

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Notice is hereby given that a Meeting of the Burwell Parish Council will be held at 7.30pm on 10 February 2026 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, 03 February 2026

AGENDA

FC/100226/1 Apologies for absence

To receive and approve apologies for absence.

FC/100226/2 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/100226/3 Approval of Minutes of the meeting held on 27th January 2026

FC/100226/4 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.

Presentation: Community Infrastructure Levy (CIL): Sally Bonnett and Lucy Flintham (East Cambridgeshire District Council)

FC/100226/5 County and District Reports

To receive written/verbal reports from District/County Councillors

FC/100226/6 Planning Applications to be considered

a. Proposal: Provision of holiday lodge

Location: The Barn Welsumme Farm Weirs Drove Burwell Ely
Reference: 25/01332/FUL

b. Proposal: Single storey side and rear extensions

Location: Fengate Lodge Hythe Lane Burwell Cambridge CB25 0EH
Reference: 26/00100/FUL

c. Proposal: Erection of 4 no. solar arrays

Location: McGowan Rutherford Factory Road Burwell Cambridge CB250BN
Reference: 25/01373/FUL

d. Proposal: Construction of a bridge over Burwell Lode for pedestrians and cyclists, including associated approach ramps and landscaping, associated culverts, extension of the Adventurers Fen car park and new cycle parking, demolition of the existing footbridge once the new structure is operational, and associated temporary works and access from local highway network, including Newnham Drove.

Application No: CCC/25/140/FUL

Location: Burwell Lode Bridge Site, South Of The Junction Of Harrisons Drove and Priory Drove, Burwell, CB25 0BW.

e. Proposal: Erection of a battery energy storage facility and associated infrastructure (amendments in response to planning committee dated 14.01.26)

Location: Land Southwest Of Hightown Drove Burwell Cambridgeshire

Reference: 25/00639/FUM

Please refer to additional documents from other interested parties.

FC/100226/6.1 Planning Decisions from District Council

None

FC/100226/7 Notification of tree works approved by East Cambridgeshire District Council

To note the following decisions:

a. Proposal: G1 - Leylandii - Fell to ground level - Trees are huge/overgrown and stop light getting into the garden

Location: Lode House 107A North Street Burwell Cambridge CB25 0BB

Reference: 25/01385/TRE

FC/100226/8 Finance

Urgent matters for consideration:

- 1) Consideration of the Quarterly Report for the period 1st October 2025 to 31st December 2025
- 2) The approval of the sum of £200 for PAT testing all our buildings (due in March).
- 3) Consideration of payment of the following:

Name	Description	Net Amount	Vat	Total Amount	Power
All Staff, HMRC,Nest	Salaries, NI, Tax, Superannuation	£12,388.84	£0.00	£12,388.84	LGA 1972 s.112
George Rowland	Mileage and expenses	£171.55	£0.00	£171.55	LGA 1972 s.111
Debbie Cawley	Mileage and expenses	£26.55	£0.00	£26.55	LGA 1972 s.111
Katherine Hyett	Mileage and expenses	£12.41	£0.00	£12.41	LGA 1972 s.111
Martyn Wright	Mileage and expenses	£57.43	£0.00	£57.43	LGA 1972 s.111
N-CIS	ICT Support Service Contract January 26	£150.00	£30.00	£180.00	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

Cambs County Council	Building Insurance Day Centre	£169.59	£0.00	£169.59	LGA 1972 s.133
TH Tree Surgery	Tree Work Recreation Ground	£2,300.00	£460.00	£2,760.00	Open Spaces Act ss 9-10
Syston Doors	Shutter Service MH	£225.00	£45.00	£270.00	LGA 1972 s.133
ESPO	Stationery	£8.70	£1.74	£10.44	LGA 1972 s.111
Dent Security	JRR Alarm Contract	£146.00	£29.20	£175.20	LGA 1972 s.133
Stannah	GMH Stair Lift Contract	£78.27	£15.65	£93.92	LGA 1972 s.133
E Freckingham	Return of Deposit	£50.00	£0.00	£50.00	
L Lambert	Return of Deposit	£50.00	£0.00	£50.00	
C Casey	Return of Deposit	£50.00	£0.00	£50.00	
		£16,618.34	£708.39	£17,326.73	

