

BURWELL PARISH COUNCIL

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Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 24th February 2026 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR.

Present: Elizabeth Swift (Chair), Hazel Barber, Pat Cleary, John Damian, Lea Dodds, Richard Jenkins, Linda Kitching, Ben Lucas, Yemi Macaulay, Ryan Noyes, Jim Perry, Geraldine Tate, Ben Vinten

In attendance: Katherine Hyett (Clerk)

FC/240226/01 Apologies

It was RESOLVED that apologies were received and accepted from Paul Webb (personal matters), Brenda Wilson (personal matters), Michael Geary (personal matters)

Absent: Chris O'Neill.

FC/240226/02 Declarations of any interests known to Councillors

Jim Perry declared an interest in FC/240226/05 item 3.

FC/240226/03 Approval of Minutes of the meeting of 10th February 2026

Members were in receipt of the minutes of the Full Council meeting held on 10th February 2026.

RESOLVED: That the minutes of the above meeting be accepted as a correct record and signed by the Chair.

FC/240226/04 Public Forum

Nothing was raised in the public forum

FC/240226/05 Planning Applications

To consider the following list of planning applications:

1. Proposal: Replacement of seven double glazed white timber windows with white PVC-U double glazing
Location: The Dove House 21B High Street Burwell Cambridge CB25 0HB
Reference: 26/00121/FUL
RESOLVED: Burwell Parish Council has no objections
Unanimous
2. Proposal: Conversion of Grade II Listed former mission church into a residential dwelling
Location: The Church 70A North Street Burwell Cambridge CB25 0BB
Reference: 26/00138/FUL and 26/00139/LBC
RESOLVED: Burwell Parish Council preferred to defer making a formal response until the Conservation Officer's comments have been received and considered. The Council expressed concerns regarding parking provision and requested assurance that adequate on-site parking will be available to accommodate the level of use proposed.
Unanimous
3. Proposal: End-terrace self-build two storey, two bed unit with associated access and parking arrangements
Location: 7 Orchard Way Burwell Cambridge CB25 0EQ
Reference: 26/00110/OUT
RESOLVED: Burwell Parish Council has no objections
12 in favour, 1 abstained

FC/240226/06 Planning decisions from District Council

The following planning decisions from East Cambridgeshire District Council were received and noted:

1. Proposal: Change of Use Class B1 to E(d) 1-1 personal training gym – **APPROVED**
Location: Unit 22 Lucas Close Burwell Cambridge Cambridgeshire
Reference: 25/01254/FUL
2. Proposal: Non material amendment to previously approved 22/00420/RMM for reserved matters comprising layout, scale, appearance and landscaping for 138 dwellings, internal roads, parking, open space, landscaping, associated drainage and ancillary infrastructure for Phase 1 (Housing) pursuant to outline planning permission 15/01175/OUM (as varied by 15/01175/NMAA and 15/01175/NMAB) – **APPROVED**
Location: Phase 1 Millstone Park Land Adjacent To Melton Farm Newmarket Road Burwell
Reference: 22/00420/NMAC

3. Proposal: Addition of Open Canopy porch to principal elevation, fenestration changes to the existing structure, enlarged rear dormer at first floor level and new wall to the street scene – **APPROVED**
 Location: 49 Swaffham Road Burwell Cambridge CB25 0AN
 Reference: 25/01253/FUL

FC/240226/07 Notifications from ECDC of approved work to trees:

The following tree work decisions from East Cambridgeshire District Council were received and noted:

1. Proposal: T1 Apple (*Malus domestica*) – Crown thin by max 30% to reduce congestion and crossing branches and reduction from 4 metres to 3 metres (only of long watershoots)
 T2 Whitebeam (*Sorbus aria*) – Crown reduce by 2m all round, prune back from neighbouring property and give up to 2m separation
 Location: 107 The Causeway Burwell Cambridge Cambridgeshire CB25 0DU
 Reference: 25/00997/TRE

2. Proposal: T1 Eucalyptus – Remove
 Location: 18 The Causeway Burwell Cambridge Cambridgeshire CB25 0DU
 Reference: 26/00013/TRE

3. Proposal: T1 Grey Willow – Reduce crowns by 50-75% as have grown much too big for their location overhang both the main patio and the shed
 T2 Cherry Plum – Reduce crowns by 50-75% as have grown much too big for their location overhang both the main patio and the shed
 T3 Apple – Remove limbs on the side of the patio, to make the gap in the wall a useable entrance to the lawn and remove parts leaning directly on the old pergola which is likely to have to be removed in the next 12-24 months
 T4 Crab Apple – Remove limbs on the side of the patio, to make the gap in the wall a useable entrance to the lawn and remove parts leaning directly on the old pergola which is likely to have to be removed in the next 12-24 months
 Location: 95 North Street Burwell Cambridge CB25 0BB
 Reference: 26/00057/TRE

FC/240226/08 Urgent Matters for Consideration

1) To consider quotations for repair of leaks to Gardiner Memorial Hall roof.

