

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Notice is hereby given that a Meeting of the Burwell Parish Council will be held at 7.30pm on Tuesday 8th April 2025 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR, you are summoned to attend for the transaction of the following business.

AGENDA

- FC/080425/1 Apologies**
- FC/080425/2 Declarations of any interests known to Councillors**
- FC/080425/3 Approval of Minutes of the meeting held on 25th March 2025**
- FC/080425/4 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/080425/5 County and District Reports**
- i. Cllr Lorna Dupré April 2025 Report (Appendix 1)
 - ii. Cllr David Brown March 2025 Report (Appendix 2)

FC/080425/6 Planning Applications to be considered

Application Reference	Summary	Council Response
24/01242/FUL Planning Appeal Notification	12 Swaffham Road Erection of a 3 bedroom detached bungalow and associated Works	
25/00237/FUL	Mahjong 27A High Street Internal alterations, upgrading of windows/doors, change of brickwork to render, removal of chimney	
25/00355/FUL	42 Swaffham Road Demolition of existing rear extension, construction of new front and rear extensions and associated work	

FC/080425/6.1 Planning Decisions from District Council

- 24/01017/FUL 27 Carter Road – APPROVED**
Erection of 1No. detached bungalow to the rear of 27 Carter Road
- 24/00632/VAR 14 The Avenue - APPROVED**
To Vary Condition 22 (Sprinkler System) of Appeal Decision APP/V0510/D/22/3286018 dated 28/06/2022 (21/00794/FUL) for The erection of two private detached dwellings, new dropped kerb/access road and associated works
- 25/00076/FUL 60 Isaacson Road - APPROVED**
Single storey rear extension

25/00091/FUL 96 Low Road - APPROVED

Construction of a new detached double garage and conversion of existing garage into a games room

FC/080425/7 Notification of tree works to be considered:

None to be considered

FC/080425/7.1 Notification of tree works approved by East Cambridgeshire District Council:

None to be noted.

FC/080425/8 Finance

- 1) Consideration of payment of the following:
 - i) Purchase of 2 additional floodlights for the skate park, found to be non functional during remedial electrical work at the recreation ground, at a total cost of £210.06 ex VAT
 - ii) The following payments

Payee	Description	Net Amount	Vat	Total Amount	Power
All Staff	Salaries Tax Ni Superannuation inc Clerk and RFO overtime for March 2025.			To be confirmed	Local Gvt Act 1972 s.112
Debbie Cawley	Mileage	£29.25	£0.00	£29.25	Local Gvt Act 1972 s.111
George Rowland	Mileage and expenses	£128.70	£0.00	£128.70	Local Gvt Act 1972 s.111
Martyn Wright	Mileage and phone	£50.90	£0.00	£50.90	Local Gvt Act 1972 s.111
Engineering and Design Plastic Ltd	Materials to repair bus shelters	£469.32	£93.86	£563.18	LGA(Misc Prov.)Act 1953,s.4
PPL/PRS	Music Licence Gardiner Memorial Hall	£320.07	£64.01	£384.08	LGA 1972 s.133
MS Electrical	PAT Testing JRR, Pav, MH, GMH	£200.00	£40.00	£240.00	LGA 1972 s.133
Unity Bank	Bank Charges	£3.30	£0.00	£3.30	LGA 1972 s.111
Helen McMenamin -Smith	Plants Community Garden	£16.80	£0.00	£16.80	Open Spaces Act 1906 ss.9-10
ESPO	Cleaning Supplies	£115.55	£23.11	£138.66	LGA 1972 s.111

Creative Arts East	Membership	£90.00	£0.00	£90.00	LGA 1972 s.111
Burwell Computers	March Cloud Back Up	£55.00	£0.00	£55.00	LGA 1972 s.111
WAVE	JRR	£60.39	£0.00	£60.39	LGA 1972 s.133
WAVE	GMH	£80.10	£0.00	£80.10	LGA 1972 s.133
Burwell and Exning Cricket Club	Ret of Deposit	£50.00	£0.00	£50.00	
CamFire	Annual Check Mandeville Hall	£45.00	£9.00	£54.00	LGA 1972 s.133
CamFire	Annual Check Pavilion	£45.00	£9.00	£54.00	LGA 1972 s.133
CamFire	Annual Check Jubilee Reading Rm	£45.00	£9.00	£54.00	LGA 1972 s.133
CamFire	Annual Check Cemetery	£45.00	£9.00	£54.00	Open Spaces Act 1906 ss.9-10
CamFire	Annual Check GMH	£45.00	£9.00	£54.00	LGA 1972 s.133
Corona Energy	Mandeville Hall Electric	£344.66	£17.23	£361.89	LGA 1972 s.133
ECDC	Non Domestic Rates 2025/26 JRR	£548.90	£0.00	£548.90	LGA 1972 s.133
ECDC	Non Domestic Rates 2025/26 CEM	£2,170.65	£0.00	£2,170.65	Open Spaces Act 1906 ss.9-10
ECDC	Non Domestic Rates 2025/26 MH	£7,609.75	£0.00	£7,609.75	LGA 1972 s.133
ECDC	Non Domestic Rates 2025/26 GMH	£2,737.64	£0.00	£2,737.64	LGA 1972 s.133
		£15,305.98	£283.21	£15,589.19	

