

Burwell Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Burwell Parish Council for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Burwell Parish Council on application to: (a) <u>Katherine Hyett, Parish Clerk</u> <u>The Jubilee Reading Room</u> <u>99 The Causeway</u> <u>Burwell CB25 0DU</u> <u>Tel 01638 743142 email burwellpc@burwellparishcouncil.gov.uk</u> (b) <u>9am to 12 noon</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £ <u>1</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>Yvonne Rix</u> <u>Responsible Financial Officer</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>29th September</u> <u>2026.</u>	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2025/26

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 2026, 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.	☒	☐	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.	☒	☐	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured 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.	☒	☐	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.	☒	☐	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.	☒	☐	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.	☒	☐	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.	☒	☐	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.	☒	☐	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
	☐	☐	☒
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	☒	☐	has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

***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:

30/06/2026

and recorded as minute reference:

FC/300626/07-2

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

Chair

Clerk

SIGNATURE REQUIRED

SIGNATURE REQUIRED

WWW.BURWELLPARISHCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2025/26 for

BURWELL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	267,531	364,441	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	233,250	257,037	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts <i>Restated 2025</i>	149,129	344,306	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	128,374	146,070	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 <i>Restated 2025</i>	157,095	192,428	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	364,441	627,286	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	366,896	621,927	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,539,248	2,543,164	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	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 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.

[Signature]
Date *24/06/2025*

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

30/06/2026

as recorded in minute reference:

FC/300626/07.3.

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

[Signature]

Section 3 – External Auditor’s Report and Certificate 2025/26

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 2026; 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 2025/26

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.

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

The smaller authority has provided evidence of the consideration of the independence of the internal auditor upon appointment. In accordance with the Practitioner’s Guide Paragraph 4.11 it is considered best practice to review the independence of the internal auditor on an annual basis.

3 External auditor certificate 2025/26

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 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

 SIGNATURE REQUIRED

Date

25/09/2026

Burwell to Exning Cycle Path Project

Meeting Notes

Date: 23 September 2026

Purpose: Project progress update

1. Section 38 Agreement and Legal Position

Andrew Woodin provided an update on the legal arrangements for the scheme. He explained that the project involves the legal creation of the off-road section of the cycle track, before the route enters the highway verge on the Suffolk side of the B1103. He confirmed that funding is in place and that the priority is now to progress delivery.

Andrew advised that the Section 38 agreement remains with Cambridgeshire's legal service and is believed to be in its final stages. Some flexibility is required within the wording of the agreement as the final detailed design has not yet been completed. Once agreement has been reached between Cambridgeshire and Suffolk County Councils, the document can be passed to the landowner, who has indicated agreement in principle to signing it.

James Stringer confirmed that this reflected his understanding following an update from Cambridgeshire's lawyer that morning. He advised that only a small number of points regarding terminology remain outstanding between Cambridgeshire and Suffolk. He anticipated further discussion with Shane Luck over the coming days, with the parties now effectively down to the final wording of the agreement.

2. Hill Farm Planning Application

Andrew Woodin provided an update on the planning application for a proposed café/farm outlet at Hill Farm. He explained that the development would use the existing farm access onto the B1103 at the point where the proposed cycle track will cross it.

Andrew confirmed that Suffolk County Council's development engineers had now responded to West Suffolk Council. No objection had been raised to the planning application, but the response drew attention to the need for the proposed development to accommodate the cycle track. The consultation response was expected to be uploaded to the planning portal within the next few days.

Action: Katherine Hyett/Parish Council to review the highways consultation response when published and consider whether any further comments should be submitted to West Suffolk Council.

3. Hill Farm Access, Vegetation and Site Preparation

Cllr Andrew Burton reported that he had met with the interested parties involved in the Hill Farm development, who were supportive of the cycle route. They had indicated that they were willing to cut back trees and vegetation around the corner and consider the positioning of fencing to provide as much space as possible for the cycle route.

Cllr Burton explained that the landowners had also offered to cut back the hedge in advance of construction. This could be particularly beneficial if undertaken during the winter, avoiding potential delays associated with the bird nesting season should the scheme be ready to commence in spring.

Julia Procter agreed that this was an important consideration and advised that she had hoped to undertake significant vegetation clearance early in the new year, subject to the necessary approvals being in place. Undertaking this work before the nesting season would reduce ecological constraints, additional costs and the potential for disturbance to wildlife.

Cllr Burton advised that the Hill Farm representatives would welcome a meeting with Highways so that they could understand exactly what clearance would be required and undertake the necessary work during the winter. **Julia Procter** agreed that a site meeting would be useful and advised that she was awaiting confirmation of the designer for the scheme. She would speak with the design manager and look to arrange a site meeting in the coming weeks.

Lea Dodds welcomed the discussions with Hill Farm, noting that the bend had previously been one of his principal concerns about the route. He considered that improving visibility and providing additional space at this location would significantly improve the attractiveness and perceived safety of the route, particularly for parents and less confident cyclists.

Andrew Woodin noted that the proposed café could also benefit from the cycle route. **Cllr Andrew Burton** confirmed that the Hill Farm representatives recognised this benefit and were willing to consider moving their fence back where reasonably possible to improve the space and safety available around the corner.

Actions:

- **Julia Procter** to speak with the design manager regarding the Hill Farm section.
- **Cllr Andrew Burton** to facilitate contact with the Hill Farm representatives/land agent and assist in arranging a site meeting.
- The parties to explore undertaking appropriate vegetation clearance during the winter and ahead of the bird nesting season.

4. Potential Additional/Parallel Route

Cllr Andrew Burton reported that the Hill Farm representatives had provided information regarding the ownership of a further piece of land near the bridle track. He advised that the land was understood to be owned by George Gibson and that contact details were being provided to him.

Cllr Burton explained that this may provide an opportunity to explore a permissive route around the back of the site, connecting towards Burwell and onto Cambridgeshire County Council-owned land. While this could not form part of the current cycle path project, he suggested that it could potentially be progressed as a parallel project.

Hazel Barber welcomed this opportunity and commented that such a connection could further increase local support for the scheme.

Action: **Cllr Andrew Burton** to obtain the landowner's contact details and liaise with **Hazel Barber** regarding the possibility of progressing a permissive route as a separate parallel project.

5. Programme and Delivery

Julia Procter confirmed that she was keen to progress the scheme as soon as approval was received, with the aim of programming construction for early 2027 if possible. If construction could not commence immediately, the priority would be to undertake site clearance, establish a

delivery date and begin communications about the scheme so that everything was ready to proceed.

6. Road Safety Audits

In response to a question from **Hazel Barber**, **Julia Procter** confirmed that a further Stage 2 Road Safety Audit was likely to be undertaken on the detailed design before construction commenced. This would provide an opportunity to identify any remaining risks that could be designed out, particularly if the alignment changed as a result of the discussions concerning Hill Farm.

Julia advised that a further Road Safety Audit would be undertaken once the scheme had been constructed, followed by another approximately 18 months later. She confirmed that these could be shared as public documents.

Hazel Barber sought confirmation that horses/equestrian users would be included within the next safety assessment, as this had not been addressed in the previous audit. **Julia Procter** confirmed that this would be included.

7. Other Matters

Hazel Barber commented that the recent cutting back of the hedge near the bridge had made the area considerably more open. **Lea Dodds** and **Cllr Andrew Burton** agreed that this had made a significant improvement.

8. Next Meeting

Andrew Woodin suggested holding a further project update meeting in approximately one month's time. Due to availability and the October half-term period, it was agreed that early November would be preferable.

Julia Procter suggested **Wednesday 4 November 2026**, with the meeting to be held at the same time. **Andrew Woodin**, **Hazel Barber** and **Cllr Andrew Burton** indicated that this date should be suitable.

Katherine Hyett noted that this coincided with Burwell's Community Safety meeting and that, if sufficient progress had been made by then, it could provide a useful opportunity to report that the cycle path was progressing across a road considered to present a significant local safety concern.

Action: Katherine Hyett to arrange the next project meeting for **Wednesday 4 November 2026 at 2.00 pm**, subject to attendees' availability.

Action Summary

1. **Katherine Hyett/Parish Council:** Review the highways consultation response to the Hill Farm planning application once published and consider whether further comments are required.
2. **Julia Procter:** Speak with the design manager regarding the detailed design and requirements at Hill Farm.

