

**Cambridgeshire County Council  
High Street And Swaffham Road, Burwell  
(Temporary Prohibition Of Through Traffic)  
Order 2025-1716**

NOTICE is given that Cambridgeshire County Council intends to make an Order pursuant to the Road Traffic Regulation Act 1984, as amended by the Road Traffic (Temporary Restrictions) Act 1991, the effect of which is to stop any vehicle from proceeding along High Street and Swaffham Road, Burwell as lies between number 25 and The Old Barn.

Access will be maintained to properties affected by this order.

The alternative route for vehicles is via B1102, A1303, A1304, A142 and vice versa.

The proposed Order is necessary to facilitate carriageway maintenance and associated works which are being carried out on or near this highway and it will come into operation on 6 November 2025 and continue until these works have finished or on the 5 May 2027 whichever is the earlier.

It is anticipated that these works will be carried out on 6th November 2025.

The Order shall not apply to any persons lawfully engaged in connection with any works for which it is made, any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform.

**Frank Jordan, Executive Director, Place and Sustainability, New Shire Hall,  
Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE**

**Cambridgeshire County Council  
Isaacson Road, Burwell  
(Temporary Prohibition Of Through Traffic)  
Order 2025-1718**

NOTICE is given that Cambridgeshire County Council intends to make an Order pursuant to the Road Traffic Regulation Act 1984, as amended by the Road Traffic (Temporary Restrictions) Act 1991, the effect of which is to stop any vehicle from proceeding along Isaacson Road, Burwell as lies between B1102 and B1103.

Access will be maintained to properties affected by this order.

The alternative route for vehicles is via B1102, B1103 and vice versa.

The proposed Order is necessary to facilitate carriageway maintenance and associated works which are being carried out on or near this highway and it will come into operation on 6 November 2025 and continue until these works have finished or on the 5 May 2027 whichever is the earlier.

It is anticipated that these works will be carried out on 6 November 2025.

The Order shall not apply to any persons lawfully engaged in connection with any works for which it is made, any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform.

**Frank Jordan, Executive Director, Place and Sustainability, New Shire Hall,  
Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE**

**CAMBRIDGESHIRE COUNTY COUNCIL**

**Weirs Drove, Burwell**

**(TEMPORARY PROHIBITION OF THROUGH TRAFFIC)**

**ORDER 2025-2015**

NOTICE is given that Cambridgeshire County Council intends to make an Order pursuant to the Road Traffic Regulation Act 1984, as amended by the Road Traffic (Temporary Restrictions) Act 1991, the effect of which is to stop any vehicle from proceeding along Weirs Drove, Burwell as lies between The Orchard and Welsumme Farm.

Access will be maintained to properties affected by this order.

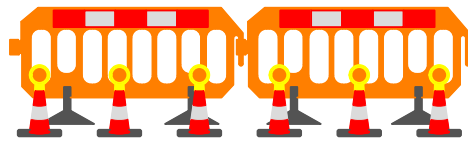
The alternative route for vehicles is via Weirs Drove; Reach Road; B1102; The Causeway C221; Hythe Lane and vice versa.

The proposed Order is necessary to facilitate water meter maintenance and associated works which are being carried out on or near this highway and it will come into operation on 17 November 2025 and continue until these works have finished or on the 16 May 2027 whichever is the earlier.

It is anticipated that these works will be carried out between 08:00hrs and 17:00hrs 17 November 2025.

The Order shall not apply to any persons lawfully engaged in connection with any works for which it is made, any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform.

**Frank Jordan, Executive Director, Place and Sustainability, New Shire Hall,  
Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE**



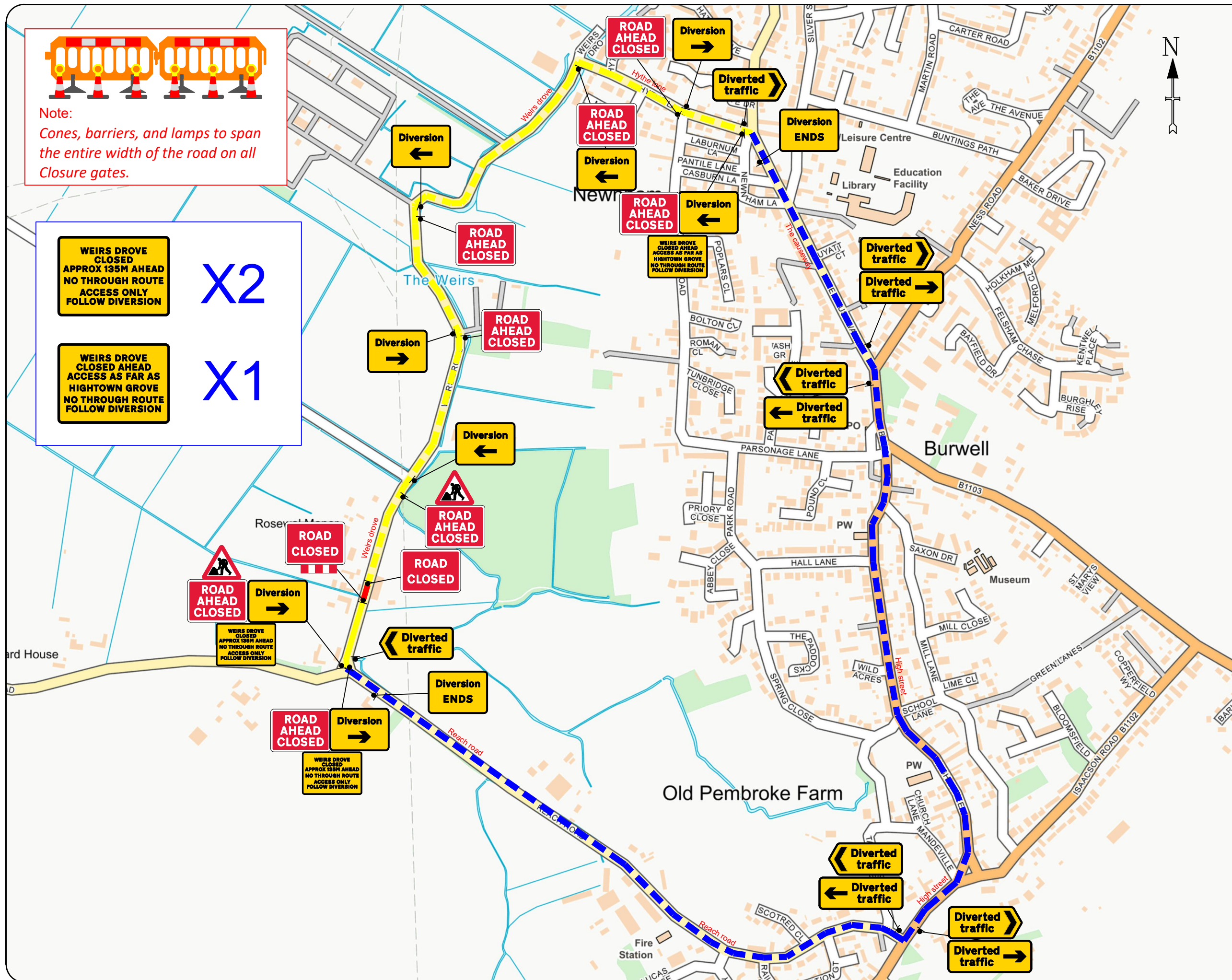
Note:  
Cones, barriers, and lamps to span  
the entire width of the road on all  
Closure gates.

WEIRS DROVE  
CLOSED  
APPROX 135M AHEAD  
NO THROUGH ROUTE  
ACCESS ONLY  
FOLLOW DIVERSION

X2

WEIRS DROVE  
CLOSED AHEAD  
ACCESS AS FAR AS  
HIGHTOWN GROVE  
NO THROUGH ROUTE  
FOLLOW DIVERSION

X1



#### Notes:

- A - DO NOT SCALE FROM THIS DRAWING
- B - All traffic management must comply with Traffic Signs Manual: Chapter 8 and Safety at Street Works and Road Works: A Code of Practice
- C - All Road Markings and signage to conform to TSRGD 2002
- D - Signage location shown is indicative only. Exact location of signage to be determined by operative on site

#### KEY

- Sign
- Traffic Cone
- Road Closure
- Diversion Route
- Access Only

#### DIVERSION ROUTE

Hythe lane > The causeway > High street >  
Reach road > Weirs drove & Vice versa

-	Plan Amendment	LR	13/08/25
-	Initial Issue	AB	13/02/20

REV:	DESCRIPTION:	BY:	DATE:

STATUS: FOR APPROVAL



The Lion Barn  
Maitland Road  
Needham Market  
Suffolk  
01449 490865

#### CLIENT:



#### SITE:

Weirs drove  
Burwell CB25 0BP

#### TITLE:

Road Closure  
and Diversion

SCALE AT A3:	DATE:	DRAWN:	CHECKED:
AS SHOWN	13/08/25	LR	CE
TRAFFIC SENSITIVE:	DRAWING NO:		REVISION:
n/a	#247280		



# Burwell Biodiversity Action Plan

DRAFT

## Introduction and background

The *Living Planet Index* report published in 2024 reveals that studied wildlife populations worldwide have seen an average decline of 73% from 1970 through to 2020.<sup>1</sup>

In the UK, The *State of Nature report 2023*<sup>2</sup> confirmed that wildlife is continuing to decline. Already classified as one of the world's most nature-depleted countries, nearly one in six of the more than ten thousand species assessed (16%) are at risk of extinction in the UK.

In England, wildlife has declined in abundance by 32% on average since 1970. Plant species in particular have decreased in distribution by 68%.<sup>3</sup> Common English bird species have declined on average by 16%, and within this group farmland birds have suffered particularly strong declines of on average 59%.

In 2023, *Buglife* reported a staggering 78% decrease in the number of insects sampled on vehicle number plates between 2004 and 2023. These findings are consistent with research which has widely reported declining trends in insect populations globally.<sup>4</sup>

2024 saw a record low for the number of butterflies counted by citizen scientists - and 80% of butterflies have declined in abundance or distribution since 1976. We may be the last generation to enjoy butterflies and moths in abundance.<sup>5</sup>

Intensive management of agricultural land, climate change and habitat loss are the main factors causing these shocking declines.

**Cambridgeshire is one of the most nature-depleted areas in England.<sup>6</sup>**

So what is happening in Burwell? Casual observations by longer term residents in Burwell confirm the gradual reduction in insect abundance, wild flowers and birdsong over past decades.

**We cannot look away or hope that someone else will solve the problem. Humans are part of nature and cannot survive without a thriving ecosystem. This plan outlines what, why, where, who and how we can all take action to bring about positive change.**

The first section of this plan is about the village as a whole, where the Parish Council is just one of the many bodies and organisations working together to inform and encourage residents to play their part in protecting and encouraging biodiversity.

The second section covers the Parish Council's own role and objectives, focusing on the land and buildings that it owns or manages, where the Council has the ability to set its own goals.

<sup>1</sup> ourworldindata.org/2024-living-planet-index '...across the 34,836 studied wildlife populations, the average decline was 73%'

<sup>2</sup> stateofnature.org.uk/

<sup>3</sup> stateofnature.org.uk/countries/england/

<sup>4</sup> buglife.org.uk/get-involved/surveys/bugs-matter/

<sup>5</sup> butterfly-conservation.org/

<sup>6</sup> naturalcambridgeshire.org.uk/lhrs/#nature-priorities

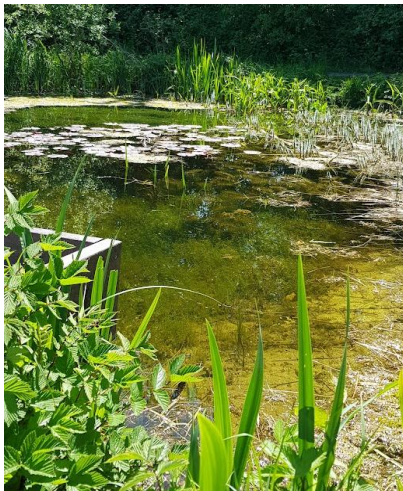
## What

### What is biodiversity?

Biodiversity is all the different kinds of life found in one area: the variety of animals, plants, fungi, and microorganisms like bacteria that make up our natural world. Biodiversity is important for its own sake, but it is also the cornerstone of the ecosystems that provide us with food, fresh water and clean air.

### What do we have in Burwell?

Although Burwell has no Areas of Outstanding Natural Beauty ('National Landscapes'), we do have four County Wildlife Sites<sup>7</sup> (Burwell Brick Pit, Burwell Disused Railway, Spring Close castle site and Pauline's Swamp) together with two Local Geological Sites (the springhead at Spring Close castle site and Carter's Pit<sup>8</sup>).



Pauline's Swamp 2021

We also have very many gardens, several small green spaces and miles of grass verges. All these areas can be managed sympathetically for nature and everyone can take part.



Recreation ground border 2023

### What can we do to improve?

**This plan gives information and ideas for work to improve our green spaces for nature. It is designed for everyone in Burwell: individuals and organisations.**

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<sup>7</sup> [cambridgeshire.gov.uk/asset-library/County-Wildlife-Sites-Handbook.pdf](https://cambridgeshire.gov.uk/asset-library/County-Wildlife-Sites-Handbook.pdf)

<sup>8</sup> [cambsgeology.org/burwell-pit-and-spring](https://cambsgeology.org/burwell-pit-and-spring)

## Why

### Why bother trying to conserve nature in Burwell?

The world is facing major environmental challenges: the climate crisis, pollution and biodiversity loss. Whilst it is tempting to think these crises don't directly apply to Burwell (or not yet), built environments (housing, roads, commercial units) tend to have lower levels of biodiversity than natural environments due to the intensive use of land, fragmentation of green spaces, and the creation of barriers that can prevent the movement of species, limiting their ability to find food, shelter, and breeding partners.

