

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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Notice is hereby given that a Meeting of the Burwell Parish Council will be held at Gardiner Memorial Hall, High Street, Burwell CB25 0HD at 7.30 p.m. on Tuesday 11<sup>th</sup> February 2025.

**AGENDA**

- FC/110225/1**      **Apologies**
- FC/110225/2**      **Declarations of any interests known to Councillors**
- FC/110225/3**      **Approval of Minutes of the meeting held on 28<sup>th</sup> January 2024**
- FC/110225/4**      **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.**
- FC/110225/5**      **County and District Reports**
- Report from Cllr. Lorna Dupré
  - Report from Cllr. Lavina Edwards
- FC/110225/6**      **Planning Applications to be considered**

<b>Application Reference</b>	<b>Summary</b>	<b>Council Response</b>
<b>25/00091/FUL</b>	<b>96 Low Road</b> Construction of a new detached double garage and conversion of existing garage into a games room	
<b>25/00076/FUL</b>	<b>60 Isaacson Road</b> Single storey rear extension	
<b>24/00366/FUL</b>	<b>12 Swaffham Road</b> <b>Appeal:</b> Demolition of single garage, construction of two semi detached bungalows and associated works	
<b>APP/V0510/C/24/3354503</b>	<b>Breach Farm Ness Road</b> <b>Enforcement Appeal:</b> Without planning permission, the erection of two brick walls exceeding 1m in height.	

**FC/110225/6.1**      **Planning Decisions from District Council**

<b>Application Reference</b>	<b>Summary</b>	<b>Decision</b>
<b>24/00679/FUL</b>	<b>101 Ness Road</b> Single storey rear extension and new window to side elevation	<b>Approved</b>
<b>24/01296/FUL</b>	<b>3 Appletree Grove</b> Demolition of existing conservatory and construction of two storey rear extension	<b>Approved</b>

**FC/110225/7**      **Notification of tree works to be considered:**  
None to be considered

**FC/110225/7.1 Notification of tree works approved by East Cambridgeshire District Council:**  
None to be considered

**FC/110225/8 Finance**

- 1) Consideration of payment of the following:
- i) Up to £250 for a skip at the allotments to remove mixed waste
  - ii) £250 for annual PAT testing at five Parish Council Sites by MS Electrical
  - iii) The following payments

Payee	Description	Amount inc Vat	Power
All Staff	Salaries Tax Ni Superannuation inc Clerk and RFO overtime.	£10,668.27	Local Gvt Act 1972 s.112
Debbie Cawley	Mileage	£18.90	Local Gvt Act 1972 s.111
George Rowland	Mileage and expenses	£154.10	Local Gvt Act 1972 s.111
Martyn Wright	Mileage and phone	£65.30	Local Gvt Act 1972 s.111
ESPO	Cleaning Supplies	£238.62	LGA 1972 s.133
Dent Security	Alarm - JRR	£168.00	LGA 1972 s.133
Neil Kennedy	GMH Roof Repair	£90.00	LGA 1972 s.133
Varsity	GMH Retention	£940.00	LGA 1972 s.133
Ches Metalwork	Skate Park Repairs	£700.00	LGA 1976 (Misc Provision)ss.19
Stannah	Chair Lift Service GMH	£89.88	LGA 1972 s.133
Mulhall Leisure Consultancy	Newmarket Road Sports Hub Consultancy Fee	£600.00	Open Spaces Act 1906 ss.9-10
Burwell Computers	January Cloud Fee	£55.00	LGA 1972 s.111
Laptops direct	Router/Monitor Screen	£318.92	LGA 1972 s.111
PPL/PRS	Fees Mandeville Hall	£1,835.68	LGA 1972 s.133
K Watson De Vile	Ret of Deposit	£50.00	
G Goddard	Ret of Deposit	£50.00	
P Munk	Ret of Deposit	£50.00	
	<b>Total</b>	<b>£16,092.67</b>	

**FC/110225/9 Action Points Update** - Updates to the following:

No	Action Point	Comments on Progress
1.	Section 106 Money	
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch, Sports Pavilion/Football Pitches Recreation Ground	
4.	Pauline's Swamp	
5.	Gardiner Memorial Hall Phase 2	
6.	Moveable Vehicle Activated Speed Signs	
7	Funding applications	

**FC/110225/10 Group Reports**

- 1. Consideration of the draft minutes of the Safety Group meeting held on 21 January 2025**
- 2. Consideration of the draft minutes of the Finance and General Purposes meeting held on 28<sup>th</sup> January 2025 and the following recommendations from the meeting:**
  - I. A recommendation to be made to full council that the overtime payments for the Clerk and RFO should be continued until the end of March 2025.
  - II. The Group recommends to Full Council that the hiring charges for the Gardiner Memorial Hall and Mandeville Hall are not increased for 2025/2026.
  - III. The Group recommends to Full Council that from 1st April 2025 a charge of £8.00 per hour, with or without lights is charged for the use of the tennis courts. For those paying a quarterly fee the charge should be raised from £50.00 to £55.00.
  - IV. That all cemetery fees are raised by £10.00 from 1st April 2025 with the exception of the interment of a still born child or a child under the age of 12.
  - V. The group recommends to Full Council that the Allotment fees are increased to 33p per square metre from October 2026.
  - VI. The Group recommends that the Parish Council enters a three-month trial for Parish Online.
  - VII. That the existing earmarked reserves for the 21/22 LHI Buffer Zones (£1,436.87) and the earmarked reserves for the Highways Buntings Path Signs/20 mph limit (£6,967.62) are combined, and re earmarked for the Parish Council contribution towards the 25/26 LHI Programable Flashing speed signs for the Causeway and Buntings Path.
- 3. Consideration of the draft minutes of the Community, Leisure, Health and Sport meeting held on 4<sup>th</sup> February 2025 and the following recommendations from the meeting:**
  - i) That the Council accept the funding from the football foundation for Pitch Maintenance. Over 6 years this will contribute £12,800 to Margaret Field and £33068 to the Recreation Ground
  - ii) That the Council provide a donation of £300 to Burwell Twinning
  - iii) That the Council provide a donation of £500 to Burwell Day Centre
  - iv) That the Council provide a donation of £400 to Burwell Sports Centre

It is to be noted that this funding is to be taken from both the Youth and General Donation budget.

**FC/110225/11 Parish Reports**

**FC/110225/12 Other County & District Matters**

- 1) Cambridgeshire County Planning Local Validation List consultation – closing 10<sup>th</sup> March

**FC/110225/13 Other Reports**

- 1) Newmarket Road Development and Sports Hub minutes 20.12.24
- 2) Pauline's Swamp meeting minutes 30.09.24

**FC/110225/14 Correspondence**

- 1) Ron Bailey: email and presentation Safety of Lithium-ion Batteries Campaign
- 2) Woodland Trust: email response to our recommendations

**FC/110225/15 Other Matters**

- 1) Change of location for Parish Council meetings to Mandeville Hall
- 2) Consideration of applications for co-option to the Council



Katherine Hyett Parish Clerk

Dated: 5/2/2025