

**Minutes of the meeting held on 27<sup>th</sup> January 2026 following Full Council.**

**Present:** Paul Webb (Chair), Geraldine Tate, Lea Dodds, Liz Swift, Pat Cleary, John Damien, Ryan Noyes, Brenda Wilson, Yvonne Rix (RFO), Katherine Hyett (Clerk).

Ben Vinten observed the meeting as a potential Parish Councillor.

**F&GP/27012026/01 Apologies for absences and declarations of interests**

An apology for absence had been received from Linda Kitching who was unable to attend the meeting due to work commitments.

Pat Cleary declared an interest for the update on football charges.

**F&GP/27012026/02 Approval of the minutes of the meeting held on 25.11.2026**

The minutes of the meeting held on the 25<sup>th</sup> November 2026 were approved and signed as a true and correct record. Proposed by Liz Swift and seconded by Lea Dodds.

**F&GP/27012026/03 Consideration of the Action Sheet and updates from previous meeting:**

Local Council Risk System

Katherine Hyett reported that there had been no need for any further risk assessments to be undertaken as a result of actions taken by the Council. However, the Clerk raised that there is a need for an assessment to be undertaken to reduce the risk of Hand/Arm Vibration Syndrome. Paul Webb reported that there is a risk assessment for the MVAS signs, but this may need to be updated.

All the risk assessments need to be reviewed. There have been many changes in Health and Safety law which needs to be reflected in our policies and assessments. There is an option to outsource the work required. The Clerk is in the process of obtaining quotations to carry out the work. The cost is likely to be upwards of £1000. As this work is required as a matter of urgency and no allowance has been made in the budget, the funding will need to come from general reserves.

CCLA Investment

The Group noted that the balance of the CCLA Account currently stands at £117,531.47. Yvonne Rix reminded the Group that no decision has been made yet about moving more of the Council funds to a higher interest rate account. This to be discussed at the next meeting.

**F&GP/27012026/04 Quarterly Report to 31.12.25**

Yvonne Rix informed the Group that the Quarterly Report is not ready to be presented but would be presented to Full Council on the 10<sup>th</sup> February 2026.

**F&GP/27012026/05 Burwell Day Centre Buildings Insurance Oct 25 to Sept 26 £169.59**

The Parish Council has received an invoice from Cambridgeshire County Council for insuring the Day Centre building. The cost is £169.59. The lease which is in the Parish Council name indicates that the Parish Council is responsible for the payment of the building's insurance.

The following recommendation to Full Council to be made:

***That the invoice from Cambridgeshire County Council for the Day Centre buildings insurance in the sum of £169.59 is paid by the Parish Council.***

***Proposed by Paul Webb, seconded by Liz Swift, and agreed by all.***

Following requests from the Day Centre, the Clerk had sent a copy to the lease to them in December and again in January. It is important that the Council fully establishes the requirements of the lease for the Parish Council. Consideration needs to be given as to whether the possibility of the lease being extended prior to any changes being made to the reorganisation of local government.

**F&GP/27012026/06 2026/2027 Charges and Fees**

Gardiner Memorial Hall and Mandeville Hall

After a brief discussion on whether the charges should be raised or not Liz Swift made the following proposal, seconded by Geraldine Tate and approved by all.

***That charges for the Gardiner Memorial Hall and Mandeville Hall should remain the same as 2025/2026. A letter should also be sent to all regular hirers informing them that it is the intention of the Council to increase charges for 2027/2028.***

The Group also requested a list of all regular hirers and the rate they are charged for using the hall. The cost of hiring the Gardiner Memorial Hall per hour is lower than Mandeville and this now needs to be brought more in line.

#### Allotments

Due to having to notify allotment holders of increases a year in advance the decision being made tonight is for the charges being made from October 2027. The Council has already agreed that the charge from October 2026 would be 33p per square metre. The following proposal was agreed for recommendation to Full Council by the Group:

***That Allotment Rent from October 2027 be increased by 1p to 34p per square metre.***

#### Cemetery

Liz Swift proposed, seconded by Lea Dodds that all cemetery fees should all increase by £10.00 with exception of the internment of a child under the age of 12 years which would remain the same.

With one abstention, the proposal was approved as a recommendation to Full Council.

***The Group recommends to Full Council that all cemetery fees with the exception of the internment of a child under the age of 12 is increased by £10.00.***

#### Tennis Courts

The Tennis Courts currently cost £8.00 per hour to hire. Lea Dodds proposed, seconded by Liz Swift that the hourly rate should be increased to £9.00 per hour. Following agreement by all, the following recommendation to be made to Full Council.

***That the cost to hire the Tennis Courts is increased to £9.00 per hour from 1<sup>st</sup> April 2026.***

The Tennis Courts need to be actively promoted including a sign explaining how to book on the court itself.

#### Skate Park

Although previously agreed, Max Jamieson (Shredder Skate School) has not yet been charged for use of the Skate Park. The Group agreed that from 1<sup>st</sup> April 2026 a charge should be made of £15.00 per month and this would include holiday sessions, competitions, and general coaching sessions. A contract would also be drawn up for his use of the Skate Park by his business. Proposed by Lea Dodds and seconded by Liz Swift.

***The following recommendation to be made to Full Council:  
that from 1<sup>st</sup> April 2026 a charge should be made of £15.00 per month and this would holiday sessions, competitions, and general coaching sessions. A contract to also be drawn up for his use of the Skate Park by his business.***

#### Update on Football Charges

The costs to the Council for the maintenance of the football pitches at the Recreation Ground and Margaret Field, and the costs of running the pavilion have been shared with the Football Club. It was explained at a meeting with the Club that it is the Council's intention for the club to be responsible for around 50% of the costs. It currently costs over £30,000 per annum to provide the facilities used for football. The Football Club currently pay £7,500 per annum and to work towards the 50% contribution the sum of £11,000 per annum has been suggested. The Football Club is now considering this.

Liz Swift proposed, seconded by Lea Dodds that the following recommendation is made to Full Council. All agreed the proposal.

***That Burwell Football Club is charged £11,000 for the use of the Recreation Ground and Margeret Field for the 26/27 season (1<sup>st</sup> July 2026 to 30<sup>th</sup> July 2027).***

## **F&GP/27012026/07 Bank Signatories and Lloyd Credit Card amendments**

Some amendments are needed on the mandate for the Unity Trust Bank Account. Following a proposal from Lea Dodds, seconded by Brenda Wilson and approved by all, the following recommendations to be made to Full Council:

- ***That Robin Dyos and Ian Woodroffe are removed from the Unity Trust Mandate, and that Ian Woodroffe is removed from the CCLA Mandate.***
- ***That Richard Jenkins is added to the Unity Trust Mandate.***
- ***That Katherine Hyett, as Clerk is added to the Unity Trust Mandate to allow access to the account and setting up of payments.***

A letter needs to be sent in respect of the Corporate Purchasing Card resetting the password for Yvonne Rix to allow access to the account. The Group agreed that an additional card should be requested with a credit limit of £1,000 in the Clerk's name. The following proposal was made by Paul Webb, seconded by Geraldine Tate, agreed by all and with recommendation being made to Full Council.

- ***That a letter is sent in respect of the Corporate Purchasing Card to allow the resetting of the password for Yvonne Rix to allow access to the account.***
- ***That an additional Corporate Purchasing Card with a credit limit of £1000 is requested in the Clerk's name.***

## **F&GP/27012026/08 Policies**

3 new policies had been sent to all councillors via email with the opportunity to review prior to this meeting. Some comments were received back from Lea Dodds which were considered; however, he was satisfied they progress. No feedback was received from other councillors.

### **1) Donations policy**

After a brief discussion it was decided to defer a decision as a redraft was required.

### **2) Code of conduct**

The Clerk reported that there are a number of reasons why the Council should accept the proposed Local Government Association Model Code of Conduct in place of the Council's current one. The following reasons support the adoption.

- The new model code and its supporting guidance have been specifically revised to reflect the needs and situations relevant to parish and town councils rather than principal councils like ECDC.
- A single code across the sector provides consistency and clarity, which is why NALC endorsed the new code and withdrew the NALC template code of conduct.
- The new code is endorsed as part of the Civility and Respect Project, which aims to analyse the causes of bullying and harassment within the local council sector, minimise opportunities for poor behaviour, and provide support where misconduct occurs.
- The new code provides comprehensive coverage of the general principles of councillor conduct, including respect and standards of behaviour, bullying, harassment, and discrimination. It also addresses impartiality and the misuse of position, declarations of interest, and issues relating to bias and pre-determination. These are often missing from the shorter Codes of Conducts that were previously used.

### **3) Complaints Policy**

Current policies/procedures: Burwell Parish Council Complaints Procedure and Parish Councillor Complaints policy

It was proposed to change to the new complaints' procedure drafted by the Clerk. The primary reason to ensure any formal complaints against councillors are managed with impartiality by another body. In the case of *R (Harvey) v Ledbury Town Council (2018)*, it was established that parish councils cannot, in effect, conduct their own investigations and impose their own sanctions, as this violates principles of natural justice and fair process.

It was decided to recommend to full council the adoption of:

- **The Local Government Association Model Code of conduct ensuring we meet the advertising requirements of the Localism Act 2011 and ensuring the Monitoring Officer is kept informed**
- **The newly drafted single Complaint's policy, again notifying the Monitoring officer.**

This was proposed by Ryan Noyes, seconded by Pat Cleary, and approved by all.

Paul Webb asked if we should have a complaints register but it was felt this is not needed.

#### **F&GP/27012026/09 Insurance Policy Renewal**

Yvonne Rix informed the Group that the insurance policy ends on 31<sup>st</sup> May 2026 and that it would be necessary to obtain three quotations for the renewal in the next few months.

#### **F&GP/27012026/10 Update on the new Assertion 10**

The Clerk explained that the following elements need to be in place by March 31<sup>st</sup> complete to meet Assertion 10:

- The adoption of an ICT Policy – it was agreed that due to timescales that Paul Webb and the Clerk draft the policy to go straight to Council
- Provision of Data Protection Training – The Clerk is hoping to find some suitable ICO videos that she can send to Councillors to provide a basic level of training and this can be reviewed at a later date
- Review of our website accessibility and creation of a new accessibility statement – we are awaiting a report from Vision ICT
- Adopt model publication scheme from the ICO (if not it is considered a breach of the Freedom of Information Act). The Clerk explained that this is merely an update – there is nothing specific for Council to agree so again this should be completed and noted at full council.
- Transparency code – the Clerk has drafted web page pointing to the information required which is mostly Finance – RFO to review reports and ensure this is provided.

#### **F&GP/27012026/11 Update on the provision of vehicle for the Maintenance Officer**

Lea Dodds reported that they are looking more favourably at purchasing a vehicle and that they would be looking further at the options over the next few weeks.

#### **F&GP/27012026/13 Any Other Urgent Matters:**

##### Date for Staff Appraisals

Liz Swift and Lea Dodds are considering dates for carrying out the Staff Appraisals.

##### Finance and General Purposes Working Group Membership

The Clerk is in the process of asking all Councillors which working groups that they would like to be involved with. It is hoped that some of the new Councillors will be interested in joining the Finance and General Purposes Working Group, which currently only has 5 members.

#### **F&GP/27012026/14 Date of the next meeting**

The next meeting will be held on 31<sup>st</sup> March 2026.

##### Confidential Item

The Clerk and the potential Parish Councillor left the meeting for this item.

#### **F&GP/27012026/12 Update on benchmarking of the Clerk's role**

Following a proposal from Geraldine Tate, seconded by Brenda Wilson and agreed by all, the following recommendation to be made to full Council:

- ***That the revised job description for the Clerk is approved***
- ***That the following re-evaluation of the Clerk's role is implemented:***
  - 1. The Clerk's post should be set at Spinal Point 32 (LC2) from 1.1.2026***
  - 2. An increase of one spinal point annually, satisfactory staff appraisal from 1.4.2026 until Spinal Point 36 is achieved (top of LC3 – below substantive range).***

### Superannuation

Following a short discussion the following recommendation is to be made to Full Council, proposed by Liz Swift, seconded by Brenda Wilson, and agreed by all members:

- **That the Employer contribution for the NEST Pension Scheme is increased from 3% to 5% from the 1<sup>st</sup> April 2026.**

The meeting closed at 9.44 pm.

Signed

Dated