

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 11 August 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 Michael Geary, Cllr Richard Jenkins, Cllr Linda Kitching, Cllr Ryan Noyes, Cllr Jim Perry, Cllr Paul Webb, Cllr Brenda Wilson.

In attendance: Katherine Hyett (Clerk); Yvonne Rix (RFO), one member of the public

Absent: Cllr Ben Vinten

FC/110826/1 Apologies for absence

Cllr Yemi Macaulay (personal reasons) – Council **RESOLVED** to accept the reason for apologies

Cllr Geraldine Tate (personal reasons) – Council **RESOLVED** to accept the reason for apologies

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

District Councillors Lavinia Edwards and David Brown also sent apologies

FC/110826/2 Declarations of any interests known to Councillors

No interests were declared.

FC/110826/3 Approval of Minutes of the meeting held on 28th July 2026

Members were in receipt of the minutes of the Full Council meeting held on 28th July 2026.

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

FC/110826/4 Public Forum

No matters were raised in the public forum.

FC/110826/5 County and District Reports

A written report was sent by Cllr Edwards and circulated and a brief report sent by David Brown was read out.

FC/110826/6 Planning Applications

The following planning applications were considered

- 1) **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 (Amended plans)
Location: Meadow View Industrial Estate Reach Road Burwell
Reference: 25/00535/FUM
Response: RESOLVED: Burwell Parish Council (BPC) reviewed the application and found the submitted information difficult to follow. Councillors were unable to fully understand the significance of consultee responses made since BPC's original submission (dated 28th May). Councillors found the language used in the Strategic Planning Group document, dated 30/7/2026, convoluted and hard to follow. BPC therefore requests a simple summary of that document and its impact on the other consultee submissions.
- 2) **Proposal:** Change of use from Class F1 (Church) to E(F) Day Nursery (Amended plans)
Location: Burwell United Reform Church High Street Burwell CB25 0HD
Reference: 26/00252/FUL
Response: RESOLVED: Burwell Parish Council has no objection to the application. However, the Council wishes to note the concerns raised by neighbouring residents regarding potential traffic management and noise impacts associated with the development. The Parish Council recommends that, should permission be granted, appropriate planning conditions are attached to ensure the safe management of vehicle movements, including suitable arrangements for entry to and exit from the site. The Council also requests that conditions relating to noise management and mitigation are considered to protect the amenity of neighbouring properties.
- 3) **Proposal:** Demolition of existing garage and erection of front, side and rear extensions, new roof lights and replacement windows and roof tiles -part retrospective (Amended plans and extension granted to 12th August for consultation).
Location: 12 Swaffham Road Burwell Cambridge CB25 0AN
Reference: 26/00644/FUL

Response: RESOLVED: Burwell Parish Council has no objection

FC/110826/7 Planning Appeals/Notifications
None to be considered

FC/110826/8 Finance

1. Salary Increment Following Achievement of CiLCA Qualification

RESOLVED: That the award of one incremental point on the NJC pay spine be approved, increasing the Clerk's salary from SCP 33 to SCP 34, in accordance with the terms of her employment contract, following the successful achievement of the Certificate in Local Council Administration (CiLCA).

2. Mandeville Hall Redecoration

RESOLVED: That the allocation of £5,300 from General Reserves, together with the £2,700 already budgeted for Mandeville Hall decoration works, be approved. Further **RESOLVED** that authority be delegated to the Clerk, in consultation with the Chair of Council and the Chair of the Land, Buildings and Facilities Working Group, to appoint a contractor to undertake the redecoration of Mandeville Hall, following consideration of a minimum of three fixed-price quotations.

3. Quarterly Finance Report

RESOLVED: That the Quarterly Finance Report and Bank Reconciliation for the period 1 April 2026 to 30 June 2026 be approved.

4. Payments

RESOLVED: That the schedule of payments be approved and the payments authorised.

