

# BURWELL PARISH COUNCIL

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Minutes of the Meeting of Burwell Parish Council held at 7.30pm on Tuesday 31<sup>st</sup> March 2026 at Mandeville Hall, Tan House Lane (off Reach Road), Burwell CB25 0AR.

**Present:** Elizabeth Swift (Chair), Hazel Barber, Pat Cleary, John Damian, Lea Dodds, Michael Geary, Richard Jenkins, Linda Kitching, Yemi Macaulay, Ryan Noyes, Jim Perry, Geraldine Tate, Ben Vinten, Paul Webb, Brenda Wilson.

**In attendance:** Katherine Hyett (Clerk)

Note: The published agenda contained an administrative numbering error. For clarity, the published agenda item reference is shown first, followed by the correct minute reference in brackets throughout these minutes.

## **FC/240226/01 (FC/310326/01) Apologies for absence**

**No apologies were received**

**Absent:** Chris O'Neill and Ben Lucas.

## **FC/240226/02 (FC/310326/02) Declarations of any interests known to Councillors**

Lea Dodds declared a pecuniary interest in item FC/240226/08 and abstained from voting. This was a mileage claim, no withdrawal from the room required.

## **FC/240226/03 (FC/310326/03) Approval of Minutes of the meeting of 10<sup>th</sup> March 2026**

Members were in receipt of the minutes of the Full Council meeting held on 10<sup>th</sup> March 2026.

**RESOLVED:** That the minutes of the above meeting be accepted as a correct record and signed by the Chair.

## **FC/240226/04 (FC/310326/04) Public Forum**

No matters were raised during the public forum.

## **FC/240226/05 (FC/310326/05) Planning Applications**

To consider the following list of planning applications:

- 1) Proposal: Change of use from Class F1 (Church) to E(F) Day Nursery  
Location: Burwell United Reform Church High Street Burwell CB25 0HD  
Reference: 26/00252/FUL (response due 9<sup>th</sup> April)  
**Response: RESOLVED: To submit no objection (Unanimous).**
- 2) Proposal: T1 Ash tree - Removal  
Location: 53 High Street Burwell Cambridge CB25 0HD  
Reference: 26/00280/TRE (response due 2<sup>nd</sup> April)  
**Response: RESOLVED: To submit no objection (1 abstained).**
- 3) Proposal: Replacement of windows and front door from timber to UPVC. Retrospective replacement of single storey rear roofing material from metal to felt  
Location: 4 Hythe Lane Burwell Cambridge CB25 0EH  
Reference: 26/00245/FUL (response due 27<sup>th</sup> March, extension granted to 1<sup>st</sup> April)  
**Response: RESOLVED: To submit no objection (Unanimous).**
- 4) Proposal: Demolition of existing conservatory and construction of single storey rear extension, new sliding doors to rear elevation, replacement garden wall to frontage  
Location: 14 The Causeway Burwell Cambridge Cambridgeshire CB25 0DU  
Reference: 26/00262/FUL (response due 2<sup>nd</sup> April)  
**Response: RESOLVED: To submit no objection (Unanimous).**
- 5) Proposal: Single storey side extension  
Location: Guyatt House 42 The Causeway Burwell Cambridge Cambridgeshire  
Reference: 26/00255/FUL (response due 2<sup>nd</sup> April)  
**Response: RESOLVED: To submit no objection (Unanimous).**
- 6) Proposal: Single storey rear flat roof extension with cladding, pitched roof front porch and demolition of the single garage in the rear  
Location: 1 Pound Close Burwell Cambridge CB25 0EP

Reference: 26/00170/FUL (response due 25<sup>th</sup> March, extension granted to 1<sup>st</sup> April)

**Response: RESOLVED: To submit no objection (Unanimous).**

#### **FC/240226/06 (FC/310326/06) Planning decisions from District Council**

The following planning decisions were noted:

- 1) Proposal: Agrivoltaic scheme (capacity 49.95MW) plus associated infrastructure, access roads and landscaping - APPROVED  
Location: Anchor Lane Farm Newnham Drove Burwell Cambridge CB25 0BN  
Reference: 25/00393/FUM
- 2) Proposal: Erection of a battery energy storage facility and associated infrastructure - REFUSED  
Location: Land Southwest Of Hightown Drove Burwell Cambridgeshire  
Reference: 25/00639/FUM

#### **FC/240226/07 (FC/310326/07) Notifications from ECDC of approved work to trees**

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

- 1) Proposal: T1 Cedar - Remove as it has grown to a significant height and is in close proximity to our house, our neighbours garage and also a cluster of houses that back on to our boundary  
Location: 8 Hythe Close Burwell Cambridge CB25 0EZ  
Reference: 26/00112/TRE – APPROVED
- 2) Proposal: T1 Acacia - Prune to clear phone lines by 1m employing directional pruning techniques.  
Location: Acacia House 29A High Street Burwell Cambridge CB25 0HD  
Reference: 26/00123/TRE – APPROVED

It was noted that future agendas would no longer include planning decisions from East Cambridgeshire District Council, as these are publicly available via the District Council's planning portal.

