BURWELL PARISH COUNCIL

The Jubilee Reading Room

99, The Causeway, Burwell Cambridge. CB25 0DU

Telephone: 01638 743142

Email: burwellpc@burwellparishcouncil.gov.uk

Notice is hereby given that a Meeting of the Burwell Parish Council will be held at 7.30pm on 10 November 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 November 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/101126/1 Apologies for absence
To receive and approve apologies for absence.

FC/101126/2 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/101126/3 Approval of Minutes of the meeting held on 27 October 2026
To approve the minutes of the meeting held on 27 October 2026 as a true and accurate record**.**

FC/101126/4 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/101126/5 Presentation from Burwell Football Club
To receive a presentation from Burwell Football Club.

FC/101126/6 County and District Reports
1) To receive a written report from District Councillor David Brown.
2) To receive verbal reports from District or County Councillors in attendance.

FC/101126/7 Planning Applications
1) **Proposal:** T1 - Sycamore - Fell to ground level and treat to prevent regrowth - The tree has become very large and is very close to the house the client wishes to remove this and plant a new tree further set back.
Location: 4 Hythe Close Burwell Cambridge CB25 0EZ
Reference: 26/01143/TPO

2) Proposal: To vary Conditions 1 (Approved Plans), 4 (Soft Landscaping Works), 5(Landscaping Maintenance) and 9 (Landscape and Ecology ManagementPlan) 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
An amended plan/additional information has been received for this application on 26th October 2026. Amended description (to include variation to condition 1) and additional information: Cover letter dated 07.10.2026; Schedule of amendments to the LEMP; Soft Landscape Plan 0744933-DR-LAN-101 Rev B; Landscape and Ecology Management Plan October 2026.

3) Proposal: Creation of wetland habitat following excavation and processing of sand and gravel.

Informative: Section 73 planning application to vary planning conditions A18 & A19 (Routing Agreement) of planning permission CCC/25/082/VAR to allow an exemption for 10 HGV movements per day to use the A1123 between Needingworth and Stretham.
Location: Needingworth Quarry Bluntisham Road Needingworth PE27 4TA
Application No: CCC/26/09/VAR

FC/101126/8 Finance

1) To receive, consider and approve the Quarterly Financial Report for the period 1 July to 30 September 2026
2) To note the receipt of the CIL Meaningful Proportion transfers for 1 April 2026 to 30 September 2026 totalling £2,320.68
3) To consider and approve the schedule of payments and to authorise payments.

Payee	Description	Exc. VAT	VAT	Total Amount
All Staff	Salaries Tax Ni Superannuation	£14,510.87	£0.00	£14,510.87
Debbie Cawley	Mileage	£83.91	£0.00	£83.91
George Rowland	Mileage and expenses	£180.71	£0.00	£180.71
Martyn Wright	Mileage and phone	£81.41	£0.00	£81.41
K Hyett	Mileage	£4.20	£0.00	£4.20
N-CIS	Monthly ICT Support	£150.00	£30.00	£180.00
Scribe Civicly	Monthly Payment	£134.00	£26.80	£160.80
Bright HR	Monthly Software	£147.83	£27.92	£175.75
TH Tree Surgery	Tree Work Pauline's Swamp	£600.00	£120.00	£720.00
MS Electrical	Fixed wire testing - various properties	£1,270.50	£254.10	£1,524.60
Harrisons of Burwell	Mandeville Hall Boiler Time Clock	£292.00	£58.40	£350.40
Vision ICT	Website Hosting	£201.25	£40.25	£241.50
Amazon Business	Computer Keyboard	£46.03	£9.21	£55.24
Landmark Toilet Solutions	Margaret Field Toilet	£160.00	£0.00	£160.00
Frank Taylor	Remembrance Sunday - Bugler Player	£50.00	£0.00	£50.00
K Dundas	Return of Deposit	£50.00	£0.00	£50.00
J Ibanez Becerra	Return of Deposit	£50.00	£0.00	£50.00
Octopus Energy	Energy Allotments	£19.30	£0.00	£19.30
Octopus Energy	Pavilion/Recreation Ground Energy	£180.70	£0.00	£180.70
EDF	JRR Gas	£44.00	£2.20	£46.20
	Total Payments	**£18,256.71**	**£568.88**	**£18,825.59**

FC/101126/09 Group Reports

1) To receive the draft minutes of the Community, Safety, Health and Sport Working Group meeting dated 6 October 2026 and the following recommendations:
    a. **Donation Request - Ormiston Families**
    To consider and approve a donation of £140 to Ormiston Families. Ormiston Families is a regional charity supporting children, young people, and families across the East of England through mental health services, family support programmes and assistance for families affected by offending

2) To receive the draft minutes of the Land, Buildings and Facilities working group dated 27th October 2026 and the following recommendations:
    a. **Recreation Ground – Electrical Works**
    To approve Option C for the tennis court lighting controls and associated electrical improvements at a cost of £258.65 including VAT, with installation undertaken at no labour cost.
    b. **Recreation Ground – Barrier**
    To approve the quotation from N&G Marsh for the installation of a replacement barrier at the Recreation Ground at a cost of £2,100

c. **Allotments – Replacement Gate**
To approve the replacement of the allotment gate with a metal gate supplied by Clarkes of Walsham at a cost of £277.28 plus VAT

d. **Community Infrastructure Levy (CIL) Bench Location**
To approve the installation of the remaining CIL-funded sloper bench on The Causeway outside the Ex-Servicemen's Club.

e. **North Street Bus Shelter Seating**
To approve the purchase of the recommended bench for the North Street Bus Shelter at a cost of £285.60 including VAT, funded from the remaining CIL allocation for benches and bins.

FC/101126/10 Parish Report
To receive a written report from the Parish Clerk.

FC/101126/11 Other County & District Matters

1) **Silver Street Temporary Road Closure, TTRO 26-22010**
To note the temporary road closure of Silver Street, Burwell between The Causeway and Buntings Path from 2 to 4 December 2026 to facilitate stop tap replacement works, and the associated diversion route.

FC/101126/12 Weymouth Town Council - Sustainable Communities Act Dependants' Carers' Allowance
To consider signing a letter of support to the local MP backing Weymouth Town Council's appeal for Parish and Town Councils in England to have the discretionary power to reimburse councillors for dependants' care costs incurred while undertaking official council duties.

FC/101126/13 **Newmarket Road Sports Hub Transport Assessment**
To consider and approve expenditure for transport planning consultancy support from Paul Basham Associates, comprising preparation of a Transport Note to assess the development proposals from a transport and highways perspective. (£2,550 plus VAT) and associated meeting costs of £280 per meeting, to be funded from the Council's previously approved £10,000 project budget for the Millstone Park Sports Pitches project.