

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 14th April 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, Brenda Wilson.

In attendance: Katherine Hyett (Clerk)

Members of the Public: 6

Nick Acklam and Simon Chandler (Kingsway Area Parish Council Alliance)

FC/140426/1 Apologies for absence

Apologies: Paul Webb (personal reasons) – Council **RESOLVED** to accept the reason for apologies

Absent: Chris O'Neill

FC/140426/2 Declarations of any interests known to Councillors

No declarations of interest were received.

FC/140426/3 Approval of Minutes of the meeting held on 31st March 2026

Members were in receipt of the minutes of the Full Council meeting held on 31st March 2026.

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

FC/140426/4 Public Forum

No matters were raised in the Public Forum

Yemi Macaulay joined the meeting at 19:31

FC/140426/5 Presentation

Nick Acklam (Reach Parish Councillor and member of the Kingsway Area Parish Council Alliance Legal Steering Committee) and Simon Chandler (Chair of West Wrating Parish Council and member of the Kingsway Area Parish Council Alliance Legal Steering Committee) gave Council an interesting update on progress regarding Kingsway Solar, including connection issues, timings, key concerns and figures on oversupply and answered a number of questions from Council. They were keen to encourage residents to feedback to the planning inspectorate.

FC/140426/6 County and District Reports

a) A written report was noted as received from Cllr David Brown

b) The Chair read out a report from Cllr Lavina Edwards focussed on planning and County Cllr Malinowski updated on support for low income households, roads and battery storage.

FC/140426/7 Planning Applications

The following planning applications were discussed and responses resolved:

1) Proposal: Erection of 1no. detached dwelling with new vehicular access (amended plan/additional information)

Location: Land To West Of 4 Newmarket Road Burwell

Reference: 25/01334/FUL. Response date 17th April 2026

It was unanimously **RESOLVED** to provide the following response:

Burwell Parish Council requests that this application be referred to the Planning Committee for determination. The Council has ongoing concerns regarding the potential loss of privacy arising from the siting and design of the proposed dwelling, together with concerns about the proposed vehicular access arrangements. These concerns are shared by neighbouring

residents and are supported by the representations submitted by neighbours. The Parish Council is also concerned about biodiversity impacts. In particular, there is concern that habitat on the site may have been allowed to degrade prior to the commencement of development, which could undermine biodiversity protections and conflict with the principles of biodiversity net gain. Additionally, the Council notes that this area of the village is recognised as being archaeologically rich. Given the potential for below-ground heritage assets, the Parish Council considers that appropriate archaeological assessment and reporting should be required to ensure any archaeological interest is properly identified and safeguarded.

2) Proposal: 2No. detached single-storey, two-bedroom dwellings, with associated amenity and parking space (amended plan/additional information)

Location: Land North Of 18 Reach Road Burwell

Reference: 25/01199/FUL. Response date 28th April 2026

It was unanimously **RESOLVED** to provide the following response:

Burwell Parish Council maintains its objection to this application. The Council considers that the proposed development represents overdevelopment of the site, which would be out of keeping with the character and spacing of development in the surrounding area.

The Parish Council remains particularly concerned about the potential loss of mature trees and the risk of damage to existing trees.

FC/140426/8 Finance

- 1) To consider and approve the schedule of payments as presented.

It was **RESOLVED** unanimously that the following payments be approved.

Name	Description	Net Amount	Vat	Total Amount	Power
All Staff, HMRC, Nest	Salaries, NI, Tax, Superannuation TBC	£13,447.15	£0.00	£13,447.15	LGA 1972 s.112
George Rowland	Mileage and expenses	£146.15	£0.00	£146.15	LGA 1972 s.111
Debbie Cawley	Mileage and expenses	£27.45	£0.00	£27.45	LGA 1972 s.111
Martyn Wright	Mileage and expenses	£58.33	£0.00	£58.33	LGA 1972 s.111
N-CIS	ICT Support Service Contract	£150.00	£30.00	£180.00	LGA 1972 s.111
N-CIS	Additional ICT Service	£101.12	£20.22	£121.34	LGA 1972 s.111
Civic-Ly/Scribe	Asset Software	£134.00	£26.80	£160.80	LGA 1972 s.111
Sharp	Photocopier Contract	£49.31	£9.86	£59.17	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
Warner Roofing	Repairs to roof GMH	£1,140.00	£228.00	£1,368.00	LGA 1972 s.133
Impact	Repairs to roof GMH	£1,350.10	£270.02	£1,620.12	LGA 1972 s.133
ATL Alarms	GMH Fire Alarms	£165.00	£33.00	£198.00	LGA 1972 s.133
ATL Alarms	GMH Fire Alarms	£93.84	£18.77	£112.61	LGA 1972 s.133
ATL Alarms	Fire Protection - all sites	£260.00	£52.00	£312.00	LGA 1972 s.133
Zion Landscapes	Grass Cutting Contract	£1,355.00	£271.00	£1,626.00	LGA 1972 s.133
N Power	Streetlight Energy	£104.24	£5.21	£109.45	LGA 1972 s.133
Burwell & Exning Cricket Club	Return of deposit	£50.00	£0.00	£50.00	N/A – refund of deposit
J Reeves	Return of deposit	£50.00	£0.00	£50.00	N/A – refund of deposit
ECDC	Rates GMH *	£2,704.80	£0.00	£2,704.80	LGA 1972 s.133
ECDC	Rates Cemetery *	£2,143.70	£0.00	£2,143.70	LGA 1972 s.214
ECDC	Rates Mandeville Hall*	£6,272.00	£0.00	£6,272.00	LGA 1972 s.133
ECDC	Rates Jubilee Reading Room*	£529.20	£0.00	£529.20	LGA 1972 s.133
		£30,931.39	£1,064.88	£31,996.87	
* Total payment for the full year. Amount paid in 10 monthly instalments.					

