

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Notice is hereby given that a Meeting of the Burwell Parish Council will be held at 7.30pm on Tuesday 9th December 2025 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR, you are summoned to attend for the transaction of the following business.



Katherine Hyett, Parish Clerk, 03/12/2025

AGENDA

FC/091225/1 Apologies for absence

To receive and approve apologies for absence.

FC/091225/2 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.

FC/091225/3 Approval of Minutes of the meeting held on 25th November 2025

FC/091225/4 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.

FC/091225/5 County and District Reports

- 1) To receive and note the report from District Cllr David Brown.
- 2) To receive other verbal reports if provided.

FC/091225/6 Planning Applications to be considered

25/01267/FUL 31 Carter Road

Proposed single storey rear extension.

25/01253/FUL 49 Swaffham Road

Addition of Open Canopy porch to principal elevation, fenestration changes to the existing structure, enlarged rear dormer at first floor level and new wall to the street scene.

25/01073/FUM Millstone Park

Residential development of land at Millstone Park, Burwell (Phase 6) to provide 60 dwellings with associated landscaping, access, drainage and related infrastructure.

To consider new information provided by the developer and the GP surgery contained in the additional information pack and decide whether to provide a further response to the planning authority.

FC/091225/6.1 Planning Decisions from District Council

To note the following decisions:

25/01017/FUL 59 Low Road - APPROVED

Proposed rear and side single storey extension following demolition of existing garage.

25/00938/FUL The Barn Welsumme Farm Weirs Drove - REFUSED

Development of a small glamping pod to be used as additional accommodation to the main residence and as a short term holiday let.

25/01087/VAR Mahjong 27A High Street - WITHDRAWN

To Vary Condition 1 (Approved Plans) of previously approved 25/00237/FUL, dated 8 May 2025 for internal alterations, upgrading of windows/doors, change of brickwork to render, removal of chimney

25/01022/FUL 23 Melford Close - APPROVED

Garage conversion to habitable rooms

FC/091225/7 Notification of tree works approved by East Cambridgeshire District Council

To note the following decisions:

25/01147/TRE 16 Silver Street - APPROVED

G1 2 x Weeping Willow - Re-pollard at previous pollard points crown reducing by 3-4m
T2 Beech - Reduce crown spread on all sides by 2-2.5m and blend into upper canopy, retaining height

25/01148/TRE Welney Lodge 7 Hythe Close – APPROVED

T1 Poplar - Re-pollard down to previous pollard points approx 5 -6m remove deadwood, remove branch in lower crown above adjacent Greenhouse

25/01167/TRE The Manse 49 High Street - APPROVED

T1 Silver Birch - Reduce by a third and shape
T2 Flowering Punus (black) - Reduce by a third and shape
T3 Silver Birch - Reduce by a third and shape
T4 Plum tree - Reduce by a third and shape
T5 Silver Birch - Reduce by a third and shape
T6 Flowering Prunus - Reduce by a third and shape
T7 Cherry tree - Reduce by a third and shape
T8 Apple tree - Reduce by a third and shape
T9 Apple tree - Reduce by a third and shape

FC/091225/8 Finance

Urgent matters for consideration:

- 1) Consideration of payment of the following:

Name	Description	Net Amount	Vat	Total Amount	Power
All Staff, HMRC,Nest	Salaries, NI, Tax, Superannuation	£12,233.08	£0.00	£12,233.08	LGA 1972 s.112
George Rowland	Mileage and expenses	£136.80	£0.00	£136.80	LGA 1972 s.111
Debbie Cawley	Mileage and expenses	£34.20	£0.00	£34.20	LGA 1972 s.111
Katherine Hyett	Mileage and expenses	£9.90	£0.00	£9.90	LGA 1972 s.111
Martyn Wright	Mileage and expenses	£46.90	£0.00	£46.90	LGA 1972 s.111

Online Playgrounds	Playground repairs	£325.10	£65.02	£390.12	LGA 1976(misc Prov)ss19
N-CIS	ICT Support Service Contract	£150.00	£30.00	£180.00	LGA 1972 s.111
Civic-Ly	Asset Software	£134.00	£26.80	£160.80	LGA 1972 s.111
Landmark Toilet Solutions	Margaret Field Toilet	£255.00	£0.00	£255.00	Open Spaces Act ss 9-10
Mulhall Leisure Consultancy	Newmarket Road Sports Hub	£500.00	£100.00	£600.00	LGA 1972 s.111
C Brown Support Services	Traffic Management Remembrance Sunday	£50.00	£0.00	£50.00	LGA 1972 s.111
SHGM	Hedge Cutting Contract	£4,000.00	£800.00	£4,800.00	Open Spaces Act ss 9-10
Mr Groundsman	Autumn Vertidrain on all pitches	£1,250.00	£250.00	£1,500.00	Open Spaces Act ss 9-10
ESPO	Cleaning Supplies/Stationery	£393.35	£78.67	£472.02	LGA 1972 s.111
ESPO	Outstanding invoices for Stationery and Cleaning Supplies	£753.78		£753.78	LGA 1972 s.111
Vision ICT	Website Hosting and Support	£175.00	£35.00	£210.00	LGA 1972 s.111
ATL Alarms	Service Fire alarm and emergency lighting JRR	£180.00	£36.00	£216.00	LGA 1972 s133
Simpsons Nurseries	Christmas Tree	£175.00	£35.00	£210.00	
PHS Group	Sanitary/Waste Disposal Contract Mandeville Hall	£202.15	£40.43	£242.58	LGA 1972 s133

