

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Minutes of the Meeting of Burwell Parish Council held at Gardiner Memorial Hall, High Street, Burwell CB25 0HD at 7.30p.m. on Tuesday 11th June 2024.

Present: Liz Swift (Chair), Lea Dodds, Michael Geary, Richard Jenkins, Jenny Moss, Jim Perry, Michael Swift, Geraldine Tate, Brenda Wilson, and Ian Woodroffe.

Also present: District Councillor David Brown and 7 members of the public.

FC/110624/1 Apologies

Apologies for absence had been received from Gus Jones, Linda Kitching, Clive Leach, Helen McMenammin-Smith, Charlie Milner, Chris O'Neill, and Paul Webb.

FC/110624/2 Declarations of any interests known to Councillors:

There were no declarations

FC/110624/3 Approval of Minutes including an addendum for the meeting held on 14th May 2024

The minutes of the meeting held on 14th May 2024 were approved and signed as a true record.

Proposed by Jim Perry and seconded by Lea Dodds.

FC/110624/4.1 Public Forum

Members of the public present raised their concerns with the planning application for 1 Dalzell Lane. They felt that the application was among other things, unsuitable, especially for a Conservation Area, lacked suitable parking, will be over intensification of use of the building, impact local residents, provide low quality accommodation, large directly opening on to a narrow lane used by vehicles, cause issues with drainage, and is likely to create a social problem. It was noted that some work is already being carried out, with no respect for those living in the vicinity of the building.

FC/110624/4.2 Presentation by Ellis Selway National Trust Peatland Restoration Project Manager.

Unfortunately, Ellis Selway was unable to attend the meeting. He will now attend the meeting on 9th July 2024.

FC/110624/ 5 County and District Reports

A written report had been received from District Councillor David Brown. David Brown also gave a verbal report. He informed the Council that he had met with David Meek from This Land, where he had been informed that This Land is intending to submit an application for Phase 3 of the development. David Brown reported that he had explained to David Meek that as he is a member of the East Cambs. District Council Planning Committee, he is unable to comment as it could be seen as predetermination. David Meek had mentioned the Sports Hub but David Brown said that he was again unable to comment as he is not a member of the Parish Council. There has also been some vandalism to some of the newly installed streetlights and a break-in to one of the units on the Newmarket Road development site.

FC/110624/6.1 Planning Applications

The following applications were considered:

24/00231/RMA Land South East of 2C High Street

Reserved matters of appearance and scale of previously approved 20/01655/OUT for detached dwelling with integral garage and parking

With all in favour it was agreed that a comment of no objection but that the neighbour concerns re parking had been noted by the Council should be submitted.

Notification of Appeal

APP/V0/W/24/3343271 Land Rear of 58 Swaffham Road

2 x single storey dwellings, amended access, double garages, parking and site works

Council noted the notification of appeal.

24/00524/FUL The Church 70a North Street

Change of use of former church to single private dwelling house, and insertion of six conservation type roof lights, and associated external works

With all in favour Council agreed that a comment of no objections should be submitted.

24/00432/VAR Collendina Hythe Lane

Variation of condition 1 (Approved plans) of previously approved 23/00112/FUL to demolish existing bungalow and replace with new dwelling (revised scheme of previously withdrawn application 22/00605/FUL

With all in favour a comment of no objection should be submitted. An additional comment should be added regarding deliveries to the site do not block Murton Close.

24/00359/FUL 1 Dalzells Lane

Change of use from class C4 small HMO to sui generis HMO 8 bedrooms

Council approved the submission of the following:

Objection – parking, not suitable for a Conservation Area, supports neighbour concerns.

The application needs Conservation Officers involvement, and the Council requests a meeting on site with the Conservation Officer. A request for the application to be 'called in' for determination by the Planning Committee to be made to District Councillor David Brown.

District Councillor David Brown and 5 members of public left the meeting.

FC/110624/6.2 Planning Decisions from District Council

The following decisions were noted:

24/00161/FUM Land South East of the Haven Factory Road

Application withdrawn

24/00192/FUL 48 Toyse Lane – Approved

Single storey extensions to dwelling and detached garage

24/00320/LBC The Five Bells 44 High Street – Approved

Remove existing bar server to function room, remove wall, form doorway and construct new bar server.

