

Yvonne Rix

From:
Sent: 28 July 2024 15:50
To: Yvonne Rix
Subject: District Report 30th July, 2024 - Lavinia Edwards

Planning committee - At July's Planning committee meeting there were three items on the agenda to discuss.

1. An application from Ben's Yard in Stuntley to vary opening hours for the restaurant and cafe. The applicant wanted permission to operate until 23.00 each day as opposed to the originally approved closing time of Monday-Saturday 19.00 and Sunday 17.00. The application was recommended for refusal due to the extend opening hours detracting from Ely town centre.

Member's decided to reject the recommendation on the grounds the application would not cause detrimental harm to the viability of the town centre.

2. Old Tiger Stables in Soham wanted permission to remove an occupancy condition on a dwelling related to rural workers. The applicant wanted to market the property as the stables had moved to new premises and there was no need for the property. The Recommendation was for refusal due to no marketing being carried out on the property and Member's went with the Officers recommendation.

3. A tree protection order was confirmed on a tree in Commercial End, Swaffham Bulbeck.

The Planning department received a total of 147 applications during May and increase of 3% on May 2023.

No 1

Burwell Parish Council		Bank Reconciliation at 30th June 2024.			
Bank Balance at					
31.03.24					
Unity Bank	£161,575.38				
Less Unpresented 31.03.2024	£0.00				
Plus in transit 31.03.2024	£0.00				
	£161,575.38				
Plus income	£150,840.81				
Less Expendiure	£71,111.93				
	£241,304.26				
Balance at 30.06.24					
Unity Bank	£241,304.26				
Less Unpresented	£0.00				
Balance	£241,304.26				

Please note that these figures do not include the funds in the CCLA Account which at 30.06.24 total £109,767.56

Fund Allocation			
Total Funds			
Unity Trust			
CCLA		£241,304.26	
Total Funds		£109,767.56	
		£351,071.82	

Earmarked Reserves as at 31.12.2023			
20/21 Capital Trees			
Capital Safety Campaign		£1,000.00	
21/22 Cap. LHII Buffer Zones		£3,372.22	
Pauline's Swamp		£1,436.87	
Recreation Ground/Pavilion Sinking Fund		£15,037.79	
Gardiner Memorial Hall		£27,959.38	
Highways Buntings Path Signs/20 mph Limit		£15,000.00	
CIL Funding		£5,000.00	
Newmarket Road Sports Hub		£764.35	
Climate Change		£6,000.00	
Community Garden		£4,422.00	
Spring Close Signs		£2,250.28	
Repair/Swish Café		£264.00	
Westhorpe Play Area		£1,109.62	
Solar/Storage Donations		£2,267.27	
Balance of Earmarked Reserves		£10,000.00	
		£95,883.78	

Summary		£95,883.78	
Total Funds		£351,071.82	
Earmarked (Includes £500 Rec. Carnival Donation)		£95,883.78	
Balance of Funds Available		£255,188.04	

PTO

CIL FUNDING					
CIL Receipts		Use by	History of Earmarked CIL Funding		
2016/2017	£7,894.64	2020/2021	GMH Seed Funding		£35,000.00
2017/2018	£32,649.94	2021/2022	GMH Stockdale Costs		£2,100.00
2018/2019	£75,650.08	2022/2023	LHII Buntings Path/Village 20mph		£5,000.00
2019/2020	£41,791.17	2023/2024	GMH		£115,000.00
2019/2020	£28,309.67	2024/2025	Recreation Ground Car Park		£35,000.00
2020/2021	£1,983.96	2024/2025	Westhorpe		£46,302.00
2021/2022	£4,771.87	2024/2025	Westhorpe		£1,677.31
2021/2022	£15,658.63	2025/2026	Unallocated		£764.35
2022/2023	£9,080.43	2025/2026			
2022/2023	£16,461.77	2026/2027			
2023/2024 April	£4,150.00	2026/2027			
2023/2024 Oct	£1,677.15	2027/2028			
2024/2025 April	£764.35				
	£240,843.66				£240,843.66

Burwell Parish Council
Net Position by Cost Centre and Code

29 July 2024 (2024-2025)

Cost Centre Name

Administration

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
62	Supplies				3,000.00	208.39	2,791.61
63	Telephone and Internet				2,000.00	550.36	1,449.64
64	Photocopier				1,750.00	177.18	1,572.82
66	Fire Precautions (All propo				3,500.00	1,327.50	2,172.50
67	Election Costs						
68	Photocopier Income						
69	Insurance Premium				7,000.00	8,726.53	-1,726.53
70	Mileage (Not Handyman)				1,000.00	229.05	770.95
71	Audit Fees				2,800.00		2,800.00
72	CAPALC + Other Member				1,500.00	130.00	1,370.00
73	Conferences and Training				1,000.00	106.20	893.80
74	Lloyd Cards Misc Items				1,000.00	18.00	982.00
75	Annual Report				800.00	634.25	165.75
76	Other Income	100.00	2,311.48				2,211.48
77	Other and PR				1,200.00	63.90	1,136.10
78	Handyman Capital Expenc				1,500.00		1,500.00
79	Handyman General Exper				5,000.00	1,384.24	3,615.76
80	Website				350.00		350.00
81	Public Toilet				2,000.00	74.68	1,925.32
			100.00	£2,311.48	35,400.00	£13,630.28	23,981.20

Agency Grass Cutting

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
86	Agency Grass Cutting - C		1,900.00		3,850.00	260.00	1,690.00
			1,900.00		3,850.00	£260.00	1,690.00

Allotments

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
24	Rates				1,000.00	168.20	831.80
25	Electricity				750.00	84.98	665.02
26	Maintenance				1,000.00		1,000.00
27	Income Lettings	4,950.00		166.52			-4,783.48
			4,950.00	£166.52	2,750.00	£253.18	-2,286.66

Capital Budget

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
128	Westhorpe Play Area						
129	Pavilion Insurance Work						
130	Spring Close Signs						
131	Recreation Ground						
132	Climate Change Water Ta						
134	Safety Campaign						
141	community garden						

Cemetery

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
19	Electricity and Rates				2,500.00	637.87	1,862.13
20	Repairs, Renewals				1,000.00	76.18	923.82
21	Maintenance					101.99	-101.99
22	Cleaning Contract						
23	Cemetery Fees	12,000.00	3,920.00		15.63		-8,095.63
			12,000.00	£3,920.00	3,500.00	£831.67	-5,411.67

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Burwell Parish Council
Net Position by Cost Centre and Code

29 July 2024 (2024-2025)

Cost Centre Name

CIL Funding

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
92 CIL Income						

Deposits

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
112 allotment Deposit			150.00			150.00
113 Hall Deposit			500.00		500.00	
			£650.00		£500.00	150.00

Donations

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
87 General Donations				700.00		700.00
88 Youth Donations				1,000.00		1,000.00
90 Neighbourhood Watch				50.00		50.00
122 BAFY						
				1,750.00		1,750.00

Gardiner Memorial Hall

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
6 Heat and Light				6,800.00	4,082.78	2,537.22
7 Rates				3,000.00	729.32	2,270.68
8 Repairs, Renewals, Sanitz				1,750.00	541.30	1,208.70
9 Performing Rights				1,000.00	307.38	692.62
10 Fire				300.00		300.00
11 Misc				300.00	17.00	283.00
12 Cleaning Contract						
13 Income from Hirers					211.43	-11,655.03
99 Refurbishment		19,000.00	7,556.40		1,400.00	-1,400.00
		19,000.00	£7,556.40	12,950.00	£7,269.21	-5,762.81

Grant Funding

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
123 Gardiner Memorial Hall						
135 Paulline's Swamp CCTV F				-1.00		-1.00
137 UK Power Networks						
138 Improve Westhorpe						
139 Community Garden (Pride						
140 Westhorpe Play Area						
				-1.00		-1.00

Jubilee Green

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
5 Misc				150.00		150.00
				150.00		150.00

Jubilee Reading Room

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
14 Heat and Light				3,500.00	1,114.39	2,385.61
15 Rates				900.00	199.82	700.18
16 Repairs, Renewals				1,000.00	376.36	623.64
17 Cleaning Contract						
18 Misc				75.00	17.00	58.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Burwell Parish Council Net Position by Cost Centre and Code

Cost Centre Name

5,475.00 £1,707.57 3,767.43

<u>Lock Up</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
	28 Repairs, Renewals				20.00		20.00
	29 Income Lettings		200.00	200.00			
			200.00	£200.00	20.00		20.00

<u>Mandeville Hall</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
	47 Repairs, Renewals, Sanite				2,000.00	969.70	1,030.30
	48 Heat and Light				6,000.00	1,333.02	4,666.98
	49 Performing Rights				1,300.00		1,300.00
	50 Rates				9,000.00	2,442.04	6,557.96
	51 Fire Precautions				200.00		200.00
	52 Cleaning Contract						
	108 Income from Hirers		24,000.00	8,017.93		150.00	-16,132.07
	144 SWISH Cafe Income						
			24,000.00	£8,017.93	18,500.00	£4,894.76	-2,376.83

<u>Margaret Field</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
	3 Grass Cutting				5,000.00	78.10	4,921.90
	4 Misc				1,500.00	900.00	600.00
	103 Income						
					6,500.00	£978.10	5,521.90

<u>Other</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
	127 Pavilion Insurance Work						
	133 Margaret Field Toilet Damr						
	143 Test Income						

<u>Pauline's Swamp</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
	82 Pauline's Swamp			3,500.00	1,500.00	13.98	4,986.02
	136 Pauline's Swamp CCTV C						
	142 Safer Community Fund						
				£3,500.00	1,500.00	£13.98	4,986.02

<u>Play Equipment</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
	55 Bark				500.00		500.00
	56 Maintenance				1,500.00		1,500.00
	57 Skate Park				2,000.00	495.00	1,505.00
					4,000.00	£495.00	3,505.00

<u>Precept</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
	91 Precept		233,250.00	117,389.35			-115,860.65

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Burwell Parish Council
Net Position by Cost Centre and Code

