

**BURWELL PARISH COUNCIL**  
*The Jubilee Reading Room*  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
**Telephone: 01638 743142**  
**Email: burwellpc@burwellparishcouncil.gov.uk**

Notice is hereby given that a Meeting of the Burwell Parish Council will be held at 7.30pm on 13 January 2026 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, 06 January 2026

## **AGENDA**

**FC/130126/1 Apologies for absence**

To receive and approve apologies for absence.

**FC/130126/2 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/130126/3 Approval of Minutes of the meeting held on 16th December 2025**

**FC/130126/4 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/130126/5 County and District Reports**

To receive written/verbal reports from District/County Councillors

**FC/130126/6 Planning Applications to be considered**

**Planning consultation to be considered:**

- a) 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]: to amend the Order limits to include the Additional Land (which is only approximately 2 hectares in size and comprises previously developed land), via updates to the corresponding plans and documents, to facilitate this re-location of the cabling. This requires a small extension to Work No. 4 to cover the Additional Land, which does not give rise to any new or materially different environmental effects to those originally assessed as part of the application for the Order (given the area is currently being used for hardstanding). Further, no powers (including in relation to compulsory acquisition) are being sought by Sunnica over the Additional Land.

**FC/130126/6.1 Planning Decisions from District Council**

To note the following decisions:

- a) Proposal: Rear extension, internal alterations, demolition of garage and replacement with side extension - APPROVED  
Location: 4 Scotred Close Burwell Cambridgeshire CB25 0AL  
Reference: 25/01117/FUL
- b) Proposal: Demolition of existing bungalow, garage and workshop and erection of new detached dwelling and outbuilding along with associated works - APPROVED  
Location: 61 Swaffham Road Burwell Cambridge CB25 0AN  
Reference: 25/00796/FUL

**FC/130126/7 Notification of tree works approved by East Cambridgeshire District Council**

To note the following decisions where consent has been given:

- a) Proposal: T1 Cypress - Reduce in height by 4 meters to reduce height of tree  
Location: 4 Cedar Gardens Burwell Cambridge CB25 0FE  
Reference: 25/01229/TPO
- b) Proposal: T1 Fastigate Beech x 10ms in height - Reduce height by 2.5m and tip end  
reduce over extended limbs by up to 0.5m to leave in balanced more fastigate form and at approx 7.5m in height  
Location: 70 North Street Burwell Cambridge CB25 0BB  
Reference: 25/01232/TRE
- c) Proposal: T1 Norway spruce - Remove due to proximity to dwelling and eventual size  
once mature T2 Wild plum - Remove due to significant die back in crown  
Location: 7 Hythe Lane Burwell Cambridge CB25 0EH  
Reference: 25/01243/TRE
- d) Proposal: T1 Willow x15ms high overhanging Lode - Remove two lower limbs back to  
main stem to provide clearance for boats along river  
Location: Riverdale 71 North Street Burwell Cambridge CB25 0BA  
Reference: 25/01286/TRE

**FC/130126/8 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	£12,625.70	£0.00	£12,625.70	LGA 1972 s.112
George Rowland	Mileage & expenses	£132.75	£0.00	£132.75	LGA 1972 s.111
Debbie Cawley	Mileage & expenses	£27.90	£0.00	£27.90	LGA 1972 s.111
Katherine Hyett	Mileage & expenses	£15.30	£0.00	£15.30	LGA 1972 s.111
Martyn Wright	Mileage & expenses	£26.60	£0.00	£26.60	LGA 1972 s.111
Burwell Window Cleaning	Various Properties	£68.00	£0.00	£68.00	LGA 1972 s.133
N-CIS	ICT Support Service Contract January 26	£150.00	£30.00	£180.00	LGA 1972 s.111
N-CIS	Microsoft 365	£84.82	£16.96	£101.78	LGA 1972 s.111
Civic-Ly	Asset Software	£134.00	£26.80	£160.80	LGA 1972 s.111
Landmark Toilet Solutions	Margaret Field Toilet	£100.00	£0.00	£100.00	Open Spaces Act ss 9-10
Mulhall Leisure Consultancy	Newmarket Road Sports Hub	£500.00	£100.00	£600.00	LGA 1972 s.111
Brightday Electrical	Lights Jubilee Reading Room	£105.00	£0.00	£105.00	LGA 1972 s.133

Prestige	Mandeville Hall Fire Alarm Service	£75.00	£15.00	£90.00	LGA 1972 s.133
SLCC	Balance of Clerks' Membership Fee	£12.00	£0.00	£12.00	LGA 1972 s.111
ESPO	Folding Square Tables	£378.00	£75.60	£453.60	LGA 1972 s.133
Information Commissioners Office	Registration Fee (GDPR & Data Protection)	£48.00	£0.00	£48.00	LGA 1972 s.111
Cambridge Asbestos Removal Limited	Asbestos Removal - Allotments	£350.00	£70.00	£420.00	Small Holding and Allotments Act 1908 ss23,25
Npower	Streetlighting Energy	£117.89	£5.89	£123.78	
The Prospects Trust	Return of Deposit	£50.00	£0.00	£50.00	
J Allwood	Return of Deposit	£50.00	£0.00	£50.00	
Unity Trust Bank	Bank Charges	£8.70	£0.00	£8.70	
BT	Phone Account	£543.08	£108.62	£651.70	LGA 1972 s.111
Wave	Water Fees GMH	£88.70	£0.00	£88.70	LGA 1972 s.133
Wave	Water Fees JRR	£55.70	£0.00	£55.70	LGA 1972 s.133
Wave	Water Fees Allotments	£573.29	£0.00	£573.29	Small Holding and Allotments Act 1908 ss23,25
Wave	Water Fees Cemetery	£23.33	£0.00	£23.33	LGA 1972 s.214(6)
Wave	Water Fees Rec	£146.95	£0.00	£146.95	Open Spaces Act ss 9-10
Engie	Recreation Ground	£582.75	£29.14	£611.89	Open Spaces Act ss 9-10
Engie	Public Toilet (Credit)	-£26.27	-£1.31	-£27.58	Pub Health 1936 s87
Engie	Public Toilet	£16.27	£0.81	£17.08	Pub Health 1936 s87
Engie	Public Toilet (Credit)	-£22.38	-£1.12	-£23.50	Pub Health 1936 s87
Engie	Public Toilet	£16.97	£0.85	£17.82	Pub Health 1936 s87
Engie	Public Toilet (Credit)	-£22.48	-£1.12	-£23.60	Pub Health 1936 s87
Engie	Public Toilet (Credit)	-£22.05	-£1.10	-£23.15	Pub Health 1936 s87
Engie	Public Toilet	£19.82	£0.99	£20.81	Pub Health 1936 s87
Engie	Public Toilet	£17.62	£0.88	£18.50	Pub Health 1936 s87

