

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Minutes of the Annual Meeting of Burwell Parish Council held at 7.30pm on Tuesday 12th May 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),
Lavina Edwards (District Councillor), Andrew Burton (County Councillor for Newmarket & Exning).

FC/120526/1 Election of Chair and Chair's declaration of acceptance of office

Geraldine Tate proposed Liz Swift for the office of Chair, this was seconded by Lea Dodds. There were no other nominations. A vote was taken and with all members being in favour, Liz Swift was duly elected as Chair of the Parish Council. Liz Swift signed the declaration of acceptance of office.

FC/120526/2 Election of Vice Chair

Richard Jenkins proposed Lea Dodds as Vice-Chair, this was seconded by Pat Cleary. There were no other nominations. A vote was taken and with all members being in favour, Lea Dodds was duly elected as Vice-Chair of the Parish Council.

FC/120526/3 Apologies for absence

Apologies:

- Linda Kitching (personal matters): Council **RESOLVED** to accept the reason for apologies
- Paul Webb (personal matters): Council **RESOLVED** to accept the reason for apologies
- Brenda Wilson (personal matters): Council **RESOLVED** to accept the reason for apologies

Apologies were also received from County Councillor, Yannifer Malinowski but not noted at meeting.

FC/120526/4 Declarations of any interests known to Councillors

No declarations of interest were received.

FC/120526/5 Approval of Minutes of the meeting held on 28th April 2026

Members were in receipt of the minutes of the Full Council meeting held on 28th April 2026.

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

FC/120526/6 Review and adoption of standing orders and financial regulations.

It was **RESOLVED** that no changes were required to the standing orders and financial regulations and these were duly adopted.

FC/120526/7 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

Council confirmed receipt and noted the clerks update and that further work was required to update this.

FC/120526/8 Review of representation on or work with external bodies and arrangements for reporting back.

It was noted that this will be discussed on our strategy day in June.

FC/120526/9 Confirmation of arrangements for insurance cover in respect of all insurable risks and to agree renewal of our policy with Zurich for a period of 3 years or commencing an agreement with a new supplier.

Following presentation of additional information giving a comparison of quotes from Zurich and Clear Councils it was **RESOLVED** that we change to Clear Councils for our insurance cover.

FC/120526/10 Review of the Council's and/or staff subscriptions to other bodies.

It was **RESOLVED** to continue subscriptions for the Council to NALC and CAPALC and to pay for subscriptions to the SLCC for the Clerk and RFO.

FC/120526/11 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.

It was **RESOLVED** that no changes were required to the above mentioned policies and procedures and that these would be reviewed on the appropriate dates listed on the documents.

FC/120526/12 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

It was **RESOLVED** to accept the proposed dates of meeting including one change: the 14th July meeting to be moved to 21st July due to Chair and Vice Chair holidays.

FC/120526/13 Public Forum

Andrew Burton, newly elected County Councillor for Burwell and Exning attended to introduce himself. He is interested in collaborating with us to progress the Burwell to Exning cycle path.

FC/120526/14 County and District Reports

Cllr Lavina Edwards gave a brief report on her activity.

FC/120526/15 Planning Applications

No planning applications were considered.

FC/120526/16 Finance

- a. To consider and approve a donation of £200 to the Cambridgeshire Libraries summer reading scheme: Council **RESOLVED** to make a payment of £200 specifically for Burwell Library.
- b. To note the receipt of the first Precept payment of £145,000.00. This was noted by Council.
- c. To note the receipt of the payment of CIL Meaningful Proportion of £5377.43. This was noted by Council.
- d. To consider and approve the schedule of payments as presented. Council **RESOLVED** to make the following payments as presented.

