

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 13 October 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, 06 October 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/131026/1 Apologies for absence

To receive and approve apologies for absence.

FC/131026/2 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/131026/3 Approval of Minutes of the meeting held on 29 September 2026

To approve the minutes of the meeting held on 29 September 2026 as a true and accurate record.

FC/131026/4 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/131026/5 County and District Reports

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

FC/131026/6 Planning Applications

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

- 1) **Proposal:** Erection of new self-build, single storey dwelling
Location: Land To Rear Of 18 Cornfields Burwell Cambridge Cambridgeshire CB25 0AX
Reference: 26/01009/FUL
- 2) **Proposal:** Removal of the existing conservatory and construction of a new two storey rear extension, erection of a small side porch and construction of a new one and a half bay garage at the front.
Location: 19 Hall Lane Burwell Cambridge CB25 0HE
Reference: 26/00142/FUL

FC/131026/7 Finance

- 1) To consider the External Auditor's Report for 2025/2026 including the Except for Matter – Independence of Internal Auditor.
- 2) To consider and approve the schedule of payments and to authorise payments.

Payee	Description	Net Amount	Vat	Total Amount
All Staff	Salaries Tax Ni Superannuation	£15,487.75	£0.00	£15,487.75
Debbie Cawley	Mileage	£71.67	£0.00	£71.67
George Rowland	Mileage and expenses	£173.81	£0.00	£173.81

Martyn Wright	Mileage and phone	£94.58	£0.00	£94.58
K Hyett	Mileage	£34.73	£0.00	£34.73
N-CIS	Monthly ICT Support	£150.00	£30.00	£180.00
N-CIS	Microsoft 365	£102.81	£20.56	£123.37
Scribe Civicy	Monthly Payment	£134.00	£26.80	£160.80
Bright HR	Monthly Software	£147.83	£27.92	£175.75
ESPO	Cleaning Supplies	£150.94	£30.19	£181.13
Amazon Bus.	Office Supplies	£16.66	£3.33	£19.99
Amazon Bus.	Water Butt	£49.16	£9.83	£58.99
Unity Trust	Bank Fees	£1.60	£0.00	£1.60
Ellgia	Waste Disposal	£161.52	£32.30	£193.82
GMS	Lawn Mower Service	£221.30	£44.26	£265.56
Burwell Window Cleaning	Cleaning Various Properties	£70.00	£0.00	£70.00
PHS Group	Annual Duty of Care Gardiner Memorial Hall	£7.85	£1.57	£9.42
PHS Group	Annual Duty of Care Mandeville	£7.85	£1.57	£9.42
CAPALC	Annual Conference Attendance	£150.00	£0.00	£150.00
ATL Alarms	Emergency Lighting/Fire alarm Checks - Mandeville	£150.00	£30.00	£180.00
ATL Alarms	Emergency Lighting/Fire alarm Checks - GMH	£150.00	£30.00	£180.00
ATL Alarms	Emergency Lighting/Fire alarm Checks - JRR & Toilet	£150.00	£30.00	£180.00
ATL Alarms	Emergency Lighting/Fire alarm Checks - Pavilion	£150.00	£30.00	£180.00
Acorn Safety	Legionella Risk Assessment GMH & MH	£590.00	£118.00	£708.00
Acorn Safety	Fire Risk Assessments JRR/Toilet MH GMH Pavilion/Rec	£1,200.00	£240.00	£1,440.00
Acorn Safety	Legionella Risk Assessment Pavilion & Toilet	£200.00	£40.00	£240.00
PKF	External Audit	£1,365.00	£273.00	£1,638.00
SLCC	Membership Katherine Hyett	£379.00	£0.00	£379.00
Npower	Streetlight Energy	£78.40	£3.92	£82.32
Octopus Energy	Electric - Pavilion/Recreation Ground	£115.66	£5.78	£121.44
Octopus Energy	Allotments - Electricity	£22.33	£1.08	£23.41
D Alecock	Return of Deposit	£50.00	£0.00	£50.00
E Bramer	Return of Deposit	£50.00	£0.00	£50.00
P White	Return of Deposit	£50.00	£0.00	£50.00
R Trowell	Return of Deposit	£50.00	£0.00	£50.00
R Cummins	Return of Deposit	£50.00	£0.00	£50.00
D King	Return of Deposit	£50.00	£0.00	£50.00
	Total Payments	£22,084.45	£1,030.11	£23,114.56

