

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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Notice is hereby given that a Meeting of the Burwell Parish Council will be held at 7.30pm on 14 April 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, 07 April 2026

## AGENDA

**FC/140426/1      Apologies for absence**

To receive and approve apologies for absence.

**FC/140426/2      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/140426/3      Approval of Minutes of the meeting held on 31<sup>st</sup> March 2026**

**FC/140426/4      Public Forum**

An opportunity for members of the public to raise matters relevant to the work of the Council, either for future consideration or in relation to items on this agenda. Members of the public and any councillor who has declared an interest may speak during this item. At the close of the public forum, members of the public will not ordinarily be permitted to speak during the remainder of the meeting unless invited by the Chair. Public participation is limited to three minutes per person and fifteen minutes in total.

**FC/140426/5      Presentation**

To receive a presentation from Nick Acklam (Reach Parish Councillor and member of the Kingsway Area Parish Council Alliance Legal Steering Committee) and Simon Chandler (Chair of West Wrating Parish Council and member of the Kingsway Area Parish Council Alliance Legal Steering Committee) regarding proposed next steps for the Alliance and updates on other energy proposals likely to affect Burwell and Reach.

**FC/140426/6      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/140426/7      Planning Applications**

To consider the following planning applications and agree the Council's response:

- 1) Proposal: Erection of 1no. detached dwelling with new vehicular access (amended plan/additional information)  
Location: Land To West Of 4 Newmarket Road Burwell  
Reference: 25/01334/FUL. Response date 17<sup>th</sup> April 2026
- 2) Proposal: 2No. detached single-storey, two-bedroom dwellings, with associated amenity and parking space (amended plan/additional information)  
Location: Land North Of 18 Reach Road Burwell  
Reference: 25/01199/FUL. Response date 28<sup>th</sup> April 2026

**FC/140426/8 Finance**

1) To consider and approve the schedule of payments as presented.

<b>Name</b>	<b>Description</b>	<b>Net Amount</b>	<b>Vat</b>	<b>Total Amount</b>	<b>Power</b>
All Staff, HMRC, Nest	Salaries, NI, Tax, Superannuation TBC	£13,447.15	£0.00	£13,447.15	LGA 1972 s.112
George Rowland	Mileage and expenses	£146.15	£0.00	£146.15	LGA 1972 s.111
Debbie Cawley	Mileage and expenses	£27.45	£0.00	£27.45	LGA 1972 s.111
Martyn Wright	Mileage and expenses	£58.33	£0.00	£58.33	LGA 1972 s.111
N-CIS	ICT Support Service Contract	£150.00	£30.00	£180.00	LGA 1972 s.111
N-CIS	Additional ICT Service	£101.12	£20.22	£121.34	LGA 1972 s.111
Civic-Ly/Scribe	Asset Software	£134.00	£26.80	£160.80	LGA 1972 s.111
Sharp	Photocopier Contract	£49.31	£9.86	£59.17	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
Warner Roofing	Repairs to roof GMH	£1,140.00	£228.00	£1,368.00	LGA 1972 s.133
Impact	Repairs to roof GMH	£1,350.10	£270.02	£1,620.12	LGA 1972 s.133
ATL Alarms	GMH Fire Alarms	£165.00	£33.00	£198.00	LGA 1972 s.133
ATL Alarms	GMH Fire Alarms	£93.84	£18.77	£112.61	LGA 1972 s.133
ATL Alarms	Fire Protection - all sites	£260.00	£52.00	£312.00	LGA 1972 s.133
Zion Landscapes	Grass Cutting Contract	£1,355.00	£271.00	£1,626.00	LGA 1972 s.133
N Power	Streetlight Energy	£104.24	£5.21	£109.45	LGA 1972 s.133

Burwell & Exning Cricket Club	Return of deposit	£50.00	£0.00	£50.00	N/A – refund of deposit
J Reeves	Return of deposit	£50.00	£0.00	£50.00	N/A – refund of deposit
ECDC	Rates GMH *	£2,704.80	£0.00	£2,704.80	LGA 1972 s.133
ECDC	Rates Cemetery *	£2,143.70	£0.00	£2,143.70	LGA 1972 s.214
ECDC	Rates Mandeville Hall*	£6,272.00	£0.00	£6,272.00	LGA 1972 s.133
ECDC	Rates Jubilee Reading Room*	£529.20	£0.00	£529.20	LGA 1972 s.133
		<b>£30,931.39</b>	<b>£1,064.88</b>	<b>£31,996.87</b>	
* Total payment for the full year. Amount paid in 10 monthly instalments.					

#### **FC/140426/9 Regular Updates**

To receive updates on the following matters:

- 1) Burwell to Exning cycle way: Minutes of recent meeting in additional information
- 2) Newmarket Road proposed sports hub
- 3) Renewable energy developments

#### **FC/140426/10 Group Reports**

- 1) To consider the draft minutes of the Finance and General Purposes Working Group meeting dated 31.03.26 and the following recommendations:
  - a. That the Council enters into a 12-month contract with Bright HR at a cost of £1764.00 to provide Health and Safety and HR Support.
  - b. That £200,000.00 be transferred to a higher interest rate account from the Unity Trust Current Account once a suitable higher rate interest has been identified and agreed by Council.
  - c. To allocate £45,000.00 of unallocated CIL funding to the Newmarket Road Sports Hub.
  - d. To approve an annual advance payment discount of **£15.00** for Shredder Skate School, and to increase the notice period for fee changes from one month to two months.
  - e. To approve the provision of a mobile phone for the Clerk.
  - f. To consider staffing recommendations in confidential session
- 2) To consider the draft minutes of the Climate Change, Biodiversity and Pollution forum meeting held on 03.03.26
- 3) To consider the draft minutes of the Land, Buildings, and Facilities Working Group meeting dated 03.03.26 and the following recommendations:
  - a. To accept DH Electrical's quotation of £2,865.70 to replace the distribution board at Mandeville Hall.
  - b. To allocate £2,500.00 of CIL funding to new street furniture, including benches and bins.

- c. To accept David Bracey's quotation of £450.00 for the annual play equipment inspections.

**FC/140426/11 Parish Report**

To receive a verbal report from the Parish Clerk

**FC/140426/12 Other County & District Matters**

- 1) For noting: East Cambridgeshire District Council: Street Naming and numbering schedule sent for Phase 3 Millstone Park
- 2) To receive a project newsletter from Cambridgeshire County Council about Nature Recovery – From the Ground up
- 3) For noting: Letter to Alison McGovern MP (Minister of State for Local Government and English Devolution in the UK) signed by Liz Swift, Chair, Burwell Parish Council reaffirming support for option 2 in the Local Government Reorganisation

**FC/140426/13 Other Reports**

- 1) For council to receive and note the presentation from the East Cambs Working Group for 'Nature Recovery – From the Ground up' attended by Hazel Barber.

**FC/140426/14 Correspondence**

To receive and consider correspondence and any resulting actions in relation to:

- a. Simon Chandler's email: "*Kingsway Solar Farm – what happens next?*"
- b. National Grid update regarding Burwell Substation

**FC/140426/15 Parish Online Access**

To consider whether to approve subcontractor access within Parish Online for the following organisations / individuals for mapping and project-related purposes:

- Peter Bates of SSECAM (formerly East Cambs Climate Action Network)
- Wild Burwell

**FC/140426/16 Exclusion of Press and Public**

To resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item(s) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, namely staffing and contractual matters.

**FC/140426/17 Confidential Staffing Matters**

To consider recommendations from the Finance and General Purposes Committee relating to staffing matters, including salaries, appraisals, additional hours, and implementation of nationally agreed pay awards.