

BURWELL PARISH COUNCIL

The Jubilee Reading Room 99, The Causeway, Burwell Cambridge. CB25 0DU Telephone 01638 743142
E Mail burwellpc@burwellparishcouncil.gov.uk

Minutes of the meeting of Burwell Parish Council held at Gardiner Memorial Hall, High Street, Burwell CB25 0HD at 7.30pm on Tuesday 08th October 2024.

Present: Liz Swift (Chair), Lea Dodds, Michael Geary, Gus Jones, Linda Kitching, Clive Leach, Jim Perry, Michael Swift, Geraldine Tate, Brenda Wilson, Ian Woodroofe and Richard Jenkins.

Also present District Councillor David Brown and Ellis Selway on behalf of Wicken Fen.

Parish Clerk: Katherine Hyett

FC/081024/1 Apologies

Apologies for absence were received from Paul Webb and Jenny Moss.

FC/081024/2 Declarations of any interests known to Councillors

There were no declarations of any known interests.

FC/081024/3 Approval of Minutes of the meeting held on 24 September 2024

The minutes of meeting held on 24 September 2024 were approved and signed as a true and accurate record. Proposed by Lea Dodds, seconded by Jim Perry, all voted in favour.

FC/081024/4.1 Public Forum – An opportunity for members of the public to raise concerns or question Council on matters included in this agenda. There will be no further opportunity for members of the public to speak after this point in the meeting.

David Brown asked for planning conditions to be made that there are emergency numbers posted on the gate for sites with battery storage (in particular, Anchor Lane) – Councillors are receiving calls and emails when the alarms are going off.

Richard Jenkins arrived at the meeting.

FC/081024/4.2 Guest Speaker Ellis Selway Peatland Restoration Project Manager

Ellis Selway provided Councillors with an overview of the Wicken Fen Peatland Restoration Project. The project is funded by DEFRA for carbon storage and biodiversity. They are restoring 239 hectares; a section is on Burwell Fen. Currently they are investigating the paleo channels and contractors will be on site until Christmas. They will dig down into remaining peat (50cm-1m) – moving peat to the edges and creating a clay bund to hold the rainwater in the old channels. A solar pump will be used to pump water through in summer to create balance. There has also been a need to raise the public footpath, resulting in a temporary closure and diverted onto the cycleway. New sluices will be installed to have greater control of water levels. Protected species on site – they have badger gates which will be closed to avoid harm and the pipe is being installed under a water vole license. Ellis highlighted that peat is an emitter of carbon, this project should reduce emissions but also allow carbon to be stored long term. Wetland creation and we should see a change in vegetation. They are also working on Tubney fen and Spinney Bank

FC/081024/5 County and District Reports

Written reports were received from Cllr David Brown and Cllr Lorna Dupre. The Chair requested that our thanks are sent to Cllr Lorna Dupre for her detailed report.

FC/081024/6.1 Planning Applications to be considered

24/00160/ESF Site at Anchor Lane Farm Newnham Drove

Battery energy storage facility and associated works.

Comments: The Parish Council request that there needs to be an emergency number to contact when alarms sound as local councillors are being called in the middle of the night. Nearby residents are concerned about the noise – it was noted that environmental health have requested this is measured,

but we have concerns about how this would be effective with additional road noise. We take the advice of other consultees and what they have requested.
All in favour.

24/00366/FUL 12 Swaffham Road

Demolition of single garage, construction of two semi-detached bungalows and associated works. An amended plan/additional information has been received for this application on 18th September 2024.
Comments: No objection
All in favour.

24/00781/FUL Burwell (E) Eastern Electricity Sub-Station

Existing 3no. Dipole Array at 13m to be relocated on proposed 3m tower extension on existing 28.5m tower – For noting only: application withdrawn

FC/081024/6.2 Planning Decisions from District Council

24/00537/FUL 31 Abbey Close Burwell

Proposed rear extension: approved

FC/081024/6.4 Trees/Environment

Notification of tree works to be approved by East Cambridgeshire District Council:

24/00982/TRE Land To North West Of 7B Hythe Lane

T1 Sycamore (multi-stemmed from base) - Reduce height by 5-6m and spread by 3-4m, creating a framework pollard to allow more light to property in the afternoon and evening.
Comments: None to be submitted.
All in favour.

Notification of tree works approved by East Cambridgeshire District Council:

None were considered.

FC/081024/7 Finance

1. Consideration of the external audit return

The external audit return was considered and approved – proposed by Mike Swift, seconded by Clive Leach. All were in favour:

It was noted that there is a 'except for matter' highlighted in the audit regarding Council not agreeing a budget prior to setting the precept.

2. Consideration of payment of the following:

The following payments including the additional urgent requests were approved with the exception of Westcotec following a proposal by Brenda Wilson, seconded by Linda Kitching. All were in favour. Ian Woodroofe stated that there was an expectation of a report from Westcotec prior to payment.

