

**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 the 9<sup>th</sup> June 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, 02 June 2026

## AGENDA

**FC/090626/1      Apologies for absence**

To receive and approve apologies for absence.

**FC/090626/2      Declarations of any interests known to Councillors**

To receive declarations of Disclosable Pecuniary Interests (DPI) or other interests under the Localism Act 2011 and to consider any requests for dispensations.

**FC/090626/3      Approval of Minutes of the meeting held on 26<sup>th</sup> May 2026**

**FC/090626/4      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/090626/5      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/090626/6      Planning Applications**

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

- 1) **Proposal:** Ground, first and second floor extensions, internal reconfiguration, alterations to covered terrace, creation of new external walkway canopy, provision of new outdoor play area and associated site works  
**Location:** 90 High Street Burwell Cambridge CB25 0HD  
**Reference:** 26/00323/FUL. Response due 12.06.26

**FC/090626/7      Planning Appeals/Notifications**

- 1) **Planning Appeal Notification** (see enclosed document)  
**Site Address:** Land Southwest Of Hightown Drove Burwell Cambridgeshire  
Description of development: Erection of a battery energy storage facility and associated infrastructure  
**Application Reference:** 25/00639/FUM

**FC/090626/8 Finance**

1) To consider and approve the schedule of payments and to authorise payments.

<b>Payee</b>	<b>Description</b>	<b>Net Amount</b>	<b>Vat</b>	<b>Total Amount</b>	<b>Power</b>
All Staff	Salaries Tax Ni Superannuation	£13,889.91	£0.00	£13,889.91	Local Gvt Act 1972 s.112
Debbie Cawley	Mileage	£33.30	£0.00	£33.30	LGA 1972 s.111
George Rowland	Mileage and expenses	£165.97	£0.00	£165.97	LGA 1972 s.111
Martyn Wright	Mileage and phone	£49.74	£0.00	£49.74	LGA 1972 s.111
N-CIS	Monthly ICT Support	£150.00	£30.00	£180.00	LGA 1972 s.111
ATL Alarms	Fire Services Pav, MH,GMH,JRR	£360.00	£72.00	£432.00	LGA 1972 s.133
ATL Alarms	Fire Service Pavilion	£270.00	£54.00	£324.00	LGA 1972 s.133
ATL Alarms	Fire Equip Replacement	£388.49	£77.70	£466.19	LGA 1972 s.133
Expert Access Solutions	Door Service JRR	£232.00	£46.40	£278.40	LGA 1972 s.133
S R Landscapes	Tree Work Various Sites	£3,700.00	£0.00	£3,700.00	Open Spaces Act 1906 ss 9-10
Zion Landscapes	Grass Cutting	£1,355.00	£271.00	£1,626.00	Open Spaces Act 1906 ss 9-10
Scribe Civicy	Monthly Payment	£134.00	£26.80	£160.80	LGA 1972 s.111
VHS Cleaning	Cleaning supplies	£292.44	£58.48	£350.92	LGA 1972 s.133
BrightHR	HR Software	£147.83	£27.92	£175.75	LGA 1972 s.111

ESPO	Cleaning supplies	£190.90	£38.18	£229.08	LGA 1972 s133
ESPO	2 Benches	£752.00	£150.40	£902.40	LGA 1972 s133
ESPO	5 Bins	£1,040.00	£208.00	£1,248.00	Litter Act 1983 ss5-6
Hutchinsons	Azural 20	£97.40	£19.48	£116.88	LGA (Misc Prov.)Act 1976 s.19
Amazon Bus.	Fridge Mandeville Hall	£104.16	£20.83	£124.99	LGA 1972 s133
Amazon Bus.	First Aid and Safety Workwear	£47.57	£9.51	£57.08	LGA 1972 s.111
P Hardy	Return of Deposit	£50.00	£0.00	£50.00	
J Myers	Return of Deposit	£50.00	£0.00	£50.00	
	<b>Total Payments</b>	<b>£23,500.71</b>	<b>£1,110.70</b>	<b>£24,611.41</b>	
To be noted:					
EDF	MH Gas including SBNewAcqFix100 (Credit £100)	-£38.33	-£1.92	-£40.25	LGA 1972 s.133
EDF	JRR Gas including SBNewAcqFix100(Credit £100)	-£45.77	-£2.29	-£48.06	LGA 1972 s.133

#### **FC/090626/9 Regular Updates**

To receive updates on the following matters:

- 1) Burwell to Exning cycleway
- 2) Newmarket Road proposed sports hub

#### **FC/090626/10 Traffic Regulation Order Notice on Newmarket Road**

- 1) To review a change to the placement of 30mph signs on Newmarket Road due to the new housing development in Exning (documents enclosed).
- 2) To consider and agree if Council are supportive of a change from National Speed Limit to 40mph on Newmarket Road as part of the new shared use facility scheme (Burwell to Exning cycleway). A formal consultation will take place after this feedback is provided.

#### **FC/090626/11 Group Reports**

- 1) To consider the draft minutes of the Finance and General Purposes Working Group meeting dated 26.05.26 and the following recommendations:

- a. That the Draft Health and Safety Policy is approved and adopted.
  - b. That the revised Lone Workers Policy is approved and adopted.
  - c. That a 12-month fixed rate Unity Trust savings account is opened and £200,000.00 is transferred to the account from the Unity Trust current account.
  - d. That £50,000.00 is transferred to the existing CCLA account from the Unity Trust current account.
  - e. That following the presentation of Quarterly Reports consideration is given to the option of transferring further funding to a higher rate account.
  - f. Council to be made aware that the Exercise of Public Rights for the financial year 2025/2026 will be from 1<sup>st</sup> July 2026 to 11<sup>th</sup> August 2026.
  - g. That the scope for audit for 2026/2027 is the same as 2025/2026 which will meet all governance requirements.
  - h. That the increased HMRC mileage allowance of 55p per mile from 6<sup>th</sup> April 2026 (previously 45p per mile) is implemented for all authorised parish council travel and suitable back payments are made for mileage claimed in this period.
- 2) To consider the draft minutes of the Community, Safety, Health and Sport Working Group meeting dated 02.06.26 and the following recommendations:
- a. That an application is submitted to National Lottery Awards for all England for £2500 for a defibrillator at Gardiner Memorial Hall
  - b. That Burwell Parish Council earmark £1000 of general reserves for replacement of defibrillator consumables such as batteries and pads.

**FC/090626/12 Parish Report**

To receive a verbal report from the Parish Clerk

**FC/090626/13 Other County & District Matters**

**FC/090626/14 Other Reports**

- 1) Wicken Fen Community Liaison Meeting notes 14.05.26

**FC/090626/15 Correspondence**

- 1) EN010106 – Sunnica Energy Farm (letter enclosed)
- 2) An update on 'Forest City 1' proposals – correspondence from Charlotte Cane MP (letters enclosed).

**FC/090626/16 Other Matters**

- 1) An update on the councillor vacancy