

BURWELL PARISH COUNCIL

The Jubilee Reading Room 99, The Causeway, Burwell Cambridge CB25 0DU

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Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 9th September 2025 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR.

Present: Lea Dodds (Chair), Michael Geary, Richard Jenkins, Linda Kitching, Clive Leach, Charlie Milner, Jim Perry, Geraldine Tate, Brenda Wilson, Ian Woodroffe,

In attendance: Katherine Hyett (Clerk) and one member of the public.

FC/090925/1 Apologies for absence

Apologies were received and accepted from:

Liz Swift (personal matters), Michael Swift (personal matters), Paul Webb (personal matters), Ken McCarthy (personal matters), Julia Rogers (personal matters) – all voted in favour of accepting these apologies.

Apologies refused: None

Absent: Gus Jones, Chris O'Neill

FC/090925/2 Declarations of any interests known to Councillors

To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any agenda item.

Richard Jenkins declared an interest in FC/090925/8

FC/090925/3 Approval of Minutes of the meeting held on 26th August 2025

The minutes of the meeting held on 26th August 2025 were approved and signed as a true and accurate record. **Proposed by Geraldine Tate, seconded by Jim Perry and agreed by all.**

FC/090925/4 Public Forum

Open forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda. To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting. At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chair. Limited to three minutes per person, fifteen minutes in total.

One member of the public spoke about traffic problems in Newnham Lane Conservation area and asked about process for consideration at Council.

FC/090925/5 County and District Reports

A written and verbal report was given by Cllr Malinowski.

FC/090925/6 Planning Applications to be considered

25/00896/FUL 54 Swaffham Road: Response required 15th September 2025

Single storey rear extension and loft conversion

No objection – Proposed by Clive Leach, seconded by Richard Jenkins and all voted in favour.

25/00891/FUL 36 Parsonage Lane

Single storey extension plus minor interior works

No objection – Proposed by Clive Leach, seconded by Richard Jenkins and all voted in favour.

FC/090925/6.1 Planning Decisions from District Council

The following decisions were noted:

25/00632/FUL 9A Mandeville - APPROVED

Single storey rear extension

FC/090925/7 Notification of tree works to be considered

25/00873/TRE Land Adj 8 Bloomsfield: Response Required 11th September 2025

G1 Group of 5 Sycamore - Reduce height and spread by 3m down to previous reduction points and remove deadwood

T2 2 x Sycamore - Fell due to deadwood, cavity and mess from nesting birds

Council noted no comments on this application

FC/090925/7.1 Notification of tree works approved by East Cambridgeshire District Council

The following decisions were noted:

25/00750/TRE Chandlers Court - APPROVED

Numerous tree works

25/00777/TRE 9A Mandeville – APPROVED

T1 Holly - Fell as has outgrown the space available.

FC/090925/8

Finance

- 1) The Clerk noted two changes from the payments list displayed on the agenda. Airwizard had found a cheaper option, reducing the controller payment from £610.24 to £245. The final payment to Creative Play needed to be removed. Clive Leach proposed that Council resolve to approve the following payments, Geraldine Tate seconded this and all voted in favour. **It was resolved to agree the payments.**

Name	Description	Net Amount	Vat	Total Amount	Power
All Staff, HMRC, Nest	Salaries, NI, Tax, Superannuation inc. NJC Salary Award	£13,941.14	£0.00	£13,941.14	Local Gvt Act 1972 s.112
George Rowland	Mileage and expenses	£155.00	£0.00	£155.00	Local Gvt Act 1972 s.111
Debbie Cawley	Mileage and expenses	£19.80	£0.00	£19.80	Local Gvt Act 1972 s.111
Martyn Wright	Mileage and expenses	£72.50	£0.00	£72.50	Local Gvt Act 1972 s.111
Newmarket GMS	Chainsaw service and repairs (two invoices)	£49.00	£9.80	£58.80	Local Gvt Act 1972 s.111
Burwell Window Cleaning	Various Properties inc Solar Panels on GMH Roof.	£118.00	£0.00	£118.00	LGA 1972 s.133
VHS Services	Cleaning Materials	£135.91	£27.18	£163.09	LGA 1972 s.133

