

BURWELL PARISH COUNCIL

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Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 25 August 2026 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR.

Present: Cllr Elizabeth Swift (Chair), Cllr Pat Cleary, Cllr Lea Dodds, Cllr Linda Kitching, Cllr Ryan Noyes, Cllr Jim Perry, Cllr Geraldine Tate, Cllr Paul Webb, Cllr Brenda Wilson

In attendance: Katherine Hyett (Clerk); One member of the public

Absent: Cllr Yemi Macaulay

FC/250826/01 Apologies

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

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

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

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

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

Cllr Richard Jenkins advised prior to the meeting that they expected to arrive late but arrived after the meeting had concluded and therefore did not attend any part of the meeting.

FC/250826/02 Declarations of any interests known to Councillors

No interests declared

FC/250826/03 Approval of Minutes of the meeting of 11th August 2026

Members were in receipt of the minutes of the Full Council meeting held on 11th August 2026

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

FC/250826/04 Public Forum

No matters were raised in the Public Forum

FC/250826/05 Planning Applications

None were considered.

FC/250826/06 Finance Matters for Consideration.

- 1) Council considered the schedule of payments totalling £7,289.68

Resolved: That the schedule of payments be approved and payment authorised.

Name	Description	Net Amount	Vat	Total Amount	Power
Lloyds Bank	Maintenance Supplies £954.76 inc VAT Fee £9.00	£804.63	£159.13	£963.76	LGA 1972 s.111/LGA 1972 s.133/ Open Spaces Act ss9-10
H. McMenamin-Smith	License Pauline's Swamp Open Day	£21.00	£0.00	£21.00	Open Spaces Act ss 9-10
Huws Gray	Maintenance Supplies	£431.12	£86.22	£517.34	LGA 1972 s.111
Burwell Window Cleaning	Various	£70.00	£0.00	£70.00	LGA 1972 s.111
Ellgia	Waste Disposal	£235.38	£47.08	£282.46	LGA 1972 s.133
Creative Play	Repairs Play Equipment Recreation Ground	£885.00	£177.00	£1,062.00	LGA 1976 (Misc Prov)ss19
Creative Play	Repairs Play Equipment Recreation Ground	£750.00	£150.00	£900.00	LGA 1976 (Misc Prov)ss19
Zion Landscapes	Grass Cutting	£2,315.00	£463.00	£2,778.00	Open Spaces Act ss 9-10
Sharp	Photocopier Contract	£25.00	£5.00	£30.00	LGA 1972 s.111
Harrisons of Burwell Ltd	Boiler Service Mandeville Hall and	£196.00	£39.20	£235.20	LGA 1972 s.133
Bright HR	HR & Employment Software	£147.83	£27.92	£175.75	LGA 1972 s.111
John Barney	Return of Deposit	£50.00	£0.00	£50.00	
Octopus Energy	Recreation Ground	£93.35	£4.67	£98.02	Open Spaces Act ss 9-10

Octopus Energy	Jubilee Reading Room	£80.29	£4.01	£84.30	LGA 1972 s.133
Octopus Energy	Public Toilets	£20.81	£1.04	£21.85	Public Health Act 1936 s87
		£6,125.41	£1,164.27	£7,289.68	

FC/250826/07 Other Reports for noting

None to be noted.

FC/250826/08 Other matters from Principal Authorities

- 1) The following traffic order was noted: TTRO 26-20930 North Street, Burwell. Anticipated Works Dates: 19 October to 21 October 2026
- 2) Members considered the proposed Temporary Traffic Regulation Order (TTRO) for works on The Leys, Burwell, scheduled for 8 October and 12 October 2026. No comments were raised, and it was agreed that no response would be submitted by the Council.

FC/250826/09 Audio Recording of Full Council Meetings

Members considered a proposal for the audio recording of Full Council meetings.

RESOLVED

1. All Full Council meetings shall be audio recorded by the Clerk.
2. The recordings shall be retained securely until the minutes of the relevant meeting have been approved by the Council.
3. The purpose of the recordings shall be:
 - o to assist the Clerk in the preparation of minutes;
 - o to enable clarification of matters raised during the meeting where there is uncertainty or disagreement regarding what was said; and
 - o to assist the Council in resolving any dispute concerning the content of draft minutes prior to their approval.
4. Once the minutes have been approved, the recording shall be permanently deleted unless the Council has resolved otherwise for a specific reason.
5. The approved minutes shall remain the Council's official and legal record of proceedings.
6. The Clerk shall prepare a Recording of Meetings Policy for consideration and adoption at a future meeting.

Meeting closed 7:35

Signed _____

Dated _____