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 the Burwell Parish Council held at 7.30pm on Tuesday 14th October 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, Jim Perry, Geraldine Tate, Paul Webb, Brenda Wilson
In attendance: Katherine Hyett (Clerk), District Cllr Lavina Edwards, Cllr Malinowski
6 members of the public

FC/141025/1 Apologies for absence
Apologies were received and accepted from: Ian Woodroofe (Personal Matters), Ken McCarthy (Personal matters) Linda Kitching (Personal matters), Charlie Milner (Personal matters), Chris O'Neill (Personal matters)
Clive Leech proposed we accept the apologies, Brenda Wilson seconded this proposal and all were in favour.
Apologies refused: None
Absent: Gus Jones, no apologies received.

FC/141025/2 Declarations of any interests known to Councillors
To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any agenda item.
Brenda Wilson and Clive Leech declared an interest in FC/141025/10 item1i

FC/141025/3 Approval of Minutes of the meeting held on 23rd September 2025
The minutes of the meeting held on 23rd September 2025 were approved and signed as a true and accurate record. Proposed by Jim Perry, seconded by Clive Leech and agreed by all.

FC/141025/4 Public Forum
No matters were raised in the public forum

FC/141025/5 County and District Reports
A written report was received from District Cllr David Brown and noted.
A verbal report from Cllr Yannifer Malinowski focused on the Local Government Reorganisation, fire authority responses to lithium-ion batteries and highways.

FC/141025/6 Planning Applications to be considered
The following planning applications were considered:

25/00983/FUL 6 Low Road: Response date 8th October 2025 (extension granted to 15/10/25)
Demolition of existing conservatory and construction of two storey rear extension
Response: No objection
Proposed: Clive Leach; Seconded: Paul Webb; Approved by all

25/01017/FUL 59 Low Road: Response date 16th October 2025
Proposed rear and side single storey extension following demolition of existing garage
Response: No objection
Proposed: Clive Leach; Seconded: Jim Perry; Approved by all

25/00938/FUL The Barn Welsumme Farm Weirs Drove: Response date 22nd October 2025
Development of a small glamping pod to be used as additional accommodation to the main residence and as a short-term holiday let
Response: No objection
Proposed: Paul Webb; Seconded: Jim Perry; Approved by all

<u>FC/141025/6.1 Planning Decisions from District Council</u>
The following decisions were noted:

25/00802/FUL Unit 22 Lucas Close - WITHDRAWN
Change of Use Class B1 to E(d) 1-1 personal training/rehabilitation centre

25/00857/FUL Mandeville House 4 Mandeville – APPROVED
Replacement PVCu windows to property

<u>FC/141025/7 Notification of tree works to be considered</u>
None were considered

<u>FC/141025/7.1 Notification of tree works approved by East Cambridgeshire District Council</u>
The following decisions were noted:

25/00945/TRE Acacia House 29A High Street
T1 Acacia - Remove lowest limb back to trunk overhanging roadway (High Street) and reduce limbs to clear house by 3m.
T2 Cherry - Reduce limbs by up to 2m overhanging house to provide 2m clearance from house and removal of lowest limb back to trunk overhanging garden.
T3 Cedar - Reduce crown by up to 2m.
T4 Beech - Reduction of limbs to give up to 2m clearance from neighbours house

25/00944/TRE 7 Hythe Lane
T1 Himalayan Birch - Reduce overhang of crown by 2m and crown raise to 4m from ground level on customers side to alleviate encroachment/overshadowing of T2 purple leafed beech.

25/00906/TRE 48 High Street
T1 Cherry - Fell to ground level. The tree is outgrown the space in the garden and is blocking natural light.
T2 Cherry - Reduce in height by up to 3m, reduce lateral spread by up to 2m, remove lowest branch back to the main stem growing over roof and sever ivy up to 2m above ground level - This is to maintain size and reduce the crown over the roof of the house

FC/141025/8 Finance
Urgent matters for consideration:

1) **Selection of a supplier to complete important tree work at the Recreation Ground.**
   A total of 5 contractors were contacted for quotes on the 'important' tree work at the recreation ground identified following our parish wide tree inspection. 3 quotes were received. Following a proposal from Lea Dodds, seconded by Brenda Wilson, **it was resolved that Burwell Parish Council accept the quotation from TH Tree Surgery Ltd of £2300 to complete the work.**