29 July 2024 (2024-2025)

<u>Cost Centre Name</u>		233,250.00	£117,389.35			-115,860.65	
Prory Meadow and Orchard							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
53	Misc				100.00		100.00
					100.00		100.00
Public Areas							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
42	Bus Shelters				300.00		300.00
43	Street Furniture Maintenan				100.00		100.00
44	Christmas Tree and Lights				300.00		300.00
45	Hedge Cutting				2,000.00		2,000.00
46	Trees				6,000.00	780.00	5,220.00
83	Grass Cutting			1,903.03	4,000.00	715.00	5,188.03
				£1,903.03	12,700.00	£1,495.00	13,108.03
Repair Cafe							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
124	Repair Cafe Administratlor						
125	Repair Cafe Income			219.25			219.25
126	Repair Cafe Expenditure						
				£219.25			219.25
Spring Close							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Grass and Hay Cutting				4,000.00	320.00	3,680.00
2	Maintenance				3,000.00		3,000.00
					7,000.00	£320.00	6,680.00
Staff							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
58	Facilities Supervisors				40,000.00	7,636.95	32,363.05
59	Assistant to Clerk				17,000.00	3,843.96	13,156.04
60	Handyman				36,000.00	7,770.75	28,229.25
61	Clerk				42,000.00	11,717.01	30,282.99
					135,000.00	£30,968.67	104,031.33
Street Lighting							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
39	Electricity				600.00	98.27	501.73
40	Maintenance						
41	Church Flood Lights				500.00		500.00
					1,100.00	£98.27	1,001.73
The Pavillion							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
30	Electricity				6,500.00	1,538.21	4,961.79
31	Rates				1,500.00		1,500.00
32	Cleaning Contract						
33	Repairs, Renewals				1,000.00	673.05	326.95
34	Sinking Fund				2,500.00		2,500.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Burwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

		11,500.00		£2,211.26		9,288.74	
<u>The Recreation Ground</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
35	Grass Cutting				7,500.00	1,875.00	5,625.00
36	misc and Maintenance (Nc				1,500.00		1,500.00
37	Pitch Maintenance Contra				13,545.00		13,545.00
38	Income from Hirers		7,500.00	1,590.50			-5,909.50
117	Tennis Court Maintenance				2,000.00	225.78	1,774.22
118	Tennis Court Income		2,000.00	655.50			-1,344.50
			9,500.00	£2,246.00	24,545.00	£2,100.78	15,190.22
<u>VAT</u>		<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
114	VAT Refund			3,909.62			3,909.62
				£3,909.62			3,909.62
NET TOTAL			304,900.00	£151,989.58	288,289.00	£68,027.73	67,350.85

Burwell Parish Council
Finance and General Purposes
30.07.2024

Present: Michael Swift (Chair), Linda Kitching, Liz swift, Brenda Wilson, Ian Woodroofe, Richard Jenkins and Yvonne Rix (RFO).

F&GP/30072024/01 Apologies for absences and declarations of interests

Paul Webb and Gus Jones.

F&GP/30072024/02 Approval of the minutes of the meeting held on 26.3.2024

The minutes of the meeting held on 26th March 2024 were approved. Proposed by Liz swift and seconded by Linda Kitching. It was noted that the meeting that should have been held on 28th May 2024 had been cancelled.

F&GP/30072024/03 Consideration of the Action Sheet

The following updates were noted:

PROJECT	INFORMATION AND UPDATES
Local Council Risk System	Still to do: Manual Handling Use of electronic devices Code of Conduct Working at Height – George has now done this Further Assessments required: Community Garden – Volunteers Community Orchard Social Media
CCLA Investment	Funds at 30.6.2024 £109,767.56

F&GP/30072024/04 Quarterly Report April-June 2024.

Yvonne Rix presented the Quarterly Report for April-June 2024 with the following comments being made.

Bank Reconciliation – The income for the quarter includes the first payment of £116625.00. It should be noted that under analysis income shows as £117389.35. This was the amount received from ECDC and it was a joint payment of £116625.00 precept and £764.35 for the meaningful proportion of CIL funding received between 1.10.23 and 31.3.24. The £764.35 had been listed incorrectly.

Earmarked Reserves. The figure for Pauline's Swamp includes the £3500 from Hopkin Homes and the 2024/2025 budget allocation of £1500. The Recreation Ground Sinking Fund includes the 2024/2025 budget allocation of £2500.00.

CIL Funding – The latest receipt of CIL Funding of £764.35 has not yet been allocated.

Net Position – The payment for the Annual Report is for the printing of the 2023 Annual Report. The cost of printing the 2024 Annual Report has not yet been received. Other income includes a refund of CCC pension due to the payment being made to incorrect CCC account. This is balanced by an additional pension payment in expenditure. Also included in this figure is a refund from ENGIE.

Allotment income is not due until October. Gardiner Memorial Hall income is higher for the quarter than budgeted. Public Areas receipt of £1903.03 has been included under Public Areas grass cutting instead of Agency Grass Cutting. Staff changes will be reflected in the next quarter.

F&GP/30072024/05 CCLA Mandate

The mandate for the CCLA account needs to be updated, with the following recommendation being made to Full Council:

That Paul Webb, Elizabeth Swift, Ian Woodroofe, and Linda Kitching be added to the mandate for actioning transactions for the account and all previous individuals removed from the mandate.

F&GP/30072024/06 SLCC Membership

Following a suggestion from Yvonne Rix about the benefits of the Clerk being a member of the Society for Local Council Clerks the following recommendation to Full Council was proposed by Liz Swift and seconded by Linda Kitching:

That the Parish Council pays for the annual membership of the Society of Local Council Clerks for the new clerk. The cost for the current year is £253.00 including a joining fee of £15.00.

It was also suggested that an up-to-date copy of Charles Arnold Baker (Parish Council Bible) is purchased. The cost is around £150.00. The following recommendation was proposed by Liz Swift and seconded by Brenda Wilson:

That the Parish Council purchases an up-to-date copy of the Charles Arnold Baker publication at a cost of approx. £150.00.

F&GP/30072024/07 New Financial Regulations

Yvonne Rix handed out copies of the new 2024 Financial Regulations Model document along with information on the changes introduced. Yvonne Rix agreed to let all members of the group not in attendance have a copy of the regulations along with the link for the information about the changes. She suggested that the group should consider adopting the new regulations at the next meeting of the group.

F&GP/30072024/08 Review of Standing Orders and Code of Conduct

The Standing Orders were reviewed. Lea Dodds had questioned a few items, but one is legally a requirement to have and it was felt that the others did not warrant changes being made. The following recommendation proposed by Liz Swift and seconded by Ian Woodroofe to be made to Full Council:

That having reviewed the Standing Orders the Finance and General Purposes Group recommends to Full Council that no changes are required.

F&GP/30072024/09 Social Media Policy and Communications Group

The draft Communications Policy drafted by Paul Webb was noted. The following recommendation, proposed by Liz Swift and seconded by Ian Woodroofe to be made to Full Council:

That a small subgroup is created to work on the Council's communication and social media policy.

F&GP/30072024/10 Burwell Day Centre and Policy for the Elderly

It had been suggested by the Burwell Day Centre Trustees that the Parish Council should have a Policy for the Elderly and that the Parish Council should do more for the Day Centre. A draft policy had been compiled but the group agreed that a policy is not necessary at this point in time. The Council will always consider donation requests favourably from the Day Centre.

F&GP/30072024/11 Any urgent matters

Burwell Football Club would like to have a food van on Margaret Field when they are playing matches. In order to do this a License will be required which will cost £192.00 per year. The group considered that it would be appropriate for the Parish Council to apply and pay for the license in the first instance and then charge the Football Club over the year. Brenda Wilson proposed, seconded by Liz Swift the following recommendation to Full Council:

That Burwell Parish Council purchases the necessary license to allow a food trader to operate during Football matches at Margaret Field at a cost of £192.00 per annum, with the Football Club being charged over the year for the same amount.

Yvonne Rix asked the group to confirm that the Council is not prepared to waive any reduction being made to her pension as a result of taking early retirement. This was confirmed by all.

F&GP/30072024/12 Date of the next meeting

The next meeting will be held on 24th September 2024.

The meeting closed at 9 pm.

Signed

Dated

Minutes of the Community, Leisure, Health, and Sports Meeting held on 16th July 2024.

Present: Michael Swift (Chair), Richard Jenkins, Liz Swift, Jim Perry, Jenny Moss, Ian Woodroofe, Clive Leach, and Paul Webb.

Apologies: Geraldine Tate.

Michael Swift gave thanks to the Clerk, Yvonne Rix for her work supporting the group over the past years.

Approval of Minutes of the meeting held on 16th April 2024:

The minutes of the meeting held on 16th April 2024 were approved and signed as a true and accurate record. Proposed by Liz Swift, seconded by Jim Perry and approved by all.

