

BURWELL PARISH COUNCIL

The Jubilee Reading Room 99, The Causeway, Burwell Cambridge. CB25 0DU Telephone 01638 743142
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Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 16th December 2025 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR.

Present: Elizabeth Swift (Chair), Lea Dodds, Michael Geary, Richard Jenkins, Linda Kitching, Paul Webb, Brenda Wilson, Ian Woodroffe

In attendance: Katherine Hyett (Clerk),

FC/161225/01 Apologies

Apologies were received and accepted from: Geraldine Tate (personal matters) and Jim Perry (personal matters). All voted in favour of accepting the apologies.

Absent: Chris O'Neill

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.

No interests were declared.

FC/161225/03 Approval of Minutes of the meeting of 9th December 2025

The minutes of the meeting held on 9th December 2025 were approved and signed as a true and accurate record.

Proposed by Paul Webb, seconded by Lea Dodds and agreed by all.

FC/161225/04 Public Forum

No matters were raised in the public forum

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
Response: No objection, the Council stated that it would be a valuable community resource.
Proposed: Lea Dodds; Seconded: Liz Swift; All in Favour: **RESOLVED**
2. Proposal: New proposed roof
Location: Mahjong 27A High Street Burwell Cambridge CB25 0HD
Reference: 25/01272/FUL. Response date 29th December
Response: No objection
Proposed: Paul Webb; Seconded: Liz Swift; All in Favour: **RESOLVED**

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

The following list of **approved** work to trees was noted:

- 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. It was noted that this is a document that will be adapted
Response: It was agreed this is working document that can be adapted as plans change and that it will be reviewed at least annually. This is stated in the document.

Proposed: Paul Webb; Seconded: Richard Jenkins; All in Favour: **RESOLVED**

- 2) To approve £350 for the removal of asbestos sheets at the allotment. Proposed: Liz Swift; Seconded: Linda Kitching; All in Favour: **RESOLVED**
- 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. Proposed: Liz Swift; Seconded: Ian Woodroffe; All in Favour: **RESOLVED**
- 4) To approve the earmarking of £5k contribution from reserves for the above funding application. Proposed: Paul Webb; Seconded: Richard Jenkins; All in Favour: **RESOLVED**
- 5) The following payments were approved. Proposed: Brenda Wilson; Seconded: Paul Webb; All in Favour: **RESOLVED**

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	
		£2,328.26	£346.55	£2,674.81	

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. **It was agreed that any responses from Councillors to the consultation should be sent to the Clerk by 6th January latest to be included on the agenda for the 13th January 2026 for consideration by Council.**
- 2) To discuss participation in the CONSULTATION: Draft Rural Settlement List 2026/27; Open until 6th March 2026. **The Council will not participate in this consultation as there is no impact on Burwell.**
- 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 Byway 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

There were no comments on any of the proposed road closures.

Meeting Closed: 19:52

Signed

Dated