

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Notice is hereby given that a Meeting of the Burwell Parish Council will be held at 7.30pm on the 21st July 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, 14 July 2026

AGENDA

FC/210726/1 Apologies for absence

To receive and approve apologies for absence.

FC/210726/2 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/210726/3 Approval of Minutes of the meeting held on 30th June 2026

FC/210726/4 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/210726/5 County and District Reports

b) To receive verbal or written reports from any other district or County Councillors present

FC/210726/6 Planning Applications

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

- 1) **Proposal:** BHXT002 Plum - Crown lift to 2.4M over the footpath and grassed area. BHXT003 Moroccan Broom - Crown lift to 2.4M over parking area.
Location: Land North West Of 7B Hythe Lane Burwell
Reference: 26/00710/TRE

FC/210726/7 Planning Appeals/Notifications

None to consider

FC/210726/8 Finance

- 1) To approve a recommendation from Pauline's Swamp Trustees to transfer £250 from Pauline's Swamp funding to the Parish Council for the provision of a bench in Mike Swift's memory.
- 2) To consider and approve the schedule of payments and to authorise payments.

Payee	Description	Net Amount	Vat	Total Amount	Power
All Staff	Salaries Tax Ni Superannuation	£14,187.08	£0.00	£14,187.08	Local Gvt Act 1972 s.112
Debbie Cawley	Mileage	£71.68	£0.00	£71.68	LGA 1972 s.111

George Rowland	Mileage and expenses	£149.94	£0.00	£149.94	LGA 1972 s.111
Katherine Hyett	Mileage and expenses	£23.62	£0.00	£23.62	LGA 1972 s.111
Martyn Wright	Mileage and phone	£77.59	£0.00	£77.59	LGA 1972 s.111
N-CIS	Monthly ICT Support	£150.00	£30.00	£180.00	LGA 1972 s.111
Prospect Trust	Swish Grant for Nature Reserve	£250.00	£0.00	£250.00	
Amazon Bus.	Garden Hose Reel	£81.62	£16.32	£97.94	Open Spaces Act 1906 ss 9-10
Amazon Bus.	Workwear - Maintenance Officers	£27.48	£5.50	£32.98	LGA 1972 s.111
Dent Security	Intruder Alarm JRR	£95.00	£19.00	£114.00	LGA 1972 s.133
CAPALC	Code of Conduct Training	£350.00	£0.00	£350.00	LGA 1972 s.111
Zion Landscapes	Grass Cutting	£270.00	£54.00	£324.00	Open Spaces Act 1906 ss 9-10
Scribe Civicly	Monthly Payment	£134.00	£26.80	£160.80	LGA 1972 s.111
Moore	Internal Audit 2025/26	£1,561.50	£312.30	£1,873.80	LGA 1972 s.111
BrightHR	HR Software	£147.83	£27.92	£175.75	LGA 1972 s.111
True Traders	Tennis Court Netting	£269.98	£54.00	£323.98	Open Spaces Act 1906 ss 9-10
Ellgia	Waste Collection	£179.34	£35.87	£215.21	Litter Act 1983 ss5-6
N-CIS	Microsoft 365	£101.12	£20.22	£121.34	LGA 1972 s.111
Sharp	Photocopier Contract	£25.00	£5.00	£30.00	LGA 1972 s.111
Huws Gray	Maintenance Supplies	£280.23	£56.05	£336.28	LGA 1972 s133
Online Playgrounds	Play equipment replacement parts	£42.86	£8.57	£51.43	LGA 1976 (Misc Provision) ss.19
Owen Johnson Cambs Light Orchestra	Return of Deposit	£50.00	£0.00	£50.00	
Jess Wan	Return of Deposit	£50.00	£0.00	£50.00	
Robin Lane	Return of Deposit	£50.00	£0.00	£50.00	
Npower	Streetlight Energy	£66.90	£3.34	£70.24	Parish Councils Act 1957 s.3
Octopus Energy	Jubilee Reading Room Energy	£78.10	£3.90	£82.00	LGA 1972 s133
Octopus Energy	Public Toilet Energy	£20.15	£1.01	£21.16	Public Health Act 1936 s87
Octopus Energy	Cemetery Energy	£19.36	£0.97	£20.33	Open Spaces Act 1906 ss 9-10
Octopus Energy	Gardiner Memorial Hall	£109.57	£5.48	£115.05	LGA 1972 s133
Octopus Energy	Pavilion/Recreation Ground	£120.72	£6.04	£126.76	LGA 1972 s133
Octopus Energy	Jubilee Reading Room Gas	£21.65	£1.08	£22.73	LGA 1972 s133
Engie	Allotments (bill for 1.4.26)	£5.32	£0.27	£5.59	Small Holdings and Allotments Act 1908 ss23,25
Engie	JRR (bill for 1.4.26)	£5.28	£0.26	£5.54	LGA 1972 s133