Action Sheet updates:

Recreation Ground, Margaret Field Football provision and liaison with the Football Club.	The Circus had used Margaret Field and there had been little damage to the ground. Meetings with the Football Club continue.
Spring Close	Meeting to take place with Zion Landscapes to discuss the grass cutting. One non-council member and one council member to attend the meeting. Michael Swift apologised for being unable to attend site meetings at the moment due to his health.
Paulines Swamp	A site meeting has taken place with the owner of the adjacent property in Swaffham Road. The owner would like to put up a new boundary fence. There have also been some complaints about overhanging branches from the buffer zone which we now own. The buffer zone needs a lot of work, and this will be discussed at the Trustees meeting next week. Jim Perry informed the group that a resident has complained about an area of land inside the development. He has contacted ECDC to find out who is responsible for this area, but at this point in time nothing has been agreed. Liz swift Said that only one house is affected by the overhanging branches.
BAFY	Liz Swift reported that she spoke with Alan Webb yesterday and that hopefully an additional driver/youth worker has been found for the Youth Bus. This will mean that the Youth Bus should be available to start coming to Burwell once a week from September. The bus will be situated at the Recreation Ground. Funding is available until March 2025. If the bus is unable to attend, then as an alternative, there is a minibus n youth team who can bring out equipment etc. to one of the Parish Council halls (subject to hall availability). ECDC has organised a youth event 'Fusion' on the 8 th August. The event will be held at the Recreation Ground. Lizzy Houghton and one of her colleagues intend to do weekly walkabouts around the village during the summer in order to engage with the youth. A Community

	Meeting focusing on the youth has been arranged for 7 th October 2024 at Mandeville Hall.
Community Orchard	Some pruning has taken place with the remainder being carried out in the autumn. There is a lot of fruit on the trees, When the fruit is ready the community needs to be made aware that they are able to take some of the fruit. The plan showing the layout and tree species need to be renewed.
Community Garden	The water storage shed has been vandalised but has now been repaired by the maintenance officer. One of the CCTV cameras does catch the corner of the shed. The garden is generally looking good.
Sports Centre	Charlie Milner is now an official Parish Council representative along with Paul Webb. Helen McMenamin-Smith is now chair of the Sports Centre. Much Improvement work has been carried out and the centre is now running more profitably.
Climate Change Policy	Clive Leach informed the group that the Climate Change Policy has now been updated and that it now includes a section on biodiversity and the environment. The Climate Change Forum is now meeting bi-monthly. The Parish Council has supported the Burwell Environment Group (BEG) website. BEG is also looking at taking advantage of the EDCD heat loss guns during the winter. The County Council has circulated details of their Community Energy Plan. It is suggested that Councillors complete the comments section as individuals. Sunnica Solar development has now been approved. The importance of solar farms in the area as a means of increasing renewable energy needs to be promoted. The new Labour Government is looking at the possibility of bringing forward the legal discontinuation of gas boilers. BEG is also looking to discuss with Octopus the possibility of a local community scheme.
A to B1102 Group	Liz swift reported that she had recently attended a meeting where the new proposed bus routes had been discussed. It was a very informative meeting, and it looks like the new routes will allow access to post sixteen education and the hospital. The Group is optimistic that the new routes will start running in the autumn.
Westhorpe Play Area	There is still some funding remaining and it was suggested that deciding on what to spend the funding on should be left until after the new clerk has started.
Repair Café/Swish	The next Repair Café is being held on 29 th September 2024 and the next Swish event is being held on 13 th October. Previous events have been well attended. Just over £1,000 has been raised and those involved will discuss how the money can be used over the next few months.
Newmarket Road Sports Hub	No further update other than the new MP Charlotte Cane has agreed to try to reconvene the meeting with David Meek the CEO of This Land.
Trees on the Avenue	Highways have verbally agreed to purchase the trees. Jenny Moss to contact Highways to try to get this in writing. Highways has indicated

	that they would like the Parish Council to be responsible for planting the trees.
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Walks Booklet

Updating one of the original walk booklets would be a means of promoting health within the community. The History Society had been involved with the '4 walk booklet' and it was suggested that Jim Perry, as he is a member of the History Society should find out if they would be interested in updating the publication. The rest of the community could be approached for suggestions of walks in the village. Walks that include the village plaques was suggested. This item to be added to the agenda for the next meeting.

Pavilion Changing Rooms

A request has been made by the Football Club female teams that the changing rooms in the older part of the building are dedicated for use by the female teams. They would also like bins for sanitary use to be placed in some of the toilets. It was agreed for bins to be provided and that priority is given to the female teams to use the changing rooms in the older part of the building.

Strategy Day

Developing the additional land at Pauline's Swamp and promotion of the Council's Open Spaces have been agreed at the Strategy Day to be added to the Short- and Medium-Term plans for the group. The development of the additional land at Pauline's Swamp will be discussed at the next trustees meeting and Michael Swift asked for suggestions on how the open spaces can be promoted.

Donation Request

A donation request has been received from Cambridgeshire Libraries for support towards the cost of the Burwell Summer Reading Scheme. The following recommendation to be made to Full Council.

Following a proposal from Liz Swift, seconded by Jenny Moss, and agreed by all, the Community, Leisure, Health and Sports Group recommends to Full Council that a donation of £200.00 is made to Cambridgeshire Libraries to support the Summer Reading Scheme in Burwell.

The Weirs and The Lode

Another item that was added to the Short-Term plans for the group at the Strategy Day was the improvement of the Weirs and the Lode. This needs a group to take on the responsibility for the improvements and it was suggested that BEG would be an appropriate group to do this. The Parish Council would support the group by allowing free use of one of its halls for initial community meetings. It was suggested that the chalk stream and spring on Spring Close should also be included. It was noted that it has become very untidy around the Weirs and the Environment Agency is not doing very much.

Clive Leach explained that Jeremy Lander had contacted him about possibly setting up a group to tidy up and take care of the Weirs and Lode. There is quite a lot of interest in setting up a group. He continued to say that he had also been contacted by a resident regarding the inappropriate use of the 48 hour mooring points. The Local 2014 Plan drawn up by ECDC includes improving this area. There is anti-social behaviour in the area. Paul Webb suggested that John Rollin is also contacted to see if he would be interested in being involved. Unfortunately, several of the boats along the river are showing signs of deterioration and not being cared for. Years ago, in the 1960's it was possible

to hire boats and canoes from along the river. The riverbank is a good walk which can include the Community Garden. Paul Pickles should also be contacted. There is a multi-Agency meeting taking place on 23rd July to discuss the area. Clive Leach said that he would attend on behalf of the Parish Council. He also agreed to contact interested parties about setting up a group.

Chaz Hanson has started repairing the skate park but needs to come back to finish. The Clerk to contact him to see when this might be. He has yet to submit an invoice for any work that has been carried out. The Maintenance Officer to find out the cost of reinforcing some of the soil areas around the skate park.

Jim Perry reported that vandals have broken the guttering on the barn at Pauline's Swamp. He has reported this to the Maintenance Officer.

The meeting closed at 8.35 pm

Signed

Dated

My ref: SRC24
Your ref:
Date: 17/04/2024
Contact: Rob Gwilliam
Telephone: 01353616167
Email:



Strategies and Partnerships
Cambridgeshire Libraries

Burwell Parish Council
Jubilee Reading Room
99 The Causeway
Burwell
CB25 0DU

Ely Library
6 The Cloisters
Ely
CB6 4ZH

Dear Sir/Madam,

Spring is in the air, and for the libraries that can only mean one thing, the drive to organise this year's reading challenge. The Reading Agency have announced the theme for this year, which is 2024 Summer Reading Challenge: **Marvelous Makers!**

Last year's 2023 Summer Reading Challenge: **Ready Set Read!** brought 6728 Cambridgeshire children into libraries, an increase of over 10% on the previous year, to keep up their reading skills and confidence, so preventing the dip in their learning that happens naturally over the school holidays. Burwell again had finishing statistics above the County average, and that is down to your support allowing us to run events for them during the holidays.

The cost of living crisis that everyone is facing continues, and we are hoping families continue to see libraries and the Summer Reading Challenge especially as something that is available to them, but this means we will need additional resources if we are going to ensure that as many families as possible in our community are able to take part in, and benefit from, this exciting and fun Challenge. These will include extra staffing hours, materials for activities and non-library-based promotion.

Last year, your generous offer also allowed us to again welcome the Inflatable Theatre with his balloon magic show designed around the **Ready Set Read** theme to the library. His show was followed by a balloon demonstration and every child left with a balloon creation.

Reading for pleasure is more important to children's success than education or social class, so we hope you feel you can support us to deliver this year's **Marvelous Makers**, Summer Reading Challenge in your community.

Additionally, we would like to invite a representative from the Parish Council along to the ceremony to present the medals to the finishers. The ceremony this year will be happening on Thursday 26th September between 4-5pm in Burwell Library.

Please contact me at the address/email address in the letter heading.

Yours sincerely

Rob Gwilliam
Area Library Manager East Cambridgeshire
People and Communities
Cambridgeshire County Council

Minutes of the Safety Group Meeting held on 23rd July 2024 7pm at the Jubilee Reading Room to discuss the updated 20 mph Schem plans

Present: Ian Woodroofe (Chair), Jim Perry, Lea Dodds, Clive Leach, Liz Swift, Geraldine Tate, and Brenda Wilson (from 7.30 pm).

The Group looked at the plans and found all the Council's requests had been shown correctly. However, the front page for Option 2 does not reflect the option 2 detailed pages. The Clerk was asked to raise this with Highways.

Liz Swift presented a simplified map with information taken from the plans from Highways showing the areas that will be affected by the 20-mph restriction.

The Clerk reported that the Print Centre could be approached to enlarge the front-page cover maps from Highways for the public consultation. A4 plans could be made available for individuals to take away. A Boards should be placed outside consultation venues to encourage people to come in. The maps will need to be added to the website and the information on the website will need to be promoted.

It was agreed that the group would aim for mid to late September for the public consultation.

Jim Perry questioned why there cannot be a 40-30-20 mph reduction in speed on Reach Road. It is thought that Highways said that there is a reason for this. The Clerk was asked to contact Highways for clarification on why this option is not possible.

Geraldine Tate stated that the Police has said that they would not consider enforcement unless there are further traffic calming measures. It was agreed that the Parish Council should not get involved with enforcement as this down to the Police and that a non-compliant 25 mph is better than a speed of 32 mph or above.

At the Consultation events it is though better to make a note of individual's views and questions without getting into an argument.

It was noted that the blanket implementation of the 20-mph speed limit in Wales has not gone down well. However, it has been noted that collisions have plummeted and as a result, insurance rates have gone down. In Ely, campaigning against the 20-mph limit has gone very quiet. Residents in Ely were not given the opportunity to give their views to the speed reduction.

Ian Woodroofe agreed to design a draft comment sheet for the consultation with the community. Questions can be raised by members of the public at these events. The consultation must be well advertised.

Some of the information currently on the draft website page needs to be altered and the table showing survey voting results needs to be removed.

Dates for the consultation meetings need to be arranged.

It is hoped to be able to provide the information to Council at the last meeting in August. Large maps should be available for Council at this meeting.

There being no further business the meeting closed at 8.04 pm.

Signed

Dated

For meeting

Yvonne Rix

From: Asset Data Strategy <assetdatastrategy@cambridgeshire.gov.uk>
Sent: 29 July 2024 17:45
Subject: CCC Consultation launched - Active Travel Hierarchy
Attachments: Outlook-xxtmndx0; Background 19_07_2024v2.docx

Dear Parish or Town Clerk/Chair

I would like to make you aware of a consultation which has been launched by the Highways & Transport service at Cambridgeshire County Council. This follows proposals for a consultation which were presented to the Council's Highways & Transport Committee in January 2024. The committee paper can be found here: [Document.ashx \(cmis.uk.com\)](http://Document.ashx(cmis.uk.com)). The consultation seeks input regarding proposals for an 'Active Travel Hierarchy'.

The Active Travel Hierarchy looks to introduce a way of prioritising maintenance activities to better reflect the use of the highway network by walkers, cyclists and other non-motorised traffic. This will support the Council's Active Travel Strategy and its ambition to make walking or cycling the natural choice for shorter journeys, in turn helping to reduce road traffic congestion, improve journey times, and contributing to carbon reduction in the County.

We would like to invite your feedback on the proposals, so that we can better understand which active travel routes and public rights of way are considered important by our communities, and what maintenance activities stakeholders might like us to prioritise.

This is a public consultation that is being promoted on the Council's social media channels. We would also appreciate you promoting this consultation locally in your parish communities, to encourage wide participation, so we can gauge residents' views.

The consultation is open for responses until Monday 16th September. I have attached a background document to this email, but you can also access the consultation website here: <https://consultcambs.uk.engagementhq.com/active-travel-hierarchy>. Please feel free to circulate this link amongst your local residents. You can do this by sharing social media posts that started from 22 July on the County Council's channels, which will be continuing in the weeks ahead.

Please direct any questions about the consultation to assetdatastrategy@cambridgeshire.gov.uk

Daniel Ashman - on behalf of the Highway Asset Management Team

(Pronouns – he/his) *Why have I put this here?*

Highway Records & Definitive Map Manager

Highways Maintenance Service

E: assetdatastrategy@cambridgeshire.gov.uk

Box STA2101, Highways Depot, Stanton Way, Huntingdon, PE29 6PY

Cambridgeshire **Highways**



For information about Cambridgeshire's highway records, please see:
[Highway records - Cambridgeshire County Council](#)

For information about Cambridgeshire's Definitive Map & Statement of Public Rights of Way, please see:

[Definitive Map and Statement - Cambridgeshire County Council](#)

To make an application for a CON29 search or for highway, public right of way, common land or town and village green information, please see:

[Highway searches - Cambridgeshire County Council](#)

For general enquiries, please email: highwaysassetmanagement@cambridgeshire.gov.uk

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THE ACTIVE TRAVEL HIERARCHY CONSULTATION

INTRODUCTION

Cambridgeshire County Council is the local highway authority for Cambridgeshire and wishes to seek your input into the development of its Active Travel Hierarchy. Please take the time to review this background information and provide your feedback.

CONTENTS

- 1 – What is a maintenance hierarchy?
- 2 – What is 'active travel'?
- 3 – The Active Travel Hierarchy
- 4 – What is the effect on maintenance standards?
- 5 – What about Public Rights of Way?
- 6 – What the Active Travel Hierarchy will not do
- 7 – What are we doing now?
- 8 – Your opportunity to comment
- 9 – Other information about the consultation
- 10 – Consultation timeline

1. WHAT IS A MAINTENANCE HIERARCHY?

The Council maintains a wide range of highways across a network comprising 4,550km of roads; 2,936km of footways, over 550km of designated cycleways, and over 3,000km of public rights of way.

Decisions on the maintenance and management of the highway are underpinned by a robust, risk-based approach that applies to the whole network. This approach is critical to managing and repairing defects in the highway that are a hazard to road users.

The Council uses the concept of hierarchies to set a number of key maintenance standards, such as the frequency at which a road is inspected and how quickly defects are repaired. This enables us to prioritise maintenance activities on more important highways. For example, a busy road would attract higher standards than one which is lesser used. Currently, the hierarchies we use focus on the extent of use by motor vehicles.

2. WHAT IS ACTIVE TRAVEL?

The national Cycling and Walking Investment Strategy aims to “make walking and cycling the natural choices for shorter journeys, or as part of a longer journey”¹, and the Council adopted its Active Travel Strategy in 2023, which you can see here: [Cambridgeshire's Active Travel Strategy Adopted March 2023](#).

The term ‘active travel’ within the Strategy refers to walking and cycling, but also includes other modes of travel and use of mobility aids as shown below.



walking



cycling



wheelchairs



pushchairs



mobility
scooters



adapted
cycles



e-cycles



cycle
freight

The Council is committed to walking, cycling and wheeling as key uses of our highway network, to support the aim of enabling and encouraging a shift away from journeys being made by private car.

- Please note that when using the term ‘wheeling’, we include the use of wheelchairs, powered wheelchairs, mobility scooters, rollators and other mobility aids to move around the highway network.

¹ [The second cycling and walking investment strategy \(CWIS2\) - GOV.UK \(www.gov.uk\)](#)

We also recognise the importance of our highways and public rights of way to other users, such as those who walk, cycle or horse ride for leisure, recreational or commercial activity. Although uses such as this are not included within the definition of 'active travel', as part of this consultation we welcome input from all types of highway user so that a wide range of needs and interests can be considered.

3. THE ACTIVE TRAVEL HIERARCHY

The Council wishes to develop an approach for supporting and promoting active travel, as well as facilitating other non-motorised use, through the development of active travel hierarchies, which will enable maintenance to be prioritised according to measures such as the level of use of a route, its strategic importance and the risk to users. In January 2024 this intention was set out in a report to the Council's Highways and Transport Committee, which you can find here: [Document.ashx \(cmis.uk.com\)](https://cmis.uk.com/Document.ashx)

The Active Travel Hierarchy will be about managing and directing the maintenance activities that the Council carries out on its active travel routes and Public Rights of Way. Implementing a hierarchy that helps the Council to prioritise these activities will benefit all highway users: By ensuring that more important routes are maintained as a priority, users will experience better journeys, and more people will be encouraged to walk and cycle. This will help to reduce the amount of motor traffic on our road network, therefore contributing to reduced traffic congestion and carbon emissions across the County.

4. WHAT IS THE EFFECT ON MAINTENANCE STANDARDS?

Following conclusion of this consultation, the Active Travel Hierarchy will be further developed and refined. We will then assess the need to prioritise maintenance of the different routes identified in the Hierarchy against the resources available to manage our highway network, in order to determine what maintenance standards are appropriate. Your input to the consultation will therefore be valuable in helping us to understand this picture more clearly.

The County Council already uses maintenance hierarchies on its road network to help determine the following:

- frequency of safety inspections
- thresholds for repair of potentially dangerous defects
- speed of repair for potentially dangerous defects
- allocation of budget for maintenance of different types of highway asset
- prioritisation of capital maintenance schemes for different types of highway asset
- prioritisation of winter services, such as road gritting.

These are the sort of maintenance activities that might be subject to change on our active travel network as a part of the Active Travel Hierarchy.

5. WHAT ABOUT PUBLIC RIGHTS OF WAY?

We recognise that Public Rights of Way (PROW) are a distinct part of the highway network, with many rural PROW presenting a unique opportunity for leisure journeys and wellbeing

activities. The Hierarchy does not seek to change this. However, a number of Cambridgeshire's PROW do form parts of well-used active travel routes, so it is appropriate to consider PROW as a constituent part of the Active Travel Hierarchy. However, we have deliberately categorised PROW into a standalone hierarchy to ensure that their legal status and diverse character can be recognised.

Including PROW within the Active Travel Hierarchy consultation will help us to identify those parts of the PROW network that are more important and well-used, so that we can consider how maintenance actions could be prioritised accordingly and suitably for the intended use. It will also give us a greater understanding of which PROW our communities and stakeholders wish to safeguard.

6. WHAT THE ACTIVE TRAVEL HIERARCHY WILL NOT DO

The Active Travel Hierarchy will not promote physical or legal changes to the highway network (for instance, changes to the surface or status of a PROW), which are subject to other legal and administrative processes.

Please also note that this consultation is not intended to be a highway fault reporting tool. If you wish to report a highways defect, please do so here: [Cambridgeshire County Council - ReportIt](#)

7. WHAT ARE WE DOING NOW?

Three draft hierarchies are under development this time, intended to reflect the different types of use that take place on different sections of the highway network. These hierarchies will form constituent parts of the Active Travel Hierarchy.

- **The Walking and Wheeling Hierarchy.** This includes highways where walking/wheeling is permitted (eg, roads and footways), but which are not recorded as Public Rights of Way.
- **The Cycling Hierarchy.** This includes highways where cycling is permitted (eg, roads and cycleways), but which are not recorded as Public Rights of Way.
- **Public Rights of Way.** This includes all Public Footpaths, Bridleways, Restricted Byways and Byways Open to All Traffic.

To date the content of the hierarchies has been based upon a consideration of:

1. *The importance of the sections of highway to users* (eg, where a route links localities or important destinations like schools or workplaces)
2. *The level of risk to users* (eg, where pedestrians have to share spaces with motor traffic, or a cycleway next to a high-speed road)
3. *The level of use of that section* (eg, how many people use the route)

The draft hierarchies have been developed using a data-driven approach to the above criteria, reflecting factors such as proximity to local services and workplaces.

8. YOUR OPPORUNITY TO COMMENT

We want to ensure that communities, user groups and stakeholders have the chance to input into the development and refinement of the hierarchies by understanding which active travel routes and Public Rights of Way are important to them. A consultation website has been set up, which you can view here: <https://consultcambs.uk.engagementhq.com/active-travel-hierarchy>

- **Hierarchy Maps**

For the **Walking and Wheeling, and Cycling Hierarchies**, we have created County-wide maps which show how each highway has been designated within the draft hierarchies. These maps are based on our data-driven assessment and initial oversight by officers. Please note that category 1 represents the most important highway for the relevant mode of travel, followed by category 2 and so on. We would like your feedback on how the highways shown in these hierarchies have been categorised.

Public Rights of Way have not been categorised in this way and at this time we are seeking community and user input to help identify which Public Rights of Way are considered most important by users and stakeholders.

Mapping has been created to enable respondents to give location-specific feedback about each of the hierarchies and our Public Rights of Way. We also welcome your written comments, which can be added when you give feedback on a particular location. You can view the map here: www.cambridgeshire.gov.uk/active-travel-hierarchy-map

Where appropriate, your feedback will be used to enhance the draft hierarches, which will be reviewed and updated following this consultation exercise. The finalised Active Travel Hierarchy will be considered by the Council's Highways and Transport Committee.

