

BURWELL PARISH COUNCIL

The Jubilee Reading Room 99, The Causeway, Burwell Cambridge. CB25 0DU Telephone 01638 743142
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Minutes of the Meeting of Burwell Parish Council held at 7.30pm on **Tuesday 28th 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 Ryan Noyes, Cllr Jim Perry, Cllr Geraldine Tate, Cllr Paul Webb,

In attendance: Katherine Hyett (Clerk), Yvonne Rix (RFO), District Councillor Lavina Edwards.

Absent: Cllr Michael Geary, Cllr Yemi Macaulay, Cllr Brenda Wilson

FC/280726/01 Apologies

Apologies were received and accepted from Linda Kitching (work matters) - **RESOLVED**

Apologies were received and accepted from Richard Jenkins (personal matters) - **RESOLVED**

Apologies were received and accepted from Ben Vinten (personal matters) - **RESOLVED**

Apologies were received and accepted from Ben Lucas (personal matters)- **RESOLVED**

FC/280726/02 Declarations of any interests known to Councillors

None declared.

FC/280726/03 Approval of Minutes of the meeting of 21st July 2026

Members were in receipt of the minutes of the Full Council meeting held on 21st July 2026.

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

FC/280726/04 Public Forum

No matters raised.

FC/280726/05 Planning Applications

To consider the following list of planning applications:

- 1) Proposal: Gazebo in the back garden

Location: The Paddock 108 North Street Burwell Cambridgeshire CB25 0BB

Reference: 26/00386/FUL

Paul Webb declared an interest and abstained from voting.

Response: RESOLVED: No objection

- 2) Proposal: Installation of external Air Source Heat Pump unit to northern elevation

Location: Tollgate Cottage 8 Hythe Lane Burwell Cambridgeshire CB25 0EH

Reference: 26/00750/LBC and 26/00749/FUL

Response: RESOLVED: No objection

- 3) Proposal: Replacement of white timber double-glazed windows with uPVC double-glazed windows and replace all timber doors with composite doors to all elevations

Location: 16 Hawthorn Way Burwell Cambridgeshire CB25 0DQ

Reference: 26/00729/FUL

Response: RESOLVED: Burwell Parish Council had no comments to make on this application, as the supporting documents were unavailable for review at the time the application was considered.

- 4) Proposal: Replacement of existing white double-glazed timber windows with new white double-glazed uPVC windows. To replace timber doors with composite doors on all elevations

Location: 18 Hawthorn Way Burwell Cambridgeshire CB25 0DQ

Reference: 26/00730/FUL

Response: RESOLVED: Burwell Parish Council had no comments to make on this application, as the supporting documents were unavailable for review at the time the application was considered.

FC/280726/06 Finance Matters for Consideration

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

Name	Description	Net Amount	Vat	Total Amount	Power
Lloyds Bank	Maintenance Supplies £147.71 Admin £186.70 inc VAT Fee £6.00	£315.79	£24.62	£340.41	LGA 1972 s.111/LGA 1972 s.133/ Open Spaces Act ss9-10
Amazon Business	HS Workwear	£22.47	£4.49	£26.96	LGA 1972 s.111
Amazon Business	Radar Keys	£8.24	£1.65	£9.89	LGA 1972 s.111
Amazon Business	Litter Pickers	£21.24	£4.25	£25.49	LGA 1972 s.111
Engie	GMH	£334.29	£16.71	£351.00	LGA 1972 s.133
Octopus	Allotments	£19.35	£0.97	£20.32	Small Holding and Allotments Act 1908 ss23,25
Hastoe Housing	Ret of Dep	£50.00	£0.00	£50.00	
Simon Margarjans	Ret of Dep	£50.00	£0.00	£50.00	
Burwell and District Horticultural Society	Ret of Dep	£50.00	£0.00	£50.00	
Total		£871.38	£52.69	£924.07	

FC/280726/07 Other Reports for Noting

No reports were received.

FC/280726/09 Other matters from Principal Authorities

Members received and noted the draft "Intends Notice" for proposed Temporary Traffic Regulation Order (TTRO) 26-20930 relating to the temporary closure of North Street, Burwell, to enable Anglian Water to undertake works safely. The Council considered whether it wished to submit comments on the proposal prior to the consultation deadline of 31 July 2026. **RESOLVED:** That the draft "Intends Notice" for TTRO 26-20930 be noted and that no comments be submitted to Cambridgeshire County Council.

FC/280726/10 Illegal encampments

RESOLVED: That, in the event of an unauthorised encampment on Council land, the Clerk, Chair, or Vice-Chair be delegated authority to take any necessary legal action and instruct bailiffs to commence enforcement proceedings without further reference to or approval from the Council. Wherever practicable, the Chair, Vice-Chair and Clerk shall endeavour to make such decisions collectively. This delegation shall be subject to sufficient funds being available within the Council's reserves to meet the associated costs.

Meeting closed 19:39

Signed_____

Dated_____