Payee	Description	Net Amount	VAT	Total Amount	Power
All Staff	Salaries, tax, NI and superannuation, including one SCP increase for the Clerk following CiLCA completion.	£14,214.88	£0.00	£14,214.88	Local Gvt Act 1972 s.112
Debbie Cawley	Mileage	£76.95	£0.00	£76.95	LGA 1972 s.111
George Rowland	Mileage and expenses	£200.48	£0.00	£200.48	LGA 1972 s.111
Martyn Wright	Mileage and phone	£67.35	£0.00	£67.35	LGA 1972 s.111
N-CIS	Monthly ICT Support	£150.00	£30.00	£180.00	LGA 1972 s.111
Acorn Safety	Legionella Risk Assessment JRR & Public Toilet	£295.00	£59.00	£354.00	LGA 1972 s133
Acorn Safety	Legionella Risk Assessment Pavilion & Public Toilet	£295.00	£59.00	£354.00	LGA 1972 s133
Amazon Business	Maintenance Supplies	£24.50	£4.90	£29.40	Open Spaces Act 1906 ss 9-10
Amazon Business	Cleaning Materials	£20.56	£4.11	£24.67	LGA 1972 s.111
The Training Association	Strimmer/Brushcutter Training	£395.00	£79.00	£474.00	LGA 1972 s.111
David Bracey	Annual Playground Inspection	£450.00	£90.00	£540.00	LGA 1976 (Misc Provision) ss.19
Scribe Civicly	Monthly Payment	£134.00	£26.80	£160.80	LGA 1972 s.111
ESPO	Cleaning/Stationery Supplies	£411.55	£82.31	£493.86	LGA 1972 s.111
Expert Access Solutions Ltd	Door JRR	£240.00	£48.00	£288.00	LGA 1972 s133
Newmarket GMS	EGO Blower	£124.17	£24.83	£149.00	LGA 1972 s.111
N-CIS	Microsoft 365	£101.12	£20.22	£121.34	LGA 1972 s.111
F H Brundle	Fence Panels Recreation Ground	£236.40	£47.28	£283.68	Open Spaces Act 1906 ss 9-10

ATL Alarms	Alarm Service	£120.00	£24.00	£144.00	LGA 1972 s133
Stannah	GMH Lift Service	£81.01	£16.20	£97.21	LGA 1972 s133
Ely Food Bank	Return of Deposit	£50.00	£0.00	£50.00	
EDF	JRR Gas	£13.50	£0.68	£14.18	LGA 1972 s133
Octopus Energy	Cemetery Energy	£20.45	£1.02	£21.47	Open Spaces Act 1906 ss 9-10
Octopus Energy	Allotments	£20.65	£1.03	£21.68	LGA 1972 s133
	Total Payments	£17,742.57	£618.38	£18,360.95	

FC/110826/9 Regular Updates

To receive updates on the following matters:

- 1) **Burwell to Exning Cycleway:** A meeting is due to take place on 19th August, Cllr Barber stated there may be section 106 options to support further enhancements to the proposed active travel access to Exning.
- 2) **Newmarket Road Proposed Sports Hub:** There is a meeting planned for 12th August and a further update will be given after that meeting.

FC/110826/10 Group Reports

1) Finance and General Purposes Working Group Minutes and Recommendations

The draft minutes of the Finance and General Purposes Working Group meeting held on 28 July 2026 were received and the following recommendations approved:

