

# BURWELL PARISH COUNCIL

The Jubilee Reading Room 99, The Causeway, Burwell Cambridge. CB25 0DU Telephone 01638 743142  
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Notice is hereby given that a Meeting of the Burwell Parish Council will be held at 7.30pm on Tuesday 31<sup>st</sup> 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, 24/03/2026

## AGENDA

### **FC/240226/01 Apologies for absence**

To receive and approve apologies for absence

### **FC/240226/02 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/240226/03 Approval of Minutes of the meeting of 10<sup>th</sup> March 2026**

### **FC/240226/04 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/240226/05 Planning Applications**

To consider the following list of planning applications:

- 1) Proposal: Change of use from Class F1 (Church ) to E(F) Day Nursery  
Location: Burwell United Reform Church High Street Burwell CB25 0HD  
Reference: 26/00252/FUL (response due 9<sup>th</sup> April)
- 2) Proposal: T1 Ash tree - Removal  
Location: 53 High Street Burwell Cambridge CB25 0HD  
Reference: 26/00280/TRE (response due 2<sup>nd</sup> April)
- 3) Proposal: Replacement of windows and front door from timber to UPVC. Retrospective replacement of single storey rear roofing material from metal to felt  
Location: 4 Hythe Lane Burwell Cambridge CB25 0EH  
Reference: 26/00245/FUL (response due 27<sup>th</sup> March, extension granted to 1<sup>st</sup> April)
- 4) Proposal: Demolition of existing conservatory and construction of single storey rear extension, new sliding doors to rear elevation, replacement garden wall to frontage  
Location: 14 The Causeway Burwell Cambridge Cambridgeshire CB25 0DU  
Reference: 26/00262/FUL (response due 2<sup>nd</sup> April)
- 5) Proposal: Single storey side extension  
Location: Guyatt House 42 The Causeway Burwell Cambridge Cambridgeshire  
Reference: 26/00255/FUL (response due 2<sup>nd</sup> April)
- 6) Proposal: Single storey rear flat roof extension with cladding, pitched roof front porch and demolition of the single garage in the rear  
Location: 1 Pound Close Burwell Cambridge CB25 0EP  
Reference: 26/00170/FUL (response due 25<sup>th</sup> March, extension granted to 1<sup>st</sup> April)

## FC/240226/06 Planning decisions from District Council

To note the following planning decisions:

- 1) Proposal: Agrivoltaic scheme (capacity 49.95MW) plus associated infrastructure, access roads and landscaping - APPROVED  
Location: Anchor Lane Farm Newnham Drove Burwell Cambridge CB25 0BN  
Reference: 25/00393/FUM
- 2) Proposal: Erection of a battery energy storage facility and associated infrastructure - REFUSED  
Location: Land Southwest Of Hightown Drove Burwell Cambridgeshire  
Reference: 25/00639/FUM

## FC/240226/07 Notifications from ECDC of approved work to trees

To note the following list of **approved** work to trees:

- 1) Proposal: T1 Cedar - Remove as it has grown to a significant height and is in close proximity to our house, our neighbours garage and also a cluster of houses that back on to our boundary  
Location: 8 Hythe Close Burwell Cambridge CB25 0EZ  
Reference: 26/00112/TRE – APPROVED
- 2) Proposal: T1 Acacia - Prune to clear phone lines by 1m employing directional pruning techniques  
Location: Acacia House 29A High Street Burwell Cambridge CB25 0HD  
Reference: 26/00123/TRE – APPROVED

N.B Future agendas will not include planning decisions. These can be found on <https://pa.eastcambs.gov.uk/online-applications/> or by contacting the District Council

## FC/240226/08 Urgent Matters for Consideration

- 1) To consider approval of the following payments:

Name	Description	Net Amount	Vat	Total Amount	Power
Ellgia	General Waste Disposal	£191.52	£38.30	£229.82	LGA 1972 s.133
Lloyds Bank	Maintenance Supplies £554.17 Admin £36.24 Fee £6.00	£504.05	£92.36	£596.41	LGA 1972 s.111/LGA 1972 s.133/ Open Spaces Act ss9-10
Huws Gray	Maintenance Supplies	£245.41	£49.08	£294.49	LGA 1972 s.133
N and G Marsh	Gate Post Recreation Ground	£85.00	£0.00	£85.00	Open Spaces Act ss9-10
Vision ICT Ltd	Website MOT	£145.00	£29.00	£174.00	LGA 1972 s.111
C&PALC	Training (2 Invoices)	£1,207.17	£0.00	£1,207.17	LGA 1972 s.111
Lea Dodds	Mileage	£25.20	£0.00	£25.20	LGA 1972 s.111
Burwell Print Centre	Sign Marg. Field	£32.37	£6.47	£38.84	LGA 1972 s.133
PPI PRS	Music Licence GMH	£335.58	£67.12	£402.70	LGA 1972 s.133
Sharp	Photocopier Contract	£25.00	£5.00	£30.00	LGA 1972 s.111
Peter Saunders Builders Ltd	Ret of Dep	£50.00	£0.00	£50.00	
Amina Musaji	Ret of Dep	£50.00	£0.00	£50.00	
C Jolley	Ret of Dep	£50.00	£0.00	£50.00	

BT	Phone and Internet	£543.25	£108.65	£651.90	LGA 1972 s.111
Engie	Allotments	£38.99	£1.95	£40.94	Small Holding and Allotments Act 1908 ss23,25
Engie	MH Gas	£570.40	£28.52	£598.92	LGA 1972 s.133
Engie	Recreation Ground	£600.95	£30.05	£631.00	Open Spaces Act ss9-10
Engie	Public Toilet	£21.06	£1.05	£22.11	Pub Health 1936 s87
Engie	Cemetery	£37.04	£1.85	£38.89	LGA 1972 s.214(6)
Engie	JRR	£109.71	£5.49	£115.20	LGA 1972 s.133
Engie	GMH	£996.74	£199.35	£1,196.09	LGA 1972 s.133
Engie	JRR Gas	£399.69	£19.98	£419.67	LGA 1972 s.133
Wave	Gardiner Memorial Hall	£88.14	£0.00	£88.14	LGA 1972 s.133
Wave	Recreation Ground	£68.55	£0.00	£68.55	Open Spaces Act ss9-10
Wave	Allotments	£161.88	£0.00	£161.88	Small Holding and Allotments Act 1908 ss23,25
Wave	Cemetery	£20.61	£0.00	£20.61	LGA 1972 s.214(6)
Octopus Energy	Mandeville Hall	£435.81	£40.94	£476.75	LGA 1972 s.133
Unity Trust	Fees	£6.60	£0.00	£6.60	LGA 1972 s.111
		<b>£7,045.72</b>	<b>£725.16</b>	<b>£7,770.88</b>	

**FC/240226/09** To receive an update on energy accounts for Burwell Parish Council from the Clerk and Vice Chair.

**FC/240226/10** Review and consideration of Burwell Parish Council's Publication Scheme, including the ICO model Publication Scheme (draft documents having been circulated to Councillors and included in the Additional Information pack), with a view to adoption.

**FC/240226/11** To receive an update from the Clerk on website accessibility requirements, including advice received from the Council's website provider, VisionICT.

**FC/240226/12** To receive an update from the Clerk on Data Protection including training uptake, data road map and data retention schedule.

**FC/240226/13** To review the Council's compliance with Assertion 10 of the Annual Governance and Accountability Return (AGAR) and determine whether it can formally confirm that this requirement has been met.