted to see if he is able to offer any advice.
Community Garden	Good progress has been made, with 6 or 7 main volunteers. Helen McMenamin-Smith suggested that it may be worth paying someone to do some of the heavy digging. Jenny Moss proposed, seconded by Paul Webb that three hours work could be paid for out of the £50.00 donation from Mr Cricket. Sleepers also need to be purchased or acquired. Sara Phipps to speak to Bob Rawlinson in the first instance.
Liaison with Sports Centre	Helen McMenamin-Smith reported that there have been lots of changes and all is going well.
Climate Change Policy	Lea Dodds is working on the Climate Change Policy. Sara Phipps reported that she had felt the recent Climate Forum

	<p>had been more global than local. Helen McMenamin-Smith is willing to go into schools to promote schemes organised by the Climate Change Forum. Planting more trees was discussed. Jim Perry felt that there is a need for trees to be planted near the play area at Westhorpe. Helen McMenamin-Smith left the meeting having already informed the Chair of her need to leave early.</p>
A to B1102 Group	<p>Liz Swift informed the group that the Clerk had sent an email to local parish councils asking for their support in trying to get the Greenway extended from Swaffham Prior to Burwell. Swaffham Prior Parish Council had responded but felt that they need to deal with their own issues with the Greenway before they could support our cause. The idea of having bus hubs and fast track buses has been shared with ECDC. ECDC is willing to support but it would be necessary to work with Highways as the responsibility lies with them. Charlotte Cane has had a meeting with the Mayor. The Greater Cambridgeshire Plan is currently not moving forward. The B1102 Group is still looking to approach member Parish Councils for a grant. Liz Swift reported that she has explained to them that they will need to have their own bank account and apply to Burwell in the same way as any other organisation, and an application would be treated the same as any other. Liz Swift has suggested that external funding may be available for the work that they are hoping to do. The B1102 Group will be submitting an article for the next edition of Clunch.</p> <p>Lucy Frazer MP is campaigning to get the No.11 bus to revert to its previous route through Bottisham, although many Bottisham residents prefer the route as it is.</p>
Westhorpe Play Area	<p>Work has now been completed and the Play Area was officially opened earlier in the day. Lots of children were present and along with the press. The work to the footpaths should be completed in a week or two. Jim Perry suggested putting age restrictions on the equipment, but it was thought that this would have little effect on deterring anti-social behaviour.</p>
Repair Café	<p>The next Repair Café is on Sunday 24th September 2 pm to 5 pm at Mandeville Hall. Planning is going well. Jenny Moss to advertise on Facebook.</p>
Paddle the Lode	<p>No updates available.</p>
Newmarket Road Sports Hub	<p>Meetings have recently taken place. Council will make the decision on whether to take over the land as part of the Section 106 Agreement at an Extraordinary Parish Council meeting on 17th October 2023. If Council agrees to take over the land then a Public Meeting will be held on 1st November 2023.</p>

CLH&S/190923/04 Burwell War Memorial Fund and Burwell Stephenson Nursing Bequest Trust Update

The Clerk reported the article sent to Clunch trying to recruit new trustees had not been included in the latest edition; it will be included in the next one. Two new trustees have been found and hopefully one of the two will consider taking over as chair.

CLH&S/190923/05 Additional Ground Maintenance Work at the Recreation Ground and Margaret Field

Mr Groundsman has provided a quotation for work that he considers would benefit the pitches at the Recreation Ground and Margaret Field. The cost would be £700.00 at the Recreation Ground and £2000.00 at Margaret Field. There may not be the money available in the budget to carry out the work at the Recreation Ground, although it may be possible at Margaret Field. It was agreed that Paul Webb and Michael Swift should explore the Football Associations Pitch Maintenance Grants to see what could be applied for. It was agreed that the Clerk should go back to Mr Groundsman and ask him if he could reduce the cost to £2,000. If he is able to reduce his costs to £2000, then the following recommendation to be made to Full Council:

That Mr Groundsman is asked to carry out additional work to the pitches at the Recreation Ground and Margaret Field at a total cost of £2,000 plus VAT.

CLH&S/190923/06 Remembrance Sunday 12.11.2023

The Clerk reported that the road closure has been applied for. Advance Notice of the road closure signs need to be acquired. The Clerk to find out who will need to organise the wreaths. It would be useful if members of the Council could assist with marshalling on the day and assist George in his role of Traffic Management Organiser.

CLH&S/190923/07 Commercial Hiring Fees – Recreation Ground & Council owned open spaces

The Clerk had obtained and shared with the group charges made by Councils for the use of their open spaces by profit making groups. It was agreed that time needs to be spent outside the CLH&S meeting, by a small group to look at possible charges and how to best make this work. The Sports Centre also has examples of charges and booking forms which Charlie Milner agreed to send through to the Clerk. Any one using the facilities will need to have their own public liability insurance and risk assessments, which the Council should see. It will be necessary to promote the introduction of the charges, which will hopefully be in place for the start of the new financial year.

CLH&S/190923/08 Any other business

Request for CCTV in the Leys

A request for CCTV had been received. The Clerk to let the resident know that unfortunately the Parish Council is not in a position to provide.

Paul Webb explained that he is currently in the process of setting up regular meetings with the Police and other members of the Community Safety Partnership to look at anti-social behaviour, primarily at Bloomfields, but also other areas where there are issues. Jim Perry reported that he had tried to make contact with the Police regarding concerns that he has, but unfortunately has not been successful.

Possible Community Event 2024 – James Richard Circus response

The owner of the James Richard Circus has responded positively on all accounts to the Clerks email with conditions tied to the use of Margaret Field by the Circus.

