

BURWELL PARISH COUNCIL
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Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 8th April 2025 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR.

Present: Liz Swift (Chair), Lea Dodds, Michael Geary, Gus Jones, Richard Jenkins, Linda Kitching, Clive Leach, Jim Perry, Julia Rogers, Michael Swift, Geraldine Tate, Brenda Wilson, Ian Woodrooffe, and Yvonne Rix (Acting as Clerk).

Prior to the start of the meeting Liz Swift informed those present that Paul Webb is currently in hospital and making positive progress following major emergency surgery.

FC/080425/1 Apologies

Apologies for absence had been received from Ken McCarthy, Paul Webb, District Councillors David Brown and Lavinia Edwards.

FC/080425/2 Declarations of any interests known to Councillors

Agreement with Burwell Museum Trust for the loan of ride on lawnmower – Clive Leach.

FC/080425/3 Approval of Minutes of the meeting held on 25th March 2025

The minutes of the meeting held on 25th March 2025 were approved and signed as a true record. Proposed by Lea Dodds, seconded by Jim Perry and agreed unanimously.

FC/080425/4 Public Forum

No matters were raised during the Public Forum.

FC/080425/5 County and District Reports

Reports from the following were noted. An email to be sent to County Councillor Lorna Dupré thanking her for the County Council report.

- 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	Appeal noted
25/00237/FUL	Mahjong 27A High Street Internal alterations, upgrading of windows/doors, change of brickwork to render, removal of chimney	No objections Proposed – Lea Dodds Seconded – Michael Swift Vote – Unanimous
25/00355/FUL	42 Swaffham Road Demolition of existing rear extension, construction of new front and rear extensions and associated work	No objections Proposed – Linda Kitching Seconded – Michael Swift Vote - Unanimous

FC/080425/6.1 Planning Decisions from District Council

The following decisions were noted:

- 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.The following were considered:

- 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 Proposed by Lea Dodds, seconded by Jim Perry and agreed by all.
- ii. The following payments were proposed by Jim Perry and seconded by Richard Jenkins following a question about why the non-domestic rates annual payment is higher for Mandeville Hall than Gardiner Memorial Hall. Yvonne Rix explained that Mandeville Hall was valued for rateable purposes in 2011 and is larger than Gardiner Memorial Hall which has not been reassessed for a number of years. All payments were approved following an unanimous vote.

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 (*updates in italics*).

1.	Burwell to Exning Cycle Way (Suffolk Highways)
	<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>March update: 3rd 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 28th February and This Land didn't show up. Jim Perry highlighted that This Land is further in debt.</p> <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>March update: Meeting to be arranged to decide how we proceed.</p> <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>March update: 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.</p>

	<p>The open day will be on 7th September 2025.</p> <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>March 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 and made a small change to their remit to add F&GP (Finance and General Purposes) as a route for decisions and issues when appropriate.</p> <p><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></p> <p>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.</p> <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/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.
The draft minutes were noted.
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)

The two recommendations were considered as one item. Following a proposal from Clive Leach, seconded by Lea Dodds, with one abstention, and the rest of those present in favour, it was agreed that the revised terms of reference are accepted and the name changed to Climate Change, Biodiversity and Pollution Forum (CBP Forum).
The draft minutes were noted,
3. Consideration of the draft minutes and recommendations of the Finance and General Purposes meeting (Appendix 5) held on 25th March 2025
The draft minutes were noted, and the following recommendations were considered:
Recommendations:

