

Minutes of the Annual Meeting of the Burwell Parish Council held at 7.30p.m. on Tuesday 14th May 2024 at Gardiner Memorial Hall, Burwell, CB25 0HD.

Present: Liz Swift (Chair), Lea Dodds, Gus Jones, Richard Jenkins, Linda Kitching, Clive Leach, Charlie Milner, Jenny Moss, Chris O'Neill, Jim Perry, Michael Swift, Paul Webb, Brenda Wilson, and Ian Woodroffe.

FC/140524/1.1 Election of Chair and Chair's declaration of acceptance of office.

Jenny Moss proposed Liz Swift for the office of Chair, this was seconded by Paul Webb. There were no other nominations. A vote was taken and with all members being in favour, Liz Swift was duly elected as Chair of the Parish Council. Liz Swift signed the declaration of acceptance of office.

FC/140524/1.2 Election of Vice Chair

Michael Swift proposed that Paul Webb as Vice-Chair, this was seconded by Jim Perry. There were no other nominations. A vote was taken and with all members being in favour, Paul Webb was duly elected as Vice-Chair of the Parish Council.

Jim Perry proposed that a vote of thanks be given to Liz Swift for all the work that she has done for the Council since she first became Chair. He continued by saying that he felt that with the Council having several large projects presently on the go, the continuity and consistency of having the same Chair is important.

Liz Swift thanked Jim Perry.

FC/140524/2.1 Apologies for absence

Apologies for absence had been received from Geraldine Tate, Helen McMenamin-Smith, District Councillor David Brown, and District Councillor Lavinia Edwards.

FC/140524/2.2 Declarations of any interests known to Councillors

Clive Leach declared an interest in item FC/150524/9 Donation to Burwell Environment Group for first year website costs.

FC/140524/3 Approval of Minutes of the meeting held on 30th April 2024

Lea Dodds proposed that the minutes of the 30th April 2024 were approved. The proposal was seconded by Chris O'Neill. Following a unanimous vote by all present at the previous meeting the minutes were approved and signed as a true and correct record.

FC/140524/4.1 Public Forum

No matters were raised.

FC/140524/ 5 County and District Reports

A report has been received from Lorna Dupré on County Council activities. The Clerk was asked to thank Lorna Dupré for the report.

Jenny Moss commented that she found the proposed scheme for collection points for e cigarettes interesting and wondered if a collection point could be set up in Burwell. The possibility to be discussed by one of the working groups.

FC/140524/6.1 Planning Applications

The following applications were considered.

24/00281/FUL 4 Hall Lane – Information only, no response required

Single storey side extension

Amendment – involving reduction in roof height of proposed extension

Amendment noted.

24/00396/LBC 35 North Street

Proposed internal alterations to form ensuite bathroom

Council noted the age of this building and that proposed internal work is minor. Chris O'Neill proposed, seconded by Paul Webb that the Council's comment should be no objection as long as all heritage requirements are met. Following a vote of all councillors in favour the proposal was accepted.

24/00161/FUM Land Southeast of The Haven Factory Road

Change of use of land to dog walking/exercise field and associated works.

Amendment – Statutory metric to supersede that already provided. To be read in conjunction with the Biodiversity Net Gain Assessment dated March 2024.

No objections – proposed by Chris O'Neill, seconded by Paul Webb, vote taken with all in favour.

FC/140524/6.2 Planning Decisions from District Council

The following decisions were noted:

16/00641/NMAB Former Factory Site, Reach Road – Amendments accepted

Non-material amendment to previously approved application 16/00641/RMM- Reserved matters for Submission of details of Appearance, Landscaping, Layout and Scale of previously permitted new business units under Condition 2 of Outline Planning Permission 14/00046/OUM

24/00262/FUL 27 North Street – Approval

Installation of a summer house

24/00281/FUL 4 Hall Lane – Approval

Single storey side extension

24/00251/VAR 24 High Street - Approval

To Vary Condition 1 (Approved Plans) of previously approved 23/00159/FUL for demolition of existing garage and outbuildings and construction of new single storey side and rear extension.