- **General consultation**

There is also a further questionnaire for general feedback on the principles related to an Active Travel Hierarchy, seeking your preferences on priority maintenance activities. You can view this survey here: [Active Travel Hierarchy: your feedback | Consult Cambridgeshire \(engagementhq.com\)](https://www.cambridgeshire.gov.uk/active-travel-hierarchy-your-feedback)

We would welcome your views, or those of your organisation, on the draft hierarchies.

In order that we can better understand the feedback we receive, we would value it if respondents could provide contact details² or information about any organisation they might be representing, such as a parish council.

² You do not have to give us any personal information. Any personal information will be collected and used in line with Data Protection legislation under the Council's public task and our responsibilities under the Highways Act 1980. Your contact details will not be shared with any third party and will only be used to seek clarification or to provide an update on this consultation. We will only store personal data for 12 months after the consultation results have been analysed and the associated report published. We will not publish any personal details you do give us, but may publish our response, and include it in public reports, with personal details removed. Personal

9. OTHER INFORMATION ABOUT THE CONSULTATION

A series of Frequently Asked Questions have been developed, which you can see on the consultation web page here: [FAQs | Active Travel Hierarchy | Consult Cambridgeshire \(engagementhq.com\)](#)

Please be aware that if a particular highway is not shown where you would expect it to be on one of the three hierarchies, it will most likely appear on one of the other two hierarchies. This will be because of how the highway is legally classified in our highway records. This may be of relevance in cases where cycling has been permitted on Public Footpaths, often in urban areas. In such cases the affected route will be shown on the PROW maps. We still welcome your feedback on these routes.

If a route is not shown on any of the maps, this is most likely because the route is not recorded as a highway maintained by Cambridgeshire County Council. You can still provide feedback about these routes by adding comments about them in our general consultation, but please be aware that routes which are not considered to be maintainable by the County Council cannot ultimately be shown on the Active Travel Hierarchy.

10. CONSULTATION TIMELINE

This consultation will be open for responses from **22 July 2024** until **16 September 2024**.

data will be held securely, in accordance with data protection legislation. Further details about how we use this data and the rights you have around this can be found at www.cambridgeshire.gov.uk/privacy

TEMPORARY TRAFFIC ORDER APPLICATION FORM (TTRO)

Please Send Your Applications to:	Applicants Details:
Cambridgeshire County Council Street Works Team Vantage House Washingley Road Huntingdon Cambridgeshire PE29 6SR Tel: 01480 372444 Email: street.works@cambridgeshire.gov.uk	Name: Address: Tel: Emergency 24-hour Contact No: Email:

**The cost of this application is:
£1262.00 for a Full Order or £885.10 for an Emergency Order**

YOU MUST ALLOW AT LEAST 12 WEEKS FOR THIS ORDER TO BE PROCESSED. A STREET WORKS PERMIT MUST HAVE BEEN SUBMITTED BEFORE THIS FORM WILL BE CONSIDERED

PLEASE TICK ALL RELEVANT OPTIONS THAT APPLY:

ROAD CLOSURE	<input type="checkbox"/>	FOOTPATH CLOSURE / PUBLIC RIGHTS of WAY *** Please see Notes for Applications below.	<input type="checkbox"/>	SPEED LIMIT	<input type="checkbox"/>	OTHER (Please specify below)	<input type="checkbox"/>
Additional T/M Requirements	NONE <input type="checkbox"/> STOP / GO <input type="checkbox"/> 2-WAY LIGHTS <input type="checkbox"/> 3-WAY LIGHTS <input type="checkbox"/> HOURS OF OPERATION: 24HR						
DESCRIPTION OF WORKS:							
Fire Hydrant Repairs							
Road Name	Martin Road,						
Parish / Town	Burwell						
Road Number (i.e.: A140)							
Location of Works	OUTSIDE 14 Martin Road Burwell CAMBRIDGE CB25 0DL						
Closure Start Date:	09/10/2024	End Date:	11/10/2024				
Closure Times: 24/7 or Specify Times	24hr						

Working Hours: 24/7 or Specify Times	08:00-17:00
Diversion Route – List all roads & parishes (with names and numbers if possible) These can be found on Roadworks.org with “NSG” selected under Operational Info within the Map Layers Menu. Please provide a map showing the extent of the closure and diversion route.	CARTER ROAD > HAWTHORN WAY > TOYSE LANE > B1102 > BUNTINGS PATH & Vice Versa
Will the alternative route include a Trunk Road? (If so, it is the responsibility of the applicant to gain agreement from the National Highways or other Local Authorities and submit a copy of the approval to Street Works with this application)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Details:
Does the above route have any restrictions, i.e., Bus Gates (Cambridge City), Low bridges, weight limits, tunnels, fords, ‘one way’ or other Orders on it? (If yes then please give details). Some of these can be found here	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Details:
Will this Order apply to pedestrians, cyclist and/or equestrians? (If so, please provide details)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Details:
Please add any comments that you feel may assist the application	

Payment Details	
Please specify the details of the company or individual that Cambridgeshire are to collect payment for the TTRO to be processed.	
Company Name: Anglian Water	
Address: Enterprise House Witham Park Waterside South Lincoln LN5 7JE	Tel. No: 01522 341545
	Email: tDixon@anglianwater.co.uk

YOUR ORDER NUMBER:	
64457972	

Please note: It is the applicant's responsibility to inform residents, businesses, the Local Parish Council and County Councillors about the closure. We may request to see the information you have sent them prior to sending you the legal order. Details can be found by following this [link](#)

FAILURE TO ADHERE TO THE CONDITIONS SET OUT WITHIN THIS DOCUMENT MAY RESULT IN AN APPROVED ORDER BEING WITHDRAWN.

REQUIRED ADDITIONAL IMPORTANT INFORMATION

1. Please ensure you give the official road name with the correct spelling for which the Order is required.
2. Access may be allowed to Emergency Services **IF** safe passage permits.
3. Pedestrian / Cyclist and Access to properties must be allowed at **ALL** times, unless otherwise agreed.
4. An order will only be granted where a suitable alternative route or arrangements are available.
5. A clear map showing the extent of the closure and diversion route must be attached to this application.
6. Signs 1050mm by 750mm bearing the words "This Road will be closed "From To" and including the dates of the closure **MUST** be placed at all approaches to the site **at least 14 days** prior to the proposed closure.

Notes for Applications to close Public Rights of Ways (PRoW) / Footpaths

1. CCC strongly encourages early engagement with PRoW Officers prior to any application being submitted to close a Public Right of Way or footpath (PRoW).
2. Initial applications to close a Public Right of Way or footpath can only be granted for a maximum duration of 6 months.
3. If the applicant is aware that the closure is likely to exceed 6 months, they should indicate this on the initial application but will still need to apply for an extension using the following procedure:

4. The applicant needs to apply to Street Works at least **8 WEEKS** before the expiry date of the initial 6-month TTRO with full justification AND any alternatives that have been considered and reasons for not being able to accommodate any alternatives.
5. The applicant should use reasonable endeavours to minimise any extension duration and further extensions may be refused.
6. Applicants will be required to meet on site with our Senior Street Works Inspector and PRow Officer to discuss the reasons for the extension and justification. The site meeting must be held within 2 weeks of the extension request being submitted to Street Works and applications to the Secretary of State (SoS) will not be progressed until the meeting has been held and alternatives explored. The SoS requires a minimum of 4 weeks to consider an extension request. Any applications that do not comply with item 4. may be automatically refused.
7. All applicants should be prepared to accommodate any reasonable alternatives suggested by the Senior Street Works Inspector and PRow Officer and will be asked to justify in writing any refusal to accommodate reasonable and achievable alternatives. Additional cost to the works promoter will not be considered justification.
8. Applicants should not assume the full duration of the extension request will be granted and a reduced period may be agreed at the site meeting.
9. Applicants should not assume that extensions will be granted by CCC even if the Secretary of State (SoS) approves an extension.
10. The PRow should be reopened as soon as reasonably practicable and in a condition that is safe for all users of the PRow. In any case, it should be reopened in a safe condition, no later than the expiry date of the extension, if granted.
11. Failure to reopen a PRow on or before the expiry date of the TTRO / extension may result in CCC initiating appropriate enforcement action.

DECLARATION:

All the information given in this application is true and I have checked all the names of streets and parishes against an official map of the area.

Applicant's Signature:..... **Date:**

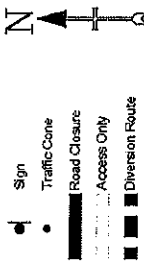
Company:

Position:

Notes:

