BURWELL PARISH COUNCIL
The Jubilee Reading Room
99, The Causeway, Burwell Cambridge. CB25 0DU
Telephone: 01638 743142
Email: burwellpc@burwellparishcouncil.gov.uk

Minutes of the Meeting of the Burwell Parish Council held at 7.30pm on Tuesday 10 November 2026 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR.

Present: Cllr Elizabeth Swift (Chair), Cllr Hazel Barber, Cllr John Damian, Cllr Lea Dodds, Cllr Caroline Hillary, Cllr Richard Jenkins, Cllr Linda Kitching, Cllr Ryan Noyes, Cllr Jim Perry, Cllr Geraldine Tate, Cllr Ben Vinten, Cllr Brenda Wilson.
In attendance: Katherine Hyett (Clerk), District Cllr. Lavina Edwards, six representatives of Burwell Football Club.
Absent: Cllr Michael Geary

FC/101126/1 Apologies for absence
The following apologies were given:
Cllr Paul Webb (personal matters) - Council **RESOLVED** to accept the reason for apologies.
Cllr Yemi Macaulay (personal matters) - Council **RESOLVED** to accept the reason for apologies.
Cllr Pat Cleary (personal matters) - Council **RESOLVED** to accept the reason for apologies
Yvonne Rix (RFO) also sent apologies.

FC/101126/2 Declarations of any interests known to Councillors.
Cllr Richard Jenkins declared an interest in Agenda Item FC/101126/09. Cllr Jim Perry advised that he wished to raise a matter during Public Forum.

FC/101126/3 Approval of Minutes of the meeting held on 27 October 2026
Members were in receipt of the minutes of the Full Council meeting held on **27 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/101126/4 Public Forum
Cllr Perry raised that he was the only Parish Councillor at the church service for Remembrance Day. He felt attendance was not a matter of religion but rather an opportunity to remember those who have served their country. He would like to think more councillors will attend next year.

FC/101126/5 Presentation from Burwell Football Club
Burwell Football Club gave a presentation about the proposed new pitch, pavilion and car park and the club's structure, future and proposed development. Councillors asked several questions and highlighted the importance of ensuring any lease arrangements facilitated wider community sporting use and future expansion opportunities.

FC/101126/6 County and District Reports
The Council received and noted a written report from District Councillor Brown together with a verbal update from District Councillor Edwards.

FC/101126/7 Planning Applications

1) **Proposal:** T1 - Sycamore - Fell to ground level and treat to prevent regrowth - The tree has become very large and is very close to the house the client wishes to remove this and plant a new tree further set back.
Location: 4 Hythe Close Burwell Cambridge CB25 0EZ
Reference: 26/01143/TPO
Response: RESOLVED: The Parish Council considered this to be a technical matter relating to the structural condition of the tree and any potential risk of damage to the property, which it was not in a position to assess. Should consent be granted for removal, the Council would wish to see a native replacement tree planted.

2) **Proposal:** To vary Conditions 1 (Approved Plans), 4 (Soft Landscaping Works), 5(Landscaping Maintenance) and 9 (Landscape and Ecology Management Plan) of previously approved 22/00160/VARM for To Vary Condition 1 (Approved Plans) of previously approved 20/00557/ESF for Proposed Development of a Solar Farm and Ancillary Development
Location: Burwell Solar Farm Hightown Drove Burwell Cambridgeshire
Reference: 26/00914/VARM
An amended plan/additional information has been received for this application on 26th October 2026.
Amended description (to include variation to condition 1) and additional information: Cover letter

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dated 07.10.2026; Schedule of amendments to the LEMP; Soft Landscape Plan 0744933-DR-LAN-101 Rev B; Landscape and Ecology Management Plan October 2026.
Response: RESOLVED: The Council resolved to object to the application on the basis of the objections already provided by the National Trust and Wicken Fen. The Council further resolved to delegate the submission of the detailed response to the Clerk in consultation with the Chair and Vice-Chair

3) **Proposal:** Creation of wetland habitat following excavation and processing of sand and gravel. Informative: Section 73 planning application to vary planning conditions A18 & A19 (Routing Agreement) of planning permission CCC/25/082/VAR to allow an exemption for 10 HGV movements per day to use the A1123 between Needingworth and Stretham.
Location: Needingworth Quarry Bluntisham Road Needingworth PE27 4TA
Application No: CCC/26/09/VAR
Response: RESOLVED: The Parish Council have no comment to make on this application

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FC/101126/8 Finance

1) To receive, consider and approve the Quarterly Financial Report for the period 1 July to 30 September 2026. The Clerk presented a summary of the report. It was **RESOLVED** to approve the Quarterly Financial Report for the period 1 July to 30 September 2026.
2) Council noted the receipt of the CIL Meaningful Proportion transfers for 1 April 2026 to 30 September 2026 totalling £2,320.68
3) **RESOLVED**: The schedule of payments totalling £18,825.59 was approved.