For example, hedgehogs travel around one mile every night to find enough food and a mate.<sup>9</sup> One of the main reasons hedgehogs are struggling in Britain is that our garden fences are becoming more secure, preventing hedgehogs from roaming.



**In Burwell, we can take action to promote ecological connectivity and diversity - and so support the resilience of local ecosystems.**

Conserving and improving biodiversity is not only beneficial to non-human life, but can also have important benefits for human well-being, such as improving air quality and local climate regulation, providing recreational and educational opportunities and contributing to mental health and psychological well-being. At the most extreme, human life is impossible in a failing ecosystem. We must act now and take action to support a healthy and biodiverse environment.



Road verge in Burwell 2024

However, sympathetically managed residential areas can support high levels of biodiversity: green spaces and parks. In addition, gardens can support a diverse range of native species and provide important habitats for insects, birds, and other animals.

<sup>9</sup> [hedgehogstreet.org/help-hedgehogs/link-your-garden/](https://hedgehogstreet.org/help-hedgehogs/link-your-garden/)



## Where

### Where can we make a difference in Burwell

In and around Burwell there are many spaces, large and small, where can make a difference.

**Private gardens** Together, the UK's gardens are larger than all of our national nature reserves combined, making them as important for wildlife as they are for our own wellbeing<sup>10</sup>. In Burwell, these are the spaces where we are most likely to have the freedom to make a difference for wildlife. Small changes to small areas in lots of gardens add up to big wins for wildlife.

**Farmland** The 9.5 square miles that comprise the parish of Burwell is mostly farmland. Local agricultural practice therefore has a direct impact on biodiversity and the wellbeing of residents.

#### **Solar farms and battery storage sites**

These huge facilities are occupying more and more land across the parish of Burwell. As part of their planning approvals solar farms and battery storage operators are required to support nature locally through biodiversity net gain strategies. This can include, for example creating meadowlands, maintaining hedgerows, and adopting environmentally sensitive maintenance practices.

**Cambridgeshire County Council (CCC) land** Weed management along Burwell's kerbed roads, pavements and some footpaths is carried out by CCC.

CCC owns Burwell House (between North Street and Silver Street) together with its three acres of grounds.

CCC is also responsible for some of the trees in the village – for example, those on The Causeway.



Toad spawn in the pond at Pauline's Swamp

#### **Parish Council owned/managed green spaces, amenity areas and grass verges**

The Parish Council owns the large open areas at Spring Close, Priory Meadow and Pauline's Swamp together with the allotments and the cemetery. It also owns smaller spaces at Pound Hill, Mill Close Green, Hatley Drive and Kingfisher Drive<sup>11</sup>.

The Parish Council also owns the amenity areas at the Recreation Ground including the Community Garden, Margaret Field and Jubilee Green.<sup>12</sup>

Some of the strips of land alongside roads and pathways are looked after by the Parish Council, others by the County Council.

See page 9 for further information

**East Cambridgeshire District Council (ECDC) amenity areas** The green space at Westhorpe play area is managed by ECDC.

<sup>10</sup> [wildlifetrusts.org/habitats/towns-and-gardens](https://wildlifetrusts.org/habitats/towns-and-gardens)

<sup>11</sup> [burwellparishcouncil.gov.uk/Council\\_Amenities\\_and\\_Services\\_34577.aspx](https://burwellparishcouncil.gov.uk/Council_Amenities_and_Services_34577.aspx)

<sup>12</sup> [burwellparishcouncil.gov.uk/Play\\_Areas\\_36771.aspx](https://burwellparishcouncil.gov.uk/Play_Areas_36771.aspx)



## Who

### Who has a role to play? Who should take the lead on biodiversity in Burwell?

**Individuals** - everyone in Burwell can make a difference! Whether you have a farm or a window box, from simply appreciating our natural environment to taking active steps to improve it, we can all play a part.



Putting up bird nest boxes in Margaret Field 2024

**Organisations** - Burwell has a wide variety of community organisations. The Parish Council, churches, Wild Burwell, Burwell Belles WI, schools, Burwell and District Horticultural Society, Scouts and Guides, businesses..... just a few of the organisations which can make a difference. See the section **How** below to find out what is happening and what is possible...



Wild Burwell celebrating World Bee Day

**Farmers and agricultural contractors** - farming is the dominant economic activity in the area and the sector has an important role to play in supporting biodiversity.

**Solar farms and battery storage sites** – operators of these utilities should aim to deliver all their biodiversity commitments and, where possible, exceed them.

**Businesses** – whether in the manufacturing or services sector, the business community is well placed to support nature – both directly and indirectly.

## How

Not sure **how** to start? Love hearing the birdsong but don't really know anything about wildlife? Worried that everything will get out of control and the village will become a mass of brambles and nettles?

Not everything has to be on a large scale. Small scale projects can create welcoming

spaces for nature amongst human infrastructure and allow native plants and animals to flourish.

A lawn with a patch left longer over the summer, or security lights fitted with sensors and timers rather than left on all the time can make significant differences to wildlife.

## How to make a difference as an individual - in the garden

Managing your own space for nature and volunteering are two ways to have an impact.

Nature-friendly gardening is easy and cheap. Here are some top tips:

**Avoid chemicals** - they damage soil health, pollute water and harm wildlife from birds to hedgehogs to frogs. Pesticides are a major contributor to the biodiversity crisis and can be harmful to humans<sup>13</sup>.

**Mow lawns less often** - or at least parts of them. Short lawns are bad for biodiversity: wildlife has little to feed on and nowhere to hide. Fewer mows allows grass to grow a little longer and wildflowers to bloom, providing valuable food and shelter for wildlife. Consider waiting another week or two between cuts, taking part in Plantlife's annual No Mow May (and Let it Bloom June) campaign<sup>14</sup>, or leaving an area unmown for longer periods. Even the smallest grassy patch can be a haven for nature.

**Make your own compost.** Composting saves the energy used to produce shop-bought, plastic-wrapped compost, and avoids the transport costs and greenhouse gasses associated with plant and food waste going to landfill or incineration too. To make compost, mix layers of soft 'green' material, like grass, flowers and kitchen peelings, with drier, harder 'brown' material, like small sticks, dead stems and bits of cardboard.

**Choose hedges for boundaries.** If you're looking for garden fence ideas, consider hedging. Hedges can have beautiful blossom for insects (and humans!) and berries and shelter for birds. They also allow wildlife to travel through the neighbourhood. If you have a fence, make small gaps for hedgehogs.<sup>15</sup>

**Make a pond** - even a tiny pond or bird bath. A pond is one of the very best things you can do to attract wildlife to your garden.<sup>16</sup>

But do remember to follow the ROSPA guidelines<sup>17</sup> to ensure your pond is safe for children. Garden ponds are involved in one in four of all child drownings in the home.



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<sup>13</sup> [pan-uk.org/](https://pan-uk.org/)

<sup>14</sup> [plantlife.org.uk/campaigns/your-no-mow-may-lawn-guide/#experts-guide-to-lawn-length-](https://plantlife.org.uk/campaigns/your-no-mow-may-lawn-guide/#experts-guide-to-lawn-length-)

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<sup>15</sup> [hedgehogstreet.org/help-hedgehogs/link-your-garden/](https://hedgehogstreet.org/help-hedgehogs/link-your-garden/)

<sup>16</sup> [wildlifetrusts.org/actions/how-build-pond](https://wildlifetrusts.org/actions/how-build-pond)

<sup>17</sup> <https://www.rospace.com/water-safety/pond-safety>



## How to make a difference as an individual - in the community

**Light pollution.** Everyone is familiar with insects flying around a light at night. But unfortunately, this attraction to light can have fatal consequences for the insects involved. Exhaustion, increased predation, and a disrupted ability to navigate are just some of the reasons why up to a third of insects attracted to lights die. Impacts are also seen in mating, feeding, navigating, development and even their ability to hatch at the correct time.<sup>18</sup>

Aim for natural darkness, and avoid artificial light at night where and when possible. Do you need to light up an area at night? Only use artificial lighting where there is a specific purpose or need. Lights should be turned off when not in use (automatically via timers and sensors, or manually). Lighting should be directed away from wild areas such as trees, hedgerows, wildflower meadows or rivers, streams and ponds. And close curtains at night.

**Volunteering.** If you have a bit of free time and want to do something in the open air to help our environment, Wild Burwell<sup>19</sup> and the litter picking group welcome volunteers.

**Pets.** Let everyone enjoy our communal spaces by picking up after your dog. Bagged dog waste can be deposited in any of the litter bins around the village (there are more than 50).

Also think about the insecticides you use on your pets<sup>20</sup> - chemicals classed as too environmentally damaging to be used as pesticides on crops are still being routinely included in pet medicines. Chemicals used widely in tick, flea and worm treatments for cats and dogs can pollute rivers and harm to aquatic ecosystems. Recent research<sup>21</sup> has found that there is a high prevalence of chemicals used for flea and tick treatments in bird nests. The research found that these insecticides are harmful to birds as there was a higher number of unhatched eggs or dead

chicks in nests containing more insecticides. Many pet owners leave fur outdoors after brushing their pet, where it may be collected by birds like blue tits and great tits to line their nests.



A blue tit's clutch of eggs inside a nest box.

<sup>18</sup> [buglife.org.uk/campaigns/light-pollution/](http://buglife.org.uk/campaigns/light-pollution/)

<sup>19</sup> [wildburwell.org](http://wildburwell.org)

<sup>20</sup> [pan-uk.org](http://pan-uk.org)

<sup>21</sup> [pan-uk.org/garden-birds-are-being-poisoned-by-pet-flea-treatments/](http://pan-uk.org/garden-birds-are-being-poisoned-by-pet-flea-treatments/)

## How can organisations, businesses and farmers make a difference?

**Wild Burwell** is a group of residents working to improve nature in Burwell<sup>22</sup>. The group helps to care for the grasslands in Burwell, gives away and plants trees and puts up nest boxes. The group is planning restoration work on the spring and stream at the Spring Close castle site. You can support the group to take action for nature by donating, volunteering or suggesting projects.

**St Mary's Church** manages its churchyard for nature by allowing the grass to grow longer and wildflowers to bloom in some areas, and making insect habitats. No pesticides are used in the churchyard.

**Burwell and District Horticultural Society** encourages allotment holders and gardeners to reduce the use of pesticides. Contact Burwell Parish Council if you would like an allotment.

**Burwell House** has extensive gardens, with some areas left wild and overgrown to encourage wildlife and insects. The grounds are home to a wide range of native plants, trees, deer, birds, amphibians and reptiles.

**Businesses** Many small businesses don't have their own land or premises, but they can support local environmental initiatives through sponsorship or employee volunteering schemes.

**Burwell Parish Council.** See page 9

**Professional gardeners** Professional gardeners can improve biodiversity by reducing their use of chemicals and by recommending to their clients the planting of nature-friendly plants, shrubs and trees – particularly those that support pollinators..

**Farmers and agricultural contractors**  
Most Burwell residents are not involved in agriculture, but the environmental impact of farming affects everyone. Regulations controlling the use of pesticides, herbicides and plant growth regulators are nationally determined, but we can encourage

local farmers to go beyond those obligations, favouring sustainable farming practices whenever possible.

**What can *your* organisation do to improve biodiversity?** Many of the initiatives described in this plan are underway. But we need more people to notice, get informed, take part and support these actions and projects - and to suggest new ones. Contact Wild Burwell or the Parish Council for information and ideas.



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<sup>22</sup> wildburwell.org



# Burwell Parish Council Biodiversity Action Plan

*This section of the plan is about the Parish Council's role and objectives, focusing on the land and buildings that it owns or manages*

The Parish Council owns or manages most of the public green spaces in Burwell, including the Recreation Ground, Spring Close, Priory Meadow, Jubilee Green, the cemetery, the allotments and Margaret Field, and is therefore perfectly placed to be at the heart of biodiversity initiatives in Burwell. To that end, it works closely with Wild Burwell, Spring Close Management Group and the Pauline's Swamp trustees.

A particular concern is the continued reliance on glyphosate for weed management by commercial gardeners, farmers, agricultural contractors, householders, Cambridgeshire County Council and by Burwell Parish Council. Alternative solutions have been trialled and implemented all over the country and the Parish Council is setting up a working group to evaluate the best alternative weed control methods for parish land in Burwell.

## Achievements

Burwell Parish Council is committed to supporting local biodiversity and is proud of what it has already achieved in terms of preserving natural habitat and managing its land and buildings sustainably.

**Climate Emergency response** In 2020, Burwell Parish Council acknowledged the climate emergency and created a Climate Change Action Plan.

**Climate Change, Biodiversity and Pollution Forum** In 2021, the Council set up a Climate Change Forum that brought together Parish Councillors and representatives from Burwell Environment Group, Wild Burwell, Spring Close Management Group and Pauline's Swamp Trust. In 2025, recognising that climate change and environmental sustainability are closely connected, the group's name was changed to the Climate Change, Biodiversity and Pollution Forum, and its terms of reference were updated. The Forum meets bimonthly and can make recommendations to the full Council on issues relating to biodiversity in the Burwell area.

**Nature-friendly grass cutting** In Spring Close, Priory Meadow and the Cemetery, grass cutting is now timed to support biodiversity. Other grass areas, including Pound Hill and Mill Close Green which are particularly rich in local wildflowers, are cut less frequently during the summer so flowers can bloom and set seed. The sports pitches have borders which are left unmown in the summer months

**Community Garden** A Community garden, with plantings that support pollinators, has been created at the Recreation Ground.

**Tree planting** Diverse native tree species have been planted and mature trees protected to increase carbon sequestration and enhance biodiversity.



