

BURWELL PARISH COUNCIL
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Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 10th June 2025 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR.

Present: Liz Swift (Chair), Lea Dodds, Richard Jenkins, Linda Kitching, Clive Leach, Ken McCarthy, Chris O'Neill, Jim Perry, Julia Rogers, Michael Swift, Geraldine Tate, Katherine Hyett (Clerk)

District Cllr. Lavina Edwards also attended.

FC/100625/1 Apologies for absence

Apologies for absence have been received from Paul Webb, Charlie, Milner, Micheal Geary, Ian Woodroffe and District Cllr. David Brown and County Cllr. Yannifer Malinowski

FC/100625/2 Declarations of any interests known to Councillors

Chris O'Neil declared an interest in item FC/100625/16 Item 1. Buses

Richard Jenkins declared an interest into item FC/100625/11

FC/100625/3 Approval of Minutes of the meeting held on 3rd June 2025

The minutes from the meeting held on 3rd June 2025 were approved and signed as a true and accurate record. Proposed by Jim Perry, seconded by Clive Leach and agreed by all.

FC/100625/4 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/100625/5 County and District Reports

Reports were received and noted from David Brown and Yannifer Malinowski.

Julia Rogers arrived at the meeting.

FC/100625/6 Planning Applications to be considered

25/00546/FUL White Lodge 2C High Street

Single storey rear extension and internal alterations

No objections – all in favour

25/00535/FUM Meadow View Industrial Estate Reach Road

Regularisation of the development of 15 starter units (B2), storage park (B8) and surface water attenuation pond retrospective

There was some council discussion on this and whether this impacts on Pauline's Swamp. A number of councillors stated that it didn't. Chair commented that they are not keen on retrospective applications.

Chris O'Neil proposed that that Council submit no objections, Liz Swift seconded this and all were in favour.

FC/100625/6.1 Planning Decisions from District Council

None were noted.

FC/100625/7 Notification of tree works to be considered:

None were considered.

FC/100625/7.1 Notification of tree works approved by East Cambridgeshire District Council:
None to be noted.

FC/100625/8 Finance

- 1) For information: Estimate agreed with Elite Electricians for remedial work at Gardiner Memorial Hall for non-compliant installation of the Feed-in-Tariff Meter £214.40 + VAT. Original installer no longer operating. This was noted by Council.
- 2) For information: Contract signed with Ellgia for commercial waste bins for 3 months. 2 bins, £34 per week for three months as East Cambridgeshire District Council will no longer collect our waste. This will be reviewed at the next Assets and Environment meeting. This was noted by Council.
- 3) Consideration of payment of the following: **Geraldine Tate proposed that the following payments be approved, Linda Kitching seconded this motion and all voted in favour.**

Payee	Description	Net Amount	Vat	Total Amount	Power
All Staff	Salaries Tax Ni Superannuation			£11,317.53	Local Gvt Act 1972 s.112
Debbie Cawley	Mileage	£23.40	£0.00	£23.40	Local Gvt Act 1972 s.111
George Rowland	Mileage and expenses	£154.10	£0.00	£154.10	Local Gvt Act 1972 s.111
Martyn Wright	Mileage and phone	£63.50	£0.00	£63.50	Local Gvt Act 1972 s.111
Burwell Computers	Cloud Back Up April and May	£130.00		£130.00	Local Gvt Act 1972 s.111
Mr Groundsman	Grass Cut Margeret April/May 3 cuts	£390.00	£78.00	£468.00	Open Spaces Act 1906 ss.9-10
Mr Groundsman	Seasonal Maintenance Work Margaret Field (Decompaction/aeration, application of fertiliser (14 bags slow release), over seeding with disc seeder in 2 directions (16 bags)	£3,064.00	£612.80	£3,676.80	Open Spaces Act 1906 ss.9-10
Mr Groundsman	Grass cutting Recreation Ground April and May	£1,200.00	£240.00	£1,440.00	Open Spaces

