

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

Quorum: 6 Councillors

Present: Liz Swift (Chair), Lea Dodds, Michael Geary, Richard Jenkins, Linda Kitching, Charlie Milner, Chris O'Neill, Jim Perry, Julia Rogers, and Ian Woodroffe

Attended: Katherine Hyett (Clerk)

FC/080725/1 Apologies for absence

Apologies for absence have been received from Ken McCarthy, Clive Leach, Paul Webb, Geraldine Tate, Brenda Wilson, Michael Swift and Lavinia Edwards.

FC/080725/2 Declarations of any interests known to Councillors

No interests were declared

FC/080725/3 Approval of Minutes of the meeting held on 24th June 2025

The minutes from the meeting held on 24th June 2025 were approved and signed as a true and accurate record. Proposed by Jim Perry, seconded by Lea Dodds and agreed by all.

FC/080725/4 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.

No matters were raised in the public forum.

FC/080725/5 County and District Reports

A report was received and noted from David Brown:

District Council Report June 2025

I attended my first meeting of Operational Services Committee. The Committee considered how best to respond to the Government Consultation on limiting the role of Planning Committees, by classifying applications into 2 groupings or tiers. Tier A would include applications which would not be eligible to be considered by Committee, whilst Tier B would include applications which might. Councillor's rights to call-in an application would cease. Committee expressed concern at the move away from local input. Concern was expressed that Reserved Matter applications would be in Tier A, and that no mention is made as to where renewable energy applications would fit.

Committee received a progress report on changes to the waste and recycling service, including the introduction of black bins. This is scheduled for June 2026. Committee also agreed to give a Sports Facility Grant to build a padel court in Ely. Committee also received performance reports for: Waste & Street Cleaning Services; Citizens Advice West Suffolk; and Voluntary and Community Action East Cambs.

A verbal report from County Councillor Yannifer Malinowski follows the planning applications due to arrival time.

FC/080725/6 Planning Applications to be considered

25/00393/FUM Anchor Lane Farm Newnham Drove

Agrivoltaic scheme (capacity 49.95MW) plus associated infrastructure, access roads and landscaping. The amendment involves/Additional information received includes Written Scheme of Investigation for investigative archaeological works within the application site to understand archaeological potential, as agreed with the County Council's Historic Environment Team (CHET).

The Council had no specific comment about this amendment but discussed the whole application following a public meeting held by the Anchor Lane Farm developers. The meeting highlighted that Burwell residents demonstrated more concern about solar battery storage units than solar panels. Concern's raised included noise, alarms, battery servicing and emergency planning, pollution issues, visual impact and insufficient public consultation at early stages of planning. The Council is awaiting an acoustic report from the developers before commenting in more detail. This response was proposed by Chris O'Neill, seconded by Michael Geary and all were in favour.

7:35 – County Cllr. Yannifer Malinowski arrived

25/00632/FUL 9A Mandeville

Single storey rear extension

No objection: Proposed by Chris O'Neill, Lea Dodds seconded, all in favour

FC/080725/6.1 Planning Decisions from District Council

The following decisions were noted:

25/00547/AGN Old Fen Farm Factory Road – PERMITTED DEVELOPMENT

Agricultural barn for cattle yard

24/00032/ENFAPP Breach Farm Ness Road – APPEAL DISMISSED, Variation to enforcement notice

EITHER demolish the two brick walls OR make alterations to the two brick walls so that they comply with condition 1 of planning permission reference 22/00925/FUL – granted 11 October 2022"

FC/080725/7 Notification of tree works to be considered:

None were considered

FC/080725/7.1 Notification of tree works approved by East Cambridgeshire District Council:

None were considered

Update from the County Council

County Cllr. Yannifer Malinowski highlighted the consultation from East Cambridgeshire District Council about unitary authorities and encouraged Councillors to respond. County Council will also be running their own consultation. Council discussed submitting a Parish Council response to the County Council consultation.

FC/080725/8 Finance

- 1) Consideration of payment of the following:

Lea Dodds proposed that the following payments be approved, Linda Kitching seconded this motion and all voted in favour.

