

BURWELL PARISH COUNCIL

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Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 29 September 2026 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR.

Present: Cllr Pat Cleary, Cllr John Damian, Cllr Lea Dodds (Chair), Cllr Caroline Hillary, Cllr Richard Jenkins, Cllr Yemi Macaulay, Cllr Ryan Noyes, Cllr Jim Perry, Cllr Ben Vinten, Cllr Paul Webb, Cllr Brenda Wilson.

In attendance: Katherine Hyett (Clerk);

Absent: Cllr Michael Geary

FC/290926/01 Apologies

Cllr Elizabeth Swift (personal matters) - Council **RESOLVED** to accept the reason for apologies.

Cllr Geraldine Tate (personal matters) - Council **RESOLVED** to accept the reason for apologies.

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

Apologies for absence had been received from Cllr Linda Kitching prior to the meeting but were inadvertently not reported at the meeting.

FC/290926/02 Declarations of any interests known to Councillors

No interests were declared.

FC/290926/03 Approval of Minutes of the meeting of 8th September 2026

Members were in receipt of the minutes of the Full Council meeting held on 8th September 2026.

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

FC/290926/04 Public Forum

No matters were raised in the public forum.

FC/290926/05 Planning Applications

- 1) Proposal: Variation of Condition 1 (Approved Plans) of Planning Permission no.24/01017/FUL dated 28/03/2025 (Erection of 1No. detached bungalow to the rear of 27 Carter Road)
Location: 27 Carter Road Burwell, Cambridgeshire CB25 0DN
Reference: 26/00953/VAR

RESOLVED: No objection

- 2) TREE PRESERVATION ORDER NO. – TPO/E/04/26 At Land To Front Of 20-32 Abbey Close Burwell Cambridge CB25 0HN

RESOLVED: No objection

FC/290926/06 Finance Matters for Consideration.

- 1) **RESOLVED:** That the schedule of payments, as set out below, be approved and the payments authorized.

Name	Description	Net Amount	Vat	Total Amount	Power
Ellgia	General Waste Disposal	£182.04	£36.41	£218.45	LGA 1972 s.133
Lloyds Bank	Maintenance Supplies credit £25.57 Admin £114.00inc VAT Fee £9.00	£82.69	£14.74	£97.43	LGA 1972 s.111/LGA 1972 s.133/ Open Spaces Act ss9-10
Huws Gray	Maintenance Supplies	£252.52	£50.50	£303.02	LGA 1972 s.133

Cambridge Carbon Footprint	4th Oct Tool Kit and Insurance	£50.00	£0.00	£50.00	LGA 1972 s.111
N-CIS	Microsoft Charge	£101.12	£20.22	£121.34	LGA 1972 s.111
ESPO	Sloper Bench	£376.00	£75.20	£451.20	Parish Council Act 1957 Section 1
Zion Landscapes	Grass Cut Sept	£1,485.00	£297.00	£1,782.00	Open Spaces Act ss9-10
BT	Phone Internet Acc	£599.58	£119.92	£719.50	LGA 1972 s.111
TH Tree Surgery	Tree Work Recreation Ground	£940.00	£188.00	£1,128.00	Open Spaces Act ss9-10
Sharp	Photocopier Contract	£34.85	£6.97	£41.82	LGA 1972 s.111
Systons Doors	Shutter Service GMH & MH	£310.00	£62.00	£372.00	LGA 1972 s.133
Health Assured Ltd	Occupational Health Assessment	£475.00	£95.00	£570.00	LGA 1972 s.111
Mrs B R Smith	Ret of Deposit	£50.00	£0.00	£50.00	
E Bramer	Deposit x 2	£100.00	£0.00	£100.00	
C Morris	Ret of Deposit	£50.00	£0.00	£50.00	
A Evans	Ret of Deposit	£50.00	£0.00	£50.00	
K Watson De Vile	Ret of Deposit	£50.00	£0.00	£50.00	
Q Cooke	Ret of Deposit	£50.00	£0.00	£50.00	
S Whiteside	Ret of Deposit	£50.00	£0.00	£50.00	
Wave	Water Rates Pavilion	£70.16	£0.00	£70.16	LGA 1972 s.133
Wave	Water Rates Cemetery	£25.04	£0.00	£25.04	Open Spaces Act ss9-10
Wave	Water Rates GMH	£101.58	£0.00	£101.58	LGA 1972 s.133
Wave	Water Rates JRR	£59.84	£0.00	£59.84	LGA 1972 s.133
Wave	Water Rates Allotments	£408.56	£0.00	£408.56	Small Holding and Allotments Act 1908
EDF	Gas JRR	£26.67	£1.33	£28.00	LGA 1972 s.133
Octopus Energy	Public Toilet	£20.74	£1.04	£21.78	Public Health Act 1936
Octopus Energy	Jubilee Reading Room	£77.54	£3.88	£81.42	LGA 1972 s.133
Octopus Energy	Pavilion/Recreation Ground	£102.20	£5.11	£107.31	Open Spaces Act ss9-10
Octopus Energy	Pavilion/Recreation Ground	£2.76	£0.14	£2.90	Open Spaces Act ss9-10
Octopus Energy	Cemetery Chapel	£19.61	£0.98	£20.59	Local Gov. Act 1972 s.214(2)
Octopus Energy	Allotments	£19.12	£0.96	£20.08	Small Holding and Allotments Act 1908
Octopus Energy	Mandeville Hall	£95.12	£4.76	£99.88	LGA 1972 s.133
		£6,317.74	£984.16	£7,301.90	

