

# BURWELL PARISH COUNCIL

The Jubilee Reading Room 99, The Causeway, Burwell Cambridge. CB25 0DU Telephone 01638 743142  
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Notice is hereby given that a Meeting of the Burwell Parish Council will be held at 7.30pm on Tuesday 16<sup>th</sup> 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, 10/12/2025

## AGENDA

### **FC/161225/01 Apologies**

To receive and approve apologies for absence

### **FC/161225/02 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/161225/03 Approval of Minutes of the meeting of 9<sup>th</sup> December 2025**

### **FC/161225/04 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/161225/05 Planning Applications**

To consider the following list of planning applications:

1. Proposal: Change of Use Class B1 to E(d) 1-1 personal training gym  
Location: Unit 22 Lucas Close Burwell Cambridge Cambridgeshire  
Reference: 25/01254/FUL. Response date 29th December
2. Proposal: New proposed roof  
Location: Mahjong 27A High Street Burwell Cambridge CB25 0HD  
Reference: 25/01272/FUL. Response date 29th December

### **FC/161225/06 Planning decisions from District Council**

No planning decisions to be noted.

### **FC/161225/07 Notifications from ECDC of approved work to trees**

To note the following list of **approved** work to trees:

- 1) Proposal: T1 Holly Tree at the beginning of the drive - Remove, the tree is very large for the location and is too close to a Hawthorn. The holly and is suffering from dieback, with dead branches at the top of the crown. It is very close to the neighbour's property and blocks light to the house. The drive has recently been landscaped to promote biodiversity with wildflower turf and planting. The plan is to replace the Holly with more appropriate small trees/large shrubs to promote further biodiversity.  
Location: 1 Mill Lane Burwell Cambridge CB25 0HJ  
Reference: 25/01181/TRE

### **FC/161225/08 Urgent Matters for Consideration**

- 1) To adopt the proposed Five Year Plan 2025-2030.
- 2) To approve £350 for the removal of asbestos sheets at the allotment
- 3) To approve the preparation of a submission of a Local Highways Initiative application for funding of £10,000 by the Clerk for improvements to the Pound Hill Zebra Crossing to include halo lights, warning signs and additional road markings.
- 4) To approve the earmarking of £5k contribution from reserves for the above funding application.

5) To consider approval of the following payments:

Name	Description	Net Amount	Vat	Total Amount	Power	
Ellgia	General Waste Disposal	£209.78	£41.96	£251.74	LGA 1972 s.133	
Lloyds Bank	Maintenance Supplies £663.18 Tennis Courts Booking Fee £144.00 Admin. £174.94 Fee £6.00	£877.59	£110.53	£988.12	LGA 1972 s.111/LGA 1972 s.133/ Open Spaces Act ss9-10	
Sharp	Photocopier Contract	£36.84	£7.37	£44.21	LGA 1972 s.111	
Huws Gray	Maintenance Supplies	£258.49	£37.57	£296.06	LGA 1972 s.133	
East Cambs Trading Co. Ltd	Tree Work Margaret Field and Allotment	£745.56	£149.12	£894.68	Open Spaces Act ss9-10	
Landmark Toilet Solutions	Toilet Hire	£100.00	£0.00	£100.00	LGA 1976 (Misc Prov.)ss.19	
Carmela de Simone	Ret of Dep	£50.00	£0.00	£50.00		
Linnaeus Veterinary	Ret of Dep	£50.00	£0.00	£50.00		
		<b>£2,328.26</b>	<b>£346.55</b>	<b>£2,674.81</b>		

**FC/161225/09 Other Reports for noting**

None

**FC/161225/10 Other matters from Cambridgeshire County Council and East Cambridgeshire District Council**

- 1) To discuss participation in the RECAP Resource and Waste Strategy and RECAP Design Guide Consultation; Open December 2025 to 26 January 2026.
- 2) To discuss participation in the CONSULTATION: Draft Rural Settlement List 2026/27; Open until 6<sup>th</sup> March 2026.
- 3) To comment on TTRO 26-10241 High Street, Burwell - Proposed Road Closure. Response date 05/01/2026
- 4) To comment on 26-10231 Spring Close & Burwell Bypass 30, Burwell - Proposed Closure. Response date 05/01/2026
- 5) To comment on 26-10233 Silver Street, Burwell - Proposed Closure. Response date 05/01/2026
- 6) To comment on 26-10221 Heath Road, Burwell - Proposed TTRO for water main works. Response date 22/12/2025