3. **Cllr Andrew Burton:** Facilitate contact between Ju Proctor and the Hill Farm representatives/land agent and assist in arranging a site meeting. Explore completing appropriate vegetation clearance during the winter, ahead of the bird nesting season.
4. **Cllr Andrew Burton/Hazel Barber:** Follow up the ownership information regarding the additional land and explore the potential for a separate permissive route.
5. **Julia Procter:** Ensure equestrian users are considered as part of the next Road Safety Audit.
6. **Katherine Hyett:** Arrange the next project meeting for **4 November 2026 at 2.00 pm**, subject to availability.

Katherine Hyett

From: Tom Kershaw <tomkershaw@this-land.co.uk>
Sent: 22 September 2026 13:23
To: Katherine Hyett
Subject: Burwell Sports Pitch - Infrastructure
Attachments: BUR-WSP-IN-XX-DR-C-1010_P08.pdf

CAUTION: This email originates from outside of Burwell Parish Council
Hi Katherine,

There were a few questions you asked me that I believe came from a Council meeting as follows, answers in **green**:

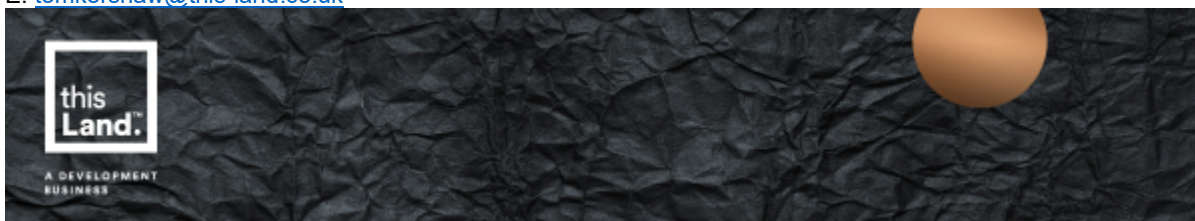
- Is there a cycle path to the Sport Pitch phase? - **Yes, there is a 3m wide cycleway on the Eastern length of the spine road through site that connects with Newmarket Road cycleway (attached). Therefore, a direct cycle link to the sports pitch phase is possible.**
- Is there allowance for EV charging points on Sports Pitch phase - **There is a 90kVa allowance for the Sports Pitch phase so EV chargers may be possible depending on how large the pavilion and sports pitch power requirements are. EV chargers were not specifically assumed at this early stage.**

I trust that clarifies.

Kind regards,

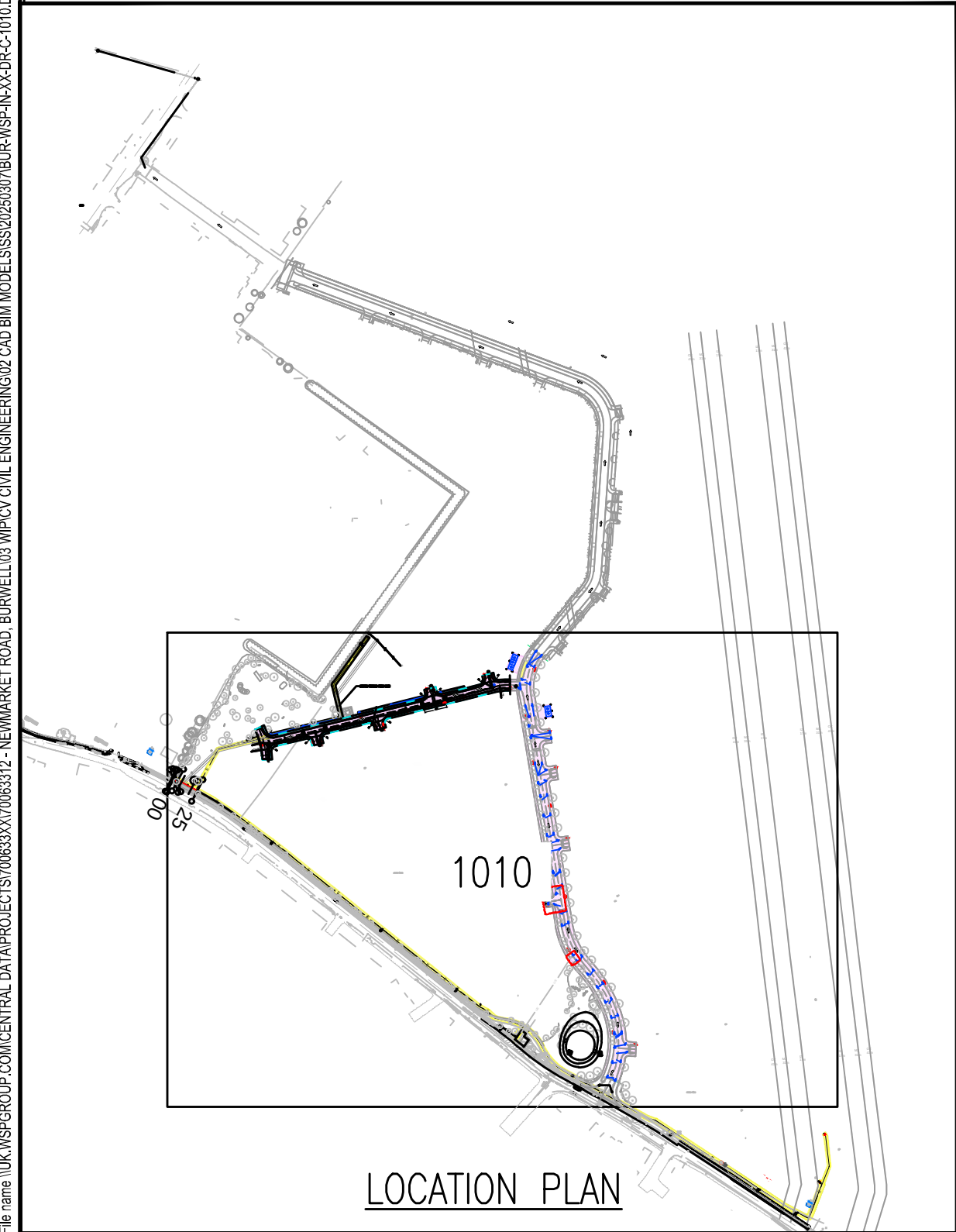
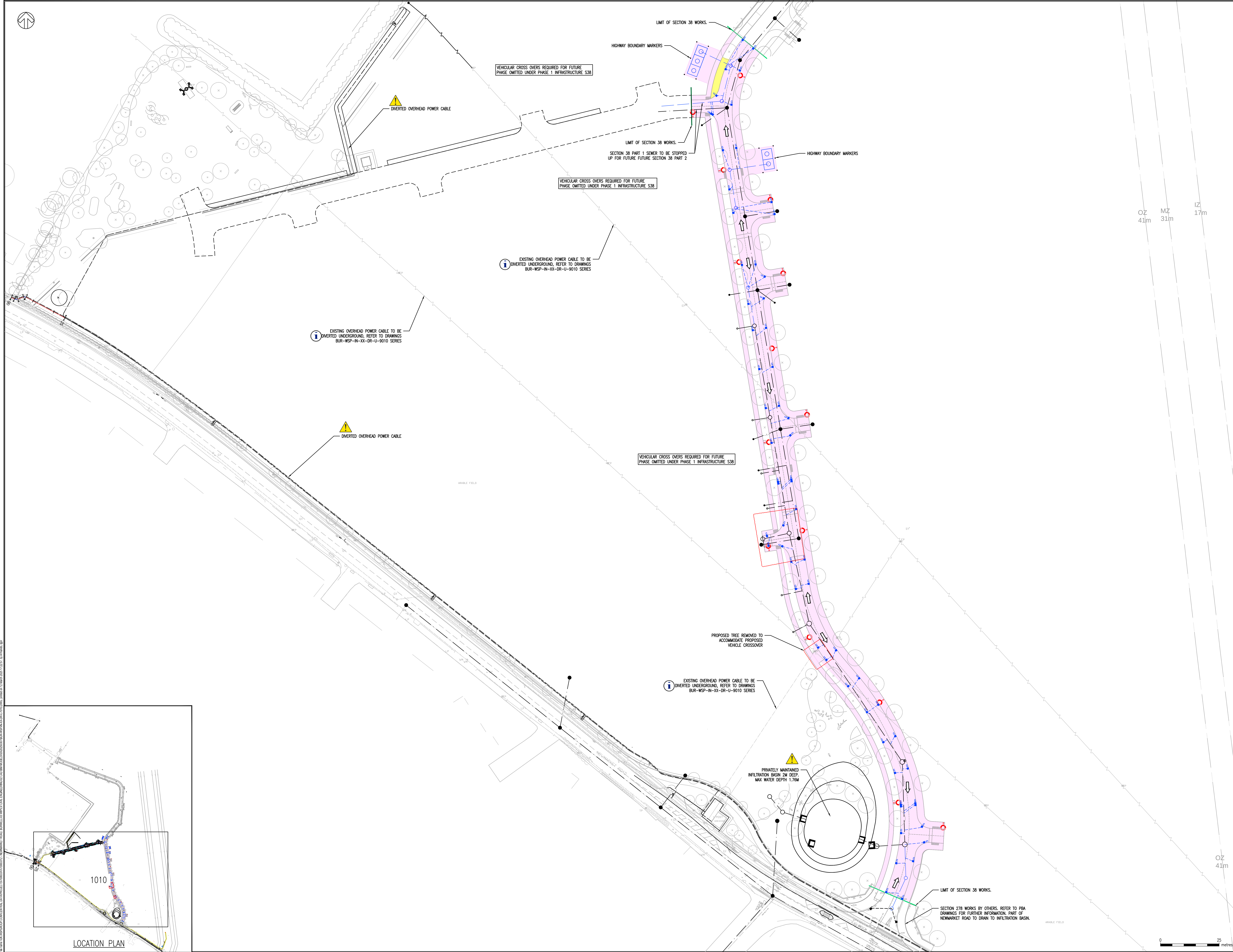
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DO NOT SCALE

NOTES

1. THIS GENERAL ARRANGEMENT IS NOT TO BE USED FOR CONSTRUCTION.

2. THIS DRAWING SHOULD BE READ IN CONJUNCTION WITH ALL RELEVANT DOCUMENTATION, DRAWINGS AND STANDARD DETAILS.

3. THE DESIGN HAS BEEN DEVELOPED & AGREED THROUGH CONSULTATION WITH THE RELEVANT AUTHORITIES (HIGHWAYS, SEWERAGE, PLANNING AND ULFA).

4. IN ACCORDANCE WITH THE CDM REGULATIONS RESIDUAL RISKS OF SIGNIFICANCE ARE INDICATED ON THE CA DRAWING ONLY BY MEANS OF A HAZARD TRIANGLE WITH APPROPRIATE NOTE.

5. THE CONTRACTOR SHALL CONDUCT THE WORKS WITH DUE REGARD TO THE ECOLOGICAL, ENVIRONMENTAL, REQUIREMENTS OF THE SCHEME.

6. THE CONTRACTOR SHALL TAKE SUCH STEPS TO SAFEGUARD AGAINST CONTAMINATION OF LOCAL WATERCOURSES.

7. ANY CONFLICTING INFORMATION SHOWN ON DRAWINGS OR DISCREPANCIES BETWEEN INFORMATION MUST BE REFERRED TO THE ENGINEER BEFORE WORKS COMMENCE.

8. THE CONTRACTOR SHALL MAINTAIN FREE AND OPEN ACCESS TO PUBLIC HIGHWAY AND ADJACENT LANDS AT ALL TIMES DURING THE COURSE OF THE WORKS UNLESS OTHERWISE AGREED IN WRITING WITH THE INTERESTED PARTIES.

9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DESIGN OF ALL TRAFFIC MANAGEMENT PROPOSALS & PHASING. SUCH DETAILS SHALL BE SUBMITTED TO THE LOCAL HIGHWAY AUTHORITY FOR APPROVAL PRIOR TO THE START OF THE WORKS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ASSOCIATED COSTS AND ORDERS.

10. ALL PROPOSED WORKS WITHIN EXISTING HIGHWAYS IS SUBJECT TO A SECTION 278 AGREEMENT.

11. TOPOGRAPHICAL SURVEY BASED ON ALS 8571 BY ANGIA LAND SURVEYS DATED 09/2015.

12. AT JUNCTIONS LOCATIONS, RAMP DOWN FROM RAISED TABLE OMITTED FROM PHASE 1 INFRASTRUCTURE S38. TO BE ADDED IF REQUIRED UNDER FUTURE PHASE APPLICATION SUBJECT TO CONTRIBUTION OF PARCEL LAYOUT AND ROAD TYPE.

13. ALL PROPOSED WORKS IN ACCORDANCE WITH HOUSING ESTATE ROAD SPECIFICATION (HERCS) AUGUST 2020. WHERE ANY DISCREPANCIES MAY BE APPARENT, THE SPECIFICATION SHALL HAVE PRECEDENCE.

14. PRIVATE VEHICLES REQUIRE 1.5m DEPTH ROOT BARRIER FOR PRIVATELY MAINTAINED TREES.

15. LIGHTING DESIGN BY WILLIAM LIGHTING CONSULTANTS PLC., REFER TO DRAWING WLC624-1300-001 REVISION R0 FOR DETAILS.

KEY

AREA ADAPTABLE UNDER SECTION 38

HIGHWAY EASEMENT TO ACCESS SOAKAWAY

ADAPTABLE GULLY AND DRAIN

ADAPTABLE HIGHWAY DRAIN & MANHOLE

ADAPTABLE HIGHWAY SOAKAWAY

S104 SW LATERAL DRAIN

S104 SW SEWER & MANHOLE

S104 FW SEWER & MANHOLE

S104 FW LATERAL DRAIN

DIVERTED UNDERGROUND POWER CABLE

HIGHWAY BOUNDARY MARKER

ADAPTABLE LIGHTING COLUMN

Health and Safety Symbols Legend

INDICATES A RESIDUAL RISK REQUIRING A COMPULSORY ACTION

INDICATES A RESIDUAL RISK FOR INFORMATION

INDICATES A RESIDUAL RISK REQUIRING A PROHIBITIVE ACTION

INDICATES A RESIDUAL RISK AS A WARNING

PROPOSED ADAPTABLE STREET LIGHTING DESIGN BY WILLIAM LIGHTING CONSULTANTS PLC., REFER TO DRAWING WLC624-1300-001 REVISION R0 FOR FURTHER DETAIL

P08	12/03/2025	JA	VEHICLE ACCESS/CROSSOVER ADDED & AMENDED JUNCTION	CH	JJA
P07	14/04/2022	RVA	DRAWING ISSUED FOR S38 APPROVAL STATUS	JJA	JJA
P06	29/02/2022	RVA	S38 LIGHTING MODIFICATIONS, STREET LIGHTING BUILT OUTS ADDED IN WISE AREA	JJA	JJA
P05	24/02/2022	JUL	PROPOSED STREET LIGHTING LAYOUT ADDED	JJA	JJA
P04	14/02/2022	JAL	HIGHWAY BOUNDARY MARKERS ADDED AROUND SOAKAWAYS	JJA	JJA
P03	19/01/2022	DM/TO	S38 ADAPTABLE AREA AMENDED TO EXCLUDE SECONDARY ROAD	JP	JJA
P02	17/09/2021	LMM	S38 ADAPTABLE AREA UPDATED, NOTE 14 ADDED, TREES ADDED, HIGHWAY SOAKAWAY EASEMENT ADDED, INFILTRATION BASIN INCREASED IN SIZE, GULLY POSITIONS UPDATED	JJA	JJA
P01	06/08/2021	LMM	FIRST ISSUE	JJA	JJA
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS:

S2 - FOR INFORMATION

WSP

62-64 Hills Road, Cambridge, CB2 1LA, UK
T +44 (0) 1223 553 650 F +44 (0) 1223 559 051
wsp.com

CLIENT:

THIS LAND

ARCHITECT:

FABRIK

PROJECT:

NEWMARKET ROAD, BURWELL

TITLE:

PHASE 1 INFRASTRUCTURE SECTION 38 ADOPTION LAYOUT

SCALE @ AS

1:500

CHECKED

JG

APPROVED

JJ

PROJECT No:

70063312

DESIGNED

LMM

DRAWN

LMM

DATE

August 21

DRAWING No:

BUR-WSP-IN-XX-DR-C-1010

REV

P08

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Burwell Parish Council
Finance and General Purposes
26.09.2026

Present: Paul Webb (Chair) Linda Kitching, Lea Dodds, Brenda Wilson, Hazel Barber, Geraldine Tate, Liz Swift, Yvonne Rix (RFO), Katherine Hyett (Clerk).