The Group recommends to Full Council that the James Richard Circus is allowed to use Margaret Field for up to 8 days in June 2024 with the exception of Carnival weekend at a cost of £100.00 per day.

Recreation Ground –Balance of CIL Recreation Ground Project Funding of £395.38 (money needs to be spent otherwise it will be lost).

The Council has been informed that it needs to spend the balance of the CIL123 money allocated for the Recreation Ground. It was agreed that this should be used to purchase either a bench or some planters.

Additional Fencing above the grey electrical boxes at the tennis courts (J Perry)

Jim Perry suggested that additional angled fencing should be added to the tennis court fencing at the points above the electricity boxes to prevent youths from using them as a climbing block to gain access to the courts. It was felt that prior to agreeing to move forward with this, proof should be obtained to show that the boxes are being used to assist with climbing over the fence. The Clerk to find out how much it cost to have the previous areas of barrier fencing erected.

It was noted that since the additional fencing had been added between the tennis courts and the MUGA, less footballs had ended up in the courts.

Advertising request – Slimming World

A request had been made by the organiser of Slimming World for A boards and other promotional materials being displayed on Parish Council open spaces. The group agreed not to allow.

Burwell Pavilion Café idea

Paul Webb suggested to the group that a commercial interest could run a café at the Recreation Ground using the pavilion kitchen. This could provide a revenue stream for the Council. The café could be run during the school holidays selling hot and cold drinks, snacks, and warm food. Weekends may not be possible due to the Football Club selling refreshments when matches are being played. The following recommendation to be made to Full Council:

That the CLH&S Group explores the idea of inviting a commercial organisation to run a café at the Recreation Ground Pavilion when football matches are not being played.

CLH&S/190923/09 Date of the next meeting

The next meeting will be held on 21st November 2023.

The meeting ended at 8.58 pm.

Signed

Dated

Yvonne Rix

From: Stewart Broome <Stewart.Broome@eastcambs.gov.uk>
Sent: 07 September 2023 17:00
Subject: Licensing: Hackney Carriage and Private Hire Licensing Policy - Consultation

Good afternoon

I write to make you aware that the Council's Licensing Committee agreed at its meeting on Monday 4th September 2023 to consult on a small number of amendments to its current hackney carriage and private hire licensing policy, and to invite comments on any part of the policy currently in force.

The consultation period will run until 4pm on Friday 3rd November 2023.

There is no obligation on you to submit a comment, but if you are interested, information on the proposals, and the how to submit a comment can be found by clicking on the link below:

- <https://www.eastcambs.gov.uk/licensing/taxi-and-private-hire-licences>

Comments received after 4pm on Friday 3rd November 2023 cannot be accepted.

Kind regards

Stewart.

Stewart Broome
Senior Licensing Officer
East Cambs District Council
The Grange
Nutholt Lane
Ely
CB7 4EE
01353 616287
Pay, report, apply online 24 hours a day



We are committed to reducing single-use plastics #bringyourownbottle

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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	NONE <input type="checkbox"/> STOP / GO <input type="checkbox"/> 2-WAY LIGHTS <input type="checkbox"/> 3-WAY LIGHTS <input type="checkbox"/> HOURS OF OPERATION: _____ 24 Hours _____						
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:	14.12.23	End Date:	18.12.23
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	

<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: TMO HIGHWAYS	
Address:	Tel. No: 01379 676462

TMO Highways Ltd, Building 1 Roy Humphrey Site A140, Eye, Suffolk IP23 8AW	Email: RYAN.SMITH@TMOHIGHWAYS.CO.UK
YOUR ORDER NUMBER:	
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.....

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				Swaffham Prior			
Road Number (i.e.: A140)							
Location of Works				Burwell Road, closed from a point 575m east of junction with Rogers Road, closed for 60m east			

Closure Start Date:	28.11.23	End Date:	30.11.23
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.	A142, A14, A1303, 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	

<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: 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-P4

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.

