

**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 8<sup>th</sup> July 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.



Katherine Hyett Parish Clerk

Dated: 01/07/2025

**AGENDA**

- FC/080725/1**      **Apologies for absence**
- FC/080725/2**      **Declarations of any interests known to Councillors**
- FC/080725/3**      **Approval of Minutes of the meeting held on 24<sup>th</sup> June 2025**
- FC/080725/4**      **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/080725/5**      **County and District Reports**
- FC/080725/6**      **Planning Applications to be considered**
- 25/00393/FUM**      **Anchor Lane Farm Newnham Drove**  
Agrivoltaic scheme (capacity 49.95MW) plus associated infrastructure, access roads and landscaping. The amendment involves/Additional information received includes Written Scheme of Investigation for investigative archaeological works within the application site to understand archaeological potential, as agreed with the County Council's Historic Environment Team (CHET).
- 25/00632/FUL**      **9A Mandeville**  
Single storey rear extension
- FC/080725/6.1**      **Planning Decisions from District Council**
- 25/00547/AGN**      **Old Fen Farm Factory Road – PERMITTED DEVELOPMENT**  
Agricultural barn for cattle yard
- 24/00032/ENFAPP**      **Breach Farm Ness Road – APPEAL DISMISSED, Variation to enforcement notice**  
EITHER demolish the two brick walls OR make alterations to the two brick walls so that they comply with condition 1 of planning permission reference 22/00925/FUL – granted 11 October 2022"
- FC/080725/7**      **Notification of tree works to be considered:**  
None to be considered
- FC/080725/7.1**      **Notification of tree works approved by East Cambridgeshire District Council:**  
None to be considered

**FC/080725/8 Finance**

1) Consideration of payment of the following:

Payee	Description	Net Amount	Vat	Total Amount	Power
All Staff	Salaries Tax Ni Superannuation	£11,501.02	£0.00	£11,501.02	Local Gvt Act 1972 s.112
Debbie Cawley	Mileage	£25.20	£0.00	£25.20	Local Gvt Act 1972 s.111
George Rowland	Mileage and expenses	£128.25	£0.00	£128.25	Local Gvt Act 1972 s.111
Martyn Wright	Mileage and phone	To be confirmed			Local Gvt Act 1972 s.111
Unity Trust Bank	Fees	£8.10	£0.00	£8.10	Local Gvt Act 1972 s.111
Zion Landscapes	Extra Path Grass Cut Spring Close	£90.00	£18.00	£108.00	Open Spaces Act 1906 ss.9-10
SLCC	Clerk Qualification Fee	£450.00	£0.00	£450.00	Local Gvt Act 1972 s.111
Burwell Window Cleaning	Various properties	£68.00	£0.00	£68.00	LGA 1972 s133
Creative Play	Replacement components Play Equipment at the Recreation Ground	£275.00	£55.00	£330.00	LGA 1976 (Misc Provision)ss19
WAVE	Water Rates	£87.79	£0.00	£87.89	LGA 1972 s133
WAVE	Water Rates	£51.12	£0.00	£51.12	LGA 1972 s133
		<b>£12,684.48</b>	<b>£73.00</b>	<b>£1,256.56</b>	

**FC/080725/10 Regular Updates**

This section contains the most recent minuted update with further updates to be discussed at the meeting

<b>1.</b>	<b>Burwell to Exning Cycle Way (Suffolk Highways)</b>
	<i>May update: "the Road Safety audit was undertaken at the end of April, I am expecting the report, it should be back by Friday, from this any design changes required will be made. I then hope we can finalise design then I can share a plan with you and then the works programming can start, I have had it sent out to commercial for pricing. "</i>

	<i>Sent via email by Julia Procter BSc IEng MCIHT Infrastructure Works Project Manager, Suffolk Highways.</i>
<b>2.</b>	<b>Newmarket Road proposed Sports Hub</b>
	<i>June – Reports provided by Craig Mulhall Leisure Consultancy and This Land included in Additional information. Payments to Craig Mulhall Leisure Consultancy are suspended for 3 months until the project proceeds. Richard Jenkins asked about the plan that the Parish Council need to provide. The Clerk said she agreed we need to start thinking about that now. Michael Swift pointed out that we need to continue to liaise with the football foundation and ensure we follow their plans and obtain grant funding.</i>
<b>3.</b>	<b>Solar Farms/Renewable Energy projects</b>
	<i>June - This section has been added to ensure Councillors, and the public can be kept up to date. The Chair highlighted that there will be a public consultation meeting on 25<sup>th</sup> June for the Anchor Lane Solar Farm. The Clerk suggested that we have a web page dedicated to solar farms/renewable energy applications and asked for Councillors to volunteer to help in providing information for this. Liz Swift and Ken McCarthy offered to help.</i>
<b>4.</b>	<b>Pauline's Swamp</b>
	<i>June - Land registration completed for new area of land adjacent to Pauline's Swamp. Information in additional documents. A meeting for Friends of Pauline's Swamp has identified areas for them to support. At least 7 people are needed to support activities at the open day on the 7<sup>th</sup> September. This is to run activities such as pond dipping, entertainment for kids, games and BBQ. Ken McCarthy offered to help. Thanks were passed to Richard Jenkins for erecting the new signage at the entrance.</i>
<b>4.</b>	<b>ESG update</b>
	<i>May Update: The minutes have been circulated. It has been agreed to place energy audits on hold pending the arrival of the free ACRE service. Meeting Adam Kerrison from Sotham's about the Air Source heat pumps and heating controls on 14<sup>th</sup> May.</i>
<b>5.</b>	<b>Funding updates and applications inc. Section 106 and CIL</b>
	<p><i>June:</i>  <i>LHI application: Correspondance from Highways:</i>  <i>Since our last correspondence, all applications received for this year's funding round have been allocated to our Highway Officers, and scoring assessments are well underway. The aim remains for the funding to be awarded in the 14<sup>th</sup> October 2025 Highways &amp; Transportation Committee.</i></p> <p><i>Over the past few months our officers have been busy scoring the "non-complex" applications in preparation for moderation assessment and creating a ranked prioritised list for allocating the funding available across each District</i></p> <p><i>The East Cambridgeshire Community Fund will be open to applications between the 23<sup>rd</sup> May 2025 to 4<sup>th</sup> July 2025 – circulated to councillors and posted on social media.</i>  <a href="#"><u>Community Fund   East Cambridgeshire District Council</u></a></p>

## **FC/080725/11      Group Reports**

- 1) Consideration of the draft minutes of the A& E Meeting 24 June 2025 and the following recommendations:

- I. Council change electricity supplier at Mandeville to Green Octopus 24 month tariff which uses 100% renewables and has a better tariff for export rates.
  - II. That a radar key is bought and installed to enable opening the disabled toilet at the recreation ground daily.
  - III. That a memorial bench be installed in Jubilee Green Park
  - IV. That we progress with seeking quotes for the high and important tree work identified in the Parish wide survey
  - V. That we appoint S.Harrison & Co as our hedge cutting contractor on a five year contract with the option to break contract after year 1.
- 2) Consideration of the draft minutes of the F&GP Meeting 3rd June 2025 and the following recommendations:
- I. That Lea Dodds, as Vice Chair of the Council, is added to the list of Unity Trust Bank signatories.
  - II. That the following direct debits are approved – Anglian Water(WAVE), BT, Corona Energy, ECDC, EE Limited (Pauline's Swamp), Engie Gas, Engie Electric, HMRC (For VAT purposes), Information Commissioners Office, Lloyds Bank Corporation, NEST (Superannuation), PEAC (UK) Ltd (Photocopier hire) and Vodafone (Recreation Ground CCTV).
  - III. That the review of the Burwell Parish Council Risk Management Policy is approved noting the following:
    - That there is concern about cyber attacks, and that the Clerk should investigate if there is any advice for local councils.
    - That clarification is sought on whether parish councillors attending events e.g. manning a stand at Ely Market, outside of the parish are covered by the Parish Council's insurance.
    - Carrying out a review of the hall hire regulations and checking that those running classes have their own public liability insurance.
  - IV. That the review of the Finance Risk Assessment for the Council is approved.
  - V. That having considered all information available, the group considered that the Council has the necessary controls in place to safeguard Council funds and that this review should be approved.

**FC/080725/12 Parish Report**

**FC/080725/13 Other County & District Matters**

1. Detailed transparency report on highways maintenance published- for information
2. Licensing: East Cambs District Council Licensing Act 2003 policy review – for consultation
3. Neighbourhood Planning in East Cambridgeshire - response required

**FC/080725/14 Other Reports**

1. Pauline's Swamp minutes 24.2.2025

**FC/080725/15 Correspondence**

1. Grass Cutting
2. Dogs on the Recreation Ground
3. Anchor Lane Solar Farm (2 emails)

**FC/080725/16 Other Matters**

1. New Bus routes
2. Socketed goals at the recreation ground
3. Alarm at Battery Substation: Ethical Power