Burwell Computers	August Cloud Back UP	£55.00	£0.00	£55.00	Local Gvt Act 1972 s.111
ESPO	Stationery/Cleaning	£60.15	£12.03	£72.18	Local Gvt Act 1972 s.111
SLCC	Training	£30.00	£6.00	£36.00	Local Gvt Act 1972 s.111
AirWizard Ltd	GMH Service Support	£750.00	£150.00	£900.00	LGA 1972 s.133
AirWizard Ltd	Controller	£245.00	£49.00	£294.00	LGA 1972 s.133
Elite Electricians Ltd	Lighting Recreation Ground	£995.46	£199.09	£1,194.55	Open Spaces Act ss 9-10
Elite Electricians Ltd	Mandeville Hall LED Lighting	£3,180.49	£636.10	£3,816.59	LGA 1972 s.133
Engie	Recreation Ground (to Meter Change Over)	£358.72	£17.94	£376.66	Open Spaces Act ss 9-10
Engie	July Bill Recreation Ground	£266.46	£11.32	£277.78	Open Spaces Act ss 9-10
Totals		£20,432.63	£1,118.46	£21,551.09	

FC/090925/9 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>August update: No further update. Cllr McCarthy asked about how this can be moved forward. The Chair responded that Suffolk County Council are the lead on it so need to provide updates and are routinely asked. The Clerk will go back to Suffolk Highways to reiterate the safety concerns for non-motorists and ask for a more detailed update.</i></p> <p>September Update: No further news. Email had been sent prior to the meeting by the Clerk to request a update from Suffolk Highways. The Clerk will forward to County Councillor for support in receiving an answer from Suffolk Highways.</p>
2.	Newmarket Road proposed Sports Hub
	<p><i>August update: Proposal for Council approval: Establishment of a small temporary working group of 3-4 Councillors and Clerk to work with Burwell FC, This Land and the football foundation/Craig Mulhall Leisure Consultancy to meet monthly and progress the sports hub project including funding options. Decisions would still be taken at full council. This was agreed and Ken McCarthy and Liz Swift volunteered. We agreed to ensure other absent Councillors were given the opportunity to join the group.</i></p>

	<p><i>A monthly meeting has now been set up with This Land, Mulhall Leisure Consultancy, Burwell FC and a working group of Councillors.</i></p> <p>September Update: At the first monthly meeting This Land agreed to fund (c.£3000) the first stage of the agronomy reports to assess the condition of the soil for suitability for football pitches. Charlie Milner and Jim Perry have requested to join the project team.</p>
3.	Solar Farms/Renewable Energy projects
	<p><i>August update: Update from Say No to Sunnica Community Group to be discussed (included in additional information) – this report was noted and the Clerk asked to thank them for their update – proposed by Clive Lech, seconded by Lea Dodds and approved by all.</i></p> <p><i>The Clerk has emailed all Councillors to inform that on Tuesday August 19th at 6pm the Greater Cambridge Shared Planning (GCSP) team will be giving a webinar to help those Parish Councils that will be affected by the Kingsway solar and battery development. The purpose of the webinar is to advise us how to cope with the immense amount of documentation (Preliminary Environmental Information Report, PEIR) that will be sent our way sometime in September, and that we will be asked to comment on in a 6 week statutory consultation period.</i></p> <p><i>The Clerk, Lea Dodds and Liz Swift and Ken McCarthy have been working on a renewable energy web page and Council position statement which will be shared prior to the next Council meeting for review and decision at Council.</i></p> <p>September update: The Chair highlighted the documents in the correspondence. There was some discussion and different views about fire suppression in response to Grenergy's feedback on our objection. Julia Rogers and Michael Greary attended the Reach Parish Council meeting and Michael discussed his concerns about the pollution from fire and decommissioning. The Renewable Energy Sub-Group will be set up shortly to help finalise a web page.</p>
4.	Pauline's Swamp
	<p><i>August update: The open day has been cancelled and hopefully an open day will be held in Spring 2026. Colin Smith has put a proposed program of works together. They hope to receive additional help from Community Payback but we need to ensure that Colin Smith can direct the activity appropriately via the Parish Council.</i></p> <p>September Update: The Clerk updated that Pauline's Swamp had suffered more vandalism following the bench being burned. A patch of grass had been set alight and the notice board destroyed. The deed of easement had been completed for the laying of electricity cables over a small portion of land the Parish Council own. 11 Councillors had confirmed their support for this agreement. Geraldine Tate confirmed that a new management plan should be circulated soon.</p>
4.	ESG update
	<p><i>August update:</i> <i>30th July an energy audit was carried out for Mandeville – we are awaiting the report. 5th August – Mitsubishi engineer agreed free replacement of ASHP – Ian Woodroffe is following this up via Sotham's. Awaiting advice on secondary controller</i></p>