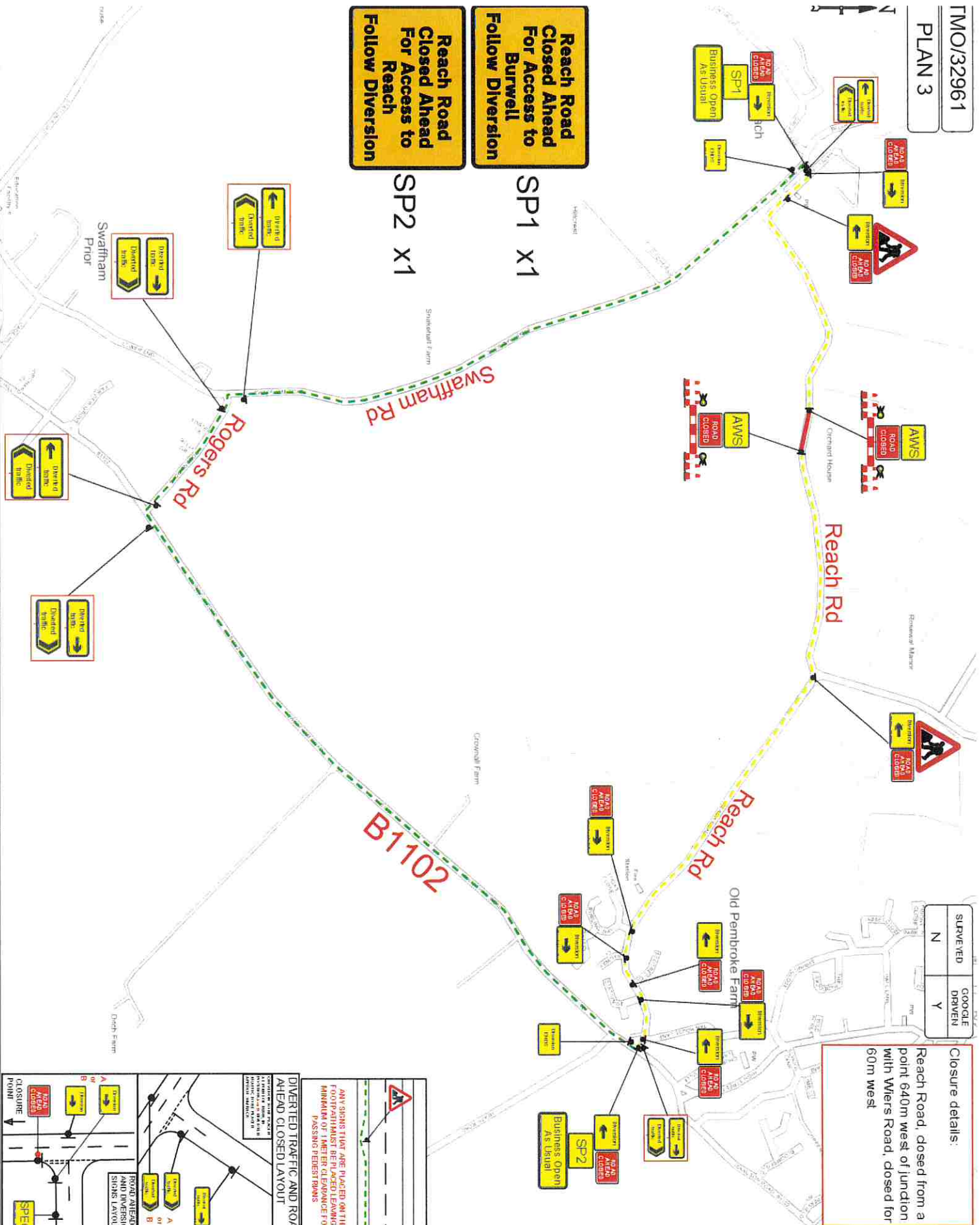
DECLARATION:

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:**24.5.23.....

Company:TMO HIGHWAYS.....

Position:CAD PLANNER.....



Closure details:

Reach Road, closed from a point 640m west of junction with Wiers Road, closed for 60m west

Customer Details:



Agent: Lauren Nunley-Peter

Drawing Details:

TM Type: Road Closure
Location: Reach Road,
Burwell, Cambridgeshire
CB25 0JH

Planner: Ryan Smith

Email: ryan.smith@tmohighways.co.uk

Key:

Sign Diagram

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

Drawn/Revised

Drawn by	Revised by	Revision number
RS	by	0
10/10/22	date	

Main Diversion Route:

B1102,
Rogers Road,
Swaffham Road,
and Vice Versa

Drawing checked via email by: /

PLEASE NOTE:

a. All traffic development to comply with current design and safety at Street Works and Roadworks (Acoustic practice).

b. All road markings and signage to conform to the Traffic Signs Regulations and General Directions 2016.

The Highway Development Authority (HDA) is responsible for the design and construction of the highway and its associated infrastructure.

TMO Highways

Climate Change Forum

12th September 2023, 7.30 pm at Gardiner Memorial Hall, Burwell

Minutes

Present: Clive Leach (Chair), Jim Perry, Helen McMenamin-Smith, Sara Phipps, Lea Dodds, Martin O'Leary and Nicola Hallows.

Clive Leach welcomed all to the meeting and spoke of the impact that Climate Change is having on the world, with hardly a week going by without reports of floods and fires. He continued by apologising that due to other volunteering commitments he had not had the time to move forward matters being dealt with by the Burwell Environment Group, but with less commitments over the coming months, this should now be possible. Jim Perry expressed that more volunteers were needed for many of the village organisations.

1. Apologies for absence

Apologies for absence had been received from Liz Swift, Michael Swift, Paul Webb, Ian Woodroffe, Jenny Moss, and Nicola Hallows.

2. Approval of the minutes of 4th July 2023

The minutes of the meeting held on 4th July 2023 were approved.

Clive Leach reported that he had contacted a company which was offering to work with local authorities for the supply of EV points, however they were not prepared to work for a local council. Lea Dodds suggested going back to East Cambs District Council (ECDC) to find out who has the responsibility for EV points and ask them to investigate options for parish councils.

Clive Leach continued to inform the group that he was hoping to attend a Community Energy Seminar in Cambridge on 11th October 2023. Nicola Hallows reported that the Haslingfield Network Eco Group has an event in October. Clive Leach will try to attend. Through networking, smaller groups can gain support from other groups.

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

Item	To be updated
Climate Action Policy	Lea Dodds is building up a skeleton document, with headings and likely content for approval prior to compiling the full document.
Energy usage and sources	Ian Woodroffe has indicated that he may be able to calculate the carbon footprint for the Jubilee Reading Room and Mandeville Hall.
Transport and travel	The Council's current 20 mph/bypass survey has generated some interesting comments from the community and will be further discussed by the Climate Change Forum at a later date.
Agriculture and food	Martin O'Leary reported that he has not yet had the opportunity to speak with the farmer yet about the Climate Change Forum.
Housing and infrastructure	It was noted that the ECDC Planning Committee had deferred making a decision on the two current Newmarket Road Development applications. There is a lot of publicity at the moment on hydrogen power, but this is probably false information. Hydrogen power being readily available is a long way off. Pipe work would all need to be lined for hydrogen to be used. From 2025/2026 new builds will not be allowed to have gas boilers installed and from 2035 gas boilers will