Pound Hill 2024

## Biodiversity Surveys

The Parish Council will need to decide whether to commission biodiversity surveys for the green spaces it owns or manages. The cost of professional surveys can be high, but the benefits would be:

- Having reliable information on which to make informed decisions about resource allocation
- Being better placed to win grants for projects that support local biodiversity
- Being able to provide convincing evidence to other groups when making the case for pro-biodiversity policies and actions (such as when responding to planning applications)
- Establishing a biodiversity baseline against which to track progress over time

## Burwell Parish Council's Biodiversity Objectives

The Council's overall biodiversity aims are stated in the terms of reference of the Climate Change, Biodiversity and Pollution Forum (CBPF):

*"Protect and enhance the quality, extent and accessibility of Burwell's 'green infrastructure' (open spaces, trees, waterways and natural environment) for people and biodiversity".*

Working from that aim, we have identified the following objectives.

### Objectives

#### Land Management

- Managing amenity land, wildflower meadows, grass verges, hedgerows, marshland and wooded areas for the benefit of biodiversity and wildlife habitat, particularly bees, butterflies and other pollinators
- Planting diverse native tree species and protecting mature trees to increase carbon sequestration and enhance biodiversity
- Working with others to find land and funding to create more local woods

#### Consultation, Liaison and Education

- Developing links with local farmers and agricultural contractors to help BPC understand the problems and support the transition to sustainable agriculture
- Encouraging solar farms and battery storage operators to meet, and where possible exceed, their biodiversity obligations
- Encouraging and supporting local businesses, landowners, clubs, societies and other organisations in the adoption of nature positive practices

### Duties of Parish Councils

Burwell Parish Council's biodiversity aims are backed by the 2021 Environment Act, under which, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity. Parish Councils are required to agree their policies and objectives, and may spend funds in conserving biodiversity.

- Working with regulatory bodies, businesses and landowners to reduce pollution in local rivers
- Considering the impact of planning applications on biodiversity
- Informing residents to raise awareness of biodiversity issues and the importance of domestic gardens

### **Monitoring the Biodiversity Action Plan**

Each year, in April, the Climate Change, Biodiversity and Pollution Forum will report to the Parish Council on progress towards the Biodiversity Action Plan's objectives, highlighting achievements, concerns and noting areas where the plan needs updating.

The report will be considered at a Parish Council meeting and will also be used as an input to the Parish Council Strategy Day, held each July.



Priory Wood  
Credit: Claire Haskins

# Five Year Biodiversity Action Plan for Burwell Parish Council

Start date: Jan 2026

## Land management

Site/objective	Action and Intended Purpose/Outcome	Current Status	When	Reporting/Publicity
Investigate biodiversity audits	Investigate biodiversity audits for all BPC's large green spaces. Obtain quotations for suitable services, including follow-up audits, and produce an implementation plan. If too expensive, investigate non-council funding and/or consider alternative approaches. <u>Purpose</u> To establish our biodiversity baseline, enable information-based decision making and help us win grants	Not started	2026	Report to CBPF. CBPF to make recommendation to full Council
Conduct biodiversity audits	Carry out biodiversity audits per outcome of investigation. Share audit findings with other groups. <u>Purpose</u> as above	Not started	2026	Website Clunch magazine
Revise BPC's Biodiversity Action Plan	The audits will require revision of the Biodiversity Plan, including the creation of a management plan for each open space. Consider setting appropriate targets e.g. for tree planting <u>Purpose</u> To ensure the plan is consistent with findings of the audits.	Not started	2026/ 2027	CBPF to make recommendation to full Council
Conduct periodic follow-up audits	As budgets permit. <u>Purpose</u> To monitor the effectiveness of BPC's biodiversity plan and to help identify any changes required.	Not started	2028 & ongoing	Website Clunch



## Land management (cont'd)

Objective	Action and Intended Purpose/Outcome	Current Status	When	Reporting/Publicity
Manage green spaces <u>before</u> biodiversity audits completed	Encourage residents to remove litter and pick up after their dogs. Sympathetically maintain hedging and mature trees. Leave agreed areas (borders) unmown from April to August (inclusive). Work towards phasing out pesticide/herbicide use. Favour environment friendly pesticides and only use where absolutely necessary. <u>Purpose</u> To guide BPC biodiversity activity pre-audits	Ongoing Current policy Current policy Working group will investigate non-chemical weed management	2026	Website + Facebook + Clunch
Increase tree planting	Identify suitable location on parish land to plant new trees Work with others to find land and obtain funding to create more local woods e.g. the County Council, landowners and the Woodland Trust Follow relevant guidance in biodiversity audits	Current practice, but not quantified	Ongoing	No separate reporting required

## Consultation, Liaison and Education

Objective	Action and Intended Purpose/Outcome	Current Status	When	Reporting/Publicity
Raise residents' awareness of the importance of biodiversity	Create dedicated webpage with information, links and photographs. Emphasise the importance of gardens as habitats for wildlife. <u>Purpose</u> To engage and inform residents about biodiversity	Not started	2026/ 2027	Website Clunch
Understanding biodiversity in farming	Develop links with local farmers and agricultural contractors to help BPC understand the realities of biodiversity on and around farmland. <u>Purpose</u> To support the transition to sustainable agriculture	Not started	2026 onwards	No separate reporting required

## Consultation, Liaison and Education (cont'd)

Objective	Action and Intended Purpose/Outcome	Current Status	When	Reporting/Publicity
Improve biodiversity on local solar farms and battery storage sites	Develop links to local operators to encourage pro-nature management of the land. If possible, monitor compliance with biodiversity net gain commitments  <u>Purpose</u> To ensure solar farms and battery storage operators meet, and where possible exceed, their biodiversity obligations	Not started	2026 onwards	Include in annual report on Biodiversity Plan
Defend and promote biodiversity in responses to planning applications	When commenting on planning applications, support site and building design that benefits biodiversity through conservation and integration of existing habitats or provision of new habitats.  <u>Purpose</u> To increase BPC's focus of this aspect of planning	Current practice, but not done consistently	Ongoing	No separate reporting required
Encourage and support local businesses, landowners, clubs etc in the adoption of nature positive practices	Support volunteer hedge/tree planting and other initiatives to enhance habitats Support initiatives to develop young peoples' awareness of the environment around them Be open to working with local organisations/businesses to arrange events and offer volunteering opportunities to support biodiversity  <u>Purpose</u> To increase the effectiveness of BPC's biodiversity efforts through co-operation and partnership	Current activity limited and ad hoc	2026 onwards	Website Clunch
Work with regulators, businesses and landowners to understand and reduce pollution in local rivers	Liaise with Anglian Water, the Internal Drainage Board, Environment Agency etc to understand and mitigate the local sources of river pollution  <u>Purpose</u> To reduce the harm caused to biodiversity by river pollution	Not started	2026 onwards	No separate reporting required



## **DEVELOPMENT OF CLIMATE CHANGE, RENEWABLE ENERGY AND BIODIVERSITY EDUCATION HUB**

### **PROPOSAL SUMMARY**

The Burwell Museum Trust is submitting this application for grant funding from Burwell Parish Council for grant finding from the CarePower(Burwell 1) Community Benefit Fund.

The purpose of this application is to fund the development of our Climate Change, Renewable Energy and Biodiversity Education Hub at the Museum.

We believe that this application meets the intent of the CarePower(Burwell 1) Community Benefit Fund in supporting the education of the local community with regard to climate change, renewable energy and Biodiversity.

We are seeking grant funding of **£2,000.00**

### **ORGANISATION**

Burwell Museum Trust is a small and inspiring local charity run by volunteers who are passionate about Burwell and its history. The Trust is both a company limited by guarantee and a registered Charity (no. 290431). Further, it has full Accreditation with Arts Council England and also to the Association of Independent Museums.

In July 1982, a group of Burwell residents decided to create a museum to provide a glimpse of what life was like in a village on the edge of the Cambridgeshire Fens. Burwell Museum Trust was set up two years later with the mission 'to advance the education of the public in the history of Burwell by the provision of a museum'. Eight founding Trustees were empowered to manage the museum.

After a 10-year fundraising and building programme, Burwell Museum opened to the public at Easter 1992.

In 1997, Stevens' Mill and its land were given to the museum. Today, the mill is the centrepiece of the museum, which also includes a fascinating mix of buildings, displays and room settings that illustrate the history of rural, farming and 19th and 20<sup>th</sup> century life in the village. The museum is still collecting artefacts, archive material and oral histories in line with the Trust's collections development policy, with a focus on objects which have a clear and documented link to Burwell.

Under the Chair of Trustees, five Trustees currently run the museum. In 2019, Burwell Museum Trust adopted its new Forward Plan for 2019 and beyond. The plan sets out the objectives the Trust hopes to achieve over the coming years, and how it intends to achieve this.

## BACKGROUND

Burwell Museum Trust was successful in its application for funding from the ECDC Net Zero Villages initiative.

The grant has enabled the installation on a Solar PV System that was commissioned in March 2025, and now provides the majority of the Museums energy requirements. As a condition of the grant award we have also agreed to establish a Climate Change, Renewable Energy and Bio-Diversity Education Hub at the Museum.

Whilst the Net Zero Villages grant has also covered the basic cost of the Demonstration Wind Turbine and Solar PV Array, additional funding is required to install this equipment and develop the Education Hub

## PROJECT DESCRIPTION

The Museum recognises that it has a major educational role not only to our visitors but also to the wider school's community within our region by the hosting of organised school visits though out the year.

We will establish a Climate Change and Renewable Energy Education Hub within the Museum. Stevens Mill at the Museum remains operational and has been an exemplar for Renewable Energy for over 200 years. This provides us with a unique opportunity to demonstrate and develop and understanding of the potential for Renewable Energy, and how this must become the future for our energy needs.

We also have the support of local environment groups (Wild Burwell) to provide education as to the importance of the Environment and Biodiversity with regard to climate change, and with Octopus Energy who have indicated that they are willing to support our proposal by the provision of educational material.

All of the proposed work will be carried out by the Museum's volunteers with the exception of that requiring professional accreditation such as electrical installation certification.



Existing Education Room to be developed



## DEMONSTRATION WIND TURBINE

We will install a small 12v Hybrid Wind, Solar and Battery Storage Demonstration Exhibit. Whilst not generating a significant amount of energy it would provide an excellent demonstration on the basic principles of renewable energy generation and storage.

The proposed Wind Turbine, Solar PV and Battery Installation will allow us to demonstrate this, potentially using power generated to power other exhibits within the Education Hub.

We will install the following equipment.

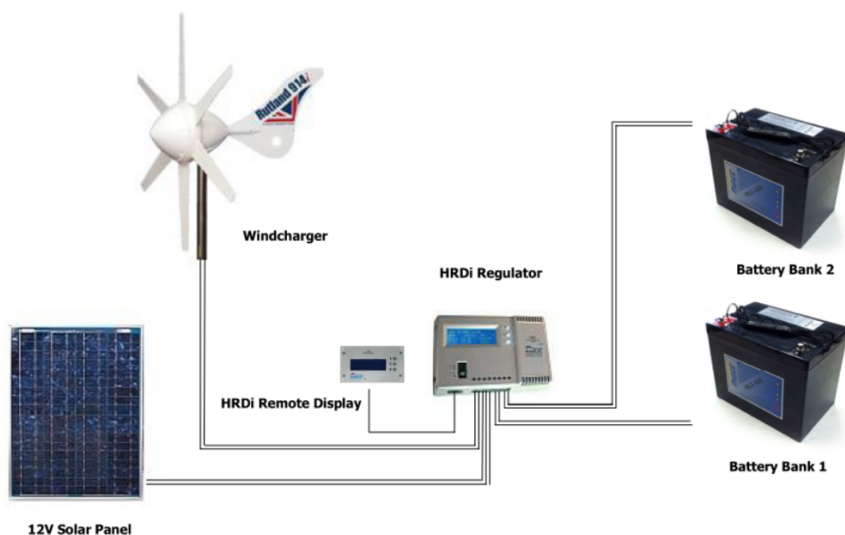
Rutland FM910-4 Windcharger 12V

HRDi Controller

Remote Display

Spectra PERC Shingle 110W PV Panel

Gel Battery 105Ah 12V

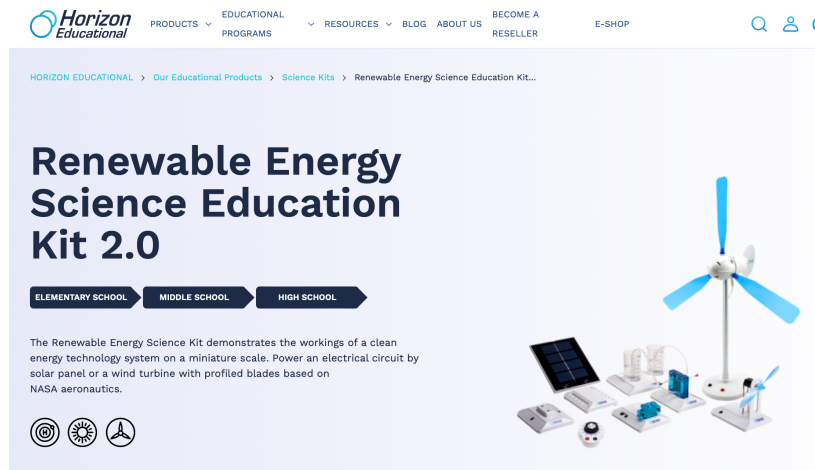


The Wind Turbine will be mounted on a Wind Up Mast attached to the vehicle shed within the museum, and will allow the Turbine to be raised and lowered as required



## EDUCATIONAL TOOLS

Renewable Energy Science Kit - We will provide an interactive kit that will demonstrate all aspects of renewable energy generation including wind, solar and hydrogen power.



## Interactive Display Screens



Interactive Display Screens will be provisioned in the Education Hub and Barn Solar System

## ESTIMATED COSTINGS

The estimated costings for the project are as follows:

DESCRIPTION	COST
Interactive Screen 55" Hub	£1,300.00
Interactive Screen 22" Barn	£660.00
Horizon Education Renewable Energy Kit	£228.51
Horizon Education Solar Light	£108.52
Printed Display Boards	£300.00
Wind Turbine Mast	£250.00
Hardware Wind Turbine	£100.00
Wood Display Bench Construction	£300.00
Lighting	£100.00
<b>TOTAL ESTIMATED COST</b>	<b>£3347.03</b>

Grant funding of £750.00 has been obtained from the Reach Solar Farm Fund towards the project. The balance of the required expenditure will come from existing Museum funds.

Subject to a successful bid for funding it is anticipated the work will be carried out over the winter Museum closed season 2025-2026 and be completed in time for Easter 2026 re-opening.

We thank you for your consideration to our request for funding and look forward to hearing from you.

On Behalf Of The Trustees  
Burwell Museum Trust

Clive Leach  
Trustee

05 September 2025

<b>Version</b>	<b>Description of Change</b>	<b>Reviewing Officer</b>	<b>Reviewing Committee</b>	<b>Frequency of Review</b>	<b>Date approved inc. minutes reference</b>	<b>Next Review Date</b>
<b>1.0</b>	Revision to align to NALC model Standing Orders 2025	<b>Katherine Hyett - Clerk</b>	<b>F&amp;GP 23.09.25 Parish Council 14.10.25</b>	<b>Annual</b>		<b>May 2026</b>

# Burwell Parish Council

## STANDING ORDERS



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## INTRODUCTION

### HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

### DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

## **1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.



- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stay seated.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the*

*election of the Chair of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a**
- **disclosable pecuniary interest or another interest as set out in the**
- **Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2.5 hours.

## **4. COMMITTEES AND SUB-COMMITTEES**



- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees, working groups or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be

**done at a later date;**

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Appointment of any new committees in accordance with standing order 4;
- v. Review and adoption of appropriate standing orders and financial regulations;
- vi. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- vii. Review of representation on or work with external bodies and arrangements for reporting back;
- viii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- ix. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- x. Review of the Council's and/or staff subscriptions to other bodies;
- xi. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on

the agenda shall be final.

- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and**



**organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **12. DRAFT MINUTES**

Full Council meetings                      ●  
Committee meetings                        ●  
Sub-committee meetings                    ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.**
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).**
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.**
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:**

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
  - 
  -
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer OR by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at

the start of the meeting for which the dispensation is required OR at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. it is otherwise appropriate to grant a dispensation.**

## **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

## **15. PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.**
- b The Proper Officer shall:**
- i. at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a*

*meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 1 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.
- xvi. manage access to information about the Council via the publication scheme; and

- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be



presented to all councillors at least 7 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope or via email addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## 19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b. Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chair or, if they are not available, the vice-chair of absence of longer than 5 days occasioned by illness or other reason and that person shall report such absence to council at its next meeting.
- c. The chair of the council or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Parish Clerk.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the council or in their absence, the vice chair of the council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of council.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Parish Clerk relates to the chair or vice-chair of the council, this shall be communicated to another member of the council which shall be reported back and progressed by resolution of the council.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

**The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution. **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

*The above is applicable to a Council without a common seal.*

## **24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

## **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 9councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

<b>Version</b>	<b>Description of Change</b>	<b>Reviewing Officer</b>	<b>Reviewing Committee</b>	<b>Frequency of Review</b>	<b>Date inc. minutes reference</b>	<b>Next Review Date</b>
<b>1.0</b>	<b>1. Revision to align to NALC model Financial Regs April 2024</b>  <b>2. Change to 5.15 authorisation limits</b>	<b>Yvonne Rix RFO and Katherine Hyett- Clerk</b>	<b>F&amp;GP 23/09/25 Parish Council 14.10.25</b>	<b>Annual</b>		<b>May 2026</b>

# BURWELL PARISH COUNCIL

## FINANCIAL REGULATIONS



## BURWELL PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on insert date

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
  - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

## **2. Risk management and internal control**

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. The accounting control systems determined by the RFO must include measures to:**
  - **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance and General Purposes Working Group.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

4.1. **Before setting a precept, the council must calculate its precept/council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Finance and General Purposes Working Group at least annually in October/November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Finance and General Purposes Working Group.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast, as part of the Council's Five-Year Plan, for the following five financial years taking into account the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

- 4.5. Each Working Group shall review its draft budget and submit any proposed amendments to the council Finance and General Purposes Working Group not later than November each year.
- 4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and General Purposes Working Group and a recommendation made to the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

## **5. Procurement**

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Act 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise



an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

**5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the publication of invitations and notices.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;

5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the clerk or RFO shall seek to achieve value for money.

**5.11. Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council, for any items below £1000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £1000

Such authorisation must be supported by a minute in the case of council or other auditable evidence trail.

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a working group. The council has resolved to bank with Unity Trust PLC and CCLA. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
- i. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - ii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
  - iii. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.

- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the RFO.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting} Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £250 unless authorised by council in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, RFO and the Maintenance Officer. Any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances.

## **10. Petty Cash**

- 10.1. The Council does not maintain any form of Petty Cash.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or Finance and General Purposes Working Group.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance and General Purposes Working Group to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a



report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council to meet expenditure already incurred by the authority will be given by the Managing Trustees of the charity meeting separately from any council meeting.

#### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

## **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council or the Finance and General Purposes Group.

## **18. [Charities]**

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on

charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **19. Suspension and revision of Financial Regulations**

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to the Council's Standing Order and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

BURWELL PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2025.

and recorded as minute reference:

FC/240625/08

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

SIGNATURE

SIGNATURE

WWW.BURWELLPARISHCOUNCIL.GOV.UK WEBSITE/WEBPAGE ADDRESS

Please Note that the Council has answered 'No' to Statement 5. This is because the Council reviewed the risks facing the authority in December 2023 prior to the 2024/2025 financial year. The Council is due to review the risks facing the authority at their meeting to be held on 8<sup>th</sup> July 2025.

Yvonne Rix Responsible Financial Officer  
Burwell Parish Council



## Section 2 – Accounting Statements 2024/25 for

### BURWELL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	303,650	267,531	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	205,530	233,250	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	251,122	171,218	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	116,447	128,374	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	376,324	179,184	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	267,531	364,441	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	269,911	366,896	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,539,028	2,539,248	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**



Date

17/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2025

as recorded in minute reference:

FC/240625/08 item 3

Signed by Chair of the meeting where the Accounting Statements were approved





### Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Burwell Parish Council – CA0038**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2024/25

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR. The figures in Section 2 should be stated net of VAT as the smaller authority prepares its AGAR on an income and expenditure basis. We note in the explanation of variances that VAT has been incorrectly included in the figures in Section 2, Boxes 3 and 6 of the prior and current year. The figures in Section 2, Boxes 3 and 6 of current year and prior year should read £193,466, £320,982 and £151,879, £159,845 respectively. All VAT should be accounted for as a debtor/creditor and shown as part of the Box 7 to 8 reconciliation. The smaller authority should review these figures and ensure the correct opening position is reported in respect of 2025/26.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 5, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

#### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP		
External Auditor Signature		Date
		25/09/2025

# **Climate Change, Biodiversity and Pollution Forum**

## **AGENDA**

**2 September 2025 7:30pm at Mandeville Hall, Burwell**

1. **Present:** Clive Leach, Geraldine Tate, Alima Adams, Martin O'Leary; Lea Dodds
2. **Apologies for absence:** Liz Swift, Michael Swift, Ian Woodroofe, Nicky Hallows, Paul Webb.
3. **Approval of the minutes of 22 April 2025**  
The minutes of 22<sup>nd</sup> April 2025 were agreed and approved by all
4. **Declaration of interests**  
None

**5. Updates from previous meeting and action points**

Item	Action
<b>5.1 Earth Cafes</b>	
September: It was agreed to remove this from regular updates.	Remove from updates -KH
<b>5.2 Action Plans</b>	
CL suggested we add details of museum education hub to 5 year plan for Consultation, Liaison and Education. LD also suggested we should link to the LNRS plan (local nature recovery strategy) although more was to be understood about where their information was coming from. MOL said that he felt it would be useful to have a biodiversity expert to look at Parish Council Land. Cllrs said it would be useful to liaise with Wild Burwell on that. MOL also suggested changing the section on data needed to 'observations have been made' KH to go in and ask school about Biodiversity and whether they have any plan or anything they do. CL said they could do more at the museum to increase the management for biodiversity with advice. The challenge to finding volunteers was raised. KH suggested using the repair cafes and SWISH events as a platform for finding volunteers. Lea to finalise document to something which can be published and used and updated when needed. Refer to full council.	LD & KH
<b>5.3 Swish and Repair Cafes</b>	
Repair Café 28 <sup>th</sup> September and Swish 19 <sup>th</sup> October. Had a good response to advertising for repairers.	
<b>5.4 Net Zero</b>	
Mandeville had an energy audit and conclusion was that the proposed solar panels and battery storage and insulation was correct. Phase 2 may change based on the audit advice. Room 1 has been converted to LED Lighting.	

<p>CL updated that we are on the cusp on publishing a statement on renewable energy for Burwell Parish Council.</p> <p>MOL – said it would be useful to encourage companies to improve their public and community relations.</p> <p>Burwell Sports centre – the roof is now covered with solar panels, heat pump is in place and there are 2 ev chargers</p> <p>Museum – solar panels activated on 24<sup>th</sup> March, there are some issues however the museum is now saving significant amounts per year on electricity.</p>	
<b>5.5 Wildlife Corridor</b>	
<p>No further update at this meeting.</p>	<p><b>Nicky Hallows to contact farmer/Michael Geary.</b></p>

**6. Spring Close Chalk Stream and pollution – update and discussion**

Our results conflict with what Anglian water are telling us. The clerk will chase Anglian Water for a full report.

GT said it would be helpful to date pollution signs. It is hoped that the Spring Close Management team will pick up the project involving Anglian Water and Environmental Health.

Steve Boreham is giving a talk on Chalk streams

<https://www.exningnewriver.co.uk/news/chalk-stream-expert-to-speak-at-special-church-hall-talk/>

**7. Local Nature Recovery Strategy – email correspondence to share with CBP Forum**

LD is following up about map access with the LNRS team

**8. Any Other Business**

Seven springs in Exning –there plans for a Country Park near the Burwell Parish Boundary. Further details can be found here in the West Suffolk

Plan: [https://www.westsuffolk.gov.uk/planning/Planning\\_Policies/local\\_plans/west-suffolk-local-plan-and-neighbourhood-plans.cfm](https://www.westsuffolk.gov.uk/planning/Planning_Policies/local_plans/west-suffolk-local-plan-and-neighbourhood-plans.cfm)

The Country Park vision is described here:

<https://www.letsplayourpart.co.uk/seven-springs>

**9. Date of the next meeting: 4<sup>th</sup> November**

Meeting closed 20:34

**Signed**

**Dated**

# BURWELL PARISH COUNCIL COMMUNITY, LEISURE, HEALTH & SPORT MINUTES

**Date:** 16<sup>th</sup> September 2025

**Location:** Mandeville

**Present:** Geraldine Tate, Liz Swift, Lea Dodds, Ian Woodroofe, Jim Perry, Paul Webb, Clive Leach.

Geraldine Tate chaired the meeting due to the sad passing of Michael Swift.

## Membership

Clive Leach  
Charlie Milner  
Jim Perry  
Liz Swift  
Geraldine Tate: Vice Chair  
Paul Webb  
Ian Woodroofe  
Ken McCarthy  
Julia Rogers

1) **Apologies** – Charlie Milner, Ken McCarthy

2) **Approval of the minutes of the meeting on 15<sup>th</sup> July 2025**

The minutes of the meeting held on 15<sup>th</sup> July 2025 were approved and signed as a true and accurate record. Proposed by Lea Dodds, seconded by Liz Swift and agreed by all.

3) **Rolling updates**

a. **Community Safety**

i. **Road safety/speeding**

Council have received a couple of letters recently about speeding and Councillors continue to receive feedback. It was thought that the feedback from Highways with the 20mph campaign was that other speeding deterrents were unlikely to be considered without going forward with 20mph. Clerk to contact Highways and check this. The group need to consider ideas for the next round of funding for Local Highways Initiatives – **Clerk to add this to the next agenda**

ii. **Speed Watch and MVAS**

John Rollin is now co-ordinator of Speedwatch. A session was held last week however equipment wasn't working, they are going to try again and the Clerk has made John aware that you can use MVAS signs if needed. Police have suggested purchasing a Barington Classic Radar Unit - £279.99 and rechargable batteries c. £20 which the Clerk has added to FC agenda. **Ian Woodroofe proposed that we should go ahead with buying this new equipment as it is lighter and easier to use.** Ian Woodroofe agreed to review the MVAS plan for placement of the signs.

**Clerk to send Ian the documents about MVAS.**

iii. **CCTV/Vandalism**

There are issues with Pauline's swamp CCTV to be discussed at the Pauline's Swamp meeting. The Clerk highlighted issues at the recreation ground after school events such as prom or exam results. There was a discussion about whether responsibility for CCTV was with this group or Land, Building and Facilities (LBF). Consensus seemed to be that this group determines the need, LBF responsible for purchase and maintenance.

b. **Football Liaison and sports pitches**

Tony Cornwall, Mr. Groundsman and the Clerk met on 1<sup>st</sup> September at the recreation ground. There are 22 teams now, 4 teams playing/training on each adult pitch. There is a pitch now being hired in Quy for junior teams. More grass seed will be added shortly to the recreation ground. The pitch maintenance regime is

## BURWELL PARISH COUNCIL COMMUNITY, LEISURE, HEALTH & SPORT MINUTES

expected to be the same next year. Margaret Field signage needs to be refreshed e.g. whether dogs are allowed. The Clerk asked the football club to buy an outdoor hoover which can be used for picking up glass etc from the pitches. A discussion needs to be had about fees. **Paul Webb to follow up on fees that should be charged for this season as soon as possible.**

**c. Spring Close and Priory Meadow Management Group**

Lea Dodds chaired the last meeting, several issues were covered in particular grass cutting for the Spring and Priory Meadow. A compromise has been voted through by the group which will be discussed by Land, Building and Facilities. It was suggested that it would be useful to get Steve Boreham (Chalk Steam expert) to attend a meeting.

