

**Parish Clerk**

Mr Philip Harty
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NOTICE OF MEETING:**TIME:****Full Council****7.30pm****DATE:****22nd October 2024****VENUE:****The Glebe Hall, 4 High Street, Sutton.**

Planning applications: All applications can be viewed at www.eastcambs.gov.uk/online-applications/, then putting the application number in the search bar.

Dear Sir/Madam

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

Mr Philip Harty
Clerk to Sutton Parish Council
17th October 2024

MEMBERS 15

QUORUM: 5

A G E N D A

091/24 To receive and note apologies for absence.

092/24 To receive declarations of interest.

- a) Councillors to declare any personal interest in any items on the agenda
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.
- c) Councillors to declare any pecuniary interest in any items on the agenda.
- d) To consider written requests from Members for dispensations.

093/24 Public Participation

To adjourn the meeting for up to 10 minutes to allow any members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting.

094/24 To approve the minutes of the meeting of Council held on 30th September 2024

095/24 To receive and note the Project Chart and Action Plan (attached)

096/24 To receive reports in relation to Sutton from:

- 1. Cllr Lorna Dupre – Cambridgeshire County Council
- 2. Cllr Lorna Dupre & Cllr Mark Inskip – East Cambridgeshire District Council

097/24 Finance

1. To approve payments. Up to and including 25/9/24

Online Payments

October	Salaries & expenses	£8194.87
October	Cambs Pension Fund	£789.15
Veolia Ltd	Easi-bins	£166.27
The Copier Warehouse	Photocopying	£111.04
ESPO	Office/Cleaning Materials	£72.18
SSE	Elec	£579.28
SSE	Gas	£117.12
Ely Skip Hire	Skip	£180
Stunning Landscapes	Play Park Fencing	£481
Gowing & Hunt	Boiler Service	£366
Premier Education	Sports Camp	£2400
Servicemaster Clean	Carpets in Glebe	£135
Shaw & Sons	Burial Book	£334.20
MS Electricals	Light Issue at Glebe	£84
Pepperpot	Donation	£120
RBL	Wreath	£35

Direct Debits

ECDC	Non-domestic rates (Sept)	£645
Lloyds	Multipay	£76.97
Wavenet	Mobile Phones	£126.68
SSE	Street Lights	£TBC
B & CE	Peoples Pension	£173.61
HMRC	Tax & NIC	£1584.80

097/24-1 Precept

Second Half of Precept paid into account 1/10/24 (Noted Only)

098/24 Planning

1. Planning approvals – None
2. Appeals – None
3. Planning Applications –
 - a. 24/00340/RMM Land Adjacent 43 Mepal Road Sutton
Amendment – Updates Plan House Types, Chimney Additions, Drainage etc.
 - b. 24/00677/FUL 83c The Row Sutton – WITHDRAWN. To be noted only.
4. Tree Consents – None

099/24 Consider Switching Energy Providers (attached)

Additional Information attached

100/24 Glebe Footpath (Attached)

Discuss Quotations to relay loose/damaged slabs

101/24 Grant Application (Attached)

- 1 Sutton Feast

102/24 Date of Next Meeting(s)

26th November 2024

10th December 2024

14th January 2025 Budget & Precept

28th January 2025

25th February 2025

Members of the public and press are welcome to attend the meeting.



PROJECT AND ACTION PLAN

Full Council – 24th September 2024



September 2024
SUTTON PARISH COUNCIL
The Glebe, 4 High Street, Sutton, Ely, Cambs

2024 – Sutton Parish Council Project and Action chart

As at: 20th August 2024

Date	Priority level	Detail	Budget	Progress	Completed
27.10.20 Min 90/20/2/i	M	Transfer of land to provide path between St Andrews Close and The Orchards - Instruct Solicitor - Obtain all paperwork for solicitor.		- Invoice received and once paid we will get the paperwork finalised (14.10) Waiting for confirmation on ownership. - Chased 11/1/2021 - Chased 19/01/2021 Solicitor should be making the final land transfer application have emailed twice to confirm no reply (24.03) - Other solicitor now querying Map, so awaiting further contact from our solicitor, the application has not been submitted to Land Registry (14.04) - Further chased on 28.06.21 as have heard nothing from the solicitors, chased again on 14/7 he is on annual leave until 19/7 – Chase if nothing by 22nd July – Chased 22.7 Chased 4/8 if not contact by Monday 9th call to speak to them 16/08/2021 – Solicitors haven't heard from other sols and have been snowed under with other work. 14/09/21 – Final plan received from other solicitors and will now be sent to Land Registry to transfer the land. Awaiting timescale from our solicitor - Melissa chased Solicitor for an update 14.10.21 - Solicitors have advised Land Registry are still taking almost a year to sort Transfers of Part. They have tried to prompt/chase them but unfortunately, they do not expedite unless you have an active sale.	Complete. To go to working party for discussion.