	<p>not be allowed to be sold. There is also currently a lot of negative publicity about air-source heat pumps</p> <p>Martin O'Leary asked where the Council stands with regards to the latest two Newmarket Road planning applications. Clive Leach explained that the Council is pushing as much as possible for the dwellings to be built to a sustainable and climate friendly standard. The developers could go to appeal stating that there has been a delay in determining the outcome of the applications. If the applications are not determined by the time new legislation comes into force in 2025/26, then all builds will have to meet the new regulations.</p> <p>Heat pumps are easy to install in new builds, but not as easy, although it is possible, to install in older properties. Changes in fuel levies could make it more favourable to change from gas boilers. Many people do not consider the option to change due to the cost. A lot of older properties could benefit from improved insulation to get the greatest benefit from air-source heat pumps.</p>
Local business	No updates known.
Waste and resources	<p>A letter had been received from ECDC explaining that they are currently carrying out a waste improvement project and that the disposal of small electrical items would be looked at within the project.</p> <p>The Parish Council could instigate a disposal service for small electrical items but thought would need to be given on where the equipment could be stored and transported. A Transfer License would be required. It was suggested that scrap collectors already operating in the village could be utilised.</p> <p>Martin O'Leary reminded all of the suggestion from Jim Perry about having a 'Reduce, Reuse, Recycle' campaign. He continued by saying that he had noticed that suggestions made by Jim Perry are often not moved forward. Helen McMenamin-Smith informed the forum that she would be prepared to go into the schools and promote a 'Reduce, Reuse, Recycle' campaign if launched. Burwell Environment Group could be responsible for the campaign. Jim Perry was asked to think about how this could be proposed.</p> <p>Sara Phipps said that it may be worth seeing if Burwell House would like to promote to their visitors. A campaign could be run over the autumn.</p>
Environment and land use	<p>Lea Dodds reported that the Assets and Environment Group were still continuing to look at the grass cutting contract, with various decisions still to be made. It has not yet been decided if the cutting of verges should be returned to the County Council as more information is required. Nicola Hallows reminded the group that the best management of verges is set out in the plan drawn up by Wild Burwell.</p> <p>Nicola Hallows thanked George (Parish Council Maintenance Officer) for erecting the compost bins. These are all full. The bins will be monitored by Wild Burwell. George has raked the grass from the wild area around Margaret Field. Nicola Hallows thought that the raking and clearing of the cut grass had taken around 50</p>

	<p>hours.</p> <p>Ideas for new projects could include areas where trees can be planted. Helen McMenamin-Smith to contact Mitchams to see if they would allow any trees to be planted along the byway that runs from Ness Road to Exning. Wild Burwell has some tree experts as members who could advise on the type of trees that should be planted.</p> <p>Martin O'Leary reminded all of the need for newly planted trees to be maintained. He commented that the water butt at Pauline's Swamp has yet to be filled. The Fire Station team had hoped to have had the opportunity to do this during their weekly practice sessions, but so far call outs had prevented them from doing so. There is also lack of water at Spring Close and therefore it has been difficult to keep young trees watered as needed. Planting trees which can cope with drier conditions should be considered. Nicola Hallows hopes that with areas identified, businesses and other organisations may be willing to take on looking after an area. Helen McMeniman-Smith informed the forum that work at the community garden is going well. Lots of plants have now been planted, and the water container on site has been filled. The Tree Nursery currently has around 300 saplings. Planting trees in gardens could be suggested. Jim Perry pointed out that the Newmarket Road site could benefit from the planting of some trees. This will be down to the developers. Sara Phipps suggested having a 'Plant a Tree' year. A small group could be set up to investigate and move the ideas forward. Priory Wood should be advertised more. Jim Perry suggested that farmers could be approached to see if they would provide land for another wooded area to be created.</p>
Village Survey	Clive Leach and Paul Webb to discuss over the next few weeks.
Fossil Fuels	No updates
Education	Helen McMenamin-Smith's offer to go into the schools to talk about a 'Reduce, Reuse, Recycle' campaign had been noted earlier in the meeting. The school could be involved with any tree planting scheme.

4. Any Other Business

a) Community Wind Turbine

Clive Leach reported that the Government is relaxing planning for land wind turbines. No investigation has been carried out yet to determine if any areas in the parish would be suitable. It was noted that many East Anglian communities are opposed to new pylons being erected. It is likely that there will be more solar farms in the area if more capacity at the substation becomes available. The installation of solar panels benefits the overall quality of the land they are erected on. Work is being carried out on the best way to dispose of solar units once they reach the end of their life.

Lea Dodds reported that a decision to stop the Soham school bus travelling along North Street due to parked vehicles is likely to mean that parents particularly in bad weather will drive their offspring to the remaining bus stops along Ness Road.

The next Repair Café is at Mandeville Hall on Sunday 24th September 2023.

5. Date of the next meeting

The next meeting will be held on 3rd October 2023.

The meeting finished at 8.37 pm

Signed

Dated

EDF Renewables Charity Fund

Notes of the meeting held on 31st August 2023

Present: Burwell PC – Liz Swift and Paul Webb, Reach PC – Charlotte Cane, Catherine Gibson, and Edward Hall.

Charlotte Cane explained that an annual sum of a donation of £20,000 (increasing with inflation) had been agreed with EDF for the communities of Reach and Burwell. The split between the parishes being 77.5% to Burwell and 22.5% for Reach. The funding has yet to come on stream as there have been delays in getting the scheme connected to the grid. Originally it was understood that the funding would be paid directly to the Parish Councils, however at recent meetings EDF Renewables have said that they would be using a third party to administer the funding. On hearing this, the option of a charity being set up under the auspices of the parish councils, which could demonstrate strong governance and longevity. Details of how the charity would work were sent to EDF, but it is not known if these were considered as part of the tender process for selecting a suitable third party. A meeting is expected to be held in September, but no correspondence from EDF about a date has been received as yet.

