

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Notice is hereby given that the Annual Meeting of the Burwell Parish Council will be held at 7.30pm on Tuesday 13th May 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/130525/1.a Election of Chair and Chair's declaration of acceptance of office**
- FC/130525/1.b Election of Vice Chair**
- FC/130525/1.c Apologies for absence**
- FC/130525/2 Declarations of any interests known to Councillors**
- FC/130525/3 Approval of Minutes of the meeting held on 29th April 2025**
- FC/130525/4 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/130525/5 County and District Reports**
- FC/130525/6 Planning Applications to be considered**
None to be considered
- FC/130525/6.1 Planning Decisions from District Council**
- 25/00223/FUL The Old Garden 29C The Causeway - APPROVED**
Proposed construction of single storey flat roof outbuilding and associated Works
- 25/00246/FUL 23 Mill Lane - APPROVED**
Single storey rear/side extension
- 25/00135/FUL 2 Hythe Close - APPROVED**
Proposed change of use from residential garage to Hair Salon
- FC/130525/7.1 Notification of tree works approved by East Cambridgeshire District Council:**
None to be considered.
- FC/130525/8 Finance**
1) Consideration of payment of the following:

Payee	Description	Net Amount	Vat	Total Amount	Power
All Staff	Salaries Tax Ni Superannuation inc RFO			£11,393.91	Local Gvt Act 1972 s.112

	cover for Clerk 8.4.25 (PC meeting and minutes)				
Debbie Cawley	Mileage	£21.60	£0.00	£21.60	Local Gvt Act 1972 s.111
George Rowland	Mileage and expenses	£139.05	£0.00	£139.05	Local Gvt Act 1972 s.111
Martyn Wright	Mileage and phone	£71.60	£0.00	£71.60	Local Gvt Act 1972 s.111
Scribe	Accounts Package Software	£777.60	£155.52	£933.12	Local Gvt Act 1972 s.111
Stannah	Lift Maintenance Contract	£74.90	£14.98	£89.88	LGA 1972 s.133
Burwell Window Cleaning	Various Properties	£68.00	£0.00	£68.00	LGA 1972 s.133
Helen McMenamin-Smith	Tree Protection Guards Community Garden	£11.94	£0.00	£11.94	Open Spaces Act 1906 ss.9-10
ESPO	Stationery	£168.10	£33.62	£201.72	LGA 1972 s.111
D Alecock	Return of Deposit	£50.00	£0.00	£50.00	LGA 1972 s.111
R Salmon	Return of Deposit	£50.00	£0.00	£50.00	LGA 1972 s.111
D Faircliff	Tennis Court Refund	£8.00	£0.00	£8.00	LGA 1972 s.111
Zion Landscapes	Grass Cutting April	£1,105.00	£221.00	£1,326.00	Open Spaces Act 1906 ss.9-10
Landmark Toilet	Toilet Margaret Field	£100.00	£0.00	£100.00	Open Spaces Act 1906 ss.9-10
Creative Play	Replacement Part	£25.00	£5.00	£30.00	LGA 1976(misc Prov)ss19
Mulhall Leisure	Sports Hub Consultancy Work	£500.00	£100.00	£600.00	LGA 1976(misc Prov)ss19
VHS Cleaning	Cleaning Materials	£128.55	£25.72	£154.27	LGA 1972 s.133
		£3,299.34	£555.84	£15,249.09	

FC/130525/10 Regular Updates

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

1.	Burwell to Exning Cycle Way (Suffolk Highways)
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	<p>March update: Sent by Julia Proctor, Suffolk Highways on 20th 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”</p> <p><i>April update: No further update</i></p>
2.	Newmarket Road proposed Sports Hub
	<p><i>April update: This Land have said that they are not responsible for the cost of surveying the land for contamination. The Parish Council will continue to challenge this. The Parish Council is considering going back to ECDC regarding the Section 106 Agreement and how it expresses the condition of the land at handover. This Land is now looking for another meeting with the Parish Council. Craig Mulhall continues to be liaising with the Football Association about the project. No construction of houses has started on site to date.</i></p>
3.	Gardiner Memorial Hall Phase 2
	<p><i>April update: A meeting has now taken place and a proposal on the way forward will be brought to Council at the next meeting. All those attending the meeting strongly agree that work needs to take place to make the entrance and exit safer.</i></p>
4.	Pauline’s Swamp
	<p><i>April update: Michael Geary was thanked for cutting the sedge. The Friends of Pauline’s Swamp have arranged a session to rake the sedge. Trustees met with one of the adjacent landowners and it was agreed that the bridge would be kept, although it may be moved. The landowner has indicated that Love Lane is not a right of way. This is to be checked with the County Council’s Rights of Way Officer. The landowner indicated that he would be prepared to consider a permissive right of way.</i></p> <p><i>Jim Perry has spoken to the contractors erecting a fence along the boundary with the industrial land. Initially this was being erected in the incorrect location but has now been rectified.</i></p>
4.	ESG update
	<p><i>April update: The specification for the energy audit has been drafted and will be sent out to contractors shortly.</i></p> <p><i>The Group is trying to get the ineffective air source heat pump at the Gardiner Memorial Hall replaced under warranty.</i></p>
5.	Funding updates and applications inc. Section 106 and CIL
	Nothing to be noted.

FC/130525/11

Group Reports

- 1) Consideration of the draft minutes of the Climate Change, Biodiversity and Pollution Forum of 22ND April 2025
- 2) Consideration of the draft minutes of the Community, Leisure, Health and Sport meeting of 1st April 2025
- 3) Consideration of the draft minutes and recommendations of the Asset and Environment meeting of 29th April 2025 including the minutes of the GMH phase 2 meeting dated 2nd April 2025 and the minutes of ESG dated 14 April 2025

Recommendations:

- I. that Council we agree a 12 month deferral on considering Gardiner Memorial Hall phase 2
- II. We purchase finger plates and wall protectors for toilets in GMH, JRR and Public toilet at a cost of £88.86 to enable effective cleaning

- III. That we purchase a pull up projector and screen for Mandeville at a cost of £834
- IV. That we construct a post and rail fence between 2 allotments to more clearly mark the boundary between the museum plot and another. This would be no cost in materials and not indicate any official change in the allotment boundaries.

FC/130525/12 Parish Reports

FC/130525/13 Other County & District Matters

1) TTRO 25-795 Hall Lane, Burwell

Road Closure – 9-13th June. This Order has been approved and will come into operation on 09/06/25

FC/130525/14 Other Reports

FC/130525/15 Correspondence

- 1) Email re. grass cutting

FC/130525/16 Other Matters

- 1. Dispensation for Cllr Paul Webb to be absent for 6 months due to ill health
- 2. Approval of a letter supporting Lithium – Ion batteries Campaign recommended by The Safety group.
- 3. Toilet access at the Recreation Ground
- 4. Approval to move the planning full council meeting and F&GP meeting from 27 May 2025 to 3rd June 2025



Katherine Hyett Parish Clerk

Dated: 06/5/2025