- Katherine Hyett, Sarah Ashby, George Rowland and Debbie Cawley receive an increase of one increment from 1st April 2025.
Proposed Michael Swift, seconded Liz Swift and agreed unanimously.
- The working hours for the Clerk are increased from 30 to 37 hours per week with the necessary amendments made to the contract.
Proposed by Michael Swift, seconded by Richard Jenkins and agreed unanimously.
- The working hours for the Responsible Financial Officer are increased from 5 to 7 hours per week with the necessary amendments made to the contract.
Proposed by Michael Swift, seconded by Linda Kitching and agreed unanimously.
- That the annual salary increase from 1st April 2025 is implemented to all salaries once agreed by the National Joint Council.
Proposed by Michael Swift, seconded by Richard Jenkins and agreed unanimously.
- That the Council appoints a no win, no fee company to investigate possible mis-sale of Engie energy products in 2022.
Proposed by Michael Swift, seconded by Lea Dodds and agreed unanimously.
- 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.
Clive Leach questioned where this funding originated from and asked how it was distributed. The payment is made annually directly to the Parish Council by a gift of deed for community purposes. Liz Swift reminded the Council that organisations, such as the museum, have the opportunity to apply for funding from EDF Renewables, which is currently accepting applications. Michael Swift proposed, seconded by Jim Perry, that the sum of £10,000 from Care Power (Burwell1) is earmarked for the new lights and making good the ceilings following installation, which forms part of the Mandeville Hall Net Zero Project. A vote was taken with 10 members in favour and three abstentions. It was therefore resolved to earmark the funding for the 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.
Proposed by Michael Swift and seconded by Liz Swift and agreed unanimously.

Yvonne Rix confirmed that following the approval of staff salary increases and changes to contractual hours the salary total for the month of April 2025 is £12,196.64.

4. Consideration of ESG Minutes 19 March 2025 (Appendix 6)
ESG minutes noted.

FC/080425/12 Parish Reports

The following was noted:

The grass cutting has started with the first village cuts by Zion completed at the end of March. The Maintenance Officer has cut and trimmed the Cemetery, Bolton Close, Jubilee Green, Mandeville Hall and the Gardiner Memorial Hall. He has also carried out the following:

- Worked with Richard Jenkins on the remedial electrical work at the Recreation Ground
- Carried out repairs following vandalism – Recreation Ground padlock, Spring Close signs and the bridge at Spring Close
- Fixed stage handles at Gardiner Memorial Hall, fixed and adjusted Westhorpe park gate and Recreation Ground gate
- Moved AV equipment at Gardiner Memorial Hall to avoid interfering with CCTV

- Fitted new sink brackets

The parish tree report will be in early May and the Clerk has been involved in activities such as chasing up SEG for the Gardiner Memorial Hall, seeking quotes for energy auditors, claiming pitch funding, completing staff appraisals, liaising with highways, researching recommendations from working groups and supporting follow up on the sports hub.

The Clerk is starting her Cilca qualification on Wednesday 9th April and will have six training sessions in St. Ives, roughly monthly.

FC/080425/13 Other County & District Matters

The following County and District matters were noted:

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

There were no other reports.

FC/080425/15 Correspondence

The following correspondence was noted:

- 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
The Clerk has contacted Joshua Schumann who has agreed to help move the project forward if he can.
- 2) Update from joint Parish/Town/City Council meeting regarding Net Zero at Soham Parish Council
Parish Council representatives explained what their Councils were doing with regards Net Zero. The meeting was worthwhile. The East Cambs Climate Action Officer will act as the coordinator for any future meetings.
- 3) Ride on Mower agreement between Burwell Museum and Burwell Parish Council requires agreement (Appendix 12)
Lea Dodds raised concerns about the draft agreement stating that a clause needs to be added stating that should a repair to the machine be required that is significantly costly compared to the value of the machine then the machine should be returned to the museum. Clive Leach responded, stating that the museum would not agree to this.
Lea Dodds proposed that the agreement should not be signed at this stage. This was seconded by Julia Rogers. A vote was taken with 3 councillors in favour and 7 against.
Jim Perry proposed that the agreement should be signed as is, this was seconded by Michael Swift. 7 Councils voted for the proposal to be carried. There were 4 abstentions. It was therefore agreed that the agreement should be signed with no amendments.

The meeting closed at 8.27 pm

Signed

Dated: