

# BURWELL PARISH COUNCIL

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Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 10<sup>th</sup> March 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, Michael Geary, Richard Jenkins, Linda Kitching, Ben Lucas, Yemi Macaulay, Ryan Noyes, Jim Perry, Geraldine Tate, Ben Vinten, Paul Webb, Brenda Wilson.

**In attendance:** Katherine Hyett (Clerk), Cllr Yannifer Malinowski, Cllr Lavina Edwards

## **FC/100326/1 Apologies for absence**

No apologies were given.

**Absent:** Chris O'Neill.

## **FC/100326/2 Declarations of any interests known to Councillors**

Paul Webb declared a pecuniary interest in item FC/100326/8 4) Payments

## **FC/100326/3 Approval of Minutes of the meeting held on 24<sup>th</sup> February 2026**

Members were in receipt of the minutes of the Full Council meeting held on 24<sup>th</sup> February 2026.

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

## **FC/100326/4 Public Forum**

No matters were raised in the Public Forum

## **FC/100326/5 County and District Reports**

- a) To receive a written report from Cllr David Brown
- b) To receive verbal reports from any other district or County Councillors present. Liz Swift read out Cllr Edwards' report. Cllr. Malinowski invited feedback from Councillors about pertinent village issues – road surfacing/potholes and road markings were discussed as well as Local Government Re-organisation.

## **FC/100326/6 Planning Applications to be considered**

None were considered.

### **FC/100326/6.1 Planning Decisions from District Council**

The following decisions were noted:

- a) Proposal: Alterations, demolitions, improvements and extensions plus replacing existing roof tiles -  
**APPROVED**  
Location: Lynton Waterside Burwell Cambridge CB25 0BJ  
Reference: 25/01301/FUL
- b) APPEAL DECISION - 25/00369/FUL / 25/00370/LBC - 121 North Street, CB25 0BB (CP)  
The development proposed is single storey rear extension to form new kitchen and family room.  
**APPEAL DISMISSED**

## **FC/100326/7 Notification of tree works approved by East Cambridgeshire District Council**

There were no tree works notifications to note.

## **FC/100326/8 Finance**

### **Urgent matters for consideration:**

- 1) To consider three quotations received for important tree works at Kingfisher Drive, to appoint a contractor and authorise the Clerk to instruct the works in accordance with the accepted quotation. **It was unanimously RESOLVED to appoint TH Tree Surgery to carry out the important tree works at Kingfisher Drive.**
- 2) To consider three quotations received for medium tree works at the Recreation Ground, to appoint a contractor and authorise the Clerk to instruct the works in accordance with the accepted quotation. **It was unanimously RESOLVED to appoint TH Tree Surgery to carry out the medium tree works at Recreation ground.**
- 3) To consider and resolve the payment of 2.5 days' accrued annual leave to Martyn Wright and Debbie Cawley, in light of the difficulty to provide cover to enable the leave to be taken within the relevant leave year. **It was**

unanimously RESOLVED to provide 2.5 days pay in lieu of annual leave to Debbie Cawley and Martyn Wright for the 2025/2026 holiday year.

4) It was unanimously RESOLVED to make the following payments:

Name	Description	Net Amount	Vat	Total Amount	Power
All Staff, HMRC, Nest	Salaries, NI, Tax, Superannuation	£14090.72	£0.00	£14090.72	LGA 1972 s.112
George Rowland	Mileage and expenses	£141.75	£0.00	£141.75	LGA 1972 s.111
Debbie Cawley	Mileage and expenses	£30.60	£0.00	£30.60	LGA 1972 s.111
Martyn Wright	Mileage and expenses	£53.83	£0.00	£53.83	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
Collier Turf Care Ltd	Turfguard Switch	£15.00	£3.00	£18.00	Open Spaces Act ss 9-10
CAPALC	Councillor Training	£150.00	£0.00	£150.00	LGA 1972 s.111
ATL Alarms	GMH Alarms	£180.00	£36.00	£216.00	LGA 1972 s.133
ESPO	Cleaning	£89.95	£17.99	£107.94	LGA 1972 s.133
ESPO	Laminator	£104.00	£20.80	£124.80	LGA 1972 s.111
Clunch	Advert	£140.00	£0.00	£140.00	LGA 1972 s.111
Burwell Print Centre	Signs	£163.38	£32.68	£196.06	LGA 1972 s.111
Sotham Engineering	Phase 2 Lights Mandeville Hall	£12,448.26	£2,489.65	£14,937.91	LGA 1972 s.133
Hallmaster	Software Renewal	£442.00	£88.40	£530.40	LGA 1972 s.111
P Webb	Mileage	£6.53	£0.00	£6.53	LGA 1972 s.111
L Matthews	Ret of Deposit	£50.00	£0.00	£50.00	
Engie	Recreation Ground	£822.16	£164.43	£986.59	LGA 1972 s.133
<b>Total</b>		<b>£29,812.18</b>	<b>£3,009.75</b>	<b>£32,821.93</b>	

### **FC/100326/9 Regular Updates (For information only)**

To receive regular updates on current matters. This item is for discussion and information only; no decisions or resolutions will be made under this agenda item.