Engie	Cemetery (bill for 1.4.26)	£5.28	£0.26	£5.54	Open Spaces Act 1906 ss 9-10
Engie	Pavilion/Rec (bill for 1.4.26)	£10.34	£0.52	£10.86	LGA 1972 s133
WAVE	Mandeville Hall Water Rates	£372.39	£0.00	£372.39	LGA 1972 s133
Debbie Cawley	Mileage Increase	£20.67	£0.00	£20.67	LGA 1972 s.111
George Rowland	Mileage Increase	£29.13	£0.00	£29.13	LGA 1972 s.111
Martyn Wright	Mileage Increase	£23.84	£0.00	£23.84	LGA 1972 s.111
	Total Payments	£19,534.57	£694.68	£20,229.25	

FC/210726/9 Regular Updates

To receive updates on the following matters:

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

FC/210726/10 Newmarket Road Football Hub – Proposed Land Transfer and Fundraising Partnership

To consider and resolve that the Council confirms its in-principle intention to accept the future transfer of the land at the Newmarket Road Football Hub from This Land, subject to satisfactory terms being agreed and the completion of all necessary legal, financial and operational due diligence.

Further, to consider and resolve that the Council supports the progression of a joint fundraising campaign with Burwell FC to secure external funding for the development of a 3G artificial grass pitch, pavilion and associated facilities at the Football Hub.

Proposed Resolution:

- That the Council agrees, in principle, that it is likely to accept the transfer of the Football Hub land from This Land, subject to satisfactory terms and completion of all necessary due diligence.
- That the Council supports the progression of a joint fundraising initiative with Burwell FC to pursue grant funding and other external funding opportunities for the development of a 3G artificial grass pitch, pavilion and associated supporting infrastructure and facilities.
- That delegated authority be granted to the Clerk, in consultation with the Chair of the Council, to incur expenditure of up to £3,000 on legal fees and associated professional costs required to progress the proposed land transfer.
- That the Clerk be authorised to undertake the preliminary work necessary to support the proposed transfer and fundraising activities and report back to Council as appropriate.

FC/210726/11 Flag of the Fens

To consider whether Burwell Parish Council wishes to formally endorse the Flag of the Fens in support of its bid for official recognition.

FC/210726/12 TV Licences for Council-Owned Buildings

To consider whether Burwell Parish Council wishes to purchase TV licences for Gardener Memorial Hall, Mandeville Hall and the Jubilee Reading Room.

FC/210726/13 Request for Financial Contribution to the Kingsway Solar Farm Campaign

That Burwell Parish Council reconsiders the request for a financial contribution to the Kingsway Solar Farm Parish Council Alliance and determines whether to make a donation, and if so, the amount to be awarded.

FC/210726/14 Group Reports

- 1) To consider the draft minutes of the Land, Buildings and Facilities Working Group meeting dated 30.06.26 and the following recommendations:

a. Car Park Access Control

To consider and approve the installation of a telescopic bollard at the entrance to the car park and

approve the purchase of a Heavy Duty Telescopic Parking Post from The Workplace Depot at a cost of £99.98

b. **Office Glass Door Repair**

To note that the office glass door is currently broken and that the Council is no longer under a maintenance contract. To approve the call out charges received for the repair of the door and to remain out of contract. Call Out Charge Including 1st Hour on Site In Hours - £240.00. Additional Hourly Labour Rate In Hours - £106.00

c. **Recreation Ground Fencing**

To approve the replacement of four damaged fence panels at the recreation ground and the purchase of four replacement panels from AA Fencing at a cost of £198.80.

d. **Purchase of Benches and Picnic Table for Westhorpe Park:**

To approve the purchase of the following outdoor seating and fitting costs of up to £300:

- Picnic Table with Extended Top from ESPO (wheelchair accessible) – £593
- Sloper Adult 3-Seater Bench from ESPO - £376
- Wheelchair Access Picnic Table -Octagonal from NBB Recycled furniture - £780

e. **Mandeville Hall Energy Contract**

To approve the renewal of the Mandeville Hall electricity supply with Octopus Energy on a 12-month fixed-term contract, with renewal due in July.

2) To consider the draft minutes of the Climate Change, Biodiversity and Pollution Working Group date 07.07.26 meeting dated and the following recommendations:

- a. that a public viewing of the National Emergency Briefing be held at Gardiner Memorial Hall.

FC/210726/15 Parish Report

To receive a verbal report from the Parish Clerk

FC/210726/16 Other County & District Matters

- 1) **TTRO 26-20725 Tan House Lane and Mandeville, Burwell:** to note the closure of Tan House Lane/Mandeville. Anticipated Works Dates: 17 August to 18 August 2026
- 2) **Vehicle-Related Anti-Social Behaviour PSPO Signage – Recreation Ground:** Council to note that the Clerk has granted permission for East Cambridgeshire District Council (ECDC) to install signage at the recreation ground advising that a vehicle-related Anti-Social Behaviour Public Spaces Protection Order (PSPO) is in force and will be enforced in partnership with Cambridgeshire Constabulary.

FC/210726/17 Other Reports

- 1) Priory Meadow Geophysics Report
- 2) Pauline's Swamp draft minutes of the Meeting of 30th June 2026

FC/210726/18 Correspondence

- 1) **Update on Business Energy Claims Legal Claim:** to note receipt of an update regarding the Council's claim for undisclosed commission in relation to a business energy contract.

FC/210726/19 Other Matters

- 1) An update on the councillor vacancy