

# BURWELL PARISH COUNCIL

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Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 3<sup>rd</sup> June 2025 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR.

**Present:** Liz Swift (Chair), Lea Dodds, Richard Jenkins, Clive Leach, Jim Perry, Julia Rogers, Michael Swift, Ian Woodroffe, Brenda Wilson, Geraldine Tate, Katherine Hyett (Clerk), Yvonne Rix (RFO).

1 member of the public.

## **FC/030625/01 Apologies**

Apologies for absence have been received from Linda Kitching, Michael Geary, Ken McCarthy and Paul Webb

## **FC/030625/02 Declarations of any interests known to Councillors**

**None declared**

## **FC/030625/03 Approval of Minutes of the meeting of 13 May 2025**

The minutes from the meeting held on 13<sup>th</sup> May 2025 were approved and signed as a true and accurate record. Proposed by Clive Leach, seconded by Lea Dodds and agreed by all.

## **FC/030625/04 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/030625/05 Planning Applications**

Please note extensions have been requested and granted where response deadlines are prior to this meeting

### **25/00414/FUL 1A Swaffham Road**

Garage conversion and replacement of the existing front elevation windows  
No objection – all in favour

### **25/00300/FUL Priory Farm Factory Road**

Demolish existing garage and outbuilding and replace with new garage and outbuilding.  
Amendment: Change of description; proposal is now for a new garage and outbuilding instead of a new garage and stables.  
**No objection – all in favour**

### **25/00480/FUL 9 Westhorpe**

Single storey rear extension to existing bungalow  
**No objection – all in favour**

### **25/00065/FUL The Anchor 63 North Street**

3 cabins to be used as 6 short term holiday lets, storage shed, associated landscaping and parking arrangements.

**It was resolved to object to the current application, in particular noting the Conservation Officer and Tree Officer's concerns and observations. The Council felt that further guest accommodation may be favourable in the area and are keen to support local businesses but also noted concerns around sufficient parking. The Council would be keen to see a revised application addressing these concerns. All voted in favour.**

## **FC/030625/06 Planning decisions from District Council**

The following decisions were noted:

### **25/00237/FUL Mahjong 27A High Street – APPROVED**

Internal alterations, upgrading of windows/doors, change of brickwork to render, removal of chimney

### **25/00355/FUL 42 Swaffham Road - APPROVED**

Demolition of existing rear extension, construction of new front and rear extensions and associated work

#### **24/00925/RMM Millstone Park – APPROVED**

Reserved matters application of the approval of layout, scale, appearance and landscaping (Phase 4) in relation to the internal road layout and plot sub division of 18 development plots within a self-build zone, together with associated landscaping, drainage and ancillary infrastructure (including a substation), pursuant to 15/01175/OUM to provide up to 350 dwellings (including affordable housing provision) with associated open space, sports provision, access and infrastructure (as varied by 15/01175/NMAA and 15/01175/NMAB).

#### **25/00209/FUL 25 Ness Road – APPROVED**

Part single-storey, with First floor side extension and internal reconfiguration to accommodate third dental surgery space and conversion of existing garage space into staff room

#### **24/00160/ESF Site At Anchor Lane Farm – APPROVED**

Battery energy storage facility and associated works

#### **FC/030625/07 Notifications from ECDC of approved work to trees**

None to be considered.

#### **FC/030625/08 Urgent Matters for Consideration**

1. Consideration of the Quarterly Finance Report (January – March).

The RFO highlighted receipts to be noted:

- 1<sup>st</sup> Precept Payment £128,287.50
- ECDC CIL Meaningful Proportion £117,956.04
- Cambridgeshire County Council £26,000.00 (Exit Credit Payment – Cambridgeshire Pension Fund)

**Clive Leach proposed that Council accept the Quarterly Finance Report, Jim Perry seconded the proposal and all voted in favour**

2. Consideration of the Internal Auditors Report for the 2024/2025 Financial Year – **deferred to Parish Council meeting on June 24<sup>th</sup> 2025**
3. Consideration of the Year End Statement for the 2024/2025 Financial Year.

The RFO gave the following update:

##### **Receipts:**

In relation to our budget for 2024/2025 receipts are higher than expected by around £90,000. This is mainly due to the receipt of just over £55,000 CIL payment being received from ECDC, £10,000 donation relating to the Weirs Drove Energy Storage, interest from the CCLA account and a VAT refund.

Receipts from the Recreation Ground are less than anticipated by just under £2000.

Cemetery fees are also lower by just under £5000, this needs to be monitored throughout the 2025/2026 year to ensure that when budgeting for 2026/2027 any downward trend in the use of the cemetery is reflected.

##### **Payments:**

Payments for the year are less overall than the budget by just under £10,000. The main area is staffing which is just over £17,000.00 less than the budget. This is mainly due to staff changes and the discontinuation of membership of the Local Government Pension Scheme.

There are several areas where spending has exceeded the budget. The main area being energy, which across all properties is around £10,000. A number of the property maintenance/repair budgets have also been overspent.

