

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 12 August 2025 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR.

Quorum: 6 Councillors

Present: Liz Swift (Chair), Lea Dodds, Richard Jenkins, Clive Leach, Ken McCarthy, Jim Perry, Geraldine Tate, Brenda Wilson

5 members of the public
Katherine Hyett (Clerk)

FC/120825/1 Apologies for absence

Apologies for absence have been received from Charlie Milner, Julia Rogers, Paul Webb, Michael Swift, Ian Woodroffe, Linda Kitching and Lavinia Edwards

FC/120825/2 Declarations of any interests known to Councillors

No interests were declared

FC/120825/3 Approval of Minutes of the meeting held on 29th July 2025

The minutes from the meeting held on 29th July 2025 were approved and signed as a true and accurate record. Proposed by Jim Perry, seconded by Lea Dodds and agreed by all.

It was noted that planning application 25/00550/VAR would be reconsidered at the Parish Council meeting on 26th August 2025 following the receipt of new information.

FC/120825/4 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 thanked the Parish Council for acting quickly on the feedback of neighbours for planning application 25/00550/VAR and ensuring an extension to the consultation period was sought. They stated that they were concerned that the application has been misleading. Another member of the public raised the concern that the variation applied for was considerable and should be a new planning application. The Chair stressed the need for transparency in the planning process. The Clerk stated that any objections she received to developments would be circulated to Councillors.

FC/120825/5 Burwell Sports Centre update

The speaker was unable to attend; this will be rescheduled to a later date.

FC/120825/6 County and District Reports

The following written reports were noted:

District Council Report – Cllr David Brown July 2025

I chaired a meeting of the Audit Committee. This meeting was the last meeting for Ian Smith, ECDC Finance Director, prior to his retirement. The Committee received the Internal Audit Annual Report and opinion for 2024/25, which gave an overall rating of “good assurance”. The Committee agreed to consult on the draft Annual Governance Statement for 2024/25 and also agreed on the External Audit plan for 2024/25. The Committee congratulated the Chief Internal Auditor on the service achieving the highest possible rating in an external assessment. The Committee also received update reports on Internal Audit and the Corporate Risk Register. I also attended a ground-breaking ceremony for the

Vistry housing development on Newmarket Road. Vestry expects to sell the first houses before the end of this year.

District Council Report – Cllr Lavina Edwards

Planning Committee - The agenda for July's meeting was very small with two retrospective applications. The first in Swaffham Bulbeck for an annexe and the second at The Old Dispensary in Ely both were recommended for approval, and Members supported the Officer's recommendations. There were 128 applications to the Planning department in May which is a 13% decrease on the number for May 2024 but a 19% increase from April 2025. There is no Planning Meeting in August. I attended the Groundbreaking ceremony invitation from Linden Homes at Millstone Park along with representatives from Vistry, This Land and Flagship.

FC/120825/7 Planning Applications to be considered

25/00796/FUL 61 Swaffham Road

Demolition of existing bungalow, garage and workshop and erection of new detached dwelling and outbuilding along with associated works

No objections

Proposer: Lea Dodds

Seconder: Jim Perry

Vote: all in favour

FC/120825/7.1 Planning Decisions from District Council

None to be considered

FC/120825/8 Notification of tree works to be considered

None to be considered

FC/120825/8.1 Notification of tree works approved by East Cambridgeshire District Council

None to be considered

FC/120825/9 Finance

- 1) Notification of payment approved by the Chairperson and Clerk for £361.90 to Shelford Plastering Ltd for Mandeville Room 1 following installation of new lights – this was noted.
- 2) Consideration of payment of the following:
Proposer: Clive Leach
Seconder: Lea Dodds
Vote: All in favour

The following payments were approved.

