

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 11th November 2025 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR.

Present: Liz Swift (Chair), Lea Dodds, Michael Geary, Richard Jenkins, Linda Kitching, Jim Perry, Geraldine Tate,

In attendance: Katherine Hyett (Clerk), Yvonne Rix (RFO)

Quentin Cooke (Burwell Sports Centre), Cllr, Anna Bailey (ECDC), Burwell District Councillor David Brown

FC/111125/1 Apologies for absence

Apologies were received and accepted from: Brenda Wilson (Personal Matters), Ian Woodroffe (Personal Matters), Paul Webb (Personal Matters), Ken McCarthy (Personal Matters)

Geraldine Tate proposed we accept the apologies, Lea Dodds seconded this proposal and all were in favour.

Apologies refused: none

Absent: Chris O'Neill

District Cllr. Lavina Edwards and County Cllr. Yannifer Malinowski also provided their apologies.

FC/111125/2 Declarations of any interests known to Councillors

To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any agenda item.

No interests were declared

FC/111125/3 Approval of Minutes of the meeting held on 28th October 2025

The minutes of the meeting held on 28th October 2025 were approved and signed as a true and accurate record.

Proposed by Jim Perry, seconded by Lea Dodds and agreed by all. It was **RESOLVED** to accept the minutes.

FC/111125/4 Public Forum

Cllr Bailey, leader of East Cambridgeshire District Council (ECDC) updated us on the public survey conducted about Local Government Re-organisation and the different options.

FC/111125/4.1 Update from Burwell Sports Centre

Quentin Cooke provided an update on Burwell Sports Centre. He updated us on the recent grant they received for building improvements in respect of Net Zero, how the money was spent and other aspects such as updating policies, IT, employment contracts etc. and some of the director's future ambitions for upgrades. They are looking for more Directors, have a website in place and would like to open more and expand their offerings. They are now making a surplus which is needed for future upgrades.

FC/111125/5 County and District Reports

A written report was received from District Cllr Lavina Edwards and noted.

A verbal report was given by David Brown and noted.

FC/111125/6 Planning Applications to be considered

The following planning applications were considered:

25/01073/FUM Phase 6 Millstone Park Newmarket Road Response due 12/11/2025

Residential development of land at Millstone Park, Burwell (Phase 6) to provide 60 dwellings with associated landscaping, access, drainage and related infrastructure

Burwell Parish Council is objecting to the development for the following reasons:

- **Residents of the village were consulted about the original development of Millstone Park and 350 houses was agreed upon at that time.**
- **Concerns about NHS infrastructure to meet the needs of an increased number of residents**
- **Concerns about the road infrastructure and increases of vehicles in the village, unsuitable road layout to cope and safety concerns – particularly the junctions on Isaacson Road**
- **Over development and reduction of space within the development.**

Burwell Parish Council request that the application be called into planning committee.

Councillors asked the Clerk to write to the GP Surgery to ask about their capacity to expand.

Proposed: Richard Jenkins; Seconded: Michael Geary; Approved by all - **RESOLVED**

25/01117/FUL 4 Scotred Close Response due 14/11/2025

Rear extension, internal alterations, demolition of garage and replacement with side extension

Response: No objection

Proposed: Liz Swift; Seconded: Lea Dodds; Approved by all - **RESOLVED**

FC/111125/6.1 Planning Decisions from District Council

The following decisions were noted:

25/00948/FUL 7 Toyse Lane – APPROVED

Single storey extension to rear and internal alterations

FC/111125/7 Notification of tree works approved by East Cambridgeshire District Council

The following decisions were noted:

25/01034/TRE 129 North Street

T1 Sycamore - Remove lowest lateral limb on eastern aspect.

G2 group of Plums - Fell all but the largest/southernmost stem. Crown reduce the southernmost stem, shortening branchers by 1m.

T3 Apple tree - Fell to ground level as dead

T4 Sycamore - Remove lowest lateral limb on the southern aspect.

T5 Apple tree - Fell to ground level as dead

T6 Ash - Remove the 3 lowest lateral limbs on the southern aspect and carry out additional minor pruning to provide 1m clearance from the Holm Oak to the east.

T7 Ash - Prune to provide 1m clearance from the Holm Oak to the west

FC/111125/8 Finance

Urgent matters for consideration:

- 1) Acknowledgement of the payment from ECDC in the sum of £77,798.42 (CIL Meaningful Proportion). THE RFO informed Council which developments the CIL was payable from and the payment was acknowledged.
- 2) Consideration of the Quarterly Finance Report (July to September 2025) – Linda Kitching proposed that the quarterly report be accepted, Jim Perry seconded this and all were in favour. **RESOLVED**
- 3) Approval of up to £300 for a 16ft Christmas tree and Christmas decorations for the village – Liz Swift proposed, Michael Geary seconded and all were in favour. **RESOLVED**
- 4) Consideration of payment of the following: Jim Perry proposed, Geraldine Tate seconded and all were in favour. **RESOLVED**

Name	Description	Net Amount	Vat	Total Amount	Power
All Staff, HMRC, Nest	Salaries, NI, Tax, Superannuation inc. NJC Salary Award	£12,032.50	£0.00	£12,032.50	LGA 1972 s.112
George Rowland	Mileage and expenses	£137.90	£0.00	£137.90	LGA 1972 s.111
Debbie Cawley	Mileage and expenses	£28.80	£0.00	£28.80	LGA 1972 s.111
Martyn Wright	Mileage and expenses	£52.88	£0.00	£52.88	LGA 1972 s.111
Creative Play	Playground repairs	£570.00	£114.00	£684.00	LGA 1976(misc Prov)ss19
N-CIS	ICT Support Service Contract	£150.00	£30.00	£180.00	LGA 1972 s.111

Stannah	GMH Lift service	£78.27	£15.65	£93.92	LGA 1972 s133
East Cambs Trading	Tree Work Recreation Ground	£331.36	£66.27	£397.63	Open Spaces Act ss 9-10
Mulhall Leisure Consultancy	Newmarket Road Sports Hub	£500.00	£100.00	£600.00	LGA 1972 s.111
Barrington International	Pocket Radar	£295.49	£59.10	£354.59	LGA 1972 s.111
Community Heartbeat	Replacement adult pads	£142.95	£28.59	£171.54	Public Health Act 1936 s234
Mr Groundsman	Seasonal Work Recreation Ground	£11,150.00	£2,230.00	£13,380.00	Open Spaces Act ss 9-10
Mr Groundsman	Grass Cutting Margaret Field	£1,340.00	£268.00	£1,608.00	Open Spaces Act ss 9-10
Mr Groundsman	Grass Cutting Recreation Ground	£2,387.50	£477.50	£2,865.00	Open Spaces Act ss 9-10
D McNeela	Return of Deposit	£50.00	£0.00	£50.00	
Burwell & Exning Cricket Club	Return of Deposit	£50.00	£0.00	£50.00	
Spectrum Cambridge	Return of Deposit	£50.00	£0.00	£50.00	
P R Aldis	Return of Deposit	£50.00	£0.00	£50.00	
Home Care Direct	Return of Deposit	£50.00	£0.00	£50.00	
J S Hulme	Ret of Dep Allotment	£25.00	£0.00	£25.00	
Total		£29,472.65	£3,389.11	£32,861.76	

FC/111125/9 Regular Updates

- 1) Burwell to Exning cycle way – Suffolk Highways will provide us with an update in December.
- 2) Newmarket Road proposed sports hub – The first stage of agronomy reports should be completed by January, a presentation to update Council is planned for February.
- 3) Renewable energy developments – Anchor Lane Farm has been approved. Lea Dodd's stated that when he asked the National Grid about the capacity of a new substation, should one go ahead, he was told 5GW. To put this into context, Lea Dodds said that Kingsway is 0.5 GW therefore there will still be lots of capacity. The minutes from the meeting with National Grid will come to the next council meeting and the Clerk is requesting the presentation from National Grid. She would like to add a section to the renewable energy web page about National Grid plans.
- 4) ESG Update and minutes dated 23.09.25 – Lea Dodds informed Council that both the LED Lighting work and other Net Zero work (solar panels, batteries, insulation) is booked in for the end of November. Mitsubishi still haven't delivered the replacement Air Source Heat Pump for Gardiner Memorial Hall.

