

BURWELL PARISH COUNCIL

The Jubilee Reading Room 99, The Causeway, Burwell Cambridge. CB25 0DU Telephone 01638 743142
E Mail burwellpc@burwellparishcouncil.gov.uk

Notice is hereby given that a Meeting of the Burwell Parish Council will be held at 7.30pm on Tuesday 3rd June 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, 27/05/2025

AGENDA

FC/030625/01 Apologies

FC/030625/02 Declarations of any interests known to Councillors

FC/030625/03 Approval of Minutes of the meeting of 13 May 2025

FC/030625/04 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/030625/05 Planning Applications

Please note extensions have been requested and granted where response deadlines are prior to this meeting

25/00414/FUL 1A Swaffham Road

Garage conversion and replacement of the existing front elevation windows

25/00300/FUL Priory Farm Factory Road

Demolish existing garage and outbuilding and replace with new garage and outbuilding.

Amendment: Change of description; proposal is now for a new garage and outbuilding instead of a new garage and stables.

25/00480/FUL 9 Westhorpe

Single storey rear extension to existing bungalow

25/00065/FUL The Anchor 63 North Street

3 cabins to be used as 6 short term holiday lets, storage shed, associated landscaping and parking arrangements

FC/030625/06 Planning decisions from District Council

25/00237/FUL Mahjong 27A High Street – APPROVED

Internal alterations, upgrading of windows/doors, change of brickwork to render, removal of chimney

25/00355/FUL 42 Swaffham Road - APPROVED

Demolition of existing rear extension, construction of new front and rear extensions and associated work

24/00925/RMM Millstone Park – APPROVED

Reserved matters application of the approval of layout, scale, appearance and landscaping (Phase 4) in relation to the internal road layout and plot sub division of 18 development plots within a self-build zone, together with associated landscaping, drainage and ancillary infrastructure (including a substation), pursuant to 15/01175/OUM to provide up to 350 dwellings (including affordable housing provision) with associated open space, sports provision, access and infrastructure (as varied by 15/01175/NMAA and 15/01175/NMAB).

25/00209/FUL 25 Ness Road – APPROVED

Part single-storey, with First floor side extension and internal reconfiguration to accommodate third dental surgery space and conversion of existing garage space into staff room

24/00160/ESF Site At Anchor Lane Farm – APPROVED

Battery energy storage facility and associated works

FC/030625/07 Notifications from ECDC of approved work to trees

None to be considered.

FC/030625/08 Urgent Matters for Consideration

1. Consideration of the Quarterly Finance Report (January – March)
2. Consideration of the Internal Auditors Report for the 2024/2025 Financial Year
3. Consideration of the Year End Statement for the 2024/2025 Financial Year
4. Consideration, completion and signing of the Annual Governance Statement 2024/25
5. Consideration and signing of the Accounting Statements for 2024/25
6. Arrangements for the Exercising of Public Rights for the year 2024/2025
7. Acknowledgement of the following receipts:
Exit Credit Payment – Cambridgeshire Pension Fund £26,000.00
CIL Funding Parish Meaningful Proportion - £117,956.04
ECDC 25/26 Precept 1st Instalment - £128,518.30
8. Approval of the following payments:

Name	Description	Net Amount	Vat	Total Amount	Power
H McMenamin Smith (Revolution)	Signs Pauline's Swamp	£118.49	£23.70	£142.19	Open Spaces Act 1906, ss 9-10
Lloyds Bank	Maintenance Supplies £237.19. Admin £155.88 Repair Café Donation £250.00 Fee £6.00	£541.89	£107.18	£649.07	LGA 1972 s.111/LGA 1972 s.133
Sharp	Photocopier Contract	£41.66	£8.33	£49.99	LGA 1972 s.111
VHS Cleaning Services	Cleaning Materials	£128.55	£25.72	£154.27	LGA 1972 s.133
Hutchinsons	Maintenance Supplies	£75.00	£15.00	£90.00	Open Spaces Act 1906, ss 9-10
J J Drake	Work at Pauline's Swamp	£685.00	£137.00	£822.00	Open Spaces Act 1906, ss 9-10
Projectorpoint	Projector Screen etc	£845.00	£169.00	£1,014.00	LGA 1972 s.111
Zurich	Insurance Policy	£8,046.48	£0.00	£8,046.48	LGA 1972 s.133
Prestige	MH Fire Alarm Service	£75.00	£15.00	£90.00	LGA 1972 s.133
S R Landscape Services	Spring Close Tree Work	£600.00	£0.00	£600.00	Open Spaces Act 1906, ss 9-10
Waste Base Direct	Lights/Recreation Ground	£203.33	£40.67	£244.00	Open Spaces Act 1906, ss 9-10
Huws Gray	Maintenance Supplies	£121.70	£24.34	£146.04	LGA 1972 s.133
Atom Technologies Ltd	Call out alarm - Pavilion	£120.00	£24.00	£144.00	LGA 1972 s.133
Engie	Pavilion/Rec Electric	£475.50	£23.78	£499.28	LGA 1972 s.133
Engie	JRR Electric	£122.89	£6.14	£129.03	LGA 1972 s.133

Engie	JRR Gas	£219.33	£10.97	£230.30	LGA 1972 s.133
Engie	MH Gas	£308.64	£15.43	£324.07	LGA 1972 s.133
Engie	GMH Electric	£621.36	£31.07	£652.43	LGA 1972 s.133
Engie	Cemetery	£86.95	£4.35	£91.30	LGA 1972 s.214(2)
Engie	Public Toilet	£23.84	£1.19	£25.03	Public Health Act 1936 s.87
Engie	Allotment Shed	£40.37	£2.02	£42.39	Small Holding and Allotment Act 1908 ss23,25
		£13,500.98	£684.89	£14,185.87	

FC/030625/09 Other Reports for noting

1. Anchor Lane solar farm – decision on format on next meeting
2. Wicken Fen Community Liaison Forum - Notes and papers 10.04.25 to be noted
3. ESG Minutes 12.05.25 to be noted

FC/030625/10 Other matters from Cambridgeshire County Council and East Cambridgeshire District Council

1. Street naming and numbering: STNN/24/146 - Addressing 2 new dwellings - Land rear of 26 High Street, Burwell – for information
2. Street naming and numbering: STNN/25/9 - New Development - Phase 2A Millstone Park, Newmarket Road, Burwell – for consultation