| Name | Description | Net Amount | Vat | Total Amount | Power |
|-----------------------|-----------------------------------|-------------------|--------------|---------------------|--------------------------|
| All Staff, HMRC, Nest | Salaries, NI, Tax, Superannuation | £11,406.64 | £0.00 | £11,406.64 | Local Gvt Act 1972 s.112 |
| George Rowland | Mileage and expenses | £121.50 | £0.00 | £121.50 | Local Gvt Act 1972 s.111 |
| Debbie Cawley | Mileage and expenses | £25.65 | £0.00 | £25.65 | Local Gvt Act 1972 s.111 |
| Martyn Wright | Mileage and expenses | £50.56 | £0.00 | £50.56 | Local Gvt Act 1972 s.111 |
| | | £11,604.35 | £0.00 | £11,605.35 | |

FC/120825/10 Regular Updates

This section contains the most recent minuted update with further updates to be discussed at the meeting

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| 1. | Burwell to Exning Cycle Way (Suffolk Highways) |
| | <p><i>July update: Update from Suffolk highways: We are waiting for a date the design will be concluded considering the audit comments.</i></p> <p>August update: No further update. Cllr McCarthy asked about how this can be moved forward. The Chair responded that Suffolk County Council are the lead on it so need to provide updates and are routinely asked. The Clerk will go back to Suffolk Highways to reiterate the safety concerns for non-motorists and ask for a more detailed update.</p> |
| 2. | Newmarket Road proposed Sports Hub |
| | <p><i>July update: We have contacted This Land about a meeting in July</i></p> <p>August update: Proposal for Council approval: Establishment of a small temporary working group of 3-4 Councillors and Clerk to work with Burwell FC, This Land and the football foundation/Craig Mulhall Leisure Consultancy to meet monthly and progress the sports hub project including funding options. Decisions would still be taken at full council. This was agreed and Ken McCarthy and Liz Swift volunteered. We agreed to ensure other absent Councillors were given the opportunity to join the group.</p> <p>A monthly meeting has now been set up with This Land, Mulhall Leisure Consultancy, Burwell FC and a working group of Councillors.</p> |
| 3. | Solar Farms/Renewable Energy projects |
| | <p><i>July update: Ken Mc Carthy has produced a report which the clerk will circulate to all Councillors for their feedback within 2 weeks.</i></p> <p><i>Richard Jenkins mentioned further building work by the battery storage on Weirs Drove, Michael Geary confirmed this was phase 2 of the battery storage for ethical power</i></p> <p><i>Julia Rogers raised concerned about the presumptions that the fire service could deal with battery fires particularly following the slow response to the alarm sounding at Weirs Drove the previous week.</i></p> <p><i>Cllr. Malinowski asked to be copied into communications on these issues and to also include Charlotte Cane MP.</i></p> <p>August update: Update from Say No to Sunnica Community Group to be discussed (included in additional information) – this report was noted and the Clerk asked to thank them for their update – proposed by Clive Lech, seconded by Lea Dodds and approved by all.</p> <p>The Clerk has emailed all Councillors to inform that on Tuesday August 19th at 6pm the Greater Cambridge Shared Planning (GCSP) team will be giving a webinar to help those Parish Councils that will be affected by the Kingsway solar and battery development. The purpose of the webinar is to advise us how to cope with the immense amount of documentation (Preliminary Environmental Information Report, PEIR) that will be sent our way sometime in September, and that we will be asked to comment on in a 6 week statutory consultation period.</p> |

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| | The Clerk, Lea Dodds and Liz Swift and Ken McCarthy have been working on a renewable energy web page and Council position statement which will be shared prior to the next Council meeting for review and decision at Council. |
| 4. | Pauline's Swamp |
| | <p><i>July update: Open day on 7th September, short of volunteers. Colin Smith has written a management plan for Pauline's Swamp. Linda Kitching and Charlie Milner offered to help. Lea Dodds suggested tours of Pauline's Swamp instead of an open day. Liz Swift said that we would need to find a leader. Wild Burwell are organizing a bug hunt.</i></p> <p>August update: The open day has been cancelled and hopefully an open day will be held in Spring 2026. Colin Smith has put a proposed program of works together. They hope to receive additional help from Community Payback but we need to ensure that Colin Smith can direct the activity appropriately via the Parish Council.</p> |
| 4. | ESG update |
| | <p><i>July update: The group met Jeremy Sharman on 2nd July. Lea Dodds informed us we should shut the air source heat pump off. Ian Woodroffe is persisting in trying to contact Mitsubishi.</i></p> <p>August update: 30th July an energy audit was carried out for Mandeville – we are awaiting the report. 5th August – Mitsubishi engineer agreed free replacement of ASHP – Ian Woodroffe is following this up via Sotham's. Awaiting advice on secondary controller 4th August –new LED lighting in room 1 of Mandeville was completed. Plastering to make good was completed on the 11th August 2025.</p> |
| 5. | Funding updates and applications inc. Section 106 and CIL |
| | <p><i>July: A new business fund for £7500 has been released from East Cambridgeshire District Council</i></p> <p>August update: The Clerk has responded to highway to express an interest in submitting an application for Local Highway's initiative funding in 2026/2027.</p> |

