

BURWELL PARISH COUNCIL

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Minutes of the Meeting of Burwell Parish Council held at 7.30pm on **Tuesday 30th 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 Yemi Macaulay, Cllr Ryan Noyes, Cllr Jim Perry, Cllr Geraldine Tate, Cllr Paul Webb, Cllr Brenda Wilson
In attendance: Katherine Hyett (Clerk), Yvonne Rix (RFO)

AGENDA

FC/300626/01 Apologies

Apologies were received and accepted from Ben Vinten (personal matters). – **RESOLVED**
Apologies were received and accepted from Linda Kitching (work matters). – **RESOLVED**
Apologies were received and accepted from Richard Jenkins (personal matters) - **RESOLVED**

Absent: Michael Geary, Ben Lucas

FC/300626/02 Declarations of any interests known to Councillors

Cllr Swift declared a pecuniary interest in item FC/300626/06-5 and FC/300626/06-6

FC/300626/03 Approval of Minutes of the meeting of 9th June 2026

Members were in receipt of the minutes of the Full Council meeting held on 9 June 2026.

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

FC/300626/04 Public Forum

Cllr Andrew Burton attended to update on progress with the Exning to Burwell Cycle path.

The Chair varied the order of business under Standing Order 1(a), and Agenda Item FC/300626/07 was taken after FC/300626/04

FC/300626/07 Annual Governance and Accountability Return 2025-2026 (AGAR)

- 1) It was **RESOLVED** to receive and accept the Internal Auditor's Report for the financial year 2025-2026.
- 2) Following consideration of the Annual Governance Statement and confirmation that satisfactory responses had been provided to all assertions, it was **RESOLVED** that the Clerk and Chair sign the Annual Governance Statement for 2025-2026.
- 3) Following consideration of the Accounting Statements for 2025-2026, it was **RESOLVED** that the Chair sign the Accounting Statements.

The RFO left the meeting following consideration of the AGAR

FC/300626/05 Planning Applications

To consider the following list of planning applications:

- 1) **Proposal:** Demolition of existing garage, erection of single storey side extension and front extension to form a new garage, home office and porch
Location: 12 Swaffham Road Burwell Cambridge CB25 0AN
Reference: 26/00644/FUL
Response: **RESOLVED: No objection**
- 2) **Proposal:** Ground floor side & rear wrap around extension
Location: 70 Silver Street Burwell Cambridge CB25 0EF
Reference: 26/00590/FUL (Note: Extension of consultation period granted until 1 July 2026.)
Response: **RESOLVED: No objection**

FC/300626/06 Finance Matters for Consideration

- 1) Consideration of 3 quotes (excluding VAT) for fixed wire testing of the Allotments, the Cemetery Chapel, Gardiner Memorial Hall, Jubilee Reading Room, store and public toilet and Pavilion. **Response: RESOLVED: To award the fixed wire testing to MS Electrical for the price of £1262.10**
- 2) Consideration was given to the safety management contract for fire and intruder alarms, emergency lighting and firefighting equipment maintenance. It was **RESOLVED to award the three-year contract to ATL Alarms.**

- 3) Council noted that the Clerk and Chair have engaged Creative Play to service the Zipline at the Recreation Ground for a cost of £750 + VAT, including several replacement parts and fix the jigsaw climber for £855 + VAT.
- 4) Council noted the transfer of funds from the main Parish Council Unity Account:
- £50,000 to purchase further CCLA.
 - £200,000 into a new Unity Trust 12 month Fixed Term account.
- 5) Councillors reviewed the following grant awards and payments from the Repair and Swish Café funds and **RESOLVED** that they be approved (Cllr Swift abstained from the vote).

Swish/Repair Café Eco Grant Applications 2026	Bid	Decision
Prospects Trust, Reach (Maz Baker): Nature Reserve Funding	No specified amount	£250
Parish Council: Bee/insect friendly plants and compost for Mandeville Hall planters.	£150	£150
Pauline's Swamp - bench in memory of Mike Swift	£225	£225
Transfer of funds from Repair and Swish Café to Parish Council admin cost centre) for sum up machines (already purchased).		£95

- 6) Cllrs reviewed the payments listed below and **RESOLVED that they be approved** (Cllr Swift abstained from the vote).

Name	Description	Net Amount	Vat	Total Amount	Power
Ellgia	General Waste Disposal	£215.04	£43.01	£258.05	LGA 1972 s.133
Lloyds Bank	Maintenance Supplies £185.53 Admin £100.00 inc VAT Fee £6.00	£243.77	£47.76	£291.53	LGA 1972 s.111/LGA 1972 s.133/ Open Spaces Act ss9-10
Huws Gray	Maintenance Supplies	£92.86	£18.57	£111.43	LGA 1972 s.133
Impact	Reinstallation of Solar Panels - GMH	£1,350.10	£270.02	£1,620.12	LGA 1972 s.133
E Swift	Refreshments Strategy Day	£40.39	£0.00	£40.39	LGA 1972 s.111
ATL Alarms	Intruder Alarm GMH	£120.00	£24.00	£144.00	LGA 1972 s.133
N-CIS	Software	£101.12	£20.22	£121.34	LGA 1972 s.111
GMS	Maintenance Supplies	£23.33	£4.67	£28.00	Open Spaces Act 1906 ss9-10
Bright HR	HR & HS Software	£147.83	£27.92	£175.75	LGA 1972 s.111
Sharp	Photocopier Contract	£25.00	£5.00	£30.00	LGA 1972 s.111
Mr Groundsman	Grass Cutting Nov 25 - April 26 Recreation Ground	£4,162.50	£832.50	£4,995.00	Open Spaces Act 1906 ss9-10
Mr Groundsman	Pitch Maintenance Work	£5,000.00	£1,000.00	£6,000.00	Open Spaces Act 1906 ss9-10

