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**Date:** 21/04/2026  
**Time:** 7:30pm  
**Location:** Mandeville

**Membership**

Jim Perry  
Liz Swift (Vice Chair)  
Geraldine Tate (Chair)  
Paul Webb  
Brenda Wilson  
Lea Dodds

**Present:** Liz Swift, Yemi Macaulay, Ryan Noyes, Paul Webb, Ben Vinten, Hazel Barber, Pat Cleary, Jim Perry, John Damian, Lea Dodds

**Clerk Katherine Hyett**

**CSHS/210426/1 Apologies**

Apologies were received from Geraldine Tate.

**CSHS/210426/2 Approval of the minutes of the meeting on 3<sup>rd</sup> February 2026:**

The minutes of the meeting held on 3 February 2026 were approved.

**CSHS/210426/3 Matters Arising**

There were no matters arising.

**CSHS/210426/4 Community**

a) **Community Group Updates:**

It was noted that *Pauline's Swamp* Open Day will take place on Sunday 6 September.

Liz Swift advised that they are looking for a commercial BBQ and a generator, and asked if anyone knew of someone who may be able to provide these.

b) **Events:**

**Annual Parish Meeting**

Geraldine, Liz and Pat will be creating a display. Katherine asked if someone could help by photographing Parish Council properties. Councillors were asked to let Katherine know if they are unable to attend the Annual Parish Meeting.

**Waste education events**

A summer event and a curry night (both CBP events) were discussed. **It was proposed that these events and free use of the hall be referred to Full Council for approval.**

c) **Youth Engagement Report from ECDC**

The ECDC Youth Engagement report was noted (reports attached).

Lea Dodds commented that engagement needs to reach more young people across different venues and events. The BAFY bus is funded until the May half-term and then will run every other week until the summer holidays. The Sports Centre is being considered as a venue for a youth initiative.

There was discussion about: creating a short survey for users of the community bus; Encouraging people to join BAFY (Paul asked councillors to promote this); Speaking with local schools; The possibility of appointing a youth project worker.

d) **New to Burwell Packs**

It was noted that the community forum has historically helped to instigate and organise these

packs. Reverend Paula Spalding has recently made contact regarding this and offered to discuss taking it forward, Liz Swift referred her to Hazel Williams.

**e) Notes and updates from the 18<sup>th</sup> March Parish & Community Forum**

Notes from the meeting held on 18 March were received (reports attached).

Paul Webb confirmed he will attend the next forum meeting on 20 May and is happy to provide transport.

It was suggested that a member of Neighbourhood Watch be invited to future CSHS meetings. Kevin Evans will be approached to attend and speak.

**CSHS/210426/5      Safety**

**a) Community Safety Meeting**

A Community Safety Meeting (not covering road safety) is pencilled in. The aim will be to invite the school, police and other community groups. Liz Swift will follow up with Lydia Barlow to confirm a date, likely October or November.

**b) Highways**

**a. Regular highways meetings**

Katherine will set up a meeting, ensure Yannifer Malinoski can attend and try to get highways there.

**b. Howlem Balk**

Homeowners' responsibilities were noted, along with highways responsibilities to provide a walking route. No further action will be taken by Burwell Parish Council at this stage.

**c. Double yellow lines**

Katherine Hyett questioned whether the council wanted to look at a privately funded LHI – we had received an email about yellow lines on the junction of silver street and Buntings Path, a letter about Newnham Lane and further discussions about the Causeway, councillors also mentioned Isaacson Road junction. John Damian questioned the purpose and enforcement of double yellow lines. Lea Dodds asked whether current lines should be repainted and to try and encourage enforcement is possible. It was noted that we previously agreed Councillors would go around the village and identify areas for double yellow lines. No volunteers were identified to pursue this at present, although Paul Webb and Lea may look at it later in the year. Katherine will provide a large map. Katherine stated that it would be useful to have a councillor leading on highways matters.

**c) Speeding**

**a. MVAS Data (Toyse lane)**

Discussion deferred to the next meeting.

**b. Factory Road**

Email correspondence was noted (attached). It was acknowledged that there are limited actions available, but the Parish Council could do more to highlight how residents can report speeding concerns.

**d) Dogs on the Recreation Ground – see attached emails**

It was agreed that all complaints should be forwarded to the District Council and that the preferred route for us would be a PSPO. The Parish Council will continue to explain publicly why dogs must be kept on leads. No one wished to propose the creation of by-laws, as these were felt to be difficult to enforce.

**CSHS/210426/6 Health****a) Webpage – health and well being.**

Katherine hasn't done anything on this yet and asked for councillors to volunteer on pulling together content. No volunteers came forward so Katherine said a local resident had offered to do some writing for us and would councillors be happy for Katherine to speak to him which they confirmed was fine as long as we have editorial control.

**b) Defibrillators:**

Katherine will bring costings for a new defibrillator to the next meeting. She outlined contact already made with Jacqueline Whipp, and Jim and Liz agreed to follow up with Jacqueline as she hasn't responded.