					Act 1906 ss.9-10
Mr Groundsman	Scarify and cleaning out the sward on pitches at Burwell Recreation Ground	£900.00	£180.00	£1,080.00	Open Spaces Act 1906 ss.9-10
Landmark Toilet	Toilet Margaret Field	£75.00	£0.00	£75.00	Open Spaces Act 1906 ss.9-10
1st Burwell Brownies	Swish and Repair Café Eco Grant Award 2025	£153.00	£0.00	£153.00	Local Gvt Act 1972 s.111
Library Summer Reading Challenge	Swish and Repair Café Eco Grant Award 2025	£100.00	£0.00	£100.00	Local Gvt Act 1972 s.111
Wild Burwell	Swish and Repair Café Eco Grant Award 2025	£250.00	£0.00	£250.00	Local Gvt Act 1972 s.111
Burwell Community Print	Swish and Repair Café Eco Grant Award 2025	£50.00	£0.00	£50.00	Local Gvt Act 1972 s.111
Prospects Trust Snakehall Farm	Swish and Repair Café Eco Grant Award 2025	£100.00	£0.00	£100.00	Local Gvt Act 1972 s.111
Hayley's Little Explorers	Swish and Repair Café Eco Grant Award 2025	£100.00	£0.00	£100.00	Local Gvt Act 1972 s.111
Burwell Junior Allotment Club	Swish and Repair Café Eco Grant Award 2025	£268.86	£0.00	£268.86	Local Gvt Act 1972 s.111
Burwell Community Garden	Swish and Repair Café Eco Grant Award 2025	£150.00		£150.00	Local Gvt Act 1972 s.111
		£7,171.86	£1,110.80	£8,282.66	

FC/100625/10 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>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. "</i></p> <p><i>Sent via email by Julia Procter BSc IEng MCIHT</i></p> <p><i>Infrastructure Works Project Manager, Suffolk Highways.</i></p> <p>June – no further update</p>
2.	Newmarket Road proposed Sports Hub
	<p><i>May Update:</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>Ian Woodrooffe 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.</i></p> <p><i>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.</i></p> <p>June – Reports provided by Craig Mulhall Leisure Consultancy and This Land included in Additional information. Payments to Craig Mulhall Leisure Consultancy are suspended for 3 months until the project proceeds.</p> <p>Richard Jenkins asked about the plan that the Parish Council need to provide. The Clerk said she agreed we need to start thinking about that now. Michael Swift pointed out that we need to continue to liaise with the football foundation and ensure we follow their plans and obtain grant funding.</p>
3.	Solar Farms/Renewable Energy projects

	<p>This section has been added to ensure Councillors, and the public can be kept up to date. The Chair highlighted that there will be a public consultation meeting on 25th June for the Anchor Lane Solar Farm.</p> <p>The Clerk suggested that we have a web page dedicated to solar farms/renewable energy applications and asked for Councillors to volunteer to help in providing information for this. Liz Swift and Ken McCarthy offered to help.</p>
4.	Pauline's Swamp
	<p><i>May Update:</i> <i>There was some discussion about power cables being laid by Andrew Kiteley 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</i></p> <p><i>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.</i></p> <p>June: Land registration completed for new area of land adjacent to Pauline's Swamp. Information in additional documents.</p> <p>A meeting for Friends of Pauline's Swamp has identified areas for them to support. At least 7 people are needed to support activities at the open day on the 7th September. This is to run activities such as pond dipping, entertainment for kids, games and BBQ.</p> <p>Ken McCarthy offered to help.</p> <p>Thanks were passed to Richard Jenkins for erecting the new signage at the entrance.</p>
5.	ESG update
	<p><i>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.</i></p> <p>June – no additions</p>
6.	Funding updates and applications inc. Section 106 and CIL
	<p>June:</p> <p>LHI application: Correspondance from Highways:</p> <p>Since our last correspondence, all applications received for this year's funding round have been allocated to our Highway Officers, and scoring assessments are well underway. The aim remains for the funding to be awarded in the 14th October 2025 Highways & Transportation Committee.</p> <p>Over the past few months our officers have been busy scoring the "non-complex" applications in preparation for moderation assessment and creating a ranked prioritised list for allocating the funding available across each District</p> <p>The East Cambridgeshire Community Fund will be open to applications between the 23rd May 2025 to 4th July 2025 – circulated to councillors and posted on social media.</p> <p>Community Fund East Cambridgeshire District Council</p>

FC/100625/11 Group Reports

Consideration of the draft minutes of the ESG Group of the 12th May 2025 and the recommendation to progress with LED Lighting Replacement at Mandeville Hall. 3 quotes received:

- Quote a) £3,180.49

- Quote b) £3,983.80
- Quote c) £5,067.60

ESG have recommended to progress with quote a) and are seeking approval of full council.

Mike Swift proposed that we accept quote a, Liz Swift seconded the proposal and all were in favour with the exception of Richard Jenkins who abstained from the vote.