Payee	Description	Net Amount	Vat	Total Amount	Power
All Staff	Salaries Tax Ni Superannuation inc RFO 5 hours overtime.	£13,086.84	£0.00	£13,086.84	Local Gvt Act 1972 s.112
Debbie Cawley	Mileage	£27.45	£0.00	£27.45	LGA 1972 s.111
George Rowland	Mileage and expenses	£138.15	£0.00	£138.15	LGA 1972 s.111
Martyn Wright	Mileage and phone	£67.55	£0.00	£67.55	LGA 1972 s.111

Katherine Hyett	Safety Tape and Personal Alarm	£21.94	£0.00	£21.94	LGA 1972 s.111
N-CIS	Microsoft 365	£101.12	£20.22	£121.34	LGA 1972 s.111
Mulhall Leisure Consultancy Ltd	Newmarket Road Sports Hub	£500.00	£100.00	£600.00	LGA (Misc Prov) 1976 s.19
Grounds Management Association	Newmarket Road Sports Hub	£1,310.00	£262.00	£1,572.00	LGA (Misc Prov) 1976 s.19
Stannah	Stair Lift Service	£78.27	£15.65	£93.92	LGA 1972 33
Mr Groundsman	Football Pitch Maintenance Recreation Ground	£7,450.00	£1,490.00	£8,940.00	LGA (Misc Prov) 1976 s.19
Mr Groundsman	Grass Cutting Margaret Fiels	£510.00	£102.00	£612.00	LGA (Misc Prov) 1976 s.19
Zion Landscapes	Grass Cutting	£1,355.00	£271.00	£1,626.00	Open Spaces Act 1906 ss 9-10
Scribe (Starboard Systems)	Scribe Accounts Package	£1,008.00	£201.60	£1,209.60	LGA 1972 s.111
N & G Marsh	Repairs Recreation Ground Barrier	£74.00	£0.00	£74.00	LGA (Misc Prov) 1976 s.19
BrightHR	HR Software	£147.83	£27.92	£175.75	LGA 1972 s.111
CAPALC	Return of Deposits	£100.00	£0.00	£100.00	
Octopus Energy	Recreation Ground Electricity	£226.82	£11.34	£238.16	LGA 1972 s.133
Engie	Public Toilet Feb 26	-£21.06	-£1.05	-£22.11	Public Health Act 1936 s87
Engie	Public Toilet Feb 26	£21.06	£1.05	£22.11	Public Health Act 1936 s87
Engie	Public Toilet March 26	£22.56	£1.13	£23.69	Public Health Act 1936 s87
Engie	Public Toilet March 26	-£22.56	-£1.13	-£23.69	Public Health Act 1936 s97
Corona Energy	Mandeville Hall April 25	£292.60	£14.63	£307.23	LGA 1972 33
Corona Energy	Mandeville Hall May 25	£284.34	£14.22	£298.56	LGA 1972 33
Corona Energy	Mandeville Hall June 2025	£271.18	£13.56	£284.74	LGA 1972 33

Corona Energy	Mandeville Hall July 2025	£260.34	£13.02	£273.36	LGA 1972 33
		£27,311.43	£2,557.16	£29,868.59	

FC/120526/17 Regular Updates

Council received updates on the following matters:

1) Burwell to Exning cycle way: No further updates available at this stage although we are hopeful Cllr Andrew Burton (Exning and Newmarket) may help speed this up.

2) Newmarket Road proposed sports hub: The agronomy report has been attached in additional information. There is a meeting on 13.05.2026 at 1pm. We are at the point of needing to start fundraising and would like to apply for CIL123 money.

3) Renewable energy developments: The Clerk emailed Councillors and put a post on social media updating about Kingsway and the delay to their application. The Clerk will seek an update on Anchor Lane Farm projects. Jim Perry mentioned a possible solar farm on Heath Road however we have received nothing from planning yet.

FC/120526/18 Group Reports

1) Council noted the draft minutes of the Community, Safety, Health and Sport Working Group meeting held on 21.04.2026 and approved the following recommendations:

a. To organise a further waste reduction workshop for families during the summer holidays, and to host a curry night in October focused on reducing food waste, with a venue provided at no cost.

RESOLVED

b. To submit a response to the Burwell–Fordham Active Travel Survey issued by Cambridgeshire County Council. Following discussion, Council agreed a minor amendment to the final bullet point under “inclusive user groups” to include equestrians and to remove the wording “where appropriate on designated routes.” Subject to these changes, Council **RESOLVED** to submit the response to Cambridgeshire County Council.