FC/290926/07 Other Reports for noting

- 1) The Council noted the minutes of the Spring Close and Priory Meadow Management Group meeting held on 11 June 2026.
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FC/290926/08 – Other Matters from Principal Authorities

1) Rights of Way Improvement Plan (ROWIP) 2026

Members reviewed the notes circulated in the Additional Information regarding the Parish Council's response to Cambridgeshire County Council's consultation on priorities for the future of public rights of way and countryside access.

It was RESOLVED unanimously to delegate authority to Cllr Hazel Barber and the Clerk to finalise and submit the Parish Council's response by 11 October 2026.

2) Cambridgeshire & Peterborough Local Government Reorganisation

Members noted the response received from the Ministry of Housing, Communities and Local Government regarding the joint letter concerning Local Government Reorganisation in Burwell and Woodditton, signed by Burwell Parish Council and other parties.

3) The Leys, Burwell – Temporary Pedestrian Closure

Members noted the temporary prohibition of pedestrian access on part of The Leys, between Newnham Lane and the rear of 9 Poplars Close, from 8 to 12 October 2026, to facilitate stop tap replacement works.

FC/290926/09 – Policy Updates

Members considered the revised and new policies presented to the Council.

It was RESOLVED unanimously to adopt the following:

- i) Revised Training and Development Policy;
 - ii) Revised Community Engagement Statement of Intent; and
 - iii) New Recording, Filming and Reporting of Council Meetings Policy.
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FC/290926/10 – Patient Participation Group (PPG) – Request for Meeting Venue

Members considered a request from Councillor members of the Patient Participation Group (PPG) for the use of a suitable Parish Council venue, free of charge, for four meetings per year on Wednesday evenings. Members noted that this would support Councillor participation and the Council's objectives relating to residents' health and wellbeing and engagement with local health services.

It was RESOLVED unanimously to provide the PPG with a suitable Parish Council venue, free of charge, for four meetings per year on Wednesday evenings.

FC/290926/11 – Cemetery Chapel – Window Repair

Members considered the necessary repairs to the damaged leaded window at the Cemetery Chapel. The proposed works included temporary boarding, specialist repair and subsequent reinstatement at an estimated cost of **£1,052**. It was noted that other quotations had been sought but, due to the specialist nature of the work, it had proved difficult to obtain responses from alternative contractors.

RESOLVED unanimously: To approve the specialist repairs to the Cemetery Chapel leaded window at a cost of **£1,052**.

Meeting closed 7:44pm