

BURWELL PARISH COUNCIL
The Jubilee Reading Room
99, The Causeway, Burwell Cambridge. CB25 0DU
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Notice is hereby given that a Meeting of the Burwell Parish Council will be held at 7.30pm on Tuesday 11th March 2025 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR, you are summoned to attend for the transaction of the following business.

AGENDA

- FC/110325/1 Apologies**
- FC/110325/2 Declarations of any interests known to Councillors**
- FC/110325/3 Approval of Minutes of the meeting held on 25th February 2025**
- FC/110325/4 Public Forum – An opportunity for members of the public to raise concerns or question Council on matters included in this agenda. There will be no further opportunity for members of the public to speak after this point in the meeting. The Public Forum will last for no longer than 15 minutes.**
- FC/110325/5 Speaker – Gary Roffey (Cambridgeshire ACRE), Affordable Homes**
- FC/110325/6 County and District Reports**
- FC/110325/7 Planning Applications to be considered**

Application Reference	Summary	Council Response
25/00209/FUL	25 Ness Road First floor side extension and internal reconfiguration to accommodate third dental surgery space and conversion of existing garage space into staff room	

- FC/110325/7.1 Planning Decisions from District Council**
None to be considered
- FC/110325/8 Notification of tree works to be considered:**
None to be considered
- FC/110325/8.1 Notification of tree works approved by East Cambridgeshire District Council:**
- 25/00085/TRE 28 High Street – APPROVED**
T1 Bay - Reduce crown by 3m
T2 Holly - Reduce crown by 2m
T3 Yew - Reduce crown by up to 1.5m all round

FC/110325/9 Finance

- 1) Consideration of payment of the following:
 - i) Purchase of a smart 3 phase energy meter as recommended by the Energy sub-group for £83 including VAT
 - ii) £760.77 exc. VAT to Atom Technologies Ltd for servicing remedial work required at the Pavillion on the Recreation Ground in respect of CCTV, fire alarm, intruder alarm and emergency lighting.
 - iii) £587.97 exc. VAT to Huws Gray Ltd to purchase building materials to insulate Air-Source Heat Pump at Gardiner Memorial Hall as per recommendation in service engineer's report.
 - iv) The following payments

Payee	Description	Nett	Vat	Total	Power
All Staff	Salaries Tax Ni Superannuation inc Clerk and RFO overtime.	£10,352.62	£0.00	£10,352.62	Local Gvt Act 1972 s.112
Debbie Cawley	Mileage	£21.60	£0.00	£21.60	Local Gvt Act 1972 s.111
George Rowland	Mileage and expenses	£137.25	£0.00	£137.25	Local Gvt Act 1972 s.111
Martyn Wright	Mileage and phone	£54.90	£0.00	£54.90	Local Gvt Act 1972 s.111
Burwell Window Cleaning	Various Properties	£68.00	£0.00	£68.00	LGA 1972 s.133
Mr Groundsman	Rec. Grass Cutting	£1,824.99	£365.01	£2,190.00	Open Spaces Act 1906 ss.9-10
Atom Technologies	CCTV/Alarm Pavilion	£899.00	£179.80	£1,078.80	LGA 1972 s.133
Meads	MH Drainage	£2,980.00	£596.00	£3,576.00	LGA 1972 s.133
Helen McMenamin-Smith	Bird Feeders Pauline's Swamp	£16.99	£0.00	£16.99	Open Spaces Act 1906 ss.9-10
ECO Installer	GMH Air Source Heat Pump Report	£40.00	£8.00	£48.00	LGA 1972 s.133
Mulhall Leisure Consultancy	Newmarket Road Sports Hub Consultancy Fee	£500.00	£100.00	£600.00	Open Spaces Act 1906 ss.9-10
Burwell Computers	January Cloud Fee and router connection, email set up	£250.00	£0.00	£250.00	LGA 1972 s.111
Hallmaster	Hall Hire Software	£420.00	£84.00	£504.00	LGA 1972 s.111
Burwell VC Primary School	Prizes for Road Safety Campaign	£18.34	£3.67	£22.01	Section 137
Clunch Magazine	Advertising (Halls/Tennis Courts)	£134.00	£0.00	£134.00	LGA 1972 s.111
Fiona Smith	Ret of Deposit	£50.00	£0.00	£50.00	
C Walston	Ret of Deposit	£50.00	£0.00	£50.00	

Cambridge Coins	Ret of Deposit	£50.00	£0.00	£50.00	
	Total	£17,867.69	£1,336.48	£19,204.17	

FC/110325/10 Regular Updates

No	Project	Progress Report
1.	Burwell to Exning Cycle Way (Suffolk Highways)	
2.	Newmarket Road proposed Sports Hub	
3.	Gardiner Memorial Hall Phase 2	
4	Pauline Swamp	
4	ESG update	
5.	Funding updates and applications inc. Section 106 and CIL	

FC/110325/11 Group Reports

1. Consideration of the draft minutes and recommendations of the Asset and Environment Group meeting held on 25 February 2025
 - a) The group recommend to Council that we appoint Camfire for fire extinguisher servicing at a cost £275
 - b) The group recommend to Council that we appoint East Cambs Trading Company to complete our full tree inspection at a cost of £1850

FC/110325/12 Parish Reports

FC/110325/13 Other County & District Matters

1. STNN/24/115 - Addressing 2 new dwellings - Land rear of 36 Toyse Lane Burwell

FC/110325/14 Other Reports

1. Pauline's Swamp Minutes 20.01.2025
2. Spring Close Minutes 16.01.2025

FC/110325/15 Correspondence

1. 30.01.25 -Thank you letter from Magpas
2. 12.02.25 – Invitation from Reach Parish Council for collaboration re. Kingsway Solar Farm
3. 17.2.25 – Invitation to combines Parish Council Meeting re. Net Zero from Soham Town Council

FC/110325/16 Other Matters

1. Burwell at large attendance



Katherine Hyett Parish Clerk

Dated: 5/3/2025