**d. Pauline's Swamp Nature Reserve**

There is a meeting on Thursday evening to reconvene and look at management plan and vision plan. Lea Dodds raised concerns about deed and ownership of Pauline's swamp and the impact on insurance. Update to be given to the Clerk after the Pauline's Swamp meeting.

**e. BAFY**

The Youth bus was at the recreation last Thursday for the first time, 18 sessions have been paid for by BAFY. The Clerk raised the issue of barriers and damage to the ground once the weather gets wetter. It was confirmed the bus should go back to the sports centre for autumn/winter – **Paul Webb to confirm with Connections and the Sports centre.**

**f. Community Garden –**

Received some money from the swish and repair café, no more vandalism recently. The Clerk mentioned that George has been asked to cut the grass. Council members felt that paid staff should not be doing it where at all possible. **Clerk to contact Helen McMenamin-Smith to request they try and use volunteers and copy Liz Swift.**

**g. Liaison With Sports Centre**

Quentin Cooke coming to a future meeting of full council. They now have 241 panels on the roof, some teething problems – not yet feeding into the grid. Heat pumps and AC are working. Some further work to be done. Mayor has visited.

**h. A-B1102/Public Transport**

Discussion about RTI signs for buses. The A-B1102 group contacted us to propose a location for a sign funded by the CPCA and about funding for more signs. This was discussed and the group didn't feel that there was sufficient information for Council to make an informed decision. They didn't feel Mandeville was the right stop as it wasn't central enough, but they wanted more information on which stops were used the most and whether the stop needed to be on both the T4 and T5 route. The preference from casual observation of bus usage was bus stop at the top of the Causeway at the junction with Ness Road.

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**Clerk to write to Jon Cook (A-B1102) to give our preference** and ask whether the options for stops are only the ones listed in their document or could signs be placed at other stops? Also, to feedback that there is very little appetite for any funding and the group felt investments in apps rather than signage would be a better use of funds.

**i. Repair Café/Swish**

Repair 28<sup>th</sup> September and Swish the 19<sup>th</sup> October. **Clerk to add to the Parish Council website/Facebook and send details to the councillors**

**j. Newmarket Road Sports Hub**

- i. The GMA and This Land are now liaising directly to agree the fees for stage one of the agronomist works.
- ii. This Land will cover the first 3k as agreed and GMA / Agronomist will invoice them directly.
- iii. Burwell PC will be retained as the main client
- iv. The soil is being tested by This Land technicians now – results expected in a few weeks
- v. GMA would like to carry out their own checks
- vi. There will be a site visit arranged before the spoil heap is dispersed.

**k. Trees on the Avenue**

Update from Emma Stannard – Green Infrastructure Manager, CC 3/9 “The trees on The Avenue are on my list, but I cannot get them done as urgent because they are not as higher risk as the Causeway. I hope to have them removed soon. Sorry I have a lot on at present with all the changes in my role, but I promise I will not forget you and the trees in The Avenue. “

**l. Waterways**

no update

**m. Events**

Remembrance Sunday 9<sup>th</sup> November, Christmas Carols 19<sup>th</sup> December, Burwell in Bloom was discussed briefly. **Clerk to request that Ken McCarthy completes a proposal and Burwell in Bloom going forward and future funding.**

**4) Donation Requests**

There were no donation requests to consider, the Clerk has submitted an updated policy to the Finance and General Purposes working group.

**5) To consider a Community Safety Forums** (see additional information)

**It was recommended that we propose to Council to go ahead with a community safety forum.**

**6) Correspondence**

**a. Safety Concerns in Newnham Conservation area**

The concerns were noted, and this issue can be considered with a list of others for future LHI funding. It was also suggested that we ask Highways for another meeting

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to consider village safety issues. The residents can be invited to the community safety meeting when that is set up but can also form their own community group to apply for funding. **Clerk to speak to Highways and try and arrange meeting and respond to residents.**

### 7) Other reports/meetings

None to consider

### 8) AOB

- I. The Clerk has chased Darryl Preston for feedback on the last meeting and the questions that were asked of him.
- II. Proposal to change the name of this group to Community, Safety, Health and Sport – agreed. **Clerk to make recommendation to full council**
- III. **Election of Chair and Vice-Chair:**  
Geraldine Tate proposed Ian Woodroofe as Chair, Paul Webb seconded and all were in favour. **Ian Woodroofe was duly appointed at Chair.**  
Liz Swift proposed Geraldine Tate as Vice Chair, Paul Webb seconded and all were in favour. **Geraldine Tate was duly appointed as Vice Chair.**
- IV. Jim Perry asked if battery safety sit in this group and it was confirmed no – full council.

### 9) Next meeting date: 18<sup>TH</sup> November 2025

Meeting closed 20:58

Signed:

Dated:



Full Council	Working groups (ideally 6+)			Project Teams (ideally 3-4)			Other		
Councillors	Finance & General Purposes	Land, Buildings & Facilities	Community, Safety, Health and Sport	Climate Change, Biodiversity & Pollution Forum	Energy sub group	Sports Hub Task force	Renewable Energy Task force	Spring Close/Priory Meadow Mgt Group	Pauline's Swamp Trustees
Lea Dodds (Vice Chair)	Yes	Chair	No		Yes	No	No	No	No
Michael Geary	No	No	No		No	No	No	No	No
Gus Jones	No	No	No		No	No	No	No	No
Richard Jenkins	No	Vice-Chair	No		Yes	No	No	No	No
Linda Kitching	Vice-Chair	Yes	No		No	No	No	No	No
Clive Leach	No	No	Yes	Chair	No	No	Yes	No	No
Ken McCarthy	No	Yes	Yes		No	Yes	Yes	No	No
Charlie Milner	Yes	No	Yes		No	Yes	No	No	No
Chris O'Neil	No	Yes	No		No	No	No	No	No
Jim Perry	No	Yes	Yes		No	Yes	No	Yes	Yes
Liz Swift (Chair)	Yes	Yes	Yes		No	Yes	No	Yes	Yes
Geraldine Tate	No	Yes	Vice-Chair	Vice-Chair	No	No	No	Yes	Yes
Paul Webb	Chair	Yes	Yes		No	Yes	No	Yes	Yes
Brenda Wilson	Yes	No	No		No	No	No	No	No
Ian Woodroofe	Yes	Yes	Chair		Yes	No	Yes	No	No
Vacancy									
Vacancy									
Number of members	7	10	8						

## **District Council Report**

**September 2025**

Full Council met in September with Local Government Reorganisation taking up much of the meeting. This will probably see the current 7 principal councils in Cambridgeshire and Peterborough being merged into 2 unitary authorities. 5 options are currently having business cases drawn up, with Council in November taking a decision on which option ECDC prefers. Whichever option(s) is submitted to Government, Government has made it clear that they will have the final say. Council also agreed a motion calling on Government to release funding for the much-needed Ely North railway upgrade. Council also approved the Treasury Operations Annual Performance Review for 2024/25 and ratified the appointment of Mr Jude Antony as Finance Director/Section 151 officer. Following the announcement of the retirement of Mr John Hill, Chief Executive, Council agreed the establishment of an Appointments Panel. Council agreed updates to the Corporate Plan and received update reports from the Cambridgeshire and Peterborough Combined Authority.

I also attended a meeting of the Operational Services Committee. This meeting received an update from the Community Safety Partnership, a performance report for the waste and street cleaning services, as well as the Statutory Accounts for East Cambs Street Scene for 2024/25. Committee approved the review of the street cleansing service and received a progress report on the introduction of the new waste service in 2026. (Residents should all have received a letter about the new service, and further information will be provided nearer to the introduction. Finally, Committee received a budget monitoring report and reports from Anglia Revenues Partnership.

**David Brown**

Burwell Parish Council - Finance and General Purposes  
Minutes of the meeting held on 23.9.25 following the Full Council Meeting

Present: Paul Webb (Chair), Linda Kitching, Lea Dodds, Brenda Wilson, Clive Leach, Ian Woodroofe, Yvonne Rix (RFO) and Katherine Hyett (Clerk)

F&GP/23092025/01 Apologies for absences and declarations of interests	Apologies – Liz Swift and Charlie Milner Declarations - Ian Woodroofe F&GP/23092025/10 Brenda Wilson - F&GP/23092025/10	
F&GP/23092025/02  Approval of the minutes of the meeting held on 3.6.2025	The Minutes of the meeting held on 3 <sup>rd</sup> June 2025 were approved and signed as a true record. It was noted that the meeting due to be held on 29 <sup>th</sup> July 2025 had not taken place.	
F&GP/23092025/02.1  Election of Vice Chair of the Finance and General Purposes Working Group	Following the recent death of Councillor Michael Swift an election for Vice Chair of the group took place. Lea Dodds proposed Linda Kitching, this was seconded by Brenda Wilson. Following a unanimous vote Linda Kitching was elected as Vice Chair of the group.	
F&GP/23092025/03  Consideration of the Action Sheet and updates from previous meeting:  a) Risk Assessments b) CCLA Fund	a) Katherine Hyett reported that she had started going through the Risk Assessments. There are some minor alterations required and a couple of new assessments that need to be added, but generally the risk assessments are satisfactory. The software currently used for the risk assessments is no longer supported. A number of the assessments could be pulled together to make a simpler system. She would like to re document the assessments and make them available for all staff and councillors via share point. Civic-ly (Asset Management Software) is looking to provide risk assessments within their system in future. Risk Assessments are annually checked by Internal Audit. b) The CCLA Fund at 31.8.2025 stands at £115,962.26. At current interest rates we are currently receiving around £400 per month.	

<p>F&amp;GP/23092025/04</p> <p>Appointment of Internal Auditor and scope of work required</p>	<p>Yvonne Rix had looked into the cost of other Internal Auditors. There is a range of fees with Moore, the Council's current auditor being the highest (CAPALC £40 per hour, LGS £450 based on maximum Income or Expenditure being no greater than £400K). The Internal Audit is currently carried out remotely and this works well. Other providers require documents etc. being taken to their offices which will add to the cost. Ian Woodroffe questioned if having a fresh set of eyes to carry out the audit could be beneficial. However, it was felt that as Moore has carried out satisfactory comprehensive audits for a number of years, the Council should continue to use their services.</p> <p>Brenda Wilson proposed, seconded by Lea Dodds that Moore should be appointed as Internal Auditors for the Financial Year 26/27. A vote was taken with 5 members in favour. Ian Woodroffe abstained from voting. A recommendation to be made to Full Council that Moore should be appointed as Internal Auditors for the year 2026/2027.</p> <p>Lea Dodds proposed, seconded by Clive Leach that the scope of the audit should cover what is needed to meet the requirements in order to complete the AGAR form. A vote was taken with 5 members in favour. Ian Woodroffe abstained from voting. A recommendation to be made to Full Council that the scope of audit should cover what is needed in order to complete the AGAR form.</p>	<p><b><u>Recommendation to Full Council</u></b> That Moore is appointed as Internal Auditor for the Financial Year 2025/2026 at a cost of £1572.00 plus VAT</p> <p><b><u>Recommendation to Full Council</u></b> That the scope of audit should cover what is needed in order to complete the AGAR form.</p>
<p>F&amp;GP/23092025/05</p> <p>Staff Hours –</p> <p>a) Proposal by Clerk to increase Maintenance Officers weekly hours from 35 to 37. (Verbal Report from Clerk)</p> <p>b) Proposal to increase the Assistant to the Clerk's hours from 18 to 20 per week. (Verbal</p>	<p>a) Katherine Hyett explained that the Maintenance Officer is generally working 37 hours per week but is only being paid for 35 hours. She would like to see this resolved by increasing his hours to 37 per week. Ian Woodroffe proposed, seconded by Brenda Wilson that the Maintenance Officer's hours should be increased to 37 hours per week. A vote was taken with all in favour of the recommendation being made to Full Council.</p> <p>b) Katherine Hyett explained that increasing the Assistant Clerk's hours to 20 per week would allow time for the Assistant to the Clerk to assist with additional projects. Linda Kitching proposed, seconded by Ian Woodroffe that a recommendation should be made to Full Council to increase the weekly hours for the Assistant to the Clerk to 20. A vote was taken with all being in favour.</p>	<p><b><u>Recommendation to Full Council</u></b> That the Maintenance Officer's hours are increased to 37 hours per week.</p> <p><b><u>Recommendation to Full Council</u></b> That the Assistant to the Clerk hours is increased to 20 per week.</p>

<p>Report from Clerk)</p> <p>c) Salary Benchmarking for the Clerk</p> <p>d) Possible additional hours to carry out work required for Asset Register/Insurance policy renewal</p>	<p>c) It was agreed that Liz Swift, Lea Dodds, Paul Webb, Yvonne Rix and the Clerk should look at the benchmarking of all admin posts and report back to the Finance and General Purposes Group at the meeting at the end of November.</p> <p>Katherine Hyett also informed that group that she felt that the employer pension contribution is considerably lower than other councils and that this should also be looked at.</p> <p>d) A suggestion has been made that it would be useful to have a budget to cover some 'bank hours' that the Clerk would have delegated power to use as and when needed for projects which are unable to be fitted within the existing contracted hours. The budget would be around £1000 per annum. When this could commence would depend very much on the existing funding available. Lea Dodds proposed, seconded by Ian Woodroffe that a recommendation should be made to Full Council that there should be a budget of £1,000 to cover additional hours worked, with the Clerk having delegated power to use these hours as and when necessary.</p> <p>The proposal was agreed by all</p> <p>Katherine Hyett continued to explain that a similar budget would be useful, again with a delegated power, to pay for additional support and cover when the maintenance officer was on annual leave or when he needed assistance.</p>	<p><b><u>Recommendation to Full Council</u></b></p> <p><b>That there should be a budget of £1,000 to cover additional hours worked, with the Clerk having delegated power to use these hours as and when necessary.</b></p>
<p>F&amp;GP/23092025/06</p> <p>Burwell Happy Tots – Recommendation for full council of action to be taken regarding payment of outstanding invoices.</p>	<p>Happy Tots owe over £500 for use of Mandeville Hall, this is despite reminders from the office. It was agreed that a recommendation should be made to Full Council that the outstanding amount should be written off. This was proposed by Lea Dodds and seconded by Brenda Wilson.</p>	<p><b><u>Recommendation to Full Council</u></b></p> <p><b>That the amount owed by Happy Tots is written off.</b></p>
<p>F&amp;GP/23092025/07</p> <p>Proposed 2026/2027 Budget</p> <ul style="list-style-type: none"> <li>• Skeleton Budget</li> <li>• Need for an additional meeting prior for finalising</li> </ul>	<p>Yvonne Rix explained that she has started working on the proposed budget for 2026/2027 and asked for the working groups to make her aware of any funding requests by 30<sup>th</sup> September. Some allowance needs to be made for a vehicle for the maintenance officer and if electric, the installation of a charging point. The ESG Group has been asked to investigate options.</p> <p>Yvonne Rix and Paul Webb to meet on the 14<sup>th</sup> October to discuss the proposed budget</p>	

