

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 8 September 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 September 2026

AGENDA

FC/080926/1 Apologies for absence

To receive and approve apologies for absence.

FC/080926/2 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/080926/3 Approval of Minutes of the meeting held on 25 August 2026

To approve the minutes of the meeting held on 25 August 2026 as a true and accurate record.

FC/080926/4 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/080926/5 County and District Reports

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

FC/080926/6 Planning Applications

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

- 1) **Proposal:** To vary Conditions 4 (Soft Landscaping Works), 5 (Landscaping Maintenance) and 9 (Landscape and Ecology Management Plan) of previously approved 22/00160/VARM for To Vary Condition 1 (Approved Plans) of previously approved 20/00557/ESF for Proposed Development of a Solar Farm and Ancillary Development
Location: Burwell Solar Farm Hightown Drove Burwell Cambridgeshire
Reference: 26/00914/VARM

FC/080926/7 Planning Appeals/Notifications

- 1) **25/00639/FUM - Planning Appeal Hearing Notification: Grenergy Renewables, Land South-West of High Town Drove**
For Council to discuss attendance and representation at the hearing.

FC/080926/8 Finance

1) 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 including pay award backdated to 1.4.26	£16,674.58	£0.00	£16,674.58	LGA 1972 s.112
Debbie Cawley	Mileage	£56.65	£0.00	£56.65	LGA 1972 s.111
George Rowland	Mileage and expenses	£164.26	£0.00	£164.26	LGA 1972 s.111
Martyn Wright	Mileage and phone	£87.11	£0.00	£87.11	LGA 1972 s.111
K Hyett	Mileage and expenses	£12.50	£0.00	£12.50	LGA 1972 s.111
N-CIS	Monthly ICT Support	£150.00	£30.00	£180.00	LGA 1972 s.111
Scribe Civicy	Monthly Payment	£134.00	£26.80	£160.80	LGA 1972 s.111
ESPO	Benches	£969.00	£193.80	£1,162.80	LGA 1972 s.111
Amazon Bus.	Pauline's Swamp - Rosettes etc	£5.63	£1.13	£6.76	LGA 1972 s.111
Amazon Bus.	Bench Plaque (Pauline's Swamp)	£17.87	£3.58	£21.45	LGA 1972 s.111
Burwell Print Centre	Printing BPC Annual Report	£796.65	£0.00	£796.65	LGA 1972 s.142
The Swaffham's Decorator's	Deposit - Decoration Mandeville Hall 30% of cost	£2,304.84	£0.00	£2,304.84	LGA 1972 s.133
Landmark Toilet	Toilet Hire Pauline's Swamp	£110.00	£0.00	£110.00	LGA 1972 s.111
Soham Pest Control	Removal of Wasp nest at Pavilion	£90.00	£18.00	£108.00	LGA 1972 s.133
NBB Outdoors	Bench	£702.00	£140.40	£842.40	LGA 1972 s.111
NBB Outdoors	Bench	£702.00	£140.40	£842.40	LGA 1972 s.111
Harrisons of Burwell	New Gas Meter Box at Jubilee RR	£74.00	£14.80	£88.80	LGA 1972 s.133
Anita Winrow	Return of Deposit	£50.00	£0.00	£50.00	
East of England Health and Care NHS Trust	Return of Deposit	£50.00	£0.00	£50.00	
Newmarket & District Swimming Club	Return of Deposit and 50% fee due to cancellation	£143.44	£18.68	£162.12	
M Liddiard	Return of Deposit	£50.00	£0.00	£50.00	
Mrs J Legget	Return of Deposit	£50.00	£0.00	£50.00	
R McGrath	Return of Deposit	£50.00	£0.00	£50.00	
EDF	JRR Gas	£24.94	£1.25	£26.19	LGA 1972 s133
	Total Payments	£23,469.47	£588.84	£24,058.31	
Non Payment					
Octopus Energy	Pavilion (Credits)	-£0.01	£0.00	-£0.01	LGA 1972 s133
Octopus Energy	Pavilion (Credits)	-£583.44	-£29.18	-£612.62	LGA 1972 s133

Octopus Energy	Mandeville Hall (Usage cost deducted from paid deposit)	£67.83	£3.39	£71.22	LGA 1972 s133
Octopus Energy	Gardiner Memorial Hall				
	Export Credit	-£17.17	£0.00	-£17.17	LGA 1972 s133
	Usage	£73.71	£3.69	£77.40	LGA 1972 s133
	Balance of £60.23 paid from in hand credit				

FC/080926/9 Regular Updates

To receive updates on the following matters:

- 1) Burwell to Exning Cycleway (meeting notes enclosed)
- 2) Newmarket Road Proposed Sports Hub (meeting notes enclosed)

FC/080926/10 Group Reports

- 1) To receive the draft minutes of the Community, Safety, Health & Sports Working Group meeting dated 18th August 2026 and the following recommendations:
 - a. that the Parish Council pursue a Quiet Lanes initiative for Weirs Drove. Katherine Hyett and Hazel Barber to contact Active Travel to commence this work
- 2) To receive the draft minutes of the Land, Buildings & Facilities Working Group meeting dated 25th August 2026 and the following recommendations:
 - a. To consider and resolve the following appointments within the Water Systems Management Chain:
 - Duty of Care Holder: Katherine Hyett
 - Nominated Responsible (Competent) Person: George Rowland
 - Nominated Deputy Responsible (Competent) Person: Debbie Cawley
 - b. To consider and resolve that the Council, through the Clerk's office, promotes increased use of the tennis courts by offering two free days of court hire during Spring 2027.
 - c. To consider the quotations and information provided within the supplementary report and resolve the appointment of a commercial waste contractor.

FC/080926/11 Parish Report

To receive a verbal report from the Parish Clerk.

FC/080926/12 Other County & District Matters

None to consider.

FC/080926/13 Other Reports

None to consider.

FC/080926/14 Exclusion of Press and Public

To resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item(s) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, namely confidential legal matters and legal advice.

FC/080926/15 Burwell & District Day Centre – Legal Advice and Lease Arrangements

To receive and consider confidential legal advice regarding the lease and occupation arrangements relating to the Burwell & District Day Centre, and to determine the Council's preferred approach for regularising the position.

FC/080926/16 Other Matters

- 1) To consider applications received for co-option to the Council and, if appropriate, appoint candidate(s) to fill the current vacancy.