24/00324/FUL 6 Mill Close – Approved

Demolition of existing garden room and construction of a single storey flat roof extension

24/00396/LBC 35 North Street – Approval

Proposed internal alterations to form en-suite bathroom

FC/110624/6.2 Approved Tree Works

Notification of tree works approved by East Cambs. District Council

24/00397/TRE 29B North Street

T1 Sycamore – Fell and replant with a native fruit tree

24/00420/TRE 14 High Street

T1 Yew – Reduce crown by up to 3m all round

T2 Holly – Fell as growing too close and overhanging building

G1 3x Yew – Crown lift to 3-4m from ground level

FC/110624/7 Finance

1. Consideration of End of Year Accounts 23/24 and AGAR (subject to the completion of the Internal Audit
The Clerk informed the Council that the report from the Internal Auditor has not yet been received and this item will be considered at the next meeting.
2. BT Account
The Clerk informed the Council in Councillor Webb's absence that a new contract with BT had been entered into. The contract is for a digital system and works out cheaper than the current monthly price.
3. Consideration of payment of the following:

Payee	Description	Amount inc Vat
Zurich	Insurance	£8,726.53
Huws Gray	Maintenance Supplies	£353.82
Three Counties Fire	Fire Inspection Pavilion	£400.26
Three Counties Fire	Fire Inspection GMH	£517.56
Three Counties Fire	Fire Inspection Cemetery	£25.09
Three Counties Fire	Fire Inspection Allotment Shed	£76.96
Three Counties Fire	Fire Inspection Cemetery Chapel	£18.33
Three Counties Fire	Fire Inspection Jubilee Reading Rm	£312.55
J & J Drake	Lighting Tennis Courts	£234.00
Newmarket GMS Ltd	Strimmer Head	£25.00
Newmarket GMS Ltd	Recoil Rope Part and Fitting Lawnmower	£30.00
CAPALC	Councillor Training R Jenkins	£75.00
Martyn Wright	Mileage	£29.25
D Borha	Return of Deposit	£50.00
B Reynolds	Return of Deposit	£50.00
lloyds Bank	Zoom £155.88	£358.74
	Fee £6.00	
	Maintenance Supplies £196.86	
Engie	Jubilee Reading Room Electricity	£119.68
Engie	Pavilion Electric	£582.74
Engie	Public Toilet Electric	£27.23
Engie	Cemetery Chapel Electric	£16.28
Engie	Jubilee Reading Room Gas	£281.45
Engie	Mandeville Hall Gas	£380.59
Engie	Allotment Electric	£45.38
Engie	Jubilee Reading Room Electric	£131.37
Engie	Pavilion Electric	£553.19
Engie	Public Toilet Electric	£26.10
Engie	Cemetery Chapel Electric	£15.75
Engie (April)	Gardiner Memorial Hall Electric	£1,010.68
Engie (March)	Gardiner Memorial Hall Electric	£1,097.45
Engie (January)	Gardiner Memorial Hall Electric	£1,841.14
Engie (Feb)	Gardiner Memorial Hall Electric	£1,658.95
Engie CREDIT	Gardiner Memorial Hall Electric	-£1,659.11
Engie CREDIT	Allotment Electric	-£1,540.88
Burwell Computers	Cloud Back Up	£55.00
Barnwell Electrical	Warning Light Mandeville Hall	£96.84
ESPO	Cleaning/First Aid Supplies	£24.30
Mr and Mrs Waterhouse	Return of Deposit	£50.00
M Wright	Mileage	£27.90
G Rowland	Mileage and Expenses	£158.15
D Cawley	Mileage	£22.95
Corona Energy	Allotments Jan 2023	-£19.41
Corona Energy	Allotments Feb 2023	-£123.19

Corona Energy	Allotments March 2023	-£129.43
Corona Energy	Allotments March 31st 2023	-£7.58
Corona Energy	Allotments Jan 2023	£10.58
Corona Energy	Allotments Feb 2023	£12.83
Corona Energy	Allotments March 2023	£12.66
Corona Energy	Allotments 31st March 2023	£3.59
Corona Energy	Mandeville Hall Electric	£178.75
All Staff	Salaries Tax Pensions etc	£10,071.02
		£26,316.04

The above payments were considered by the Council. The Clerk explained that the payment to Zurich is for the Council's general insurance policy. There are a number of invoices and credit notes from Engie and Corona rectifying the overcharging of the energy supplied at the allotments. Ian Woodroofe asked for the suggestion made previously to use a specialist to see if it is possible to get out of the contract with Engie is minuted.

Following a proposal from Lea Dodds which was seconded by Ian Woodroofe and a unanimous vote, all payments were approved.

FC/110624/8 Action Points Update - Updates to the following:

No	Action Point	Comments on Progress
1.	Section 106 Money	No further updates
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	The Clerk was asked to contact Suffolk County Council to find out the progress made. Surveyors have been seen surveying the side of the road in recent weeks. Ian Woodroofe asked if there are any plans showing where the cycleway will be. There are some plans in the feasibility study undertaken prior to Covid, nothing has particularly changed, but as yet there have been no further plans.
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground	Liz Swift explained that a meeting had been due to take place with David Meek (This Land), Lucy Frazer MP and members of the Sports Hub Taskforce, but this meeting had been cancelled due to the general election being called. There has been a response from the District Council Solicitor, who feels that the Section 106 Agreement does not imply that This Land needs to transfer the land in a sports worthy condition. The circus was held at Margaret Field with no issues arising. Those who attended the performances had said that he had been very good entertainment. A meeting with the Football Club had been held at the Recreation Ground. Due to the weather Burwell Football Club, as many others, had several matches cancelled. The Clerk reported that comparing figures for tennis court bookings in 2022/23 and 2023/24 with bookings more than doubling, using the Club Spark booking system had been worthwhile. There had been a small fire started at the Recreation Ground this evening.
4.	Pauline's Swamp	The land has now been transferred from Hopkin Homes, along with the agreed £3500 and the solicitors fees. There has been some vandalism over night at the swamp. The sim card still needs to be obtained for the phone for information to be downloaded from the CCTV cameras. Jenny Moss to look into obtaining a data only sim card. Proposed by Geraldine Tate, seconded by Jim Perry and following a unanimous vote, approved by Council.

5.	Gardiner Memorial Hall Phase 2	Notes from the previous meeting had been circulated to Council members. The architect is currently unavailable due to illness and will be contacted once he returns to work.
6.	Moveable Vehicle Activated Speed Signs	There has been no news from Westcotec where the signs are being repaired. The Clerk was requested to contact Westcotec for an update.

FC/110624/9 Group Reports - None

FC/110624/10 Parish Reports

The Clerk reported that there have been complaints about the length of the grass. A meeting is to be held with the contractor later in the week to discuss how the contract is going and if the next cut should be brought forward. Jim Perry suggested the planting of wildflowers in the future. This can be discussed at the next Asset and Environment meeting. Jenny Moss reported that some wildflowers have been planted at the Community Garden. Ian Woodroffe asked that an update regarding grass cutting is available for the residents on the website.

The Clerk reported that the Maintenance Officer needs a skip in order to clear the shed at the allotments. A skip had previously been approved, but not ordered due to the access being very muddy at the allotments. The skip should now be ordered.

There have also been complaints about the amount of weeds on the roads.

The grass at Jubilee Green has now been cut. Children were unable to use the area to play football etc. due to the length of the grass.

The gate had been broken at Mandeville Hall. The gate has now been repaired.

An area of hedging along the Leys is overhanging the pavement and causing an issue for those walking. We are currently in the nesting season. If the hedge is carefully checked for nests and if none are present, minimal lopping of the hedge to improve access should be okay.

Some of the wet pour under the equipment at Jubilee Green is beginning to need some attention.

Wayne Hardy, Mr Groundsman, to be made aware of some bald grass patches at the Recreation Ground following his recent cut.

Survey work has been carried out for the tri-fold door at Mandeville Hall. A deposit for the work is required. There is also an option of making the door lockable at a cost of around £200.00.

FC/110624/11 Other County & District Matters - None

FC/110624/12 Other Reports

- Pauline's Swamp Minutes of the meeting held on 14th March 2024 – noted by Council.

FC/110624/13 Correspondence - None

FC/110624/14 Other Matters

- Update on 20 mph Scheme for Burwell
Liz Swift gave Council an update on the position of the 20 mile per hour scheme and that Highways are currently drawing up plans for two schemes to take to the Parish. One has zoned areas and the other, a partial scheme. Once the plans have been received from Highways then well published consultation sessions will be held. However, these will not take place until September due to school holidays taking place and the Clerk leaving. The information on the website can be made available prior to the consultations being held, but probably not until the general election is over. It was felt that the maps produced by Highways are very complicated and the Clerk was asked if it would be possible to have a simpler version on one page. This was proposed by Richard Jenkins, seconded by Geraldine Tate and agreed to by all present.
- Resignation of Parish Clerk
The Chair reported that Yvonne Rix had resigned as Parish Clerk and would be leaving the role on 31st July 2024. She will be continuing as Responsible Financial Officer for 4-5 hours per week for the foreseeable future. The Parish Clerk post has to be advertised and it may take a while for a suitable replacement to be found. The option of employing a locum clerk is being investigated. A meeting of the Strategy Group is due to take place on Thursday evening to discuss the recruitment process

and how the Council can continue to transact its business. The content of the Strategy Day to be held on 6th July is also due to be discussed.

- Burwell House Open Day 15.6.24 Parish Council Stand
The Parish Council will be having a stand at the Burwell House Open Day on the 15th June 2024 between 10 am and 3 pm. Any help with manning the stall will be appreciated.

The meeting closed at 8.50 pm.

Signed:

Dated: