

BURWELL PARISH COUNCIL
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Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 21st July 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); Cllr. Andrew Burton (Exning and Newmarket)

Absent: Cllr Michael Geary

FC/210726/1 Apologies for absence

To receive and approve apologies for absence.

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.

David Brown and Lavinia Edwards conveyed their apologies to Council as they are both away.

FC/210726/2 Declarations of any interests known to Councillors

Cllr Liz Swift declared an interest in FC/210726/8 item 1

FC/210726/3 Approval of Minutes of the meeting held on 30th June 2026

Members were in receipt of the minutes of the Full Council meeting held on 30th June 2026.

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

FC/210726/4 Public Forum

No matters were raised in the Public Forum

FC/210726/5 County and District Reports

No reports were received from District or County Councillors.

Cllr Jenkins joined the meeting at 7.31 pm and was present for the remainder of the meeting.

FC/210726/6 Planning Applications

The following planning applications were discussed and responses resolved:

- 1) **Proposal:** BHXT002 Plum - Crown lift to 2.4M over the footpath and grassed area. BHXT003 Moroccan Broom - Crown lift to 2.4M over parking area.
Location: Land North West Of 7B Hythe Lane Burwell
Reference: 26/00710/TRE
Response: **RESOLVED:** Burwell Parish Council has no objection to this tree work and advises that the Tree Officer's advice be followed.

FC/210726/7 Planning Appeals/Notifications

None considered

FC/210726/8 Finance

- 1) Council considered the recommendation from Pauline's Swamp Trustees to transfer £250 towards the provision of a bench in memory of Mike Swift.
Resolved: That the transfer of £250 be approved. (Cllr Liz Swift abstained)
- 2) Council considered the schedule of payments totalling £20,229.25.
Resolved: That the schedule of payments be approved and payment authorised.

Payee	Description	Net Amount	Vat	Total Amount	Power
All Staff	Salaries Tax Ni Superannuation	£14,187.08	£0.00	£14,187.08	Local Gvt Act 1972 s.112
Debbie Cawley	Mileage	£71.68	£0.00	£71.68	LGA 1972 s.111
George Rowland	Mileage and expenses	£149.94	£0.00	£149.94	LGA 1972 s.111
Katherine Hyett	Mileage and expenses	£23.62	£0.00	£23.62	LGA 1972 s.111
Martyn Wright	Mileage and phone	£77.59	£0.00	£77.59	LGA 1972 s.111
N-CIS	Monthly ICT Support	£150.00	£30.00	£180.00	LGA 1972 s.111
Prospect Trust	Swish Grant for Nature Reserve	£250.00	£0.00	£250.00	
Amazon Bus.	Garden Hose Reel	£81.62	£16.32	£97.94	Open Spaces Act 1906 ss 9-10
Amazon Bus.	Workwear - Maintenance Officers	£27.48	£5.50	£32.98	LGA 1972 s.111
Dent Security	Intruder Alarm JRR	£95.00	£19.00	£114.00	LGA 1972 s.133
CAPALC	Code of Conduct Training	£350.00	£0.00	£350.00	LGA 1972 s.111
Zion Landscapes	Grass Cutting	£270.00	£54.00	£324.00	Open Spaces Act 1906 ss 9-10
Scribe Civicly	Monthly Payment	£134.00	£26.80	£160.80	LGA 1972 s.111
Moore	Internal Audit 2025/26	£1,561.50	£312.30	£1,873.80	LGA 1972 s.111
BrightHR	HR Software	£147.83	£27.92	£175.75	LGA 1972 s.111
True Traders	Tennis Court Netting	£269.98	£54.00	£323.98	Open Spaces Act 1906 ss 9-10
Ellgia	Waste Collection	£179.34	£35.87	£215.21	Litter Act 1983 ss5-6
N-CIS	Microsoft 365	£101.12	£20.22	£121.34	LGA 1972 s.111
Sharp	Photocopier Contract	£25.00	£5.00	£30.00	LGA 1972 s.111
Huws Gray	Maintenance Supplies	£280.23	£56.05	£336.28	LGA 1972 s133
Online Playgrounds	Play equipment replacement parts	£42.86	£8.57	£51.43	LGA 1976 (Misc Provision) ss.19
Owen Johnson Cambs Light Orchestra	Return of Deposit	£50.00	£0.00	£50.00	
Jess Wan	Return of Deposit	£50.00	£0.00	£50.00	
Robin Lane	Return of Deposit	£50.00	£0.00	£50.00	
Npower	Streetlight Energy	£66.90	£3.34	£70.24	Parish Councils Act 1957 s.3
Octopus Energy	Jubilee Reading Room Energy	£78.10	£3.90	£82.00	LGA 1972 s133
Octopus Energy	Public Toilet Energy	£20.15	£1.01	£21.16	Public Health Act 1936 s87
Octopus Energy	Cemetery Energy	£19.36	£0.97	£20.33	Open Spaces Act 1906 ss 9-10
Octopus Energy	Gardiner Memorial Hall	£109.57	£5.48	£115.05	LGA 1972 s133
Octopus Energy	Pavilion/Recreation Ground	£120.72	£6.04	£126.76	LGA 1972 s133

