

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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Minutes of the meeting of Burwell Parish Council held at Gardiner Memorial Hall, High Street, Burwell, CB25 0HD at 7:30pm on Tuesday 10<sup>th</sup> December 2024.

**Present:** Liz Swift (Chair), Lea Dodds, Gus Jones, Richard Jenkins, Linda Kitching, Jim Perry, Mike Swift, Geraldine Tate, Paul Webb, Brenda Wilson and Ian Woodroffe.

**FC/101224/1 Apologies**

Charlie Milner, Chris O'Neill and Clive Leach and Lavinia Edwards

**FC/101224/2 Declarations of any interests known to Councillors**

None declared.

**FC/101224/3 Approval of Minutes of the meeting held on 26 November 2024**

The minutes of the meeting held on 26 November 2024 were approved and signed as a true and accurate record. Proposed by Jim Perry, seconded by Lea Dodds, and all voted in favour.

**FC/101224/4 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.**

No matters were raised in the Public Forum

**FC/101224/5 Speaker from Kingsway Solar Project Team**

A presentation was given (uploaded to Burwell Parish Council website) and Councillors asked a number of questions about issues such as the project timescale, construction period, overground versus underground connection and usage of current connection routes. They also raised concerns about the number of pylons and impact on the landscape, whilst appreciating the need for a significant investment in solar energy. The Kingsway Solar Project Team reiterated that they are very keen to seek feedback about the project and potential community benefit schemes. Burwell Parish Council Chair reiterated that they would like a public meeting in Burwell as part of the formal consultation process.

**FC/101224/6 County and District Reports**

The Parish Council asked that the Parish Clerk extends their thanks to Cllr. Dupré for her detailed report.

**FC/101224/7.1 Planning Applications to be considered**

None to be considered

**FC/101224/7.2 Planning Decisions from District Council**

The following decisions were noted:

**24/01011/ERN Pet Doctors 73 The Causeway – PRIOR APPROVAL**

To convert both floors into a single 3 bed dwelling

**FC/101224/7.3 Trees/Environment**

**Notification of tree works to be considered:**

**24/01191/TRE Lowland House 29A The Causeway**

T1 Prunus – Fell

**Council has no objections and agrees that the Tree Officer Kevin Drane should determine the application**

**Notification of tree works approved by East Cambridgeshire District Council:**

The following decisions were noted:

**24/00730/TRE Open Space Opposite 24 And 27 Hatley Drive**

T1 Robinia - Raise crown to 4.5-5.5m from ground level of road to allow passage of high sided vehicles and remove deadwood

**FC/101224/8 Finance**

1. Consideration of the Precept for 2025/2026 – Recommendation from the Finance and General Purposes Group of £257,036.60 (12% increase).  
**Michael Swift proposed the recommendation be accepted, Paul Webb seconded the recommendation, 10 voted in favour, 1 against.**
2. Consideration of payment for 6 additional MVAS Batteries and delivery at £511.50  
**Paul Webb proposed the recommendation be accepted, Jim Perry seconded the recommendation and all were in favour.**
3. School safety campaign – request to fund the prizes for the children who win the competition; this would be an A3 laminated copy of their poster for £22.82 for 7 x A3 laminated posters (1 winner per year group).  
**Paul Webb proposed the recommendation be accepted, Liz Swift seconded the recommendation, and all were in favour.**
4. Tree work at the Recreation Ground – work was previously agreed FC/121124/9 Group Reports. Item 1b. Cost agreed was £395 + VAT. This quotation has been revised to £975 +VAT and remains the best value quotation from the 3 prices sought.  
**Brenda Wilson proposed the recommendation be accepted, Lea Dodds seconded the recommendation, and all were in favour.**
5. Mole removal at the Recreation Ground up to £225  
**Jim Perry proposed the recommendation be accepted, Mike Swift seconded the recommendation, 10 voted in favour and 1 abstained.**
6. Consideration of payment of the following:  
**It was voted to approve the payments (with two exceptions JJ Drake and Varsity), this was proposed by Paul Webb and seconded by Jim Perry.**  
**Richard Jenkins proposed deferral of the payment to JJ Drake, seconded by Ian Woodroofe.**  
**Liz Swift proposed deferral of the Varsity payment and Ian Woodroofe seconded this proposal.**

Payee	Description	Amount inc Vat	Power
All Staff	Salaries Tax Ni Superannuation inc Clerk and RFO overtime.	£10,455.09	Local Gvt Act 1972 s.112
Debbie Cawley	Mileage	£17.95	Local Gvt Act 1972 s.111
George Rowland	Mileage and expenses	£159.50	Local Gvt Act 1972 s.111
Martyn Wright	Mileage and phone	£34.70	Local Gvt Act 1972 s.111
J J Drake	Work at Pauline's Swamp on hold from 26.11.24	£822.00	Open Spaces Act 1906 ss.9-10
Burwell Computers	Cloud Back up Nov 24	£55.00	Local Gvt Act 1972 s.111
S Taylor	Hall & Deposit Refund	£155.00	
Mr Groundsman	Grass Cut Marg. Field	£1,020.00	Open Spaces Act 1906 ss.9-10

Mr Groundsman	Autumn Maint. Rec	£3,224.00	Open Spaces Act 1906 ss.9-10
Mr Groundsman	Grass Cut Recreation Ground	£2,190.00	Open Spaces Act 1906 ss.9-10
H McMenamin-Smith	Pauline's Swamp Bird Seed	£40.00	Open Spaces Act 1906 ss.9-10
GMS	Lawn Mower Service	£180.39	Local Gvt Act 1972 s.111
Varsity	GMH Phase 1-Retention	£1,128.00	LGA 1972 s.133
ESPO	Stationary/Cleaning	£338.58	Local Gvt Act 1972 s.111
Simpsons	Christmas Tree	£210.00	Local Gvt Act 1972 s.111
Engie	GMH Electric	£1,191.07	LGA 1972 s.133
PWL Dance	Ret of Dep	£50.00	
Spectrum Camb.	Ret of Dep	£50.00	
	<b>Total</b>	<b>£21,321.28</b>	