PHS Group	Sanitary/Waste Disposal Contract Gardiner Memorial Hall	£197.47	£39.49	£236.96	LGA 1972 s133
Npower	Streetlighting Energy	£73.28	£3.66	£76.94	
Npower		£73.43	£3.67	£77.10	
Sally Green	Return of Deposit	£50.00	£0.00	£50.00	
Shannon Manchett	Return of Deposit	£50.00	£0.00	£50.00	
Total		£21,448.44	£1,543.74	£22,992.18	

FC/091225/9 Regular Updates

- 1) Burwell to Exning cycle way
- 2) Newmarket Road proposed sports hub
- 3) Renewable energy developments
- 4) ESG Update

FC/091225/10 Group Reports

- 1) Consideration of the draft minutes of the Climate Change, Biodiversity and Pollution meeting dated 04.11.2025.
- 2) Consideration of the draft minutes of the Finance and General Purposes meeting dated 25.11.2025 and the following recommendations:
 - a. The Group recommends to Full Council that the precept for the financial year 2026/2027 should be set at £290,000.00 an increase of approx. 12.5%.
 - b. That £7,500.00 is earmarked from the reserves for the replacement of office and maintenance equipment.
 - c. That £50,000 is earmarked from the recently received CIL funding of £77,798.42 for the Newmarket Road Sports Hub. The total earmarked from CIL funding will then be £200,000.00 which will give us around 10% of the approx. build cost.
 - d. That Vision ICT is asked to carry out the website content against the latest WCAG 2.2AA guidelines and report back with amendments required at a cost of £145 plus VAT.
 - e. That the Maintenance Officer is paid a minimum of 3.5 hours when covering key holder roles as and when required.
- 3) Consideration of the draft minutes of the Community, Leisure, Health and Sports meeting dated 18.11.2025 and the following recommendations:
 - a. To debate and consider information about possible local highways initiatives for 2026/2027 contained in the minutes provided.
 - b. For donations from the provision of mulled wine and mince pies at the Christmas carol event are given to a pancreatic cancer charity in memory of Mike Swift.
 - c. Following the information that Burwell at Large will no longer take place that Burwell Parish Council establish a longer Annual Parish meeting and invite community stalls to attend and that we create a volunteer noticeboard in the Jubilee Reading Room.

FC/091225/11 Parish Report

- 1) To receive a verbal report from the Clerk

FC/091225/12 Other County & District Matters

- 1) To decide on submission to Cambridgeshire County Council of any roads or footpaths where large scale capital investment is needed: deadline 23:45hrs on Thursday 11th December 2025.

FC/091225/13 Other Reports

- 1) To note Parish and community forum minutes 19/11/2025

FC/091225/14 Correspondence

To note the following correspondence:

- 1) Burwell Energy Awareness Group Introduction
- 2) National Grid update on Burwell Substation
- 3) Email and response re. Weirs Drove Battery Energy Storage Site
- 4) Email about Kingsway Solar
- 5) Email and letter: Sunnica Energy Farm Order 2024 (as amended) - application to make a non-material change to the Order pursuant to the Infrastructure Planning (Changes to, and Revocation of, Development Consent Orders) Regulations 2011 [PM-AC.FID3712178]
- 6) Email from Reach Parish Cllr. Nick Acklam about the Steering Group for the Kingsway Area Parish Council Alliance

FC/091225/15 Other Matters

- 1) **Nomination and decision of a Councillor to be our representative for CAPALC (Cambridgeshire and Peterborough Association of Local Councils).** The representative would be able to suggest opportunities and raise problems with CAPALC directly and be kept up to date with developments by email.
- 2) **To adopt on recommendation of the Clerk:**
 - a. A new Data Management and Data Protection policy replacing the current Data Protection and Information Security Policy.
 - b. An updated General Privacy Notice.
 - c. An updated Privacy Notice for Staff, Councillors and Role Holders.