F&GP/26092026/01 Apologies for absences and declarations of interests	Apologies – Yemi Macaulay Declaration of Interest – Paul Webb Burwell Sports Centre request for donation. It was noted prior to the start of the meeting that both Paul Webb and Liz Swift have resigned as trustees of the Burwell Day Centre.
F&GP/26092026/02 Approval of the minutes of the meeting held on 28th July 2026	The minutes of the meeting of the 26 July 2026 were approved. Proposed by Liz Swift and seconded by Lea Dodds.
F&GP/26092026/03 Governance In accordance with the minutes of the meeting held on 26 th May 2026 the Risk Management Policy should be considered at this meeting. However, the document still requires revising and therefore will need to be considered to November meeting.	The Clerk and RFO confirmed that the document should be ready for the next F&GP meeting.
F&GP/26092026/04 Health and Safety	There were no health and safety matters to discuss.
F&GP/26092026/05 HR Matters 1. KH – Proposed Staff Arrangements	Katherine Hyett explained to the group her proposal for employing an additional member of staff to assist with the Council's maintenance work. The new Apprentice Maintenance Support Officer role would be for 30 hours per week for approx. 24 months (depending on training dates). 20% of this time would be dedicated to training. Training would be paid for by external funding (if an apprenticeship proceeds), although hours spent carrying out the training would need to be paid for by the Parish Council. The salary would start at Scale Point 3 which is higher than a usual apprenticeship rate, but the type of duties to be carried out warrant a slightly higher salary. The post will need to be advertised as soon as possible if approved by Full Council. The need for the Council having its own vehicle for staff to use was highlighted. Regulations need to be checked to clarify drivers able to tow a trailer. Following a proposal from Liz Swift, seconded by Brenda Wilson, it was agreed that the following recommendation to be made to Council:

	That an Assistant Maintenance Officer is appointed from 1st April 2027, Pay Scale point 3, 30 hours per week for approximately 24 months. Katherine Hyett continued by telling the group of some changes that she would like to make for other staff members. She proposed that there is a change in duties for Martyn Wright, removing the cleaning of the Cemetery Chapel and the Pavilion. This will allow a better balance of hours/pay for keyholder duties. It is expected that this change would be implemented straight away. The cleaning of the Chapel and Pavilion would be carried out by the Maintenance Team. The Maintenance Team would also be responsible for covering the keyholder's annual leave. Lea Dodds proposed that the change should take place. This was seconded by Linda Kitching and agreed by all. The group agreed that there is no need for the change to be approved by Council. The Group agreed, on a proposal by Geraldine Tate, seconded by Linda Kitching, that the Assistant to the Clerk may undertake up to five hours' overtime per month. It was agreed that the matter did not require referral to Full Council, as a budget for additional hours had previously been approved.
F&GP/26092026/06 Financial Matters 1. Budget 2027/2028 2. Review of Earmarked Reserves 3. Lloyds Card – raising account maximum level 4. Fidelity Insurance Update 5. Newmarket Road Sports Hub Funding 6. Request from Burwell Sports Centre for funding towards cost of replacement flooring	<u>1.Budget 2027/2028</u> Yvonne Rix explained the draft budget for 2027/2028. There has been some opportunity to decrease allocations for energy supply as costs are currently lower. It should be noted that the current energy contracts end in October 2027. The group agreed that the amount set aside for the Recreation Ground Sinking Fund should be increased in future years. It was felt that the budget for Tennis Court Maintenance should be reduced from £2500.00 to £500, with the £2000.00 difference being allocated in the 2027/2028 budget moved to the Recreation Ground Sinking Fund for the same year. The budget for staffing has been increased to allow for the proposed new member for the Maintenance Team. The ICT/Software budget has increased by £5500.00 to cover the cost of the new software being used. The Donations Budget has also been increased to £8,500.00 to allow donations for elderly and Youth provision. Making the above changes would result in the need for the precept, using 26/27 band D Rate, to be increased by around 13%. Any non-revenue projects would need to be funded by existing general reserves. The following recommendations to be made to Council: a) That the proposed draft 2027/2028 budget with expenditure of £413,160.44 is adopted. Any non-revenue projects stated within the 2027/2028 budget to be funded by General Reserves. b) That £15,000.00 is earmarked from General Reserves to cover work required to improve the stability of the skate park banks in order to protect the foundations of the skate park and improve the safety of the area. c) That £10,000.00 is earmarked from General Reserves for the surface repairs at Jubilee Green. This will be added to the additional £10,000.00 already earmarked.

2. Review of Earmarked Reserves

The group reviewed the current earmarked reserves and agreed that the following recommendation be made to Council:

That the earmarked reserves for the 20/21 Capital Trees £1,000.00 and the Spring Close Chalk Stream Project £2,000.00 are unearmarked as they are no longer required.

The group also discussed that as the grant application for a defibrillator at Gardiner Memorial Hall had been unsuccessful the Council will now need to consider how the purchase and installation will be funded. It was suggested that as the purchase of weed control equipment will not be going ahead yet, the £2,000 in this year's budget could be used to buy and install the defibrillator. Liz Swift proposed, seconded by Geraldine Tate that the following recommendation be made to Council:

That a defibrillator should be purchased and installed at the Gardiner Memorial Hall using funds previously allocated in the 2026/27 budget for weed control equipment.

3.Lloyds Card – raising account maximum level

It was explained to the group that although all cardholders have sufficient credit limits on their cards, the overall account level is still £1,000. This means that the Council can not spend over £1,000 in total per month. Following a proposal from Linda Kitching, seconded by Lea Dodds that the following recommendation should be made to Council:

That, if possible, the credit limit for the Lloyds Card Account is raised to £3,000.00.

4.Fidelity Insurance

The cost to increase the Council's Fidelity Insurance Cover to £1,000,000 is £110.68. Geraldine Tate recommended, seconded by Liz Swift that the following recommendation is made to Council:

That the Fidelity Insurance Cover is raised to £1,000,000 at a cost of £110.68.

5.Newmarket Road Sports Hub

Paul Webb explained that prior to starting to work on the project which includes submitting the planning application, the Football Foundation/Association requires the Parish Council to be able to demonstrate a level of committed funding of around £500,000.00. The Council has already earmarked £245,000.00. ECDC will contribute Funding but this can not be approved until after planning has been received. It was suggested that all future CIL Funding should be allocated to the project. Lea Dodds asked if it would be possible for the Football Foundation/Association and Craig Mulhall could do a presentation on the project. He felt that without this he did not feel in a position to earmark larger amounts to the project. Katherine Hyett agreed to arrange the presentation. With further discussion, the group felt that it would be possible to earmark a further £55,000.00 to the project, bringing the total up to £300,000.00. £8,959.91 to be paid from CIL Funding and the balance of £46,040.09 from General Reserves. Following a proposal from Liz Swift, seconded by Linda Kitching, the following recommendation to be made to Council:

That the remaining unearmarked CIL funding of £8959.91 should be earmarked for the Newmarket Road Sports Hub. £46,040.09 from General Reserves should also be earmarked towards the project.

