

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 March 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 March 2026

AGENDA

FC/100326/1 Apologies for absence

To receive and approve apologies for absence.

FC/100326/2 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/100326/3 Approval of Minutes of the meeting held on 24th February 2026

FC/100326/4 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/100326/5 County and District Reports

- a) To receive a written report from Cllr David Brown
- b) To receive verbal reports from any other district or County Councillors present

FC/100326/6 Planning Applications to be considered

None to be considered.

FC/100326/6.1 Planning Decisions from District Council

To note the following decisions:

- a) Proposal: Alterations, demolitions, improvements and extensions plus replacing existing roof tiles -
APPROVED
Location: Lynton Waterside Burwell Cambridge CB25 0BJ
Reference: 25/01301/FUL
- b) APPEAL DECISION - 25/00369/FUL / 25/00370/LBC - 121 North Street, CB25 0BB (CP)
The development proposed is single storey rear extension to form new kitchen and family room.
APPEAL DISMISSED

FC/100326/7 Notification of tree works approved by East Cambridgeshire District Council

No tree works notifications to note.

FC/100326/8 Finance

Urgent matters for consideration:

- 1) To consider three quotations received for important tree works at Kingfisher Drive, to appoint a contractor and authorise the Clerk to instruct the works in accordance with the accepted quotation.
- 2) To consider three quotations received for medium tree works at the Recreation Ground, to appoint a contractor and authorise the Clerk to instruct the works in accordance with the accepted quotation.

- 3) To consider and resolve the payment of 2.5 days' accrued annual leave to Martyn Wright and Debbie Cawley, in light of the difficulty to provide cover to enable the leave to be taken within the relevant leave year.
- 4) Consideration of payment of the following:

Name	Description	Net Amount	Vat	Total Amount	Power
All Staff, HMRC, Nest	Salaries, NI, Tax, Superannuation	£14090.72	£0.00	£14090.72	LGA 1972 s.112
George Rowland	Mileage and expenses	£141.75	£0.00	£141.75	LGA 1972 s.111
Debbie Cawley	Mileage and expenses	£30.60	£0.00	£30.60	LGA 1972 s.111
Martyn Wright	Mileage and expenses	£53.83	£0.00	£53.83	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
Collier Turf Care Ltd	Turfguard Switch	£15.00	£3.00	£18.00	Open Spaces Act ss 9-10
CAPALC	Councillor Training	£150.00	£0.00	£150.00	LGA 1972 s.111
ATL Alarms	GMH Alarms	£180.00	£36.00	£216.00	LGA 1972 s.133
ESPO	Cleaning	£89.95	£17.99	£107.94	LGA 1972 s.133
ESPO	Laminator	£104.00	£20.80	£124.80	LGA 1972 s.111
Clunch	Advert	£140.00	£0.00	£140.00	LGA 1972 s.111
Burwell Print Centre	Signs	£163.38	£32.68	£196.06	LGA 1972 s.111
Sotham Engineering	Phase 2 Lights Mandeville Hall	£12,448.26	£2,489.65	£14,937.91	LGA 1972 s.133
Hallmaster	Software Renewal	£442.00	£88.40	£530.40	LGA 1972 s.111
P Webb	Mileage	£6.53	£0.00	£6.53	LGA 1972 s.111
L Matthews	Ret of Deposit	£50.00	£0.00	£50.00	
Engie	Recreation Ground	£822.16	£164.43	£986.59	LGA 1972 s.133
Total		£29,812.18	£3,009.75	£32,821.93	

FC/100326/9 Regular Updates (For information only)

To receive regular updates on current matters. This item is for discussion and information only; no decisions or resolutions will be made under this agenda item.

- 1) Burwell to Exning cycle way
- 2) Newmarket Road proposed sports hub
- 3) Renewable energy developments
- 4) ESG (Energy Sub-Group)

FC/100326/10 Group Reports

- 1) Consideration of the draft minutes of the Community, Safety, Health and Sport meeting dated 3.2.2026 and the following recommendations:
 - a. That Grays Family Funfairs be allowed to use the Recreation Ground between 20—26th July 2026 with the funfair opening: Thursday: 6:00pm – 9:00pm, Friday: 6:00pm – 9:00pm, Saturday: 2:00pm – 9:00pm for a fee of £500

FC/100326/11 Parish Report

To receive a verbal report from the Parish Clerk

FC/100326/12 Other County & District Matters

1) Statutory Consultation – Local Government Reorganisation (Cambridgeshire and Peterborough)

To consider the Ministry of Housing, Communities and Local Government (MHCLG) statutory consultation on proposals for unitary local government in Cambridgeshire and Peterborough, including the four options submitted by:

- a. Cambridge City Council, East Cambridgeshire District Council and South Cambridgeshire District Council
- b. Cambridgeshire County Council
- c. Huntingdonshire District Council
- d. Peterborough City Council and Fenland District Council

To agree whether the Parish Council wishes to submit a response to MHCLG before the consultation deadline of 26 March 2026.

FC/100326/13 Other Reports

- 1) To note Spring Close and Priory Meadow Management Group Minutes 22/01/2026
- 2) To note Newmarket Road sports hub meeting minutes 2026, draft overview document -Burwell Sports Hub and initial agronomy reports.

FC/100326/14 Other Matters

- 1) Update from the Clerk on data protection training completion.
- 2) To consider the future of the Energy Sub-Group (ESG), including a proposal to discontinue the sub-working group and reallocate any outstanding matters to the appropriate Council working groups.