

**BURWELL PARISH COUNCIL**  
***The Jubilee Reading Room***  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
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Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 10<sup>th</sup> February 2026 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR.

**Present:** Elizabeth Swift (Chair), Pat Cleary, John Damian, Linda Kitching, Ben Lucas, Yemi Macaulay, Ryan Noyes, Jim Perry, Paul Webb, Brenda Wilson

**In attendance:** Katherine Hyett (Clerk)

Members of the Public: 4

Sally Bonnett and Lucy Flintham from East Cambridgeshire District Council

**FC/100226/1 Apologies for absence**

**Apologies were received and accepted from:**

Lea Dodds (Personal matters): Council **RESOLVED** to accept this absence.

Geraldine Tate (Personal matters): Council **RESOLVED** to accept this absence.

Richard Jenkins (work matters): Council **RESOLVED** to accept this absence.

**Absent:** Chris O'Neill and Michael Geary

**FC/100226/2 Declarations of any interests known to Councillors**

Paul Webb declared an interest in FC/100226/7 and did not talk on this matter.

**FC/100226/3 Approval of Minutes of the meeting held on 27<sup>th</sup> January 2026**

The minutes of the meeting held on 27<sup>th</sup> January 2026 were approved and signed as a true and accurate record. Proposed by Ryan Noyes, seconded by Paul Webb and agreed by all. It was **RESOLVED** to accept the minutes.

**FC/100226/4 Public Forum**

No matters were raised in the Public Forum.

**Presentation: Community Infrastructure Levy (CIL): Sally Bonnett and Lucy Flintham (East Cambridgeshire District Council)**

An overview was given of how CIL is managed and an explanatory document handed out to councillors.

**FC/100226/5 County and District Reports**

The Chair, Liz Swift, read a report from District Cllr Lavinia Edwards

County Councillor Yannifer Malinowski emailed a report which was distributed to councillors by the Clerk and will be made available on the Parish Council website.

**FC/100226/6 Planning Applications to be considered**

- a. Proposal: Provision of holiday lodge  
Location: The Barn Welsumme Farm Weirs Drove Burwell Ely  
Reference: 25/01332/FUL  
**Response: No objection**  
**Proposer: Liz Swift; Seconded: Paul Webb; all voted in favour. RESOLVED**
  
- b. Proposal: Single storey side and rear extensions  
Location: Fengate Lodge Hythe Lane Burwell Cambridge CB25 0EH  
Reference: 26/00100/FUL  
**Response: No objection**  
**Proposer: Liz Swift; Seconded: Paul Webb; all voted in favour. RESOLVED**

- c. Proposal: Erection of 4 no. solar arrays  
Location: McGowan Rutherford Factory Road Burwell Cambridge CB250BN  
Reference: 25/01373/FUL  
**Response: No objection**  
**Proposer: Paul Webb; Seconded: Ben Lucas; all voted in favour. RESOLVED**
- d. Proposal: Construction of a bridge over Burwell Lode for pedestrians and cyclists, including associated approach ramps and landscaping, associated culverts, extension of the Adventurers Fen car park and new cycle parking, demolition of the existing footbridge once the new structure is operational, and associated temporary works and access from local highway network, including Newnham Drove.  
Application No: CCC/25/140/FUL  
Location: Burwell Lode Bridge Site, South Of The Junction Of Harrisons Drove and Priory Drove, Burwell, CB25 0BW.  
**Response: Burwell Parish Council raises no objection to the proposed development. However, the Council has concerns regarding the safety of access from the bridge onto the public highway and requests that this matter is fully assessed and addressed in consultation with the Local Highway Authority as part of the final design**  
**Proposer: Yemi Macaulay; Seconded: Pat Cleary; all voted in favour. RESOLVED**
- e. Proposal: Erection of a battery energy storage facility and associated infrastructure (amendments in response to planning committee dated 14.01.26)  
Location: Land Southwest Of Hightown Drove Burwell Cambridgeshire  
Reference: 25/00639/FUM  
Please refer to additional documents from other interested parties.  
**Response: Burwell Parish Council confirms that its objection to the above development remains in place.**  
**The Council continues to have significant concerns regarding safety, particularly in relation to fire risk, and would wish to see a detailed response from the Fire and Rescue Service addressing these matters before any determination is made.**  
**The Parish Council also supports the submission made by BEAT (Burwell Energy Awareness Team) and considers that the detailed questions they have raised should be fully answered in advance of any approval of this development.**  
**Proposer: Paul Webb; Seconded: Jim Perry. RESOLVED**

**FC/100226/6.1 Planning Decisions from District Council**

None to note.