It does look as EDF wishes to have some involvement in the management of the funding. It is likely that EDF will need to pay costs of 12.5% to a funding organisation and this is likely to be considerably higher than administrative and set up costs that the Councils would charge EDF if they were to be responsible for the funding.

It is noted that there is no legal requirement for EDF to make charity donations.

EDF has never explained why they consider the Council's option as unsuitable and there are several examples of where the funds have been administered by Councils.

It has been suggested that the likely candidate for the third party is Cambridgeshire Community Foundation (CCF). CCF would work with the Parish Councils to set up the criteria for the funding. It was highlighted that the projects that Reach may be involved with are not necessarily for capital items. Therefore, the criteria needs to be very wide. Some projects may be larger involving both parishes.

It was further suggested that a letter should be sent to EDF explaining that the representatives from both Councils had met and it was still felt that a charity under the auspices of the two parishes, could provide both the required governance and the longevity that EDF wanted and therefore would be the best option.

EDF would like the Councils to set up a panel, initially informal, to set up the criteria for the applications, and then a formal panel for considering applications. Each parish could either have their own panel or there could be a joint panel with members from both Councils.

The scheme will go live when the power starts being generated.

Liz Swift informed the group that she felt we had all been misled and feels that the Councils should fight for the 1st tranche of payments to be paid directly to the Parish Councils.

It was noted that for some community groups applying for funding in the future through CCF may be daunting.

Considering the amount of funding from EDF, it is difficult to understand how employing a third party can be justified.

Action to be taken:

1. Letter to be sent to EDF to include the following:
 - That we receive no response for our document showing how we could create a charitable organisation to administer the funding.
 - That we are disappointed that we were not invited to formally tender for administering the funding.
 - That we would like confirmation that our proposal was considered as a contender for the tender.
 - That due to the delays in the generation of the power, that the first tranche of funding is paid directly to the parish councils. If this can be assured, then working with a third party will be more acceptable.
 - Will a panel consist just of parish council representatives or will members from CCF or EDF all so be on the panel, and if so, would they have voting rights?
 - That it would be more economical for a Parish Council Charity to administer the funding than a third-party organisation.

Newmarket Road Sports Hub Taskforce

Notes from the meeting held on 30th August 2023

Present: Liz swift, Paul Webb, David Lewis, Brenda Kibblewhite, and Craig Mulhall.

Apologies: Michael Swift, Tony Cornwell, and John Waters.

Craig Mulhall went through the Executive Summary for the Sport and Physical Activity Needs Analysis & Options Appraisal for Burwell. All agreed that carrying out the initial needs analysis was the right place to start. The findings from the analysis gave a clear indication that the biggest need was for more football pitches.

Looking at the shortlisted options which had been detailed in the Executive Summary, Option 9 with a development of match play and full-sized training facilities and a fitness suite and group exercise/multifunctional space, with an indicative capital cost of £2,025,000 was, despite having the highest cost and risk level, be the option that should be aimed for.

Liz Swift explained that the Council now has a member who works at Burwell Sports Centre who would be keen to join with the Taskforce and who could be a useful member.

What will actually be included within in the Sports Hub will very much depend on where funding is sourced from and the funders requirements.

This Land is keen to support the development of the Sports Hub.

Liz Swift reported that at the Council's recent Strategy Day, the general feeling was that the Council should take over the land. However, the Council still needs to formally consider the offer.

The Football Club is keen to move the project forward in order to take advantage of current football funding. The current funding tranche is up until April 2025.

It is understood that the project is due to be moved to a higher tier of the Local Football Facility Plan.

Funding for the Sports Hub will need to come from a number of different funding pots, with each pot funding a specific element, such as a pavilion or 3G pitch.

It is thought that the Football Foundation would support a 3G pitch through their Facilities Fund. The need for the pitch would have to be demonstrated. The pitch would also need to be marked out to allow other sports to be played.

Any grant application will need to demonstrate diversity, female involvement in the sport and opportunities for those with disabilities.

The application process is likely to last between 12 and 18 months.

Cambridgeshire Football Association has funding for pitches, but this is generally for pitch maintenance not the creation of new pitches. This needs to be discussed with them as soon as possible. Paul Webb expressed that it was his understanding that a pavilion or some kind of changing facility/rest facility was required where matches are played. A meeting needs to be held with Cambs FA and the Taskforce to discuss. Paul Webb to go back to Lucy Frazer MP to request that a letter of support is sent to the Council as originally agreed.

Other funders could include Amey, the Lottery, ECDC CIL123. These funders need to be identified as soon as possible.

There are commercial entities to talk to about a possible gym, but there needs to be the appetite there for them to take on a project.

There are smaller grants that the Football Club can apply for.

Liz Swift informed the group that once the formal offer of the land has been accepted, the Council has agreed that £6,000 of earmarked reserves can be used towards the cost of the fee for Craig Mulhall to carry out the work required for the completion of the application to the Football Foundation Facilities Fund. This Land has already stated that they are willing to pay the balance of £6,000 and therefore, Craig Mulhall could start working on the application.

The Burwell Football Club will require their own business plan.

A letter has been received from the solicitors representing This Land. The letter details a clear commitment of the offer of land, through the Section 106 Agreement, to the Parish Council by This Land. It was agreed by Liz Swift and Paul Webb is enough for Council to formally takeover the land. The formal offer letter can be issued once the Council has made its decision.

