

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 9th June 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 Yemi Macaulay, Cllr Ryan Noyes, Cllr Jim Perry, Cllr Geraldine Tate, Cllr Ben Vinten, Cllr Paul Webb.

In attendance: Katherine Hyett (Clerk).

FC/090626/1 Apologies for absence

Apologies:

Cllr Brenda Wilson (personal reasons) – Council **RESOLVED** to accept the reason for apologies.

Cllr Ben Lucas (personal reasons) – Council **RESOLVED** to accept the reason for apologies.

Cllr Michael Geary (work matters) - Council **RESOLVED** to accept the reason for apologies.

Apologies were also sent by District Cllr Edwards.

FC/090626/2 Declarations of any interests known to Councillors

No declarations of interest were received.

FC/090626/3 Approval of Minutes of the meeting held on 26th May 2026

Members were in receipt of the minutes of the Full Council meeting held on 26th May 2026.

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

FC/090626/4 Public Forum

No matters were raised in the Public Forum

FC/090626/5 County and District Reports

a) Council received and noted a written report from Cllr David Brown.

b) No other reports were provided by district or county councillors.

FC/090626/6 Planning Applications

The following planning applications were discussed and responses resolved:

- 1) **Proposal:** Ground, first and second floor extensions, internal reconfiguration, alterations to covered terrace, creation of new external walkway canopy, provision of new outdoor play area and associated site works

Location: 90 High Street Burwell Cambridge CB25 0HD

Reference: 26/00323/FUL. Response due 12.06.26

Response: RESOLVED: Burwell Parish Council considered the above planning application and resolved to raise no objection to the proposal. However, the Parish Council wishes to note its concern regarding the potential for an increase in vehicle movements associated with the development and the consequential impact on existing parking arrangements in the area. The Council would therefore ask that careful consideration be given to parking provision and traffic management to ensure that the development does not adversely affect highway safety or residential amenity.

FC/090626/7 Planning Appeals/Notifications

- 1) **Planning Appeal Notification** (see enclosed document)

Site Address: Land Southwest Of Hightown Drove Burwell Cambridgeshire
Description of development: Erection of a battery energy storage facility and associated infrastructure

Application Reference: 25/00639/FUM

Response: RESOLVED: That the Clerk submit a letter reiterating the Council's original objection to the application

FC/090626/8 Finance

- 1) Councillors noted and **RESOLVED** to authorise the following list of payments.

Payee	Description	Net Amount	Vat	Total Amount	Power
All Staff	Salaries Tax Ni Superannuation	£13,889.91	£0.00	£13,889.91	Local Gvt Act 1972 s.112
Debbie Cawley	Mileage	£33.30	£0.00	£33.30	LGA 1972 s.111
George Rowland	Mileage and expenses	£165.97	£0.00	£165.97	LGA 1972 s.111
Martyn Wright	Mileage and phone	£49.74	£0.00	£49.74	LGA 1972 s.111
N-CIS	Monthly ICT Support	£150.00	£30.00	£180.00	LGA 1972 s.111
ATL Alarms	Fire Services Pav, MH,GMH,JRR	£360.00	£72.00	£432.00	LGA 1972 s.133
ATL Alarms	Fire Service Pavilion	£270.00	£54.00	£324.00	LGA 1972 s.133
ATL Alarms	Fire Equip Replacement	£388.49	£77.70	£466.19	LGA 1972 s.133
Expert Access Solutions	Door Service JRR	£232.00	£46.40	£278.40	LGA 1972 s.133
S R Landscapes	Tree Work Various Sites	£3,700.00	£0.00	£3,700.00	Open Spaces Act 1906 ss 9-10
Zion Landscapes	Grass Cutting	£1,355.00	£271.00	£1,626.00	Open Spaces Act 1906 ss 9-10
Scribe Civicy	Monthly Payment	£134.00	£26.80	£160.80	LGA 1972 s.111

VHS Cleaning	Cleaning supplies	£292.44	£58.48	£350.92	LGA 1972 s.133
BrightHR	HR Software	£147.83	£27.92	£175.75	LGA 1972 s.111
ESPO	Cleaning supplies	£190.90	£38.18	£229.08	LGA 1972 s133
ESPO	2 Benches	£752.00	£150.40	£902.40	LGA 1972 s133
ESPO	5 Bins	£1,040.00	£208.00	£1,248.00	Litter Act 1983 ss5-6
Hutchinsons	Azural 20	£97.40	£19.48	£116.88	LGA (Misc Prov.)Act 1976 s.19
Amazon Bus.	Fridge Mandeville Hall	£104.16	£20.83	£124.99	LGA 1972 s133
Amazon Bus.	First Aid and Safety Workwear	£47.57	£9.51	£57.08	LGA 1972 s.111
P Hardy	Return of Deposit	£50.00	£0.00	£50.00	
J Myers	Return of Deposit	£50.00	£0.00	£50.00	
	Total Payments	£23,500.71	£1,110.70	£24,611.41	
To be noted:					
EDF	MH Gas including SBNewAcqFix100 (Credit £100)	-£38.33	-£1.92	-£40.25	LGA 1972 s.133
EDF	JRR Gas including SBNewAcqFix100(Credit £100)	-£45.77	-£2.29	-£48.06	LGA 1972 s.133

FC/090626/9 Regular Updates

The following updates were provided:

- 1) Burwell to Exning cycleway: The Clerk is arranging a further meeting with Suffolk Highways
- 2) Newmarket Road proposed sports hub: A meeting on teams is due to happen on 10th June and fundraising meeting on the 18th June. Jim Perry asked if there would be a requirement for an archaeological dig. **ACTION:** Clerk to investigate whether archaeological surveys will be required as part of the proposed sports hub development.