**FC/101224/9 Action Points Update** - Updates to the following:

No	Action Point	Comments on Progress
1.	Section 106 Money	Nothing to note
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	No further update
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch, Sports Pavilion/Football Pitches Recreation Ground	Meeting arranged on 20 <sup>th</sup> December with This Land, Burwell football Club, Parish Councillors and the FA.
4.	Pauline's Swamp	Mike Swift confirmed that a neighbour notified him of some work to a tree adjacent to Pauline's Swamp. He confirmed they could go ahead.
5.	Gardiner Memorial Hall Phase 2	Awaiting quotes from a Quantity Surveyor.
6.	Moveable Vehicle Activated Speed Signs	<p>The sign is equipped with a Low voltage disconnect (LVD) system which protects the battery from unrecoverable discharge. This turns the sign off when the battery drops to 11.5V. However, to disengage the LVD, the fresh battery MUST be above 12.5V else the sign will not work. This will be the case even if a battery is unplugged and plugged back in.</p> <p>A fully charged, good condition battery should be around 13.2V. New batteries are 35Ah and £84 each. Battery delivery is £7.50 for up to 8 batteries. These prices exclude VAT. The highest charge on all batteries is 12.7 volts.</p> <p>We are now getting data from MVAS and hope to publish this soon.</p>
7	Funding applications	The current funding applications are:

		<p><b>Net Zero</b> – to be submitted by the end of December – up to £30k from ECDC. The Parish Council are applying for Mandeville – LED, Solar Panels and Battery Storage.</p> <p><b>Climate Change Opportunity fund</b> – deadline is 3<sup>rd</sup> January for an expression of interest, finalized application is due in by 17 January. Met with Museum, Burwell Sports Centre to look at a collaborative application</p> <p><b>LHI application</b> – deadline is 10<sup>th</sup> January. Application for solar powered programmable signs for Bunting’s path and the Causeway. £3k seed funding will be offered as part of the application. This work, if successful would not go ahead until 2026.</p> <p>Football funds: 2 grants for pitch improvement – Recreation ground and Margaret field. A separate grant for ball stop nets on the Recreation ground.</p>
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**FC/101224/10 Group Reports**

**1. Consideration of the draft minutes of the Community, Leisure, Health and Sport meeting held on 19<sup>th</sup> November 2024**

The minutes were noted.

**2. Consideration of the draft minutes of and recommendations from the Finance and General Purposes meeting held on 26<sup>th</sup> November 2024:**

The minutes were noted and the following recommendations were approved:

- The quotation from Moore’s for the 2024/2025 financial year in the sum of £1500.00 plus VAT and that Moore’s are asked if they will ensure that the cost is kept the same for the following year. **Mike Swift proposed, Liz Swift seconded and all were in favour. The Council noted they would like to see quotes from other auditors next year.**
- Training is undertaken by staff members to cover Manual Handling and the Control of Substances Hazardous to Health at a total cost of £120.00. **Ian Woodroffe proposed, Richard Jenkin’s seconded and all were in favour.**
- That the sum of £1967.62 currently earmarked for the Safety Campaign is re-earmarked for the next LHI Scheme (Buntings Path and Causeway school entrance safety). **Liz Swift proposed, Geraldine Tate seconded. All were in favour**

**3. Consideration of the draft minutes of the Climate Change Forum meeting held on 5<sup>th</sup> November 2024**

**The minutes were noted and:**

- It was recommended that the Parish Council develop a policy regarding our approach to renewable energy projects. Paul Webb proposed, Geraldine Tate seconded and all were in favour.

**FC/101224/11 Parish Reports**

A window at the Cemetery Chapel was vandalised and drug use evident – this has been reported to the Police. The new toilet door at the recreation ground was also vandalised and this was reported to Police.

Maintenance work has included the last grass cuts of the season, regular clearance of leaves and moss across our properties, a new door and lock at the recreation ground toilet, prior to it being vandalised, boarding up the vandalized window at the Cemetery Chapel, spreading bark and shredding plant matter. The accessible entrance to Spring Close has now been tarmacked and the maintenance officer has cleared up several trees and branches from the storms. A rope swing was removed from Spring Close and a new noticeboard for the football team was erected at the

Recreation Ground. Showers at the recreation ground have been unblocked (mud and stones) and the football club reminded that boots must not be washed in the shower. Some dead bushes have been removed from the Cemetery grounds.

The Clerk has been seeking quotes for the work required at Mandeville Hall, tree work and electric work and has submitted the requests for Capitally Funded Highway maintenance schemes.

Christmas Closure – the Parish Council office will be closed to general public from 23<sup>rd</sup> December through to 3<sup>rd</sup> January. The office phone will be forwarded to the Clerk's mobile for emergencies only.

**FC/101224/12 Other County & District Matters**

None raised

**FC/101224/13 Other Reports**

None raised

**FC/101224/14 Correspondence**

- 1) Email about dog walking rules on Hatley Drive open space

It was confirmed that there is no specific requirement for dogs to be on leads. If dogs are felt to be out of control or there is an issue of dog mess the office will advise how to report this.

**FC/101224/15 Other Matters**

- 1) Parish Council Vacancy - Consideration of applications and Co-option to Council. This was deferred due to the applicant being unwell.
- 2) Christmas Carols – the Chair confirmed the date to Councillors.

Meeting closed 20:43

Signed:

Dated: