

**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 9<sup>th</sup> September 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, 02/09/2025

**AGENDA**

- FC/090925/1      Apologies for absence**  
To receive and approve apologies for absence
- FC/090925/2      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.
- FC/090925/3      Approval of Minutes of the meeting held on 26<sup>th</sup> August 2025**
- FC/090925/4      Public Forum**  
Open forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda. To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting. At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chair. Limited to three minutes per person, fifteen minutes in total.
- FC/090925/5      County and District Reports**  
1) September Report from County Cllr Malinsowski
- FC/090925/6      Planning Applications to be considered**
- 25/00896/FUL      54 Swaffham Road: Response required 15<sup>th</sup> September 2025**  
Single storey rear extension and loft conversion
- 25/00891/FUL      36 Parsonage Lane**  
Single storey extension plus minor interior works
- FC/090925/6.1      Planning Decisions from District Council**  
To note the following decisions:
- 25/00632/FUL      9A Mandeville - APPROVED**  
Single storey rear extension

**FC/090925/7 Notification of tree works to be considered**

**25/00873/TRE Land Adj 8 Bloomsfield: Response Required 11<sup>th</sup> September 2025**

G1 Group of 5 Sycamore - Reduce height and spread by 3m down to previous reduction points and remove deadwood

T2 2 x Sycamore - Fell due to deadwood, cavity and mess from nesting birds

**FC/090925/7.1 Notification of tree works approved by East Cambridgeshire District Council**

To note the following decisions:

**25/00750/TRE Chandlers Court - APPROVED**

Numerous tree works

**25/00777/TRE 9A Mandeville – APPROVED**

T1 Holly - Fell as has outgrown the space available.

**FC/090925/8 Finance**

1) Consideration of payment of the following:

Name	Description	Net Amount	Vat	Total Amount	Power
All Staff, HMRC, Nest	Salaries, NI, Tax, Superannuation inc. NJC Salary Award	£13,941.14	£0.00	£13,941.14	Local Gvt Act 1972 s.112
George Rowland	Mileage and expenses	£155.00	£0.00	£155.00	Local Gvt Act 1972 s.111
Debbie Cawley	Mileage and expenses	£19.80	£0.00	£19.80	Local Gvt Act 1972 s.111
Martyn Wright	Mileage and expenses	£72.50	£0.00	£72.50	Local Gvt Act 1972 s.111
Newmarket GMS	Chainsaw service and repairs (two invoices)	£49.00	£9.80	£58.80	Local Gvt Act 1972 s.111
Burwell Window Cleaning	Various Properties inc Solar Panels on GMH Roof.	£118.00	£0.00	£118.00	LGA 1972 s.133
VHS Services	Cleaning Materials	£135.91	£27.18	£163.09	LGA 1972 s.133
Burwell Computers	August Cloud Back UP	£55.00	£0.00	£55.00	Local Gvt Act 1972 s.111
ESPO	Stationery/Cleaning	£60.15	£12.03	£72.18	Local Gvt Act 1972 s.111

SLCC	Training	£30.00	£6.00	£36.00	Local Gvt Act 1972 s.111
AirWizard Ltd	GMH Service Support	£750.00	£150.00	£900.00	LGA 1972 s.133
AirWizard Ltd	Controller	£610.24	£122.05	£732.29	LGA 1972 s.133
Elite Electricians Ltd	Lighting Recreation Ground	£995.46	£199.09	£1,194.55	Open Spaces Act ss 9-10
Elite Electricians Ltd	Mandeville Hall LED Lighting	£3,180.49	£636.10	£3,816.59	LGA 1972 s.133
Engie	Recreation Ground (to Meter Change Over)	£358.72	£17.94	£376.66	Open Spaces Act ss 9-10
Engie	July Bill Recreation Ground	£266.46	£11.32	£277.78	Open Spaces Act ss 9-10
Creative Play	Repair of Zip wire and rope bridge	£570	£114.00	£684.00	Open Spaces Act ss 9-10
<b>Total</b>		<b>£21,367.87</b>	<b>£1,305.51</b>	<b>£22,673.38</b>	

### **FC/090925/9 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>August update: No further update. Cllr McCarthy asked about how this can be moved forward. The Chair responded that Suffolk County Council are the lead on it so need to provide updates and are routinely asked. The Clerk will go back to Suffolk Highways to reiterate the safety concerns for non-motorists and ask for a more detailed update.</i>
<b>2.</b>	<b>Newmarket Road proposed Sports Hub</b>
	<i>August update: Proposal for Council approval: Establishment of a small temporary working group of 3-4 Councillors and Clerk to work with Burwell FC, This Land and the football foundation/Craig Mulhall Leisure Consultancy to meet monthly and progress the sports hub project including funding options. Decisions would still be taken at full council. This was agreed and Ken McCarthy and Liz Swift volunteered. We agreed to ensure other absent Councillors were given the opportunity to join the group. A monthly meeting has now been set up with This Land, Mulhall Leisure Consultancy, Burwell FC and a working group of Councillors.</i>
<b>3.</b>	<b>Solar Farms/Renewable Energy projects</b>

	<p><i>August update: Update from Say No to Sunnica Community Group to be discussed (included in additional information) – this report was noted and the Clerk asked to thank them for their update – proposed by Clive Lech, seconded by Lea Dodds and approved by all.</i></p> <p><i>The Clerk has emailed all Councillors to inform that on Tuesday August 19th at 6pm the Greater Cambridge Shared Planning (GCSP) team will be giving a webinar to help those Parish Councils that will be affected by the Kingsway solar and battery development. The purpose of the webinar is to advise us how to cope with the immense amount of documentation (Preliminary Environmental Information Report, PEIR) that will be sent our way sometime in September, and that we will be asked to comment on in a 6 week statutory consultation period.</i></p> <p><i>The Clerk, Lea Dodds and Liz Swift and Ken McCarthy have been working on a renewable energy web page and Council position statement which will be shared prior to the next Council meeting for review and decision at Council.</i></p>
<b>4.</b>	<b>Pauline's Swamp</b>
	<p><i>August update: The open day has been cancelled and hopefully an open day will be held in Spring 2026. Colin Smith has put a proposed program of works together. They hope to receive additional help from Community Payback but we need to ensure that Colin Smith can direct the activity appropriately via the Parish Council.</i></p>
<b>4.</b>	<b>ESG update</b>
	<p><i>August update:</i></p> <p><i>30<sup>th</sup> July an energy audit was carried out for Mandeville – we are awaiting the report. 5<sup>th</sup> August – Mitsubishi engineer agreed free replacement of ASHP – Ian Woodroffe is following this up via Sotham's. Awaiting advice on secondary controller</i></p> <p><i>4<sup>th</sup> August –new LED lighting in room 1 of Mandeville was completed. Plastering to make good was completed on the 11<sup>th</sup> August 2025.</i></p>
<b>5.</b>	<b>Funding updates and applications inc. Section 106 and CIL</b>
	<p><i>August update: The Clerk has responded to highway to express an interest in submitting an application for Local Highway's initiative funding in 2026/2027.</i></p>

#### **FC/090925/10 Group Reports**

- 1) Consideration of the draft minutes of the Asset and Environment meeting dated 26.08.2025 and the following recommendations:
  - a. To change the name of the working group to Land, Building and Facilities
  - b. To widen the cricket parking entrance at Mandeville and put a barrier up to prevent overnight parking (likely a chain)
  - c. To progress recommended tree work at the Recreation ground for £331.36
  - d. To progress recommended tree work at Pauline's Swamp Nature Reserve for £2500
  - e. To progress recommended tree work at Margaret field for £2,879.88
- 2) Consideration of the draft minutes of the ESG meeting 18/08/25

#### **FC/090925/11 Parish Report**

#### **FC/090925/12 Other County & District Matters**

#### **FC/090925/13 Other Reports**

#### **FC/090925/14 Correspondence**

- 1) Request to Kingsway Area Parish Councils from Kingsway Solar Community Action (KSCA): Request for financial assistance – to note and resolve whether to provide financial support
- 2) Kingsway Solar Farm Project Briefing Invitation – to resolve whether to accept briefing.
- 3) Kingsway Summer Newsletter.
- 4) Response from Greenergy to Burwell Parish Council's objections on their planning application for the Hightown Drove BESS Development
- 5) Speeding complaint from a member of the public
- 6) Speeding complaint from another member of the public
- 7) Feedback from the Tiger Bus Drop in at Burwell Library on 28<sup>th</sup> August

**FC/090925/15      Other Matters**

- 1) **To select an IT supplier:**
  - a. For the purchase of hardware compatible with Windows 11
  - b. For an ongoing service maintenance contract with remote support, enhanced security software and email and drive back ups
- 2) **To consider a proposal from the A-B1102 group** (response requested by 21<sup>st</sup> September):
  - a. To comment on proposed locations of bus stop electronic real-time information signs paid for and maintained by the combined authority. Changes to the proposed locations require a rationale.
  - b. Consider funding further devices
- 3) **Reminder of Burwell Parish Council's social media policy**  
 For councillors to read and note. All policies can be found on the Parish Council website:  
[https://www.burwellparishcouncil.gov.uk/Policies\\_34601.aspx](https://www.burwellparishcouncil.gov.uk/Policies_34601.aspx)
- 4) **Openness and transparency on personal interests – A guide for Councillors**  
 Provided to ensure Councillors are aware of their responsibilities