FC/090626/10 Traffic Regulation Order Notice on Newmarket Road

- 1) Councillors considered the proposed change to the placement of the 30mph signs on Newmarket Road in relation to the new housing development in Exning (documents previously circulated). No objections were raised.
- 2) Councillors considered the proposal to change the speed limit on Newmarket Road from the National Speed Limit to 40mph as part of the proposed shared-use facility scheme (Burwell to Exning cycleway). Councillors RESOLVED to support the proposal. However, Council requested that consideration be given to extending the 30mph limit to before the bridge (direction Exning to Burwell) and requested that vegetation on the bridge be cut back.

FC/090626/11 Group Reports

- 1) The draft minutes of the Finance and General Purposes Working Group meeting dated 26.05.26 were noted and the following recommendations were agreed:
 - a. **RESOLVED:** That the Draft Health and Safety Policy is approved and adopted
 - b. **RESOLVED:** That the revised Lone Workers Policy is approved and adopted. Note a correction will be applied to “Not to work alone where there is adequate information to undertake a risk assessment” should state “Not to work alone where there is inadequate information to undertake a risk assessment”
 - c. **RESOLVED:** That a 12-month fixed rate Unity Trust savings account is opened and £200,000.00 is transferred to the account from the Unity Trust current account.
 - d. **RESOLVED:** That £50,000.00 is transferred to the existing CCLA account from the Unity Trust current account.
 - e. **RESOLVED:** That following the presentation of Quarterly Reports consideration is given to the option of transferring further funding to a higher rate account.
 - f. Noted: Council to be made aware that the Exercise of Public Rights for the financial year 2025/2026 will be from 1st July 2026 to 11th August 2026.
 - g. **RESOLVED:** That the scope for audit for 2026/2027 is the same as 2025/2026 which will meet all governance requirements.
 - h. **RESOLVED:** That the increased HMRC mileage allowance of 55p per mile from 6th April 2026 (previously 45p per mile) is implemented for all authorised parish council travel and suitable back payments are made for mileage claimed in this period.
- 2) The draft minutes of the Community, Safety, Health and Sport Working Group meeting dated 02.06.26 were noted and the following recommendations agreed:
 - a. **RESOLVED:** That an application is submitted to National Lottery Awards for all England for £2500 for a defibrillator at Gardiner Memorial Hall
 - b. **RESOLVED:** That Burwell Parish Council earmark £1000 of general reserves for replacement of defibrillator consumables such as batteries and pads.

FC/090626/12 Parish Report

The Clerk provided a reminder about the code to conduct training on the 10th June which 10 Councillors are attending.

She has been in touch with Anchor Lane Farm solar project and reminded them that they had previously told us that they proposed a £10,000 contribution, ring-fenced specifically for improving energy efficiency in Parish-owned buildings. They also offered a second £10,000 contribution, ring-fenced for local environmental or amenity improvements and said they would welcome suggestions from the Parish Council on how these funds could best be used to benefit the local community.

The Clerk provided an update on several property issues over the last few weeks. A pressure relief valve on the pavilion failed – this is in the process of being fixed. The glass door in the office is not working and has been powered off until we can get an engineer out so the black door will remain shut. Westhorpe Park has had issues with smashed glass and slime being thrown around. The Clerk stated

that she would like to speak to the head teacher at the primary school to educate the children on the impact of these actions.

The zip wire is broken again and we are in contact with Creative Play and will update on resolution. The shackles on the nest swing need replacing which is normal wear and tear. The springer at Westhorpe Park is broken and being replaced under warranty.

Main resident interactions have been about dust from the Millstone Park development and the new bins. Most people have been referred to East Cambridgeshire District Council if we are unable to resolve the query quickly. One resident reported that a representative from ECDC visited the Newmarket Road site and stated they were following the planning consent rules. The representative said he suggested they use closed boarding to reduce the problem, but they haven't to date. He told the resident that environmental health is monitoring the issue.

Thank you to Richard Jenkins for helping us with some electrical works at the recreation ground and for helping the maintenance officer erect a sign as Pauline's Swamp. Harvey Rowland has started and is proving to be a great help. The Clerk has been working to improve our health and safety practices and updating our new HR system.

There was some discussion about contacting the Clerk at appropriate times and using the work phone number. The Clerk will send a message to all councillors regarding normal and emergency contacts. If Councillors would like a 24 hour number for emergencies a costed proposal would need to be formulated and debated.

FC/090626/13 Other County & District Matters

No matters were discussed.

FC/090626/14 Other Reports

- 1) Wicken Fen Community Liaison Meeting notes 14.05.26 were noted.

FC/090626/15 Correspondence

The following correspondence was noted:

- 1) EN010106 – Sunnica Energy Farm (letter enclosed)
- 2) An update on 'Forest City 1' proposals – correspondence from Charlotte Cane MP (letters enclosed).

FC/090626/16 Other Matters

The Clerk informed Council that we did not have any applications to date for the vacant Councillor role. The close date has been extended until 10th July, and it has been updated on our website and social media

Meeting closed: 20:18

Signed

Dated