



Burwell Parish Council

5 Year Plan

2025-2030

Burwell

Burwell, Cambridgeshire is a large and historic village located on the edge of the Fens, about 10 miles northeast of Cambridge and close to Newmarket. With a population of around 7000 residents, it is one of the larger villages in the county and has a thriving, close-knit community.

The village is notable for its rich history, stretching back to the Bronze Age, Roman, Saxon and medieval periods and it is home to the remains of Burwell Castle and rich mix of different architecture throughout the ages. Burwell museum is open to the public from Easter through to November and recreates Burwell life throughout the ages alongside the 19th-century mill.

Modern Burwell balances tradition with growth. The village has just under 3000 households, with further development planned, and benefits from good local amenities including shops, pubs, a post office, primary school, nursery facilities, a doctor's surgery, dentist, sports hall, and day centre. There are also active community groups and clubs catering to all ages.

Surrounded by fenland countryside and nature reserves such as Pauline's Swamp, Spring Close, and Wicken Fen, Burwell is rich in wildlife and outdoor spaces. Its location makes it popular with walkers and cyclists, while providing access to Cambridge, Newmarket and Ely.

The Parish Council plays a central role in maintaining facilities such as play areas, halls, sports grounds, and community spaces. The village is forward-looking, with strong commitments to sustainability, biodiversity, and climate action.

Purpose of the Five-Year Plan

The purpose of this document is to provide the Council with an approved plan of capital projects, areas and assets in need of attention and a financial forecast for the next 5 years. Whilst the approved document sets the plans for the Council, it is appreciated that changes will need to be made to meet the needs of the parish and management of the Council's many assets. It is therefore accepted that this document should be reviewed at least annually by the Council.

The Council

The Council consists of 17 elected (or co-opted) members and is the first tier of local government. Elections are next due to be held in May 2027. The Council adopted the General Power of Competence in May 2023 and this will continue to be in place whilst the necessary criteria is met.

The General Power of Competence allows the Council to do "anything that individuals generally may do" (LA 2011 s1(1)). This can be anywhere, not just in the parish, and for anyone, including individuals. The adoption of the power must legally be reviewed following an election when the Council will need to confirm that it still meets the criteria of being a Council with the General Power of Competence, in that at least two thirds of the Council have been elected and has a qualified Clerk holding the Certificate in Local Council Administration General Power of Competence, Module 7.

The Council is governed by its Standing Orders and Financial Regulations which are reviewed annually. The Full Council usually meets twice per month on the second and last Tuesday.

The Council has statutory duties that it must carry out and is able to carry out other duties using statutory Powers or the General Power of Competence if it has been adopted.

Working Groups

Whilst some matters can only be dealt with by the Full Council such as setting the precept, other matters will be considered in more detail by one of the Working Groups. The Group will then make a recommendation for a final decision to be made by Full Council. Each Working Group agreed their own Terms of Reference/Objectives. These Terms of Reference/Objectives were approved by Full Council. Working Groups meet bi-monthly.

The following Four Working Groups have been established:



All working groups interconnect but this structure facilitates detailed discussions and projects to move forward with decisions resting with full council.

In 2025 some changes were made to three of the working group structures and names:

- Assets and Environment became Land, Buildings and Facilities;
- Community, Leisure, Health and Sport merged with Safety to become Community, Safety, Health and Sport;
- The Climate Change Forum was retitled Climate Change, Biodiversity and Pollution Forum and became a working group but with the key difference of external groups being involved. Membership consists of both Councillors and non-Councillors.

Within working groups for challenges that require more dedication and time, the Parish Council may set up small project teams consisting of councillors and sometimes staff or external members. Current and proposed project teams are:

- ESG – Energy Sub Group
- Renewable energy development Team
- Newmarket Road Sports Hub Team
- Communication Team



Finance and General Purposes

Responsibilities

- Budget and finance
- HR management
- Councillor training
- Creation and review of policies and risk assessments including the standing orders and financial regulations
- Health and safety
- Volunteer management
- IT and data management
- Insurance

Projects

- Review all policies and create a policy schedule.
- Create new policies in response to legislation changes and change of activities to include a volunteer and an IT Policy.
- Create an employee handbook.
- Renew insurance contract and asset register.
- Review all risk assessments.
- Educate residents on precept and how Parish Councils work .
- Develop a 3-5 year financial plan to support funding for longer term financial projects.
- Develop a new councillor recruitment and induction plan.

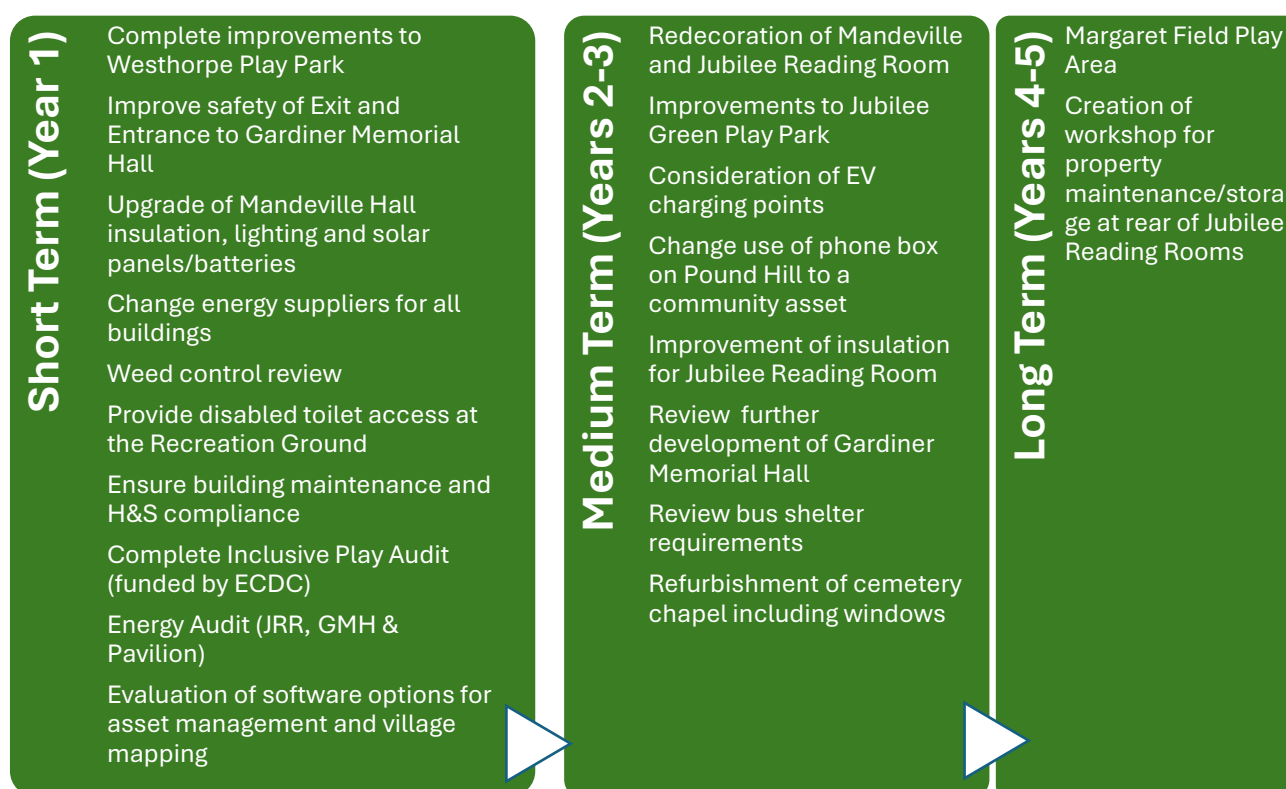


Land, Buildings and Facilities

Objectives

- To maintain all Council owned properties to a standard acceptable to the users and local community
- To operate and improve Council owned properties to achieve the best energy efficiency/lowest environmental impact possible.
- To maintain to an acceptable standard area of the public assets that are the responsibility of the Council (bus shelters, trees, benches etc.)
- To maintain to an acceptable standard all open spaces that are in the ownership of the Council considering biodiversity as well as community needs
- To work with and support the Pauline's Swamp Trust and the Spring Close and Priory Meadow Management Groups alongside outside agencies in the maintenance and development our open spaces and nature reserves
- To ensure that Council owned play areas are well maintained, safe, inclusive, welcoming areas to visit.
- To maintain the cemetery and allotments appropriately. To sympathetically monitor the rules relating to the site.