The Clerk reported that more than five roofing contractors had been contacted; however, only two quotations had been received. The repairs are now considered urgent due to health and safety concerns. The roof leak has been an ongoing issue for several years but has deteriorated noticeably over the winter period.

One quotation totalled **£8,400**, and the second totalled **£4,380.20**, the latter comprising a coordinated approach involving three suppliers to undertake the scaffolding, solar panel works, and roofing repairs.

Resolved: The Council approved the quotation of **£4,380.20**.

2) Pauline’s Swamp – Legal Position, Charity Status and Future Management Arrangements: For members to authorize £600 for preliminary legal advice from Weller’s Law Group for:

- a) transferring the land from the existing trustees to the Official Custodian of Charity land/or the Parish Council to avoid the title being changed every time there is a change of Trustees.
- b) setting up a formal management agreement with the Parish Council.
- c) enabling the correct insurance and banking procedures.

RESOLVED: approved unanimously

3) It was RESOLVED to approve of the following payments:

Name	Description	Net Amount	Vat	Total Amount	Power
Ellgia	General Waste Disposal	£202.68	£40.54	£243.22	LGA 1972 s.133

Lloyds Bank	Maintenance Supplies £745.06 Admin £19.89 Fee £6.00	£617.96	£152.99	£770.95	LGA 1972 s.111/LGA 1972 s.133/ Open Spaces Act ss9-10
Huws Gray	Maintenance Supplies	£284.49	£56.90	£341.39	LGA 1972 s.133
N-CIS	Additional Microsoft 365	£91.34	£18.27	£109.61	LGA 1972 s.111
S R Landscapes	Tree Work Margaret Field	£2,300.00	£0.00	£2,300.00	Open Spaces Act ss9-10
C&PALC	Training	£375.00	£0.00	£375.00	LGA 1972 s.111
VHS Cleaning Services	Deep Floor Clean Chapel	£275.00	£55.00	£330.00	LGA 1972 s.133
Impact	Solar System Mandeville Hall	£24,713.02	£4,942.60	£29,655.62	LGA 1972 s.133
Vision ICT Ltd	SSL Certificate Renewal	£50.00	£10.00	£60.00	LGA 1972 s.111
Burwell Window Cleaning	Various Properties	£70.00	£0.00	£70.00	LGA 1972 s.133
Laura Kelly	Ret of Dep	£50.00	£0.00	£50.00	
N Bowen	Ret of Dep	£50.00	£0.00	£50.00	
C De Simond	Ret of Dep	£50.00	£0.00	£50.00	
Burwell Brownies & Guides	Ret of Dep	£50.00	£0.00	£50.00	
Engie	Allotments	£43.45	£2.17	£45.62	Small Holding and Allotments Act 1908 ss23,25
Engie	MH Gas	£316.94	£15.85	£332.79	LGA 1972 s.133
Engie	Recreation Ground	£530.81	£26.54	£557.35	Open Spaces Act ss9-10
Engie	Public Toilet	£23.69	£1.18	£24.87	Pub Health 1936 s87
Engie	Cemetery	£25.52	£1.28	£26.80	LGA 1972 s.214(6)
Engie	JRR	£128.71	£6.44	£135.15	LGA 1972 s.133
Engie	GMH	£1,366.34	£273.27	£1,639.61	LGA 1972 s.133
		£31,614.95	£5,603.03	£37,217.98	

FC/240226/09 Other Reports for noting

None

FC/240226/10 Other matters from Cambridgeshire County Council and East Cambridgeshire District Council

a) The following street works were noted:

- i) TTRO North Street: Road closure between no 59-65 for telecoms work. Anticipated dates 2-4 March. Access maintained to properties.
- ii) TTRO Weirs Drove: Road closure between The Orchard and Welsumme Farm for water meter maintenance and associated works. Anticipated dates 16th March. Access maintained to properties.

iii) TTRO Silver Street: Road closure between The Causeway and North Street for gully cleaning and associated works. Anticipated dates 9-11 March 2026. Access maintained to properties.

b) 2026/27 20mph funding programme:

To consider whether the Parish Council should apply to the 2026/27 20mph Funding Programme administered by Cambridgeshire County Council. Please refer to additional information for the further details and the application form.

Deadline for applications: 17:00 on Friday 27 March 2026.

Members are asked to:

- I. Consider whether the Parish Council wishes to apply for funding.
- II. Identify potential roads or areas to be included in an application (if agreed).
- III. Authorise the Clerk, in consultation with the Chair/Vice-Chair, to prepare and submit the application and any supporting information by the stated deadline.

RESOLVED: Council decided unanimously not to reapply for 20mph funding

FC/240226/11 Update on completion rates of Data Protection training

The Clerk updates that four out of seventeen councillors completed the training to date and five out of six staff. She reminded Councillors to complete the training before the end of March.

Meeting closed 8.10

Signed:

Dated:

DRAFT