FC/100625/12 Parish Report

General:

- Quotes have been sought on the provision of maintenance for CCTV/Alarms and emergency lighting.
- We have updated the hedgecutting contract and are currently seeking contractor quotes
- Tree inspection reports have been received and a summary sent to councillors.
- Fire risk assessments need to be renewed; this is a significant priority for Council.
- The Clerk and Maintenance officer have completed the Pitchpower inspection reports that are a twice-yearly requirement for our pitch funding.
- The office continues to chase Highways on a number of issues and UK Power Networks on our G98 registration for Gardiner Memorial Hall to finalize our SEG application.
- A significant amount of time has been spent with residents asking for bus timetables and providing their thoughts about the new buses over the last few weeks.
- The number of complaints about hedgerows, grass cutting and general highways maintenance have been significant over the last month. The Clerk will add ongoing highways issues to our regular updates section for Councillors awareness.

Additional larger purchases:

As per our Financial regulations 5.18 "In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure" we have replaced a broken lawnmower at a cost of £729 and approved a 3 month contract for £442 to provide commercial waste bins.

Halls

Cambridgeshire light opera group are coming next week and using GMH all week for their show 'The Gondolier's'. The Clerk wanted to highlight Debbie and Sarah's significant contribution to ensuring this key booking goes ahead and acknowledge the work that goes into showing them the halls and moving other hirers during that week.

Maintenance

As well as routine work throughout May (grass cutting) the maintenance officer has fixed:

- The wall bars and the zip wire at the recreation ground
- Broken fence at Mandeville
- Bench at Priory Meadow
- Stage at GMH
- Toilet at the recreation ground
- Cut back various pathways in the village.

FC/100625/13 Other County & District Matters

None to be raised.

FC/100625/14 Other Reports

None to be raised.

Lavina Edwards left the meeting

FC/100625/15 Correspondence

1. Emails from Simon Chandlar – Kingsway Solar Farm Parish Council alliance.

Lea Dodds proposed not to join the alliance as Burwell Parish Council, this was supported by other Councillors. A vote was taken with 10 in favour and 1 abstention.
The Clerk asked if we still wanted to communicate with the group and it was agreed that we should.

FC/100625/16 Other Matters

1. New Bus routes

It was agreed that feedback should be sent to Andrew Highfield: Assistant Director, Public Transport Services Andrew.Highfield@cambridgeshirepeterborough-ca.gov.uk and copied to Charlotte Cane charlotte.cane.mp@parliament.uk

Feedback discussed in the meeting which the Parish Council will submit was as follows:

- A Councillor has seen bus drivers being abusive/rude to passengers.
- Ticket charges keep changing and don't seem to be communicated to drivers or passengers
- People have been having issues using tiger bus passes particularly where the route changes from Suffolk to Cambridgeshire
- People have had to hand in their notice at work as they cannot get to their jobs on time
- People have been paying twice when using the interchange hubs.
- Residents in Burwell can no longer get to Tesco in Newmarket.
- Drivers haven't been trained properly on routes or charging
- Interchange points for the T4/T5 aren't working properly
- We need a Sunday/Bank Holiday service
- A later bus at weekends and in the evenings is needed – the last bus to Burwell now leaves Cambridge at 6.15pm rather than 7.15pm
- The bus timetables still are not getting some students to college in time
- It is impossible for residents in Burwell to work in Cambridge and rely on public transport.
- Residents in Exning can't catch a bus into Cambridge.
- Buses are frequently late
- There are issues with the stagecoach app
- The T5 doesn't stop in enough places in the village and it's unrealistic to expect less mobile residents to get on one bus and then another after a few hundred yards – particularly when the interchange times are not working.
- Could the Park and Ride buses be used as the hub points rather than designing new routes into Cambridge.
- Communication has been very poor from the combined authority and we have heard more from the volunteer group A-B1102.
- Parish Councils have yet to be sent any copies of timetables and have spent considerable time printing, formatting and providing these to residents. Reliance on online from the Combined Authority doesn't work for a big proportion of the population.
- The website provided was difficult for residents to navigate.
- There has been positive feedback from students going to the Oakes Sixth Form College
- Burwell Parish Council office has seen much more communication from the A-B1102 group than the combined authority and is very appreciative of this group of volunteers.

It was agreed that we should submit the above feedback and also encourage residents to send their individual feedback.

2. Consideration of whether Burwell Parish Council should sign Charlotte Cane's petition for Safety of Battery Storage Sites <https://www.ecld.org.uk/campaigns/safety-of-battery-storage-sites>.
Liz Swift proposed Burwell Parish Council sign the petition, Chris O'Neil seconded this and all in favour.

Meeting closed 20:31