2) **To approve selection of a supplier and acceptance of their quotation for Phase 2 lighting for Mandeville Hall and additional allocation of funds**
   Three contractors were asked to quote:
   Contractor A £12,625.28 – withdrawn from process
   Contractor B £12,338.91
   Contractor C £12,383.63
   It was proposed that contractor C is awarded the work due to their ability to conduct the work in the manner expected with full recycling and disposal offered. Paul Web proposed, Geraldine Tate seconded. **It was resolved to offer the Mandeville Phase 2 lighting project to Sotham's.**
   The Clerk stated that we had originally allocated £10,000 of solar grant funding to the lighting project. £3,180.49 was spent in phase 1, with phase 2 included a total of £15,564 would need

to be spent so a further £5564 is required. The RFO has suggested using £7000 previously allocated for the cemetery hedge (a project which is no longer progressing). Paul Webb proposed that we reallocate the cemetery hedge funds to Mandeville LED Lighting. Liz Swift seconded this and all voted in favour. **It was resolved to reallocate the funds.**

3) **To approve selection of a supplier and acceptance of their quotation delivering on our Net Zero funding for Mandeville Hall.**
Lea Dodds, Richard Jenkin's and the Clerk gave a brief overview of the choices and their recommendation to select Impact Services to complete the work funded by the Village Net Zero project which includes solar panels, batteries and insulation. All Parish Councillors were provided with a detailed spreadsheet providing the specification, quotations and estimated energy and CO2 savings. Geraldine Tate proposed that the recommendation was accepted, Paul Webb seconded this and all voted in favour. **It was resolved to offer the contract to Impact Services subject to acceptance from the grant funder.**

4) **For noting: The Clerk and Chair approved remedial works of £293.57 + VAT for Emergency Lighting on safety grounds at the Jubilee Reading Rooms and Gardiner Memorial Hall**. This has been reduced by £30 to £266.57 as one of the light fittings will be fixed as part of other work.

5) **To approve allocation of £3000 (paid out of reserves) for agronomy reports, necessary for the progression of FA Funding for the Newmarket Road Sports Hub**
Proposed: Paul Webb
Seconded: Liz Swift
Resolved – all in favour

6) **Notification of the receipt of second installment of 2025/2026 Precept payment in the sum of £128,518.30.** This was noted.

7) **Consideration of the Annual Governance and Accountability Return received from the external auditors including Except for Matters and action to be taken to rectify.**
The accounts and figures in the 2024/2025 AGAR Section 2 boxes 3 and 6 have been completed with the VAT included since the AGAR form was brought in 2015 and this is the first time ever that this has been brought to our attention. In future the figures in the AGAR boxes 3 and 6 will not include the VAT element and the VAT element will instead be shown within the Explanation between boxes 7 and 8.
The Council should have answered 'No' to statement 5 in section 1. This is because the Council reviewed the risks facing the authority in December 2023 prior to the 2024/2025 financial year. The Council then reviewed the risks at the meeting held on 8th July 2025, which was after the end of the 2024/2025 financial year.
Jim Perry proposed that Council accept the actions to be taken, Clive Leach seconded this and all voted in favour. **It was resolved that the actions to be taken to resolve the Except For Matters were accepted.**

8) **Consideration of payment of the following:**
Proposed: Paul Webb
Seconded: Clive Leach
All voted in favour.
It was resolved to make the following payments:

Name	Description	Net Amount	Vat	Total Amount	Power
All Staff, HMRC,Nest	Salaries, NI, Tax, Superannuation inc. NJC Salary Award	£11,691.66	£0.00	£11,691.66	LGA 1972 s.112
George Rowland	Mileage and expenses	£135.45	£0.00	£135.45	LGA 1972 s.111
Debbie Cawley	Mileage and expenses	£28.35	£0.00	£28.35	LGA 1972 s.111
Martyn Wright	Mileage and expenses	£58.33	£0.00	£58.33	LGA 1972 s.111
Katherine Hyett	Mileage and expenses	£19.80	£0.00	£19.80	LGA 1972 s.111
N-CIS	ICT Support Service Contract	£150.00	£30.00	£180.00	LGA 1972 s.111
N-CIS	Replacement Computers/Software/Set Up	£1,216.99	£243.40	£1,460.39	LGA 1972 s.111
SLCC	Clerk's Membeship	£288.00	£0.00	£288.00	LGA 1972 s.111
Mulhall Leisure Consultancy	Newmarket Road Sports Hub	£500.00	£100.00	£600.00	LGA 1972 s.111
Sharp	Photocopier Contract	£25.00	£5.00	£30.00	LGA 1972 s.111
Atom Technologies	Discharge Tests JRR, Pub Tt, MH and GMH	£300.00	£60.00	£360.00	LGA 1972 s.133
PKF Littlejohn	External Audit	£1,050.00	£210.00	£1,260.00	LGA 1972 s.111
PHS Group	GMH Duty of Care	£22.47	£4.49	£26.96	LGA 1972 s.133
PHS Group	MH Duty of Care	£7.48	£1.50	£8.98	LGA 1972 s.133
Ellgia	General Waste Collection	£263.16	£52.63	£315.79	Open Spaces Act ss 9-10