Projects





Community, Safety, Health and Sport

Objectives

Community

- To assess and advise Council on small grant applications from outside organisations
- To support activities that help local groups to address their own needs.
- Working with the District and County Councils to improve provision for the youth and elderly or other groups in need.
- If requested, to provide representation on outside bodies.
- To recognise, promote and work to support heritage assets
- To organise public events and to support other organisations with their own community events.
- Support and promote the Repair and Swish Cafes

Safety

- To observe and record the speed and volume of traffic within the parish and support the Speedwatch Initiative.
- To consult with residents regarding traffic problems and report any issues to the relevant authority.
- To work in partnership with the Local Authority to find practical solutions to improve the safety of road users, cyclists and pedestrians using the village's roads.
- To monitor the condition of village footpaths and report any damage to the Local Authority.
- To work with volunteers to grit certain footpaths when icy conditions prevail.
- To support initiatives to improve cycleways within the parish and surrounding area.

Health

- To promote use of open spaces to improve health.
- Improve the health of the village through Parish Council resources

Sport

- To work in partnership with the Local Authority and parish sports clubs and organisations to ensure that the sporting needs of the community are fully met.
- To maximise liaison with Burwell Sports Centre

Projects

Short Term (Year 1)

Trees on the avenue
Community garden
Sports hub land acquisition and funding proposal.
Campaign to improve zebra crossing at Pound Hill
LHI for 20mph flashing signs by the school
Pressing for the completion of the Burwell/Exning Cycleway

Medium Term (Years 2-3)

Development of new area of land and toilet at Pauline's Swamp Nature Reserve
Publication of MVAS and Speedwatch data
Work with ECDC to establish a register of community assets
Completion of Emergency Plan
Sports hub development

Long Term (Years 4-5)

Consider Youth Worker
Improvement of the Wiers and Lode area
Sports hub development



Climate Change, Biodiversity and Pollution Forum

Objectives:

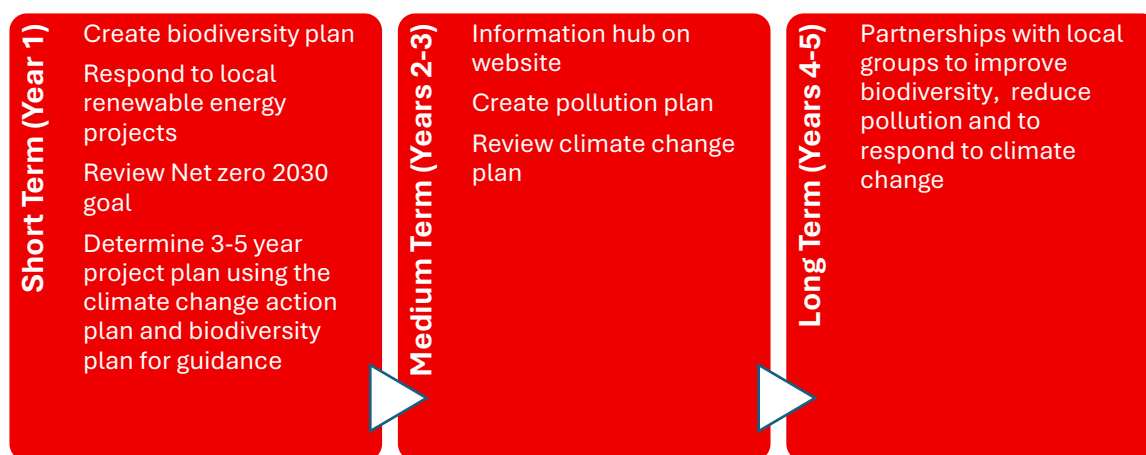
- To deliver on the Climate Change, Biodiversity and Pollution Action Plans as agreed by Burwell Parish Council and to facilitate networking between relevant groups and stakeholders around the village to achieve this.
- Prevent or minimise pollution to air, water and land
- Protect and enhance the quality, extent and accessibility of Burwell's 'green infrastructure' (open spaces, trees, waterways and natural environment) for people and biodiversity.

Vision:

- For Burwell Parish Council to become carbon neutral by 2030
- To have a plan to manage the local impact of climate emergencies
- To support the reduction of Burwell's carbon footprint, increase biodiversity and improve access to green spaces.

BURWELL PARISH COUNCIL CLIMATE CHANGE ACTION PLAN

Projects



FUNDING/FINANCES

The main source of income for the Parish Council is through the precept. Other income is raised through hiring of halls and sporting facilities, burial costs for the cemetery, allotment rent and grant funding for individual projects. The Council has recently been fortunate to receive some Community Infrastructure Levy from the District Council. Community Infrastructure Levy (CIL) is a charge local authorities can impose on new developments (over 100m² or creating new homes) to fund local infrastructure like schools, transport, and green spaces needed to support that growth, collected from developers as a fee per square meter based on local rates.

Council's expenditure covers the provision of, and all the costs involved with the Council's assets such as parks allotments and halls, staffing costs, and other costs relating to Parish Council activity. The Council approves the budget prior to considering and agreeing its precept request. A Parish Council precept is the amount of money a local parish council raises from its residents via the Council Tax to fund local services; it's the difference between their budget needs and other income, calculated as a charge per Band D property, and collected by the district council as part of the main tax bill.

When calculating the precept in future years of the plan the Council will need to consider the funding of the capital projects identified in the working groups short, medium and long term plans. By adopting this document, the Council agrees that the above short, medium and long-term plans should form the basis of the Council's work for the next five years 2025 to 2030.

The precept for 2024/2025 was £233,250.00 (Band D House rate £93.14)

The precept for 2025/2026 is £257,518.30 (Band D House rate £104.51)

The precept for 2026/2027 is £290,000.00 (Band D House rate £117.15)

The following pages provide:

- An overview of earmarked reserves
- CIL received
- A detailed budget for 2025/2026
- A draft summary five year budget¹. A [detailed five year draft budget is available](#).

Funds Available

On 30th September 2025 Burwell Parish Council has the following funds available:

Fund Balance	£674,932.74
Less Earmarked Reserves	£274,497.63
General Reserves	£400,435.11

¹ The approach to the five year budget is conservative assuming no increase in income and inflationary costs based on Government forecasts. It also may not cover new projects arising.

Earmarked Reserves as at 30th September 2025

The following funding has earmarked for specific projects.

20/21 Capital Trees	£1,000.00
Pauline's Swamp	£13,648.92
Recreation Ground/Pavilion Sinking Fund	£30,459.38
Gardiner Memorial Hall Entrance	£15,000.00
25/26 LHI Flash. Speed Signs Bunting Path and Causeway	£8,404.49
CIL Funding	£173,284.06
Newmarket Road Sports Hub	£4,000.00
Climate Change	£4,422.00
Community Garden	£1,921.31
Spring Close Signs	£264.00
Spring Close Chalk Stream Project	£2,000.00
Repair/Swish Café	£1,529.27
Westhorpe Play Area	£2,267.27
Solar/Storage Donations	£10,000.00
Lighting MH (Solar/Storage)	£6,296.93
Total of Earmarked Reserves	<u>£274,497.63</u>

CIL Allocation

Burwell Parish Council receives Community Infrastructure Levy from East Cambridgeshire District Council as a result of housing development in the parish. These funds must be spent within a period of 5 years from when they are received by the Parish Council. Up until 30th September 2025 since the scheme began Burwell Parish Council has received a total of £413,363.37.

The following projects have benefitted from CIL Funding:

LHII School Signs (Work to be carried out in 2026)	£5,000.00
GMH Refurbishment	£152,100.00
Recreation Ground Car Park	£35,000.00
Westhorpe Play Area	£47,979.31

The Council currently has £173,284.06 in hand and will be looking to use this towards the cost of the Newmarket Road Sports Hub.