##### **Balance Sheet:**

It should be noted that the figures within the Balance Sheet are based on Income and Expenditure as is legally required, so our outstanding payments for the year, creditors, prepayments etc. have been taken into account. This is why there is a difference between the Balance Sheet and the Bank Reconciliation for the year.

General Reserves at the end of the financial year stand at £204,199.86, which equates to more than 50% of the 2025/2026 Precept figure of £256,575.00, which in the past has been deemed as acceptable. However the Council should consider all risks to ensure that this is adequate.

AGAR forms to be considered, completed and approved at the Council meeting on 24<sup>th</sup> June 2025, when the Internal Auditors Report will be presented to Council.

4. Consideration, completion and signing of the Annual Governance Statement 2024/25 - **deferred to Parish Council meeting on June 24<sup>th</sup> 2025**
5. Consideration and signing of the Accounting Statements for 2024/25 - **deferred to Parish Council meeting on June 24<sup>th</sup> 2025**
6. Arrangements for the Exercising of Public Rights for the year 2024/2025 –The RFO announced that the accounts will be available between 1<sup>st</sup> July until 11<sup>th</sup> August 2025.

7. Acknowledgement of the following receipts:

The following receipts were noted:

Exit Credit Payment – Cambridgeshire Pension Fund £26,000.00

CIL Funding Parish Meaningful Proportion - £117,956.04

ECDC 25/26 Precept 1<sup>st</sup> Instalment - £128,518.30

8. Approval of the following payments:

**Clive Leach proposed that the following payments should be accepted, Julia Rogers seconded this motion and all voted in favour.**

Name	Description	Net Amount	Vat	Total Amount	Power
H McMenamin Smith (Revolution)	Signs Pauline's Swamp	£118.49	£23.70	£142.19	Open Spaces Act 1906, ss 9-10
Lloyds Bank	Maintenance Supplies £237.19. Admin £155.88 Repair Café Donation £250.00 Fee £6.00	£541.89	£107.18	£649.07	LGA 1972 s.111/LGA 1972 s.133
Sharp	Photocopier Contract	£41.66	£8.33	£49.99	LGA 1972 s.111
VHS Cleaning Services	Cleaning Materials	£128.55	£25.72	£154.27	LGA 1972 s.133
Hutchinsons	Maintenance Supplies	£75.00	£15.00	£90.00	Open Spaces Act 1906, ss 9-10
J J Drake	Work at Pauline's Swamp	£685.00	£137.00	£822.00	Open Spaces Act 1906, ss 9-10
Projectorpoint	Projector Screen etc	£845.00	£169.00	£1,014.00	LGA 1972 s.111
Zurich	Insurance Policy	£8,046.48	£0.00	£8,046.48	LGA 1972 s.133
Prestige	MH Fire Alarm Service	£75.00	£15.00	£90.00	LGA 1972 s.133
S R Landscape Services	Spring Close Tree Work	£600.00	£0.00	£600.00	Open Spaces Act 1906, ss 9-10
Waste Base Direct	Lights/Recreation Ground	£203.33	£40.67	£244.00	Open Spaces Act 1906, ss 9-10
Huws Gray	Maintenance Supplies	£121.70	£24.34	£146.04	LGA 1972 s.133
Atom Technologies Ltd	Call out alarm - Pavilion	£120.00	£24.00	£144.00	LGA 1972 s.133
Engie	Pavilion/Rec Electric	£475.50	£23.78	£499.28	LGA 1972 s.133
Engie	JRR Electric	£122.89	£6.14	£129.03	LGA 1972 s.133
Engie	JRR Gas	£219.33	£10.97	£230.30	LGA 1972 s.133
Engie	MH Gas	£308.64	£15.43	£324.07	LGA 1972 s.133
Engie	GMH Electric	£621.36	£31.07	£652.43	LGA 1972 s.133
Engie	Cemetery	£86.95	£4.35	£91.30	LGA 1972 s.214(2)
Engie	Public Toilet	£23.84	£1.19	£25.03	Public Health Act 1936 s.87
Engie	Allotment Shed	£40.37	£2.02	£42.39	Small Holding and Allotment Act 1908 ss23,25
		<b>£13,500.98</b>	<b>£684.89</b>	<b>£14,185.87</b>	

**FC/030625/09 Other Reports for noting**

1. Anchor Lane solar farm – decision on format on next meeting  
Council discussed the presentation and decided that this should be a public meeting. Depending on planning timescales this should be before or after the summer holidays. The clerk to liaise with the Anchor Lane team. Councillors to encourage public attendance.
2. Wicken Fen Community Liaison Forum - Notes and papers 10.04.25: This was noted
3. ESG Minutes 12.05.25: These were noted

**FC/030625/10 Other matters from Cambridgeshire County Council and East Cambridgeshire District Council**

1. Street naming and numbering: STNN/24/146 - Addressing 2 new dwellings - Land rear of 26 High Street, Burwell – for information. **This was noted.**
2. Street naming and numbering: STNN/25/9 - New Development - Phase 2A Millstone Park, Newmarket Road, Burwell – for consultation. **No objections were raised.**

Meeting closed 20.08

Signed:

Dated:

DRAFT