Octopus Energy	Jubilee Reading Room Gas	£21.65	£1.08	£22.73	LGA 1972 s133
Engie	Allotments (bill for 1.4.26)	£5.32	£0.27	£5.59	Small Holdings and Allotments Act 1908 ss23,25
Engie	JRR (bill for 1.4.26)	£5.28	£0.26	£5.54	LGA 1972 s133
Engie	Cemetery (bill for 1.4.26)	£5.28	£0.26	£5.54	Open Spaces Act 1906 ss 9-10
Engie	Pavilion/Rec (bill for 1.4.26)	£10.34	£0.52	£10.86	LGA 1972 s133
WAVE	Mandeville Hall Water Rates	£372.39	£0.00	£372.39	LGA 1972 s133
Debbie Cawley	Mileage Increase	£20.67	£0.00	£20.67	LGA 1972 s.111
George Rowland	Mileage Increase	£29.13	£0.00	£29.13	LGA 1972 s.111
Martyn Wright	Mileage Increase	£23.84	£0.00	£23.84	LGA 1972 s.111
	Total Payments	£19,534.57	£694.68	£20,229.25	

FC/210726/9 Regular Updates

Council received updates on the following matters:

1) Burwell to Exning cycleway

A meeting was held earlier that day with members of Suffolk Highways, Cllr Lea Dodds, Cllr Hazel Barber and Katherine Hyett (Clerk). An update was given as follows:

The project continues to progress, although there are some legal complexities on the Cambridgeshire side. The proposed route needs to leave the highway and cross the road, and a narrow strip of County Council-owned land is causing delays as it was acquired for highway purposes but has not yet been formally dedicated as highway land. A legal agreement has been drafted and is currently with Cambridgeshire County Council's legal advisers. Progress has been slower due to the involvement of multiple parties, including both Suffolk and Cambridgeshire County Councils and third-party land ownership interests.

Officers are exploring whether work on other sections of the cycle path can proceed while the legal matters are resolved. Discussions are taking place around whether the project can be split into phases, including separating the north and south sides of the road and potentially dividing the Section 38 agreement to allow parts of the scheme to move forward sooner. The scheme has now been submitted for design review and, once approved, final pricing will be obtained. The anticipated lead-in period for programming the works is approximately 12 to 14 weeks. This is being commenced without legal agreement yet reached.

A speed limit consultation is expected to be undertaken in August. The recently published Active Travel England rural design guidance provides greater flexibility for rural schemes, which may be beneficial to the project.

There has also been discussion regarding permissive bridleways. Cllr Andrew Burton (Exning and Newmarket) remains supportive of delivering the cycle track but considers it should function as a walking and cycling route. He is also keen to explore opportunities for equestrian access, although any such proposals would need to be community-led. As the adjacent Cambridgeshire land forms part of the County Farms Estate, there is optimism that the County Council may be supportive of such discussions.

Finally, a safety audit and design review are underway, and the relevant documentation will be circulated when available. Cllr Burton was invited to speak and is pleased that the path is progressing. He gave some further details about the possibly bridleway and Exning Estates. It was confirmed that we would invite Cllr Burton to our next meeting with Suffolk Highways.

Cllr Damian joined the meeting during FC/210726/9 at 19:40 and was present for the following items.

2) Newmarket Road proposed sports hub

The Clerk updated that main focus was now on the initial build of the Astro Pitch and required pavilion which is anticipated to cost in the region of £1.7m

FC/210726/10 Newmarket Road Football Hub – Proposed Land Transfer and Fundraising Partnership

The Council considered the report regarding the proposed transfer of the Football Hub land and associated fundraising opportunities. **Resolved:**

- That the Council agrees, in principle, that it is likely to accept the transfer of the Football Hub land from This Land, subject to satisfactory terms and completion of all necessary due diligence.
- That the Council supports the progression of a joint fundraising initiative with Burwell FC to pursue grant funding and other external funding opportunities for the development of a 3G artificial grass pitch, pavilion and associated supporting infrastructure and facilities.
- That delegated authority be granted to the Clerk, in consultation with the Chair of the Council, to incur expenditure of up to £3,000 on legal fees and associated professional costs required to progress the proposed land transfer.
- That the Clerk be authorised to undertake the preliminary work necessary to support the proposed transfer and fundraising activities and report back to Council as appropriate.

FC/210726/11 Flag of the Fens

The Council considered whether to endorse the Flag of the Fens.

Resolved: That Burwell Parish Council are not accepting the invitation to endorse the Flag of the Fens but wish them well with their campaign.

FC/210726/12 TV Licences for Council-Owned Buildings

The Council considered whether to purchase TV licences for Gardiner Memorial Hall, Mandeville Hall and the Jubilee Reading Room.

Resolved: That Burwell Parish Council do not require TV Licences for their premises and will continue to inform hirers of the restrictions in place regarding viewing live TV and streaming services. It was noted that this rule is advertised in the halls but should also be added to the letting conditions.

FC/210726/13 Request for Financial Contribution to the Kingsway Solar Farm Campaign

The Council reconsidered the request for financial assistance from the Kingsway Solar Farm Parish Council Alliance.

Resolved: that no financial contribution would be made by Burwell Parish Council. Nine Councillors voted in favour and five abstained.

FC/210726/14 Group Reports

1) Land, Buildings and Facilities Working Group

The draft minutes of the meeting held on 30 June 2026 were received and the following resolutions agreed:

a) Car Park Access Control

Resolved: That the installation of a telescopic bollard be approved and a Heavy Duty Telescopic Parking Post be purchased from The Workplace Depot at a cost of £99.98.

b) Office Glass Door Repair

Resolved: That the repair of the office glass door be approved at the quoted call-out rates and that the Council remain outside a maintenance contract.

c) Recreation Ground Fencing

Resolved: That four replacement fence panels be purchased from AA Fencing at a cost of £198.80.

d) Purchase of Benches and Picnic Table for Westhorpe Park

Resolved: That the purchase of:

- Picnic Table with Extended Top (£593);
 - Sloper Adult 3-Seater Bench (£376); and
 - Wheelchair Access Octagonal Picnic Table (£780),
- together with installation costs of up to £300, be approved.

e) Mandeville Hall Energy Contract

Resolved: That the Council renew the electricity contract with Octopus Energy on a 12-month fixed-term contract.

2) **Climate Change, Biodiversity and Pollution Working Group**

The draft minutes of the meeting held on 7 July 2026 were received (Cllr Swift noted an error with the Pauline Swamp open day date which the Clerk will update)

Resolved: That a public viewing of the National Emergency Briefing be held at Gardiner Memorial Hall.

