

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
**Telephone: 01638 743142**  
**Email: [burwellpc@burwellparishcouncil.gov.uk](mailto:burwellpc@burwellparishcouncil.gov.uk)**

Notice is hereby given that a Meeting of the Burwell Parish Council will be held at 7.30pm on Tuesday 14<sup>th</sup> October 2025 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR, you are summoned to attend for the transaction of the following business.



Katherine Hyett, Parish Clerk, 02/09/2025

**AGENDA**

**FC/141025/1      Apologies for absence**

To receive and approve apologies for absence

**FC/141025/2      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.

**FC/141025/3      Approval of Minutes of the meeting held on 23<sup>rd</sup> September 2025**

**FC/141025/4      Public Forum**

Open forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda. To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting. At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chair. Limited to three minutes per person, fifteen minutes in total.

**FC/141025/5      County and District Reports**

1) September Report from District Cllr David Brown

**FC/141025/6      Planning Applications to be considered**

**25/00983/FUL      6 Low Road: Response date 8<sup>th</sup> October 2025 (extension granted to 15/10/25)**  
Demolition of existing conservatory and construction of two storey rear extension

**25/01017/FUL      59 Low Road: Response date 16<sup>th</sup> October 2025**  
Proposed rear and side single storey extension following demolition of existing garage

**25/00938/FUL      The Barn Welsumme Farm Weirs Drove: Response date 22<sup>nd</sup> October 2025**  
Development of a small glamping pod to be used as additional accommodation to the main residence and as a short-term holiday let

**FC/141025/6.1      Planning Decisions from District Council**

To note the following decisions:

**25/00802/FUL      Unit 22 Lucas Close - WITHDRAWN**  
Change of Use Class B1 to E(d) 1-1 personal training/rehabilitation centre

**25/00857/FUL      Mandeville House 4 Mandeville – APPROVED**  
Replacement PVCu windows to property

**FC/141025/7 Notification of tree works to be considered**

None to be considered

**FC/141025/7.1 Notification of tree works approved by East Cambridgeshire District Council**

To note the following decisions:

**25/00945/TRE Acacia House 29A High Street**

T1 Acacia - Remove lowest limb back to trunk overhanging roadway (High Street) and reduce limbs to clear house by 3m.

T2 Cherry - Reduce limbs by up to 2m overhanging house to provide 2m clearance from house and removal of lowest limb back to trunk overhanging garden.

T3 Cedar - Reduce crown by up to 2m.

T4 Beech - Reduction of limbs to give up to 2m clearance from neighbours house

**25/00944/TRE 7 Hythe Lane**

T1 Himalayan Birch - Reduce overhang of crown by 2m and crown raise to 4m from ground level on customers side to alleviate encroachment/overshadowing of T2 purple leafed beech.

**25/00906/TRE 48 High Street**

T1 Cherry - Fell to ground level. The tree is outgrown the space in the garden and is blocking natural light.

T2 Cherry - Reduce in height by up to 3m, reduce lateral spread by up to 2m, remove lowest branch back to the main stem growing over roof and sever ivy up to 2m above ground level - This is to maintain size and reduce the crown over the roof of the house

**FC/141025/8 Finance**

Urgent matters for consideration:

- 1) Selection of a supplier to complete important tree work at the Recreation Ground.
- 2) To approve selection of a supplier and acceptance of their quotation for Phase 2 lighting for Mandeville Hall and additional allocation of funds
- 3) To approve selection of a supplier and acceptance of their quotation delivering on our Net Zero funding for Mandeville Hall
- 4) For noting: The Clerk and Chair approved remedial works of £293.57 + VAT for Emergency Lighting on safety grounds.
- 5) To approve allocation of £3000 (paid out of reserves) for agronomy reports, necessary for the progression of FA Funding for the Newmarket Road Sports Hub
- 6) Notification of the receipt of second installment of 2025/2026 Precept payment in the sum of £128,518.30.
- 7) Consideration of the Annual Governance and Accountability Return received from the external auditors including Except for Matters and action to be taken to rectify.
- 8) Consideration of payment of the following:

Name	Description	Net Amount	Vat	Total Amount	Power
All Staff, HMRC, Nest	Salaries, NI, Tax, Superannuation inc. NJC Salary Award	£11,691.66	£0.00	£11,691.66	LGA 1972 s.112
George Rowland	Mileage and expenses	£135.45	£0.00	£135.45	LGA 1972 s.111
Debbie Cawley	Mileage and expenses	£28.35	£0.00	£28.35	LGA 1972 s.111

Martyn Wright	Mileage and expenses	£58.33	£0.00	£58.33	LGA 1972 s.111
Katherine Hyett	Mileage and expenses	£19.80	£0.00	£19.80	LGA 1972 s.111
N-CIS	ICT Support Service Contract	£150.00	£30.00	£180.00	LGA 1972 s.111
N-CIS	Replacement Computers/Software/Set Up	£1,216.99	£243.40	£1,460.39	LGA 1972 s.111
SLCC	Clerk's Membeship	£288.00	£0.00	£288.00	LGA 1972 s.111
Mulhall Leisure Consultancy	Newmarket Road Sports Hub	£500.00	£100.00	£600.00	LGA 1972 s.111
Sharp	Photocopier Contract	£25.00	£5.00	£30.00	LGA 1972 s.111
Atom Technologies	Discharge Tests JRR, Pub Tt, MH and GMH	£300.00	£60.00	£360.00	LGA 1972 s.133
PKF Littlejohn	External Audit	£1,050.00	£210.00	£1,260.00	LGA 1972 s.111
PHS Group	GMH Duty of Care	£22.47	£4.49	£26.96	LGA 1972 s.133
PHS Group	MH Duty of Care	£7.48	£1.50	£8.98	LGA 1972 s.133
Ellgia	General Waste Collection	£263.16	£52.63	£315.79	Open Spaces Act ss 9-10
Huws Gray	Maintenance Supplies	£184.42	£36.88	£221.30	LGA 1972 s.133
Npower	Electricity Streetlights			tbc	Highways Act 1980 s301
C Bateman	Return of Deposit	£50.00	£0.00	£50.00	
E Lambert	Return of Deposit	£50.00	£0.00	£50.00	
E Bramer-Doy	Return of Deposit	£50.00	£0.00	£50.00	
Mr Q & Mrs A Cooke	Return of Deposit	£50.00	£0.00	£50.00	

