

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 8 September 2026 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR.

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

In attendance: Katherine Hyett (Clerk); one member of the public

Absent: Cllr Michael Geary

FC/080926/1 Apologies for absence

Cllr Ben Lucas (personal matters) – Council **RESOLVED** to accept the reason for apologies.
Cllr Ben Vinten (personal matters) – Council **RESOLVED** to accept the reason for apologies.
District Councillor David Brown also sent apologies

FC/080926/2 Declarations of any interests known to Councillors

Cllr Paul Webb and Cllr Liz Swift declared an interest in item FC/080926/15 and agreed to leave the room at the start of the item.

FC/080926/3 Approval of Minutes of the meeting held on 25 August 2026

Members were in receipt of the minutes of the Full Council meeting held on 25 August 2026.

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

FC/080926/4 Public Forum

No matters were raised in the public forum.

FC/080926/5 County and District Reports

No reports were received.

FC/080926/6 Planning Applications

The following planning applications were considered and responses agreed.

- 1) **Proposal:** To vary Conditions 4 (Soft Landscaping Works), 5 (Landscaping Maintenance) and 9 (Landscape and Ecology Management Plan) of previously approved 22/00160/VARM for To Vary Condition 1 (Approved Plans) of previously approved 20/00557/ESF for Proposed Development of a Solar Farm and Ancillary Development
Location: Burwell Solar Farm Hightown Drove Burwell Cambridgeshire
Reference: 26/00914/VARM
Response: **RESOLVED:** Burwell Parish Council considered the application and had no comments to submit.

FC/080926/7 Planning Appeals/Notifications

- 1) **25/00639/FUM - Planning Appeal Hearing Notification: Grenergy Renewables, Land South-West of High Town Drove**
For Council to discuss attendance and representation at the hearing.
RESOLVED: Council unanimously agreed that Cllr Nick Acklam (Reach Parish Council) would represent both Burwell and Reach Parish Councils at the planning appeal hearing.

FC/080926/8 Finance

- 1) **RESOLVED:** That the schedule of payments, as set out below, be approved and the payments authorised. It was noted that a payment of £702.00 for a bench had been included twice within the agenda papers. The duplicate entry was identified prior to approval, and the total amount was amended accordingly.

Payee	Description	Net Amount	Vat	Total Amount	Power
All Staff	Salaries Tax Ni Superannuation including pay award backdated to 1.4.26	£16,674.58	£0.00	£16,674.58	LGA 1972 s.112
Debbie Cawley	Mileage	£56.65	£0.00	£56.65	LGA 1972 s.111
George Rowland	Mileage and expenses	£164.26	£0.00	£164.26	LGA 1972 s.111
Martyn Wright	Mileage and phone	£87.11	£0.00	£87.11	LGA 1972 s.111
K Hyett	Mileage and expenses	£12.50	£0.00	£12.50	LGA 1972 s.111
N-CIS	Monthly ICT Support	£150.00	£30.00	£180.00	LGA 1972 s.111
Scribe Civicly	Monthly Payment	£134.00	£26.80	£160.80	LGA 1972 s.111
ESPO	Benches	£969.00	£193.80	£1,162.80	LGA 1972 s.111
Amazon Bus.	Pauline's Swamp - Rosettes etc	£5.63	£1.13	£6.76	LGA 1972 s.111
Amazon Bus.	Bench Plaque (Pauline's Swamp)	£17.87	£3.58	£21.45	LGA 1972 s.111
Burwell Print Centre	Printing BPC Annual Report	£796.65	£0.00	£796.65	LGA 1972 s.142
The Swaffham's Decorator's	Deposit - Decoration Mandeville Hall 30% of cost	£2,304.84	£0.00	£2,304.84	LGA 1972 s.133
Landmark Toilet	Toilet Hire Pauline's Swamp	£110.00	£0.00	£110.00	LGA 1972 s.111
Soham Pest Control	Removal of Wasp nest at Pavilion	£90.00	£18.00	£108.00	LGA 1972 s.133
NBB Outdoors	Bench	£702.00	£140.40	£842.40	LGA 1972 s.111
Harrisons of Burwell	New Gas Meter Box at Jubilee RR	£74.00	£14.80	£88.80	LGA 1972 s.133
Anita Winrow	Return of Deposit	£50.00	£0.00	£50.00	
East of England Health and Care NHS Trust	Return of Deposit	£50.00	£0.00	£50.00	
Newmarket & District Swimming Club	Return of Deposit and 50% fee due to cancellation	£143.44	£18.68	£162.12	
M Liddiard	Return of Deposit	£50.00	£0.00	£50.00	
Mrs J Legget	Return of Deposit	£50.00	£0.00	£50.00	
R McGrath	Return of Deposit	£50.00	£0.00	£50.00	
EDF	JRR Gas	£24.94	£1.25	£26.19	LGA 1972 s133
	Total Payments	£22,767.47	£448.44	£23,215.91	
Non Payment					
Octopus Energy	Pavilion (Credits)	-£0.01	£0.00	-£0.01	LGA 1972 s133
Octopus Energy	Pavilion (Credits)	-£583.44	-£29.18	-£612.62	LGA 1972 s133

Octopus Energy	Mandeville Hall (Usage cost deducted from paid deposit)	£67.83	£3.39	£71.22	LGA 1972 s133
Octopus Energy	Gardiner Memorial Hall				
	Export Credit	-£17.17	£0.00	-£17.17	LGA 1972 s133
	Usage	£73.71	£3.69	£77.40	LGA 1972 s133
	Balance of £60.23 paid from in hand credit				