<p>the budget proposal by the end of October for approval by Full Council on 11<sup>th</sup> November 2025</p> <ul style="list-style-type: none"> <li>• Large projects requiring funding in 2026/2027</li> <li>• Precept – Statistical Data for East Cambs District</li> </ul>	<p>and F&amp;GP will meet on 21<sup>st</sup> October 2025 to discuss the recommendation to be made to Council.</p> <p>The group noted the statistical data for East Cambs District.</p>	
<p>F&amp;GP/23092025/08</p> <p>Review of the following:</p> <ul style="list-style-type: none"> <li>• Financial Regulations</li> <li>• Standing Orders</li> <li>• Parish Council Grants to other organisations Policy</li> </ul>	<p><u>Financial Regulations</u> – The changes regarding the new procurement legislation and other minor alterations were agreed. The group also agreed that the expenditure limits for the clerk and clerk/chair should be raised to £500 and £1000 respectively, and that all payments over £1000 should be approved by Full Council. Linda Kitching proposed that a recommendation is made to Full Council, seconded by Lea Dodds that having reviewed the Financial Regulations with the alterations to increase authorisation levels for the Clerk and Clerk/Chairman to £500 and £1000 respectively and the changes relating to the procurement legislation, that the revised Financial Regulations are adopted.</p> <p><u>Standing Orders</u> – The Clerk and RFO have reviewed the Standing Orders and have made some amendments. Some financial information needs to be aligned with the Financial Regulations. Lea Dodds proposed, seconded by Clive Leech that a recommendation is made to Full Council that the revised Standing Orders are adopted. Agreed by all.</p> <p><u>Parish Council Grants for other Organisation Policy</u></p> <p>It was agreed that this should be reviewed at the beginning of 2026.</p>	<p><b><u>Recommendation to Full Council</u></b> that having reviewed the Financial Regulations with the alterations to increase authorisation levels for the Clerk and Clerk/Chairman to £500 and £1000 respectively and the changes relating to the procurement legislation, that the revised Financial Regulations are adopted.</p> <p><b><u>Recommendation to Full Council</u></b> that the revised Standing Orders are adopted.</p>
<p>F&amp;GP/23092025/09</p> <p>Replacement of Computers and any other IT requirements Update</p>	<p>Computers have been purchased to replace the ones used by Sarah Ashby and Yvonne Rix. Both are waiting to be installed. There has also been a change in the IT Support supplier. There are a few initial niggles which are being resolved. The Clerk's laptop will need to be replaced at some point.</p>	

<p>F&amp;GP/23092025/10</p> <p>Burwell Museum Trust Application for Grant from the Care Power (Burwell1) funding received by the Parish Council</p>	<p>Clive Leach and Brenda Wilson left the meeting for this item. There is concern that agreeing to make a grant from the Care Power(1) donation could set a precedent. The action of the Council needs to be transparent and it was suggested initially that the Council should take the opportunity to decide how the Care Power(1) donation should be used, and if agreed that some should be offered to community groups for projects that meet the criteria set out in a gift of deed, then an application process, including making organisations aware of the availability of the grant, should be set up. All agreed that the museum project is worthy for funding. It was suggested that the Council's Climate Change budget, currently standing at £4422 could be used for the £2000 grant (Power LGA 1894/The Levelling Up and Regeneration Act 2023). The project fits in well with the remit of the Climate Change Policy. The fund could be topped up if needed in the 2026/2027 budget.</p> <p>A proposal was made by Lea Dodds recommending that Council agrees to make a £2000 donation to Burwell Museum towards their Climate Change, renewable Energy and Biodiversity Education Hub from the Climate Change budget. This was seconded by Linda Kitching and agreed by all.</p>	<p><b><u>Recommendation to Full Council</u></b> that Council makes a £2000 donation to Burwell Museum towards their Climate Change, renewable Energy and Biodiversity Education Hub from the Climate Change budget.</p>
<p>F&amp;GP/23092025/11</p> <p>Suggestion to increase deposits paid for allotments</p>	<p>Land, Building and Facilities Group has asked for the allotment deposits to be raised to £50.00 from £25.00. This seems to be sensible suggestion. Ian Woodrooffe proposed, seconded by Lea Dodds that a recommendation should be made to Full Council to increase the deposit for allotments to £50.00. This was agreed unanimously.</p>	<p><b><u>Recommendation to Full Council</u></b> That allotment deposits should be increased to £50.00.</p>
<p>F&amp;GP/23092025/12</p> <p>Earmarking of CIL, Reserves etc</p>	<p>The Council currently has £173,284.06 of CIL Receipts in hand. A proposal to recommend to Council that £150,000 of the CIL Receipts is earmarked for Newmarket Road Sports Hub was made by Clive Leach and seconded by Lea Dodds. All were in favour of the recommendation.</p>	<p><b><u>Recommendation to Full Council</u></b> That £150,000 of the CIL Receipts is earmarked for Newmarket Road Sports Hub</p>
<p>F&amp;GP/23092025/13</p> <p>Any Other Urgent Matters:</p>	<p>The following was noted</p> <ul style="list-style-type: none"> <li>Lloyds Credit Card limits have been increased to £1000 and £750. However, they do not appear to have increased the maximum amount of each transaction yet so Yvonne Rix will chase.</li> </ul>	

	<ul style="list-style-type: none"> <li>We are likely to get an 'except for matter' raised with the External Audit as unfortunately the Risk Management Policy was not reviewed during the 24/25 financial year (reviewed Nov 2023 and then June 2025)</li> </ul>	
F&GP/23092025/14 Date of the next meeting	Meeting to confirm the proposed budget 21 <sup>st</sup> October 2025, 7.30 pm at the Jubilee Reading Room. 25 <sup>th</sup> November following Full Council at Mandeville Hall	

The meeting closed at 9.32 pm

Signed

Dated



Pauline's Swamp Minutes of the Meeting of 12<sup>th</sup> June 2025 held at 25 The Causeway at 7.30 pm.

Present: Mike Swift (Chair), Liz Swift, Jim Perry, Paul Hawes, Geraldine Tate, Jenny Moss (secretary), Richard Jenkins, Helen McMenamin-Smith.

### **1. Apologies.**

Paul Webb, Victor le Grand

### **2. Approval of the minutes of 25<sup>th</sup> February 2025.**

The minutes had been previously proposed by Helen, and seconded by Liz on Thursday May 1<sup>st</sup>, and were signed off tonight.

Note: there had been a meeting of Trustees arranged for 1<sup>st</sup> May, but the secretary was unable to attend, so Liz took notes rather than the meeting being minuted. The notes will be included as an addendum to this evening's minutes.

### **3. Action Sheet Updates.**

#### *1. New land and Visitors Centre.*

There are now two power cables between our new land, and the new industrial units. They have not yet been connected across Love Lane. We need to apply to UKPN for a box installation for our proposed fittings – Richard will ask Andrew Kately who they are dealing with. The box will cost circa £400.

#### *2. Work Days.*

We successfully performed the sedge cut and rake this year, with the help of Michael Geary, and a team of volunteers. There are a lot of young saplings springing up in the sedge, which Colin Smith has offered to deal with to avoid the area becoming woodland. He is fully qualified, and extremely environmentally aware.

We have a few problem trees on site that may need to be looked at.

The Friends had a meeting on site on Monday 9<sup>th</sup> June, and identified future work being required as: making safe the barbed wire alongside Hopkins Homes, clearance of the ditch between our pond and the feeder pond, and ivy clearance.

It was noted that there has been a barricade built up at the feeder pond end of the ditch, and a pond pump installed in the feeder pond. We have been advised by a geologist that the pump may not be healthy for the water, and have concerns that our pond may dry up again. Liz will talk with the landowner.

Paul H believes that the feeder pond area actually belongs to Pauline's Swamp, having perused old maps, and was squatted by the previous land owner.

#### *3. Vision Plan*

Jenny to make the final updates asap as the document will be needed for our application for a compost toilet grant, deadline 30<sup>th</sup> June.

#### *4. CCTV.*

All cameras are now working (although one still needs attention), the current problem is the comms between the router and the cameras. If the router is sited on top of the barn roof it gets signal but the roof prevents the communication between router and cameras. If the router is placed under the barn roof, it struggles to get a satellite signal. Jenny suggested hard wiring, Richard will see if the cameras have the relevant gubbins for this.

5. *Compost Toilet.*

There is funding available from ECDC, but Liz is looking into a grant available from Cambridge Community Fund, as it is a lot easier to apply for. The deadline for the latter is 30<sup>th</sup> June, and the grant can be for up to £2,000 (although it has been known for more to be allocated).

6. *Tara.*

We think Tara may hold off holding further classes until there is a toilet available.

7. *Friends of Pauline's Swamp.*

Geraldine, Liz, and Jenny met with Gwen and Neil Spike earlier this year, and a Friends group was established. The role of the Friends will be to help with the running of the Swamp, including the annual Open Day. The Friends met on Monday 9<sup>th</sup> June on site, and identified work needing to be done (Colin Smith offered to set up an action plan for work days), and came up with suggestions for the Open Day 2025. The suggestions and offers made by the Friends have been transferred to our Open Day 2025 action sheet. At least 9 people extra to the trustees required to help on the day.

8. *Sign boards.*

We now have one signboard erected, with the other ready to mount as required. Jim has offered to paint the gate, and the signboard posts.

9. *Footbridge between Swamp and Love Lane.*

We will remove 2ft of the boarding at the opposite edge of the ditch from the Swamp, absolving ourselves from any accusations that we are preventing wider farm vehicles accessing the field beyond Love's Lane. Mike is trying to get in touch with Community Payback for help with any heavy lifting involved.

10. *Open Day 2025.*

Covered in separate action sheet.

11. *Wicken Fen.*

Jim to arrange a site meeting with John Hughes.

## **5 Any Other Business.**

Paul H mentioned that he is writing a book about Pauline's Swamp.

Toby Jewkes will be doing another bug survey (Jen to ask if he'd like to have a display at the Open Day).

Martin O'Leary (or Malcolm Busby?) will continue the bird survey.

## **Date of Next Meeting.**

To be confirmed.

The meeting closed at 8.30 p.m..

Signed.....

Date.....

### **ADDENDUM**

Pauline's Swamp Nature Reserve

Notes from Meeting on Thursday May 1st 2025

Apologies – Jenny, Paul Webb and Geraldine

The Minutes from the meeting on February 25th were approved but not officially signed.

Victor Le Grand was welcomed as a new Trustee.

Action Sheet and Update:

New Land and Visitor Centre – Jim has been keeping a watchful eye on proceedings and updating Trustees. The water supply will now be connected from Lucas Close and the electricity supply will come along Love Lane.

Work Days – raking of the Sedge was carried out on 13/04/2025. It was not possible to complete the task and it is hoped that the Guides and other Youth groups who have offered to help will carry on with the raking. However, there are saplings which need to be cut down as they are trip hazards and it was suggested that Paul Pickles might be able to help with this and Jim will speak to John Hughes at Wicken Fen to ask him if he is able to help and advise us with any planned work programmes.

The Friends of PSNR has been established under the leadership of Gwen and Neil Spike. They have names of potential volunteers and are contacting Youth Groups and The Community Payback Team.

The Vision Plan is being updated.

The Solar Powered CCTV – Sam and his team from J&J Drake were there on Tuesday and Wednesday. Thanks to Richard who ensured that they carried out the work satisfactorily according to his previous plans and also to Jim who has kept a watchful eye. A couple of cameras need attention and we have agreed to buy guards to protect them. Richard has the appropriate App on his

phone and will speak to Katherine about activating the App on the phone which was purchased as part of the scheme. We look forward to the CCTV finally being up and running.

Signs – Helen to contact Jenny to ask about the size of the signs and to find out what progress has been made.

Bridge onto Love Lane – We have not heard back from Cheffins following our recent site meeting. It was suggested that the bridge could be moved further down the lane to the bend. However, at the meeting we had agreed that the easiest solution would be to take 2 feet from the bridge to allow the passage of Farm vehicles along the lane.

The Pond – Nicola Hallows arranged for Dr Steve Boreham to take and analyse samples from the Pond. He took some field readings and did a pond invertebrate assessment. The results do not indicate a huge problem with the Pond. Thanks were expressed to Nicola and Steve.

Open Day September 7th – We decided to hold a meeting on 22/05/2025 specifically to discuss the Open Day.

This meeting will start at 7pm.

Pauline's Swamp Minutes of the Meeting of 24<sup>th</sup> February 2025 held at 25 The Causeway at 7.30 pm.

Present: Mike Swift (Chair), Liz Swift, Paul Webb, Jim Perry, Paul Hawes, Geraldine Tate (joined the meeting at 7.40 pm), Jenny Moss (secretary), Richard Jenkins.

