

# 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 30<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, 23<sup>rd</sup> June 2026

## AGENDA

### **FC/300626/01 Apologies**

To receive and approve apologies for absence

### **FC/300626/02 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/300626/03 Approval of Minutes of the meeting of 9<sup>th</sup> June 2026**

To consider and approve the minutes of the Full Council meeting held on 9 June 2026 and authorise the Chair to sign them as a correct record.

### **FC/300626/04 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/300626/05 Planning Applications**

To consider the following list of planning applications:

- 1) **Proposal:** Demolition of existing garage, erection of single storey side extension and front extension to form a new garage, home office and porch  
**Location:** 12 Swaffham Road Burwell Cambridge CB25 0AN  
**Reference:** 26/00644/FUL
- 2) **Proposal:** Ground floor side & rear wrap around extension  
**Location:** 70 Silver Street Burwell Cambridge CB25 0EF  
**Reference:** 26/00590/FUL (Note: Extension of consultation period granted until 1 July 2026.)

### **FC/300626/06 Finance Matters for Consideration**

- 1) Consideration of 3 quotes (excluding VAT) for fixed wire testing of the Allotments, the Cemetery Chapel, Gardiner Memorial Hall, Jubilee Reading Room, store and public toilet and Pavilion.
- 2) Consideration of approval of safety management contract for fire and intruder alarms, emergency lighting and firefighting equipment maintenance (further documentation to be circulated)
- 3) To note that the Clerk and Chair have engaged Creative Play to service the Zipline at the Recreation Ground for a cost of £750 + VAT, including several replacement parts and fix the jigsaw climber for £855 + VAT.
- 4) To note the transfer of funds from the main Parish Council Unity Account:
  - a) £50,000 to purchase further CCLA.
  - b) £200,000 into a new Unity Trust 12 month Fixed Term account.
- 5) To approve the following awards/payments from Repair and Swish Café funds:

Swish/Repair Café Eco Grant Applications 2026	Bid	Decision
Prospects Trust, Reach (Maz Baker): Nature Reserve Funding	No specified amount	£250
Parish Council: Bee/insect friendly plants and compost for Mandeville Hall planters.	£150	£150
Pauline's Swamp - bench in memory of Mike Swift	£225	£225

Transfer of funds from Repair and Swish Café to Parish Council admin cost centre) for sum up machines (already purchased).		£95
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6) To approve the following payments

Name	Description	Net Amount	Vat	Total Amount	Power
Ellgia	General Waste Disposal	£215.04	£43.01	£258.05	LGA 1972 s.133
Lloyds Bank	Maintenance Supplies £185.53 Admin £100.00 inc VAT Fee £6.00	£243.77	£47.76	£291.53	LGA 1972 s.111/LGA 1972 s.133/ Open Spaces Act ss9-10
Huws Gray	Maintenance Supplies	£92.86	£18.57	£111.43	LGA 1972 s.133
Impact	Reinstallation of Solar Panels - GMH	£1,350.10	£270.02	£1,620.12	LGA 1972 s.133
E Swift	Refreshments Strategy Day	£40.39	£0.00	£40.39	LGA 1972 s.111
ATL Alarms	Intruder Alarm GMH	£120.00	£24.00	£144.00	LGA 1972 s.133
N-CIS	Software	£101.12	£20.22	£121.34	LGA 1972 s.111
GMS	Maintenance Supplies	£23.33	£4.67	£28.00	Open Spaces Act 1906 ss9-10
Bright HR	HR & HS Software	£147.83	£27.92	£175.75	LGA 1972 s.111
Sharp	Photocopier Contract	£25.00	£5.00	£30.00	LGA 1972 s.111
Mr Groundsman	Grass Cutting Nov 25 - April 26 Recreation Ground	£4,162.50	£832.50	£4,995.00	Open Spaces Act 1906 ss9-10
Mr Groundsman	Pitch Maintenance Work	£5,000.00	£1,000.00	£6,000.00	Open Spaces Act 1906 ss9-10
Mr Groundsman	Grass Cutting Margaret Field	£520.00	£104.00	£624.00	Open Spaces Act 1906 ss9-10
ECDC	Premises License GMH	£180.00	£0.00	£180.00	LGA 1972 s.133
Burwell Window Cleaning	Window Cleaning - various properties	£70.00	£0.00	£70.00	LGA 1972 s.133
BT	Telephone Account	£636.23	£127.25	£763.48	LGA 1972 s.111
Anglia Wright Advice	Maintenance Officer Risk Assessment	£450.00	£90.00	£540.00	LGA 1972 s.111
Harrisons of Burwell	Repair Work Pavilion	£176.00	£35.20	£211.20	LGA 1972 s.133
Berserk	Intruder Alarm GMH	£175.00	£35.00	£210.00	LGA 1972 s.133
Unity Trust	Bank Charges	£6.90	£0.00	£6.90	LGA 1972 s.111
Simon Butteriss	Return of deposit	£50.00	£0.00	£50.00	LGA 1972 s.111
Debbie Everitt	Return of Deposit	£50.00	£0.00	£50.00	LGA 1972 s.111

