

BURWELL PARISH COUNCIL

The Jubilee Reading Room, 99 The Causeway, Burwell CB25 0DU

WWW.burwellparishcouncil.gov.uk

Tel: 01638 743142 Email burwellpc@burwellparishcouncil.gov.uk

Office open to the public Monday to Friday 9 am to 12 noon

ANNUAL REPORT 2019/2020

Chairman's Report

It is disappointing that we have been unable to hold our Annual Meeting for Parishioners. However, I am pleased to welcome you to this year's written Annual Report on the activities of your Parish Council.

We were sorry to say goodbye to Cllr. Mick Smith in December when he moved away from Burwell with his wife to be nearer to family members. I would like to thank him for his many years of service and dedication to the Council.

We were pleased to welcome Geraldine Tate in February as our new Councillor.

The four Working Groups continue to meet regularly and make recommendations which can be actioned once they have been approved by Full Council.

These Groups are: - Finance and General Purposes, Asset and Environment, Community Leisure and Sport and Safety. However, we do acknowledge that there can be some overlap of responsibilities between the Groups. The Chair of each Group has written a detailed report on their activities for your information.

It has been another busy year for the Council. The project to improve the Pavilion, Skateboard Park and Playground Equipment and install a Trim Track with exercise stations at the Recreation Ground has been completed. We had a successful and well attended official opening of the new facilities in July 2019. The final piece of equipment, a Zip Wire was installed in March and the work was completed just as Lockdown was implemented and so it has yet to be used!

Plans to refurbish the Gardiner Memorial Hall are progressing well but, unfortunately, the village wide year-long Safety Campaign has had to be put on hold until 2021. We expect that the project to create a Unisex, fully accessible public toilet with baby changing facilities situated behind the Jubilee Reading Room will be completed later in the year.

We held a Strategy Day in September when we considered our 5-year plan looking at short, medium, and long-term objectives.

Full Council Meetings which include consideration of Planning Applications are scheduled to be held on the second Tuesday of each month. A short Meeting of Full Council is held on the last Tuesday of each month except in December, to consider Planning Applications and any urgent business matters.

We will continue to be a proactive Council striving to benefit the residents of Burwell.

We acknowledge the work carried out by George, Debbie and Martyn and I would like to express my thanks to Yvonne our Clerk and Sarah, assistant to the Clerk and to my fellow Councillors for their help and support during my time as Chair of Burwell Parish Council.

Liz Swift (Chair of The Parish Council)

Your Parish Councillors

The Parish Council consists of 17 elected or co-opted members who serve for a term of 4 years. The next Parish Council elections will take place in May 2023.

Mr Robin Dyos (Vice Chair)	32 Swaffham Road	743428
Mr Michael Geary	5 Murton Close	07939219795
Mr Don Harrison	85 Low Road	610247
Mr Max Jamieson		
Ms Gill Miller	33 Silver Street	07909915615
Mr Gus Jones	1 The Avenue	610490
Mrs Joan Lonsdale	'Cobwebs' 23 North Street	743135
Mrs Helen McMenamin-Smith	76a Silver Street	744016
Mrs Jennifer Moss	Folly Bridge, Waterside, North Street	741768
Mr James Perry	25 Orchard Way	612121
Mr Derek Reader	'Coquet House' Heath Road	742588
Mrs Elizabeth Swift (Chair)	25 The Causeway	743694
Mr Mike Swift	25 The Causeway	743694
Mrs. Geraldine Tate	27a North Street	744347
Mr Paul Webb	'Lode House' 107a North Street	742938
Mrs Hazel Williams	66 Mill Lane	743897
Mrs Brenda Wilson	The Old School House, 30 High Street	743937

Staff

The Council currently employs 5 members of staff: -

Yvonne Rix – Clerk

Sarah Ashby – Assistant to the Clerk

Debbie Cawley – Keyholder/Caretaker

Martyn Wright – Keyholder/Caretaker

George Rowland – Handyman

Finance and General Purposes Working Group Annual Report

Income to the parish council comes largely from the precept paid by each household as part of their council tax. Unlike the county and district council, who also receive extra money through the rate support grant from the government, all money the parish needs is raised from the precept, in addition to letting income from village halls, Community Infrastructure Levy from new houses that have been built and funding from grants that have been applied for.