Budget: 2025/2026

	Receipts	Payments		Receipts	Payments
Gardiner Memorial Hall			Lock Up		
Heat and Light		£8,000	Repairs, Renew als		£20
Rates		£3,500	SUB TOTAL		£20
Repairs, Renew als, Sanitary etc		£1,750	Street Lighting		
Performing Rights		£500	Electricity		£600
Fire		£300	Church Flood Lights		£500
Misc		£250	SUB TOTAL		£1,100
Income from Hirers	£19,000		Public Areas		
Income from Solar Panels			Bus Shelters		£1,000
SUB TOTAL	£19,000	£14,300	Street Furniture Maintenance		£100
Jubilee Reading Room			Christmas Tree and Lights		£300
Heat and Light		£3,500	Hedge Cutting		£2,000
Rates		£900	Trees		£6,000
Repairs, Renew als		£1,000	Grass Cutting		£4,000
Misc		£75	SUB TOTAL		£13,400
SUB TOTAL		£5,475	Play Equipment		
Mandeville Hall			Bark		£500
Repairs, Renew als, Sanitary etc		£2,000	Maintenance		£1,500
Heat and Light		£6,000	Skate Park		£2,000
Performing Rights		£1,000	SUB TOTAL		£4,000
Fire Precautions		£200	Administration		
Cleaning Contract			Supplies		£3,000
Income from Hirers	£24,000		Telephone and Internet		£2,000
SUB TOTAL	£24,000	£18,200	Photocopier		£1,000
Cemetery			ICT and Software		£3,500
Electricity and Rates		£2,500	Insurance Premium		£9,000
Maintenance		£1,000	Mileage (Not Handyman)		£1,000
Cemetery Fees	£10,000		Audit Fees		£2,500
SUB TOTAL	£10,000	£3,500	CAPALC + Other Memberships		£1,500
The Pavilion			Conferences and Training		£1,000
Electricity		£6,000	Lloyd Cards Misc Items		£300
Rates		£750	Annual Report		£800
Cleaning Contract			Other Income	£100	
Repairs, Renew als		£1,000	Other and PR		£1,000
Sinking Fund		£2,500	Handyman Capital Expenditure		£2,500
SUB TOTAL		£10,250	Handyman General Expenditure inc. mileage		£6,500
Spring Close			Website		£500
Grass and Hay Cutting		£4,000	Public Toilet		£1,500
Maintenance/Tree Work		£2,000	SUB TOTAL	£100	£37,600
SUB TOTAL		£6,000	Staff		
Margaret Field			Facilities Supervisors		£34,700
Grass Cutting		£5,000	Assistant to Clerk		£17,800
Misc		£1,500	Handyman		£35,100
Income			Clerk		£44,800
SUB TOTAL		£6,500	Finance Officer		£9,300
Jubilee Green			SUB TOTAL		£141,700
Misc		£150	Agency Grass Cutting		
SUB TOTAL		£150	Agency Grass Cutting - CCC Verges	£1,900	£2,000
Allotments			SUB TOTAL	£1,900	£2,000
Rates		£1,000	Donations		
Electricity		£500	General Donations		£1,000
Maintenance		£1,000	Youth Donations including BAFY		£1,000
Income Lettings	£4,950		Neighbourhood Watch		£50
SUB TOTAL	£4,950	£2,500	SUB TOTAL		£2,050
The Recreation Ground			Precept		
Grass Cutting		£7,500	Precept	£256,575	
misc and Maintenance (Non Pitches)		£500	SUB TOTAL	£256,575	
Pitch Maintenance Contract		£17,000	Capital Budget		
Income from Hirers	£7,500		Jubilee Green Play Surface		£10,000
Tennis Court Maintenance		£2,500	Cemetery Hedge		£7,000
Tennis Court Income	£2,000		Gardiner MH Phase 2 & Entrance/Exit		£5,000
SUB TOTAL	£9,500	£27,500	New market Road Sports Hub		£6,000
Pauline's Swamp			ICT Equipment		£3,500
Pauline's Swamp		£1,500	SUB TOTAL		£31,500
SUB TOTAL		£1,500			
Priory Meadow and Orchard					
Misc		£100	Summary		
SUB TOTAL		£100	TOTAL	£326,025	£329,345