Wave	Water Fee Pavilion	£74.08	£0.00	£74.08	LGA 1972 s.133
Wave	Allotments	£227.84	£0.00	£227.84	Small Holding and Allotments Act 1908 ss23,25
Wave	Cemetery	£27.40	£0.00	£27.40	Open Spaces Act 1906 ss9-10
Wave	GMH	£104.40	£0.00	£104.40	LGA 1972 s.133
Wave	Jubilee Reading Room	£53.93	£0.00	£53.93	LGA 1972 s.133
Octopus	Allotments	£19.96	£1.00	£20.96	Small Holding and Allotments Act 1908 ss23,25
Octopus	Mandeville Hall	£72.68	£3.63	£76.31	LGA 1972 s.133
Octopus	Public Toilet	£20.90	£1.04	£21.94	Public Health 1936 s87
Octopus	Cemetery	£17.59	£0.88	£18.47	LGA 1972 s.214(6)
Octopus	JRR	£84.10	£4.20	£88.30	LGA 1972 s.133
Octopus	Recreation Ground/Pavilion	£235.90	£11.80	£247.70	LGA 1972 s.133
Octopus	Gardiner Memorial Hall	£77.51	£3.88	£81.39	LGA 1972 s.133
<b>Totals</b>		<b>£14,852.36</b>	<b>£2,711.55</b>	<b>£17,563.91</b>	

#### **FC/300626/07 Annual Governance and Accountability Return 2025-2026 (AGAR)**

- 1) Consideration of the Internal Auditors Report for the 2025/2026 Financial Year
- 2) Consideration, completion and signing of the Annual Governance Statement 2025/2026
- 3) Consideration and signing of the Accounting Statements for 2025/2026

#### **FC/300626/08 Other Reports for noting**

- 1) Kingsway Solar Project Update
- 2) Combined Authority Members' Newsletter - June 2026

#### **FC/300626/09 Other matters from Principal Authorities**

- 1) Temporary Traffic Regulation Order (TTRO) for a telecoms upgrade on Heath Road, Burwell; Legal Order Period: 18 Months – 9 July 2026 to 8 January 2028; Anticipated Works Dates: 9 July and 14 July 2026
- 2) TTRO for electrical service installation and associated works on Tan House Lane & Mandeville, Burwell; Anticipated Works Dates: 17-18 August 2026.
- 3) Invitation to participate in the West Suffolk Local Plan 2045 - Scoping Consultation (16 June to 28 July 2026): <https://westsuffolk.inconsult.uk/system/listConsultations>
- 4) To consider the Cambridgeshire & Peterborough Combined Authority Bus Network Review consultation and determine whether to submit a response on behalf of the Parish Council

#### **FC/300626/10 Election of Chair – Wicken Fen Community Liaison Forum**

To consider a request from the Wicken Fen Community Liaison Forum and resolve whether to support the appointment of Dr Erika Wedgwood as Chair of the Forum