	<p><i>4th August –new LED lighting in room 1 of Mandeville was completed. Plastering to make good was completed on the 11th August 2025.</i></p> <p>September update: The Airsource Heat Pump at Gardiner Memorial Hall will be replaced under warranty on the 25th September. Mandeville – there will be an updated specification to go out to three suppliers for the work agreed under the Net Zero funding.</p>
5.	Funding updates and applications inc. Section 106 and CIL
	<p><i>August update: The Clerk has responded to highway to express an interest in submitting an application for Local Highway's initiative funding in 2026/2027.</i></p> <p>No updates given in the September meeting</p>

FC/090925/10 Group Reports

- 1) Consideration of the draft minutes of the Asset and Environment meeting dated 26.08.2025 and the following recommendations proposed by Lea Dodds:
 - a. To change the name of the working group to Land, Buildings and Facilities – Brenda Wilson seconded the motion and all voted in favour. **It was resolved to change the name of the Assets and Environment Group to Land, Buildings and Facilities.**
 - b. To widen the cricket parking entrance at Mandeville and put a barrier up to prevent unauthorised parking (likely a chain) – Geraldine Tate seconded the motion and 9 voted in favour, 1 objection. Clerk to provide further cost details.
 - c. To progress recommended tree work at the Recreation ground for £331.36 – Clive Leach seconded the motion and all voted in favour. **It was resolved to appoint the relevant contractor to complete this tree work at the Recreation Ground.**
 - d. To progress recommended tree work at Pauline's Swamp Nature Reserve for £2500 – Charlie Milner seconded the motion and all voted in favour. **It was resolved to appoint the relevant contractor to complete this tree work at Pauline's Swamp Nature Reserve.**
 - e. To progress recommended tree work at Margaret field for £2,879.88 -Charlie Milner seconded the motion and all voted in favour. **It was resolved to appoint the relevant contractor to complete this tree work at Margaret Field.**
- 2) Consideration of the draft minutes of the ESG meeting 18/08/25
The minutes were noted.

FC/090925/11 Parish Report

The maintenance officer has completed the essential "high rated" tree work at Jubilee Green, Kingfisher Drive, and Spring Close saving approximately £500. Thank you to Malcolm Busby and Carl Turner who both volunteered to help this work be conducted safely. Other work has included significant tree trimming at the allotments, lots of grasscutting and litter picking, fixing the wet pour at the recreation ground and cutting the yew hedges at the cemetery. The maintenance officer has also carried out several improvements from fire risk assessments including new signage, door strips, a new carbon dioxide alarm and new fire log books. The trailer lights module was broken, which he fixed himself and general maintenance work on the halls.

Plenty of hall bookings are coming in for Christmas. The Clerk has been looking at IT Support Suppliers, asset management and mapping systems and working on revisions to a number of policies. The road closure for Remembrance Sunday has been approved and we have started to organise the Christmas Carols. A 6 yard skip is required for clearing rubbish and will be authorized by the Clerk and the Chair, this should cost under £300 and good value will be ensured.

Zip wire at the recreation ground

This has now been repaired at least three times. Creative play stated "With regards to splits in timbers, this is what you would expect as the timber expands and contracts. Due to the fact timber is a

natural product it contracts and expands dependant on the water content. Please see ROSPA advice on wooden play equipment "cracking in timber" <https://www.rospa.com/play-safety/advice/wooden-play-equipment> - ROSPA state that splits/crack should not exceed 10mm or run through a fixing point. This will change throughout the year and different seasons. You will find this is worse during periods of warm dry weather and is more prevalent in round timbers and is highly likely to contract again once the weather cools down. The timber will contract during cooler and or wet weather so please refrain from using anything like wood filler as this will cause further issues. This is more prevalent in round timbers.