Mr Groundsman	Grass Cutting Margaret Field	£520.00	£104.00	£624.00	Open Spaces Act 1906 ss9-10
ECDC	Premises License GMH	£180.00	£0.00	£180.00	LGA 1972 s.133
Burwell Window Cleaning	Window Cleaning - various properties	£70.00	£0.00	£70.00	LGA 1972 s.133
BT	Telephone Account	£636.23	£127.25	£763.48	LGA 1972 s.111
Anglia Wright Advice	Maintenance Officer Risk Assessment	£450.00	£90.00	£540.00	LGA 1972 s.111
Harrisons of Burwell	Repair Work Pavilion	£176.00	£35.20	£211.20	LGA 1972 s.133
Berserk	Intruder Alarm GMH	£175.00	£35.00	£210.00	LGA 1972 s.133
Unity Trust	Bank Charges	£6.90	£0.00	£6.90	LGA 1972 s.111
Simon Butteriss	Return of deposit	£50.00	£0.00	£50.00	LGA 1972 s.111
Debbie Everitt	Return of Deposit	£50.00	£0.00	£50.00	LGA 1972 s.111
Wave	Water Fee Pavilion	£74.08	£0.00	£74.08	LGA 1972 s.133
Wave	Allotments	£227.84	£0.00	£227.84	Small Holding and Allotments Act 1908 ss23,25
Wave	Cemetery	£27.40	£0.00	£27.40	Open Spaces Act 1906 ss9-10
Wave	GMH	£104.40	£0.00	£104.40	LGA 1972 s.133
Wave	Jubilee Reading Room	£53.93	£0.00	£53.93	LGA 1972 s.133
Octopus	Allotments	£19.96	£1.00	£20.96	Small Holding and Allotments Act 1908 ss23,25
Octopus	Mandeville Hall	£72.68	£3.63	£76.31	LGA 1972 s.133
Octopus	Public Toilet	£20.90	£1.04	£21.94	Public Health 1936 s87
Octopus	Cemetery	£17.59	£0.88	£18.47	LGA 1972 s.214(6)
Octopus	JRR	£84.10	£4.20	£88.30	LGA 1972 s.133
Octopus	Recreation Ground/Pavilion	£235.90	£11.80	£247.70	LGA 1972 s.133
Octopus	Gardiner Memorial Hall	£77.51	£3.88	£81.39	LGA 1972 s.133
Totals		£14,852.36	£2,711.55	£17,563.91	

FC/300626/08 Other Reports for noting

- 1) The Kingsway Solar Project Update was noted.
- 2) The Combined Authority Members' Newsletter June 2026 was noted.

FC/300626/09 Other matters from Principal Authorities

- 1) Council noted the Temporary Traffic Regulation Order (TTRO) for a telecoms upgrade on Heath Road, Burwell; Legal Order Period: 18 Months – 9 July 2026 to 8 January 2028; Anticipated Works Dates: 9 July and 14 July 2026
- 2) Council noted the TTRO for electrical service installation and associated works on Tan House Lane & Mandeville, Burwell; Anticipated Works Dates: 17-18 August 2026.
- 3) **Invitation to participate in the West Suffolk Local Plan 2045 - Scoping Consultation (16 June to 28 July 2026):** <https://westsuffolk.inconsult.uk/system/listConsultations>. This was discussed and it was agreed that should councillors think the parish council should submit a response that they submit a proposal to the Clerk and it go on the agenda for 21st July meeting.
- 4) **To consider the Cambridgeshire & Peterborough Combined Authority Bus Network Review consultation and determine whether to submit a response on behalf of the Parish Council.**
Cllr Swift advised members that she had been in contact with Jonathan Cook, Chair of A-B1102. Mr Cook had met with Adam Marsden from the CPCA and raised the following concerns:
 1. The risk that the additional “leg” via the Shelfords to Trumpington P&R could impact reliability unless there is a long programmed wait at Addenbrookes
 2. That the service needs to go via Cambridge South Station now that is openIn relation to the T5 changes, he welcomed the plan to improve interchange between both services but made clear they were very disappointed that no progress had been made in terms of developing an evening service after 18.45 hours. He was assured that the CPCA continue to explore how they can fund an evening service from Drummer Street and agreed there would be a further survey to better understand customer demand for evening services.
It was **RESOLVED** that the Parish Council submit a response to the consultation, highlighting the need for bus services to continue to meet the requirements of students travelling from Burwell to The Oakes, Long Road and Hills Road Sixth Form Colleges, and expressing concern that the proposed evening service provision is insufficient to meet the needs of Burwell residents.

FC/300626/10 Election of Chair – Wicken Fen Community Liaison Forum

To consider a request from the Wicken Fen Community Liaison Forum and resolve whether to support the appointment of Dr Erika Wedgwood as Chair of the Forum

RESOLVED: To support the appointment of Dr Erika Wedgwood as Chair of the Wicken Fen Community Liaison Forum.

Meeting closed: 20.11

Signed

Dated