

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 the Annual Meeting of Burwell Parish Council will be held at 7.30pm on 12th May 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, 06 May 2026

AGENDA

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| FC/120526/1 | Election of Chair and Chair's declaration of acceptance of office |
| FC/120526/2 | Election of Vice Chair |
| FC/120526/3 | Apologies for absence
To receive and approve apologies for absence. |
| FC/120526/4 | Declarations of any interests known to Councillors
To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests, and any requests for dispensations, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any agenda item. |
| FC/120526/5 | Approval of Minutes of the meeting held on 28th April 2026 |
| FC/120526/6 | Review and adoption of standing orders and financial regulations. |
| FC/120526/7 | Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. |
| FC/120526/8 | Review of representation on or work with external bodies and arrangements for reporting back. |
| FC/120526/9 | Confirmation of arrangements for insurance cover in respect of all insurable risks and to agree renewal of our policy with Zurich for a period of 3 years or commencing an agreement with a new supplier. |
| FC/120526/10 | Review of the Council's and/or staff subscriptions to other bodies. |
| FC/120526/11 | Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation. |
| FC/120526/12 | Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. |
| FC/120526/13 | 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/120526/14 County and District Reports

To receive verbal or written reports from District and County Councillors

FC/120526/15 Planning Applications

None to be considered.

FC/120526/16 Finance

- a. To consider and approve a donation of £200 to the Cambridgeshire Libraries summer reading scheme
- b. To note the receipt of the first Precept payment of £145,000.00
- c. To note the receipt of the payment of CIL Meaningful Proportion of £5377.43
- d. To consider and approve the schedule of payments as presented.

Payee	Description	Net Amount	Vat	Total Amount	Power
All Staff	Salaries Tax Ni Superannuation inc RFO 5 hours overtime.	£13,086.84	£0.00	£13,086.84	Local Gvt Act 1972 s.112
Debbie Cawley	Mileage	£27.45	£0.00	£27.45	LGA 1972 s.111
George Rowland	Mileage and expenses	£138.15	£0.00	£138.15	LGA 1972 s.111
Martyn Wright	Mileage and phone	£67.55	£0.00	£67.55	LGA 1972 s.111
Katherine Hyett	Safety Tape and Personal Alarm	£21.94	£0.00	£21.94	LGA 1972 s.111
N-CIS	Microsoft 365	£101.12	£20.22	£121.34	LGA 1972 s.111
Mulhall Leisure Consultancy Ltd	Newmarket Road Sports Hub	£500.00	£100.00	£600.00	LGA (Misc Prov) 1976 s.19
Grounds Management Association	Newmarket Road Sports Hub	£1,310.00	£262.00	£1,572.00	LGA (Misc Prov) 1976 s.19
Stannah	Stair Lift Service	£78.27	£15.65	£93.92	LGA 1972 33
Mr Groundsman	Football Pitch Maintenance Recreation Ground	£7,450.00	£1,490.00	£8,940.00	LGA (Misc Prov) 1976 s.19
Mr Groundsman	Grass Cutting Margaret Fiels	£510.00	£102.00	£612.00	LGA (Misc Prov) 1976 s.19
Zion Landscapes	Grass Cutting	£1,355.00	£271.00	£1,626.00	Open Spaces Act 1906 ss 9-10

Scribe (Starboard Systems)	Scribe Accounts Package	£1,008.00	£201.60	£1,209.60	LGA 1972 s.111
N & G Marsh	Repairs Recreation Ground Barrier	£74.00	£0.00	£74.00	LGA (Misc Prov) 1976 s.19
BrightHR	HR Software	£147.83	£27.92	£175.75	LGA 1972 s.111
CAPALC	Return of Deposits	£100.00	£0.00	£100.00	
Octopus Energy	Recreation Ground Electricity	£226.82	£11.34	£238.16	LGA 1972 s.133
Engie	Public Toilet Feb 26	-£21.06	-£1.05	-£22.11	Public Health Act 1936 s87
Engie	Public Toilet Feb 26	£21.06	£1.05	£22.11	Public Health Act 1936 s87
Engie	Public Toilet March 26	£22.56	£1.13	£23.69	Public Health Act 1936 s87
Engie	Public Toilet March 26	-£22.56	-£1.13	-£23.69	Public Health Act 1936 s97
Corona Energy	Mandeville Hall April 25	£292.60	£14.63	£307.23	LGA 1972 33
Corona Energy	Mandeville Hall May 25	£284.34	£14.22	£298.56	LGA 1972 33
Corona Energy	Mandeville Hall June 2025	£271.18	£13.56	£284.74	LGA 1972 33
Corona Energy	Mandeville Hall July 2025	£260.34	£13.02	£273.36	LGA 1972 33
		£27,311.43	£2,557.16	£29,868.59	

FC/120526/17 Regular Updates

To receive updates on the following matters:

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

FC/120526/18 Group Reports

- 1) To consider the draft minutes of the Community, Safety, Health and Sport Working Group meeting dated 21.04.2026 and the following recommendations:
 - a. To arrange another waste workshop aimed at families for the summer holidays and a curry night in October aimed at reducing food wastage with the provision of a venue at no cost.
 - b. To agree a response to the Burwell – Fordham active travel survey provided by Cambridgeshire County Council.

- 2) To consider the draft minutes of the Land, Buildings, and Facilities Working Group meeting dated 28.04.26 and the following recommendations:
- a. That Burwell and District Horticultural Society be allowed to run a cold water pipe from the Parish Council supply to their shed ensuring the supply can be isolated to reduce risk of freezing.
 - b. That we progress with the quote of £310 from Syston Doors for the fire shutter servicing at Mandeville Hall and Gardiner Memorial Hall
 - c. To delegate authority to the Clerk to purchase and place 5 bins and 2 benches utilising the recently allocated CIL budget of £2500
 - d. To appoint a Maintenance Support Officer, in line with the proposal paper provided, for a period of 16 weeks commencing as soon as possible.
 - e. That the current maintenance equipment be replaced with battery-operated equipment from EGO, specifically: PHX1600 Pro X power head – £299; STA1700 strimmer attachment – £129; HTA2000S hedge cutter attachment – £179; BA2800T 5.0Ah battery – £229; CH700E-T 700W Rapid+ charger – £129. Total cost £965 including VAT, with a free BA2800T 5.0Ah battery included.

FC/120526/19 Parish Report

To receive a verbal report from the Parish Clerk

FC/120526/20 Other County & District Matters

None to report

FC/120526/21 Other Reports

For receipt and noting

- a. Spring Close and Priory Meadow Management Group minutes 18.03.26
- b. Technical assessment report – Newmarket Road sports hub

FC/120526/22 Correspondence

- a. For councillors to confirm receipt of the requests to re-consider donating to the Kingsway Parish Council alliance funds.

FC/120526/23 Other Matters

- a. **Membership of working groups**
For councillors to elect members of working groups.