Payee	Description	Amount inc Vat	Power
All Staff	Salaries Tax Ni Superannuation	£9,738.87	Local Gvt Act 1972 s.112
Debbie Cawley	Mileage	£20.25	Local Gvt Act 1972 s.111
George Rowland	Mileage and expenses	£146.70	Local Gvt Act 1972 s.111
Martyn Wright	Mileage	£55.35	Local Gvt Act 1972 s.111
Westcotec	Repairs MVAS	£1,578.00	
Unity Trust	Bank Charges	£1.50	LGA1972 s.111
E C Bramer-Doy	Return of Deposit GMH	£50.00	LGA1972 s.111

E C Bramer-Doy	Return of Deposit MH	£50.00	LGA1972 s.111
Syston Doors	Shutter Service GMH	£306.00	LGA 1972 s.133
SLCC	Clerks Membership	£303.00	LGA1972 s.111
ESPO	Cleaning Materials	£23.40	LGA1972 s.111
	Cleaning Materials (Black Sacks)	£179.40	LGA1972 s.111
Prestige	MH Fire Alarm Maintenance	£90.00	LGA 1972 s.133
WAVE	JRR Water Charges	£61.45	LGA 1972 s.133
WAVE	GMH Water Charges	£81.16	LGA 1972 s.133
	Total	£12,685.08	

Additional request for urgent payment:

1) Swings

The toddler swings at Jubilee Green have significantly deteriorated. They need to be removed for safety for a period of over 6 weeks if we wait to approve at Assets and Environment Group and then Full Council to get approval on 12th November.

We propose purchasing two swings at a **cost of £270**

The Maintenance Officer recommended these due to having an aluminium insert which is the same as we have at the recreation ground and better longevity.

Other quotes:

<https://activegarden.co.uk/product/commercial-baby-swing-seat-with-chains-curve/>

£160 for one swing

<https://www.onlineplaygrounds.co.uk/sutcliffe-cradle-seat-sw45.html>

£276 for one swing

2) Christmas

The budget provided for Christmas Trees in the past is £350. We would like the same amount to be proposed again.

3) Remembrance Sunday

Poppy Wreath £19.99 + £4.50 delivery <https://www.poppymshop.org.uk/products/medium-poppy-wreath>

Advance notification signs from C Brown Support Services £50

FC/081024/8 Action Points Update - Updates to the following:

No	Action Point	Comments on Progress
1.	Section 106 Money	No update. The Clerk confirmed that there is £1000 allocated to cycle contribution for Burwell
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	Rachel DS Hood, Councillor has requested an update from Julia Proctor on our behalf on 24 th September. This was followed up on 8 October as no update has been forthcoming.

3.	Newmarket Road proposed Sports Hub including 3G artificial pitch, Sports Pavilion/Football Pitches Recreation Ground	A meeting is being arranged with Charlotte Cane, MP and others. Car parking was raised – acknowledged this was needed but it was too early to discuss design.
4.	Pauline's Swamp	Due to the commercial units being built next door the land has been raised and the trustees are concerned about potential flooding. Meeting to be held with contractors. Fallen tree being removed. Michael Geary updated that ditches are capable of taking the water.
5.	Gardiner Memorial Hall Phase 2	The Council held a meeting with Jeremy Lander, Architect. He came with 2 proposed designs; one was selected as a preference. It was agreed that we would need a quantity surveyor and it was also noted that there is concern about biodiversity loss with car parking plans. He advised a pre-planning application. The Chair raised that due to new regulations we would now also have to engage many more specialists and we would need to think carefully about the objective of the project versus escalating costs. Ian Woodroffe asked about lighting controls and fans from Phase 1 that hadn't been completed.
6.	Moveable Vehicle Activated Speed Signs	Noticed they haven't been moved and data not collected. It was proposed that the Maintenance Officer should be bought the necessary equipment to remove the data as recommend by Westcotec. Proposer Geraldine Tate, Seconder Ian Woodroffe, all were in favour.

FC/081024/9 Group Reports

1. Consideration of the draft minutes of the Finance and General Purposes meeting held on 24th September

The Finance and General Purposes Group recommends to Full Council the following:

- a) The draft budget should be drawn up by the RFO and Chair of F&GP on and around the 16th October 2024.

The draft budget to then be considered, amendments made, and a recommendation for Full Council at a meeting of the F&GP Group on 22nd October (7.30 pm at the Jubilee Reading Room).

Draft budget to be considered by Full Council on 12th November 2024.

Precept to be considered by F&GP on 26th November 2024.

Precept to be considered by Full Council on 10th December 2024.

Proposed: Mike Swift

Seconded: Clive Leach

All in favour.

- b) The new model Financial Regulations with amendments relating to Burwell should be adopted.