One of the roles of the finance working group is to plan so that, as far as possible, there are enough funds to carry out the projects that the council proposes to do. This may mean that some projects have to wait for future years. Recent major projects have included the extensive work on the recreation ground, road safety improvements and improved technology so that, for instance, tennis courts can be booked online. This year the Gardiner Memorial Hall renovation and obtaining grants to help this project go ahead and completing modern accessible toilets in the old toilet block behind the reading room are priorities. Spending on maintenance of trees is also increasing each year as Jubilee Green, Margaret Field, Cricket Club pitch, Spring Close and Priory Meadow all belong to the council and they have many trees!

This year (20-21) the total council tax is, for a Band D property, is £1,876 and the parish receives £ 70.33 of this, which is £1.35 per week. All the money we raise is spent within the parish.

Hazel Williams MBE Chair of Finance and General Purposes

Financial Information

Please note that the figures are subject to audit and are based on Income and Expenditure.

	<u>2018/2019</u>		<u>INCOME</u>	<u>2019/2020</u>
	£130,000.00		PRECEPT	£145,295.50
	£14,015.00		CEMETERY	£11,264.00
	£2,405.01		ALLOTMENTS	£2,756.87
	£40.80		PLAYING FIELDS	£2,514.52
	£1,903.03		AGENCY	£1,903.03
	£264.66		INTEREST	£740.86
	£88,456.87		VAT IN	£9,787.96
	£13,442.84		VAT Charged	£59,480.44
	£175.45		PHOTOCOPIER	£24.06
	£0.00		ADMINISTRATION	£0.00
	£1,527.73		OTHER	£1,077.50
	£41,399.49		HALLS	£39,825.28
	£3,350.00		DEPOSITIS PAID	£2,400.00
	£41,791.17		CIL	£30,293.63
	£0.00		INSURANCE	£0.00
	£100,000.00		Transfers	£0.00
	£35.71		loan Petty cash	£5.20
	£80,000.00		New Skate Park	£0.00
	£445.00		PAULINE'S SWAMP	£346.69
	£247,586.00		Rec Ground Refurbish	£289,291.01
			Public Toilet	£1,000.00
			Handyman Supplies	£250.18
	£766,838.76			£598,256.73
	<u>2018/2019</u>		<u>EXPENDITURE</u>	<u>2019/2020</u>
	£102,341.90		VAT	£69,268.41
	£1,850.92		£1,759.14	
	£1,142.20		TREES	£1,830.00
	£892.24		PLAY MAINTENANCE	£656.29
	£2,236.12		HANDYMAN	£4,526.77
	£0.00		BUS SHELTER	£0.00
	£67,906.14		STAFF	£76,671.17
	£0.00		MEMBERS	£0.00
	£0.00		Community Inf. Levy	£0.00
	£3,882.21		INSURANCE	£4,685.01
	£0.00		Exp/Insurance Claims	£0.00
	£8,027.00		ADMIN	£18,170.64
	£1,943.00		DONATION	£1,980.00
	£218.39		ALLOTMENT	£1,623.99
	£36,329.94		HALLS	£43,229.22

	£4,862.88		BURIAL GROUNDS	£2,864.29
	£26,633.63		PLAY FIELDS	£19,017.14
	£2,500.00		AG GRASS	£2,040.00
	£560.43		LIGHTING	£615.62
	£3,125.00		DEPOSITS	£2,375.00
	£2,165.00		STREET FURNITURE	£0.00
	£35.71		Petty Cash	£5.20
	£999.90		PAULINES SWAMP	£1,283.28
	£320.00		Dial a Ride Ely	£400.00
	£0.00		Highways LHII	£35,744.08
	£1,495.00		Public Toilet Hire	£2,397.90
	£113,150.00		New Skate park	£0.00
	£346,303.64		Rec Ground Refurbish	£273,305.08
	£100,000.00		Transfers	£0.00
	£10,884.17		Other	£0.00
	£839,805.42			£564,448.23
Income for the year ended 31st March 2020				£598,256.73
Expenditure for the year ended 31st March 2020				£564,448.23
Income over Expenditure				£33,808.50
Retained Reserves at 1st April 2019				£302,081.93
Retained Reserves at 1st April 2020				£335,890.43

Safety Working Group Annual Report

The Safety Working Group has met throughout the year, to carry out its tasks as defined in the Annual Parish Plan.

On reviewing objectives, it initially concentrated on specific safety issues concerning village Highways, reviewing safety issues highlighted in the Burwell Traffic Survey Report 2017/18 and seeking to establish a much closer working relationship with Cambridge County Council Highways department, in order to actively address village highway safety concerns and issues. Two meetings have taken place with CCC Highways Dept, a third was scheduled for May (prior to Corvid-19 situation).

As a result, a comprehensive twelve month Burwell Village Safety Campaign was in the process of being formulated, in conjunction & with specific approval of Highways, for launch at the now cancelled June 2020 Burwell Carnival. Unfortunately, with the current Corvid-19 situation, realistically it looks as though our plans are to be delayed into 2021.

The campaign is planned to involve all the village in a variety of comprehensively scheduled campaign elements inclusive of all users, be they motorists (both local and non-local), pedestrians or cyclists. Burwell is a 'rat run' village, but speeding by both local and non-local drivers , as are both vehicle pollution and numbers at peak times, are all key safety issues..

In addition, Highways meetings have enabled further consultation on future Local Highways Initiative Schemes to further enhance village highway safety, and Burwell Parish Council Safety Working Group hopes to apply to the next round of LHI Grant Funding, to see if it can once again be successful in obtaining a grant

allocation key village safety schemes that have been identified with CCC Highways Dept, as a result of the Burwell Village Traffic Survey.

Burwell Safety Working Group has also met with residents of Buntings Path on several occasions, to identify and address issues with school time drop offs / vehicle activities etc. The residents group conducted a vehicle / pedestrian census over a number of weeks, and this data has been collated with MVAS (moveable vehicle activity sign) data that was obtained from deploying our new MVAS unit in this location - the unit records vehicle activity of each individual vehicle - time, date, speed, and deploys a warning sign to drivers who are exceeding the statutory 30MPH speed limit. This data, from the resident's survey and MVAS unit has assisted in formulating specific plans in our village safety campaign, in addition to highlighting the issue of roadside markings, which Highways has agreed to reinstate asap.

In 2019 the safety Working Group completed an LHI grant submission for TWO additional MVAS units for deployment in the village and was successful in achieving a Grant award on a 50/50 basis with matched Burwell Parish Council funding. The additional units were delivered at the end of March, but the current situation precludes deployment until we are advised otherwise by CCC. However, the 1st MVAS unit purchased by the Council was deployed in October and has already been successfully moved throughout a number of locations on the major village roads, providing highly informative traffic movement & speed data for analysis on the newly installed Council MVAS computer system/software. This data will in future be published by Council. Additionally, the group obtained approval for many MVAS deployment locations within the village on major roads, enabling unit(s) to be moved on a regular basis. Additional village locations are pending submission / approval.