FC/100226/9 Regular Updates

- 1) Burwell to Exning cycle way
- 2) Newmarket Road proposed sports hub
- 3) Renewable energy developments

- a) To consider consenting to Burwell Parish Council's name being included in representations to be made by Richard Buxton Solicitors on behalf of the Kingsway Parish Council Alliance (letter included in additional information). West Wrating Parish Council will remain the instructing client, and Burwell Parish Council will incur no liability for legal fees.

4) ESG Update

FC/100226/10 Group Reports

- 1) Consideration of the draft minutes of the Climate Change, Biodiversity and Pollution Forum meeting dated 06.01.2026 and the following recommendations:
 - To remove the quorum of 8 from the terms of reference
- 2) Consideration of the draft minutes of the Finance and General Purposes meeting dated 27.01.2026 and the following recommendations:
 - The invoice from Cambridgeshire County Council for the Day Centre Building Insurance for the sum of £169.59 is paid by the Parish Council.
 - 2026/2027 Charges and Fees
 - Charges for the Gardiner Memorial Hall and Mandeville Hall for 2026/2027 should remain the same as in 2025/2026. A notification should also be sent to all regular hirers informing them that it is the intention of the Council to increase charges for 2027/2028.
 - Allotment rents from October 2027 to increase by 1p to 34p per square metre.
 - All Cemetery fees except for the interment of a child under the age of 12 are increased by £10.00
 - The cost of hiring the Tennis Courts is increased to £9.00 per hour.
 - From 1st April 2026 a charge should be made of £15.00 per month for the use of the Skate Park by the Shredder Skate School/Max Jamieson and that this charge will include all use of the Skate Park including use for school holiday sessions and competitions. A contract to also be drawn up for his use of the Skate Park by his business.

- Burwell Football Club is charged £11,000 for the provision of all football facilities for the 2026/2027 season (1st July 2026 to 30th July 2027).
- Amendments to banking mandates and Corporate Purchasing Card Account
 - Robin Dyos and Ian Woodroofe are removed from the Unity Trust Bank Mandate, and Ian Woodroofe is removed from the CCLA Mandate.
 - Richard Jenkins is added to the Unity Trust Mandate.
 - Katherine Hyett, as Clerk, is added to the Unity Trust Mandate to allow access to the account and for setting up payments.
 - A letter is sent to Unity Trust with regards to the Corporate Purchasing Card to allow the resetting of the password for Yvonne Rix to allow access to the account.
 - An additional Corporate Purchasing Card with a credit limit of £1000 is requested in the Clerk's name.
- Code of Conduct policy and Complaints Procedure
 - The Local Government Association Model Code of Conduct is adopted ensuring we meet the advertising requirements of the Localism Act 2011 and ensuring the Monitoring Officer is kept informed.
 - The newly drafted single Complaints' policy is adopted, and notification of the adoption is made to the Monitoring Officer.
- Staffing
 - That the revised job description for the Clerk is approved
 - That the following re-evaluation of the Clerk's role is implemented:
 1. The Clerk's post should be set at Spinal Point 32 (LC2) from 1.1.2026
 2. An increase of one spinal point annually, satisfactory staff appraisal from 1.4.2026 until Spinal Point 36 is achieved (top of LC3 – below substantive range).
 - That the employer contribution made towards staff pensions who are members of the NEST scheme by Burwell Parish Council is increased from 3% to 5% from 1.4.2026.

FC/100226/11 Parish Report

To receive a verbal report from the Parish Clerk

FC/100226/12 Other County & District Matters

None

FC/100226/13 Other Reports

None

FC/100226/14 Correspondence

None

FC/100226/15 Other Matters

- 1) Consideration of approval to replace a wooden memorial bench in the cemetery with a granite memorial bench to be paid for, installed and insured by the family.
- 2) Approval of a new Information Technology (IT) policy for adoption.
- 3) Consideration of applications for co-option to the Council.