**FC/100226/7 Notification of tree works approved by East Cambridgeshire District Council**

The following decisions were noted:

- a. Proposal: G1 - Leylandii - Fell to ground level - Trees are huge/overgrown and stop light getting into the garden  
Location: Lode House 107A North Street Burwell Cambridge CB25 0BB  
Reference: 25/01385/TRE

**FC/100226/8 Finance**

**Urgent matters for consideration:**

- 1) It was **RESOLVED** to accept the Quarterly Report for the period 1<sup>st</sup> October 2025 to 31<sup>st</sup> December 2025  
Proposer: Yemi Macaulay; Seconded: Jim Perry; All in favour.  
Paul Webb thanked Yvonne Rix for her efforts to summarise the financial information.
- 2) It was **RESOLVED** to approve of the sum of £200 for PAT testing all our buildings (due in March).  
Proposer: Liz Swift Seconder: Ryan Noyes; All in favour.
- 3) It was **RESOLVED** to make the following payments  
Proposer: Linda Kitching Seconded: Pat Cleary; All in favour.

Name	Description	Net Amount	Vat	Total Amount	Power
All Staff, HMRC,Nest	Salaries, NI, Tax, Superannuation	£12,388.84	£0.00	£12,388.84	LGA 1972 s.112
George Rowland	Mileage and expenses	£171.55	£0.00	£171.55	LGA 1972 s.111
Debbie Cawley	Mileage and expenses	£26.55	£0.00	£26.55	LGA 1972 s.111
Katherine Hyett	Mileage and expenses	£12.41	£0.00	£12.41	LGA 1972 s.111
Martyn Wright	Mileage and expenses	£57.43	£0.00	£57.43	LGA 1972 s.111
N-CIS	ICT Support Service Contract January 26	£150.00	£30.00	£180.00	LGA 1972 s.111
Civic-Ly	Asset Software	£134.00	£26.80	£160.80	LGA 1972 s.111
Landmark Toilet Solutions	Margaret Field Toilet	£100.00	£0.00	£100.00	Open Spaces Act ss 9-10
Mulhall Leisure Consultancy	Newmarket Road Sports Hub	£500.00	£100.00	£600.00	LGA 1972 s.111
Cambs County Council	Building Insurance Day Centre	£169.59	£0.00	£169.59	LGA 1972 s.133
TH Tree Surgery	Tree Work Recreation Ground	£2,300.00	£460.00	£2,760.00	Open Spaces Act ss 9-10
Syston Doors	Shutter Service MH	£225.00	£45.00	£270.00	LGA 1972 s.133
ESPO	Stationery	£8.70	£1.74	£10.44	LGA 1972 s.111
Dent Security	JRR Alarm Contract	£146.00	£29.20	£175.20	LGA 1972 s.133
Stannah	GMH Stair Lift Contract	£78.27	£15.65	£93.92	LGA 1972 s.133
E Freckingham	Return of Deposit	£50.00	£0.00	£50.00	
L Lambert	Return of Deposit	£50.00	£0.00	£50.00	
C Casey	Return of Deposit	£50.00	£0.00	£50.00	
		<b>£16,618.34</b>	<b>£708.39</b>	<b>£17,326.73</b>	

## FC/100226/9 Regular Updates

### 1) Burwell to Exning cycle way

This doesn't appear to have moved forward. The Clerk has been contacting Suffolk Highways and Suffolk/Cambridge County Councillors to request an update and a meeting. Councillors are insistent that a face to face meeting is needed.

### 2) Newmarket Road proposed sports hub:

We are awaiting an agronomy report to move to the next stage. The group plan to present to Council as soon as possible – likely April/May time but may be later. The Clerk advised legal advice should be taken in setting up any lease agreements.

### 3) Renewable energy developments

- a) To consider consenting to Burwell Parish Council's name being included in representations to be made by Richard Buxton Solicitors on behalf of the Kingsway Parish Council Alliance (letter included in additional information). West Wrattling Parish Council will remain the instructing client, and Burwell Parish Council will incur no liability for legal fees.

