

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 11 August 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, 03 August 2026

AGENDA

FC/110826/1 Apologies for absence

To receive and approve apologies for absence.

FC/110826/2 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/110826/3 Approval of Minutes of the meeting held on 30th June 2026

FC/110826/4 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/110826/5 County and District Reports

To receive verbal or written reports from district or County Councillors.

FC/110826/6 Planning Applications

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

- 1) **Proposal:** Regularisation of the development: Lorry storage park (B8), Self-storage container park (B8), 15 no. industrial starter units (B2), including associated parking, drainage, hard landscaping, and a surface water attenuation pond (Amended plans)
Location: Meadow View Industrial Estate Reach Road Burwell
Reference: 25/00535/FUM
- 2) **Proposal:** Change of use from Class F1 (Church) to E(F) Day Nursery (Amended plans)
Location: Burwell United Reform Church High Street Burwell CB25 0HD
Reference: 26/00252/FUL
- 3) **Proposal:** Demolition of existing garage and erection of front, side and rear extensions, new roof lights and replacement windows and roof tiles -part retrospective (Amended plans and extension granted to 12th August for consultation).
Location: 12 Swaffham Road Burwell Cambridge CB25 0AN
Reference: 26/00644/FUL

FC/110826/7 Planning Appeals/Notifications

FC/110826/8 Finance

- 1) **Salary Increment Following Achievement of CiLCA Qualification**

To consider and approve the award of one incremental point on the NJC pay spine, increasing the Clerk's

salary from SCP 33 to SCP 34, in accordance with the terms of her employment contract, following the successful achievement of the Certificate in Local Council Administration (CiLCA).

2) **Mandeville Hall Redecoration**

To consider approving the allocation of £5,300 from General Reserves (not included in the current budget), together with the use of the £2,700 budgeted for Mandeville decoration works, and to delegate authority to the Clerk, in consultation with the Chair of Council and the Chair of the Land, Buildings and Facilities Working Group, to appoint a contractor to decorate Mandeville Hall from a minimum of three fixed-price quotations.

3) **Quarterly Finance Report**

To consider and approve the Quarterly Finance Report and Bank Reconciliation for the period 1st April 2026 to 30th June 2026

4) **Payments**

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 and superannuation, including one SCP increase for the Clerk following CiLCA completion.	£14,214.88	£0.00	£14,214.88	Local Gvt Act 1972 s.112
Debbie Cawley	Mileage	£76.95	£0.00	£76.95	LGA 1972 s.111
George Rowland	Mileage and expenses	£200.48	£0.00	£200.48	LGA 1972 s.111
Martyn Wright	Mileage and phone	£67.35	£0.00	£67.35	LGA 1972 s.111
N-CIS	Monthly ICT Support	£150.00	£30.00	£180.00	LGA 1972 s.111
Acorn Safety	Legionella Risk Assessment JRR & Public Toilet	£295.00	£59.00	£354.00	LGA 1972 s133
Acorn Safety	Legionella Risk Assessment Pavilion & Public Toilet	£295.00	£59.00	£354.00	LGA 1972 s133
Amazon Business	Maintenance Supplies	£24.50	£4.90	£29.40	Open Spaces Act 1906 ss 9-10
Amazon Business	Cleaning Materials	£20.56	£4.11	£24.67	LGA 1972 s.111
The Training Association	Strimmer/Brushcutter Training	£395.00	£79.00	£474.00	LGA 1972 s.111
David Bracey	Annual Playground Inspection	£450.00	£90.00	£540.00	LGA 1976 (Misc Provision) ss.19
Scribe Civicly	Monthly Payment	£134.00	£26.80	£160.80	LGA 1972 s.111
ESPO	Cleaning/Stationery Supplies	£411.55	£82.31	£493.86	LGA 1972 s.111
Expert Access Solutions Ltd	Door JRR	£240.00	£48.00	£288.00	LGA 1972 s133
Newmarket GMS	EGO Blower	£124.17	£24.83	£149.00	LGA 1972 s.111
N-CIS	Microsoft 365	£101.12	£20.22	£121.34	LGA 1972 s.111
F H Brundle	Fence Panels Recreation Ground	£236.40	£47.28	£283.68	Open Spaces Act 1906 ss 9-10
ATL Alarms	Alarm Service	£120.00	£24.00	£144.00	LGA 1972 s133
Stannah	GMH Lift Service	£81.01	£16.20	£97.21	LGA 1972 s133
Ely Food Bank	Return of Deposit	£50.00	£0.00	£50.00	
EDF	JRR Gas	£13.50	£0.68	£14.18	LGA 1972 s133
Octopus Energy	Cemetery Energy	£20.45	£1.02	£21.47	Open Spaces Act 1906 ss 9-10
Octopus Energy	Allotments	£20.65	£1.03	£21.68	LGA 1972 s133
	Total Payments	£17,742.57	£618.38	£18,360.95	

FC/110826/9 Regular Updates

To receive updates on the following matters:

- 1) Burwell to Exning Cycleway
- 2) Newmarket Road Proposed Sports Hub

FC/110826/10 Group Reports

- 1) To receive the draft minutes of the Finance and General Purposes Working Group meeting dated 28th July 2026 and the following recommendations:
 - a) That the draft Donations, Grants and Community Funding Policy is adopted
 - b) That the draft Equity, Diversity and Inclusion Policy is adopted
 - c) That the draft Internal Controls Policy is adopted
 - d) That the fixed-term contract for Maintenance Support Officer is extended to 31st March 2027
 - e) That Lea Dodds and Katherine Hyett are added as signatories for the CCLA Account
 - f) That £100,000.00 is transferred immediately to the CCLA account and as long as no unforeseen circumstances arise, a further £50,000.00 is transferred on or around the 8th September 2026.
 - g) That the Council's Internal Controls are approved
 - h) That the following direct debits and standing orders are approved:
 - ☐ Anglian Water (WAVE)
 - ☐ Bright HR Limited
 - ☐ British Telecom
 - ☐ East Cambs District Council
 - ☐ EDF Energy
 - ☐ Engie
 - ☐ N-CIS
 - ☐ Go Cardless Ltd (Scribe Civic-ly)
 - ☐ HMRC
 - ☐ Information Commissioners Office
 - ☐ Lloyds Corporation Card
 - ☐ NEST
 - ☐ Octopus Energy
 - ☐ PEAC (UK) Ltd
 - ☐ Stripe Payments
 - ☐ Vodafone
 - i) That Council considers with all the internal controls in place that all public funds are safeguarded
 - j) That Moore, being both independent and competent, is appointed as Internal Auditor for the financial year 2026/2027 at a cost of £1,595.00 plus VAT

FC/110826/11 Parish Report

To receive a verbal report from the Parish Clerk

FC/110826/12 Other County & District Matters

1) Licensing: Mobile Street Trader Consultation - S128 AFM - 26/06014/STRCON

To consider and agree a response to a consultation from East Cambridgeshire District Council regarding replacing the existing consent for Edie Ices with an expanded list of permitted locations to trade.

FC/110826/13 Other Reports

1) PREAPP/00081/26- Gardiner Memorial Hall

To note the pre-application advice received and consider any subsequent action

FC/110826/14 Other Matters

- 1) To receive an update on the councillor vacancy.