FIVE YEAR BUDGET	2026-2027		2027-2028		2028-2029		2029-2030		2030-2031	
			Inflation Rate 3.5%	Precept 10%	Inflation Rate 2.5%	Precept 10%	Inflation Rate 2.0%	Precept 10%	Inflation Rate 2.00%	Precept 10%
	Receipts	Payments	Receipts	Payments	Receipts	Payments	Receipts	Payments	Receipts	Payments
Gardiner Memorial Hall										
SUB TOTAL	£19,200.00	£14,000.00	£19,200.00	£14,490.00	£19,200.00	£14,852.25	£19,200.00	£15,149.30	£19,200.00	£15,452.28
Jubilee Reading Room										
SUB TOTAL		£5,475.00		£5,666.63		£5,808.29		£5,924.46		£6,042.95
Mandeville Hall										
SUB TOTAL	£24,000.00	£17,700.00	£24,000.00	£18,319.50	£24,000.00	£18,777.49	£24,000.00	£19,153.04	£24,000.00	£19,536.10
Cemetery										
SUB TOTAL	£10,000.00	£3,500.00	£10,000.00	£3,622.50	£10,000.00	£3,713.06	£10,000.00	£3,787.32	£10,000.00	£3,863.07
The Pavilion										
SUB TOTAL		£11,000.00		£11,297.50		£11,517.44		£11,697.79		£11,881.74
Spring Close										
SUB TOTAL		£6,000.00		£6,210.00		£6,365.25		£6,492.56		£6,622.41
Margaret Field										
SUB TOTAL	£3,200.00	£6,500.00	£2,134.00	£6,727.50	£2,134.00	£6,895.69	£1,066.00	£7,033.60	£1,066.00	£7,174.27
Jubilee Green										
SUB TOTAL		£150.00		£155.25		£159.13		£162.31		£165.56
Allotments										
SUB TOTAL	£4,950.00	£2,500.00	£4,950.00	£2,587.50	£4,950.00	£2,652.19	£4,950.00	£2,705.23	£4,950.00	£2,759.34
The Recreation Ground										
SUB TOTAL	£18,766.00	£35,500.00	£18,500.00	£36,742.50	£18,500.00	£37,661.06	£18,232.00	£38,414.28	£18,232.00	£39,182.57
Pauline's Swamp										
SUB TOTAL		£1,500.00		£1,552.50		£1,591.31		£1,623.14		£1,655.60
Priory Meadow and Orchard										
SUB TOTAL		£100.00		£103.50		£106.09		£108.21		£110.37
Lock Up										
SUB TOTAL		£20.00		£20.70		£21.22		£21.64		£22.07
Street Lighting										
SUB TOTAL		£1,340.00		£1,386.90		£1,421.57		£1,450.00		£1,479.00
Public Areas										
SUB TOTAL	£1,903.00	£25,650.00	£1,903.00	£26,547.75	£1,903.00	£27,211.44	£1,903.00	£27,755.67	£1,903.00	£28,310.79
Play Equipment										
SUB TOTAL		£4,500.00		£4,657.50		£4,773.94		£4,869.42		£4,966.80
Administration										
SUB TOTAL	£100.00	£44,400.00	£100.00	£45,954.00	£100.00	£47,102.85	£100.00	£48,044.91	£100.00	£49,005.81
Staff										
SUB TOTAL		£163,800.00		£169,533.00		£173,771.33		£177,246.75		£180,791.69
Donations										
SUB TOTAL		£2,500.00		£2,587.50		£2,652.19		£2,705.23		£2,759.34
Other										
SUB TOTAL		£3,600.00		£3,726.00		£3,819.15		£3,895.53		£3,973.44
Public Toilet										
SUB TOTAL		£1,500.00		£1,552.50		£1,591.31		£1,623.14		£1,655.60
Precept	£256,575.00		£282,232.50		£310,455.75		£341,501.33		£375,651.46	
SUB TOTAL	£256,575.00		£282,232.50		£310,455.75		£341,501.33		£375,651.46	
Maintenance Officers Vehicle										
SUB TOTAL		£16,750.00		£5,070.00		£5,121.75		£5,164.19		£5,207.47
Projects 26/27										
SUB TOTAL		£38,300.00		£0.00		£0.00		£0.00		£0.00
TOTAL	£338,694.00	£406,285.00	£358,069.50	£368,510.73	£391,242.75	£377,585.99	£419,986.33	£385,027.71	£479,102.46	£392,618.27