

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 13th January 2026 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR.

Present: Elizabeth Swift (Chair), Lea Dodds, Michael Geary, Richard Jenkins, Linda Kitching, Jim Perry, Geraldine Tate, Paul Webb, Brenda Wilson,

In attendance: Katherine Hyett (Clerk)

Members of the Public: 6 members of the Public, District Cllr. Lavinia Edwards'

FC/130126/1 Apologies for absence

Apologies were received and accepted from: Ian Woodroffe (Work reasons): Council **RESOLVED** to accept this absence.

Absent: Chris O'Neill

The Chair commented that we hadn't received apologies from Chris O'Neill for several meetings. She will contact him to ensure he is ok and whether we can provide any support.

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.

No interests were declared.

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

The minutes of the meeting held on 16th December 2025 were approved and signed as a true and accurate record. Proposed by Lea Dodds, seconded by Linda Kitching and agreed by all. It was **RESOLVED** to accept the minutes.

FC/130126/4 Public Forum

A member of the public asked about the Exning to Burwell cycleway and whether it would adequately cater for equestrians. She highlighted the benefits of it doing this and that she had raised this previously in 2023.

FC/130126/5 County and District Reports

No reports were received

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.

Councillors expressed their frustration at the proposal's lack of clarity. 3 of our Councillors attended a Sunnica webinar on the subject, but the Sunnica representatives were unable to fully answer most of the questions put to them. This was mainly due to the absence of a National Grid spokesperson and the uncertainty introduced by the NESO grid reforms. It was proposed that we state we are unable to provide an informed response to the consultation until we have assessed the outcome of the NESO connections reform project with respect to the Burwell Substation. Proposed by Paul Webb, seconded by Richard Jenkins and all voted in favour – **RESOLVED**.

FC/130126/6.1 Planning Decisions from District Council

The following decisions were noted:

- 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

The following decisions were noted:

- 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 Fastigiate 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 fastigiate 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: Acceptance of the payments was proposed by Jim Perry, seconded by Richard Jenkins and all were in favour. It was **RESOLVED** to make the following payments

Jim Perry noted that the electricity costs for Gardiner Memorial Hall still seemed high. Lea Dodds said he would provide a comparison to the previous year at a later date. The Clerk highlighted that we were still in contract with the same supplier and costs should be able to reduce once we renegotiate the energy contract.

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	£100.00	£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	
SR Landscape Services	Tree work	£2500.00	£0.00	£2500.00	Open Spaces Act ss 9-10
Total		£21695.81	£715.08	£22410.89	
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.

No further update at this stage. A new update will be requested and Council will also ask about equestrian provision.

2) Newmarket Road proposed sports hub

The agronomy work has started. There is a meeting on 14th January which will be attended by Burwell Parish Council, Burwell Football Club, This Land and members of the FA and Football Foundation and an update will be provided following this.

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.** The Chair stated that the Parish Council alliance terms of reference say there is no obligation on member councils to provide financial contribution.

Paul Webb made a proposal that we do not provide a financial contribution for legal fees for the opposition of the Kingsway Development, Geraldine Tate seconded this. 8 Councillors voted in favour, 1 voted against – **RESOLVED**.

4) ESG Update

The ESG has not met since the last update but are working on a proposal for electric van for the Maintenance Officer, their next meeting is on 26th January.

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. Proposed: Lea Dodds; Seconded Liz Swift; Approved by all - **RESOLVED**
 - 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. Proposed: Lea Dodds; Seconded Paul Webb; Approved by all - **RESOLVED**
 - 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 photos and dates works completed. Total Cost £3700. Proposed: Lea Dodds; Seconded Paul Webb; Approved by all - **RESOLVED**

FC/130126/11 Parish Report

Gardiner Memorial Hall had a total of 602 bookings in 2025. 570 of those were regular paid bookings/hirers and 32 were private paid bookings.

The 32 private bookings were made up of birthday parties, wreath making, photo sessions, family gatherings, valuation days and business meetings.

The 570 regular bookings are made up of Line Dancing Classes, Jazzercise classes, judo, WI, Burwell Flower Club, Yoga classes and well being classes.

The Cambridge Light Opera company also held their performance at Gardiner Memorial Hall this year. This is their second time, and they are due to return in 2026. This is a large booking for the hall and showcases all the lighting and equipment that was installed during the 2022 refurbishment. Wednesday is really the only day where a new regular booking would be able to be accommodated. There are spaces on Monday and Thursday afternoons.

Mandeville Hall had a total of 722 bookings in 2025.

37 were private bookings and 685 were regular bookings. Mandeville Hall has seen an increase in companies holding training courses. Homecare Direct, NHS and Capalc have all used the hall over the past year to hold training courses. Regular groups at Mandeville Hall include, Brownies, Rainbows, Guides, Beavers and Squirrels. Along with Pilates classes, Chair based exercise groups, yoga classes, watercolour classes, as well as a children's music class.

Last year also saw Mandeville Hall being used for a 6-week digital skills course. A total of 24 classes were run in total, and this was a huge success. Purchasing the projector and screen for Mandeville Hall helped these companies deliver the information that was required. There are gaps for new groups and there is availability for businesses to have rooms.

Community Pay Back has had limited impact so far on supporting our maintenance officers work. It has been placed on hold once again due to supervisory issues.

The Zipline at the Recreation Ground will be fixed free of charge by Creative Play. It has been placed out of use.

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 a request to the Conservation Officer that the following be included/considered in the Cambridgeshire Local Heritage List Project: Burwell House, the Georgian Letter box opposite Gardiner Memorial Hall, the letterbox on North Street by Burwell House, the foundation stone at the entrance to the school, the old map on Pound Hill, the water pump on the avenue and the water fountain on mill lane. The Council did not propose any changes or corrections to the information sent by the Conservation Officer.

Proposed: Paul Webb; Seconded Brenda Wilson; Approved by all - **RESOLVED**

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).

Proposed: Lea Dodds; Seconded Geraldine Tate; Approved by all - **RESOLVED**

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. It was proposed to accept the meeting dates with the note that the 2027 meetings in May may need to change due to elections.

Proposed: Linda Kitching; Seconded: Brenda Wilson; Approved by all - **RESOLVED**

2) **Consideration of applications for co-option to the Council:**

All candidates gave a brief overview of why they were interested in the role and their skills. Council then took the following votes:

Vacancy	Candidate	Proposer	Seconder	Vote
Michael Swift	Pat Cleary	Geraldine Tate	Lea Dodds	All in Favour
Julia Rodgers	Ioan Damian	Linda Kitching	Richard Jenkins	All in Favour
Clive Leach	Ben Lucas	Lea Dodds	Brenda Wilson	All in Favour
Charlie Milner	Yemi MacCaulay	Jim Perry	Geraldine Tate	All in Favour
Gus Jones	Ryan Noyes	Paul Webb	Richard Jenkins	All in Favour

It was **RESOLVED** that the above listed candidates are co-opted to Council. All applicants were warmly welcomed by the Council and completed their declarations of acceptance. We still have one vacancy outstanding.

Meeting Closed 20:30

Signed

Dated