Payee	Description	Net Amount	Vat	Total Amount	Power
All Staff	Salaries Tax Ni Superannuation	£11,501.02	£0.00	£11,501.02	Local Gvt Act 1972 s.112

Debbie Cawley	Mileage	£25.20	£0.00	£25.20	Local Gvt Act 1972 s.111
George Rowland	Mileage and expenses	£128.25	£0.00	£128.25	Local Gvt Act 1972 s.111
Martyn Wright	Mileage and phone	£79.70	£0.00	£79.70	Local Gvt Act 1972 s.111
Unity Trust Bank	Fees	£8.10	£0.00	£8.10	Local Gvt Act 1972 s.111
Zion Landscapes	Extra Path Grass Cut Spring Close	£90.00	£18.00	£108.00	Open Spaces Act 1906 ss.9-10
SLCC	Clerk Qualification Fee	£450.00	£0.00	£450.00	Local Gvt Act 1972 s.111
Burwell Window Cleaning	Various properties	£68.00	£0.00	£68.00	LGA 1972 s133
Creative Play	Replacement components Play Equipment at the Recreation Ground	£275.00	£55.00	£330.00	LGA 1976 (Misc Provision)ss19
WAVE	Water Rates	£87.79	£0.00	£87.89	LGA 1972 s133
WAVE	Water Rates	£51.12	£0.00	£51.12	LGA 1972 s133
		£12,684.48	£73.00	£1,256.56	

FC/080725/10 Regular Updates

This section contains the most recent minuted update with further updates to be discussed at the meeting

1.	Burwell to Exning Cycle Way (Suffolk Highways)
	<p><i>May update: "the Road Safety audit was undertaken at the end of April, I am expecting the report, it should be back by Friday, from this any design changes required will be made. I then hope we can finalise design then I can share a plan with you and then the works programming can start, I have had it sent out to commercial for pricing. "</i></p> <p><i>Sent via email by Julia Procter BSc IEng MCIHT</i></p> <p><i>Infrastructure Works Project Manager, Suffolk Highways.</i></p> <p>July: Update from Suffolk highways: We are waiting for a date the design will be concluded considering the audit comments.</p>
2.	Newmarket Road proposed Sports Hub

	<p><i>June – Reports provided by Craig Mulhall Leisure Consultancy and This Land included in Additional information. Payments to Craig Mulhall Leisure Consultancy are suspended for 3 months until the project proceeds.</i></p> <p><i>Richard Jenkins asked about the plan that the Parish Council need to provide. The Clerk said she agreed we need to start thinking about that now. Michael Swift pointed out that we need to continue to liaise with the football foundation and ensure we follow their plans and obtain grant funding.</i></p> <p>July: We have contacted This Land about a meeting in July</p>
3.	Solar Farms/Renewable Energy projects
	<p><i>June - This section has been added to ensure Councillors, and the public can be kept up to date. The Chair highlighted that there will be a public consultation meeting on 25th June for the Anchor Lane Solar Farm.</i></p> <p><i>The Clerk suggested that we have a web page dedicated to solar farms/renewable energy applications and asked for Councillors to volunteer to help in providing information for this. Liz Swift and Ken McCarthy offered to help.</i></p> <p>July:</p> <p>Ken Mc Carthy has produced a report which the clerk will circulate to all Councillors for their feedback within 2 weeks.</p> <p>Richard Jenkins mentioned further building work by the battery storage on Weirs Drove, Michael Geary confirmed this was phase 2 of the battery storage for ethical power</p> <p>Julia Rogers raised concerned about the presumptions that the fire service could deal with battery fires particularly following the slow response to the alarm sounding at Weirs Drove the previous week.</p> <p>Cllr. Malinowski asked to be copied into communications on these issues and to also include Charlotte Cane MP.</p>
4.	Pauline's Swamp
	<p><i>June - Land registration completed for new area of land adjacent to Pauline's Swamp. Information in additional documents.</i></p> <p><i>A meeting for Friends of Pauline's Swamp has identified areas for them to support. At least 7 people are needed to support activities at the open day on the 7th September. This is to run activities such as pond dipping, entertainment for kids, games and BBQ.</i></p> <p><i>Ken McCarthy offered to help.</i></p> <p><i>Thanks were passed to Richard Jenkins for erecting the new signage at the entrance.</i></p> <p>July – Open day on 7th September, short of volunteers. Colin Smith has written a management plan for Pauline's Swamp. Linda Kitching and Charlie Milner offered to help. Lea Dodds suggested tours of Pauline's Swamp instead of an open day. Liz Swift said that we would need to find a leader. Wild Burwell are organizing a bug hunt.</p>
4.	ESG update
	<p><i>May Update: The minutes have been circulated. It has been agreed to place energy audits on hold pending the arrival of the free ACRE service. Meeting Adam Kerrison from Sotham's about the Air Source heat pumps and heating controls on 14th May.</i></p> <p>July update: The group met Jeremy Sharman on 2nd July. Lea Dodds informed us we should shut the air source heat pump off. Ian Woodroffe is persisting in trying to contact Mitsubishi.</p>
5.	Funding updates and applications inc. Section 106 and CIL
	<p>June:</p> <p><i>LHI application: Correpondance from Highways:</i></p> <p><i>Since our last correspondence, all applications received for this year's funding round have been allocated to our Highway Officers, and scoring assessments are well underway. The</i></p>