2) Council noted the draft minutes of the Land, Buildings and Facilities Working Group meeting held on 28.04.26 and approved the following recommendations:

a. To permit the Burwell and District Horticultural Society to install a cold water pipe from the Parish Council’s allotment supply to their shed, subject to appropriate isolation measures being in place to mitigate the risk of freezing.

RESOLVED

b. To proceed with the quotation of £310 from Syston Doors for fire shutter servicing at Mandeville Hall and Gardiner Memorial Hall.

RESOLVED

c. To delegate authority to the Clerk to procure and install five bins and two benches, funded from the recently allocated CIL budget of £2,500.

RESOLVED

d. To appoint a Maintenance Support Officer, in accordance with the proposal paper provided, for a period of 16 weeks commencing as soon as practicable.

RESOLVED

e. To replace existing maintenance equipment with battery-operated EGO equipment as follows:

- PHX1600 Pro X power head – £299
- STA1700 strimmer attachment – £129
- HTA2000S hedge cutter attachment – £179

- BA2800T 5.0Ah battery – £229
- CH700E T 700W Rapid+ charger – £129

Total cost: £965 (including VAT), with an additional BA2800T 5.0Ah battery supplied free of charge. Following consideration of an additional report from the Clerk, Council further **RESOLVED** that a total of £1,244 be allocated towards upgrading garden machinery to battery-operated equipment, thereby reducing health and safety risks to employees and supporting progress towards carbon net zero.

FC/120526/19 Parish Report

The Clerk presented a brief verbal report. Design work for the Local Highways Initiative, relating to the installation of flashing signs on The Causeway and Buntings Path, is scheduled to commence between August and September. Much of the Clerk's recent time has been dedicated to the insurance renewal process. In the coming weeks, priority will be given to health and safety matters, including the review and renewal of risk assessments and policies.

Work is also ongoing to ensure effective use of civic.ly and BrightHR systems. In addition, the Clerk is exploring the introduction of a uniform to improve the visibility and safety of grounds staff.

Michael Geary requested an update on policing matters, which was discussed briefly. The Clerk also reminded councillors that the Strategy Day/Evening will take place on 16 June.

Liz Swift expressed her thanks to Katherine Hyett for organising the Annual Parish Meeting, including the revised format, which was considered successful. She also thanked Sarah Ashby and fellow councillors for their support on the evening.

FC/120526/20 Other County & District Matters

None were reported.

FC/120526/21 Other Reports

Council noted the following reports:

- Spring Close and Priory Meadow Management Group minutes 18.03.26
- Technical assessment report – Newmarket Road sports hub

FC/120526/22 Correspondence

- For councillors to confirm receipt of the requests to re-consider donating to the Kingsway Parish Council alliance funds. **Council noted receipt. Michael Geary asked for this to issue to go back on the agenda once the 6 months has expired which would be 14th July 2026**

FC/120526/23 Other Matters

a. Membership of working groups

It was **RESOLVED** that the Councillors become members of the listed working groups:

Councillors	F&GP¹	LBF²	CSHS³	CBP⁴
Hazel Barber	Yes	No	Yes	Yes
Lea Dodds (Vice Chair)	Yes	Chair	No	Yes
Pat Cleary	No	No	Yes	Yes
Michael Geary	No	No	No	No
John Damian	No	Yes	No	No
Richard Jenkins	No	Vice-Chair	No	No
Linda Kitching	Vice-Chair	Yes	No	No
Ben Lucas	No	Yes	No	No

¹ Finance and General Purposes

² Land, Buildings and Facilities

³ Community, Safety, Health and Sports

⁴ Climate Change, Biodiversity and Pollution Forum (additional external members: Wild Burwell, Spring Close & Priory Meadow Management Group, Wicken Fen, BEAT)

Yemi Macaulay	Yes	No	Yes	No
Ryan Noyes	No	Yes	Yes	Yes
Jim Perry	No	Yes	Yes	Yes
Liz Swift (Chair)	Yes	Yes	Vice-Chair	Vice-Chair
Geraldine Tate	Yes	Yes	Chair	Chair
Ben Vinten	No	Yes	Yes	No
Paul Webb	Chair	Yes	Yes	Yes
Brenda Wilson	Yes	No	Yes	No
Total numbers	8	11	10	8

Meeting Closed 8:34

Signed

Dated

DRAFT