FC/210726/15 Parish Report

Since the last Parish Council meeting, there have unfortunately been several incidents of vandalism across Parish Council assets. A push-up bar at the recreation ground has been vandalised, and we have continued to experience issues with individuals accessing the climbing frame despite the safety fencing that has been installed. As a result, we have had to hire additional Heras fencing, which has itself sustained minor damage. The village phone box has also been vandalised. A window was accidentally smashed at Mandeville - this will be fixed shortly and should incur no cost to Council.

Following reports of a potential illegal encampment, we took precautionary measures to restrict access to Parish Council sites by blocking access for larger vehicles at Mandeville and all vehicles at Margaret Field. The Clerk and the Parish Council would like to record our thanks to Manchetts for their support and assistance in implementing these measures at short notice.

It should also be noted that an individual has been charged with possession of a bladed article following the incident at the recreation ground during which members of staff were threatened. We continue to have ongoing problems with people climbing into the tennis courts outside of permitted access arrangements. One option available to the Council is the application of anti-climb paint to the fencing as a deterrent. Should Council wish to consider this, it must be applied above two metres in height and accompanied by suitable warning signage to ensure compliance and limit liability.

With regards to the exit at Gardiner Memorial Hall, the pre-planning enquiry was submitted on 19 June. The Clerk has now chased the Planning Authority for an update, as her understanding is that responses are normally provided within approximately 20 working days.

The Clerk has completed the transfer of the Smart Export Guarantee arrangement for Gardiner Memorial Hall to Octopus Energy and is currently progressing a similar application for Mandeville Hall. However, issues with the meter at Mandeville remain ongoing and continue to require attention.

Legionella risk assessments are scheduled to be completed tomorrow at a cost of £1,180. These assessments will cover Gardiner Memorial Hall, Mandeville Hall, Jubilee Recreation Rooms, the Pavilion and the public toilets.

The Clerk also highlighted the importance of ensuring that any instructions for works to be carried out on Parish Council sites, whether by volunteers or employees, are agreed by the Council and communicated through the Clerk's office before work commences. This is essential to ensure that suitable health and safety measures and risk assessments are put in place, particularly where machinery or higher-risk activities are involved. Failure to follow this process could invalidate the Council's insurance cover. The same principle applies to events taking place on Parish Council land or premises.

Finally, the maintenance team have been busy carrying out a range of tasks across the parish. They have completed painting the bus shelters, refurbished a number of benches, continued routine grass cutting and general maintenance activities, and installed new litter bins amongst other things.

FC/210726/16 Other County & District Matters

- 1) **TTRO 26-20725 Tan House Lane and Mandeville, Burwell:** Council noted the closure of Tan House Lane/Mandeville. Anticipated Works Dates: 17 August to 18 August 2026
- 2) **Vehicle-Related Anti-Social Behaviour PSPO Signage – Recreation Ground:** Council noted that the Clerk has granted permission for East Cambridgeshire District Council (ECDC) to install signage at the recreation ground advising that a vehicle-related Anti-Social Behaviour Public Spaces Protection Order (PSPO) is in force and will be enforced in partnership with Cambridgeshire Constabulary.

FC/210726/17 Other Reports

Council received:

- Priory Meadow Geophysics Report;
- Pauline's Swamp draft minutes of 30 June 2026.

Resolved: Reports received and noted.

FC/210726/18 Correspondence

1) **Update on Business Energy Claims Legal Claim:**

Council noted receipt of an update regarding the Council's claim relating to undisclosed commission on a business energy contract.

FC/210726/19 Other Matters

- 1) An update on the councillor vacancy. The Clerk confirmed a new poster had been created and advertised. The close date for applications is 1st September. There have been 2 expressions of interest but no applications to date.

The meeting closed at 20.19 pm.

Signed: _____ (Chair)

Date: _____