### **1. Apologies.**

Helen McMenamin-Smith,

### **2. Approval of the minutes of 20<sup>th</sup> January 2025.**

The minutes were proposed by Liz and seconded by Jim.

### **3. Appointment of new Trustees**

After considering the applications for the post of Trustee, Paul W proposed that we accept Victor Le Grand as Trustee, Jim seconded. The vote was unanimously accepted. Jenny will let Victor know.

### **4. Action Sheet Updates.**

#### *1. New land and Visitors Centre.*

A neighbouring farmer has flailed some of the hedgerow on Love Lane next to our land at the top of Love Lane. The debris was scattered as far as the industrial estate on the other side of the lane, causing one of the tenants to contact the Parish Council office believing it to be the fault of the Swamp. The farmer cleared up the debris from the industrial estate, but there is still more to be cleared from Love Lane and our land. It was decided that this would be best done after further land clearance and cutting back of the hedgerow had been done. Jim recommended that we ask Bob Rawlinson.

#### *2. Work Days.*

Carl will clear the pond on Saturday 1<sup>st</sup> March. It was decided not to seek volunteers for this work day, but to assess what needs doing for the next one. Paul H, Richard, Jim, and Jenny said they could attend, and Liz said that she will pop by. Jim will contact Bob Rawlinson regarding the further clearance. Jenny will have a look at the state of the tree posters and QR codes. Carl will have replacement safety rope for the buoy in his van. We haven't yet organised the planting of buddleia, but know we have lots of young plants available.

#### *3. Vision Plan*

The revised draft (Revision 5A) has been submitted for review. The "detailed map" in section 4 needs updating – Paul W will take a look at this. We need to add "Cambridge County Council Wildlife Site" and "Nature Reserve" to the front page.

Paul W will update the Biodiversity and Wildlife section and send to Jenny. It was agreed that, when these changes have been made, Jenny will send to Mike /Paul for approval without the need for it to remain on the Action Sheet. I

It was also noted that the Trust document needs to be reviewed, and that the updated Trustee list of members needs to be sent to the office.

It is important that we alter the ownership of the Swamp both with Land Registry and in the original Trust document. We need to ask the Parish Clerk to check with the previous Clerk how far she got chasing Land Registry.

Jenny suggested that the previously mentioned “Friends Group” be changed to “Volunteers Group” and that we add “Start a Friends Group” to our list of short term developments in the VP.

#### 4. *CCTV.*

Liz has been in communication with Lisa from J&J Drake to arrange a date for Sam (also J&J Drake) to have a look at the set-up of cameras and solar panels. For no further charge, following this review, they will make the system viable. The date of 29<sup>th</sup> April has been suggested. One camera remains broken. Sam has mentioned that we put protection around any vulnerable cameras.

#### 5. *Compost Toilet.*

No money for a grant will be available till the start of April, but Liz and Jenny are still willing to prepare application for then. We will ask Tara (see following item) if she can add anything to this, as she has previously offered.

#### 6 *Tara.*

Tara has asked if she can try again with her classes at the Swamp this year. All agreed that this would be perfectly acceptable.

#### 7. *Friends of Pauline’s Swamp.*

See item 3. Geraldine will see when Gwen is available for a meeting with herself and Jenny.

#### 8. *Sign boards.*

Jenny is waiting to hear back from the sign printing company. She has contacted them to approve their design, and to request one with the walking figure and arrow reversed. The office will send the reversed sign also for approval. The signs will each measure 800x600 cm.

#### 9. *Footbridge between Swamp and Love Lane.*

The landowner who threatened to remove the footbridge and charge any costs incurred did not respond to Mike’s letter asking for a meeting. Should the land be up for sale, the sellers may have realised that there could be a costly legal dispute over this.

Paul H suggested stakes be put in on the far side of the ditch where we have planted hedgerow.

#### 10. *Open Day 2025.*

Jenny will set up a separate Open Day Action Sheet for this, as in previous years.

We will run the dog show again, Mike will order rosettes. Suggested stalls so far are Hidden Treasures, Planet Friendly Living, Centre Peace, Burwell Brewery.

#### 11. *Wicken Fen.*

The next Wicken Fen forum day is the 10<sup>th</sup> March this year. As the sedge cut needs to be done before this, Paul W will ask if Parish Councillor Michael Geary can help with this, as he has the required machinery.

### **5 Any Other Business.**

Gwen Spike has said that new bird feeders are required. Jenny will liaise with her to see what is required.

Gwen has mentioned to Geraldine that she frequently meets people who have never heard of Pauline's Swamp, and have no idea where it is. We considered having a sign on Swaffham Road, but would need approval from Highways. Victor used to work for ECDC and may be able to help with this.

We talked again about enforcing the footpath extending from Love Lane.

Paul H had brought some old maps of the area to the meeting. There is a piece of land on the far side of the old railway line that seems unclaimed, and Paul wondered if Pauline's Swamp actually owned this land. If the previous tenant of 58 Swaffham Road had "absorbed" this land, it would now appear to belong to the new tenants, but Paul did wonder. Paul bought the land in 1982.

The neighbouring tenants have been keeping the culvert clear, but have disappointingly installed fencing between the Swamp and their land that seems wildlife unfriendly.

Burwell At Large is on the 22/23 March. Jenny will ask the office to print up copies of the trifold leaflet, and any other interesting posters/photos. We will also have forms for becoming a Friend or Volunteer.

### **Date of Next Meeting.**

Thursday 1<sup>st</sup> May at 25 The Causeway 7.30 pm.

The meeting closed at 9 p.m..

Signed.....

Date.....



# QUOTE

Burwell Parish Council  
Attention: Yvonne Rix (Mrs) Parish Clerk  
Burwell Parish Council Jubilee Reading Room 99 The Causeway  
BURWELL  
Cambridge  
CB25 0DU

**Date**  
30 Sep 2025

**Expiry**  
30 Oct 2025

**Quote Number**  
QU 1962

**Reference**  
Emergency light remedial  
works - S4334 - 29/09/25

**VAT Number**  
784342903

Atom Technologies Ltd t/a  
ATL Alarms  
Unit 8  
Orchard Farm Business  
Park  
Barcham Road  
Soham,  
Cambridgeshire  
CB7 5TU

## Emergency light remedial works - S4334 - 29/09/25

This quotation is for the remedial works required after the 3 hour discharge test at, Mandeville Hall, the Jubilee Reading Rooms and Public WC's/Stores, and Gardiner memorial Hall.

As discussed with Katherine, we will not quote any remedial works for Mandeville Hall, due to the upcoming lighting project the parish council have at the premises.

Jubilee Reading Rooms & WC's/Storage:

- 1x Legend box over the jubilee reading room entrance
- 1x Standard bulkhead with down arrow in the meeting room lobby
- 1x standard bulkhead in the far end store of the WC's block

Gardiner Memorial Hall:

- 1x set of batteries for WC cubicle 4 (the one next to the accessible WC)

Description	Quantity	Unit Price	VAT	Amount GBP
BULK HEAD EL (M/NM) LED	2.00	27.00	20%	54.00
Emergency exit box fitting with legend	1.00	48.00	20%	48.00
3CELL 3.6V 4AH	1.00	26.57	20%	26.57
Labour	1.00	165.00	20%	165.00
Subtotal				293.57
TOTAL VAT 20%				58.71
TOTAL GBP				352.28



## **Renewable Energy Developments in and around Burwell**

### **What is the position of Burwell Parish Council?**

Burwell Parish Council supports the transition to low carbon energy production. Due to the national importance of the local Burwell High Voltage sub-station and its connection to the National Grid, a cluster of solar farms and battery storage units has already been built within our area. Further developments of both Solar Generation and BESS (Battery Energy Storage Systems) are proposed, as is the development of the Burwell 2 High Voltage Substation.

We have concerns about the associated fire risk, noise pollution, visual impact and other environmental consequences that may arise during the construction phase and, later, from day-to-day operation of such developments. The Parish Council is committed to engaging with all the parties involved to address these concerns, including governmental, private and regulatory, with the aim of achieving the best possible outcome for the community and residents of Burwell.

## Burwell Parish Council – Display Screen Equipment (DSE) Risk Assessment

### Assessment Details

Assessment Title	Display Screen Equipment (DSE) Risk Assessment
Location	Burwell Parish Council Office
Assessor	Clerk
Date	07/10/2025
Next Review Date	07/10/2026
Assessment Type	Office-based workstations and laptop users

### 1. Task Overview

Council staff and councillors use computers, laptops, and tablets for administrative, financial, and communication tasks. Regular use of DSE can pose health risks if workstations are not set up correctly or breaks are not taken.

### 2. People at Risk

- Parish Clerk/Assistant to the Clerk / RFO
- Councillors using DSE at the office or home

### 3. Hazards & Risks

Hazard	Potential Harm	Existing Controls	Further Action Required	Risk Level
Poor workstation setup (chair, desk, screen, keyboard, mouse)	Musculoskeletal problems, back/neck pain, repetitive strain injury (RSI)	Adjustable chairs and desks provided; basic DSE setup guidance available	Conduct individual DSE self-assessments; provide ergonomic accessories if needed	Low
Prolonged screen use without breaks	Eye strain, fatigue, headaches	Staff advised to take regular short breaks and change activity every hour	Display reminder posters or use software break reminders Employees who work habitually with computers are offered a free eyesight test.	Low
Screen glare or poor lighting	Eye discomfort, reduced visibility	Window blinds fitted; LED task lighting used	Check for glare/reflections during sunny periods and adjust desk layout	Low

Poor posture or seating	Back pain, reduced comfort, work related upper limb disorders	Chairs adjustable for height, backrest, and lumbar support	Ensure all users know how to adjust chairs correctly	Low
Laptop use for extended periods	Neck/shoulder strain due to poor screen height; work related upper limb disorders	Laptop risers and external keyboards/mice provided	Remind staff to avoid using laptops flat on the desk	Low
Inadequate training or awareness	Incorrect workstation setup	Induction includes basic DSE awareness	Refresher training every 2 years	Low
Electrical hazards from DSE equipment	Electric shock, fire risk	PAT testing carried out annually; sockets not overloaded	Continue routine inspections	Low
Mental fatigue or stress from screen-based work	Eye strain, loss of concentration, stress	Regular breaks encouraged; manageable workloads	Discuss workload management during appraisals	Low

#### 4. Additional Controls / Recommendations

- Complete individual DSE self-assessment forms for all staff and regular users.
- Provide ergonomic accessories (wrist rests, footrests, monitor risers) where needed.
- Encourage regular posture changes and micro-breaks.
- Ensure remote/home workers have safe and comfortable setups.
- Review DSE risk assessment annually or after any office reconfiguration.

#### 5. Assessment Outcome

With the above controls in place, the overall DSE risk is low. Continued monitoring and staff awareness are key to maintaining this.

#### 6. Sign-Off

Clerk	Signature	Date
Chair Approval	Signature	Date

BURWELL PARISH COUNCIL  
SPRING CLOSE AND PRIORY MEADOW MANAGEMENT GROUP

MINUTES OF THE MEETING OF 04/09/2025

Present; Lea Dodds (Chair), Jim Perry, Colin Smith, Caroline Smith, Malcolm Busby, Martin O'Leary, Rachel O'Leary

Apologies; Michael Swift, Liz Swift, Geraldine Tate, Nicola Hallows

The minutes of the meeting of 11/06/2025 were approved.

Lea Dodds introduced himself as Vice-Chair of Burwell Parish Council. He said he had been asked to chair the meeting in the absence of Michael and Liz Swift.

Funding for tree guards

Rachel confirmed that Wild Burwell had received funding of £250 from the Burwell Repair Café Fund to purchase wire tree guards which could be used to protect recently planted saplings in Spring Close. Wild Burwell had also received further funding from the CCF Burwell and Reach Fund. As Nicola Hallows was ill, Rachel was unable to confirm if Nicola had ordered and received the tree guards. Rachel will follow this up.

Tree Inspection Report Update (Spring Close)

Malcolm reported that he was working with George, the Maintenance Officer, to carry out remedial work on trees in Spring Close where the work was recommended in the tree inspection report. Malcolm and George had felled and made safe the leaning, dead ash tree by the stream (Ref Tree 18 in the inspection report) as the recommendation had been to carry out the report by 14/08/2025.

Malcolm hoped to organise further work on the Spring Close trees where the inspection report recommended that action was completed by May 2026. He looked pointedly around the table, saying that he was planning to enlist volunteers.

As the Clerk is contacting tree surgeons to estimate the cost of the recommended remedial work at all Burwell Parish Council properties, Malcolm was advised to liaise with the Clerk.

Pollution of the Spring Pool and Stream

Nicola collected water samples from the spring pool and the outfall pipe above the spring after a period of heavy rain on 26/07/2025. Dr Boreham tested the water samples in his laboratory. Further water samples were taken from the same two locations on 03/08/2025. The results showed high levels of water pollution from both locations. The results indicated that the water flowing out of the outfall pipe was rainwater from road drainage. Nicola emailed that when the water samples were taken on 26/07/2025 the

water in the spring pool had turned brown. There was also a report of a dog falling ill after visiting the spring pool when the water was brown.

The Clerk contacted Anglian Water about the pollution incident. A team of Anglian Water technicians attended the site. Martin showed a technician the outfall pipe and the spring. The technician took a water sample from the outfall pipe which showed 0.39mg/l ammonia. The Clerk arranged for notices, warning about the pollution, to be placed at the entrances to Spring Close. At the meeting Lea reported that the strategy of the Parish Council is to deal with the pollution at source by asking Anglian Water to divert the rainwater runoff into pipework away from Spring Close. The Parish Council prefers this to the diversion of the runoff into a new settling pool in Spring Close.

Lea said that Anglian Water publicised on their website that they prioritised the protection of chalk streams.

Lea asked if Wild Burwell wanted to take the lead in negotiations with Anglian Water to deal with the pollution at source. Martin said it might be more effective if the Parish Council took the lead as landowner.