Huws Gray	Maintenance Supplies	£184.42	£36.88	£221.30	LGA 1972 s.133
Npower	Electricity Streetlights	£79.90	£4.00	£83.90	Highways Act 1980 s301
C Bateman	Return of Deposit	£50.00	£0.00	£50.00	
E Lambert	Return of Deposit	£50.00	£0.00	£50.00	
E Bramer-Doy	Return of Deposit	£50.00	£0.00	£50.00	
Mr Q & Mrs A Cooke	Return of Deposit	£50.00	£0.00	£50.00	
D Cabral	Return of Deposit	£50.00	£0.00	£50.00	
Cambs Light Opera	Return of Deposit	£50.00	£0.00	£50.00	
C Morris	Return of Deposit	£50.00	£0.00	£50.00	
R March	Return of Deposit	£50.00	£0.00	£50.00	
Engie	GMH Electric	£317.16	£15.86	£333.02	LGA 1972 s.133
WAVE	Allotments Water	£167.33	£0.00	£167.33	Small Holdings and Allotment Act 1908 ss23,26,42
WAVE	GMH Water	£84.54	£0.00	£84.54	LGA 1972 s.133
WAVE	JRR Water	£60.97	£0.00	£60.97	LGA 1972 s.133
Unity Trust	Cheque/Cash Fee	£0.90	£0.00	£0.90	LGA 1972 s.111
Total		**£17,051.91**	**£763.76**	**£17,815.67**	

FC/141025/9 Regular Updates

1) Burwell to Exning cycle way

Update 06/10 from Suffolk Highways provided by the Chair: "There has a been a site meeting with National Gas and Cadent, this went well and posed no issues. We need again to speak to BT/Openreach to check on depths of their utilities. From this then next stage would be to finalise legal/land and programme the work for delivery. I am very keen to get this delivered too and know how much it is needed. I will get back to you before 14th. "

Update 09/10 from Suffolk highways provided by the Clerk: Burwell to Exning shared use footway scheme.

"I'm sorry for the delay in getting this scheme ready for delivery. Unfortunately it has taken a while for our contractor to get investigation works underway. We have one more piece of investigation work to do, we are making trial holes to expose depths of BT apparatus and test the soil. I am chasing a delivery date for this work and as soon as I have it, I will mail you again. I am hoping the design can be then finalised in the next 6 weeks and we can complete legal land works get this through commercial (pricing) and programme this for the new year. I will keep chasing. Once we have construction dates I can come and see you, talk you through the scheme and provide plans etc. "

Council asked the Clerk to request that Julia Proctor attends a council meeting to update Council and answer questions.

2) Newmarket Road proposed sports hub

This Land, Burwell PC and the GMA are currently trying to agree terms for agronomy reports. Next meeting in November

3) Renewable energy developments

I. **To consider the briefing from Kingsway Solar on 14th October, resident feedback from the Kingsway Community Solar Action group meeting and further information received about the development.**
Clive Leach informed Council that a meeting had taken place with John Hughes, Landscape Partnerships Manager responsible for Wicken Fen, who helped to inform us about their approach to developments. Clive feels we need to move the debate up a level due to an acceleration of solar projects. He said that there will be a meeting with National Grid on 4th November which we will invite District and County Councillors as well as our MP.
A briefing was given to Council by Kingsway Solar which consisted of a presentation available on their website and council put several questions to them. Lea Dodds raised the question of what would happen if Kingsway didn't happen. He is concerned that Burwell South power station will have 500 spare megawatts of capacity which would be offered to other developers who are likely to seek to bring their development as close to Burwell as possible. The Clerk highlighted that the new substation will be going to East Cambridgeshire District Council for approval. Paul Webb mentioned the considerations of EMF (electromagnetic fields) as well as environmental implications or under or over ground cabling. Jim Perry agreed it was likely to happen and raised whether we should join the alliance.
Lea Dodds said over 60 people were present at KCSA group meeting – the person speaking presented a factual case, made a very strong case for opposition and highlighted all the problems and consequences for Burwell.