The following action was agreed:

1. Agreed that Craig Mulhall should start the work for the Football Foundation application.
2. Craig Mulhall to contact Duncan (Football Foundation) regarding the Local Football Facility Plan.
3. Paul Webb to try and get a date to meet with Duncan (Football Foundation) and Jo and Katie (Cambridgeshire Football Association). Craig to be informed of agreed date.
4. An extraordinary meeting of the Parish Council to be held on 17th October 2023 for the Parish Council to formerly consider taking over the land. This Land and Craig Mulhall to attend the meeting.
5. A Village meeting to be held on 1st November 2023. This Land and Craig Mulhall to attend the meeting.
6. Lucy Frazer to be invited to both meetings.
7. Duncan, Katie, and Joe (FA and FF) to be invited to meetings.

Wicken Fen Community Liaison Forum - Minutes

National
Trust

Attendees

6pm to 7pm on Thursday 21st September 2023 (online)

Andrew Powell (Chair), John Covill, Julia Hammond, Rachel James, Emma Ormond-Bones, (Minute taker), Mark Peck, David Smith

Apologies

Liz Houghton, Alan Kell, Karen Vincent, Paul Webb, Fay Whitehouse, David Woricker

Minutes of the last meeting

Agreed

Matters arising

- Representative from GOBA invited but no response received yet
- No update received regarding signage and track on bridge **Action AK**
- EOB has enquired about other CLF but nothing exact sourced yet. Will continue to explore options **Action: EOB**
- Fen reservoir website link not yet shared **Action: AK**

Update: Footprints: Vision community engagement project

- JH provided update: really good uptake and lots of positive feedback regarding connecting to nature so future options currently being considered.
- Funding has been made available from Starling Bank for engaging schools and addressing perceived barriers to accessing nature, e.g., mental health, enabled team to continue work started with key school already engaged.
- Vision Festival taking place this Saturday with some 'weatherproofed' options, will include archaeology interest and activities led by Young Nature Champions.
- Last event of year will be Pumpkin Festival and 14 / 15 October there will be archaeology activity taking place at Reach 24 and including volunteer archaeologists and public.
- Question regarding end of Footprints project: 2024 will be a review and bridging year allowing focus on Vision 25 / Wicken 125 without losing presence at fairs, wellbeing walks, etc.

Update: Vision (confidential)

- Project Sponsor is now Oli Burke, Assistant Director Operations and Karen Vincent has resigned as Project Manager.
- Press release will be issued soon in relation to the 70-acre acquisition which completed in January 2023.
- Property teams are refreshing Vision communications materials (film, booklet, website, fundraising information etc.) in readiness for celebrations w/c 1st May 2024.
- Property team is anticipating organising / hosting a stakeholder / donor event and a public talk in May 2024.

- Green Finance: report received modelling carbon credits and biodiversity net gain on both our land and a neighbour's land.
- NT have been working with Marshalls and Cambridge Nature Network on the development of Cambridge East to ensure greenspace is linked to the Vision area and wider green and blue infrastructure within the city of Cambridge.
- NT anticipate working with councils to capitalise on any opportunities generated by mention of a National Park centred on Wicken Fen by Michael Gove in a speech.
- NT have been successful in securing £1.7million as part of the FEPP partnership through a Nature for Climate grant to restore peatland habitat at Wicken Fen.
- MP: Ringing group is 56 years old next year and is keen to work in partnership with the exciting plans for 2024. **Action: AK / EOB**
- AP: May be other anniversaries which may celebrated should be considered.
- Question received regarding detail of FEPP peatland restoration project regarding water usage. EOB explained that designs primarily aimed at holding more water through landscape manipulation.
- Question received regarding fen harvester and tractor. EOB explained acquisition of a second fen harvester and breakdown of tractor.

Participant updates / roundtable discussions

- MP (ringing): working really well since AK started in terms of support and communication. AT has continued to maintain ringing routes, which has enabled targeting of swallows on autumn passage – 209 caught and ringed (1 of which was ringed 3 years ago) 64 Greenfinch caught so far this year on fen which is positive results. No. of juveniles has been reduced this year, possibly due to weather implications early in the year.
- MP (PROW): supportive of diversion under consideration for FEPP project in relation to Burwell Fen.
- Norman Moore ponds: NT willing to put in secure steps. MP is seeking consent to divert to Swaffham Bulbeck Lode Bank from the parish council and EA. Discussion ensued including NT using Norman Moore ponds more if accessibility is improved.
- MP: ongoing project to surface cycleway between Wicken and Soham. Project has now received £1.3 million to progress. MP sits on project board. Includes consideration of horse-riding community in terms of soft surface edging. Target start date: February / March 2024
- PROW and cycleway project to be made re-occurring items on agenda. **EOB**
- DS: Monks Lode requires work but needs badger-related mitigation soon. Been working closely with NT (JH). Similar undertaking on Reach Lode but this doesn't require artificial badger sett.
- So far there have been no significant changes to water levels following heavy rainfall.
- JH: ropes preventing access to area of badger sett holes keep being removed. RJ isn't aware of malicious intent in relation to this and is happy to raise awareness via parish council's social media. JH to send suitable wording to RJ to share **Action: JH / RJ**

Planning matters

Nothing raised

Long-term matters

To be removed from future agendas

Any other business

- Meetings format currently January (online) and April / September (face-to-face)
- Agreed that normal cycle should revert to April and September with option for extraordinary meetings as required. Historically, meetings occur on Thursdays. EOB to survey forum members for preferred weekday and set meeting dates for 2024. **Action EOB**

Yvonne Rix

From: Sally Hughes <clerk@cheveley-pc.gov.uk>
Sent: 01 September 2023 14:01
Subject: Cheveley Neighbour Plan - Pre Submission Consultation

CHEVELEY (EAST CAMBRIDGESHIRE) NEIGHBOURHOOD PLAN – PRE-SUBMISSION CONSULTATION (REGULATION 14)

Dear Sir / Madam

As part of the requirements of the Localism Act 2011 and Regulation 14 of the Neighbourhood Planning (General) Regulations 2015 (as amended), Cheveley Parish Council is undertaking a Pre-Submission Consultation on the Draft Cheveley Neighbourhood Plan.

