

BURWELL PARISH COUNCIL

The Jubilee Reading Room 99, The Causeway, Burwell Cambridge. CB25 0DU Telephone 01638 743142
E Mail burwellpc@burwellparishcouncil.gov.uk

Minutes of the Meeting of Burwell Parish Council held at 7.30pm on 26th May 2026 at Mandeville Hall, Tan House Lane (off Reach Road), Burwell CB25 0AR.

Present: Cllr Elizabeth Swift (Chair), Cllr Hazel Barber, Cllr Pat Cleary, Cllr John Damian, Cllr Lea Dodds, Cllr Richard Jenkins, Cllr Linda Kitching, Cllr Ryan Noyes, Cllr Jim Perry, Cllr Geraldine Tate, Cllr Ben Vinten, Cllr Paul Webb
In attendance: Katherine Hyett (Clerk), Yvonne Rix (RFO)

FC/260526/01 Apologies

Apologies were received and accepted from Cllr Yemi Macaulay (work matters), Cllr Michael Geary, (work matters) and Cllr Brenda Wilson (personal matters). – **RESOLVED**

Absent: Ben Lucas

FC/260526/02 Declarations of any interests known to Councillors: None

FC/260526/03 Approval of Minutes of the meeting of 12th May 2026

Members were in receipt of the minutes of the Annual Meeting of the Parish Council held on 12th May 2026.

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

FC/260526/04 Public Forum: No matters raised.

FC/260526/05 Planning Applications

To consider the following list of planning applications:

1) Location: Tollgate Cottage 8 Hythe Lane Burwell Cambridge CB25 0EH

Reference: 26/00497/TRE; **response required by 3rd June 2026**

Proposal: T1 Beech - Crown reduce by 1m; T2 Sorbus - Remove as dead; T3 Ash - Remove major deadwood over 50mm and 500mm long; T4 Yew - Crown reduce by 1m; T5 sycamore - Crown reduce by 1m; T6 Silver Birch - Crown reduce by 1.5m; T7 Purple leaf Sycamore - Crown reduce by 2m to previous pruning points; T8 Robinia - Remove dead wood over 50mm and 500mm long; T9 Hazel - Crown reduce by 3m; T10 Hazel - Crown reduce by 4m; T11-T12 Hazel - Crown reduce by 2m; T13 Hazel - Crown reduce by 2m; T14 Hornbeam - Crown reduce by 2m; T15-T17 Wild Plums - Remove as dead/ dying; G1 Wild plums - Remove dead wood and crossing limbs

Response: RESOLVED: Council had no objection and wished to follow the tree officer's advice.

2) Location: Meadow View Industrial Estate Reach Road Burwell

Reference: 25/00535/FUM; **response required by 29th May 2026**

Proposal: Regularisation of the development: Lorry storage park (B8), Self-storage container park (B8), 15 no. industrial starter units (B2), including associated parking, drainage, hard landscaping, and a surface water attenuation pond. An amended plan has been received for this application on 11/5/ 2026.

Response: RESOLVED: No objection

FC/260526/06 Urgent Matters for Consideration

1) To approve £350 payment to Cambridgeshire and Peterborough Local Council Association for up to 10 Councillors to attend Code of Conduct training on 10th June 2026.

RESOLVED: Council approved

2) To consider renewal of the following waste exemptions, with a registration charge of £56 and additional compliance charges depending on the risk band of the exemption:

T23 and U11: Band 2: £220.06 - There's a discount charge of £78.89 if you register more than one exemption in bands upper, 1 and 2. U13: Band 3: £31.14

RESOLVED: Council confirmed not to renew to renew the waste licences

Place	Location	WEX	what
Recreation Ground	TL 58452 67459	WEX372024	T23 Aerobic composting
Recreation Ground	TL 58452 67459	WEX372019	U11 Spreading waste on non-agricultural land
Cemetery	TL 59327 67193	WEX372023	T23 Aerobic composting
Cemetery	TL 59327 67193	WEX372018	U11 Spreading waste on non-agricultural land
Priory Meadow	TL 58516 66583	WEX372013	U13 Spreading plant matter where it was grown, to benefit soil
Priory Meadow	TL 58516 66583	WEX372022	T23 Aerobic composting

3) Cllrs reviewed the payments listed below and **RESOLVED** that they be approved

Name	Description	Net Amount	Vat	Total Amount	Power
Ellgia	General Waste Disposal	£201.36	£40.27	£241.63	LGA 1972 s.133
Ellgia	Skip Hire	£307.54	£61.51	£369.05	LGA 1972 s.133
Lloyds Bank	Maintenance Supplies £324.69 Admin £572.07 inc VAT Fee £6.00	£814.55	£85.21	£899.76	LGA 1972 s.111/LGA 1972 s.133/ Open Spaces Act ss9-10
Huws Gray	Maintenance Supplies	£395.88	£79.18	£475.06	LGA 1972 s.133
Mead Construction	Cemetery Clunch Removal	£280.00	£56.00	£336.00	LGA 1972 s.214(6)
Katherine Hyett	Reimbursement of the following: Fat Balls £22.58; APM Photos £13.00; Food APM £96.25	£131.83	£0.00	£131.83	LGA 1972 s.111
SIQP	Repair Café Banners	£208.00	£41.60	£249.60	LGA 1972 s.111
Clear Councils	Insurance	£9,662.56	£0.00	£9,662.56	LGA 1972 s.111 and s.249
GMS	EGO Equipment	£1,036.67	£207.33	£1,244.00	LGA 1972 s.111
D H Electrical Cambridge Ltd	Electric Work at Mandeville Hall	£2,865.70	£573.14	£3,438.84	LGA 1972 s.133
Sharp	Photocopier Contract	£29.11	£5.82	£34.93	LGA 1972 s.111
T Barber	Return of deposit	£50.00	£0.00	£50.00	
S O'Rourke	Return of Deposit	£50.00	£0.00	£50.00	
Burwell Library (CCC)	Donation Summer Reading Scheme	£200.00	£0.00	£200.00	Section 137
Engie	Gardiner Memorial Hall	£565.09	£113.02	£678.11	LGA 1972 s.133
Octopus	Allotments	£18.72	£0.94	£19.66	Small Holding and Allotments Act 1908 ss23,25
Octopus	Mandeville Hall	£82.42	£4.12	£86.54	LGA 1972 s.133
Octopus	Mandeville Hall Dep Return	-£117.97	-£23.60	-£141.57	LGA 1972 s.133
Octopus	Public Toilet	£19.79	£0.99	£20.78	Pub Health 1936 s87
Octopus	Cemetery	£19.92	£1.00	£20.92	LGA 1972 s.214(6)
Octopus	Jubilee Reading Room Electric	£88.81	£4.44	£93.25	LGA 1972 s.133
EDF	Jubilee Reading Room Gas	£39.26	£1.96	£41.22	LGA 1972 s.133
EDF	Mandeville Hall Gas	£102.46	£5.12	£107.58	LGA 1972 s.133
Total		£17,051.70	£1,258.05	£18,309.75	

FC/260526/09 Other Reports for noting: No reports were received

FC/260526/10 Other matters from Cambridgeshire County Council and East Cambridgeshire District Council:
No matters were received

Meeting Closed: 19:44

Signed:

Dated:

DRAFT