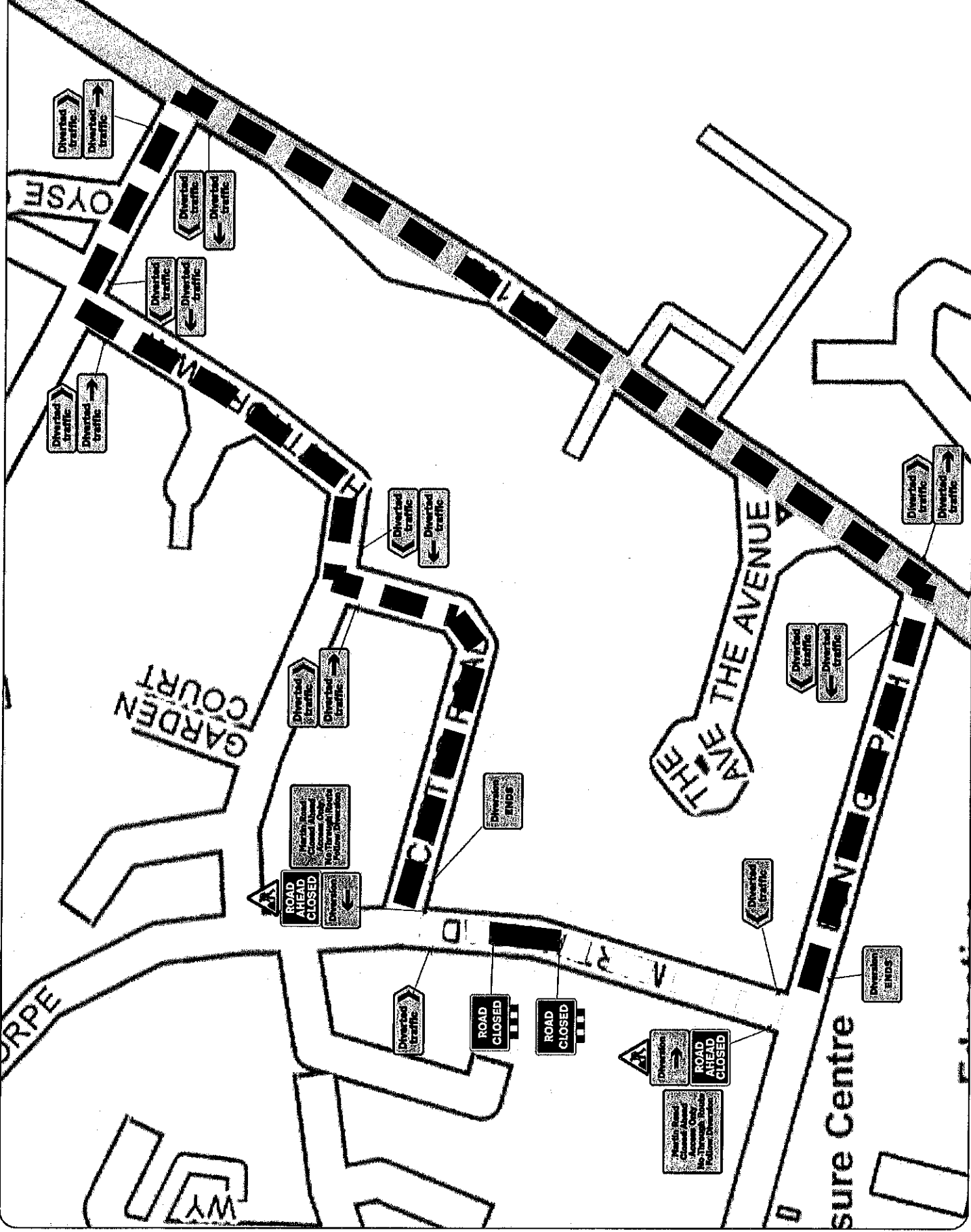
- A - Do not scale from this drawing
- B - All temporary traffic management should be in accordance with Chapter 18 of the Traffic Signs Manual 2009
- C - All temporary traffic management should be in accordance with the Traffic Signs Manual 2009
- D - All temporary traffic management should be in accordance with the Traffic Signs Manual 2009
- E - All temporary traffic management should be in accordance with the Traffic Signs Manual 2009
- F - All temporary traffic management should be in accordance with the Traffic Signs Manual 2009

KEY



DIVERSION ROUTE

CARTER ROAD > HAWTHORN WAY >
 TOYSE LAINE > B1102 > BLUNTINGS PATH &
 Vice Versa



NO.	DESCRIPTION	DATE	BY	DATE
FOR APPROVAL				

tbfo
 The Lion Barn
 Milland Road
 Reigate, Surrey
 KT8 5LJ
 Traffic 01483 480665

love every drop
anglianwater

SHE: Martin Road		BUWELL, CR25 0DL	
TITLE: Road Closure and Diversion			
SCALE: 1:1000	DATE: 05/07/24	LC	CHG: AD
TRAFFIC SIGNING: T/V/C	WORKING NO: #220451	REVISION:	-

Yvonne Rix

From: Stewart Broome <Stewart.Broome@eastcambs.gov.uk>
Sent: 16 July 2024 14:49
Subject: Licensing: Gambling Act 2005 - Statement of Principles for Licensing - Consultation
Attachments: Statement of Principles - Consultation version 2024.pdf

Good afternoon

I write to inform you that East Cambridgeshire District Council is currently reviewing its Gambling Act 2005 – Statement of Principles for Licensing.

It is a requirement under section 349 of the 2005 Act for all Licensing Authorities to review its Statement of Principles from time to time and at least every 3 years.

You have been sent this email as you are considered to have an interest in the items that the Gambling Act 2005 – Statement of Principles covers, although there is no obligation on you to submit a comment.

The matters dealt with by this revision are as follows:

- 1) Removal of capitalisation of headings where possible/appropriate to conform with accessibility requirements.
- 2) Update the population figure for the District.
- 3) Date changes throughout the document to reflect the new period that the Statement will cover.

The deadline date for consultation responses is 5pm on Tuesday 27th August 2024.

Full information can be found by visiting <https://www.eastcambs.gov.uk/licensing/licensing-policies>

Should you wish to submit a comment please do so by e-mailing licensing@eastcambs.gov.uk with the subject heading “GA05 consultation”

Kind regards

Stewart.

Stewart Broome
Senior Licensing Officer
East Cambs District Council
The Grange
Nutholt Lane
Ely
CB7 4EE
01353 616287

Pay, report, apply online 24 hours a day



Pauline's Swamp Minutes of the Meeting of 23rd May 2024 held at 25 The Causeway 7.30 p.m.

Present: Mike Swift (Chair), Jenny Moss (Secretary), Liz Swift, Paul Webb, Jim Perry, Paul Hawes, Helen McMenamin-Smith, Geraldine Tate (joined the meeting at 8.15 p.m.)

1. Apologies.

James Moss.

2. Approval of the minutes of 18th April 2024.

The minutes were proposed by Liz and seconded by Paul W.

3. Action Sheet Updates.

1. Hopkins Homes (More).

We have now received the promised £3,500 from Hopkins Moore (Homes) – Mike/Liz to check this has been sent to the correct account with the Parish Funds - , legal fees have been covered by same, and the (smaller) parcel of land and the buffer zone have been transferred to the Trust. The land needs to be cleared – we need to find out the best time to do this to avoid disturbing ground-nesting birds. There is a backlog at the Land Registry, but there is no reason why we can't start work as soon as the fauna allows. Paul W suggested beginning work after the Open Day on Sept 21st, Paul H suggested our next meeting should be on site to have a look at the land. We still believe that ECDC were in breach for not enforcing the planting of the buffer zone.

If James is not able to do the clearance of the brambles, we could ask Carl Turner, or John Hughes from Wicken Fen.

2. Visitors Centre.

The possibility is looking more promising now that we have the new parcel of land to Pauline's Swamp. If we do set up a small visitors centre on the land, the compost toilet could go next to it. Paul H suggested a shipment container, which would need water, electricity, and drainage connected. We would need to check what exactly is under the site – electric cables, water, or gas. We also need to check for suitable grants – Paul W mentioned that there is a new ECDC grant available for up to £10,000. The "school room" at Kingfishers Bridge is powered by solar and wind.

3. Work Days.

Unfortunately, Tara's Steiner children don't have transport to get to the Swamp to help with the restuffing of the bug hotel, but Gwen and Neil Spike have offered to help. Geraldine will ask Gwen to coordinate with Paul H. It has been far too wet so far this year to attempt any other work. It was decided that the bulrush clearance should be in August, before the Open Day. Our only current planned work day is on August 31st. Helen to ask her litter pickers if they would be willing to help. The hay cut will also be in August.

4. Alan Nash 58 Swaffham Road.

Helen and Jenny will arrange for buddleia to be planted inside the ugly fence, Jim has offered to help with the planting, and the Community Garden team may be willing to help.

5. Vision Plan.

Paul W and Jenny have planned to go through the document next Wednesday.

6. *Water Containers.*

Jim is to purchase a siphon from Autozone for £10 to get water from our tank.

7. *CCTV*

We need two SIM cards – one for the sender on the CCTV, which J&J Drake will be installing, and one for the phone itself. Paul will chase Yvonne to go into Vodafone – he has found an email which he has forwarded to Yvonne which may contain relevant details about the Parish Vodafone account.

8. *Compost Toilet.*

Jenny has sent a list to Emma Daniellson at ECDC of ways in which the Swamp could spend a Pride of Place grant, including the compost toilet, but not had a reply as yet. Stephanie Jones has suggested trying for the Facilities Improvement Grant, there are apparently surplus funds. This would need a form application, which Jenny and Liz will fill out if the P of P application is unsuccessful. Helen suggested that we invite local residents to write in saying how marvellous this would all be for the Community, and Tara has offered to do this. If we had a toilet, the Scouts would be able to use the area. Jenny and Paul to add this to the Vision Plan, along with the planned Visitors Centre.

9. *Tara Livermore.*

Tara unfortunately had to cancel her planned event on 30th April due to lack of ticket sales.

10. *Open Day 2024.*

See separate Action Sheet.

4. Open Day 2024.

Working from the addendum Open Day Action Sheet:

1. *Stands.*

Jenny has made enquiries of Wild Burwell, BEG (who have replied in the affirmative), Hoggwobbles, BAGS, and the Print Centre. Geraldine has had confirmation from Planet Friendly Living that will attend. Stalls will be £10 if profit making, free otherwise. Helen will ask Stamford Honey if they would like to attend, Paul W will ask Spinney abbey and Burwell Brewery, and Geraldine has asked Barbara Redwood. Paul H will ask Dennis about chicks and rabbits, and Jenny will ask the Soham wildlife centre South Angle Farm.

2. *Portaloos.*

Jenny to book nearer the time. If we don't have a compost loo by then!

3. *BBQ & Refreshments.*

No prices for the BBQ meat as yet (100 sausages, 50 burgers). Paul's grandsons will be in charge again. Helen to ask Co-op and Tesco for staples such as ketchup/ onions/ buns/ fruit. Also veggie stuff and chicken. We could trade beer for donations.

4. *Generator and water*

James will supply generator and cold and hot water again.

5. *Dog Show.*

Paul W will get the stakes and rope from carnival again. Jenny to find a judge and will supply the marquee. The rosettes have arrived. Jenny to ask Sian Moss if she can do certificates.