Looking at the photos you have provided the top horizontal timber looks to have split through the fixing point possibly due to the thread bar shearing. We do not guarantee timbers for splits or cracks however on this occasion and due to the ongoing issues with the thread bars we will provide this timber free of charge under our material guarantee along with a full set of replacement thread bars which we will upgrade to 16mm rather than our standard 14mm. As the zip wire is now out of your 2 year comprehensive guarantee period, the labour cost to replace these parts is chargeable and I have attached a quotation based on all of the above."

The quote we have received is £450 for labour on the Zip Wire +£120 exc. VAT. for the rope bridge that also needs fixing. Lea Dodd proposed that we accept these costs, Brenda Wilson seconded this and all voted in favour. **It was resolved that we spend £570 with Creative Play to fix the zip wire and rope bridge at the Recreation Ground.**

Archaeology: The Staploe Archaeology group led by a local resident have requested permission to do a non-destructive geophysical survey on the recreation ground which I have granted. This would include magnetometry and ground penetrating radar to determine early historical features which may be present. All consideration would be taken for all other users of the area.

Most queries from members of the public have been related to highways issues, speeding, overgrown hedges, rights of ways and in particular we have received a number of complaints about parking at the coffee shop making visibility very poor driving out of Newnham Lane.

FC/090925/12 Other County & District Matters

None to report

FC/090925/13 Other Reports

None to report

FC/090925/14 Correspondence

- 1) Request to Kingsway Area Parish Councils from Kingsway Solar Community Action (KSCA): Request for financial assistance – to note and resolve whether to provide financial support. A vote was taken on providing financial assistance, 1 Councillor voted in favour, 7 Councillors against and 2 abstained. **It was resolved not to provide financial assistance to the Kingsway Solar Community Action Group.**
- 2) Kingsway Solar Farm Project Briefing Invitation – to resolve whether to accept briefing. Clive Leach proposed that we accept Kingsway's offer of a briefing, this was seconded by Ian Woodroffe. 9 voted in favour and 1 objected. **It was resolved to accept the briefing invitation from Kingsway Solar Farm.**
- 3) Kingsway Summer Newsletter- this was noted.
- 4) Response from Grenergy to Burwell Parish Council's objections to their planning application for the Hightown Drove BESS Development. This was noted and Lea Dodds also raised concerns about the cumulative effects of BESS and Solar which are often not taken into account in individual reports from developers, for example with acoustics.
- 5) Speeding complaint from a member of the public – this was noted and speeding will be discussed at a working group meeting.
- 6) Speeding complaint from another member of the public – – this was noted and speeding will be discussed at a working group meeting.
- 7) Feedback from the Tiger Bus Drop in at Burwell Library on 28th August. This was noted and improvements to bus shelters would be discussed at a working group. Cllr. Woodroffe attended the drop in and stated that not all feedback given had been captured.

FC/090925/15 Other Matters

1) **To select an IT supplier:**

- a. For the purchase of hardware compatible with Windows 11
- b. For an ongoing service maintenance contract with remote support, enhanced security software and email and drive back ups.

The Clerk had provided a report but had additional information to provide verbally following a meeting with a new supplier that day. Brenda Wilson proposed to delegate authority to the Parish Clerk to select a suitable supplier within the confines of the costs given in the report. Linda Kitching seconded the proposal and all voted in favour. **It was resolved to delegate authority to select an IT Support Supplier to the Clerk.**

2) **To consider a proposal from the A-B1102 group** (response requested by 21st September):

- a. To comment on proposed locations of bus stop electronic real-time information signs paid for and maintained by the combined authority. Changes to the proposed locations require a rationale. **This item was referred to the Community, Leisure, Health and Sport group to discuss. The timescale is insufficient for Council to take a final decision.**
- b. Consider funding further devices: **Council would be unable to provide commitment to financial assistance in the timescale given with further information and details required.**

3) **Reminder of Burwell Parish Council's social media policy**

For councillors to read and note. All policies can be found on the Parish Council website:

https://www.burwellparishcouncil.gov.uk/Policies_34601.aspx

This was noted.

4) **Openness and transparency on personal interests – A guide for Councillors**

Provided to ensure Councillors are aware of their responsibilities

This was noted. The Clerk reminded Councillors that this is their responsibility to ensure this is updated and not the Clerks.

Meeting Closed 20:46

Signed:

Dated: