

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Minutes of the Meeting of Burwell Parish Council held at Gardiner Memorial Hall, High Street, Burwell CB25 0HD at 7.30 p.m. on Tuesday 11th February 2025.

Present: Liz Swift (Chair), Lea Dodds, Michael Geary, Richard Jenkins, Gus Jones, Clive Leach, Jim Perry, Michael Swift, Paul Webb, Brenda Wilson and Ian Woodroofe.

- FC/110225/1 Apologies**
 Apologies were received from Linda Kitching, Chris O'Neill and Geraldine Tate. David Brown and Lavinia Edwards also gave their apologies.
 6 members of the public attended the meeting.
- FC/110225/2 Declarations of any interests known to Councillors**
 None were declared
- FC/110225/3 Approval of Minutes of the meeting held on 28th January 2025**
 The minutes of the meeting held on 28th January 2025 were approved and signed as a true record. Proposed by Brenda Wilson and seconded by Clive Leach and all were in favour.
- FC/110225/4 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.**
 Nothing was raised in the public forum.
- FC/110225/5 County and District Reports**
- Report from Cllr. Lorna Dupré
 - Report from Cllr. Lavina Edwards x2
- The Chair extended the Council's thanks once again for Cllr. Dupré's detailed report and expressed her disappointment at not receiving a report from Cllr. Brown.
- FC/110225/6 Planning Applications to be considered**
 The following applications were considered:

Application Reference	Summary	Council Response
25/00091/FUL	96 Low Road Construction of a new detached double garage and conversion of existing garage into a games room	No objections – all voted in favour
25/00076/FUL	60 Isaacson Road Single storey rear extension	No objections voted – all in favour
24/00366/FUL	12 Swaffham Road Appeal: Demolition of single garage, construction of two semi detached bungalows and associated works	The Council noted the appeal but have no comments to submit.
APP/V0510/C/24/3354503	Breach Farm Ness Road Enforcement Appeal: Without planning permission, the erection of two brick walls exceeding 1m in height.	The Council noted the appeal but have no comments to submit.

FC/110225/6.1 Planning Decisions from District Council

The following planning decisions were noted:

Application Reference	Summary	Decision
24/00679/FUL	101 Ness Road Single storey rear extension and new window to side elevation	Approved
24/01296/FUL	3 Appletree Grove Demolition of existing conservatory and construction of two storey rear extension	Approved

FC/110225/7 Notification of tree works to be considered:

None to be considered

FC/110225/7.1 Notification of tree works approved by East Cambridgeshire District Council:

None to be considered

FC/110225/8 Finance

- 1) Consideration of payment of the following:
 - i) Up to £250 for a skip at the allotments to remove mixed waste.
Paul Webb proposed, Gus Jones seconded and all were in agreement.
 - ii) £250 for annual PAT testing at five Parish Council Sites by MS Electrical.
Liz Swift proposed, Ian Woodroffe seconded and all were in agreement.
 - iii) The following payments

Paul Webb proposed that the payment to Varsity be deferred to the next meeting. The Chair stated that the matter must be resolved by then.

Paul Webb proposed that the following payments, with the exception of Varsity, be approved, Clive Leach seconded and all were in favour.

Payee	Description	Amount inc Vat	Power
All Staff	Salaries Tax Ni Superannuation inc Clerk and RFO overtime.	£10,668.27	Local Gvt Act 1972 s.112
Debbie Cawley	Mileage	£18.90	Local Gvt Act 1972 s.111
George Rowland	Mileage and expenses	£154.10	Local Gvt Act 1972 s.111
Martyn Wright	Mileage and phone	£65.30	Local Gvt Act 1972 s.111
ESPO	Cleaning Supplies	£238.62	LGA 1972 s.133
Dent Security	Alarm - JRR	£168.00	LGA 1972 s.133
Neil Kennedy	GMH Roof Repair	£90.00	LGA 1972 s.133
Varsity	GMH Retention	£940.00	LGA 1972 s.133
Ches Metalwork	Skate Park Repairs	£700.00	LGA 1976 (Misc Provision)ss.19
Stannah	Chair Lift Service GMH	£89.88	LGA 1972 s.133
Mulhall Leisure Consultancy	Newmarket Road Sports Hub Consultancy Fee	£600.00	Open Spaces Act 1906 ss.9-10

Burwell Computers	January Cloud Fee	£55.00	LGA 1972 s.111
Laptops direct	Router/Monitor Screen	£318.92	LGA 1972 s.111
PPL/PRS	Fees Mandeville Hall	£1,835.68	LGA 1972 s.133
K Watson De Vile	Ret of Deposit	£50.00	
G Goddard	Ret of Deposit	£50.00	
P Munk	Ret of Deposit	£50.00	
	Total	£16,092.67	

FC/110225/9 Action Points Update

The following updates were noted:

No	Action Point	Comments on Progress
1.	Section 106 Money	No update
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	No further updates received from Suffolk Highways. Clerk to request update again.
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch, Sports Pavilion/Football Pitches Recreation Ground	Vistry due to start work building properties in the spring. Another meeting booked in with stakeholders on Friday 28 th February 2025.
4.	Pauline's Swamp	Work day planned for 1 st March. Proposed open day September 7 th
5.	Gardiner Memorial Hall Phase 2	Need to arrange another meeting to consider the next steps
6.	Moveable Vehicle Activated Speed Signs	Data has been collected and the updated location sheet will be sent to the office by Paul Webb by the end of this week.
7	Funding applications	Successful application for solar panels and battery storage at Mandeville Hall. We were not successful with the application for LED lighting. The Council received a funding offer for maintaining football pitches. LHI application is awaiting feedback. Ball-stop funding application for the Recreation Ground is being prepared.

1. **Consideration of the draft minutes of the Safety Group meeting held on 21 January 2025**
The minutes were noted.

2. **Consideration of the draft minutes of the Finance and General Purposes meeting held on 28th January 2025 and the following recommendations from the meeting:**
 - I. **A recommendation to be made to full council that the overtime payments for the Clerk and RFO should be continued until the end of March 2025.**
Liz Swift proposed this recommendation be accepted, Richard Jenkins seconded the proposal and all were in favour.
 - II. **The Group recommends to Full Council that the hiring charges for the Gardiner Memorial Hall and Mandeville Hall are not increased for 2025/2026.**
Brenda Wilson proposed this recommendation be accepted, Clive Leach seconded the proposal and all were in favour.
 - III. **The Group recommends to Full Council that from 1st April 2025 a charge of £8.00 per hour, with or without lights is charged for the use of the tennis courts. For those paying a quarterly fee the charge should be raised from £50.00 to £55.00.**
Jim Perry proposed this recommendation be accepted, Clive Leach seconded the proposal and all were in favour.
 - IV. **That all cemetery fees are raised by £10.00 from 1st April 2025 with the exception of the internment of a still born child or a child under the age of 12.**
Jim Perry proposed this recommendation be accepted, Clive Leach seconded the proposal and all were in favour.
 - V. **The group recommends to Full Council that the Allotment fees are increased to 33p per square metre from October 2026.**
Liz Swift proposed this recommendation be accepted, Jim Perry seconded the proposal and all were in favour.
 - VI. **The Group recommends that the Parish Council enters a three-month trial for Parish Online.**
The Clerk confirmed that if we progressed after the trial the cost would be £300 per year. Lea Dodds requested a report back to the Council following the trial period.
Liz Swift proposed this recommendation be accepted, Clive Leach seconded the proposal and all were in favour.
Clive Leach raised the recording of assets such as the museum in the village. Paul Webb said it was discussed at the Parish Council's conference that day. This should be addressed.
 - VII. **That the existing earmarked reserves for the 21/22 LHI Buffer Zones (£1,436.87) and the earmarked reserves for the Highways Buntings Path Signs/20 mph limit (£6,967.62) are combined, and re earmarked for the Parish Council contribution towards the 25/26 LHI Programable Flashing speed signs for the Causeway and Buntings Path.**
Michael Geary asked if this was the money allocated to the gates at the entrances to the village. The Clerk confirmed this is money being reallocated from spare budget for the 40mph buffer zones to the village and budget that was reserved for a PHI on Buntings Path that was halted due to the 20mph campaign. The Chair and Vice Chair confirmed that the gates had not been progressed as it had been agreed they were not an effective use of funds, approximately £15,000 for 6 white gates.
Clive Leach proposed this recommendation be accepted, Ian Woodroffe seconded the proposal and all were in favour.

3. **Consideration of the draft minutes of the Community, Leisure, Health and Sport meeting held on 4th February 2025 and the following recommendations from the meeting:**
 - i) **That the Council accept the funding from the football foundation for Pitch Maintenance. Over 6 years this will contribute £12,800 to Margaret Field and £33068 to the Recreation Ground.**

Paul Webb proposed this recommendation be accepted, Richard Jenkins seconded the proposal and all were in favour.

- ii) **That the Council provide a donation of £300 to Burwell Twinning Association**
Paul Webb proposed this recommendation be accepted; Clive Leach seconded the proposal. Liz Swift and Jim Perry declared an interest and abstained. 9 voted in favour.
- iii) **That the Council provide a donation of £500 to Burwell Day Centre**
Brenda Wilson proposed this recommendation be accepted; Ian Woodroffe seconded the proposal. Liz Swift, Jim Perry and Paul Webb declared an interest and abstained. 8 voted in favour.
- iv) **That the Council provide a donation of £400 to Burwell Sports Centre**
Liz Swift proposed this recommendation be accepted; Ian Woodroffe seconded the proposal. Paul Webb declared an interest and abstained. 10 voted in favour.

It is to be noted that this funding is to be taken from both the Youth and General Donation budget.

FC/110225/11 Parish Reports

Hall bookings: we have a booking in both halls every Saturday and Sunday in February. We have new regular bookings from Judo, Mumfit, and Yoga.

The Maintenance Officer has completed a number of activities including a lot of tree pruning and shredding, replacing the door and shower at the Pavillion, dealing with a number of leaks and repairing paint work at Gardiner Memorial Hall.

Work will begin on the new soakaway at Mandeville Hall on Monday 17th February and will probably last three/four days.

We agreed a new manual handling risk assessment at F&GP and that will be shared with all to assist with safety in setting up the hall.

FC/110225/12 Other County & District Matters

- 1) **Cambridgeshire County Planning Local Validation List consultation – closing 10th March**
The Council suggested we send a letter in response that aligns with the letter that Teversham Parish Council sent to the Minister of State for Housing and Planning. Proposer Lea Dodds, seconded Liz Swift. This was agreed by all.

FC/110225/13 Other Reports

The following reports were noted:

- 1) Newmarket Road Development and Sports Hub minutes 20.12.24
- 2) Pauline's Swamp meeting minutes 30.09.24

FC/110225/14 Correspondence

- 1) **Ron Bailey: email and presentation Safety of Lithium-ion Batteries Campaign**
This was noted and agreed it should be discussed at a safety meeting to recommend a response.
- 2) **Woodland Trust: email response to our recommendations**
The response was noted.

FC/110225/15 Other Matters

- 1) **Change of location for Parish Council meetings to Mandeville Hall**
This has been recommended by the Parish Council office to enable us to accept a paid, regular booking from Judo at Gardiner Memorial Hall. Paul Webb proposed the Council accept this recommendation, Richard Jenkins seconded the motion and all were in favour.
- 2) **Consideration of applications for co-option to the Council**
Two vacancies were co-opted.
With a majority of 6 votes the first vacancy was filled by Julia Rodgers.
With a majority of 6 votes the second vacancy was filled by Kenneth McCarthy
Both applicants were warmly welcomed by the Council.

Meeting closed 8:18

Signed

Dated