Proposed: Clive Leach

Seconded: Geraldine Tate

All in favour.

c) Moore's should be appointed as Internal Auditor for the financial year 2024/2025 with the same scope as previously.

Proposed: Linda Kitching

Seconded: Jim Perry

All in favour.

d) For the next three months the Clerk and RFO, based on a detailed timesheet, should be paid for any additional hours worked.

Proposed: Richard Jenkins

Seconded: Ian Woodroofe

All in favour.

e) That Katherine Hyett's leave entitlement for the current year will be based on the NALC Model Document and all other staff members leave entitlement will be brought in line with this from the 1st April 2025. All leave entitlement is pro rata.

Proposed: Geraldine Tate

Seconded: Brenda Wilson

All in favour.

f) Yvonne Rix is paid for previous overtime hours (40 hours) in the Clerk's position following receipt of details of the hours worked.

Proposed: Richard Jenkins

Seconded: Linda Kitching

All in favour.

g) Four heaters are bought for the Pavilion roof at a cost of around £42.00 plus vat per heater.

Proposed: Jim Perry

Seconded: Richard Jenkins

All in favour.

2. Consideration of the draft minutes of the Community, Leisure, Health and Sports meeting held on 17th September

These were noted.

FC/081024/10 Parish Reports

Parish Report:

The Jubilee Reading room door was broken, an engineer called and we authorized a fix at £200 as there was no alternative.

Fireworks:

The Cricket club contacted us last week to ask permission about parking at Margarets' field for the firework display on 2nd November. They expect 2500 people and police have been informed about the event. The car park at Mandeville is usable as another event has been cancelled. They have promised any damage would be made good.

The Football club wish to be as supportive as possible but do have concerns if the weather is wet.

The first is the entrance to the field which is very muddy and is currently filled with bark. If this is overused in the wet, it has the potential to stop the club match parking for weeks and they would have to park on the road. The second would be parking on the actual pitches, again if wet. Although it is noted that the Cricket Club would rectify any problems, they are concerned about time to repair. They have 3 league matches scheduled for the following Saturday and as a precaution it might be advisable to rope the actual pitches off.

The Parish Council were all in favour of allowing the field to be used for parking if the weather was dry. The Football Club may rope off the pitches if they want.

General update:

- The halls are very busy - lots of party and Christmas bookings.

Maintenance work carried out includes:

- Jet washed and cleaned the wall of remembrance at the Cemetery
- Cut the grass in cemetery, Jubilee Green, Mandeville, and Pauline's Swamp
- Ceiling in the pavilion fixed following vandalism – treated and repainted, replaced tiles
- Fixed path at the Recreation Ground
- Fixed a pothole on the tennis courts
- 10 tons of bark placed at Margaret field entrance
- Steps at Jubilee Green Park repaired

Hedge cutting is underway, and we have had positive feedback on the grass cutting from Zion at Spring Close.

We are now preparing the Remembrance Sunday event on 10/11/24. If anyone can assist with road marshalling, please let me know.

FC/081024/11 Other County & District Matters**FC/081024/12 Other Reports**

Pauline Swamp minutes 25th July 2024

FC/081024/13 Correspondence**Christmas Tree Festival:**

St Marys Church are planning a Christmas tree festival and are trying to ask everyone who belongs to a community group or has a local business if they would like to take part. The trees or decorations will be displayed in the church in the lead up to Christmas for anyone to come in to have a look and admire the creations; the church will be open every day in daylight hours.

A few practical points they have provided:

- The trees or displays can be made of anything (except edible things as we don't want to feed mice!), we will have room to stand them on the floor, on shelves on the pews, hang them on the walls, or display on boards, or another way if needed eg suspend them.
- Please consider using recycled or natural materials or recyclable after the event
- You are welcome to have them back after the event or we can dispose of them for you
- We would like to have them in place by Sunday 8th December. There will be someone in the church to help on Friday 6th afternoon 12 - 4:30 to drop off or help assemble and put in place or you can deliver and install on Saturday 7th.
- if you have smaller decorations and would like them displayed, we can provide a 2D or 3D cardboard tree, but it would be good to know that in advance
- please feel free to include a card or sign to tell everyone who's tree/decorations they are and a little about yourself/group if you would like to.

Councillors were told to speak to the Clerk if they wished to do this.

FC/081024/14 Other Matters

- 20 mph project

Clarification from highways has now been received that if the vote is a no there will be no further consultation and that we will keep the two consultations separate and not send forms.

The ballot box needs to be supervised by Councillors attending the sessions. Forms will be checked at the count to ensure that people have confirmed they are resident in Burwell.

The question was asked if Parish Councillors will be impartial at the sessions. The advice on this will be shared. The clerk will reconfirm Consultation times to everyone.

Office staff will set up rooms and put signage (post-its) on maps.

Meeting closed: 20:43