

BURWELL PARISH COUNCIL

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Minutes of the Meeting of Burwell Parish Council held at 7.30p.m. on Tuesday 25th June 2024 at the Gardiner Memorial Hall, High Street, Burwell, CB25 0HD.

Present: Liz Swift (Chair), Lea Dodds, Linda Kitching, Clive Leach, Michael Swift, Brenda Wilson, and Ian Woodroofe.

FC/25062024/01 Apologies

Richard Jenkins, Helen McMenamin-Smith, Charlie Milner, Jenny Moss, Chris O'Neill, Jim Perry, Geraldine Tate, Paul Webb, and District Councillor Lavinia Edwards.

FC/25062024/02 Declarations of any interests known to Councillors

Clive Leach declared an interest in the payment to Burwell Environment Group.

FC/25062024/03 Approval of Minutes of the meeting of 11th June 2024.

The minutes of the meeting held on the 11th of June 2024 were approved and signed as a true and accurate record. Proposed by Ian Woodroofe, seconded by Lea Dodds and agreed for all.

FC/25062024/04 Public Forum

No matters were raised during the Public Forum.

FC/25062024/05 Planning Applications

The following planning application was considered: -

24/00537/FUL 31 Abbey Close

Proposed rear extension

No objections – proposed by Michael Swift, seconded by Clive Leach and agreed by all.

FC/25062024/06 Planning decisions from District Council

The following decisions were noted:

24/00346/FUL 7 Roman Close – Approved

Single storey rear extension to existing dwelling connecting to an existing garage.

24/00376/FUL The Haven, Factory Road – Approved

Installation of a brick render and timber slat front wall and automatic sliding gates. Construction of an enclosed single storey front porch and an 1800mm timber wind break to the rear garden.

24/00413/AGN Hythe Farm, Hythe Lane – Refused

Storage Barn

24/00399/VAR Breach Cottage Ness Road – Refused

To Vary Condition 1 (Approved Plans) of previously approved 22/00925/FUL dated 11 October 2022 for demolition and replacement with two dwellings; change of use of farmland to paddock erection of entrance gate, wall, and access works.

FC/25062024/07 Notifications from ECDC of approved work to trees

24/00466/TRE Lode House 107a North Street

T1 Ash – Fell to ground level due to patio damage and lack of options to mitigate damage and further damage. The tree has areas of more than usual deadwood although minor. Root flare has pushed slabs of patio up significantly.

24/00484/TRE Burwell House, 46 North Street

T2 Cotoneaster – Prune crown to provide 5m clearance over highway and 2.5 m over footpath.

T3 Lime – Crown lift 5.5m from ground level over highway due to low branches interfering with the highway.

FC/25062024/08 Urgent Matters for Consideration

1. Approval of Payments to the following:

The following payments were approved for payment following a proposal from Clive Leach, seconded by Brenda Wilson, and agreed by all.

Payee	Description	Amount inc Vat
M Wright	Mileage	£22.05
Burwell Environment Group	Donation (1st Year Website Cost)	£122.40
Newmarket Garden Machinery	Lawnmower repairs	£107.40
	Strimmer Head	£25.00
	Recoil Rope Part and Fitting	£30.00
	Lawnmower Blade	£77.11
Mr Groundsman	Grasscutting Rec. April/May	£1,460.00
	Margaret Field 4 cuts	£624.00
ECDC	Gardiner Memorial Hall Annual Fees Licensing	£180.00
ESPO	Cleaning Materials	£109.92
Sharp	Photocopier Contract	£30.00
Huws Gray	Maintenance Supplies	£137.58
S R Landscapes	Tree Work Spring Close	£130.00
Helen McMenamin-Smith	Community Garden	£12.99
Jim Perry	Pump Pauline's Swamp	£9.99
Jenny Moss	Plants Community Garden	£21.99
Lloyds Bank	Maintenance Supplies	£174.90
L Faulkner	Allotment Deposit	£25.00
J R C Entertainments Ltd	Circus Deposit - Margaret Field	£100.00
J & J Drake	Sim Card Removal CCTV Pauline's Swamp	£108.00
Corona Energy	Mandeville Hall -Electricity	£182.28
Engie	Mandeville Hall - Gas	£227.81
Engie	Jubilee Reading Room - Gas	£163.80
Engie	Gardiner Memorial Hall - Electricity	£926.23
Engie	Recreation Ground - Electricity	£479.19
Engie	Public Toilet - Electricity	£25.08
Engie	Cemetery - Electricity	£16.41
Engie	Jubilee Reading Room - Electric	£119.11
Engie	Allotments - Electric	£43.85
BT	Phone Account	£548.08
Wave	Allotments - Water Rates	£88.79
Wave	Cemetery - Water Rates	£18.33
WAVE	Recreation Ground - Water Rates	-£18.59
Spazio - to be confirmed	Replacement dividing door Mandeville Hall	£3,240.00
		£9,568.70

2. Consideration of the Year End Accounts 2023/2024

Yvonne Rix presented the year end accounts. She explained that the accounts were based on Income and Expenditure for the year. The accounts do show an overspend but this is because a proportion of the expenditure for the refurbishment of the Westhorpe Play Area has been made from earmarked reserved but is still shown within the

general expenditure for the year. Linda Kitching proposed that the Accounts for 2023/2024 are approved, this was seconded by Brenda Wilson and following a unanimous vote the accounts were formally approved.

3. Consideration of the Internal Auditors Report for 2023/2024

The Internal Auditors Report has been circulated to Councillors. The Internal Auditor had made two suggestions, the first being that the draft budget is approved before the precept is approved and secondly that the HMRC account is checked regularly to ensure no overpayments have been made. The Clerk/RFO noted these. There were no issues of concern raised. Clive Leach proposed, seconded by Lea Dodds, that the Internal Auditors report is accepted. Following a unanimous vote the Internal Auditors Report was accepted.

4. Notification of Public Rights and Publication of Unaudited Annual Governance and Accountability Return for the year ended 31st March 2024.

The Clerk informed Council that the Public Rights period for the 2023/2024 accounts will run from Monday 1st July to Friday 9th August 2024.

5. Consideration of the Annual Governance Statement 2023/24

The Chair read out the statements in the Annual Governance Statement and the Council gave positive responses to all statements. Following a proposal from Michael Swift, seconded by Linda Kitching, and a unanimous vote, the Chair signed the Annual Governance Statement for 2023/2024.

6. Consideration of the Accounting Statements 2023/2024

The Council considered the Accounting Statements for 2023/2024 and following a unanimous vote the Accounting Statement was approved. Proposed by Brenda Wilson and seconded by Lea Dodds.

Yvonne Rix was thanked for her work and for agreeing to continue the role of RFO after she retires from the role of Clerk.

7. Update on the Parish Clerk vacancy.

The vacancy has now been advertised with a closing date of 30th June 2024. A decision needs to be made on who will be involved in the interview process.

The Chair reminded Council members that the Council will have a stand at the Carnival on Saturday and anyone able to help between 12 noon and 5 pm would be welcome.

The Chair then reminded Council members that the Council's annual Strategy Day is being held on Saturday 6th July 2024 9.30 am for a 10 am start at Mandeville Hall.

The meeting closed at 7.52 pm.

Signed

Dated