	<u>6.Request from Burwell Sports Centre for funding towards the cost of replacement flooring</u> Paul Webb having declared an interest in this item left the room during the discussion, which was led by Linda Kitching, Vice Chair of the group. It was noted that this is a retrospective application as the work is going ahead. The Council at this point in time does not have funding available to support the project. However, it was felt by members of the group that this is the kind of project that the Council should be supporting and that the Sports Centre should be made aware that they can ask the Parish Council in future when looking for funding for other projects. Recommendation proposed by Liz Swift and seconded by Geraldine Tate: That a response is sent to Burwell Sports Centre explaining that the Parish Council is unable to support their project to replace the flooring at this stage due to lack of funding but would consider funding future projects when the Council has more funding available.
F&GP/26092026/07 Updates – Any updates relating to the provision of the Maintenance Vehicle, Communication Group and 3-5 year plan to be deferred to the next meeting.	Agreed that all updates to be made at the next meeting.
F&GP/26092026/08 Date of the next meeting – 24th November 2026	The next meeting will be held on 24th November 2026. The meeting closed at 9.40pm.
Signed	Dated

Documents:

Proposed Draft Budget 2027/2028

Proposal to recruit a Full-Time Maintenance Support Officer Apprentice and change to staff duties (Confidential)

Burwell Parish Council												
Proposed Budget												
		2025-2026 Income actual figures April 1st to September 30th 2025 only, Expenditure full year				2026-2027 Expenditure figures to 9th September 2026						
Gardiner Memorial Hall		2025-2026				2026-2027				2027-2028		
		Receipts		Payments		Receipts		Payments		Receipts	Payments	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			
6	Heat and Light			8,000.00	8,465.65			6,500.00	£1,932.95		£6,000.00	£500.00 less
7	Rates			3,500.00	3,086.81			3,500.00	£1,729.20		£3,500.00	
8	General Maintenance and Servicing			1,750.00	2,244.05			3,000.00	£5,328.62		£3,450.00	
9	Licensing including Performing Rights			500.00	320.07			750.00	£515.58		£750.00	
11	Misc			250.00	903.00			250.00				Added in with General Maintenance and Servicing
12	Cleaning Contract				152.50				£35.00			
13	Income from Hirers	19,000.00	11,263.09			19,000.00				£20,000.00		£800 more
153	Income from Solar Panels		38.23			200.00						£200 less Removed as income deducted from usage expenditure
	SUB TOTAL	19,000.00	11,301.32	14,300.00	15,172.08	19,200.00		14,000.00	£9,541.35	£20,000.00	£13,700.00	
Jubilee Reading Room		2025-2026				2026-2027						
		Receipts		Payments		Receipts		Payments				
		Budget	Actual	Budget	Actual	Budget		Budget				
14	Heat and Light			3,500.00	4,495.25			3,500.00	£476.83		£3,000.00	£500 less
15	Rates			900.00	716.69			900.00	£371.13		£900.00	
16	General Maintenance			1,000.00	544.00			1,000.00	£1,209.10		£1,450.00	£250.00 more
17	Cleaning Contract				102.50				£35.00			
18	Misc			75.00				75.00				£75.00 less
	SUB TOTAL			5,475.00	5,858.44			5,475.00	£2,092.06		£5,350.00	
Mandeville Hall		2025-2026				2026-2027						
		Receipts		Payments		Receipts		Payments				
		Budget	Actual	Budget	Actual	Budget		Budget				
47	General Maintenance inc. Servicing, Contracts etc			2,000.00	1,306.13			2,000.00	£3,335.45		£2,700.00	£500 more plus £200 Window Cleaning
48	Heat and Light			6,000.00	4,646.65			5,500.00	£2,391.59		£5,500.00	
49	Licenses inc Performing Rights			1,000.00	1071.08			1,200.00			£1,500.00	£300 more
50	Rates			9,000.00	8,679.99			9,000.00	£4,408.98		£9,000.00	
52	Cleaning Contract				102.50				£35.00			
108	Income from Hirers	24,000.00	12,045.34		31.52	24,000.00				£24,000.00		
154	Other				420.00				£104.16			
	SUB TOTAL	24,000.00	12,435.34	18,200.00	16,257.87	24,000.00		17,700.00	£10,275.18	£24,000.00	£18,700.00	
Cemetery		2025-2026				2026-2027						
		Receipts		Payments		Receipts		Payments				
		Budget	Actual	Budget	Actual	Budget		Budget				
19	Electricity and Rates			2,500.00	2,111.02			2,500.00	£1,408.60		£2,500.00	
20	General Maintenance			1,000.00	305.00			1,000.00	£280.00		£1,200.00	£200 more window cleaning
22	Cleaning Contract				102.50				£52.50			
23	Cemetery Fees	10,000.00	6,115.00		434.00	10,000.00				£10,000.00		
	SUB TOTAL	10,000.00	6,115.00	3,500.00	2,952.52	10,000.00		3,500.00	£1,741.10	£10,000.00	£3,700.00	
The Pavilion		2025-2026				2026-2027						
		Receipts		Payments		Receipts		Payments				
		Budget	Actual	Budget	Actual	Budget		Budget				
30	Electricity			6,000.00	5,747.51			6,000.00	£1,207.77		£5,000.00	£1000 less
31	Rates			750.00	301.23			500.00	£74.08		£500.00	
32	Cleaning Contract											Remove item
33	General Maintenance and Servicing			1,000.00	1,422.34			2,000.00	£969.84		£2,000.00	
34	Sinking Fund			2,500.00				2,500.00			£4,500.00	
	SUB TOTAL			10,250.00	7,471.08			11,000.00	£2,251.69		£12,000.00	

Lock Up		Receipts		Payments		Receipts		Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget		Budget				
28	Repairs, Renewals			20.00				20.00			£20.00	
	SUB TOTAL			20.00				20.00			£20.00	
Street Lighting		2025-2026				2026-2027						
		Receipts		Payments		Receipts		Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget		Budget				
39	Electricity			600.00	484.48			840.00	£171.14		£840.00	
40	Maintenance											
41	Church Flood Lights			500.00				500.00			£500.00	
	SUB TOTAL			1,100.00	484.48			1,340.00	£171.14		£1,340.00	
Public Areas		2025-2026				2026-2027						
		Receipts		Payments		Receipts		Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget		Budget				
42	Bus Shelters			1,000.00	469.32			250.00			250.00	
43	Street Furniture Maintenance			100.00	583.00			1,000.00			1,000.00	
44	Christmas Tree, Lights, Carols around the Tree			300.00	£175.00			400.00			400.00	
45	Hedge Cutting			2,000.00	4000			4,000.00			4,000.00	
46	Trees			6,000.00	5676.93			10,000.00	£5,100.00		8,000.00	
83	Grass Cutting including verges			4,000.00	6,600.00	1,903.00		10,000.00	£6,285.00	£1,903.00	12,000.00	
	SUB TOTAL			13,400.00	17,504.25	1,903.00		25,650.00	£11,385.00	£1,903.00	25,650.00	
Play Equipment		2025-2026				2026-2027						
		Receipts		Payments		Receipts		Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget		Budget				
55	Bark			500.00				500.00			£500.00	
56	Maintenance Play Equipment			1,500.00	1,875.84			2,000.00	£2,577.86		£3,000.00	£1000 more
57	Skate Park or Sinking Fund			2,000.00				2,000.00			£2,000.00	
	SUB TOTAL			4,000.00	1,875.84			4,500.00	£2,577.86		£5,500.00	
Administration		2025-2026				2026-2027						
		Receipts		Payments		Receipts		Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget		Budget				
62	Supplies			3,000.00	2,880.35			3,000.00	£1,480.16		3,000.00	
63	Telephone and Internet			2,000.00	2,592.68			2,000.00	£843.30		3,000.00	£1000 more
64	Photocopier			1,000.00	897.33			1,000.00	£439.38		1,000.00	
65	ICT and Software			3,500.00	4,323.64			4,000.00	£4,190.87		9,500.00	£5500 more
66	Fire Precautions (All properties)								£260.00			
67	Election Costs										4,000.00	?£4000.00 2019/2020 £3650.00
68	Photocopier Income											
69	Insurance Premium			9,000.00	8,046.48			12,000.00	£9,662.56		11,000.00	£1000 less
70	Mileage (Not Handyman)			1,000.00	1,245.72			1,500.00	£828.92		1,650.00	£150.00 more
71	Audit Fees			2,500.00	2,550.00			3,000.00	£1,561.50		3,000.00	
72	CAPALC + Other Memberships			1,500.00	511.50			1,500.00			2,000.00	£500 more
73	Training Councillors			1,000.00	1,705.38			1,000.00	£1,557.17		2,000.00	£1000 more
74	Lloyd Cards Misc Items			300.00	72.00			100.00	£33.00		100.00	
75	Annual Report			800.00	671.65			800.00	£796.65		900.00	£100 more
76	Other Income	100.00				100.00				£100.00		
77	Other and PR		26,000.00	1,000.00	2,003.94			1,000.00	£1,496.22		2,000.00	£1000 Risk Assessments etc/Events
78	Handyman Capital Expenditure			2,500.00	411.34			2,500.00	£1,160.84		2,500.00	
79	Handyman General Expendiure inc. mileage			6,500.00	8,808.89			8,000.00	£4,360.99		8,500.00	£500.00 more
80	Website			500.00	225.00			1,000.00	£145.00		1,000.00	
158	Contractor Hours							1,000.00			1,000.00	
187	Staff Training							1,000.00	£395.00		2,000.00	£1000 more
	Asbestos Management										3,000.00	
	Property Valuation										3,000.00	
	SUB TOTAL	100.00	26,000.00	36,100.00	36,945.90	100.00		44,400.00	£29,211.56	£100.00	£64,150.00	
Staff		2025-2026				2026-2027						
		Receipts		Payments		Receipts		Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget		Budget				

58	Facilities Supervisors			34,700.00	36,394.41			37,000.00	£16,144.62		£39,115.52	
59	Assistant to Clerk			17,800.00	18,729.23			21,100.00	£8,497.25		£22,234.16	
60	Handyman			35,100.00	36,323.83			39,600.00	£15,985.80		£41,771.48	
61	Clerk			44,800.00	46,151.39			55,100.00	£21,826.39		£58,437.12	
146	Finance Officer			9,300.00	9,220.52			10,000.00	£3,971.80		£10,000.00	
157	Bank Hours							1,000.00			£1,000.00	
	Asst Maint Office								£2,400.00		£25,042.16	
	SUB TOTAL			141,700.00	146,819.38			163,800.00	£68,825.86		£197,600.44	
Donations		2025-2026				2026-2027						
		Receipts		Payments		Receipts		Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget		Budget				
87	Donations		720.00	1,000.00	650.00			2,500.00	£200.00		£8,500.00	Increased DC/Youth £6000.00
88	Youth Donations including BAFY			1,000.00	200.00							
	SUB TOTAL		720.00	2,050.00	850.00			2,500.00	£200.00		£8,500.00	
Other		2025-2026				2026-2027						
		Receipts		Payments		Receipts		Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget		Budget				
155	General Waste Disposal				1,173.72			3,600.00	£1,505.44		£3,600.00	
156	MH Lighting				40,643.35							
	SUB TOTAL				41,817.07			3,600.00	£1,505.44		£3,600.00	
Public Toilet		2025-2026				2026-2027						
		Receipts		Payments		Receipts		Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget		Budget				
81	Public Toilet			1,500.00	199.74			1,500.00	£104.21		£1,000.00	£500.00 less
	SUB TOTAL			1,500.00	199.74			1,500.00	£104.21		£1,000.00	
Maintenance Officers Vehicle												
	Maintenance Costs inc insurance and										£2,000.00	
Precept		2025-2026				2026-2027						
		Receipts		Payments		Receipts		Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget		Budget				
91	Precept	256,575.00	256,575.00			290,000.00						
	SUB TOTAL	256,575.00	256,575.00			290,000.00				£327,700.00		
								351,235.00		£413,619.00	£413,160.44	Income includes 13% increase on precept
Projects 25/26									Available		£458.56	
Code	Title	Budget	Actual	Budget	Actual							
128	Westhorpe Play Area											
131	Recreation Ground											
132	Climate Change				£2,000.00							
134	Safety Campaign											
141	community garden				46.73							
147	Jubilee Green Play Surface			10,000.00	Earmarked						£10,000.00	Balance of approx £10,000 from General Reserves (Earmark)
148	Cemetery Hedge			7,000.00								
149	Gardiner Memorial Hall Phase 2 and Entrance/Exit			5,000.00								
150	Newmarket Road Sports Hub			6,000.00	4,000.00							
151	ICT Equipment			3,500.00	1366.99							
	SUB TOTAL			31,500.00	7,413.72							
Projects 26/27		2026-2027										
						Receipts		Payments				
Code	Title					Budget		Budget				
179	Jubilee Reading Room Insulation							2,000.00	To be earmarked		£1,500.00	General Reserves if required
180	Redecoration of MH and JRR							2,700.00	used			
181	Cemetery Chapel Refurbishment							3,500.00				
182	Weed Control Equipment							2,000.00				
183	Creation of workshop							1,500.00	To be earmarked			
184	Recreation Ground New Bins							600.00	used			
185	Recreation Ground Replacement Fencing							1,500.00	To be earmarked			

186	Recreation Gnd Replacement Fitness/Play equip							5,000.00				
188	Newmarket Rd Sports Hub Preliminary Costs							10,000.00				
189	Bus Shelter Improvements							6,000.00	To be earmarked	£500.00	General Reserves if required	
190	Computer Equipment							1,500.00	To be earmarked		Katherine's new lap top	
191	Lock Up Repairs							2,000.00	To be earmarked			
	SUB TOTAL							38,300.00				
Projects 27/28												
	Allotment Barrier											
	Sports Centre Barrier											
	Disabled Access Pavilion									£1,000.00	General Reserves	
	Skate Park major repairs									£15,000.00	General Reserves - to be earmarked	
	Mandeville Hall Air conditioning										build up to future years	
	Gardiner Memorial Hall Air conditioning										build up to future years	
	Water Heater Pavilion										build up to future years	
	Trim Track Edging										£15-20K if plastic alternative is used.	
	Replacement Tables									£2,400.00	General Reserves	
Maintenance Officers Vehicle												
						2026-2027						
						Receipts		Payments				
Code	Title					Budget		Budget				
159	Vehicle							12,000.00	To be earmarked	£2,000.00	General Reserves if required	
160	Maintenance, Tax, Insurance							2,000.00			In revenue budget.	
162	Towbar							1,500.00	To be earmarked			
163	Charging Point							1,250.00	To be earmarked			
	SUB TOTAL							16,750.00	£0.00	£32,400.00		
Summary												
												Shortfall
TOTAL		326,025.00	456,154.56	329,345.00	146,381.58	372,119.00		406,285.00		£413,619.00	£446,019.00	£32,400.00
Created by  Scribe												

CBP Forum Minutes 15/09/2026 at 7:30pm

Present: Geraldine Tate, Lea Dodds, Pat Cleary, Jim Perry, Simon Hunt, Paul Webb, Liz Swift, Caroline Hillary, John Hughes, Martin O'Leary, Katherine Hyett (Clerk)

1. Apologies for absence:

Apologies were received from Hazel Barber, Ryan Noyes and Nicola Hallows.

2. Approval of the minutes of 7th July 2026

The minutes of the meeting held on 7 July 2026 were approved.

3. Matters arising

Matter Arising	Action Required – Updates in Bold	Responsible
Earth Café	Arrange event. Due to hall availability, it was agreed that this should move to early 2027.	Paul Webb/SSECAM
Spring Close Chalk Stream	SSECAM to share water sampling data with Anglian Water and the Environment Agency. Nicola Hallows to prepare a paper summarising findings. It was noted that the SSECAM meeting had been delayed. Nicola Hallows to confirm re. paper referenced above.	Paul Webb/ Nicola Hallows
Parish online/baseline environmental data	Contact Cllr Ian Walters (Duxford PC) The group discussed the potential use of Parish Online to record and manage baseline environmental information. Katherine Hyett had been in contact with Cllr Ian Walters of Duxford Parish Council, and has arranged for Ian and Grace O'Donovan, ecologist, to attend the next meeting to discuss Duxford's Nature Recovery Action Plan and their use of environmental data. It was hoped that somebody involved with the Nature Recovery work could also become involved. There was further discussion about how Parish Online could potentially be used locally.	Katherine Hyett
Burwell waterways	Chase up EA meeting The Clerk had been following up a proposed meeting with the Environment Agency. Jim Perry raised concerns about fencing next to and flotsam within the waterways, and Anglian Water was also discussed. Lea Dodds highlighted the responsibilities of riparian owners. An issue relating to mooring was also raised. Paul Webb advised that the matter should be reported privately through the appropriate route.	Katherine Hyett

4. Projects Update

a) Spring Close chalk stream

The Historic England report had been circulated. The Clerk reported that Highways had been contacted again and a response was being chased.

b) Renewable Energy Developments Around Burwell

An update was provided on renewable energy developments around Burwell.

It was reported that Weirs Drove 2 had gone live approximately a month previously, despite concerns that planning conditions had not yet been signed off. BEAT had been in dialogue with the planning team, including David Morren, and a resident had submitted a formal complaint. Concerns were expressed about what was perceived to be a two-tier planning system and whether the situation aligned with public policy. Charlotte Cane MP had also been contacted, with the Parish Council copied into correspondence. It was noted that East Cambridgeshire District Council had recently recruited an officer to assist with planning controls/enforcement.