#### Plum tree pruning in Priory Meadow

Colin agreed to organise plum tree pruning

#### Benches in Spring Close

A parishioner had contacted the Clerk asking if benches with backs could be installed in Spring Close. Lea said it would be useful to have more details of the demand, including the desired location of the bench(es). Lea also said that parishioners might like to donate commemorative benches for installation.

#### Spring Close Grass Cutting 2026

Lea pointed out that the Parish Council needed to keep in mind the demand from the community for facilities, and to respond to those demands. He said that a recent report showed that nearly 25% of households in the UK owned dogs. The council faced demands from dog owners for access to public open space where they could walk their dogs offlead.

Martin suggested that the hay crop area be reduced to accommodate dog walkers and other Spring Close users. He had produced a map showing a reduced hay crop area. Malcolm put forward an alternative plan, which was more readily accepted by the group. Malcolm envisaged that the northern areas of Spring Close adjacent to the boundary were mown regularly as well as the area in front of the spring while the hay crop area consisted of the southern parts of the meadow. Malcolm suggested that he meet with several members of the group on site to map out a boundary between the hay crop area and the regularly mown area.

Colin suggested that the hay crop area could be cut earlier in the summer in late June or early July. He cautioned that, if the grass cutting arisings from the mown areas were not collected, soil nutrients would rise encouraging the growth of stinging nettles and thistles. Malcolm said that, if the grass in the proposed new amenity area was kept short, then cuts would have to be more frequent in the spring and early summer. If the grass was kept short by regular mowing, there would be fewer arisings left after each cut and less of an effect on soil fertility. Colin suggested that there should be flexibility in the grass cutting contract to allow for additional cuts when required. He continued that there should be some contingency in the budget to allow for more than 6 cuts a year. He also said that the October cut could be dropped to protect the grass from increased footfall over the winter.

### Spring Close Path Network

Caroline commented that there were now too many paths in the main meadow. She thought some of the paths made no sense. She advocated a return to the path network of previous years. Group members agreed. If, as suggested, the areas of the main meadow adjacent to the northern boundary were mown frequently, there would be no need for a separate firebreak path.

Lea advised the group that the Clerk had told him that the paths through the hay crop area needed to be 3 metres wide so that the seeds of grasses did not attach to dogs when dogs were being walked by their owners.

### Priory Meadow Grass Cutting 2026

Following a summer of vigorous grass growth in Priory Meadow, which inhibited access to most of the fruit trees and the tree nursery, Martin suggested that the eastern half of the meadow (the area closest to the entrance from Priory Close) should be mown frequently. The western half of the meadow, adjacent to Priory Wood, could be similarly managed to the Spring Close hay crop area. The boundary between the two areas could be the ditch or dip in the ground that bisects the meadow from north to south. This feature is most clearly seen at the western end of the tree nursery.

### Winter Management Plan 2025/2026

The group will concentrate on carrying out the work recommended by the tree inspection report, where it is possible and safe to do so.

### Any other business

Jim asked if the Coronation oaks planted in Spring Close and Priory Meadow could be advertised with signs. Colin replied that drawing attention to the saplings could result in vandalism to the saplings. Colin advised that the placement of signs should be left to a time when the saplings were more established.

Jim told the group that Staploe Archaeology would be surveying Spring Close over the winter but would not be disturbing the ground.

Lea drew the attention of group members to the next Burwell Repair Café event taking place on Sunday afternoon, 28/09/2025. He said that the group or Wild Burwell were welcome to have a stall to publicise their activities.

Lea also informed the group about the Cambridge and Peterborough Local Nature Recovery Strategy consultation which was closing on 11/09/2025.

DATE OF NEXT MEETING either Thursday 06/11/2025 or Thursday 13/11/2025

## Tree Work - 2025

High work to be completed immediately  
Important work - May 2026

Financial Regs: For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed - price quotes;  
where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

Quotes requested 29/07/2025							Comments
<b>Recreation Ground</b>	<b>SR Landscape Services</b>	<b>East Cambs Trading Co</b>	<b>Eastern Tree Surgery</b>	<b>TH Tree Surgery Ltd</b>	<b>SP Landscapes</b>	<b>Combination using cheapest quote/diff suppliers</b>	
High works	£700.00	£331.36	Refused to quote	n/a	Refused to quote	£331.36	Awarded to East cambs trading co
Important works	£4,215.00	£4,970.40	Refused to quote	£2,300	Refused to quote	£4,215.00	to be decided
<b>Total</b>	<b>£4,915.00</b>	<b>£5,301.76</b>	Refused to quote		Refused to quote		
Discounted price for work together	£4,550.00		Refused to quote		Refused to quote	£4,546.36	
Total costs							
<b>Paulines Swamp</b>	<b>SR Landscape Services</b>	<b>East Cambs Trading Co</b>	<b>Eastern Tree Surgery</b>		<b>SP Landscapes</b>	<b>Combination using cheapest quote/diff suppliers</b>	
High works	£750.00	£994.08	Refused to quote		Refused to quote	£750.00	Awarded to SR Landscape Services - awaiting date
Important works	£1,900.00	£2,961.53	Refused to quote		Refused to quote	£1,900.00	Awarded to SR Landscape Services - awaiting date
<b>Total</b>	<b>£2,650.00</b>	<b>£3,955.61</b>	Refused to quote		Refused to quote		
Discounted price for work together	£2,500.00		Refused to quote		Refused to quote	£2,650.00	
Total Costs							
<b>Margaret Field</b>	<b>SR Landscape Services</b>	<b>East Cambs Trading Co</b>	<b>Eastern Tree Surgery</b>		<b>SP Landscapes</b>	<b>Combination using cheapest quote/diff suppliers</b>	
High works	£900.00	£579.88	Refused to quote		Refused to quote	£579.88	awarded to East Cambs Trading co - TPO's in place awaiting decision. Work should be completed Nov
Important works	£2,300.00	£3,707.09	Refused to quote		Refused to quote	£2,300.00	Awarded to SR Landscape Services - awaiting date
<b>Total</b>	<b>£3,200.00</b>	<b>£4,286.97</b>	Refused to quote		Refused to quote		
Discounted price for work together	£3,000.00		Refused to quote		Refused to quote	£2,879.88	
<b>Burwell Cemetery</b>		<b>East Cambs Trading Co</b>					<b>Competitive quotes still to be done</b>
High works							None
Important works		£2,071.00					Yes
<b>Total</b>							
Discounted price for work together							
<b>Jubilee Green</b>		<b>East Cambs Trading Co</b>					<b>Competitive quotes still to be done</b>
High works		£82.84					George Completed work - staff cost only
Important works		£662.72					Yes
<b>Total</b>							
Discounted price for work together							
<b>Spring Close</b>		<b>East Cambs Trading Co</b>					<b>Competitive quotes still to be done</b>
High works		£248.52					George Completed work - staff cost only
Important works		£3,313.60					Yes
<b>Total</b>							
Discounted price for work together							
<b>Priory Meadow</b>		<b>East Cambs Trading Co</b>					<b>Competitive quotes still to be done</b>
High works							None
Important works		£1,698.22					Yes
<b>Total</b>							
Discounted price for work together							
<b>Burwell Allotment</b>							<b>Competitive quotes still to be done</b>
High works							None
Important works		£165.68					Yes
<b>Total</b>							
Discounted price for work together							
<b>Kingfisher Drive</b>							<b>Competitive quotes still to be done</b>
High works		£165.68					George Completed work - staff cost only
Important works							
<b>Total</b>							
Discounted price for work together							
<b>Hatley Drive</b>							
High works							None
Important works							None
<b>Total</b>							
Discounted price for work together							



## Wicken Fen Community Liaison Forum

### Notes

*5pm – 6.30pm on Thursday 11<sup>th</sup> September 2025 at Wicken Fen Learning Centre*

Action	Lead
Share national and local solar position statements when available	JHu
Ask Project Manager for Burwell Lode bridge project why East Cambridgeshire District Council haven't engaged with user groups on pre-application submission and for name of relevant Case Officer	EOB
Flag current Cambridgeshire County Council consultation regarding area boundaries to Planning Consultant	JHu
Issue second request for expressions of interest in relation to role of Chair	EOB

No.	Item
25/10	<p><b>Welcome, introductions and apologies</b></p> <p><b>Welcome:</b> Andrew Powell (Chair), Nick Acklam (Wicken Fen Advisory Group and Reach resident), Leslie Boyle (Fenland Bridleways), John Hughes (National Trust), Emma Ormond-Bones, (National Trust), Peter Rash (Wicken Parish Council), Julia Rogers (Burwell Parish Council), David Smith (Environment Agency), Jill Tuffnell (Cambridgeshire Local Access Forum), Jim Perry (Burwell Parish Council), Erika Wedgewood (Cambridgeshire Local Access Forum)</p> <p><b>Apologies:</b> Joy Fuller (Fenland Bridleways), Matthew Hudson (National Trust), Katherine Hyett, Giles Merritt (Natural England and Swaffham Bulbeck resident), Mark Peck (Wicken Fen Ringing Group / Public Rights of Way Officer), Bill Pepper (Wicken Parish Council), Paul Webb (Burwell Parish Council), Fay Whitehouse (Fenland Bridleways)</p>
25/11	<p><b>Notes and matters arising</b></p> <p><b>Notes:</b> agreed</p> <p><b>Matters arising:</b> see presentation. In addition:</p> <p>(c) second bankside cut due in September 2025, a cut usually takes place each March too to ensure unsuitability for ground nesting birds</p> <p>(d) further explanation was provided in relation to benefits of spatial plan and Charlotte Cane MP raising importance of land use framework in parliament during PMQs was flagged.</p>
25/12	<b>Wider Wicken Vision</b>

	<p>Overview of purpose of LNRS was given including that National Trust have been involved in mapping from commencement of drafting consultation document. A discussion occurred regarding access upgrades with an example given of Lodes Way.</p> <p>Thanks was given to National Trust for the permissive route installed as part of the Species Recovery Project at Reach 24 as well as improved access and mounting blocks across the landholding.</p>
25/13	<p><b>Community</b></p> <p><b>a. Fairs, fetes and other events</b> See presentation</p> <p><b>b. Community mapping</b> See presentation</p>
25/14	<p><b>Key Projects</b></p> <p><b>a. Burwell Lode Bridge</b> See presentation. In addition it was confirmed that:</p> <ul style="list-style-type: none"> <li>- The existing Public Right of Way will be diverted to accessible bridge once in situ</li> <li>- The existing bridge will be removed once the Public Right of Way has been diverted</li> <li>- Funding deadlines still accommodate expected delivery timeline</li> </ul> <p>Questions were raised as to why East Cambridgeshire District Council has not yet engaged with key user groups yet on pre-application submission and the name of the relevant Case Officer. <b>Action: EOB to ask Project Manager</b></p> <p><b>b. Voices of the Fen</b> See presentation</p> <p><b>c. Peatland restoration</b> See presentation</p>
25/15	<p><b>Sustainable Future Programme</b></p> <p>See presentation. In addition, it was confirmed that Quy Fen is not owned or managed by National Trust and sympathies were extended by members of the forum to impacted staff.</p>
25/16	<p><b>Future of Community Liaison Forum</b></p> <p>Andrew Powell has resigned and this is his last meeting as Chair so a new Chair needs to be recruited and this role cannot be filled by a member of National Trust staff. A second request for expressions of interest will be issued and it requested that attendees share this request with wider organisations. <b>Action: EOB to email forum</b></p> <p>Due to uncertainties caused by SFP and following resignation of the Chair a discussion was held regarding suspending the forum until a new Chair is found and the SFP outcomes have been implemented. Forum recognised its importance and mutual benefits to the local</p>

	community and user groups. It was agreed not to suspend the forum but instead recognise that a review of its constitution may be required to align with National Trust's revised staff structures.
25/17	<p><b>Public Rights of Way / Permissive Paths</b></p> <p>Cambridgeshire County Council consultation regarding new area boundaries is now underway with Option A being the only one which incorporates the entirety of the Wider Wicken Vision. Consultation closes on 3<sup>rd</sup> October 2025 and National Trust will ensure that it's relevant Planning Consultant aware and a response is submitted. <b>Action: JHu to flag to Nina Crabb</b></p>
25/18	<p><b>Planning</b></p> <p><b>Solar</b></p> <p>In relation to current and recent applications, National Trust has objected to one and commented on another. Broadly, concerns relate to connection to the national grid, Biodiversity Net Gain and appropriate screening. East Cambridgeshire District Council also raised similar concerns. National Trust has also raised concerns regarding the creeping urbanisation caused by the expansion of solar developments.</p> <p>The following questions were received and answered:</p> <ol style="list-style-type: none"> <li>How does National Trust decide upon which applications to comment / object? <i>There a national working group which considers broad themes and support localised considerations. Local and regional teams decide upon which applications to comment / object.</i></li> <li>Does National Trust have a position statement relating to solar development? <i>There is a national position statement and a second one, localised to the Wider Wicken Vision area is in draft form. <b>Action: JHu to share when available.</b></i></li> <li>Is National Trust land at risk from compulsory purchase? <i>Unknown but likely to be more challenging than other land holdings due to various covenants and inalienability status.</i></li> <li>Is it worth considering pursuing upgrade of definite Rights of Way map? <i>It would be beneficial in broad terms but unlikely to significantly influence solar-related development as Rights of Way are mapped into existing developments in other areas.</i></li> </ol>
25/19	<p><b>Any Other Business</b></p> <ol style="list-style-type: none"> <li>Thanks were given to Andrew Powell in recognition of his support as Chair of the Community Liaison Forum. Andrew's dedication, patience and skills have been greatly appreciated.</li> </ol>

	2. It was confirmed that the lode spur (dead arm) has been brinked (bankside vegetation cut and removed) and that slubbing (silt removal) is planned for October.
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**Date of next meeting:** 5pm – 6.30pm on Thursday 23<sup>rd</sup> April 2025