FC/131026/8 Regular Updates

To receive updates on the following matters:

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

FC/131026/9 Group Reports

- 1) To receive the draft minutes of the Finance & General Purposes Working Group meeting dated 22 September 2026 and the following recommendations:
 - a. **Assistant Maintenance Officer Apprentice**
That an Assistant Maintenance Officer Apprentice be appointed with effect from 1 April 2027, at SCP 3, for 30 hours per week, for an apprenticeship period of approximately 24 months.
 - b. **2027/28 Budget**
That the draft budget for 2027/28, with total expenditure of £413,160.44, be adopted, and that non-revenue projects included within the budget be funded from General Reserves.
 - c. **Skate Park Banks**
That £15,000 be earmarked from General Reserves for works to improve the stability of the skate park banks, in order to protect the skate park foundations and improve the safety of the surrounding area.
 - d. **Jubilee Green Surface Repairs**
That a further £10,000 be earmarked from General Reserves for surface repairs at Jubilee Green, in addition to the £10,000 already earmarked, bringing the total earmarked provision to £20,000.
 - e. **Earmarked Reserves No Longer Required**
That the following earmarked reserves be released back to General Reserves, as they are no longer required:
 - a. 2020/21 Capital Trees: £1,000
 - b. Spring Close Chalk Stream Project: £2,000
 - f. **Gardiner Memorial Hall Defibrillator**
That a defibrillator be purchased and installed at the Gardiner Memorial Hall, to be funded from the 2026/27 budget provision of £2000 originally allocated for weed control equipment.
 - g. **Lloyds Card Account**
That the credit limit on the Lloyds Card Account be increased to £3,000, subject to approval by Lloyds Bank.
 - h. **Fidelity Insurance Cover**
That the Council's Fidelity Guarantee insurance cover be increased to £1,000,000 at an additional cost of £110.68.
 - i. **CIL and Newmarket Road Sports Hub**
That the remaining unearmarked CIL funds of £8,959.91 be earmarked for the Newmarket Road Sports Hub, together with £46,040.09 from General Reserves, creating a total earmarked allocation of £55,000 for the project.
 - j. **Burwell Sports Centre Funding Request**
That Burwell Sports Centre be advised that the Parish Council is unable to provide funding towards the proposed replacement flooring at this time due to the Council's current funding commitments but that the Council would be willing to consider applications for future projects should funding become available.
- 2) To receive the draft minutes of the Climate Change, Biodiversity & Pollution meeting dated 15 September 2026

FC/131026/10 Kingsway Solar Farm – Community Benefits

To consider and agree potential community benefits and mitigation measures that Burwell Parish Council would wish to seek should the Kingsway Solar Farm development receive approval.

FC/131026/11 Parish Report

To receive a verbal or written report from the Parish Clerk.

FC/131026/12 Other County & District Matters

1) Proposed TTRO – Silver Street, Burwell

To consider the proposed Temporary Traffic Regulation Order (TTRO) for Silver Street, Burwell, to enable Anglian Water works, and agree any comments to be submitted to Cambridgeshire County Council by **23 October 2026**.

FC/131026/12 Burwell and District Day Centre – Legal Advice and Lease Arrangements

For Council to:

- i. approve the appointment of Ashtons Legal to continue to advise and act for the Parish Council in relation to the Day Centre and associated property and lease matters;
- ii. approve a legal fees budget of up to £4,000 plus VAT for the matter;

- iii. authorise the Clerk to provide Ashtons Legal with the Council's written authority to act; and
- iv. delegate authority to the Clerk, in consultation with the Chair and Vice-Chair, to instruct Ashtons Legal and progress negotiations and associated legal work within the approved budget, with any final agreement, assignment, lease, surrender or other legal commitment being referred to Council for approval where required.