Payee	Description	Exc. VAT	VAT	Total Amount
All Staff	Salaries Tax Ni Superannuation	£14,510.87	£0.00	£14,510.87
Debbie Cawley	Mileage	£83.91	£0.00	£83.91
George Rowland	Mileage and expenses	£180.71	£0.00	£180.71
Martyn Wright	Mileage and phone	£81.41	£0.00	£81.41
K Hyett	Mileage	£4.20	£0.00	£4.20
N-CIS	Monthly ICT Support	£150.00	£30.00	£180.00
Scribe Civicly	Monthly Payment	£134.00	£26.80	£160.80
Bright HR	Monthly Software	£147.83	£27.92	£175.75
TH Tree Surgery	Tree Work Pauline's Swamp	£600.00	£120.00	£720.00
MS Electrical	Fixed wire testing - various properties	£1,270.50	£254.10	£1,524.60
Harrisons of Burwell	Mandeville Hall Boiler Time Clock	£292.00	£58.40	£350.40
Vision ICT	Website Hosting	£201.25	£40.25	£241.50
Amazon Business	Computer Keyboard	£46.03	£9.21	£55.24
Landmark Toilet Solutions	Margaret Field Toilet	£160.00	£0.00	£160.00
Frank Taylor	Remembrance Sunday - Bugler Player	£50.00	£0.00	£50.00
K Dundas	Return of Deposit	£50.00	£0.00	£50.00
J Ibanez Becerra	Return of Deposit	£50.00	£0.00	£50.00
Octopus Energy	Energy Allotments	£19.30	£0.00	£19.30
Octopus Energy	Pavilion/Recreation Ground Energy	£180.70	£0.00	£180.70
EDF	JRR Gas	£44.00	£2.20	£46.20
	Total Payments	**£18,256.71**	**£568.88**	**£18,825.59**

FC/101126/09 Group Reports

1) To receive the draft minutes of the Community, Safety, Health and Sport Working Group meeting dated 6 October 2026 and the following recommendations:
    a. **Donation Request - Ormiston Families**
    To consider and approve a donation of £140 to Ormiston Families. Ormiston Families is a regional charity supporting children, young people, and families across the East of England through mental health services, family support programmes and assistance for families affected by offending.
    RESOLVED: To receive the minutes and approve a donation of £140 to Ormiston Families

2) To receive the draft minutes of the Land, Buildings and Facilities working group dated 27th October 2026 and the following recommendations:
    a. **Recreation Ground – Electrical Works**
    To approve Option C for the tennis court lighting controls and associated electrical improvements at a cost of £258.65 including VAT, with installation undertaken at no labour cost.
    b. **Recreation Ground – Barrier**
    To approve the quotation from N&G Marsh for the installation of a replacement barrier at the Recreation Ground at a cost of £2,100.
    c. **Allotments – Replacement Gate**
    To approve the replacement of the allotment gate with a metal gate supplied by Clarkes of Walsham at a cost of £277.28 plus VAT.
    d. **Community Infrastructure Levy (CIL) Bench Location**
    To approve the installation of the remaining CIL-funded sloper bench on The Causeway outside the Ex-Servicemen's Club. It was noted that Highways have approved the location.
    e. **North Street Bus Shelter Seating**
    To approve the purchase of the recommended bench for the North Street Bus Shelter at a cost of £285.60 including VAT, funded from the remaining CIL allocation for benches and bins.

RESOLVED: To receive the minutes and approve all recommendations from the Land, Buildings and Facilities Working Group as presented.

FC/101126/10 Parish Report

The Council received a written report from the Parish Clerk. The Clerk provided further updates regarding a health and safety matter, the servicing requirements of the air source heat pump, and ongoing work to improve the Wi-Fi connectivity at Mandeville Hall. The Clerk also expressed her thanks to George Rowland for his continued voluntary support, particularly in assisting with preparations for Remembrance Sunday, which involved approximately five hours of setup work. The Clerk highlighted the need for additional councillor support and contingency arrangements should either she or Mr Rowland be unavailable for future events.

Cycleway: The Clerk reported that the final wording of the agreement has now been approved by both Cambridgeshire County Council and Suffolk County Council. The document is awaiting signature by the landowner. The next meeting is scheduled for January, and the Clerk will provide a further update should any progress be made before then.

Football Foundation Project: A meeting was due to take place the following day between representatives of the Football Foundation, the Parish Council and Burwell Football Club to discuss progressing the project and the next steps required to bring it forward.

Mandeville Hall Smart Meter: The Clerk reported that the smart meter at Mandeville Hall had been replaced on 9 November 2026. However, confirmation is still awaited that the replacement meter is operating correctly and providing accurate readings.

FC/101126/11 Other County & District Matters

1) **Silver Street Temporary Road Closure, TTRO 26-22010**
The Council noted the temporary road closure of Silver Street, Burwell between The Causeway and Buntings Path from 2 to 4 December 2026 to facilitate stop tap replacement works, and the associated diversion route.

FC/101126/12 Weymouth Town Council - Sustainable Communities Act Dependants' Carers' Allowance

To consider signing a letter of support to the local MP backing Weymouth Town Council's appeal for Parish and Town Councils in England to have the discretionary power to reimburse councillors for dependants' care costs incurred while undertaking official council duties.

RESOLVED: To defer consideration of this matter to a future meeting to allow Members additional time to review the proposal.

FC/101126/13 Newmarket Road Sports Hub Transport Assessment

To consider and approve expenditure for transport planning consultancy support from Paul Basham Associates, comprising preparation of a Transport Note to assess the development proposals from a transport and highways perspective. (£2,550 plus VAT) and associated meeting costs of £280 per meeting, to be funded from the Council's previously approved £10,000 project budget for the Millstone Park Sports Pitches project.

RESOLVED: To approve the expenditure, subject to the transport assessment also considering proposals for grass pitches and other potential future facilities.

Meeting Closed: 9.08pm

Signed_____ **Dated**_____