

**Burwell Parish Council**  
**Asset and Environment Group**  
**Meeting of 17.12.24 7.30 pm at The Gardiner Memorial Hall**  
**Minutes**

**Present:** Lea Dodds, Richard Jenkins, Ian Woodroofe, Michael Swift, Liz Swift, Geraldine Tate, Chris O'Neill and Jim Perry.

**A&E/291024/01      Apologies for absences and Declarations of Interests**

Linda Kitching, Paul Webb and Gus Jones. Richard Jenkins declared an interest in item 4D.

**A&E/291024/02      Approval of the minutes of the meeting held on 29 October 2024**

The minutes of the meeting held on 29<sup>th</sup> of October were approved and signed as a true and accurate record. This was proposed by Liz Swift, seconded by Richard Jenkins and all were in favour.

**A&E/291024/03      Property Updates**

Property	Issue/Update
1) Gardiner Memorial Hall	<p>a) GMH refurbishment Phase Two – Lea Dodds confirmed we had received the estimation from the Quantity Surveyor of £400k. It was discussed that this excludes fees, inflation, asbestos and doesn't include batteries for solar panels.</p> <p>b) GMH Exit The Council wanted to pass on their thanks for the letter from Malcolm Busby and express that we are considering a number of solutions. It was proposed that we complete a pre-planning approval request.</p>
2) Mandeville Hall	<p>a) Soakaway at Mandeville to resolve flooding issue – a new specification was provided to contractors with new information about the sizing of the roof and down pipes. 3 quotes were sought and only 2 received with the new specification. <b>Mead Construction provided the lowest quotation, Lea Dodds proposed that we submit a recommendation to Council to progress this work. Chris O'Neil seconded this proposal, and all were in favour.</b></p> <p>b) Grant funding. It was confirmed that we are not progressing with the collaborative grant, but we are still seeking funding from the ECDC Net Zero fund which would provide lighting, loft insulation and solar panels at Mandeville should we be successful.</p>
3) Jubilee Reading Room	Nothing to note
4) Pavillion/Recreation Ground and Tennis Courts	<p>a) Changing room 3 needs a replacement Sports 2 Shower unit. The seal has gone in the head, and you cannot buy replacement seals. Water is weeping out, so wastage and there is the staining on the wall that it is causing. Cost £223.31 and following vandalism the toilet door needs replacing costs circa £100. <b>Chris O'Neill proposed we make the recommendation to Council to purchase the shower and the door, Liz Swift seconded, and all were in favour.</b></p> <p>b) Update from Tennis Courts Meeting. Following advice from three independent, knowledgeable sources the Clerk proposed that we purchase a Turfguard Pro</p>

	<p>Plus Professional Sprayer at £958.33 and change the chemicals we use to Algoclear Pro at £129.85 for 10l.</p> <p>This will be used for cleaning the tennis courts, play areas and paths. It will save time as it gives a higher, more accurate dosage with tools to adapt to different location requirements. The previous method of knapsack spraying is causing back issues to users and takes substantially longer. <b>Chris O'Neill proposed that we recommend to Council that we purchase the sprayer and chemicals, Ian Woodroffe seconded the proposal, and all were in favour.</b></p> <p>c) Electrical Remedial Works at the Recreation Ground. Following an extensive survey a number of remedial works have been identified. Elite Electricians kindly quoted the Parish Council to do the work with very minimal labour costs. The total cost is £995.46.</p> <p>The Clerk has been unable to find alternative quotes at any comparable level. <b>Mike Swift proposed that we recommended to Council to accept this quotation. Chris O'Neill seconded the proposal, and all were in favour.</b></p>
4) Cemetery	<p>Repair work in Chapel.</p> <p>This item was deferred to the next meeting.</p>
5) Allotments	Nothing to note
6) Margaret Field	<p>a) Concern re safety of hedgerow for football matches – the Clerk explained she had received an email highlighting concern about fallen branches on the pitches at Margaret field and wanted this to be considered as additional justification to progress with a Tree Inspection Report.</p> <p>b) Circus – this item was withdrawn to be discussed and Community, Leisure, Health and Sport.</p>
7) Westhorpe Play area	Nothing to note
8) Jubilee Green Play area	Nothing to note
9) Spring Close	<p>a) Ash Dieback and fallen tree quotes - the Clerk confirmed that the trees officer was due to inspect the Ash Die back on 18<sup>th</sup> December. Due to the urgency the quotes for the fallen tree had been taken straight to full council on 17<sup>th</sup> December and the outcome would be communicated to the Spring Close Management Group.</p>
10) Grass and Hedge Cutting	<p>a) Verge Survey from Cambridgeshire County Council (CCC) The clerk highlighted that she had been asked by CCC to complete an extensive verge survey but had not been given a deadline to date. Lea Dodds confirmed that CCC are also trying to provide a map of weed treatments. He has continued to look at alternatives to pesticides and spoken to our twinned village in France as they cannot use glyphosates. France uses a combination of hoeing, scalding and burning. This costs a lot more: 40-60% in labour. It's not very effective and they receive constant complaints.</p> <p>b) Grass Cutting: Following the first year of awarding the grass cutting contract to Zion Landscapes it was confirmed that both parties needed to be in agreement for contract renewal until 31st March 2027. <b>Liz Swift proposed that we recommend to full council that Zion's contract be extended to its full term. Chris O'Neill seconded the proposal, and all were in favour. Parish Clerk to contact Zion for their feedback.</b></p>
11) Hatley Drive	<p>a) Tree work required to Robinia on the Parish Council Land at Hatley Drive:</p> <p>SR Landscapes £180</p>

	Eastern Tree Surgery £250 SP Landscapes £300 <b>Lea Dodds proposed that we recommend to Council that we progress the work required through SR Landscapes, Chris O'Neill seconded the proposal, and all were in agreement.</b>
12) Bus Shelters	Work approved being completed when possible.

**A&E/291024/05**

**Correspondence**

- a) Email re. tennis court lights at night  
Parish Clerk to check if timer on lights has been changed to 9:30
- b) Hedge planting Ness Road  
House owner to be directed to Highways for ownership clarification. In addition, we agreed to advise they set the planting back at least a metre from the pathway. With regards to type of hedge, from an environmental perspective we would suggest a mixed deciduous hedge. We will request the outcome so we can keep our grass cutting schedule up to date.

**A&E/291024/06**

**Tree Work**

- a) New equipment for Maintenance Officer: 5M Extending Pole with additional pruning saw. This would be to support tree work (avoid working at heights for a sole worker) and to maintaining difficult to reach area. This would purchased competitively online at a maximum cost of £122. Chris O'Neill proposed that we recommend the purchase of a 5M Extending Pole with additional pruning saw to full council, Ian Woodroffe seconded this proposal, and all were in agreement.
- b) Tree Inspection Report  
The Clerk highlighted the need for a tree inspection report of Parish Council trees. The last one was in 2022. The Chair informed her that quotes had been provided last year and she was advised to contact those suppliers and ask them to refresh their quotes.

**A&E/291024/07**

**Any other urgent matters**

None were raised.

**A&E/291024/08**

**Date of the next meeting**

25 February 2025

**Meeting closed 20:23**

Signed

Dated