Engie	Public Toilet	£16.70	£0.84	£17.54	Pub Health 1936 s87
Engie	Public Toilet (Credit)	-£28.56	-£1.43	-£29.99	Pub Health 1936 s87
Engie	Public Toilet (Credit)	-£22.81	-£1.14	-£23.95	Pub Health 1936 s87
Engie	Public Toilet	£16.77	£0.84	£17.61	Pub Health 1936 s87
Engie	GMH	£939.77	£187.95	£1,127.72	LGA 1972 s.133
Engie	Public Toilet	£16.77	£0.84	£17.61	Pub Health 1936 s87
Engie	Public Toilet	£16.20	£0.81	£17.01	Pub Health 1936 s87
Engie	Public Toilet (Credit)	-£23.84	-£1.19	-£25.03	Pub Health 1936 s87
Engie	Public Toilet (Credit)	-£25.52	-£1.28	-£26.80	Pub Health 1936 s87
Engie	Public Toilet (Credit)	-£23.15	-£1.16	-£24.31	Pub Health 1936 s87
Engie	Public Toilet (Credit)	-£24.79	-£1.24	-£26.03	Pub Health 1936 s87
Engie	Composting Shed	£43.49	£2.17	£45.66	Small Holding and Allotments Act 1908 ss23,25
Engie	Cemetery Chapel	£15.00	£0.75	£15.75	LGA 1972 s.214(6)
Engie	Public Toilet	£16.47	£0.82	£17.29	Pub Health 1936 s87
Engie	Public Toilet	£15.86	£0.79	£16.65	Pub Health 1936 s87
Engie	Public Toilet	£17.23	£0.86	£18.09	Pub Health 1936 s87
Engie	Jubilee Reading Room	£119.20	£5.96	£125.16	LGA 1972 s.133
Engie	Mandeville Hall Gas	£504.67	£25.23	£529.90	LGA 1972 s.133
Engie	Jubilee RR Gas	£355.39	£17.77	£373.16	LGA 1972 s.133
Frank Taylor	Donation Remembrance Sunday	£50.00	£0.00	£50.00	
Newmarket Town Band	Donation	£100.00	£0.00	£100.00	
<b>Total</b>		<b>£19145.81</b>	<b>£715.08</b>	<b>£19860.89</b>	

Note: The credits and revised payments for Engie for the Public Toilet equates to a credit to the Council of £57.93 including 5% vat.

**FC/130126/9      Regular Updates**

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

I. Consideration of email from Simon Chandler (West Wrating Parish Council & KSCA committee) and his request that Burwell Parish Council allocate money as a contribution to legal fees for opposing the Kingsway Development.

**4) ESG Update**

**FC/130126/10      Group Reports**

- 1) Consideration of the draft minutes of the Land, Buildings & Facilities Group meeting dated 16 December 2025 and the following recommendations:
  - a. Replacement of tennis court netting at a cost of £323.98
  - b. Grass cutting: recommendation to change the schedule and cutting routine at Spring Close and Prior Meadow to balance the needs of dog walkers and conservation aims. 2025 and proposed 2026 schedule included in additional documents. Additional cost per year £875
  - c. Trees: Recommendation for SR Landscape Services to complete the important and medium works at the cemetery and Spring Close and the important works at Jubilee Green and Priory Meadow, subject to SR Landscape Services agreeing to provide a completion report including photo's and dates works completed. Total Cost £3700

**FC/130126/11      Parish Report**

To receive a report from the Parish Clerk

**FC/130126/12      Other County & District Matters**

- a) Proposed additions to the East Cambridgeshire Buildings of Local Interest Register – Burwell**  
To resolve whether any changes/corrections are required and consider Cllr Dodds proposal to nominate Burwell House for inclusion.
- b) Street naming: TNN/25/94 - Phase 3 Millstone Park, Newmarket Road, Burwell**  
To agree 7 suggestions to East Cambridgeshire District Council for 5 new roads on the Millstone Park Development. Names proposed are Holder, Tweed, Norton, Watson, Miller, Palmby and Shaw (names taken from the War Memorial).

**FC/130126/13      Other Reports**

None to be noted

**FC/130126/14      Correspondence**

None to be noted

**FC/130126/15      Other Matters**

1. Meeting dates: to agree meeting dates for 2026/2027
2. Consideration of applications for co-option to the Council