FC/120825/11 Group Reports

1) Consideration of the draft minutes of the CLH&S Meeting 15 July 2025 and the following recommendations:

- Reject the application of a donation to Ely Foodbank and consideration of free use of Mandeville Hall.

It was proposed that the Parish Council reject the application for a donation but that we do offer free use of a room at Mandeville for the required 2 hours a week to be reviewed on an annual basis:

Proposer: Clive Leach
Seconder: Liz Swift
Vote: All in favour.
- Provide a donation of £100 to the Library Summer Reading Challenge.

The Chair proposed this recommendation be increased to £200 as that is how much we have previously donated. The Clerk/RFO was asked to ensure that Burwell Library is notified of the donation.

Proposer: Liz Swift
Seconder: Brenda Wilson
Vote: all in favour

FC/120825/12 Parish Report

Mandeville Hall room 1 is progressing well with the lights now refitted and ceiling plastered. Decorators quotes are being sought and likely to be ready for the next Council meeting.

The annual play park inspection has been completed and we are working through recommendations. The roundabout in Jubilee Green Park has been shut due to safety requirements – our maintenance officer has found a low-cost solution to resolve this. Longer term we need to start budgeting for replacing old equipment. We have put up a number of new signs at the recreation ground and Westhorpe park. The bus shelter refurbishments have started and the Maintenance Officer has also completed some work to protect the Chapel tower from rodent damage.

During the summer there has been extensive time spent litter picking, emptying bins and grass cutting. We hope this is something that Community Pay Back can help us with in future. We are still awaiting a final agreement from the Community Pay Back manager for us to sign.

Local Government Pay Claim 2025/26 - The trade unions have now accepted the pay negotiations for 2025/26 which awards a pay offer increase of 3.2% on scale points 2 – 43. Burwell Parish Council agreed on the 8th April that the annual salary increase from 1st April 2025 is implemented to all salaries once agreed by the National Joint Council. This will be implemented in September with back pay for April – August.

FC/120825/13 Other County & District Matters

- 1) Aurora Newsletter – July: New highways Asset Management system - noted
- 2) Cambridgeshire & Peterborough Local Nature Recovery Strategy - Consultation now live – noted.
- 3) Flood and Water Newsletter July 2025 - noted

FC/120825/14 Other Reports

None to be considered

FC/120825/15 Correspondence

- 1) **Speeding Deterrents Newmarket Road:** Council are concerned about speeding on Newmarket Road but have also made aware in the past that secondary speeding deterrents were unlikely to be considered as we have turned down the funding for 20mph. With regards to the new development the planning team at East Cambridgeshire District Council and Cambridge County Council Highways team should be contacted. Safety issues will continue to be reviewed in our Community Leisure, Health and Sport group and considered for future funding applications through the local highways initiatives.
- 2) **Grid Scale Battery Storage Systems in Burwell** – noted and we are working closely with our MP to highlight safety issues.

FC/120825/16 Other Matters

- 1) Extension of waste contract: Council previously agreed a 3 month contract with Ellgia for waste from Council sites (£34 per week for two 1100l bins with up to 65kg of waste, excess waste £0.17 per kg). We are seeking approval to extend this contract for a further 6 months whilst awaiting update from East Cambridgeshire District Council about new village bins they could provide.

Proposer: Liz Swift

Seconder: Lea Dodds

Vote: all in favour

Meeting closed: 8:28

Signed:

Dated