The District Council has provided your details as a body/individual we are required to consult and your views on the Draft Neighbourhood Plan would be welcomed.

The full plan and supporting documents can be viewed at <https://www.cheveley-pc.gov.uk/neighbourhood-plan/> together with information on how to send us your comments.

This Pre-Submission Consultation runs until **Friday 20 October 2023**

We look forward to receiving your comments. If possible, please submit them online at <https://www.smartsurvey.co.uk/s/CheveleyNP/> or, if that is not possible, please send them in a reply to this email.

Sally Hughes

Parish Clerk

Cheveley Parish Council

Our Ref: FJ/AIR/254

Your Ref:

Date: 08 September 2023

Contact: Frank Jordan

Telephone: 01223 715660

E Mail: frank.jordan@cambridgeshire.gov.uk

Frank Jordan
Executive Director
Place and Sustainability

New Shire Hall
Emery Crescent
Enterprise Campus
Alconbury Weald
PE28 4YE

Dear Colleague,

Weed Spraying Policy

In April 2023, the Council changed its operational policy in relation to the removal of weeds. The purpose of the change was to achieve two goals;

1. To improve the natural environment and biodiversity by reducing the use of chemicals that can have a detrimental environmental impact.
2. To reduce the running costs of the operations as part of the overall need to reduce costs across the Council as part of its budget planning process.

The policy change moved the Council away from carrying out cyclic chemical spraying of road edges, channels and footpaths to a risk-based approach where we will remove weeds where they present a hazard to road users. We will however pre-treat weeds ahead of any works that we undertake such as resurfacing or slurry sealing.

Generally, weeds are not a safety issue for road users. They can be unsightly but do not affect their safety unless they build up significantly to become a trip or visibility hazard. When we are made aware of concerns by the public and communities, we will assess the risk the reported weeds present and then determine what action to take.

We are, however, assessing the effect of the policy change and how it was implemented. We do recognise that the County Council should have engaged with its partners in district and parish councils more effectively at the time when this policy change was being considered, and then when it was implemented, and that is something we wish to improve upon.

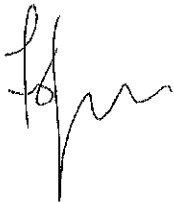
In addition, now we are coming to the end of the growing season we are reviewing the impact of the change in both rural and urban areas. We will be considering changes to our approach when we have the assessment results and presenting this to members so that this can be considered further as we prepare the budget for future years.

In undertaking this review, we will engage with district and parish councils to better understand the impacts of the policy and what changes we could make to improve our approach in the future. We will therefore be writing to all parish councils and districts with a survey which will ask for evidence to be provided as to what the impact has been in their areas and how this has created additional risk and safety issues on the highway.

I appreciate the time taken by our partners in highlighting this issue and I want to provide assurance that we wish to engage with you as we undertake the review of this policy change.

In the meantime, where there are locations reported to the Council where weed growth is seen to be a problem, these will be inspected and, if required, action will be taken to remove them.

Yours sincerely,



Frank Jordan.
Executive Director of Place and Sustainability.

From: Steve Count Cllr <Steve.Count@cambridgeshire.gov.uk>
Sent: 01 September 2023 15:07
To: Andy Milne (Clerk, Wilberton Parish Council); Ansa Khan (Chair, Burrough Green Parish Council); Councillor Anthony French (Chair, Kennett Parish Council); Councillor Charlotte Mitchell (Chair, Little Thetford Parish Council); Councillor Chris Phillips (Chair, City of Ely Council); Councillor Dale Parson (Chair, Little Downham Parish Council); Councillor David Woricker (Chair, Stetchworth Parish Council); Councillor Dudley White (Chair, Woodditton Parish Council); Councillor Jon Ogbourn (Chair, Bottisham Parish Council); Councillor Mark Inskip (Chair, Sutton Parish Council); Councillor Naomi Laredo (Chair, Coveney Parish Council); Councillor Rob Small (Chair, Lode Parish Council); Councillor Sarah Howell (Chair, Ashley Parish Council); Councillor Stephen Thompson JP (Chair, Haddenham Parish Council); Dianne Lane (Clerk, Snailwell Parish Council); Hayley Livermore (Clerk, Brinkley Parish Council); John Attrill (Chair, Wilberton Parish Council); Jude Griffiths (Clerk, Swaffham Prior Parish Council); Julie Peck (Clerk, Wentworth Parish Council); Karen Peck (Clerk, Burrough Green Parish Council); Kate Palmer (Clerk, Little Downham Parish Council); Marilyn Strand (Clerk, Soham Town Council); Mr Jim Paltridge (Chair, Westley Waterless Parish Council); Mr John Kiteley (Chair, Kirtling Parish Council); Mr John Theobald (Clerk, Woodditton Parish Council); Mr Kevin Dadds (Clerk, Ashley Parish Council); Mr Richard Liddington (Clerk, Isleham Parish Council); Mrs Alysoun Hodges (Clerk, Witchford Parish Council); Mrs Amy Jacklin (Clerk, Little Thetford Parish Council); Mrs Christine Standley (Clerk, Fordham Parish Council); Mrs Dianne Lane (Clerk, Littleport Town Council); Mrs Karen Peck (Clerk, Dullingham Parish Council); Mrs Kim Bolderson (Clerk, Stretham Parish Council); Mrs Marilyn Strand (Clerk, Stetchworth Parish Council); Mrs Rosie A Hughes (Clerk, Sutton Parish Council); Mrs Sally Hughes (Clerk, Cheveley Parish Council); Mrs Sally Hughes (Clerk, Chippenham Parish Council); Mrs Sandra Thompson (Clerk, Coveney Parish Council); Mrs Sue Bell (Clerk, Witcham Parish Council); Mrs Susan Romero (Chair, Swaffham Bulbeck Parish Council); Mrs Tracey Coulson (Clerk, City of Ely Council); Mrs Victoria Taylor (Clerk, Haddenham Parish Council); Yvonne Rix; Ms Karen Peck (Clerk, Mepal Parish Council); Rachel James (Clerk, Wicken Parish Council); Sam Chambers-Turner (Clerk, Bottisham Parish Council); Sam Chambers-Turner (Clerk, Swaffham Bulbeck Parish Council); Sandra Dwan (Clerk, Kennett Parish Council); Sandra Dwan (Clerk, Kirtling Parish Council); Su Field (Clerk, Lode Parish Council); Susan Bailey (Clerk, Reach Parish Council)
Subject: Weeds

