

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 25th 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, 18th August 2026

Please note that the proceedings of this meeting in public session may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

AGENDA

FC/250826/01 Apologies

To receive and approve apologies for absence

FC/250826/02 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/250826/03 Approval of Minutes of the meeting of 11th August 2026

To consider and approve the minutes of the Full Council meeting held on 11th August 2026 and authorise the Chair to sign them as a correct record.

FC/250826/04 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/250826/05 Planning Applications

None to be considered.

FC/250826/06 Finance Matters for Consideration.

1) To approve the following payments

Name	Description	Net Amount	Vat	Total Amount	Power
Lloyds Bank	Maintenance Supplies £954.76 inc VAT Fee £9.00	£804.63	£159.13	£963.76	LGA 1972 s.111/LGA 1972 s.133/ Open Spaces Act ss9-10
H. McMenamin-Smith	License Pauline's Swamp Open Day	£21.00	£0.00	£21.00	Open Spaces Act ss 9-10
Huws Gray	Maintenance Supplies	£431.12	£86.22	£517.34	LGA 1972 s.111
Burwell Window Cleaning	Various	£70.00	£0.00	£70.00	LGA 1972 s.111
Ellgia	Waste Disposal	£235.38	£47.08	£282.46	LGA 1972 s.133
Creative Play	Repairs Play Equipment Recreation Ground	£885.00	£177.00	£1,062.00	LGA 1976 (Misc Prov)ss19
Creative Play	Repairs Play Equipment Recreation Ground	£750.00	£150.00	£900.00	LGA 1976 (Misc Prov)ss19
Zion Landscapes	Grass Cutting	£2,315.00	£463.00	£2,778.00	Open Spaces Act ss 9-10
Sharp	Photocopier Contract	£25.00	£5.00	£30.00	LGA 1972 s.111
Harrisons of Burwell Ltd	Boiler Service Mandeville Hall and	£196.00	£39.20	£235.20	LGA 1972 s.133
Bright HR	HR & Employment Software	£147.83	£27.92	£175.75	LGA 1972 s.111
John Barney	Return of Deposit	£50.00	£0.00	£50.00	
Octopus Energy	Recreation Ground	£93.35	£4.67	£98.02	Open Spaces Act ss 9-10

Octopus Energy	Jubilee Reading Room	£80.29	£4.01	£84.30	LGA 1972 s.133
Octopus Energy	Public Toilets	£20.81	£1.04	£21.85	Public Health Act 1936 s87
		£6,125.41	£1,164.27	£7,289.68	

FC/250826/07 Other Reports for noting

None to be noted.

FC/250826/08 Other matters from Principal Authorities

- 1) For members to note: TTRO 26-20930 North Street, Burwell. Anticipated Works Dates: 19 October to 21 October 2026
- 2) For members to comment: 26-21349 Proposed TTRO - The Leys, Burwell. Anticipated Works Dates: 8 October and 12 October 2026

FC/250826/09 Audio Recording of Full Council Meetings

To consider and resolve that:

1. All Full Council meetings shall be audio recorded by the Clerk.
2. The recordings shall be retained securely until the minutes of the relevant meeting have been approved by the Council.
3. The purpose of the recordings shall be:
 - o to assist the Clerk in the preparation of minutes;
 - o to enable clarification of matters raised during the meeting where there is uncertainty or disagreement regarding what was said; and
 - o to assist the Council in resolving any dispute concerning the content of draft minutes prior to their approval.
4. Once the minutes have been approved, the recording shall be permanently deleted unless the Council has resolved otherwise for a specific reason.
5. The approved minutes shall remain the Council's official and legal record of proceedings.
6. The Clerk shall prepare a Recording of Meetings Policy for consideration and adoption at a future meeting.