FC/080926/9 Regular Updates

Updates were provided on the following matters:

1) Burwell to Exning Cycleway: The Chair reminded Councillors that notes from the recent meeting had previously been circulated and provided a further update from the Highways Development Manager at Cambridgeshire County Council following correspondence from the Clerk. The Highways Development Manager confirmed that Cambridgeshire County Council remains committed to progressing the Burwell to Exning Cycleway and supporting Suffolk County Council where possible. He acknowledged that the legal process had taken considerably longer than anticipated and apologised for the delay. He advised that progress had been hindered by uncertainty over the legal status of a parcel of land owned by Cambridgeshire County Council; however, this issue has now been resolved. He further reported that matters are now moving forward, with Pathfinder having produced a first draft of the required legal agreement. This has been reviewed by Cambridgeshire County Council and was due to be shared with Suffolk County Council for consideration.

Councillors asked how long the construction of the cycleway would take once the project is able to proceed. The Clerk agreed to seek further information and report back to Council.

2) Newmarket Road Proposed Sports Hub: Council received and noted the meeting notes relating to the proposed Sports Hub on Newmarket Road. An update was provided that a meeting had been scheduled for the following day to discuss project progress and further develop the social media plan. Cllr Lea Dodds queried whether the proposed electricity supply for the site would have sufficient capacity to accommodate future electric vehicle charging points. Councillors also sought assurance that the active travel links serving the site would provide seamless access for pedestrians and cyclists. The provision of cycle parking facilities was discussed.

Councillors further noted that Fordham Parish Council is progressing plans for a new pavilion project and questioned whether this could create competition for the proposed Sports Hub. The Chair advised that the Sports Hub remains a top priority project for the Football Association. The Clerk added that, to her knowledge, no 3G pitch is currently proposed as part of the Fordham development.

FC/080926/10 Group Reports

- 1) The draft minutes of the Community, Safety, Health & Sports Working Group meeting dated 18th August 2026 were received and the following recommendations approved:
 - a. **RESOLVED** that the Parish Council pursue a Quiet Lanes initiative for Weirs Drove. Katherine Hyett and Hazel Barber to contact Active Travel to commence this work
- 2) The draft minutes of the Land, Buildings & Facilities Working Group meeting dated 25th August 2026 were received and the following recommendations approved:
 - a. **RESOLVED:** to make the following appointments within the Water Systems Management Chain:
 - Duty of Care Holder: Katherine Hyett
 - Nominated Responsible (Competent) Person: George Rowland
 - Nominated Deputy Responsible (Competent) Person: Debbie Cawley
 - b. **RESOLVED:** That the Council, through the Clerk's Office, promotes increased use of the tennis courts by offering two free court hire days during Spring 2027.

- c. **RESOLVED:** Having considered the quotations and information contained within the supplementary report, Council approved the appointment of the contractor detailed in Quote 3 to provide commercial waste collection services.

FC/080926/11 Parish Report

The Clerk reported continued strong usage of Council facilities, with several new and expanding bookings now in place. These include a weekly music and lifestyle session, weekly Healthy You sessions, and the use of facilities for counselling services. One regular hirer has increased their bookings from monthly to fortnightly, while another organisation has increased its use from one to two sessions per week.

Fire drills need to be completed, and Councillors were advised that a fire drill may take place during a future Council meeting. Council was also advised that the Dr Bike programme has expressed an interest in returning to Burwell following the success of previous sessions. Subject to programme planning, further sessions may be held in the village between October 2026 and March 2027 and may include maintenance workshops and bike refurbishment options.

The Clerk reported that the individual who had previously threatened Council staff with a knife had admitted possession of a bladed article in a public place and had been made subject to a six-month Youth Referral Order

The Clerk further reported that the latest Civic.ly activity report showed 3,481 tasks completed across 121 individual assets, with a completion rate of 99.6%. Burwell Parish Council is currently ranked 9th out of 110 councils using the Civic.ly platform for consistency of use.

FC/080926/12 Other County & District Matters

None considered.

FC/080926/13 Other Reports

None considered.

FC/080926/14 Exclusion of Press and Public

RESOLVED: That, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, namely confidential legal matters and legal advice.

Cllr Liz Swift and Cllr Paul Webb abstained from the vote and withdrew from the meeting due to their roles as Trustees of the Burwell & District Day Centre. The member of the public also left the meeting for the duration of the confidential item.

FC/080926/15 Burwell & District Day Centre – Legal Advice and Lease Arrangements

Cllr Lea Dodds took the Chair for consideration of this item.

Council received and considered confidential legal advice regarding the lease and occupation arrangements relating to the Burwell & District Day Centre and discussed the options available to regularise the Council's position.

Following discussion, the remaining Councillors voted unanimously to instruct the Council's legal representatives, Ashtons Legal, to pursue the first option presented within the legal advice to regularise the Council's position.

RESOLVED: That Ashtons Legal be instructed to proceed with Option 1. The Clerk will report back to Council on progress and any associated costs as the matter develops.

FC/080926/16 Other Matters

1) Council considered the application received for co-option to fill the current vacancy: Caroline Hillary addressed the Council and spoke about her background and reasons for wishing to serve as a Parish Councillor.

Following consideration, Caroline Hillary was proposed and seconded for co-option. The vote was carried unanimously.

RESOLVED: That Caroline Hillary be co-opted to Burwell Parish Council. Following her appointment, the Declaration of Acceptance of Office was duly signed.

Meeting closed: 20:28

Signed _____

Dated _____