As a direct result of Highways liaison meetings, a consultation meeting with Burwell Bike Club was set up to discuss local cycleway / cycle path issues and as a result BBC is to produce a report of ideas and recommendations. Once evaluated, appropriate data will be provided to Council for approval, hopefully leading to recommendations to Highways and where appropriate / possible, inclusion in the Burwell Village Safety Campaign

The Safety Working Group plans to meet electronically during the Corvid-19 crisis, to continue to work with Highways and on an ongoing basis continue to plan and develop the elements of the comprehensive 12 month Burwell Village Safety Plan for launch in 2021.

Paul Webb Chair Safety Working Group

Asset and Environment Working Group Annual Report

Routine maintenance of all the Parish Councils buildings and open spaces come under the remit of this Group. Trees growing on Parish Council land are also our responsibility and we have now carried out an Audit so that we can monitor any work that may be needed in the future.

Most of the routine jobs can be carried out by our own Handyman ranging from emptying rubbish bins on the Recreation Ground to grass cutting in the Cemetery whilst large or specialist jobs are carried out by Contractors.

You may have noticed that the main door of the Jubilee Reading Room and its gutters and down pipes have been replaced. As the Building is in the Conservation Area and very old the door had to be specially made and the guttering the same design as the existing.

Our Hedge Cutting Contractor highlighted to the Council that the hedge around the Cemetery had become so densely packed with Ivy that the true hedge was unlikely to re-grow and that consideration should be

given to replacing it. Guidance has been obtained from experts together with the Tree Officer from East Cambridgeshire District Council and Councillors all agree that the work should be carried to replace the hedge at the front of the Cemetery. Quotations will now be obtained with the work to be carried out after the bird nesting season. Regular seeding around the graves and ashes plots is carried out by our Handyman

It is now over a year since East Cambridgeshire District Council confirmed that the ownership of the Toilets behind the Jubilee Reading Rooms would be signed over to the Parish Council. Following countless reminders and requests on progress of the Legal paperwork the transfer was completed in April 2020. Work can now begin to create a single unisex toilet and baby changing facility for the public to use.

It has long been the Parish Councils plan to modernise the Gardiner Memorial Hall and this has now moved a step closer following negotiations between ourselves and our Architect who has drawn up plans that will enable amongst other things a much improved kitchen and storage facilities. Opportunities will also be taken to ensure the building can be as ECO friendly as possible despite being in a Conservation area and an Arts & Crafts building that is over 100 years old. Planning permission is now required but a meeting with East Cambridge District Planners, our Architect and ourselves indicated that the proposed alterations can be achieved. This work will be expensive so Grant Funding will now be sought, and the aim is to proceed as soon as possible.

Joan Lonsdale Chairman of Asset & Environment Group

Community, Leisure and Sports Working Group Annual Report

The Group met five times during the year with a further nine meetings taking place for the Recreation Ground Sports' Provision Group. Fifteen recommendations were made to Council; all being approved.

Planned work at the Recreation Ground - modernised children's play area including seating and picnic benches, exercise equipment along the Trim Track and the installation of a Zip Wire was just completed before the enforced closure of this site due to the Coronavirus Pandemic.

On 13th July 2019, an official opening took place of the Skateboard Park, Tennis Courts, Trim Track, and new Sports' Pavilion. The Official Opening Team was made up of four past or present Chairs of the Council and current King, Queen and Attendants of the Burwell Carnival. The event gave the Council an opportunity to thank the many outside organisations who had made the project such a success.

A recommendation to reinstate a Spring Close Management Group was accepted by Full Council in October. A small Committee of Councillors and interested Parishioners has been established and will meet regularly throughout the year. Their main aim will be to maintain and improve this important local area with special reference to both its ecological and historic importance to the Community. Unfortunately, the current situation has meant that much planned work has been put on hold.

Finally, Pauline's Swamp continues to flourish with many residents enjoying this natural amenity. Many people, young and old (with their dogs) attended the Annual Open Day in September. A new fence has been installed at the Dutch Barn and a small bridge and gate entrance created at the Southern boundary with Loves Lane.

Mike Swift

Chair Community Leisure and Sport Working Group