6. *Activities.*

James Moss says that we can use Kingfishers Bridge pond dipping equipment. Paul W. still to ask Wicken Fen if they want to do any hydroponics in the pond. Liz will organise the Bear Hunt. Mike will make a new Directions Board. Paul H. to do the bird box construction again. We will have the owl pellet dissection again (Paul H has pellets). We thought we could add hook-a-duck to the list of activities this year. Mike and Liz have hooks and ducks, Jenny has a paddling pool.

7. *Media.*

Jenny will make the posters, and ask Yvonne to print lots of A5 nearer the time, as they can be left in small clumps around the village and people pick them up. We will do the FB targetted advert again in August. Paul W. will ask Burwell radio, but make it clear that live music is inappropriate. Helen will take photos.

8. *Safety.*

1st Aiders. Geraldine will ask Neil Spike. Marianne Swift may be able to attend as first aider. Liz will collect the fire extinguisher and first aid kit fro the JRR. Mike will do the Risk Assessment form. Steph can be recertified if necessary.

9. *Other equipment.*

The museum can lend marquees, tables, and chairs.

10. *Preparation Day.*

We will cut round footpaths and do any other prep work on Saturday 31st August. Helen will ask the litter pickers if they can help out that weekend (although it will be litter picking day on Saturday).

11. *Jam and Booze competition.*

Any entries to be brought to the Open Day on the Sunday morning, we will need entry forms. We will need small cups and teaspoons for the tasting – Andy and Neil to judge the booze, and Gerri to ask Jean Reeves if she will judge the the jams. Jenny to keep promoting on Facebook. Jenny to send Geraldine the list of tasks.

5 Any Other Business.

Jenny to add Friends Group to Action Sheet, also the footpath beyond Love Lane (we need to look at the old map from 1890, and include in the update of the Vision Plan). It was decided that it wasn't necessary to send a formal letter of thanks to Wild Burwell about the planting of the oaks (although we are very grateful). The oaks were planted by the barn, in the hedge. Helen suggested that we set up bird hides.

Date of Next Meeting.

Thursday 11th July at 11 a.m. on site (Jenny to ask James if he can make it).

The meeting closed at 9 p.m.

Signed..........

Date.....

Summary of meeting held on Tuesday 2nd July 2024 regarding the EDF Solar Farm Community Fund.

Present: Liz Swift, Paul Webb, Charlotte Cane (District Councillor for Bottisham Ward), Ed Hall (Reach Parish Council, Kerry McPhee (EDF Renewables) Lewis Gray (EDF Renewables via Teams), and Viv Atkinson (Cambridgeshire Community Foundation).

Apologies: John Trapp (District Councillor for Bottisham Ward)

Previous Minutes – It was pointed out to Kerry McPhee who had written the minutes that John Trapp was not present, Liz Swift chaired the meeting and Charlotte Cane represents Reach as a District Councillor and not as a representative from Reach Parish Council. It was also noted that the minutes did not include that the Parish Council representatives asked that consideration be given to back dating the fund and inflation credits to 2023.

With regards to back dating the fund Lewis Gray explained that EDF have agreed for the fund to be backdated to the start of 2024. It was felt however by Parish Council members that because delays in the project were caused by EDF and the National Grid the fund should be backdated to April 2023. Lewis Gray to take this back to EDF for further consideration.

Lewis Gray continued to report that site snagging is currently being carried out. The seed planting has been completed and work to the reed bank being carried out in September. High Town Drove still needs to be reinstated to its condition at the start of the project. There is a 12-month grace period to be off site. The Solar Farm is now generating power. The planting needs 3 years to establish prior to any animals such as sheep being allowed to graze on the site. The site has been fenced to prevent muntjac from entering. However, this has led to an increase in muntjac on Reach land. It was confirmed that there will be monitoring of biodiversity. Reach Parish Council may approach EDF for funding to put new fencing up around their wooded area to stop the muntjac. Charlotte Cane suggested that it would be good if the EDF Environmental Officer could do reports for the villages.

Community Fund

Viv Atkinson explained that a remit needs to be agreed for the fund, along with a webpage for publicity and the formation of the panel. It is hoped to have the first funding round between 1st August and 1st November 2024. Some thought needs to be given on the amount of funding each Parish should use for small grants. Reach raised concern that many of the requests for funding from Reach would be from groups without charitable status.

It was considered that the panel should consist of the Chair and Vice Chair from each Parish Council, a member of the public from each Parish and one other, which could be a young person. Cambridge Community Foundation (CCF) has information on recruitment of the panel. There are currently a lot of demands for funding. It was suggested that EDF could hold an Open Day at the same time as the results of the first round of funding is announced just before Christmas. However, this may not be the best time for going on site due to the weather. Either the Gardiner Memorial Hall or Mandeville Hall could be used. Also, if the Open Day is held in the spring the reed bank will have had time to develop.

The following timeline was agreed:

Middle July or asap – Notice about the fund in Reach and Burwell Village Magazines. Building of webpage and advertise for panel members.

2nd August 2024 – Market fund with webpage online.

1st November 2024 – Closing date for Applications. Panel appointed and training in progress.

Late November/early December 2024 – First panel meeting.

Before Christmas 2024 – Announcement of awards from the first round of funding.

CCF to draft short article for Clunch and Reach Magazines. This can also go onto the Parish Council websites. Grant sizes to be discussed at another meeting. Lewis Gray and Kerry McPhee will attend the first panel meeting if possible. Kerry McPhee confirmed that money cannot be received in advance for larger projects.

Clive to check
Geraldine - figures

Climate Change Forum

Minutes

2nd July 2024, 7.30 pm at Gardiner Memorial Hall, Burwell

Present: Clive Leach (Chair), Liz Swift, Michael Swift, Geraldine Tate, Jim Perry, Lea Dodds, Paul Webb, Nicola Hallows (Wild Burwell), Martin O'Leary (Spring Close Management Group) Alima Adams (Burwell Environment Group - BEG) and Nicole Drath (BEG Website Developer).

Clive Leach started the meeting by explaining that as Yvonne Rix is retiring from the role of Parish Clerk at the end of July, this would be her last Climate Forum meeting and he thanked her for everything that she has done for the group. He then introduced Nicole Drath who is compiling the website on behalf of BEG.

1. Apologies for absence

Ian Woodroffe.

2. Approval of the minutes of 23rd April 2024

It was noted that Wild Burwell has its own website and is now unlikely to use the BEG Website. The minutes were approved and signed by the Chair.

3. Updates from previous meeting

The Chair explained to the forum that time had not allowed for much community engagement. He continued by reporting that the Greener Together Day had been a good opportunity to liaise with others involved in climate change matters. Emma Denton from ECDC would like to come along to the next Climate Change Forum. Paul Webb to organise this. Liz Swift stated that it is important for the forum to work with the District Council. Clive Leach reported that he has now registered with Cambridgeshire County Council for the next round of funding for EV charging points.

Martin O'Leary suggested to the forum that with more people interested in climate change, if the Climate Change Forum should be open to the public. It was noted that if this was to happen then Council would need to approve the change. It was also suggested if more people were involved in the group, then should a major emergency arise, it would be easier to get together more volunteers to assist. Paul Webb explained that it is the intention of ECDC to hold an Earth meeting in Burwell in the autumn and if this is successful, although the initial intention is for Earth meetings to move around the district, there is no reason why Burwell could not set up their own regular meetings. Paul Webb raised concerns about members of the public attending meetings as this could end up setting a precedent for other groups and also restrict the ability of being able to have full discussions. Michael Swift felt that more communication with the public about climate change is needed with specialist meetings being held and more education. He noted that the Council does not have the staff or money to sustain the ideal level of communications. Liz Swift reminded the forum of the public meetings that BEG had held previously, with speakers and on different subjects and that more of this is needed. Paul Webb raised concern that there is confusion over the roles that the Climate Change Forum and the Burwell Environment Group have. Jim Perry informed the group that recommendations are made by working groups and that these recommendations are taken to full council for approval. Members of the public are able to attend the full council meetings and are that they are able to speak on any matter on the agenda during the public forum.

Alima Adams asked how she could become involved in the communications for the forum, and it was suggested that it was a good idea to see how the Earth Café went first. Communication is an agenda item for the Strategy Day, although this is unlikely to focus on the Climate Change Forum.

4. Biodiversity and Pollution Plan and 5. Climate Change Forum – Possible change of name and constitution to include Environmental matters such as waterways

The Parish Council does not have a Biodiversity and Pollution Plan and in reviewing the Climate Change Action Plan having a separate plan had been suggested. Nicola Hallows offered on behalf of Wild Burwell to draft a plan. Clive Leach then moved on to explain that he felt that including biodiversity and pollution within the remit of the forum leads to the question of whether the forum name should be changed to the Climate Change and Environment Forum. He could see no reason why this would cause issues with the Asset and Environment Group. Both Paul Webb and Liz Swift stated that there is no need for a name change as Climate Change very much covers all environmental issues including biodiversity and pollution. Others felt that this was not the case. Lea Dodds stated that Council members are all very stretched all ready and it would be daunting to add further issues, but it was probably the right thing to do. Paul Webb raised concern that the Climate Change Forum has already lost the ability to focus on the issues it was set up to address. Geraldine Tate confirmed that she agreed with Paul Webb. Michael Swift reminded the forum that original issues that had been listed in the Climate Action Plan were looking at reducing the carbon footprint of our buildings, education etc. The Parish Council has limited powers on what can be done and funding to put improvements in place. All agencies such as the Environment Agency and Internal Drainage Boards, who are dealing with the boats on the Lode for example, have very limited funding. Doing more would mean increasing the precept substantially.

Clive Leach proposed, seconded by Paul Webb that Nicola Hallows on behalf of Wild Burwell should draw up a draft Biodiversity and Pollution Plan which can be considered by the Parish Council at a later date.

5. Development of Climate Change/Environment Web Site

Clive Leach thanked the Parish Council for supporting the first year of the BEG website and thanked Nicole Drath for offering her help. He felt that the website could be used as a tool by the Parish Council on climate change matters including the proposed village climate change survey. Liz Swift reminded Clive Leach that he must be mindful of his role of Chair of the Environment Group and ensure that this does not conflict with his role as Chair of BEG and that there is a need for both the Council and BEG to remain separate, with their own identities and remits. Each other's websites be signposted. Lea Dodds is willing to carry out alterations to the Climate Change page on the Council's website.