The Hightown Drove appeal was expected to take place on 1 and 2 December. Simon Hunt had prepared a further paper concerning cyber security risks associated with battery energy storage developments. Mandy Manchett had resigned as Chair of BEAT but remained keen to collaborate, particularly in relation to environmental impacts.

Simon had also been approached by the Kingsway Action Group regarding the possibility of acting as an expert witness on cyber security risks and remained in regular contact with Nick Acklam who is representing Burwell Parish Council at the Hightown Drove appeal.

There was discussion about how concerns regarding fire safety, pollution and cyber security could best be raised with regulators and inspectors. The possibility of approaching Delta T or other appropriate specialists for expert advice was discussed.

Lea Dodds considered cyber security to be one of the most difficult risks to address. Caroline Hillary raised questions about insurance requirements and how insurers assessed and managed risks associated with operators.

John Hughes reported on his attendance at a planning meeting concerning Horningsea and commented on the difference in approach. He felt that it demonstrated the value of BEAT mobilising and engaging with the planning process.

It was noted that BEAT had produced a website illustrating how Burwell could look if the various proposed developments went ahead.

Liz Swift highlighted the Community Safety meeting on 4 November and suggested that the issue could be raised there. She also expressed concern about the level of specialist technical expertise available to councillors when considering complex developments.

Martin O'Leary highlighted the increasingly extreme weather conditions and the importance of moving away from fossil fuels and towards Net Zero. Simon Hunt agreed with the need for battery storage as part of the transition but stressed that developments needed to be delivered appropriately and safely.

Paul Webb suggested inviting Simon Hunt to the community safety meeting to provide further information on the issues. Jim Perry noted that, on highly technical matters, decision-making bodies would normally rely heavily on recommendations from officers and technical specialists.

It was also noted that the current pipeline of proposed renewable energy projects substantially exceeded projected requirements.

Pat Cleary commented that the public meetings held on the developments by BEAT had been very useful and well received.

c) Programme of educational activities

Steve Boreham ecology talk:

It was proposed that the talk be moved to early 2027.

National Emergency Briefing:

An update was provided following information received through an SLCC regional meeting. A possible screening date of 28 October 2026 was being considered, subject to confirmation from the Vicar. The National Emergency Briefing was described as a public information initiative bringing together experts from areas including science, health, food security, economics and national security to provide evidence-based information about the climate and nature crisis, the potential consequences of inaction and possible solutions. If progressed locally, the event would need to be publicised through the Council's website, social media, noticeboards, newsletters and community networks. The film would be screened at a suitable venue and followed by an inclusive, non-partisan facilitated discussion, giving attendees an opportunity to consider local implications and practical actions.

Beer Festival, 23 and 24 October:

The Parish Council was supporting the event through significantly reduced room hire charges. The group discussed how the Council's involvement and the event itself could best be promoted.

d) Review of CBP Biodiversity and Climate Change Plans

The review of the Council's Biodiversity and Climate Change Plans, including the Net Zero 2030 target, was currently on hold until after the meeting on 3 November.

The importance of ensuring maintenance activities complied with wildlife legislation, including appropriate management of trees and vegetation, was discussed.

Geraldine Tate asked about the Council's existing Net Zero target, and it was agreed that this would need further consideration as part of the wider review.

5. Forum Community Updates

- a) Wild Burwell** held a nature day at Spring Close with support from Wicken Fen. There had been a steady flow of visitors throughout the event, although engaging teenagers and adults continued to be more challenging.

At the chalk stream, Colin Smith and Nicky were planning vegetation management and clearance work. A data logger was now in place, with information available through YourRiver.co.uk. It was confirmed that water could not be diverted from the outfall pipe. The Clerk suggested that a clear policy decision regarding future management of the chalk stream would be helpful, if this could be discussed at a Spring Close Management meeting. The earthwork banks had been cut and the arisings raked away. It was noted that salad burnet, a locally important/threatened plant species, was growing at the site.

At Priory Meadow, watering of the trees had continued and grass-cutting arrangements were being considered.

b) BEAT

Updates relating to BEAT had been covered during the discussion on renewable energy developments.

c) Spring Close/Priory Meadow Management Group

Updates relating to Spring Close and Priory Meadow were covered under the Wild Burwell discussion.

d) Pauline's Swamp Nature Reserve

An open day had been held on 6 September. The weather had been very good, although attendance had been lower than hoped. The event had provided useful learning for future activities. Suggestions included better roadside signage, greater social media promotion, control of purchasing and potentially holding the event at a different time of year. The overall aim remained to encourage more people to visit, enjoy and appreciate the area. Paul Webb suggested that a small budget, potentially around £30, should be used for targeted social media promotion of future events

e) National Trust/Wicken Fen

It was reported that Wicken Fen would try to assist with cutting at Pauline's Swamp. Conditions at Wicken Fen remained very dry, with water levels reported to be significantly lower than normal. Work was being considered to retain and store more water on National Trust land. Funding for the proposed bridge over Burwell Lode remained an issue, although the project was progressing through the planning process. Biodiversity Net Gain opportunities were also being explored.

Katherine Hyett informed John Hughes that Burwell Parish Council are exploring the quiet lanes initiative for Weirs Drove and felt it would be useful to link up.

f) Repair/Swish café

The next Repair Café was due to take place on 4 October, with a Swish event planned for 18 October. There was also discussion about ecological grants and the possibility of broadening the scope of future grant funding.

6. Any other business

Lea Dodds reported that he had heard there may be an opportunity to obtain a small collection bin for recycling small electrical appliances.

Action: Katherine Hyett to investigate and report back.

7. Date of next meeting: 3rd November 2026

Meeting closed 20:45

Signed

Dated

Newmarket Road Sports Hub, Newmarket Road, Burwell

Meeting: 09/09/2026

Attendees: Katherine Hyett, Liz Swift, Andrew Wilkinson, Tony Cornwall, Tom Kershaw, Sam Pringle, Jim Perry

Apologies: Paul Webb, Craig Mulhall

1. Football Foundation Update

- Andrew Wilkinson reported on a meeting with the Football Foundation and Cambridgeshire FA.
- The Football Foundation will:
 - Provide a letter of support for the project.
 - Consider activating the project once:
 - Greater certainty is available regarding car park costs; and
 - Around £500,000 of partnership funding has been identified
- Discussion highlighted the ongoing "chicken and egg" issue whereby East Cambridgeshire District Council (ECDC) funding is dependent on planning permission, while Football Foundation activation is needed to progress planning.

2. East Cambridgeshire District Council Funding

- Katherine advised that ECDC had indicated the project may be eligible for Community Infrastructure Levy (CIL) funding, potentially up to one-third of the project cost, subject to available funding and priorities at the time of application.
- ECDC are willing to provide a letter confirming the proposal would be eligible for consideration under the funding scheme.
- Agreed to:
 - Obtain the ECDC support letter.
 - Share it with the Football Foundation for review.
 - Seek additional letters of support from local District Councillors.

3. Funding Strategy

- Discussion took place regarding possible funding sources and bridging the gap required to activate the project.
- It was recognised that obtaining an additional £250,000 from the Parish Council alone was unlikely.
- It was noted that if ECDC contributes approximately one-third of the project cost, this would significantly reduce the funding shortfall.

4. CIL Funding

- Tom Kershaw advised that substantial CIL funding should have been generated from recent housing developments within Burwell.
- Attendees questioned how much CIL funding had been received and allocated by ECDC to date.
- Agreed to investigate and seek clarification regarding available CIL funds and previous allocations.

5. Car Park and Transport Assessment

- Katherine has approached a transport consultant for a quotation to undertake a transport assessment.
- Discussion suggested:

- Around 60 parking spaces would likely be sufficient for the proposed facility.
- Space should be retained for future expansion if grass pitches are developed later.
- Agreed that a formal transport assessment would still be beneficial to provide evidence for planning and funding purposes.

6. Active Travel and Utilities

- Councillors had raised questions regarding active travel access to the site.
- Tom agreed to clarify whether the existing internal route through the development will accommodate cycling provision.
- Questions were also raised regarding electrical capacity and future EV charging.
- Tom confirmed that the substation has been sized to accommodate a sports hub and agreed to check utility assumptions.
- Solar panels were identified as a desirable feature for the future pavilion.

7. Football Club Update

- Work continues on the operational and business plan with completion expected later in September.
- A managers' meeting is planned for 5 October to launch the fundraising campaign and secure buy-in before approaching parents.
- A fundraising programme involving teams, parents and local supporters is being developed.

8. Community Fundraising Campaign

- The group reviewed a draft fundraising and communications plan from Katherine Hyett and Toni Brand
- Agreed principles:
 - Promote the project as the **Burwell Sports and Wellness Hub**.
 - Use messaging focused on both football and wider health and wellbeing benefits.
 - Establish a dedicated social media presence for the campaign.
- It was agreed that a public fundraising target of **£250,000** would be realistic, ambitious and sufficient to help trigger project activation.

9. Sponsorship and Business Engagement

- Katherine and Sam will work together on business sponsorship opportunities.
- A list of potential sponsors has been compiled and will be refined.
- Football Club contacts and parent networks will be used to identify business leads.
- Phil Mead has offered to share information on sponsorship arrangements and rates used elsewhere to assist the development of sponsorship packages.

10. Fundraising Mechanisms

- Discussion took place regarding:
 - "Founding Supporters" scheme.
 - Buy-a-Brick campaign.
 - Online donation platforms such as JustGiving or GoFundMe.
- Agreed in principle:
 - Founding Supporters scheme to launch first.
 - Suggested supporter contribution level increased to around £200.
 - Buy-a-Brick scheme to follow, with £25, £50 and £100 options.

11. Football Club Charity Status

- Tony confirmed that the Football Club Committee has agreed to pursue charitable status.
- The process is expected to take several months and is subject to confirmation from the FA that it will not affect current club affiliation arrangements.

12. Legal and Land Matters

- Tom advised:
 - Hawes Percival have drafted the land offer documentation.
 - Contact details for the lead solicitor will be shared.
 - The Farming Business Tenancy (FBT) is progressing and expected to be completed shortly.
 - The tenancy includes provisions allowing termination with notice if the land is required for the sports hub project.
- It is anticipated that the tenant farmer will be able to harvest one crop before any development commences.

13. Actions

- Katherine to chase ECDC support letter.
- Andrew to share the ECDC letter with the Football Foundation for feedback.
- Katherine to continue discussions with potential funders and supporters.
- Tom to:
 - Confirm active travel provision.
 - Check electrical capacity assumptions.
 - Share legal contacts and draft land documents.
- Andrew to provide updated project summary and phasing information for campaign materials.
- Sam and Katherine to develop business sponsorship proposals (need document from Craig).
- Football Club to progress fundraising launch and manager engagement.
- Katherine and Toni Brand to establish campaign social media channels and fundraising infrastructure.

Cambridgeshire County Council
Silver Street, Burwell
(Temporary Prohibition Of Through Traffic)
Order 2026-22010

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 Silver Street, Burwell as lies between The Causeway and Buntings Path.

Access will be maintained to properties affected by this order

The alternative route for vehicles is via Silver Street; The Causeway; B1102; Toyse Lane and vice versa.

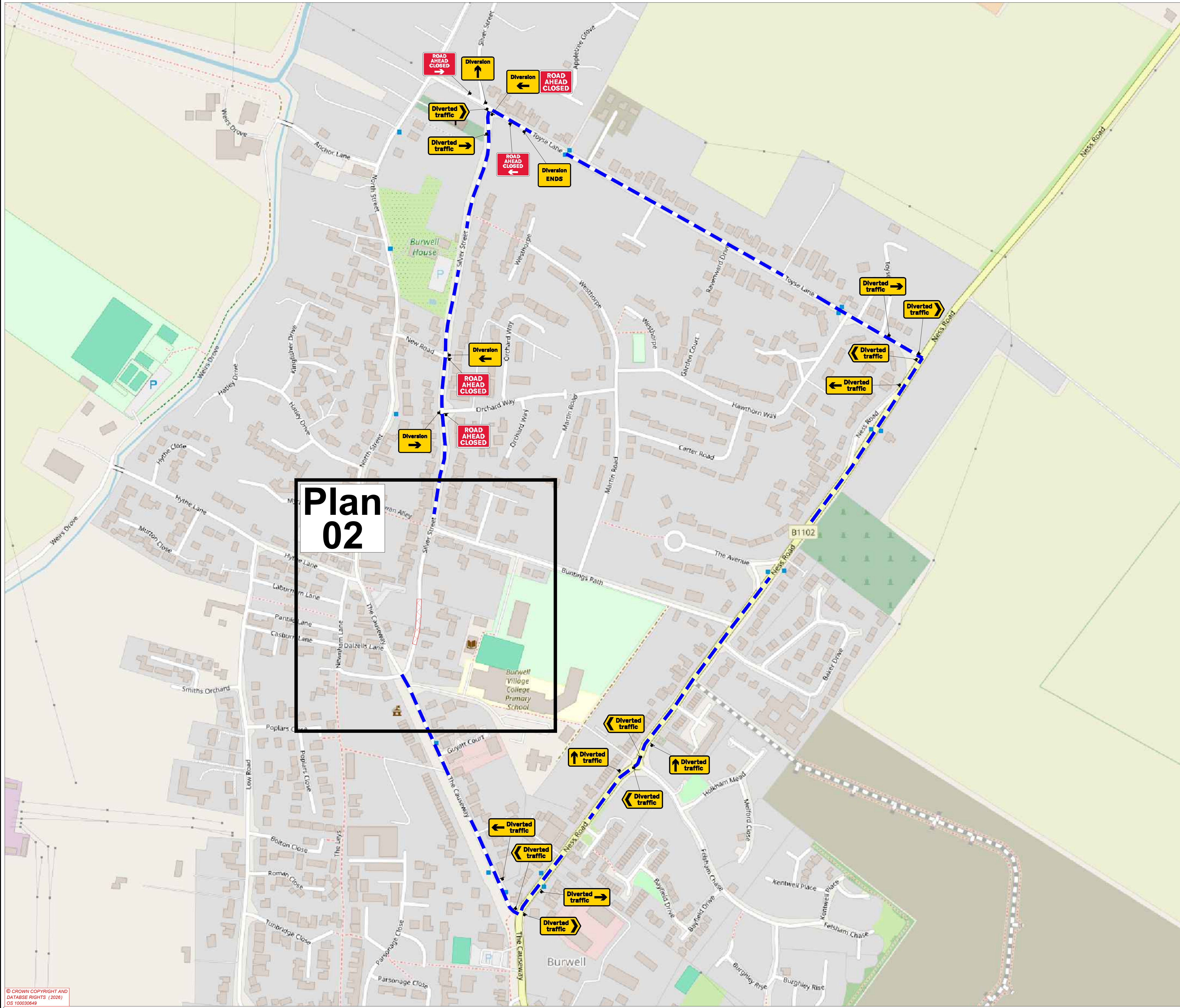
The proposed Order is necessary to facilitate stop tap replacement and associated works which are being carried out on or near this highway.

It is anticipated that these works will take place between 2 December and 4 December 2026, when the restriction is expected to be in operation.

The Order will remain in force for a maximum period of 18 months from the date it comes into effect to permit the works and any associated contingencies including delays or phased delivery of the works.

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.

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



Key:		Sign symbol		Traffic signal
		Cone		Pedestrian signal
		No Waiting No Loading Cone		Working Space Calc Pt
		Barrier		
		Pedestrian Ramp		

NOTES

1.

ALL traffic management & equipment must comply with the *Traffic Signs Regulations and General Directions 2016, Safety at Street Works and Road Works A Code of Practice & Chapter 8 Part 1-3*

2.

ALL signs must me positioned so that they are not obscured or obstruct any sign whether permanent or temporary as much as is reasonably possible

3.

ABSOLUTE MINIMUM lateral Clearance between any area where works are being carried out and the live carriageway will be **0.5m** for **40mph** or less roads and **1.2m** for **motorways/roads of 50mph** or more.

4.

ALL closures must adhere to **IMS Document GU03-TRP-095 Carriageway Total Closures and Diversion Routes**

5.

ALL closures points **MUST** have CCTV signage as below if CCTV is in operation.

6.

Pedestrian management has been considered within 25m of the working space; any areas beyond this should be managed on-site or requested directly

7.

If pedestrian movements are affected, a minimum width of 1.5 m should be provided where possible, with 1.0 m as the absolute minimum.

Preferred

Alternate