

BURWELL PARISH COUNCIL

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Notice is hereby given that a Meeting of the Burwell Parish Council will be held at 7.30pm on Tuesday 29th 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, 22 September 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/290926/01 Apologies

To receive and approve apologies for absence

FC/290926/02 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/290926/03 Approval of Minutes of the meeting of 8th September 2026

To consider and approve the minutes of the Full Council meeting held on 8th September 2026 and authorise the Chair to sign them as a correct record.

FC/290926/04 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/290926/05 Planning Applications

- 1) Proposal: Variation of Condition 1 (Approved Plans) of Planning Permission no.24/01017/FUL dated 28/03/2025 (Erection of 1No. detached bungalow to the rear of 27 Carter Road)
Location: 27 Carter Road Burwell, Cambridgeshire CB25 0DN
Reference: 26/00953/VAR
- 2) TREE PRESERVATION ORDER NO. – TPO/E/04/26 At Land To Front Of 20-32 Abbey Close
Burwell Cambridge CB25 0HN

FC/290926/06 Finance Matters for Consideration.

- 1) To approve the following payments

Name	Description	Net Amount	Vat	Total Amount	Power
Ellgia	General Waste Disposal	£182.04	£36.41	£218.45	LGA 1972 s.133
Lloyds Bank	Maintenance Supplies £25.57 CR Admin £114.00inc VAT Fee £9.00	£82.69	£14.74	£97.43	LGA 1972 s.111/LGA 1972 s.133/ Open Spaces Act ss9-10
Huws Gray	Maintenance Supplies	£252.52	£50.50	£303.02	LGA 1972 s.133
Cambridge Carbon Footprint	4th Oct Tool Kit and Insurance	£50.00	£0.00	£50.00	LGA 1972 s.111
N-CIS	Microsoft Charge	£101.12	£20.22	£121.34	LGA 1972 s.111

ESPO	Sloper Bench	£376.00	£75.20	£451.20	Parish Council Act 1957 Section 1
Zion Landscapes	Grass Cut Sept	£1,485.00	£297.00	£1,782.00	Open Spaces Act ss9-10
BT	Phone Internet Acc	£599.58	£119.92	£719.50	LGA 1972 s.111
TH Tree Surgery	Tree Work Recreation Ground	£940.00	£188.00	£1,128.00	Open Spaces Act ss9-10
Sharp	Photocopier Contract	£34.85	£6.97	£41.82	LGA 1972 s.111
Systons Doors	Shutter Service GMH & MH	£310.00	£62.00	£372.00	LGA 1972 s.133
Health Assured Ltd	Occupational Health Assessment	£475.00	£95.00	£570.00	LGA 1972 s.111
Mrs B R Smith	Ret of Deposit	£50.00	£0.00	£50.00	
E Bramer	Deposit x 2	£100.00	£0.00	£100.00	
C Morris	Ret of Deposit	£50.00	£0.00	£50.00	
A Evans	Ret of Deposit	£50.00	£0.00	£50.00	
K Watson De Vile	Ret of Deposit	£50.00	£0.00	£50.00	
Q Cooke	Ret of Deposit	£50.00	£0.00	£50.00	
S Whiteside	Ret of Deposit	£50.00	£0.00	£50.00	
Wave	Water Rates Pavilion	£70.16	£0.00	£70.16	LGA 1972 s.133
Wave	Water Rates Cemetery	£25.04	£0.00	£25.04	Open Spaces Act ss9-10
Wave	Water Rates GMH	£101.58	£0.00	£101.58	LGA 1972 s.133
Wave	Water Rates JRR	£59.84	£0.00	£59.84	LGA 1972 s.133
Wave	Water Rates Allotments	£408.56	£0.00	£408.56	Small Holding and Allotments Act 1908
EDF	Gas JRR	£26.67	£1.33	£28.00	LGA 1972 s.133
Octopus Energy	Public Toilet	£20.74	£1.04	£21.78	Public Health Act 1936
Octopus Energy	Jubilee Reading Room	£77.54	£3.88	£81.42	LGA 1972 s.133
Octopus Energy	Pavilion/Recreation Ground	£102.20	£5.11	£107.31	Open Spaces Act ss9-10
Octopus Energy	Pavilion/Recreation Ground	£2.76	£0.14	£2.90	Open Spaces Act ss9-10
Octopus Energy	Cemetery Chapel	£19.61	£0.98	£20.59	Local Gov. Act 1972 s.214(2)
Octopus Energy	Allotments	£19.12	£0.96	£20.08	Small Holding and Allotments Act 1908
Octopus Energy	Mandeville Hall	£95.12	£4.76	£99.88	LGA 1972 s.133
		£6,317.74	£984.16	£7,301.90	

FC/290926/07 Other Reports for noting

- 1) Spring Close and Priory Meadow Management Group Minutes of Meeting 11/06/2026

FC/290926/08 Other matters from Principal Authorities

- 1) **Rights of Way Improvement Plan (ROWIP) 2026:** To review the notes made to date, as circulated in the Additional Information, on the Parish Council's response to Cambridgeshire County Council's consultation on priorities for the future of public rights of way and countryside access, and to agree to delegate authority to Cllr Hazel Barber and the Clerk to finalise and submit the response by 11 October 2026.
- 2) **Cambridgeshire & Peterborough Local Government Reorganisation:** To note the response received from the Ministry of Housing, Communities and Local Government regarding the joint letter concerning Local Government Reorganisation in Burwell and Woodditton, signed by Burwell Parish Council and other parties.
- 3) **The Leys, Burwell – Temporary Pedestrian Closure:** To note the temporary prohibition of pedestrian access on part of The Leys, between Newnham Lane and the rear of 9 Poplars Close, from 8 to 12 October 2026, to facilitate stop tap replacement works

FC/290926/09 Policy updates

- 1) To consider and resolve to adopt the following policies:
 - i) Revised Training and Development Policy;
 - ii) Revised Community Engagement Statement of Intent; and
 - iii) New Recording, Filming and Reporting of Council Meetings Policy.

FC/290926/10 Patient Participation Group (PPG) – Request for Meeting Venue

To consider a request from Councillor members of the Patient Participation Group (PPG) for the use of a suitable Parish Council venue, free of charge, for four meetings per year on Wednesday evenings enabling councillor participation and contributing towards the Council's objective of supporting improvements to the health and wellbeing of residents as well as greater engagement with local health services and issues affecting the community.

FC/290926/11 Cemetery Chapel – Window Repair

To consider and approve repairs to the damaged leaded window at the Cemetery Chapel, including temporary boarding, specialist repair and subsequent reinstatement, at an estimated cost of **£1,052**. Other quotations have been sought; however, due to the specialist nature of the work, it has proved difficult to obtain responses from alternative contractors.