

BURWELL PARISH COUNCIL
The Jubilee Reading Room
99, The Causeway, Burwell Cambridge. CB25 0DU
Telephone: 01638 743142
Email: burwellpc@burwellparishcouncil.gov.uk

Minutes of the Meeting of Burwell Parish Council held at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR at 7.30pm on Tuesday 11th March 2025.

Present: Liz Swift (Chair), Lea Dodds, Michael Geary, Gus Jones, Richard Jenkins, Linda Kitching, Clive Leach, Ken McCarthy, Jim Perry, Julia Rogers, Mike Swift, Geraldine Tate, Brenda Wilson and Ian Woodroofe.

1 member of the public and Lavina Edwards

FC/110325/1 Apologies

Apologies were received from Paul Webb and Chris O'Neill

FC/110325/2 Declarations of any interests known to Councillors

None were declared

FC/110325/3 Approval of Minutes of the meeting held on 25th February 2025

The minutes of the meeting held on 25th February 2025 were approved and signed as a true record. Proposed by Ken McCarthy and seconded by Lea Dodds and all were in favour.

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.

A member of the public confirmed that some residents on Low Road have had a letter from Savills who are acting as agents on behalf of the National Grid. They are assisting with feasibility and planning of a new substation adjacent to the existing facility. They are offering homeowners financial incentives to grant approval for surveys on their land. The member of public wanted to highlight this to Council to see if we are aware of it.

The Chair confirmed that although we were not aware about these letters we had been made aware of a potential new substation (Burwell South) through the Kingsway Solar Farm development. They had said that the location is unknown. Councillors confirmed that we are very mindful of this issue and are continuing to seek updates from National Grid and Kingsway Solar Farm.

FC/110325/5 Speaker – Gary Roffey (Cambridgeshire ACRE), Affordable Homes

Gary provided a very informative presentation (available on the Parish Council website) about the role Cambridgeshire ACRE have in providing affordable housing and how they work with Parish Councils. He explained what affordable housing is; Affordable rent at 80% of market rate, social rent – 50-60% of market rate, shared ownership and first homes. Gary then provided details of typical housing costs in Burwell and what repayments would be. He explained why there is less affordable housing now and what the impact is. ACRE can work with a housing association to survey for the need to get a rural exception site. It was explained that this can be a long process over 3-5 years. The Chair said there is a dire lack of affordable housing, and the Parish Council is supportive of affordable housing schemes. Councillors generally gave very positive feedback about the initiative. Gary highlighted that with this scheme locality trumps need.

Ian Woodroofe asked whether the Newmarket Road development would be an option for land. Gary answered that it was unlikely, if the site is in the local plan it would not be considered a rural exception site. The first step would be completing a survey to establish need for affordable housing.

Clive Leach proposed that we go ahead with the survey, Ken McCarthy seconded this proposal and all were in favour.

FC/110325/6 County and District Reports

Cllr. Edwards confirmed 12 Swaffham Rd planning had been rejected again. The Chair passed on her thanks again to Cllr. Dupré for her detailed report.

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	No objections from Council, however Council would like to know if any neighbours have been consulted and, if so, could a list be made available. Jim Perry proposed, Michael Swift seconded and all in favour bar one objection.

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:
The following decisions were noted:

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 monitor as recommended by the Energy sub-group for £83 including VAT - **APPROVED**

Proposer: Liz Swift

Seconder: Ian Woodroofe

Vote All in favour

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 - **APPROVED**

Proposer: Jim Perry

Seconder: Richard Jenkins

Vote: All in favour

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 - **APPROVED**

Clive Leach asked if we are going to keep writing off errors made by consultants and spending additional money. Mike Swift said that a mistake was made by the Council when we appointed a project management team that didn't know what they were

doing. He felt the damage was done and we need to move forward. Ian Woodroffe made it clear that these errors had been raised previously and dismissed. Lea Dodds highlighted that there is a different process now with a technically focused team for building improvements. Liz Swift said mistakes were made but we had different expertise on the Council at the time and we had placed trust in the experts. Richard Jenkins said that if the Air Source Heat Pump is not replaced, we should try and trace back who was responsible for the design error and claim money back from them.

Clive Leach proposed we go ahead with the building materials to insulate the Air Source Heat Pump, Brenda Wilson seconded this. A vote was taken, 13 in favour and 1 abstained.

iv) The following payments - **APPROVED**

Proposer: Clive Leach

Seconder: Lea Dodds

Vote: All in favour

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)	Sent by Julia Proctor, Suffolk Highways on 20 th February 2025: “colleagues from the Operations team are going to site in the next 2 weeks to check a few things, negotiations with the land owner are going well. I'd like to think in the next 6 weeks I will have a finalised design, we will need to ensure the legal works are in place for the new shared use cycleway. As soon as I know we can get this programmed I will update you”
2.	Newmarket Road proposed Sports Hub	3 rd CEO has resigned directorship. Khalid Shaban , Head of Land and Development is also not responding to us now. The Clerk has contacted Julia Gregory (new Chair of This Land) and Lucy Nethsingha (Leader of Cambridgeshire County Council) to try and find out more detail. We had a virtual meeting on 28 th February and This Land didn't show up. Jim Perry highlighted that This Land is further in debt.
3.	Gardiner Memorial Hall Phase 2	Meeting to be arranged to decide how we proceed.
4	Pauline Swamp	A workday was held recently and the pond has been cleared and a general clean up took place. Big thank you to Jim Perry, Richard Jenkins and Paul Pickles. A new trustee has been appointed – Victor LeGrande. A 'friends of Pauline Swamp' group has been formed. The open day will be on 7 th September 2025.
4	ESG update	The Energy Sub Group are a sub group of Assets and Environment. Lea Dodd's is Chair, Richard Jenkins Vice Chair and Paul Webb and Ian Woodroffe are members. They held their first meeting a made a small change to their remit to add F&GP (Finance and General

		<p>Purposes) as a route for decisions and issues when appropriate.</p> <p><i>“To monitor and reduce energy costs in BPC buildings. Issues to be prepared for consideration by full Council, A&E or F&GP, as appropriate”.</i></p> <p>Their priority is a Mandeville energy audit and potentially respecify work if required following that. Then recommend a contractor for approval and delivery of the project.</p>
5.	Funding updates and applications inc. Section 106 and CIL	Nothing to be noted.

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 - **APPROVED**
Proposer: Lea Dodds
Secunder: Liz Swift
Vote: all in favour
 - b) The group recommend to Council that we appoint East Cambs Trading Company to complete our full tree inspection at a cost of £1850 - **APPROVED**
Proposer: Lea Dodds
Secunder: Geraldine Tate
Vote: all in favour

FC/110325/12 Parish Reports

Contract Renewals: Our contracts with Mr Groundsman are due for renewal at the end of March. Due to the application for pitch funding we have been unable to put these contracts out for tender as yet.

As we now have a requirement to complete work at Margaret field, as well, we would like to take the approach of renewing with Mr Groundsman (a trusted local contractor) for 2 further years and take the time to put together appropriate details for a tender the following year. I have requested an updated contract from Mr Groundsman, detailing any changes and revised costs. Because of the pitch maintenance funding we would expect higher charges from Mr Groundsman (due to the addition of Margaret field work) but an overall reduction in cost for the Parish Council. This contract renewal will come to Council on March 25th.

A reminder of the funding is as follows:

Recreation Ground funding

	Year 1 / Claim 1	Year 2 / Claim 2	Year 3 / Claim 3	Year 4 / Claim 4	Year 5 / Claim 5	Year 6 / Claim 6	Total
Cost	£8,266	£8,266	£8,000	£8,000	£7,732	£7,732	£48,000
Foundation Grant	£8,266	£8,266	£5,510	£5,510	£2,756	£2,756	£33,068
Applicant contribution	£0	£0	£2,490	£2,490	£4,978	£4,978	£14,932

Margaret Field funding

	Year 1 / Claim 1	Year 2 / Claim 2	Year 3 / Claim 3	Year 4 / Claim 4	Year 5 / Claim 5	Year 6 / Claim 6	Total
Cost	£3,200	£3,200	£3,200	£3,200	£3,200	£3,200	£19,200
Foundation Grant	£3,200	£3,200	£2,134	£2,134	£1,066	£1,066	£12,800
Applicant contribution	£0	£0	£1,066	£1,066	£2,134	£2,134	£6,400

The Clerk is actively working on reducing paper usage in the office. Defib checks, expenses and some property checks are now online or in Excel.

Allotments: Now fully occupied and Sarah Ashby met with Ken McCarthy as our new allotment representative.

Training: The Facilities Supervisor (Debbie Cawley) has completed COSHH training, Our Maintenance Officer (George Rowland) has completed PASMA training and level 1 grounds maintenance, and 4 of us have completed manual handling training.

Maintenance work:

- The cemetery paths, Jubilee Green Park surface and the Recreation Ground play area have been treated for moss
- A door closer has been fitted to the public toilet at the recreation ground
- The new soakaway has been completed at Mandeville and appears to have resolved the issue of flooding from the guttering.
- 2 pieces of gym equipment at the recreation ground and two benches at the end of Kingfisher Drive have been removed as they were considered unsafe.
- The Pavilion has been jetwashed
- Removed ivy from the cemetery and allotment sheds and cleared out sheds
- The Thermostat was moved inside the hall at Gardiner Memorial Hall as recommended by the Air Source Heat Pump Engineer.

SEG for GMH: A formal complaint has been made with EDF about their lack of response to our SEG application.

Jim Perry asked about the ride on Lawnmower and the clerk confirmed that she was waiting for a contract, regards loaning it to the Parish Council, from Burwell Museum in order to progress insurance.

FC/110325/13 Other County & District Matters

1. The following report was noted: STNN/24/115 - Addressing 2 new dwellings - Land rear of 36 Toyse Lane Burwell

FC/110325/14 Other Reports

The following reports were noted:

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

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. The Chair felt it was to our benefit to cooperate with our neighbouring parishes, all agreed. The Clerk should respond and said we are happy to collaborate.
3. 17.2.25 – Invitation to Combined Parish Council Meeting re. Net Zero from Soham Town Council, Lea Dodds and Clive Leach are attending on behalf of Burwell Parish Council, Paul Webb is attending on behalf of Climate Action Network East Cambridgeshire. The

Clerk confirmed that she was asked by Soham Town Council to limit numbers to three attendees but if anyone was interested in attending, please let her know and we can request additional places.

FC/110325/16 Other Matters

1. Burwell at large attendance. 22nd/23rd March stall. Councillors were asked if they can attend. Jim Perry can attend on Saturday, Geraldine Tate both days, Liz and Michael Swift also there. Clive will bring BEG info to Parish Council.
Ken McCarthy asked us to highlight information about what we have done for Parishioners. Liz Swift confirmed we are doing that.

Meeting closed 20:43

Signed

Dated