FC/111125/10 Group Reports

1) Consideration of the draft minutes of the Finance and General Purposes meeting dated 21/10/25 and the following recommendations:

- That the budget of £406,285 as presented including all projects is approved by Full Council, and that the budget is funded by the precept and funding from general reserves which includes the underspent funds from 2024/2025
Proposed: Liz Swift; Seconded: Richard Jenkins; Approved by all - **RESOLVED**

- From the 25/26 budget earmark the £10,000 allocated to the resurfacing of Jubilee Green Play Area (small area only) and earmark for the resurfacing of Jubilee Green Play Area, inclusive play and general improvements. Proposed: Linda Kitching; Seconded: Geraldine Tate; Approved by all - **RESOLVED**
- From the 25/26 budget earmark the £5,000 allocated to the Gardiner Memorial Hall to the Gardiner Memorial Hall entrance fund. Proposed: Richard Jenkins; Seconded: Linda Kitching; Approved by all - **RESOLVED**
- Earmark from the general reserves £10k - £20k for a buildings maintenance fund to cover costs such as redecoration, minor improvements etc. From each future year's budget add a sum to replenish the funding. Liz Swift proposed that £20k be earmarked; Jim Perry seconded this; Approved by all - **RESOLVED**
- The delegated power is given to the ESG Group/Chair/Clerk to accept the best value contract regarding the Council's energy supply. Proposed: Geraldine Tate; Seconded: Linda Kitching; Approved by all - **RESOLVED**
- That due to difficulties in providing holiday cover for Martyn Wright, payment is made in lieu of any non statutory annual leave not taken by the 31st March 2025. Proposed: Liz Swift; Seconded: Linda Kitching; Approved by all – **RESOLVED**

2) Consideration of the draft minutes of the Land, Buildings & Facilities meeting dated 28/10/25 and the following recommendations:

- Acceptance of quotation from Syston doors to service the two rolling fire shutters at Mandeville Hall for a cost of £225 + VAT
Proposed: Lea Dodds; Seconded: Richard Jenkins; Approved by all - **RESOLVED**
- Acceptance of quotation from Online Playgrounds to fix the walker (gym equipment) at Burwell Recreation Ground for a cost of £325.10 + VAT
Proposed: Lea Dodds; Seconded: Liz Swift; Approved by all - **RESOLVED**
- Acceptance of Clerk's recommendation to purchase Civic.ly asset management software at an annual cost of £1608
Proposed: Lea Dodds; Seconded: Geraldine Tate; Approved by all - **RESOLVED**

FC/111125/11 Parish Report

- Due to the work at Mandeville Hall it was suggested to move meetings on the 18th and 25th November to the Jubilee Reading Room.
- Speedwatch 22/10 and further sessions planned for 13th Nov and 3rd December
- Several updates have been made to Burwell Parish Council website including information on renewable energy developments.
- In 2026 DR Bike: a mechanic will attend and perform free basic service checks and minor repairs on residents' bikes. This will take place at Mandeville Hall in March, May and June.
- Community policing have been contacted about incidences of anti-social behaviour at Burwell Allotments.

FC/111125/12 Other County & District Matters

- a) Weirs Drove, Burwell TEMPORARY PROHIBITION OF THROUGH TRAFFIC ORDER 2025-2015:
Road closure 17th November 2025 - noted
- b) Decision whether to sign letter addressed to the Secretary of State about Cambridgeshire and Peterborough Local Government Reorganisation:
Letter drafted by Cllr Jonny Edge (Woodditton Division) and Cllr Yannifer Malinowski (Burwell Division)
Liz Swift explained she attended a teams meeting and all councils spoke in favour of Option A
Lea Dodds proposed that Burwell Parish Council agree to sign the letter, Liz Swift seconded this. 3 voted in favour, 2 against, 2 abstained – It was **RESOLVED** to sign the letter.
- c) Decision to attend East Cambs Parish Council Conference taking place on Thursday 12 February 2026 at The Beeches Isleham 10-3 and whether to host a stall showcasing a project. Decision required by 14/11/2025.
A decision was collectively made to attend but not host a stall this time.
- d) Decision whether to join the East Cambs District Council's register of consultees as a Parish Council.
Lea Dodds proposed that we do join the register as a Parish Council, Liz Swift seconded and all were in favour - **RESOLVED**

Meeting closed 9.10pm

Signed

Dated