#### **FC/240226/08 (FC/310326/08) Urgent Matters for Consideration**

- 1) **RESOLVED:** That the following payments be approved.  
It was noted that the payment to **CAPALC** had been described incorrectly on the agenda as training and was in fact the annual membership fee. The correct power is **Local Government Act 1972, s.143.**  
(1 abstention)

2)

Name	Description	Net Amount	Vat	Total Amount	Power
Ellgia	General Waste Disposal	£191.52	£38.30	£229.82	LGA 1972 s.133
Lloyds Bank	Maintenance Supplies £554.17 Admin £36.24 Fee £6.00	£504.05	£92.36	£596.41	LGA 1972 s.111/LGA 1972 s.133/ Open Spaces Act ss9-10
Huws Gray	Maintenance Supplies	£245.41	£49.08	£294.49	LGA 1972 s.133
N and G Marsh	Gate Post Recreation Ground	£85.00	£0.00	£85.00	Open Spaces Act ss9-10
Vision ICT Ltd	Website MOT	£145.00	£29.00	£174.00	LGA 1972 s.111
CAPALC	Membership fee renewal	£1,207.17	£0.00	£1,207.17	LGA 1972 s.143
Lea Dodds	Mileage	£25.20	£0.00	£25.20	LGA 1972 s.111
Burwell Print Centre	Signage Margaret Field	£32.37	£6.47	£38.84	LGA 1972 s.133
PPI PRS	Music Licence GMH	£335.58	£67.12	£402.70	LGA 1972 s.133
Sharp	Photocopier Contract	£25.00	£5.00	£30.00	LGA 1972 s.111

Peter Saunders Builders Ltd	Return of Deposit	£50.00	£0.00	£50.00	
Amina Musaji	Return of Deposit	£50.00	£0.00	£50.00	
C Jolley	Return of Deposit	£50.00	£0.00	£50.00	
BT	Phone and Internet	£543.25	£108.65	£651.90	LGA 1972 s.111
Engie	Allotments	£38.99	£1.95	£40.94	Small Holding and Allotments Act 1908 ss23,25
Engie	Mandeville Hall Gas	£570.40	£28.52	£598.92	LGA 1972 s.133
Engie	Recreation Ground	£600.95	£30.05	£631.00	Open Spaces Act ss9-10
Engie	Public Toilet	£21.06	£1.05	£22.11	Pub Health 1936 s87
Engie	Cemetery	£37.04	£1.85	£38.89	LGA 1972 s.214(6)
Engie	JRR	£109.71	£5.49	£115.20	LGA 1972 s.133
Engie	GMH	£996.74	£199.35	£1,196.09	LGA 1972 s.133
Engie	JRR Gas	£399.69	£19.98	£419.67	LGA 1972 s.133
Wave	Gardiner Memorial Hall	£88.14	£0.00	£88.14	LGA 1972 s.133
Wave	Recreation Ground	£68.55	£0.00	£68.55	Open Spaces Act ss9-10
Wave	Allotments	£161.88	£0.00	£161.88	Small Holding and Allotments Act 1908 ss23,25
Wave	Cemetery	£20.61	£0.00	£20.61	LGA 1972 s.214(6)
Octopus Energy	Mandeville Hall	£435.81	£40.94	£476.75	LGA 1972 s.133
Unity Trust	Fees	£6.60	£0.00	£6.60	LGA 1972 s.111
		<b>£7,045.72</b>	<b>£725.16</b>	<b>£7,770.88</b>	

**FC/240226/09 (FC/310326/09) To receive an update on energy accounts for Burwell Parish Council from the Clerk and Vice Chair.**

Council noted that delegated authority had previously been granted to the Clerk and Chair to select energy suppliers. Quotations had been obtained from Octopus Energy, EDF and Reduce My Bills (which proposed BG Lite).

Following review, Octopus Energy had been selected as electricity supplier for all buildings, and EDF as gas supplier for the Jubilee Reading Room and Mandeville Hall.

The Clerk reported that the comparative rates had been circulated in the additional information pack and were expected to deliver significant savings over the coming year.

It was noted that the decision had been agreed by the Clerk, Chair, Vice Chair and Chair of Finance and General Purposes in accordance with the delegated authority granted.

**FC/240226/10 (FC/310326/10) Review and consideration of Burwell Parish Council's Publication Scheme, including the ICO model Publication Scheme (draft documents having been circulated to Councillors and included in the Additional Information pack), with a view to adoption.**

**RESOLVED:** To adopt the Burwell Parish Council Publication Scheme, based on the ICO Model Publication Scheme.

**FC/240226/11 (FC/310326/11) To receive an update from the Clerk on website accessibility requirements, including advice received from the Council's website provider, VisionICT.**

The Clerk reported that Vision ICT had completed a website accessibility review and had confirmed that the Council's website met the relevant requirements for the purposes of Assertion 10. The associated advice statement had been shared with those responsible for website content management.  
Council noted the report.

**FC/240226/12 (FC/310326/12) To receive an update from the Clerk on Data Protection including training uptake, data road map and data retention schedule.**

The Clerk reported that all staff and the majority of councillors had completed data protection training. A data audit had been completed and an updated data retention schedule was now in place.  
**Council noted the update.**

**FC/240226/13 (FC/310326/13) To review the Council's compliance with Assertion 10 of the Annual Governance and Accountability Return (AGAR) and determine whether it can formally confirm that this requirement has been met.**

The Clerk listed the following requirements of Assertion 10 and stated that to warrant a positive response to this assertion, the authority needs to have taken the following actions:

- Email management - Every authority must have a generic email account hosted on an authority owned domain, for example [clerk@abcparishcouncil.gov.uk](mailto:clerk@abcparishcouncil.gov.uk) or [clerk@abcparishcouncil.org.uk](mailto:clerk@abcparishcouncil.org.uk) rather than [abcparishclerk@gmail.com](mailto:abcparishclerk@gmail.com) or [abcparishclerk@outlook.com](mailto:abcparishclerk@outlook.com) for example.
- All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.
- All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).
- All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).
- All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.
- All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.
- The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.
- All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

Having reviewed the evidence provided, **Council RESOLVED** that it was satisfied that the requirements of **Assertion 10** had been met.

Meeting closed 19:55

Signed

Dated