II. **To reconsider Burwell Parish Council's decision not to join the Kingsway Parish Council alliance objecting to the development**
There was some discussion about this with opposing views about residents thoughts on this development, the purpose of the action or pressure groups and how it would serve Burwell's response and represent our village views.
Jim Perry proposed that we join the Kingsway Parish Council Alliance, Michael Geary seconded this. There were 6 votes in favour, 3 votes against. **It was resolved that we join the Kingsway Parish Council Alliance**

III. **To approve a position statement about renewable energy development**
It was resolved to adopt the following position statement (proposer Paul Webb; seconder Liz Swift; all in favour).

Burwell Parish Council supports the transition to low carbon energy production. Due to the national importance of the local Burwell High Voltage sub-station and its connection to the National Grid, a cluster of solar farms and battery storage units has already been built within our area. Further developments of both Solar Generation and BESS (Battery Energy Storage Systems) are proposed, as is the development of the Burwell 2 High Voltage Substation.

We have concerns about the associated fire risk, noise pollution, visual impact and other environmental consequences that may arise during the construction phase and, later, from day-to-day operation of such developments. The Parish Council is committed to engaging with all the parties involved to address these concerns, including governmental, private and *regulatory, with the aim of achieving the best possible outcome for the community and residents of Burwell.*

4) ESG Update – a brief update was given.

5) Pauline's Swamp

I. **To retrospectively note Council's approval of the Deed of Easement for Underground Electric Lines. Document available at meeting for review.**
This was noted and the Chair and Vice Chair signed the Deed.

FC/141025/10 Group Reports

1) Consideration of the draft minutes of the Finance and General Purposes meeting dated 23/09/25 and the following recommendations:
The minutes were noted and the following resolutions made:
   a. **It was resolved that Moore is appointed as Internal Auditor for the Financial Year 2025/2026 at a cost of £1572.00 plus VAT**. Proposed Paul Webb, seconded Lea Dodds, all voted in favour.
   b. **It was resolved that the scope of the internal audit should cover the same as the previous year: to meet the requirements to complete the Annual Governance and Accountability form and the accounting return for 2025/2026.** Proposed Paul Webb, seconded Jim Perry, all voted in favour.
   c. **It was resolved that the Maintenance Officer's hours are increased from 35 to 37 hours per week.** Proposed Paul Webb, seconded Liz Swift, all voted in favour.
   d. **It was resolved that the Assistant to the Clerk's hours are increased from 18 to 20 hours per week**. Proposed Paul Webb, seconded Liz Swift, all voted in favour.
   e. **It was resolved that there should be a budget of £1,000 to cover additional hours worked, with the Clerk having delegated power to use these hours as and when necessary.** Proposed Paul Webb, seconded Liz Swift, all voted in favour.
   f. **It was resolved that £524.81 of unpaid hall booking fees are written off for Happy Tots.** Proposed Paul Webb, seconded Lea Dodds, all voted in favour.
   g. **It was resolved that having reviewed the financial regulations with the alterations to increase authorisation levels for the Clerk and Clerk/Chair to £500 and £1000 respectively and the changes relating to the procurement legislation, that the revised Financial Regulations are adopted.** Proposed Paul Webb, seconded Clive Leach, all voted in favour.
   h. **It was resolved that the revised Standing Orders are adopted.** Proposed Paul Webb, seconded Geraldine Tate, 8 in favour, 1 abstained.
   i. **It was resolved that Council makes a £2000 donation to Burwell Museum towards their Climate Change, renewable Energy and Biodiversity Education Hub from the Climate Change budget.** Proposed Paul Webb, seconded Liz Swift, 8 in favour, 1 abstained.
   j. **It was resolved that refundable allotment deposits for new tenants of allotment should be increased to £50.00.** Proposed Paul Webb, seconded Jim Perry, all voted in favour.
   k. **It was resolved that £150,000 of the CIL Receipts are earmarked for Newmarket Road Sports Hub.** Proposed Paul Webb, seconded Clive Leach, all voted in favour.

2) Consideration of the draft minutes of the Climate Change, Biodiversity and Pollution Forum meeting dated 02/09/25 and the following recommendations.
The minutes were noted, and it was resolved to adopt the proposed biodiversity plan. Proposer Paul Webb, seconded Geraldine Tate, 8 in favour and 1 abstained.

3) Consideration of the draft minutes of the Community, Leisure, Health and Sports meeting dated 16/09/25 and the following recommendations:
The minutes were noted, and the following resolutions were made:

a. **It was resolved that we organise a Community Safety forum with East Cambridgeshire District Council.** The focus of the evening would be community safety matters excluding planning permissions and speeding. Parish council will also form a 3-month action plan with a muti-agency approach to solving issues raised that evening. After 3 months, parish council can decide whether it is appropriate to hold a second meeting or via social media, forums, or parish magazines. The community safety partnership will provide a panel of professionals such as ECDC community safety, county council youth coordinator, police, and ECDC youth champion. We will also help advertise the event.
   Proposed by Geraldine Tate, seconded by Clive Leach, 8 in favour, 1 abstained.
b. **It was resolved that we approve a change of name for the group to Community, Safety, Health and Sport.** Proposed by Geraldine Tate, seconded by Liz Swift and all in favour.

FC/141025/11 Parish Report

The RFO has passed (in her own time) a course on the Principles of Internal Auditing Local Councils.
We have had a number of business bookings for Mandeville, and the projector is getting used.
The Clerk highlighted some positive feedback received recently from hirers:
"We have attended other events at Gardiner memorial hall in the past, but this was the first time booking for ourselves. The whole process was simple and easy, and the hall facilities some of the best we have experienced compared to other local options. We would book again without hesitation."
Community Payback attended for the first time on 13th October and completed some maintenance work for us at the cemetery. They will be supporting us weekly for the first four weeks and then it is likely to be every other week.
Our maintenance officer has erected new socketed goals at the recreation ground funded by Burwell Football Club and Carnival. Ownership and insurance are with Burwell FC.
The roundabout at Jubilee Green Park has been fixed. 2 new memorial benches have been placed at the Recreation Ground and Jubilee Green Park. The storm drains have been cleaned out and Emergency lighting tested for all properties and issues booked to be rectified.

FC/141025/12 Other County & District Matters

The following matters were noted:

1) **Proposed TTRO Isaacson Road**.
   Circulated in advance to Councillors as comments deadline 5/10/25. No comments received.
2) **Proposed TTRO Weirs Drove**
   Circulated in advance to Councillors as comments deadline 5/10/25. No comments received.
3) **Proposed TTRO High Street and Swaffham Road**
   Circulated in advance to Councillors as comments deadline 8/10/25. No comments received.

FC/141025/13 Other Reports

The following reports were noted:

1) Wicken Fen Community Liaison notes and presentation
2) Pauline's Swamp Nature Reserve meeting minutes dated 24.02.2025 and 12.06.2025
3) Spring Close Management meeting minutes 04.09.25

FC/141025/14 Correspondence

None to consider

FC/141025/15 Other Matters

1) **Membership of working groups and sub-groups**. This was discussed and the Clerk requested whether there were any further updates. Concerns were raised about unequal distribution of workload between Councillors, however in response it was raised that people had different work and life commitments,
2) **A new DSE Risk Assessment document was noted.**
3) **A discussion on the council's response to an earlier than previously stated fare increase and the current state of the T4 and T5 services, including repeated lateness. The possibility of setting up a public transport working group. A request to hear feedback from the A to B1102 group on the fare increase and bus issues.**
   The Chair confirmed that the Clerk has emailed Andrew Highfield at the CPCA to ask reasons. Geraldine Tate continued to say that the interchanges don't work. The Chair re-

iterated that we must feedback to the Combined Authority and encourage residents to do this. A working group was briefly discussed but it was proposed by Geraldine Tate that we have this as a regular agenda item on Community, Safety, Health and Sport. This was seconded by Liz Swift and all voted in favour.

Meeting declared closed 8:50

Signed Dated