**c) Active travel****a. Close Pass Campaign**

An email was noted (attached) requesting suggested locations for temporary signage. Suggested locations included:

- Top of The Cause
- Corner by Mill Lane
- Both ends of the village

This will not be taken to Full Council – Katherine will respond to the email requesting the locations.

**b. Burwell to Exning Cycleway**

No further progress to report.

**c. Active travel Survey:** <https://yourvoice.cambridgeshire.gov.uk/place-and-sustainability/burwell-and-fordham-survey>.

Concerns were raised that routing via Exning to reach Fordham is unrealistic. Active travel options towards Soham were felt to be more useful, and it was suggested that the needs of horse riders should also be considered. Katherine to draft a response to go to council.

**CSHS/210426/7 Sport****a) Newmarket RD Sports Hub update**

An on-site meeting had taken place earlier that day. David Hemstock reported negatively on the soil condition, noting it should be ribbled, much looser and potentially seeded to recover soil condition with a crop such as clover or lucerne.

It was agreed that another meeting is needed to review wording relating to Section 106, and that a formal letter will be required. David Hemstock will revise his report.

**b) Football – signage for the recreation ground**

Highways have approved a sign, Katherine to design and work with Burwell Print.

**CSHS/210426/8 Donation Requests**

None were provided prior to the meeting.

**CSHS/210426/9 AOB****a. Donation Request:**

Swish and Repair Café currently holds over £3,000, which is donated to local eco-projects. Cambridge Carbon Footprint (CCF) runs an annual match-funding week. Approval will be sought at Council to donate £200 to CCF so this can be doubled. CCF is a long-established organisation that supports repair cafés and delivers educational work on reducing carbon footprint. The next Repair Café will be held on 10 May.

- b. **Fairground:** Would like to come a week earlier than planned – w/c 13<sup>th</sup> July. All else agreed would remain the same. This was agreed.
- c. **Police matters:** Katherine updated Councillors on the Police response to criminal damage and anti-social behaviour.

**Meeting closed 8.57**

**CSHS/210426/10      Next meeting 2 June 2026**

**Signed**

**Dated**

**Action sheet:**

Responsible	Action	Status
Liz Swift	Ask other Parish Council reps on the A-B1102 group if they had considered or were funding any community transport	Update needed
K Hyett/P Cleary	Contact community groups about making knitted Remembrance wall on Jubilee Reading Room	Complete
L Swift/G Tate	Arrange meeting with Lydia Barlow at ECDC about community safety forum for October/November time	
Katherine Hyett	Liaise with Highways about HGV's in North Burwell: <ul style="list-style-type: none"> <li>• Is there an option to ban HGV's from Silver Street?</li> <li>• Can we ask for further speed measurements – black strips to monitor speed and volume of traffic?</li> <li>• Clerk to try and create report for Toyse Lane from MVAS data for next meeting.</li> <li>• Set up regular Highways meetings</li> </ul>	Not started
Councillors/Clerk	Continue to raise traffic/Highways issues with district and county councillors. Clerk to repeat request to Yannifer Malinowski about regular meetings with Highways	
Katherine Hyett	Create a health and well-being web page	Not started
K Hyett/G Tate/L Swift/ P Cleary	Arrange Annual Parish Meeting in new format and consider promotion of health opportunities as well.	Ongoing
Katherine Hyett	Contact Suffolk County Council again for meeting about Burwell to Exning Cycleway	Complete
Katherine Hyett	Add to full council agenda: <ul style="list-style-type: none"> <li>• Fairground proposal</li> <li>• Consideration of applying for 20mph funding</li> </ul>	Complete
Katherine Hyett	Seek clarification from highways on 20mph questions	Complete
Councillors	Councillors to advise Liz Swift if they can help source a commercial BBQ and generator for Pauline's Swamp Open Day (6 Sept).	

Katherine Hyett	Find a volunteer photograph Parish Council properties for the Annual Parish Meeting display.	
Councillors	notify Katherine if they are unable to attend the Annual Parish Meeting	
Katherine Hyett	refer Waste Education events and free hall use to Full Council for approval. Find volunteers to support	
Councillors	Consider if they can help support BAFY activities	
Katherine Hyett	Approach Kevin Evans to attend a future CSHS meeting and speak on Neighbourhood Watch.	
Katherine Hyett	Provide councillors with a large village map to identify potential locations for double yellow lines.	
Katherine Hyett	Respond to the Close Pass Campaign email with suggested signage locations	
Katherine Hyett	Regular social media posts explaining why dogs need to be on a lead at the recreation ground. Forward any complaints that may provide evidence for a PSPO to District Councillors	
Katherine Hyett	Follow up with a local resident who has offered to help write content to see if they would help with the Health & Wellbeing webpage.	
Katherine Hyett	Research the cost of a new defibrillator	
Liz Swift	Follow up with Jacqueline Whip on Katherine's email sent 30/3/2026	
Katherine Hyett	Draft a response to the Active Travel Survey for consideration by Council,	
Katherine Hyett	Design signage for the Recreation Ground to avoid traffic going down Hythe Close and work with Burwell Print.	