FC/140426/9 Regular Updates

Brief updates were provided on the following matters:

- 1) Burwell to Exning cycle way: Minutes of recent meeting in additional information. The Chair mentioned the recent meeting with Suffolk Highways and that we hope to see progress with the cycleway soon. Suffolk Highways are applying for a traffic regulation order to adjust the speed limit. Hazel Barber raised that Active travel should also consider equestrians.
- 2) Newmarket Road proposed sports hub – there is a meeting on 21st April for the second stage of agronomy.
- 3) Renewable energy developments – no updates

FC/140426/10 Group Reports

1. To consider the draft minutes of the Finance and General Purposes Working Group meeting dated 31.03.26 and the following recommendations:

- a. That the Council enter into a 12-month contract with Bright HR at a cost of £1,764.00 to provide Health and Safety and HR support. **RESOLVED**
 - b. That £200,000.00 be transferred from the Unity Trust Current Account to a higher-interest account once a suitable account has been identified and approved by Council. **RESOLVED**
 - c. That £45,000.00 of unallocated CIL funding be allocated to the Newmarket Road Sports Hub. **RESOLVED**
 - d. That an annual advance payment discount of £15.00 for Shredder Skate School be approved, and that the notice period for fee changes be increased from one month to two months. **RESOLVED**
 - e. That the provision of a mobile phone for the Clerk be approved. **RESOLVED**
 - f. To consider staffing recommendations in confidential session. **RESOLVED**
- The minutes were noted, and it was **unanimously RESOLVED** to approve the recommendations.

2. To consider the draft minutes of the Climate Change, Biodiversity and Pollution Forum meeting held on 3 March 2026.

The minutes were noted, and it was **unanimously RESOLVED** to approve them. The Clerk noted that one recommendation had been missed and will be submitted to Council at a later date.

3. To consider the draft minutes of the Land, Buildings, and Facilities Working Group meeting held on 3 March 2026 and the following recommendations:

- a. That DH Electricals' quotation of £2,865.70 for the replacement of the distribution board at Mandeville Hall be accepted. **RESOLVED**
- b. That £2,500.00 of CIL funding be allocated towards new street furniture, including benches and bins. **RESOLVED**
- c. That David Bracey's quotation of £450.00 for annual play equipment inspections be accepted. **RESOLVED**

The minutes were noted, and it was **unanimously RESOLVED** to approve the recommendations.

FC/140426/11 Parish Report

The Clerk reported that all allotments are currently utilised and updated Council on the vandalism that had occurred. A new light had been installed in Mandeville Car Park and we are preparing for the Annual Parish Meeting and dealing with insurance renewals.

FC/140426/12 Other County & District Matters

- 1) The information from East Cambridgeshire District Council: Street Naming and numbering schedule sent for Phase 3 Millstone Park was noted.
- 2) To receive a project newsletter from Cambridgeshire County Council about Nature Recovery – From the Ground up. This was noted.
- 3) For noting: Letter to Alison McGovern MP (Minister of State for Local Government and English Devolution in the UK) signed by Liz Swift, Chair, Burwell Parish Council reaffirming support for option 2 in the Local Government Reorganisation. This was noted.

FC/140426/13 Other Reports

- 1) For council to receive and note the presentation from the East Cambs Working Group for 'Nature Recovery – From the Ground up' attended by Hazel Barber. This was received and noted.

FC/140426/14 Correspondence

To receive and consider correspondence and any resulting actions in relation to:

- a. Simon Chandler's email: "*Kingsway Solar Farm – what happens next?*" Council **RESOLVED** to allow the Clerk to promote to Parishioners that they should register as interested parties in the Kingsway planning process.
- b. National Grid update regarding Burwell Substation – this was noted.

FC/140426/15 Parish Online Access

To consider whether to approve subcontractor access within Parish Online for the following organisations / individuals for mapping and project-related purposes:

- Peter Bates of SSECAM (formerly East Cambs Climate Action Network)
- Wild Burwell

It was **RESOLVED** to allow both parties access to Parish Council online as sub-contractors

FC/140426/16 Exclusion of Press and Public

To resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item(s) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, namely staffing and contractual matters.

Council resolved to exclude the press and public.

FC/140426/17 Confidential Staffing Matters

To consider recommendations from the Finance and General Purposes Committee relating to staffing matters, including salaries, appraisals, additional hours, and implementation of nationally agreed pay awards.

The recommendations made by the Finance and General Purposes were discussed and council **RESOLVED** to accept the recommendations made for pay increases following performance reviews, additional hours for the RFO and to accept the salary uplift agreed as part of the Local Government Services Pay agreement.

Meeting closed 20:54

Signed

Dated