FC/140524/6.3 Trees/Environment

Notification from East Cambridgeshire District Council (ECDC) of agreed tree works:

The following approved tree works were noted:

24/00351/TRE 24 North Street

G1 Row of Hornbeam – Cut back all overhanging branches (from 24 North Street) back to fence line.

24/00345/TRE 5 Anchor Lane

T1 Ash – Crown raise eastern aspect over the car park to above the BT line approx. 5.5m from ground level, crown raise for clearance of 1.5m over garage roof.

24/00308/TRE 27 The Causeway

T1 Ash Remove due to proximity to adjacent building

24/00360/TRE 123-125 North Street

T1 Poplar White – Limb weight reduction to eliminate limbs falling as have already had one fail. Up to 3m reduction of the limbs.

T2 & T3 Fell apple tree x 2 as these have died.

Clive Leach asked about trees and hedges that overhang pavements and block sight lines for motorists as some of the hedges on Isaacson Road are an issue. The Clerk explained that in the first instance the Parish Council sends a letter with a request for the hedge to be cut, however the Parish Council has no power to enforce that work is carried out. Generally, at the same time an online report to Highways, who do have the power to enforce it, will be submitted. Chris O'Neill reminded Council that we are currently within the nesting season when no work to hedges should be carried out.

FC/140524/7 Finance

1. Consideration of the Quarterly Finance Report to the period 1st January 2024 to 31st March 2024.

The Clerk presented the Quarterly Finance Report to Council. The bank reconciliation and payments and receipts for the quarter had previously been sent out to the

members of the Council. She explained that the year-end accounts would be presented to the Council at the next meeting. The accounts are currently with the internal auditor and once they have been returned, and the internal auditors report has been presented to Council, the AGAR form can be considered and signed by Council. The Clerk then confirmed that the amount listed as earmarked for the Safety Campaign is the unspent amount. The earmarked solar farm donation has not been allocated to any project yet.

Paul Webb proposed, seconded by Clive Leach that the Quarterly Finance Report for the period 1st January to 31st March 2024 is approved. A vote was taken with all present in favour. The report was approved.

2. Acknowledgement of payment of the first installment of Precept in the sum of £116,625.00
Council noted that the first Precept payment has been received.
3. Acknowledgement of payment of the CIL Meaningful Proportion 1st October 2023 and 31st March 2024 of £764.35
Council noted receipt of the CIL Meaningful Proportion payment of £764.35
4. Consideration of payment to the following:
Jenny Moss proposed, seconded by Chris O'Neill that the following payments should be made. All payments were approved following a unanimous vote.

Payee	Description	Amount inc Vat
Simpsons Nurseries	Grass seed	£101.99
WAVE	Water Bill Allotments	£17.28
Burwell Window Cleaning	Various Properties	£68.00
Stannah Lifts	GMH Lift Service	£84.00
Landmark Toilets	Margaret Field Toilet	£100.00
Burwell Computers	Cloud Back Up System	£55.00
Creative Arts East	membership	£70.00
Zion Landscapes	Grass Cutting	£1,554.00
Burwell Print Centre	2023 Annual Report	£634.25
Sharp	Photocopier Contract	£41.04
George Rowland	Mileage and Expenses	£160.65
M Wright	Mileage	£27.90
D Cawley	Mileage	£19.35
K Watson	Deposit Return	£50.00
D Orchard	Deposit Return	£50.00
Mark Gibson	Hall booking full refund	£230.00
Sophie Martin	Hall booking full refund	£111.96
All Staff	Salaries, Superannuation, Tax, NI	£10,071.02
		£13,446.44

FC/140524/8 Action Point Update

No	Action Point	Comments on Progress
1.	Section 106 Money	No further update

2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	Surveys are currently being carried out. Possible completion date early 2025.
3.	Newmarket Road proposed Sports Hub	<p>The Parish Council has sent several emails to David Meek Interim CEO of This Land and Dr Stephen Moir, Cambridgeshire County Council. This Land responded saying that they are part of Cambridgeshire County Council (CCC) CEO and therefore must adhere to the remit they have been given by CCC. CCC responded by saying that This Land is an independent company and therefore the Parish Council needs to sort the issue out directly with This Land. This land does not appear to wish to meet. There have been no responses to emails sent to various officers at East Cambs District Council (ECDC). Lucy Frazer MP is trying to set up a meeting between all parties, but again, is getting no response from This Land. A report from the Football Foundation and Sport England who had inspected planning documents and the Section 106 Agreement for the site and their view on what this implied, that This Land is responsible for handing over the land in a suitable for use condition has been received, with copies being forwarded to This Land and the District Council for comment. Liz Swift explained that a suggestion had been made by Craige Mulhall that the Paish Council spreads the agreed payment of £6,000 over 12 months instead of 6 months. This will allow Craig Mulhall to continue to be involved with the project over the next few months. This will be discussed at another Parish Council Meeting. Lea Dodds said that he is interested in knowing what is preventing the transfer of land progressing. It is thought that This Land is using the site to help balance the financial deficit that they currently have. Lea Dodds suggested that if this is what is happening, then the Parish Council could go to This Lands auditor as is the misrepresentation of funds. Chris O'Neill reminded Council that This Land had not made it clear about no longer intending to take responsibility for work on the site at the public meeting. Liz Swift explained that This Land are now disputing this. There is always the opportunity to make the press aware of the issue.</p>
4.	Pauline's Swamp	<p>Michael Swift reported that the transfer of land from Hopkins Homes is close to completion but that it will only take place if the £3500 previously agreed is paid to the Council. Jenny Moss reported that Tara had cancelled her session due to a lack of tickets being sold but hoped to hold another session later in the year. Ian Woodroffe reported that he had recently attended the 125-year anniversary event at Wicken Fen and that they are keen to work with Parish Councils on projects such as Pauline's Swamp. Michael Swift explained that they had been involved with the Swamp around 8 or so years ago but had then pulled out. Jim Perry informed the Council that a further archaeological survey is being carried out on the recently sold land adjacent to the Swamp. Jim Perry ask that a letter is sent to Colin Smith thanking him for planting the two oak trees at the Swamp.</p>
5.	Gardiner Memorial Hall Phase 2	Liz Swift explained that Jeremy Lander had now drawn some amended plans and that the group would be looking at these in the next week.

6.	Moveable Vehicle Activated Speed Signs	The signs are still at Westcotec and repairs will be undertaken once payment for the work involved has been received. Paul Webb to chase Westcotec for the invoice.
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FC/140524/9 Group Reports

Consideration of minutes and recommendations from the Asset and Environment Group meeting held on 30th April 2023

The Council noted the minutes of the meeting and considered the following recommendations.

1. The Asset and Environment Group recommends that the Parish Council submit a Pre-Application Advice document to ECDC Planning Department for the Gardiner Memorial Hall Entrance/Exit. There may be a fee for this.
Recommendation proposed by Paul Webb and seconded by Michael Swift. Jenny Moss asked why a mirror could not be installed on the other side of the road. It was explained that this was not deemed as appropriate by Highways. A vote was taken with 13 members in favour and one abstention. The recommendation was approved.
2. The Assets and Environment Group recommends to Full Council that Spazio replaces the dividing door at Mandeville Hall at a cost of £5400.00 plus VAT.
Paul Webb proposed, seconded by Liz Swift that the recommendation should be approved. A vote was taken with all members in favour. The recommendation was approved.

Consideration of minutes and recommendations from the Community, Leisure, Health, and Sports meeting held on 16th April 2024

The Council noted the minutes of the Community, Leisure, Health, and Sports meeting held on 16th April 2024 and considered the following recommendations:

1. The Community, Leisure, Health, and Sports Group recommends to Full Council that the offer from the Shredder Skate School to pay £10.00 per day for the use of the Skate Park and 10% of their earnings when they run holiday sessions is accepted. Money received from the Shredder Skate School for the use of the Skate Park to be earmarked for Skate Park Repairs.
Michael Swift proposed, Paul Webb seconded that the recommendation should be approved. A vote followed with all members in favour. The recommendation was approved.
2. The Community, Leisure, Health, and Sports Group recommends to Full Council that the quotation from S R Landscapes in the sum of £130.00 to fell the sycamore tree at Spring Close is accepted.
Michael Swift proposed, seconded by Jenny Moss that the quotation is accepted. A vote was taken with all members in favour. The quotation was therefore accepted.
3. The Community, Leisure, Health, and Sports Group recommends that a donation of £122.40 is made to the Burwell Environmental Group to cover the cost of their website for the first year.
Michael Swift proposed that a donation of £122.40 is made to Burwell Environmental Group to cover the cost of their website for the first year. The proposal was seconded by Liz Swift. A vote was taken with all members in favour (Clive Leach did not vote due to having an interest in the matter). The donation was approved.

FC/140524/10 Parish Reports

The Clerk reported that some of the footpath slabs leading to the main entrance at Mandeville Hall had been damaged. There is no evidence on CCTV as to how this happened. The slabs are an irregular size and cannot be replaced. The whole path may therefore need replacing. The Maintenance Officer should be able to carry out the work. For health and safety reasons cones will be in place when the hall is in use.

There have been several bin fires at the Recreation Ground. These have been reported to the Police. One of the netball hoops in the tennis court had been bent. The Maintenance Officer dealt with this, and the rise and fall handle on the tennis court also needed replacing.

Chaz Hanson has carried out the repairs to the skate park. Winkworth's have been unable to sort out the issue with the soak away for the guttering at Mandeville Hall. They have been asked to provide a quotation to create a new soak away.

The Maintenance Officer has attended a training session for playground equipment.

FC/140524/11 Other County & District Matters: -

The following matters were noted:

1. East Cambs District Council - Consultation for the draft Supplementary Planning Document Hedgehog Recovery Design Guidance
2. East Cambridgeshire District Council – Soham and Barway Neighbourhood Plan – Consultation.

FC/140524/12 Other Reports

The following reports were noted:

1. Burwell Sports Hub Taskforce – Summary of the meeting held on 17th April 2024
2. Summary of the Gardiner Memorial Hall Phase 2 meeting held on 19th April 2024
3. Summary of the meeting Burwell to Exning Cycleway held on 19th April 2024

FC/140524/13 Correspondence - None

FC/140524/14 Consideration of the following items

Update on Burwell 20 mph

Paul Webb gave the following update on the 20 mile per hour scheme for Burwell. The maps had been received from Highways earlier in the day, but unfortunately were still not correct. A face-to-face meeting with Highways Officers needs to be arranged. Until the maps are correct it is not possible to arrange dates of sessions for the community to see the plans. It is unlikely that Highways will be able to change the maps and get them back to us in time for the Annual Parish Meeting being held on 21st May 2024. The 20 mph webpage is now ready to go live.

Liz Swift spoke of how she agrees that alternatives should be shared with the community, so that they can share their views and the project can be moved forward with the village behind us. Clive Leach informed Council that some of the percentage figures showing on the webpage are incorrect and should be corrected prior to the webpage going live,

Liz Swift informed the Council that instead of the Annual Parish Meeting on the 21st May 2024 being a single item informal meeting, it would revert back to a more formal structure with reports from the various working groups.

Strategy Day 2024 – 6th July 2024

Liz Swift informed the Council that the 2024 Strategy Day has been arranged for 6th July at Mandeville Hall. The day will start shortly before 10 am and any suggestions for discussion should be forwarded to the Clerk.

The meeting closed at 8.34 pm.

Signed

Dated: