

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Minutes of the Annual Meeting of the Burwell Parish Council will be held at 7.30pm on Tuesday 13th May 2025 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR.

Present: Liz Swift (Chair), Lea Dodds, Michael Geary, Richard Jenkins, Clive Leach, Ken McCarthy, Jim Perry, Michael Swift, Geraldine Tate, and Ian Woodroofe.

FC/130525/1.a Election of Chair and Chair's declaration of acceptance of office

Jim Perry proposed Liz Swift for the office of Chair, this was seconded by Michael Geary. There were no other nominations and with all members being in favour, Liz Swift was duly elected as Chair of the Parish Council. Liz Swift signed the declaration of acceptance of office.

FC/130525/1.b Election of Vice Chair

Mike Swift proposed Lea Dodds as Vice-Chair, this was seconded by Geraldine Tate. There were no other nominations and with all members being in favour, Lea Dodds was duly elected as Vice-Chair of the Parish Council.

FC/130525/1.c Apologies for absence

Apologies for absence were received from Gus Jones, Brenda Wilson, Paul Webb, Julia Rogers, Linda Kitching and District Councillor, David Brown.

FC/130525/2 Declarations of any interests known to Councillors

Clive Leach declared an interest in FC/130525/11 item 3 IV as trustee of Burwell Museum

FC/130525/3 Approval of Minutes of the meeting held on 29th April 2025

The minutes of the meeting held on 29th April 2025 were approved and signed as a true and accurate record. Proposed by Mike Swift, seconded by Jim Perry, and all voted in favour.

FC/130525/4 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.

No matters were raised in the public forum.

FC/130525/5 County and District Reports

None received

FC/130525/6 Planning Applications to be considered

None were considered

FC/130525/6.1 Planning Decisions from District Council

The following were noted:

25/00223/FUL The Old Garden 29C The Causeway - APPROVED

Proposed construction of single storey flat roof outbuilding and associated Works

25/00246/FUL 23 Mill Lane - APPROVED

Single storey rear/side extension

25/00135/FUL 2 Hythe Close - APPROVED

Proposed change of use from residential garage to Hair Salon

FC/130525/7.1 Notification of tree works approved by East Cambridgeshire District Council:
None to be considered.

FC/130525/8 Finance

1) Consideration of payment of the following:

The following payments were approved:

Proposer: Ian Woodroofe

Seconder: Lea Dodds

Vote: All in favour

Payee	Description	Net Amount	Vat	Total Amount	Power
All Staff	Salaries Tax Ni Superannuation inc RFO cover for Clerk 8.4.25 (PC meeting and minutes)			£11,393.91	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	£139.05	£0.00	£139.05	Local Gvt Act 1972 s.111
Martyn Wright	Mileage and phone	£71.60	£0.00	£71.60	Local Gvt Act 1972 s.111
Scribe	Accounts Package Software	£777.60	£155.52	£933.12	Local Gvt Act 1972 s.111
Stannah	Lift Maintenance Contract	£74.90	£14.98	£89.88	LGA 1972 s.133
Burwell Window Cleaning	Various Properties	£68.00	£0.00	£68.00	LGA 1972 s.133
Helen McMenamin-Smith	Tree Protection Guards Community Garden	£11.94	£0.00	£11.94	Open Spaces Act 1906 ss.9-10
ESPO	Stationery	£168.10	£33.62	£201.72	LGA 1972 s.111
D Alecock	Return of Deposit	£50.00	£0.00	£50.00	LGA 1972 s.111
R Salmon	Return of Deposit	£50.00	£0.00	£50.00	LGA 1972 s.111
D Faircliff	Tennis Court Refund	£8.00	£0.00	£8.00	LGA 1972 s.111
Zion Landscapes	Grass Cutting April	£1,105.00	£221.00	£1,326.00	Open Spaces Act 1906 ss.9-10
Landmark Toilet	Toilet Margaret Field	£100.00	£0.00	£100.00	Open Spaces Act 1906 ss.9-10
Creative Play	Replacement Part	£25.00	£5.00	£30.00	LGA 1976(misc Prov)ss19

Mulhall Leisure	Sports Hub Consultancy Work	£500.00	£100.00	£600.00	LGA 1976(misc Prov)ss19
VHS Cleaning	Cleaning Materials	£128.55	£25.72	£154.27	LGA 1972 s.133
		£3,299.34	£555.84	£15,249.09	

FC/130525/10 Regular Updates

This section contains the previous month's minutes to be updated at the meeting

1.	Burwell to Exning Cycle Way (Suffolk Highways)
	<p><i>Previous update (March): Sent by Julia Proctor, Suffolk Highways on 20th 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".</i></p> <p>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. " Sent via email by Julia Proctor BSc IEng MCIHT Infrastructure Works Project Manager, Suffolk Highways.</p>
2.	Newmarket Road proposed Sports Hub
	<p><i>April update: This Land have said that they are not responsible for the cost of surveying the land for contamination. The Parish Council will continue to challenge this. The Parish Council is considering going back to ECDC regarding the Section 106 Agreement and how it expresses the condition of the land at handover. This Land is now looking for another meeting with the Parish Council. Craig Mulhall continues to be liaising with the Football Association about the project. No construction of houses has started on site to date.</i></p> <p>May Update: Liz Swift and Katherine Hyett had a recent teams update with Craig Mulhall. He informed us that our football federation contact has been promoted but will keep us informed re. replacement. Craig Mulhall has been asked to produce a report summarizing the project and next steps so that new Parish and County Councillors can be updated.</p> <p>Khalid Shaban (Head of Land of Development at This Land) organised a meeting with Liz Swift and Katherine Hyett to introduce Tom Kershaw (Senior Land and Development Manager at This Land) who is essentially going to act as the Project Director at Soham and Burwell. He reaffirmed the wish to keep a good relationship with us, apologised for a lack of contact during the time of management and board changes and has committed to monthly meetings, to which we will invite other stakeholders in the process including parish councillors. They gave a brief update on the phases of the development and said there may be a new source of some funding but we should know more in July. Katherine Hyett asked them to write a summary report as well with a visual overview of the phases now. Both Liz and Katherine re-emphasized the concerns about This Land's finances.</p>

	<p>Ken McCarthy asked if the meeting was minuted – we responded that notes were taken but no formal decisions or commitments had been made, the purpose of this meeting was introductions. He felt it was important for all meetings to be minuted.</p> <p>Jim Perry asked about their financial situation. Liz Swift said it was raised, as it has been a number of times before, but our new County Councillor should be the person to pick this up.</p> <p>Ian Woodroffe said whilst we need to protect village concerns, this was a bridgebuilding exercise to build relationships with This Land and try and get the project progressed. He would recommend minuting formal meetings going ahead.</p> <p>There was a discussion about managing residents' expectations about the facilities they may get and how these would be provided as expectations were high from a previous public meeting.</p>
3.	Gardiner Memorial Hall Phase 2
	<p><i>April update: A meeting has now taken place and a proposal on the way forward will be brought to Council at the next meeting. All those attending the meeting strongly agree that work needs to take place to make the entrance and exit safer.</i></p> <p>May update: This is being updated under Group reports.</p>
4.	Pauline's Swamp
	<p><i>April update: Michael Geary was thanked for cutting the sedge. The Friends of Pauline's Swamp have arranged a session to rake the sedge. Trustees met with one of the adjacent landowners and it was agreed that the bridge would be kept, although it may be moved. The landowner has indicated that Love Lane is not a right of way. This is to be checked with the County Council's Rights of Way Officer. The landowner indicated that he would be prepared to consider a permissive right of way.</i></p> <p><i>Jim Perry has spoken to the contractors erecting a fence along the boundary with the industrial land. Initially this was being erected in the incorrect location but has now been rectified.</i></p> <p>May Update:</p> <p>There was some discussion about power cables being laid by Andrew Kitley for the development next door. The site manager has been given our solicitors details. Ian Woodroffe and Richard Jenkins felt it would be useful to plan a connection now for future plans at Pauline's Swamp</p> <p>Mike Swift expressed his thanks to Richard Jenkins who has spent a lot of time sorting out the CCTV for us and also to Jim Perry for his time looking after the site. The CCTV is now working. A Geologist conducted a report on the pond which is in good health. Mike Swift to share this report with the Clerk to circulate. There is a meeting about the open day on 15th May.</p>
4.	ESG update
	<p><i>April update: The specification for the energy audit has been drafted and will be sent out to contractors shortly.</i></p> <p><i>The Group is trying to get the ineffective air source heat pump at the Gardiner Memorial Hall replaced under warranty.</i></p> <p>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 14th May.</p>
5.	Funding updates and applications inc. Section 106 and CIL
	<p>May: Nothing to be noted.</p>

FC/130525/11 Group Reports

- 1) Consideration of the draft minutes of the Climate Change, Biodiversity and Pollution Forum of 22ND April 2025. The minutes were noted
- 2) Consideration of the draft minutes of the Community, Leisure, Health and Sport meeting of 1st April 2025. The minutes were noted and it was recommend to support Burwell in Bloom competition – Mike Swift proposed, Liz Swift seconded and all were in favour.
- 3) Consideration of the draft minutes and recommendations of the Asset and Environment meeting of 29th April 2025 including the minutes of the GMH phase 2 meeting dated 2nd April 2025 and the minutes of ESG dated 14 April 2025.

Recommendations proposed by Lea Dodds:

- I. That Council agree a 12 month deferral on considering Gardiner Memorial Hall phase 2. Liz Swift seconded this proposal and all in favour. The Clerk to update Jeremy Lander.
- II. That Council purchase finger plates and wall protectors for toilets in GMH, JRR and Public toilet at a cost of £88.86 to enable effective cleaning. This was seconded by Geraldine Tate and all were in favour.
- III. That we purchase a pull up projector and screen for Mandeville at a cost of £834. Geraldine Tate seconded. All were in favour. The Clerk stated that the cost had increased to £845
- IV. That we construct a post and rail fence between 2 allotments to more clearly mark the boundary between the museum plot and another. This would be no cost in materials and not indicate any official change in the allotment boundaries. This was seconded by Richard Jenkins and all were in favour.

FC/130525/12 Parish Reports**Halls:**

3 new long-term bookings, 2 at Mandeville and 1 at Gardiner Memorial Hall. The National Trust hired Mandeville Hall for a business meeting with very good feedback.

Maintenance:

At this time of year it is mainly grass cutting, lots of litter clearance, and strimming the cemetery. The ride on mower has needed some maintenance but is now working and saving time.

The zip wire has now been fixed, thank you to Carl Turner who spent 4 hours on a voluntary basis with our maintenance officer doing this.

Cleaning:

The cleaning team have been provided with some product training and new products which is starting to show some improved results.

Other:

ECDC will no longer collect our rubbish from the end of May. A solution will be put in place to ensure rubbish is collected, with a longer-term plan being submitted to Assets and Environment and then Council. It is likely to cost the Parish between £2000-£3000 per annum. Ellgia, Veolia and Biffa have all been contacted. Richard Jenkins suggested that we would still need a waste carriers licence.

FC/130525/13 Other County & District Matters**1) TTRO 25-795 Hall Lane, Burwell**

Road Closure – 9-13th June. This Order has been approved and will come into operation on 09/06/25 – this was noted.

FC/130525/14 Other Reports

No other reports were provided.

FC/130525/15 Correspondence

- 1) Email re. grass cutting. It was decided that this would be discussed at Assets and Environment. Zion apologized to the Clerk for not leaving the wildflower strip at Jubilee Park.

FC/130525/16 Other Matters

1. Dispensation for Cllr Paul Webb to be absent for 6 months due to ill health.
Liz Swift read an email from Paul Webb requesting 6 month dispensation and thanking Council for their kindness. Liz Swift proposed we accept this request, and it was seconded by Mike Swift. All voted in favour.
2. Approval of a letter supporting Lithium – Ion batteries Campaign recommended by The Safety group. Clive Leach proposed we send and publish the letter, Richard Jenkins seconded this and all voted in favour.
3. Toilet access at the Recreation Ground
The Clerk updated that under the Equality Act 2010, it is now illegal to discriminate against people with disabilities when it comes to toilet use or access. Any facilities offered must provide equal access for disabled people. Currently we have a public toilet at the recreation ground which is not suitable for disability access and would be difficult to convert. This is opened in the mornings and shut in the evenings by the key holders. We have three toilets in the pavilion (one being for disabled use) which could be made available (they are currently only opened for football matches). The Clerk explained the options are:
 - I. Close all toilets at the recreation ground and have no facilities apart from when the pavilion is open and supervised.
 - II. Open the main toilets daily. Work required:
 - Move cleaning lockers - change the current public toilet to a cleaning cupboard.
 - Cover clear glass in the door from the toilets leading to the kitchen and add additional bolts.
 - Provide motorized door opening for the external door.
 - Move fire extinguishers.
 - Change intruder alarm system to separate toilets (or entirely switch off during the day).Approximate costs £500 up to £750 depending on how we do it.
 - III. Fit a radar key on the door for disabled use only and keep public toilet open, provide motorized door, approximate costs £350.It was decided to discuss this at the next Assets and Environment Committee. The Clerk stated that she wanted to raise this at full council as she believes we are not complying with Equality Act legislation currently.
4. Approval to move the planning full council meeting and F&GP meeting from 27 May 2025 to 3rd June 2025. Proposer Geraldine Tate, seconder Clive Leach – all voted in favour.

Meeting closed 20:23

Signed

Dated