BURWELL PARISH COUNCIL

The Jubilee Reading Room 99, The Causeway, Burwell Cambridge. CB25 0DU Telephone 01638 743142
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Present: Cllr Elizabeth Swift (Chair), Cllr Hazel Barber, 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 Brenda Wilson.
In attendance: Katherine Hyett (Clerk);

FC/271026/01 Apologies
Cllr Caroline Hillary (personal matters) – Council **RESOLVED** to accept the reason for apologies.
Cllr Paul Webb (personal matters) - Council **RESOLVED** to accept the reason for apologies.
Cllr Michael Geary (work matters) -- Council **RESOLVED** to accept the reason for apologies.
Cllr Pat Cleary (personal matters) -- Council **RESOLVED** to accept the reason for apologies.

FC/271026/02 Declarations of any interests known to Councillors
No interests were declared.

FC/271026/03 Approval of Minutes of the meeting of 13th October 2026
Members were in receipt of the minutes of the Full Council meeting held on 13th October 2026.
RESOLVED: That the minutes of the above meeting be accepted as a correct record and signed by the Chair
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FC/271026/04 Public Forum
No matters were raised in the Public Forum.

FC/271026/05 Planning Applications
None considered.

FC/271026/06 Finance Matters for Consideration
1) **RESOLVED:** That the schedule of payments, as set out below, be approved and the payments authorised.

Name	Description	Net Amount	Vat	Total Amount
Lloyds Bank	Maintenance Supplies £88.02 Admin £27.50inc VAT Pauline's Swamp (Food Open Day) £28.00 Fee £9.00	£137.85	£14.67	£152.52
Huws Gray	Maintenance Supplies	£387.56	£77.51	£465.07
Newmarket GMS Ltd	Lawnmower Blade	£55.63	£11.13	£66.76
Mr Groundsman	Rec Grass Cutting May to Sept	£2,425.00	£485.00	£2,910.00
Sharp	Photocopier Contract	£25.74	£5.15	£30.89
Zion Landscapes	Grass Cut Oct	£1,200.00	£240.00	£1,440.00
ATL Alarms	Mandeville Hall	£98.00	£19.60	£117.60
ATL Alarms	Pavilion	£226.21	£45.24	£271.45
S Harrison & Co	Hedge Cutting	£2,750.00	£550.00	£3,300.00
R Dolphine	Return of Deposit	£50.00	£0.00	£50.00
C Arnold	Return of Deposit	£50.00	£0.00	£50.00
P Prasannalal	Return of Deposit	£50.00	£0.00	£50.00
Wave	Mandeville Hall Water	£399.08	£0.00	£399.08
Octopus Energy	Mandeville Hall	£95.51	£4.78	£100.29
Octopus Energy	Public Toilets	£20.19	£1.01	£21.20
Octopus Energy	Cemetery	£28.59	£1.43	£30.02
Octopus Energy	Jubilee Reading Room	£68.37	£3.42	£71.79
	Total payments	**£8,067.73**	**£1,458.94**	**£9,526.67**

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FC/271026/07 Other Reports for noting
None considered.

FC/271026/08 Other matters from Principal Authorities
None considered.

FC/271026/09 Adoption of the 5 Year Plan 2026-2031
The Burwell Parish Council Five-Year Plan 2026-2031 was considered and the Chair proposed that we move the creation of a youth plan to short term for the Community, Safety, Health and Sport working group.
RESOLVED: To adopt the Burwell Parish Council Five-Year Plan 2026-2031 with the proposed change.

FC/271026/10 Skip Hire
Members considered the hire of a skip to remove general waste from Parish Council properties.
RESOLVED: To hire a skip at a cost of up to £350.

FC/271026/11 Newmarket Road Football Hub Project Update
The Newmarket Road Football Hub Project Update Report was received and considered. Members were updated on project progress and discussed the next stages of development. Cllr Swift stated that Charlotte Cane MP had said she would write a letter of support. There were some questions raised by Cllr Perry about the financial issues of This Land and concerns that this may impact the Section 106 agreement. Cllr Dodds asked that the parking assessment consider potential future additions to the site, that the hoarding system for sponsorship boards is considered and tidy and the pavilion be low carbon. Cllr Kitching mentioned that a new pavilion was recently completed at Sawston and it may be worth sharing information with them. The Clerk highlighted the proposed cost of the transport assessment and that this would come to Council as a formal agenda item. It was also stated that Burwell Football Club would present at the next meeting.
RESOLVED: To note the report and project update.

FC/271026/12 Update on Councillor Recruitment
Members received an update regarding the current councillor vacancy and the co-option process. It was noted that the close date has been set as 17th November and it has been advertised online and on noticeboards. The Clerk advised that if you have a vacancy shortly before the scheduled parish elections:

- Electors cannot force a by-election within the six-month period.
- The council can choose to co-opt someone to serve until the ordinary election.
- Alternatively, the council may leave the seat vacant until the election, provided the council remains quorate and able to function.

RESOLVED: That the update be noted and any decisions would be taken after the initial close date of 17th November 2026.

Meeting closed: 19:58

Signed_____

Dated_____

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