6. Any Other Business

Lea Dodds highlighted the comment that the forum is losing focus and asked about Action Plan being included on future agendas. This was agreed. Lea Dodds reported that he had now obtained the information required to calculate the some of the carbon footprints and would now move on to the actual calculations.

Geraldine Tate informed the group that as a result of the 7 Repair Cafes held so far

Lea Dodds told the forum that he had recently attended a half-day forum for repair cafes which was attended by around 40 volunteers and repairers. They would like to encourage

more use of repair cafes in the more disadvantaged areas. Some waste centres are now looking to split items brought along for disposal into those that can easily be repaired and those that cannot be repaired and do need to be disposed.

Martin O'Leary explained that when he asked for a change in the way the agenda was set out, he wished to allow for more time to be available for discussion on items which he felt were more important. He then added that he had attended a Restore Nature Now march in London and how campaigners came from numerous organisations and how they all interconnected.

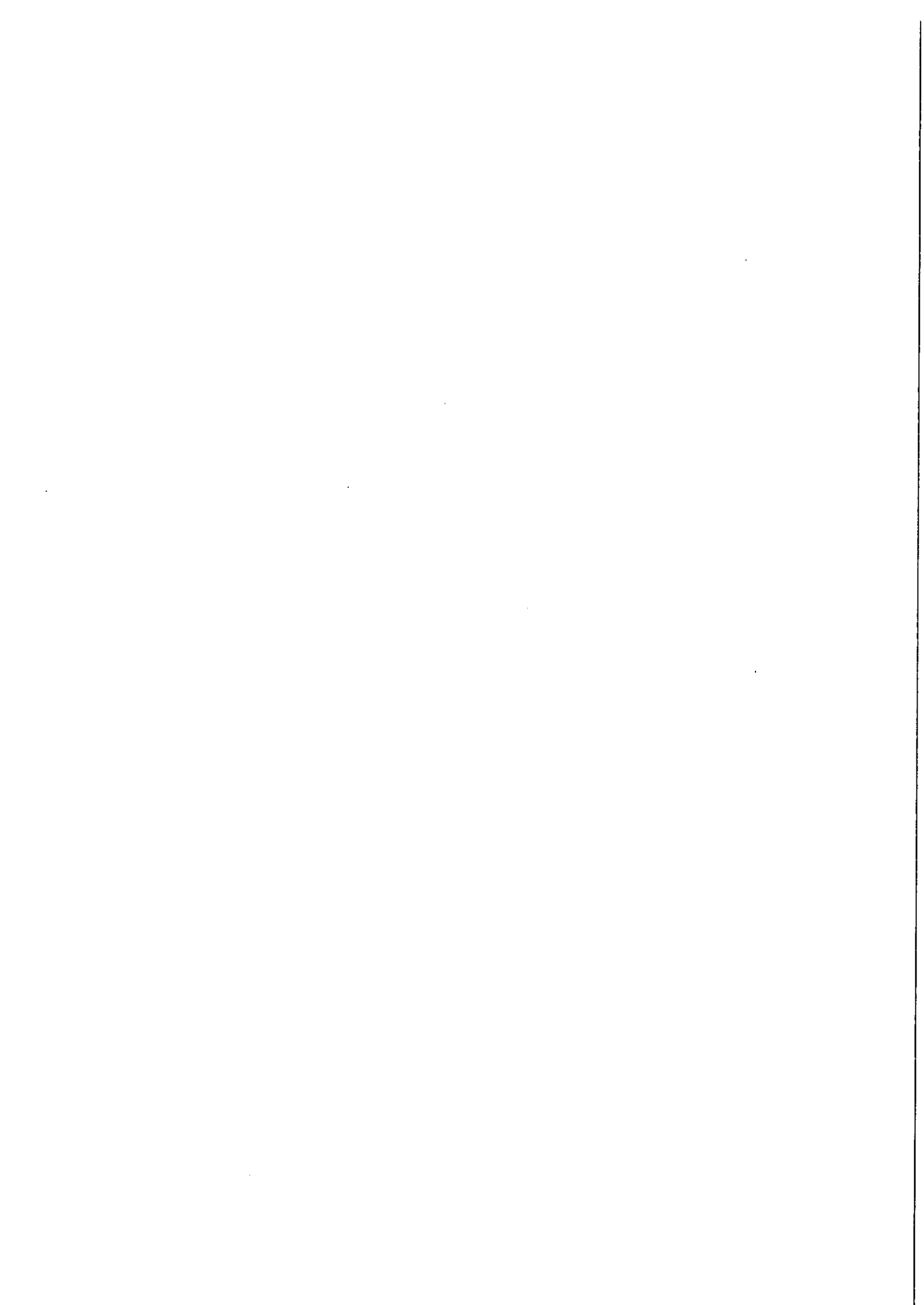
Clive Leach informed those present that he had been down to the Weirs/Lode to look at the sinking boat and the potential pollution issues it is causing. Another unauthorised boat now appears to be situated on the river. People along the Weirs would like to improve the river. It is fundamentally the Environment Agency and Internal Drainage Boards who are responsible for dealing with the issue of the boats. Clive Leach expressed that the Parish Council needs to keep a very close eye on what is happening on the river, especially with effluent being released from the boats into the water. Liz Swift explained that the Council does not have the powers to deal with this but can lobby those organisations that are responsible for the waterways.

Nicola Hallows offered to assist with dealing with complaints about the grass cutting. The Clerk explained that the majority of complaints have been made by individuals coming into the office. Liz Swift said that more needs to be done to publicise what is trying to be achieved. Nicola Hallows to draft an article about allowing wildflowers to establish by not cutting the grass. It was suggested that like in some other parishes wildflower seeds are sown. Nicola Hallows explained that native wildflowers should be encouraged. Wild Burwell has offered to collect the arisings from Pound Hill this week.

7. Date of the next meeting

The next meeting will be held on 3rd September 2024, 7.30 pm at the Gardiner Memorial Hall.

The meeting closed at 8.26 pm



Summary of the 2024 Strategy Day held on 6th July 2024

Present: Liz Swift, Michael Swift, Geraldine Tate, Lea Dodds, Richard Jenkins, Jim Perry, Clive Leach, Ian Woodroofe, Sarah Ashby and Yvonne Rix.

Introduction

Liz Swift reminded all of the need to follow the Council's Code of Conduct. She also brought to the attention of those present the Council's Standing Orders and that these were due to be reviewed by the Finance and General Purposes Group when they next meet. The outcome of the review will be reported to the Full Council for approval. Liz Swift followed on by saying that this is the last Strategy Day for Yvonne Rix as Parish Clerk, but that Yvonne would continue the role of Responsible Financial Officer for the foreseeable future. Because of the new Parish Clerk once appointed, needing time to learn and settle into the job, there will also be a period of upheaval for the Council. She reminded Councillors that it is necessary for members of the Council to act on behalf of the community and not on personal agendas. As all members of the Council became councillors as they care about Burwell it is important that everyone pulls together during this difficult time.

IT Update

Spencer Nunn from Burwell Computers had been invited in to explain to those present about the new authentication app required for Office 365. He also explained that councillors can access their emails via the Office 365 webpage which does not require the authentication app, but just the councillor's parish council .gov email address and password. Spencer Nunn confirmed that he is happy to come along prior to a Parish Council meeting to go through downloading the app again.

Paul Webb explained that the office phone system is being changed to a digital system. The telephone number will be the same. The new system will allow calls to be transferred to another number for example when the office is closed.

Yvonne Rix gave an update on the process to make the Council's website secure. Unfortunately, the domain hosting company will not accept details given by the Clerk as verification. She has now written to the domain hosting company to see if this will help.

Five Year Plan

The Five-Year Plan was reviewed with amendments being made. This will need to be taken to Full Council for approval. (See Five-Year Plan).

Parish Council Communications

Paul Webb spoke of how Parish Council communication with the community needs more than the current office resources can provide. He handed out a document detailing a proposal for effective communication in the future. The main objective of the proposal is for information etc to be timelier and more transparent. Any future policy will need to be in line with the Council's social media Policy and the Code of Conduct. The website was redesigned in 2021 but probably needs to be reviewed.

It is suggested that a group of councillors look at the proposal in more detail and that the proposal then goes for review by the Finance and General Purposes Group for approval for a trial period of 6 to 9 months. It is important that the office members are involved with the group. The

group would look to publish something on a weekly basis. Working Groups could decide what information from the group meetings that they would like to let the community know about. The Council could possibly if they wished, have a regular spot on Burwell Radio. It is important that standards can be maintained.

Yvonne Rix suggested that the Council should consider signing up for the Respect and Civility Scheme and make use of sector-based guidance on communication policies. The new Clerk will also have additional hours which will allow more office time to be spent on communications.

Ian Woodroffe suggested that someone like Spencer Nunn should also be involved.

Sarah Ashby explained that it is important that information shared with the community does not give false hope, for example ensuring that recommendations from the Working Groups have been approved by Full Council. She also asked how much the Working Groups would be looking to get community interaction on projects, as putting on Facebook is likely to invite comments and views. Paul Webb explained that this is why a policy is required. Comments on Facebook can be turned off. Sarah Ashby also reminded the meeting that Facebook is a 24-hour platform and cut off points are needed for responses. Paul Webb explained that there would be a separate email address for communications.

Lea Dodds reminded the meeting that the Council and its members are already very busy, and it is important that time restraints are taken into account, with careful thought being given to what can be achievable. Paul Webb suggested that we felt there would be a need to meet on a fortnightly basis, probably on a Friday. There is also a need to review the Social Media Policy.

Jim Perry suggested that the Council does need to be more transparent and also suggested that 'What's App' is used as a means of communication.

It is also important that the cost benefit for the Council is measured. Liz Swift explained that the Council needs to be proactive with its communications. Clive Leach asked if the chairs of the working groups will have the authority over what they would like to see published.

It was agreed that the communication proposal will be discussed further at the next Finance and General Purposes Group meeting and that an update should be on the Council's agenda in two months' time.

Liz Swift thanked all for giving up their time to attend the Strategy Day. It was noted that some Councillors had not been able to attend and the option of holding the Strategy Day in the evening was suggested.