- a. **Donations, Grants and Community Funding Policy**
RESOLVED: That the Donations, Grants and Community Funding Policy be adopted.
- b. **Equity, Diversity and Inclusion Policy**
RESOLVED: That the Equity, Diversity and Inclusion Policy be adopted.
- c. **Internal Controls Policy**
RESOLVED: That the Internal Controls Policy be adopted.
- d. **Maintenance Support Officer Contract Extension**
RESOLVED: That the fixed-term contract for the Maintenance Support Officer be extended to 31 March 2027.
- e. **CCLA Account Signatories**
RESOLVED: That Lea Dodds and Katherine Hyett be added as signatories for the CCLA account.
- f. **Transfer of Funds to CCLA Account**
RESOLVED: That £100,000.00 be transferred immediately to the CCLA account and, subject to no unforeseen circumstances arising, a further £50,000.00 be transferred on or around 8 September 2026.
- g. **Approval of Internal Controls**
RESOLVED: That the Council's Internal Controls be approved.
- h. **Direct Debits and Standing Orders**
RESOLVED: That the following direct debits and standing orders be approved:
Anglian Water (WAVE), Bright HR Limited, British Telecom, East Cambridgeshire District Council, EDF Energy, Engie, N-CIS, Go Cardless Ltd (Scribe Civic-ly), HMRC, Information Commissioner's Office, Lloyds Corporation Card, NEST, Octopus Energy, PEAC (UK) Ltd, Stripe Payments, Vodafone
- i. **Safeguarding of Public Funds**
RESOLVED: That, having considered the internal controls in place, the Council is satisfied that all public funds are appropriately safeguarded.
- j. **Appointment of Internal Auditor**
RESOLVED: That Moore, being both independent and competent, be appointed as Internal Auditor for the financial year 2026/27 at a cost of £1,595.00 plus VAT

FC/110826/11 Parish Report

The Council had previously approved the purchase of four fence panels for the recreation ground from AA Fencing at a cost of £196.80. It was subsequently discovered that the quotation did not include a £115 delivery charge. To reduce costs, the Clerk investigated alternative suppliers. Following a review of FH Brundle's website, it was understood that £236 would provide six fence panels with no delivery charge. After discussion with the Chair of LBF and the Maintenance Officer, it was agreed to proceed with the purchase, given the relatively small increase in cost.

Upon delivery, it became apparent that the order was for 6 metres of fencing (equivalent to two panels) rather than six individual panels. For transparency, the cost of purchasing two panels from AA Fencing, including delivery, would have been £213.40.

Legionella risk assessments have now been completed for the halls, pavilion and office. A number of recommendations were made, and the pavilion showers have been temporarily closed while further water sampling is undertaken. Sampling has now been carried out, and three members of staff will require additional training. The Clerk and Chair authorised expenditure of £200 for the sampling work and £150 for the required training. Fire risk assessments have also been completed and the reports are awaited.

The Maintenance Team and Clerk have continued to focus on improving street furniture and maintaining Council properties. A significant amount of time has also been spent dealing with littering and vandalism issues, including broken glass, human waste, damage to the cemetery shed door, the removal of signs, damage to Heras fencing, the clearance of drug-related paraphernalia, hardened filler being smeared around Westhorpe Park, and damage caused by disposable barbecues at the Community Garden. Information has been shared on social media and additional signage has been installed in an effort to help address these issues.

Bookings are usually a bit quieter over the summer period but a new weekly 2 hour booking at Mandeville has been confirmed.

Councillors noted it was frustrating that play equipment was closed over the summer period. The Clerk confirmed that it may be useful to move our annual inspection forward to April/May to help with any maintenance required prior to the summer holidays. As our usual inspector is retiring that may become a necessity but we will be working to appoint a new inspector who is suitably ROSPA qualified.

FC/110826/12 Other County & District Matters

1) Licensing: Mobile Street Trader Consultation - S128 AFM - 26/06014/STRCON

To consider and agree a response to a consultation from East Cambridgeshire District Council regarding replacing the existing consent for Edie Ices with an expanded list of permitted locations to trade.

RESOLVED: The Parish Council had no objection but requested that the Clerk find out if Ice Cream vendors required DBS checks to gain their licence.

FC/110826/13 Other Reports

1) PREAPP/00081/26- Gardiner Memorial Hall

To note the pre-application advice received and consider any subsequent action

RESOLVED: The Clerk and Cllr Ben Lucas to work on a planning application to be submitted.

FC/110826/14 Other Matters

- 1) **To receive an update on the councillor vacancy.** The Chair reported that one application for co-option had been received to date. Members noted that the closing date for applications is 1 September 2026 and that the co-option of a new councillor is planned to take place at the Council meeting on 8 September 2026.

Meeting closed: 20:24

Signed _____

Dated _____