FC/080425/10 Regular Updates

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

1.	Burwell to Exning Cycle Way (Suffolk Highways)
	Sent by Julia Proctor, Suffolk Highways on 20 th 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”
2.	Newmarket Road proposed Sports Hub
	3 rd CEO has resigned directorship. Khalid Shaban , Head of Land and Development is also not responding to us now. The Clerk has contacted Julia Gregory (new Chair of This Land) and Lucy Nethsingha (Leader of Cambridgeshire County Council) to try and find out more detail. We had a virtual meeting on 28 th February and This Land didn't show up. Jim Perry highlighted that This Land is further in debt.
3.	Gardiner Memorial Hall Phase 2
	Meeting to be arranged to decide how we proceed.
4.	Pauline's Swamp
	A workday was held recently and the pond has been cleared and a general clean up took place. Big thank you to Jim Perry, Richard Jenkins and Paul Pickles. A new trustee has been appointed – Victor LeGrande. A 'friends of Pauline Swamp' group has been formed. The open day will be on 7 th September 2025.
4.	ESG update
	The Energy Sub Group are a sub group of Assets and Environment. Lea Dodd's is Chair, Richard Jenkins Vice Chair and Paul Webb and Ian Woodroffe are members. They held their first meeting a made a small change to their remit to add F&GP (Finance and General Purposes) as a route for decisions and issues when appropriate. <i>“To monitor and reduce energy costs in BPC buildings. Issues to be prepared for consideration by full Council, A&E or F&GP, as appropriate”.</i> Their priority is a Mandeville energy audit and potentially respecify work if required following that. Then recommend a contractor for approval and delivery of the project.
5.	Funding updates and applications inc. Section 106 and CIL
	Nothing to be noted.

FC/080425/11 Group Reports

1. Consideration of the draft minutes of the Safety Group meeting (Appendix 3) held on 18th March 2025. NB it should be noted that Jim Perry has made it known that he intends to continue in his role as Speedwatch coordinator for the immediate future, contrary to the documented minutes.
2. Consideration of the draft minutes and recommendations of the Climate Change Forum meeting (Appendix 4 and 4a) held on 4th March 2025
Recommendations
 - Accept the revised terms of reference proposed.
 - Change the name of the forum to Climate Change, Biodiversity and Pollution Forum (CBP Forum)
3. Consideration of the draft minutes and recommendations of the Finance and General Purposes meeting (Appendix 5) held on 25th March 2025
Recommendations:

- Katherine Hyett, Sarah Ashby, George Rowland and Debbie Cawley receive an increase of one increment from 1st April 2025.
 - The working hours for the Clerk is increased from 30 to 37 hours per week with the necessary amendments made to the contract.
 - The working hours for the Responsible Financial Officer is increased from 5 to 7 hours per week with the necessary amendments made to the contract.
 - That the annual salary increase from 1st April 2025 is implemented to all salaries once agreed by the National Joint Council.
 - That the Council appoints a no win, no fee company to investigate possible mis-sale of Engie energy products in 2022.
 - That the £10,000 received from Care Power (Burwell1) Limited is earmarked for the new lights and making good the ceilings following installation, which forms part of the Mandeville Hall Net Zero Project.
 - That if possible, the Lloyd payment credit card limits are increased to £750 (Maintenance Officer) and £1000 (Clerk) and that the maximum purchase amounts are increased to £375 and £500 respectively.
4. Consideration of ESG Minutes 19 March 2025 (Appendix 6)

FC/080425/12 Parish Reports

FC/080425/13 Other County & District Matters

1. TTRO – Hall Lane closure 9-13 June (Appendix 7 and 7a)
2. TTRO - Laburnum Lane and Newham Lane, 7 April -11 April (Appendix 9)

FC/080425/14 Other Reports

FC/080425/15 Correspondence

- 1) Appendix 9: Response from County Planning following our response to the local validation list FC/110225/12
- 2) Appendix 10: Following the approval of the Capital Highway Maintenance Programme at the Highways and Transport Committee on 4 March, Cambridgeshire Highways have provided the projects that are listed within the now approved programme Please note that this is from the approved capital programme only and does not include other revenue maintenance or cyclical activities that may be proposed and delivered throughout the year.
- 3) Appendix 11: Alliance of local PCs in the Kingsway area, PINS Scoping Opinion, and KSCA

FC/080425/16 Other Matters

- 1) The Avenue Trees update
- 2) Update from joint Parish/Town/City Council meeting regarding Net Zero at Soham Parish Council
- 3) Ride on Mower agreement between Burwell Museum and Burwell Parish Council requires agreement (Appendix 12)



Katherine Hyett Parish Clerk

Dated: 1/4/2025