D Cabral	Return of Deposit	£50.00	£0.00	£50.00	
Cambs Light Opera	Return of Deposit	£50.00	£0.00	£50.00	
C Morris	Return of Deposit	£50.00	£0.00	£50.00	
R March	Return of Deposit	£50.00	£0.00	£50.00	
Engie	GMH Electric	£317.16	£15.86	£333.02	LGA 1972 s.133
WAVE	Allotments Water	£167.33	£0.00	£167.33	Small Holdings and Allotment Act 1908 ss23,26,42
WAVE	GMH Water	£84.54	£0.00	£84.54	LGA 1972 s.133
WAVE	JRR Water	£60.97	£0.00	£60.97	LGA 1972 s.133
Unity Trust	Cheque/Cash Fee	£0.90	£0.00	£0.90	LGA 1972 s.111
<b>Total</b>		<b>£16,972.01</b>	<b>£759.76</b>	<b>£17,731.77</b>	

#### **FC/141025/9 Regular Updates**

- 1) Burwell to Exning cycle way
- 2) Newmarket Road proposed sports hub
- 3) Renewable energy developments
  - I. To consider the briefing from Kingsway Solar on 14th October, resident feedback from the Kingsway Community Solar Action group meeting and further information received about the development.
  - II. To reconsider Burwell Parish Council's decision not to join the Kingsway Parish Council alliance objecting to the development
  - III. To approve a position statement about renewable energy development
- 4) ESG Update
- 5) Pauline's Swamp
  - I. To retrospectively note Council's approval of the Deed of Easement for Underground Electric Lines. Document available at meeting for review.

#### **FC/141025/10 Group Reports**

- 1) Consideration of the draft minutes of the Finance and General Purposes meeting dated 23/09/25 and the following recommendations:
  - a. That Moore is appointed as Internal Auditor for the Financial Year 2025/2026 at a cost of £1572.00 plus VAT
  - b. That the scope of the internal audit should cover the same as the previous year: to meet the requirements to complete the Annual Governance and Accountability form and the accounting return for 2025/2026
  - c. That the Maintenance Officer's hours are increased from 35 to 37 hours per week.

- d. That the Assistant to the Clerk's hours are increased from 18 to 20 hours per week.
  - e. That there should be a budget of £1,000 to cover additional hours worked, with the Clerk having delegated power to use these hours as and when necessary.
  - f. That £524.81 of unpaid hall booking fees are written off for Happy Tots
  - g. That having reviewed the Financial Regulations with the alterations to increase authorisation levels for the Clerk and Clerk/Chair to £500 and £1000 respectively and the changes relating to the procurement legislation, that the revised Financial Regulations are adopted.
  - h. That the revised Standing Orders are adopted.
  - i. That Council makes a £2000 donation to Burwell Museum towards their Climate Change, renewable Energy and Biodiversity Education Hub from the Climate Change budget.
  - j. That allotment deposits should be increased to £50.00
  - k. That £150,000 of the CIL Receipts is earmarked for Newmarket Road Sports Hub
- 2) Consideration of the draft minutes of the Climate Change, Biodiversity and Pollution Forum meeting dated 02/09/25 and the following recommendations:
- a. To resolve to adopt the biodiversity plan provided in additional information
- 3) Consideration of the draft minutes of the Community, Leisure, Health and Sports meeting dated 02/09/25 and the following recommendations:
- a. That we organise a Community Safety forum with ECDC.
  - b. That we approve a change of name for the group to Community, Safety, Health and Sport.

**FC/141025/11 Parish Report**

**FC/141025/12 Other County & District Matters**

- 1) **For noting: Proposed TTRO Isaacson Road.**  
Circulated in advance to Councillors as comments deadline 5/10/25. No comments received.
- 2) **For noting: Proposed TTRO Weirs Drove**  
Circulated in advance to Councillors as comments deadline 5/10/25. No comments received.
- 3) **For noting: Proposed TTRO High Street and Swaffham Road**  
Circulated in advance to Councillors as comments deadline 8/10/25. No comments received.

**FC/141025/13 Other Reports**

- 1) For noting: Wicken Fen Community Liaison notes and presentation
- 2) For noting: Pauline Swamp meeting minutes dated 24.02.2025 and 12.06.2025
- 3) For noting: Spring Close Management meeting minutes 04.09.25

**FC/141025/14 Correspondence**

None to consider

**FC/141025/15 Other Matters**

- 1) Membership of working groups and sub-groups
- 2) For noting: A new DSE Risk Assessment document
- 3) A discussion on the council's response to an earlier than previously stated fare increase and the current state of the T4 and T5 services, including repeated lateness. The possibility of setting up a public transport working group. A request to hear feedback from the A to B1102 group on the fare increase and bus issues.