- 1) Burwell to Exning cycle way: The Chair updated that we are still trying to get a suitable date to meet face to face with the Rights of Way Officer. Cllr. Malinowski and Cllr. Hood (Suffolk) are also involved.
- 2) Newmarket Road proposed sports hub: Several reports have been included below and matters are progressing now. A regular monthly meeting is being held tomorrow.
- 3) Renewable energy developments: The Clerk updated that Nick Acklam and Simon Chandler will be attending full council on 14<sup>th</sup> April to provide an update on Kingsway and other activities. They have said they will provide a briefing document in advance.
- 4) ESG (Energy Sub-Group): no update in this section.

### **FC/100326/10 Group Reports**

- 1) Consideration of the draft minutes of the Community, Safety, Health and Sport meeting dated 3.2.2026 and the following recommendations:
  - a. That Grays Family Funfairs be allowed to use the Recreation Ground between 20—26<sup>th</sup> July 2026 with the funfair opening: Thursday: 6:00pm – 9:00pm, Friday: 6:00pm – 9:00pm, Saturday: 2:00pm – 9:00pm for a fee of £500.  
**The minutes were noted and it was unanimously RESOLVED that Grays Family Funfairs be allowed to use the Recreation Ground between 20—26<sup>th</sup> July 2026 at the times given above.**

### **FC/100326/11 Parish Report**

Burwell Carnival will be holding an Easter Egg hunt and community picnic at Jubilee Green Park on 4<sup>th</sup> April. The zip wire has finally been fixed today free of charge. Other office activities in March include staff appraisals, fire extinguisher servicing and PAT testing for all of the Parish Council buildings. We have renewed or put new signs up at Mandeville, Margaret Field and the Recreation Ground. We will be locking Mandeville car park when not in use by hirers due problems with parking capacity. We contacted ECDC to request a waste drop in for Burwell and they have proposed 8<sup>th</sup> April and can also attend the annual parish meeting.

### **FC/100326/12 Other County & District Matters**

#### **1) Statutory Consultation – Local Government Reorganisation (Cambridgeshire and Peterborough)**

To consider the Ministry of Housing, Communities and Local Government (MHCLG) statutory consultation on proposals for unitary local government in Cambridgeshire and Peterborough, including the four options submitted by:

1. Cambridge City Council, East Cambridgeshire District Council and South Cambridgeshire District Council
2. Cambridgeshire County Council
3. Huntingdonshire District Council
4. Peterborough City Council and Fenland District Council

To agree whether the Parish Council wishes to submit a response to MHCLG before the consultation deadline of 26 March 2026.

Paul Webb proposed that Burwell Parish Council submit a response to reconfirm their support for the original Option A which is the solution proposed by Cambridgeshire County Council. It was agreed that Council's position had not changed from the response provided in September 2025 to Cambridgeshire County Council's consultation. The proposal was seconded and 15 Councillors voted in favour, 1 abstained. **It was RESOLVED to resubmit the previous consultation response.**

Therefore, the following statement will be sent:

Having reviewed the consultation documents and considered the potential implications for our community, Burwell Parish Council has resolved to support Proposal A, Cambridgeshire County Council's favoured option of:

2 unitary councils. These would comprise the district areas of:

North West: Peterborough, Fenland, Huntingdonshire

South East: Cambridge, East Cambridgeshire, South Cambridgeshire

Burwell Parish Council believe this proposal offers the strongest and most practical framework for the future of local government in Cambridgeshire. We consider that this option will align better with local identities and people's daily lives including areas such as work, travel, NHS, and education.

**FC/100326/13 Other Reports**

- 1) Spring Close and Priory Meadow Management Group Minutes 22/01/2026 were noted.
- 2) Newmarket Road sports hub meeting minutes 2026, draft overview document -Burwell Sports Hub and initial agronomy reports were noted.

**FC/100326/14 Other Matters**

- 1) Update from the Clerk on data protection training completion. The Clerk updated that 5/6 staff and 8/17 councillors have completed the training and re-iterated that the deadline is the end of March.
- 2) To consider the future of the Energy Sub-Group (ESG), including a proposal to discontinue the sub-working group and reallocate any outstanding matters to the appropriate Council working groups. **It was RESOLVED to discontinue the ESG.**

Meeting closed 20:04

**Signed:**

**Dated**