**Yemi Macaulay proposed we sign the letter, seconded by Linda Kitching and all voted in favour. RESOLVED.**

**4) ESG Update** – This item was deferred to the next meeting.

#### **FC/100226/10 Group Reports**

- 1) Consideration of the draft minutes of the Climate Change, Biodiversity and Pollution (CBP) Forum meeting dated 06.01.2026 and the following recommendations:
- To remove the quorum of 8 from the terms of reference.  
**Council noted the minutes and Liz Swift proposed that the quorum was reduced to a minimum of 3 councillors; Paul Webb seconded the motion. 9 voted in favour, 1 abstained. It was RESOLVED that the terms of reference for the CBP forum be updated to change the quorum to 3 councillors.**
- 2) Consideration of the draft minutes of the Finance and General Purposes meeting dated 27.01.2026 and the following recommendations: **The minutes were noted and it was RESOLVED to accept the following recommendations:**
- The invoice from Cambridgeshire County Council for the Day Centre Building Insurance for the sum of £169.59 is paid by the Parish Council.
  - 2026/2027 Charges and Fees
    - Charges for the Gardiner Memorial Hall and Mandeville Hall for 2026/2027 should remain the same as in 2025/2026. A notification should also be sent to all regular hirers informing them that it is the intention of the Council to increase charges for 2027/2028.
    - Allotment rents from October 2027 to increase by 1p to 34p per square metre.
    - All Cemetery fees except for the interment of a child under the age of 12 are increased by £10.00
    - The cost of hiring the Tennis Courts is increased to £9.00 per hour.
  - From 1<sup>st</sup> April 2026 a charge should be made of £15.00 per month for the use of the Skate Park by the Shredder Skate School/Max Jamieson and that this charge will include all use of the Skate Park including use for school holiday sessions and competitions. A contract to also be drawn up for his use of the Skate Park by his business.
  - Burwell Football Club is charged £11,000 for the provision of all football facilities for the 2026/2027 season (1<sup>st</sup> July 2026 to 30<sup>th</sup> June 2027).
  - Amendments to banking mandates and Corporate Purchasing Card Account
    - Robin Dyos and Ian Woodroffe are removed from the Unity Trust Bank Mandate, and Ian Woodroffe is removed from the CCLA Mandate.
    - Richard Jenkins is added to the Unity Trust Mandate.
    - Katherine Hyett, as Clerk, is added to the Unity Trust Mandate to allow access to the account and for setting up payments.
    - A letter is sent to Unity Trust with regards to the Corporate Purchasing Card to allow the resetting of the password for Yvonne Rix to allow access to the account.
    - An additional Corporate Purchasing Card with a credit limit of £1000 is requested in the Clerk's name.
  - Code of Conduct policy and Complaints Procedure
    - The Local Government Association Model Code of Conduct is adopted ensuring we meet the advertising requirements of the Localism Act 2011 and ensuring the Monitoring Officer is kept informed.

- The newly drafted single Complaints' policy is adopted, and notification of the adoption is made to the Monitoring Officer.
- Staffing
  - That the revised job description for the Clerk is approved
  - That the following re-evaluation of the Clerk's role is implemented:
    1. The Clerk's post should be set at Spinal Point 32 (LC2) from 1.1.2026
    2. An increase of one spinal point annually, satisfactory staff appraisal from 1.4.2026 until Spinal Point 36 is achieved (top of LC3 – below substantive range).
  - That the employer contribution made towards staff pensions who are members of the NEST scheme by Burwell Parish Council is increased from 3% to 5% from 1.4.2026.

**FC/100226/11 Parish Report**

The Clerk reported that data protection training materials have been circulated to all councillors. A standing agenda item will be included at future meetings to monitor progress and ensure completion by the end of the financial year.

Tree works are currently underway and have been completed at the cemetery. Quotations for the remaining works will be presented in the first instance to the Land, Buildings and Facilities Committee.

Several minor improvement works are in progress at the Pavilion, including updated signage, installation of kickboards, and enhancements to cleaning storage.

The Clerk asked councillors to note and commend the work of George Rowlands in undertaking a range of tasks, some of which are particularly challenging, and expressed sincere appreciation for his dedication and support.

Good progress is also being made with the implementation of Civic.ly, the Council's asset management system, with 236 records now established and a number of routine inspections uploaded, including the weekly playpark inspections.

**FC/100226/12 Other County & District Matters**

None to note

**FC/100226/13 Other Reports**

None to note

**FC/100226/14 Correspondence**

None to note

**FC/100226/15 Other Matters**

- 1) Consideration of approval to replace a wooden memorial bench in the cemetery with a granite memorial bench to be paid for, installed and insured by the family. Liz Swift proposed, Ryan Noyes seconded, All in favour. **RESOLVED**
- 2) Approval of a new Information Technology (IT) policy for adoption. Paul Webb proposed, Yemi Macaulay seconded, All in favour. **RESOLVED**
- 3) Consideration of applications for co-option to the Council.  
It was **RESOLVED** to co-opt Hazel Barber and Ben Vinten to Council. Both candidates were proposed, seconded and voted in unanimously and warmly welcomed to Council.

**Meeting Closed:21.12**

Signed:

Dated: