

BURWELL PARISH COUNCIL
The Jubilee Reading Room
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Notice is hereby given that a Meeting of the Burwell Parish Council will be held at 7.30pm on Tuesday 11th November 2025 at Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR, you are summoned to attend for the transaction of the following business.



Katherine Hyett, Parish Clerk, 04/11/2025

AGENDA

FC/141025/1 Apologies for absence
To receive and approve apologies for absence

FC/141025/2 Declarations of any interests known to Councillors
To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any agenda item.

FC/141025/3 Approval of Minutes of the meeting held on 28th October 2025

FC/141025/4 Public Forum
Open forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda. To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting. At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chair. Limited to three minutes per person, fifteen minutes in total.

FC/141025/4.1 Update from Burwell Sports Centre

FC/141025/5 County and District Reports

FC/141025/6 Planning Applications to be considered

25/01073/FUM Phase 6 Millstone Park Newmarket Road Response due 12/11/2025
Residential development of land at Millstone Park, Burwell (Phase 6) to provide 60 dwellings with associated landscaping, access, drainage and related infrastructure

25/01117/FUL 4 Scotred Close Response due 14/11/2025
Rear extension, internal alterations, demolition of garage and replacement with side extension

FC/141025/6.1 Planning Decisions from District Council
To note the following decisions:

25/00948/FUL 7 Toyse Lane – APPROVED
Single storey extension to rear and internal alterations

FC/141025/7 Notification of tree works approved by East Cambridgeshire District Council
To note the following decisions:

25/01034/TRE 129 North Street
T1 Sycamore - Remove lowest lateral limb on eastern aspect.
G2 group of Plums - Fell all but the largest/southernmost stem. Crown reduce the southernmost stem, shortening branchers by 1m.
T3 Apple tree - Fell to ground level as dead
T4 Sycamore - Remove lowest lateral limb on the southern aspect.
T5 Apple tree - Fell to ground level as dead

T6 Ash - Remove the 3 lowest lateral limbs on the southern aspect and carry out additional minor pruning to provide 1m clearance from the Holm Oak to the east.

T7 Ash - Prune to provide 1m clearance from the Holm Oak to the west

FC/141025/8 Finance

Urgent matters for consideration:

- 1) Acknowledgement of the payment from ECDC in the sum of £77,798.42 (CIL Meaningful Proportion)
- 2) Consideration of the Quarterly Finance Report (July to September 2025)
- 3) Approval of up to £300 for a 16ft Christmas tree and Christmas decorations for the village
- 4) Consideration of payment of the following:

Name	Description	Net Amount	Vat	Total Amount	Power
All Staff, HMRC, Nest	Salaries, NI, Tax, Superannuation inc. NJC Salary Award	£12,032.50	£0.00	£12,032.50	LGA 1972 s.112
George Rowland	Mileage and expenses	£137.90	£0.00	£137.90	LGA 1972 s.111
Debbie Cawley	Mileage and expenses	£28.80	£0.00	£28.80	LGA 1972 s.111
Martyn Wright	Mileage and expenses	£52.88	£0.00	£52.88	LGA 1972 s.111
Creative Play	Playground repairs	£570.00	£114.00	£684.00	LGA 1976(misc Prov)ss19
N-CIS	ICT Support Service Contract	£150.00	£30.00	£180.00	LGA 1972 s.111
Stannah	GMH Lift service	£78.27	£15.65	£93.92	LGA 1972 s133
East Cambs Trading	Tree Work Recreation Ground	£331.36	£66.27	£397.63	Open Spaces Act ss 9-10
Mulhall Leisure Consultancy	Newmarket Road Sports Hub	£500.00	£100.00	£600.00	LGA 1972 s.111
Barrington International	Pocket Radar	£295.49	£59.10	£354.59	LGA 1972 s.111
Community Heartbeat	Replacement adult pads	£142.95	£28.59	£171.54	Public Health Act 1936 s234
Mr Groundsman	Seasonal Work Recreation Ground	£11,150.00	£2,230.00	£13,380.00	Open Spaces Act ss 9-10
Mr Groundsman	Grass Cutting Margaret Field	£1,340.00	£268.00	£1,608.00	Open Spaces Act ss 9-10
Mr Groundsman	Grass Cutting Recreation Ground	£2,387.50	£477.50	£2,865.00	Open Spaces Act ss 9-10
D McNeela	Return of Deposit	£50.00	£0.00	£50.00	
Burwell & Exning Cricket Club	Return of Deposit	£50.00	£0.00	£50.00	

Spectrum Cambridge	Return of Deposit	£50.00	£0.00	£50.00	
P R Aldis	Return of Deposit	£50.00	£0.00	£50.00	
Home Care Direct	Return of Deposit	£50.00	£0.00	£50.00	
J S Hulme	Ret of Dep Allotment	£25.00	£0.00	£25.00	
Total		£29,472.65	£3,389.11	£32,861.76	

FC/141025/9 Regular Updates

- 1) Burwell to Exning cycle way
- 2) Newmarket Road proposed sports hub
- 3) Renewable energy developments
- 4) ESG Update and minutes dated 23.09.25

FC/141025/10 Group Reports

1) Consideration of the draft minutes of the Finance and General Purposes meeting dated 21/10/25 and the following recommendations:

- That the budget as presented including all projects is approved by Full Council, and that the budget is funded by the precept and funding from general reserves which includes the underspent funds from 2024/2025
- From the 25/26 budget earmark the £10,000 allocated to the resurfacing of Jubilee Green Play Area (small area only) and earmark for the resurfacing of Jubilee Green Play Area, inclusive play and general improvements.
- From the 25/26 budget earmark the £5,000 allocated to the Gardiner Memorial Hall to the Gardiner Memorial Hall entrance fund.
- Earmark from the general reserves £10k - £20k for a buildings maintenance fund to cover costs such as redecoration, minor improvements etc. From each future year's budget add a sum to replenish the funding.
- The delegated power is given to the ESG Group/Chair/Clerk to accept the best value contract regarding the Council's energy supply.
- That due to difficulties in providing holiday cover for Martyn Wright, payment is made in lieu of any non statutory annual leave not taken by the 31st March 2025.

2) Consideration of the draft minutes of the Land, Buildings & Facilities meeting dated 28/10/25 and the following recommendations:

- Acceptance of quotation from Syston doors to service the two rolling fire shutters at Mandeville Hall for a cost of £225 + VAT
- Acceptance of quotation from Online Playgrounds to fix the walker (gym equipment) at Burwell Recreation Ground for a cost of £325.10 + VAT
- Acceptance of Clerk's recommendation to purchase Civic.ly asset management software at an annual cost of £1608

FC/141025/11 Parish Report

FC/141025/12 Other County & District Matters

- a) Weirs Drove, Burwell TEMPORARY PROHIBITION OF THROUGH TRAFFIC ORDER 2025-2015: Road closure 17th November 2025
- b) Decision whether to sign letter addressed to the Secretary of State about Cambridgeshire and Peterborough Local Government Reorganisation: Letter drafted by Cllr Jonny Edge (Woodditton Division) and Cllr Yannifer Malinowski (Burwell Division)
- c) Decision to attend East Cambs Parish Council Conference taking place on Thursday 12 February 2026 at The Beeches Isleham 10-3 and whether to host a stall showcasing a project. Decision required by 14/11/2025.
- d) Decision whether to join the East Cambs District Council's register of consultees as a Parish Council