Dear Parish clerk and chair,

I am sure you have become aware recently of the dreadful state of our roads, pavements and cycleways due to weeds. This is entirely due to a change in policy the current joint administration forced through in February of this year. As part of that change they promised to engage with Parishes and Towns, but we have seen no evidence of that at all. The County Council have stopped all cyclic weedkilling (ie annual spraying) as well as spraying before laying new surfaces such as slurry on footpaths. Residents across the county have asked us what we can do about it and we (the Conservative group) will present a motion to full council on October 18th. If you agree that the state of our roads, paths and cycleways are unacceptable and getting worse due to weeds there are two ways you can help.

1/ Please sign and circulate this petition, to show those in charge at County Council the will of the people on this matter. This is the link, <https://shorturl.at/dkFTZ>

2/ Please consider writing as a Parish or Town body to object to this current change in policy and ask for a reversal.

Please write in your own words or below is an example template you can use to personalise and alter to fit the wishes of your council as they see fit. At the end are the relevant people and officers you should consider including.

To Cambridgeshire County Council

Please accept this formal objection on behalf of **insert name of council** to the change in weedkilling policy the County Council implemented this year. Our roads, cycleways and footpaths are in a dreadful state due to the explosion of weeds since your policy change. This has an unacceptable detrimental effect on the look, usability, and cost of repair to our highways. Our residents are angry at how you have made our community look. Those who attempt active travel are angry at the state of the weed ridden paths they must dodge. We are deeply concerned at the effect this will have on flash flooding, as gully's and drains become blocked by weeds. We also are aware of the poisonous danger posed to horses by the rapid increase in Ragwort in our area.. As a council we cannot understand the short-sighted financial nature of this decision, as short-term gain will be overshadowed by future repair bills. We are further dismayed that the County Council would implement such a devastating cut to a vital service with no consultation **(or no meaningful consultation)** with our council. This blatant attempt at cost shunting onto our council is unacceptable.

We therefore call on those whose decision this was, the "Joint administration" to reverse their disastrous policy. *

We ask that the chief executive Stephen Moir, takes urgent action to remove weeds across the County. (stephen.moir@cambridgeshire.gov.uk)

We ask that the Chair of Highways, issues a public statement to reverse this dreadful decision and explain the immediate actions the County Council will be taking to address this. (alex.beckett@cambridgeshire.gov.uk)

We ask the monitoring officer to investigate how a major cut to services was allowed take place without engagement with Town and Parish Councils.

emma.duncan@cambridgeshire.gov.uk

*(The Joint Administration is a pact between Liberal Democrats, Labour and Independents, please copy in their leaders, lucy.nethsingha@cambridgeshire.gov.uk, elisa.meschini@cambridgeshire.gov.uk, tom.sanderson@cambridgeshire.gov.uk

Steve Count
Councillor for March North
Mob; 07989 032456
email; steve.count@cambridgeshire.gov.uk
Blog site; <http://cllrstevecount.wordpress.com>
Twitter; @stevecount

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Yvonne Rix

From: Local Highways <Local.Highways@cambridgeshire.gov.uk>
Sent: 29 September 2023 18:07
To: Local Highways
Subject: T&Pc: Survey - Road side weed management policy 2023

Dear all,

Cambridgeshire County Council Highways implemented a change to the road side weed management policy for this year. The change was designed to reduce the use of potentially harmful chemicals in the environment to help support nature recovery and to reduce operational costs. Further information on this subject is included within the survey itself.

We are assessing the impacts of the policy change and would welcome your feedback on what the results has been this year in your community.

We would appreciate it if you could complete the short survey, and submit it back to ourselves before **Friday 20th October 2023**.

Please see the below link that will take you through to the survey.

https://docs.google.com/forms/d/e/1FAIpQLSdCWXmbcUHTDYWeIXNAPkuZUrXaCILIFVgG1KDdglf9OAeT-Q/viewform?usp=sf_link

Kind regards,

Peter Prendergast
Business Support Officer

Highways & Transport Directorate
Cambridgeshire County Council
Contact Centre: 03450 455212



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