	<p>aim remains for the funding to be awarded in the 14th October 2025 Highways & Transportation Committee.</p> <p>Over the past few months our officers have been busy scoring the “non-complex” applications in preparation for moderation assessment and creating a ranked prioritised list for allocating the funding available across each District</p> <p>The East Cambridgeshire Community Fund will be open to applications between the 23rd May 2025 to 4th July 2025 – circulated to councillors and posted on social media. Community Fund East Cambridgeshire District Council</p> <p>July: A new business fund for £7500 has been released from East Cambridgeshire District Council</p>
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FC/080725/11 Group Reports

- 1) Consideration of the draft minutes of the A&E Meeting 24 June 2025 and the following recommendations:
 - I. Council change electricity supplier at Mandeville to Green Octopus 24 month tariff which uses 100% renewables and has a better tariff for export rates.
Proposed: Lea Dodds
Seconded: Liz Swift
Vote: All in favour
 - II. That a radar key is bought and installed to enable opening the disabled toilet at the recreation ground daily
Proposed: Lea Dodds
Seconded: Chris O'Neill
Vote: All in favour
 - III. That a memorial bench be installed in Jubilee Green Park
Proposed: Lea Dodds
Seconded: Liz Swift
Vote: All in favour
 - IV. That we progress with seeking quotes for the high and important tree work identified in the Parish wide survey
This was agreed, no vote required.
 - V. That we appoint S.Harrison & Co as our hedge cutting contractor on a five year contract with the option to break contract after year 1. The Clerk received a positive reference from Stamford Town Council who they have a significant
Proposed: Lea Dodds
Seconded: Chris O'Neill
Vote: All in favour
- 2) Consideration of the draft minutes of the F&GP Meeting 3rd June 2025 and the following recommendations:
 - I. That Lea Dodds, as Vice Chair of the Council, is added to the list of Unity Trust Bank signatories.
Proposed: Liz Swift
Seconded: Chris O'Neill
Vote: All in favour
 - II. That the following direct debits are approved – Anglian Water(WAVE), BT, Corona Energy, ECDC, EE Limited (Pauline's Swamp), Engie Gas, Engie Electric, HMRC (For

VAT purposes), Information Commissioners Office, Lloyds Bank Corporation, NEST (Superannuation), PEAC (UK) Ltd (Photocopier hire) and Vodafone (Recreation Ground CCTV).

Proposed: Liz Swift

Seconded: Chris O'Neill

Vote: All in favour

- III. That the review of the Burwell Parish Council Risk Management Policy is approved noting the following:

- That there is concern about cyber attacks, and that the Clerk should investigate if there is any advice for local councils.
- That clarification is sought on whether parish councillors attending events e.g. manning a stand at Ely Market, outside of the parish are covered by the Parish Council's insurance.
- Carrying out a review of the hall hire regulations and checking that those running classes have their own public liability insurance.

Proposed: Liz Swift

Seconded: Linda Kitching

Vote: All in favour

- IV. That the review of the Finance Risk Assessment for the Council is approved.

Proposed: Liz Swift

seconded: Chris O'Neill

Vote: All in favour

- V. That having considered all information available, the group considered that the Council has the necessary controls in place to safeguard Council funds and that this review should be approved.

Proposed: Liz Swift

Seconded: Julia Roger

Vote: All in favour

FC/080725/12 Parish Report

Maintenance

Maintenance work has included a significant amount of grass cutting and hedge cutting as well as

- Repaired, replaced panels and repainted bus stop on Ness Road
- Building of a new post and rail fence at the allotments
- Redecorated the public toilet
- Fitted aquaboards in toilets on properties
- Replaced broken roof tiles at Mandeville

A repair to the large climbing frame at the Recreation Ground was authorized on safety grounds for £275 to Creative Play.

Bookings

We have another regular Monday night booking at Gardiner Memorial Hall for a wellness group and they are also having a Sunday night booking every 6-8 weeks.

Four bookings have already been taken for parties in 2026

The new dance class at Mandeville has gone well and they have booked for a further 8 weeks

We have started doing feedback forms for hirers and will report back on this soon.

Other

- Fire risk assessments for all of our properties are underway
- We now have a small income from our solar panels at Gardiner Memorial Hall. This will improve when we change energy supplier once we are out of contract.
- We have started the inclusive play audit funded by East Cambridgeshire District Council and hope to be able to report back soon

FC/080725/13 Other County & District Matters

1. Detailed transparency report on highways maintenance published- for information – this was noted.
2. Licensing: East Cambs District Council Licensing Act 2003 policy review – for consultation: No comments to be submitted.
3. Neighbourhood Planning in East Cambridgeshire - response required
It was agreed that Burwell Parish Council have no plans at this time to complete a Neighbourhood plan.

FC/080725/14 Other Reports

1. Pauline's Swamp minutes 24.2.2025 - noted

FC/080725/15 Correspondence

1. Grass Cutting – The Clerk provided community views that had been given from dog walkers. She recommended that we review the grass cutting schedule at the next Asset and Environment meeting. Michael Geary highlighted the fire risk at both Spring Close and Priory Meadow. Lea Dodds said that it would be reasonable to consider some solutions and financial investment in the dog walking community which is now a relatively large proportion of the community and could we consider a dog walking field. The Clerk suggested that Priory Meadow may be an option. Ideally it would be centrally located and accessible as a community asset.
2. Dogs on the Recreation Ground – This letter was also noted and is connected to item 1. It was noted that dogs can go off lead by the river which is very close by, although more inaccessible during winter.
3. Anchor Lane Solar Farm (2 emails) – These were noted.

FC/080725/16 Other Matters

1. New Bus routes – comments have been sent to Andrew Highfield. Suffolk County Council have agreed to review their service in Newmarket.
After some discussion Chris O'Neill proposed and Ian Woodroffe seconded, with all in favour that the Clerk forward additional feedback to the Mayor and Andrew Highfield, copying our MP and County Councillor to include the following:
 - There have been ongoing issues with buses being late.
 - Could a return of the number 11 route be reconsidered, re- labelling at T4 and the T5 be used to continue to Addenbrookes and the colleges.
 - The current apps don't work and need to be standardized – ideally to all using mytrip.
 - We need to have a Sunday and evening service.
 - The stops for the T5 do not align with the T4 and this idea isn't working.
 - Are they capturing passenger data to see if more people are using the new routes?
 - Could they clarify whether Stephenson's were invited to tender?

Chris O'Neill said that he would be walking to Tesco from Burwell on a Sunday 20th July and invited others to join him to highlight the lack of a bus route.

2. Socketed goals at the recreation ground – Liz Swift proposed that Council are happy to support installation of goals funded by Burwell Football Club and Burwell Carnival. Chris O'Neill seconded this and all were in favour.
3. Alarm at Battery Substation: Ethical Power
Council had been provided with a response from Ethical Power about the false alarm that sounded continuously and caused disturbance to residents. Christopher Smith from Environment

Health had asked to be notified if the alarm sounds again. The Clerk was asked to respond to them again to state that we still had concerns about their response times if it took over 24 hours to switch off a false alarm. Richard Jenkin's requested: "On Ethical Power's ERP (Emergency Response Plan), there appears to be only a single mention of an audible alarm. This is related to their Fire Alarm system (which they mention as giving false alerts lately) .Are we able to ask them if that is the only audible alarm on site and if not, whether it was this that was sounding the other week? "

It was noted that fire risk is our primary concern and the need for the fire service to be involved with planning is fundamental.

Before the meeting ended Lea Dodds wanted to pass thanks on to the Carnival Committee for a successful Burwell Carnival at the weekend.

Meeting closed 8:42.

Signed

Dated