			• Melissa requested an update from solicitor as nearly a year since application sent to Land registry 08.08.22 • Been advised that the solicitor has tried to prompt land registry but without a sale or other dealing they simply process in order. 10.08.22 • Chased and advised the process can take over a year, Office to look to see if we can get details and chase Land Registry ourselves. 30.11.22 • Solicitor will look to see if they can expedite the application. 02.03.23 • Transfer of land all completed and land registry confirmation received on 22nd March 2023. • Traffic and Transport working Party to review options at next working party meeting. • Survey set up online and consultation letter prepared • Survey completed and sent out with Newsletter to houses the path would be used by 18th August 2023 • Data and responses to be given to the TTWP to review once collated. • Clerk to obtain quotes and item to be added to Agenda in Feb 2024 – Awaiting site visits. • As of 13/3/24 2 quotes have been obtained. 4 • Companies contacted 2 have quoted and 2 have declined. To go to WP. TRAFFIC & TRANSPORT WP	Yes Yes Yes
	L	Additional Dog and Litter Bins	• Waiting to hear from ECDC – Chased 16/12 and 11/01/2021 Darren at ECDC has confirmed they are now looking to action these requests 17.03. Spoke with Darren, there was an issue with the purchase/budget for litter bins. Emailed on 17.06.21 with confirmation on locations for litter bins and dog bins (SPC have to purchase – We have 1 and ECDC to install) Maintenance team will install bin at footpath at The Row. The Litter bin as been approved, we need	

			• to just confirm location nr the Anchor and get back to Darren – 19/7 Confirmed with Darren, they can place bin wherever they deem suitable as long as it is nr anchor and footpath 4/8. Melissa to chase 13.10.21. Chased 13.10.21 • Darren Hughes has left ECDC and Izabela has taken over. Sent further clarification of what was needed and chased several occasions. • Called on 9.3.22 and advised Izabela has left ECDC and that I should forward details to Head of the Streetscene team James Khan, he passed the details to Shaun Bradshaw – Team leader. All locations approved at meeting on 22.04.22 and advised Shaun. • Order placed for new dog bin 25.04.22, once received advise ECDC. 4/5 week delay as out of stock after ordering (17.05.22) • Change of management within ECDC Open spaces once again. New contact Luke Eilkes. 28.04.22 • ECDC team came to take bins and install and could not do so due to new location at the Row (As agreed by ECDC) is on private land and the other bin could not be installed as they need a post (Which was provided to them originally). He also stated they don't have any other bins that belong to us. (We provided them with a bin and post for Tower Road) • Deputy Clerk to speak to the Open Spaces team and try and get a new location and find our missing bin. 16/06	
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			• CCC provided permission for bin to be installed on the CCC owned verges in that area (Outside 11 and 13 The Row and 6 The Row). Outside 13 deemed to be the best location, letter sent to resident to advise of potential use of the area for a new Dog Waste Bin. Resident given until 11th July to raise any concerns. 30.06 • Email received from resident 11.07 • A report to be produced to point out current litter and dog bins, locations identified and not permitted and any other potential sites – going to council 25.10.22	Yes
			• 11/4/22 25th October 2022 – Current locations were reviewed and it was agreed that the Sports and Recreation Working Party will review the locations and look for new potential sites.	Yes
			• 25th July 2023, it was approved that the Clerk To investigate the feasibility of locating an additional dog bin near the bench east of 25 The Row on the south side of The Row and next to the Grit Bin at the beginning of Astley Close • 10th August – Deputy clerk, has had approval from CCC for the location at Astley Close as only suitable option and awaiting ECDC authorisation to install and empty moving forward. • Received Email from ECDC, they will not approve the location at Astley Close. • Proposed small area opposite Astley Close – Clerk has	Yes

			- investigated and doubts there is enough room. - Clerk to investigate placing bin on bend of The Row. - CCC have no issue with placement but ECDC have said no due to location and H&S of staff parking and working on tight bend. SPORTS AND RECREATION WORKING PARTY	
M	Picnic Benches for open spaces and recreation ground	CIL	- Look at options of octagonal benches for park and old rec, preferably recycled durable plastic or metal. Prices given to SRWP. More details on the costs on fixing of the picnic tables requested – We need to know where these are to be installed and onto what ground so calculations can be made. – WP need to provide more specific details. 4/8 – Asked working party for more specific info as to what benches will be purchased, if they are going to be on hard standing or grass 4/8 - Clerk to get 3 quotes once WP decide - Currently on Hold SPORTS & RECREATION WP	

24 th October 2023	M	EV – Charging points Provide charging points for The Glebe and Pavilion.	- Clerk to sign Non-disclosure agreement (Bellev) - Clerk to contact Roger Taylor (Solicitor) - Roger Taylor emailed 15/2/24 – awaiting response. - Non Disclosure resigned by Clerk and emailed to Bellev. 21/2/24 - Currently awaiting solicitors to respond to email for help with contracts. - Solicitors have responded with concerns over 20 year	Yes Yes
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			• lease/rent. Passed to Luke for comment. • Solicitors now retained. Have been instructed to look at a break clause after 10 years. • Clerk has spoken to Believ who will now start to survey proposed locations to finalise exact locations. • Update – CCC are offering fully funded EV Charge points – Clerk to investigate – Meeting with CCC 23/4/24 • Clerk reported back to Council re CCC charge points • Solicitors instructed to talk to Believ re break clause in contract. • Currently awaiting contracts • Awaiting RBL to come back re using 4 spaces in their agreement for charge points. • Believ will go ahead with charge points at Glebe whilst awaiting RBL. • Believ have requested Deeds for relevant areas. Clerk to provide. • RBL have proposed area for Disabled Bay – area opposite entrance. Clerk to look at and report back. • Still no contract – Clerk to chase Solicitors. • RBL have suggested locating 2 to 3 disabled bays in front of the building on the grass area. • To go to Full Council. • Awaiting Minutes from Meeting held 30/9/24		
	H	Cycle Parking (CCC) at facilities • Locations agreed. The Glebe car park, The Pavilion and The Brooklands Centre.	CCC funded	• The Glebe installation 4th May 2022 • Pavilion and Brooklands installation • Awaiting bollards and mesh flooring (No date given) • Chased 16/06 • Contractors came to install the bollards, however after reviewing with the parish clerk, they will be coming back when they have found a better solution for the installation taking into account the resin car park. 02.08.22. No mention of Mesh at Pavilion	Yes Yes

			Funding for the scheme has now been allocated and Sutton was unsuccessful. Council to decide if we should reapply next year.	
10 th May 2022	Library Access Point		- New working party formed to discuss project 23rd May 2023 – Working party membership agreed and date to be set for the meeting - Councillor Newton to arrange meeting of WP LIBRARY ACCESS POINT WP	Yes
10 th May 2022	Provision for Young People		- New working party formed to discuss project 23rd May 2023 – Council agreed to discuss this group again in September - Currently placed on hold – May 2024 - Clerk is investigating the Fire and Chill group to see about a group for Sutton. - Meeting with group 21/10/24 – Costs to be approx. £12k pa. YOUTH SERVICES AND ACTIVITIES WP	Yes
28 th June 2022	War Memorial		- Obtain specialist advice as to what work is required. I.e., cleaning and/or re-lettering, re-pointing etc. - Clerk to take pics of wording etc. - Obtain a Church Faculty (Planning permission), as it is in the Churchyard and apply for Conservation Consent. - Obtain quotations from specialist companies. - Obtain Funding – Application to the War Memorial Trust. - Clerk/Deputy Clerk to action in 2024 – Deputy Clerk currently obtaining inspections.	
	War Memorial			

24 th January 2023		LHI 23/24 Application Weight restriction on B1381	CIL	• Submit application to CCC • Application submitted • LHI application Dismissed and not reviewed as part on the complex or non-complex application. • Recommendation 25th July 2023. To approve that an item is included on the next full council agenda to enable the parish council to discuss the latest status and if necessary to formally raise concerns about the handling of the LHI application to the county council. Added to 22nd August 2023 Agenda • Meeting arranged with Highway Officer, Cllr Dupre and SPC – 2nd October 2023 • Clerk to arrange for traffic surveys up to a sum of £1,000. – To go back to November FC meeting, as quotations over £1,000. • Clerk delegated a spend of £2,000 for one set of surveys in 3 locations. • Order placed with Tracsis – survey January 2024 • Tracsis have now had approval from CCC for survey to be undertaken. Due January 24. • Clerk to have funding approved for 2nd survey before March 24 • Tracsis to need locations and duration to give quote for March survey. • Further information required by CCC regarding impact on people • Online survey ready to go out once approved by WP. • Next traffic survey to be carried out on w/c 15th April 2024 • Note – additional fee of £330 for licences from CCC not included in original quote. • Online survey went live 4th March 2024. • Local PC'S and Police have been contacted. • Clerk currently organising Particulate testing. One cost estimate received approx. £3600+vatt to comply with CCC testing requirements. • Presentation with CCC Clerk and Chair to attend	Yes Yes Yes Yes Yes Yes Yes
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			22/4/24 - Enviro testing sent to Council. Councillor Jordan to look into other companies. - Decision from CCC will now be September 2024 - Traffic and Transport WP	
25 th July 2023		Definitive Map Modification Order To make a formal Definitive Map Modification Order application for the old railway track bed between Sutton and Haddenham using the evidence supplied to Cllr Inskip	- Deferred to meeting on the 22nd August 2023 until Cllr Inskip is in attendance to give more of a background to the application. - To be tabled at December 2023 meeting - Mark Inskip to determine how forms to be distributed to people by PC	
25 th July 2023		ECDC – Pride of Place, Nature Recovery Plans, Climate and Nature Actions	- Approved to make an application for this grant for the Orchards, to clear drainage and restore areas to grass - Placed on hold – May 2024	
22 nd August 2023		Maintenance to The Glebe: 1) External windows – need cementing. 2) Window Hall internal – need attention 3) Replace oven and extractor	- Salmons Bros, contacted for an assessment on the windows. - Clerk has arranged for a quote on replacement oven/extractor. Awaiting quotes 21/2/24 - Clerk has spoken to contractor to quote for work on windows. - Contractor has now declined to quote – new contractors contacted. Ray Langley coming out 28/5/24 to look at work. - Still chasing contractors to quote for windows. - Salmon Bros have quoted £5635+vat for painting of windows. Does not include any remedial work.	
26 th		Request for memorial seat at Recreation Ground	Clerk to correspond with resident for more details.	

September 2023			• Clerk to make request with Sutton Poots Land • Waiting for further details from resident. • Information received for December 2023 meeting. • Approved at Council – Clerk to arrange with Resident to install. • Awaiting response from resident 13/3/24 • Clerk met with resident to determine location of bench. Now awaiting purchase/install of bench • Bench to go in 2/10/24 • Bench now installed	
28 th November 2023		Sutton Post Office – Proposed closure/change of service	• SPC to write to One-stop and Post Office to express concerns • Post Office to close 27th June 2024 with pick up and drop service only starting 6th July. • Investigate with County Councillor having a pop up community ran post office.	COMPLETED
March 2024		Fire Station – Proposed Closure	• Clerk has arranged for a Public Consultation to take place on the 5th March 2024. • Consultation completed – to be discussed at next Full Council Meeting on 26th March 24. • Clerk emailed Fire Services with offers to help with recruitment in any way possible. Fire Services response to be discussed at next FC Meeting in April. • Clerk has now written directly to Fire Station offering help – no response as of May 2024 • Fire Services have notified PC that no decision will be made before summer 2025.	

March 2024	Bowls Club Access and footpath around green		• Site visit by Clerk 6/3/24 – report sent to Sports and Rec WP for discussion. • Clerk obtaining quotes and will seek funding if possible. • 3 quotes obtained and passed to Cllr Inskip– refer to Sports and Rec WP. • Clerk to have quote for 30mm asphalt top be increased to 50mm • Quotes to go to FC • Awaiting Minutes from meeting 30/9/24 • Sports and Rec WP	
Feb 2024	Donation for new Defib		• Council agreed to place defib on The Row at junction with Painters Lane. To be placed on CCC Street Light. • Clerk to fill out paperwork and contact CCC • Type of Defib and housing to be agreed for application. CCC need to know size, weight etc. • 21st May 2024 Council agreed Zoll AED. • 22nd May 2024 Application sent to CCC. • CCC Declined stating they do not allow Defibs to be attached to streetlights. PC to determine new location and if use of an insulated box is suitable. • Sutton Feast have contacted the PC regarding another potential donation for another Defib. • No response from resident regarding location/donation etc. • Awaiting further communication regarding defib	

August 2024	L	Wildflower Project		Working Party to consider project	
August 2024	L	Monkey Challenge Climbing Wall		Sports and Rec WP - Working Party to Consider Project - Clerk to meet with Sutton Rangers to discuss placement of item. - Sutton FC are ok with this. To be put on agenda.	
				Sports and Rec WP	
September 2024	M	Speeding Pound Lane		- Concern raised with poor visibility, children crossing between parked vehicles and speeding along Pound Lane. Traffic and Transport WP.	
September 2024	M	Birds Mouth Fencing at Play Park		- Fencing has rotted out. Clerk to obtain 3 x quotes to replace. - Carried out at cost of £481	Completed

ADULTS & HEALTH

New Director of Public Health

Cambridgeshire County Council has a new Director of Public Health, Sally Cartwright, who joins us from Luton in January. The Director of Public Health is responsible for identifying and improving the health and wellbeing of residents, reducing inequalities in health outcomes and protecting local communities from public health hazards, such as infectious diseases and environmental threats.

Vaccination update

Vaccinations are now available for eligible people against a range of conditions including Covid, flu, pneumonia, shingles, and respiratory syncytial virus (RSV). Local GP practices are calling up eligible patients, or you can find out more at <https://www.cpics.org.uk/the-vaccinators/> and book with a local pharmacy or attend a convenient drop-in session without an appointment.

I've had my pneumonia and shingles jabs, and have booked my Covid and flu jabs at Haddenham pharmacy. I'm not eligible for the RSV vaccination as I'm neither aged 75 to 79 years, nor 28 weeks pregnant.

CHILDREN & YOUNG PEOPLE

School place appeal panel volunteers

Volunteers are urgently needed to hear appeals when children are not offered a place at their preferred school.

All parents or carers have the right to make an appeal to an independent appeal panel if their child is not offered a place at their preferred school. The role of the panel is to decide whether a child who has been refused a place by Cambridgeshire County Council should be given a place.

All parties involved must be given an appeal hearing that is transparent, accessible, independent and impartial. The appeal panel is independent of the local authority and its decisions are binding on all parties, unless overturned by the courts.

Volunteers will sit on the independent admission appeal panels and ensure that parents feel they have had a fair and independent hearing and have been given every opportunity to put their case and have been taken seriously.

Panel members must be able to listen to two sides of a case and weigh up evidence objectively and impartially. They must also be able to:

- Communicate effectively with a wide range of people
- Read and assess information and identify key points
- Listen to key information
- Ask questions to obtain information and clarify points being made
- Analyse information and use it to form opinions and conclusions
- Obtain and weigh up evidence to reach a decision
- Work as part of a team, take advice and develop their own skills

All volunteer Panel Members receive initial and annual refresher training and will be fully supported by the Appeals Service.

The time commitment depends on how much time volunteers are willing to give. While appeals are held throughout the year, the peak months are between April and July. The appeals are arranged either for half a day or a full day, and hearings are currently held online using Microsoft Teams.

Anyone interested in applying or who would like an informal chat about the role should contact clare.cronk@cambridgeshire.gov.uk

Witchford Village College expansion

Works to expand Witchford Village College to increase its capacity to 975 places which had been put on hold were considered at the meeting of the Children & Young People Committee on 10 September and should now be going ahead.

New homes for children with complex needs

Cambridgeshire County Council's Assets & Procurement Committee has selected two former farmhouses close to each other in Soham as a pilot project to increase the number of local places available for children and young people with complex needs. Both properties, currently vacant, are owned by the Council. They will be fully refurbished and a provider will be offered a contract for up to ten years to provide care services to best meet the needs of the children.

Locally and nationally there is a growing need for placements, with children having to be placed out of the county due to a lack of local places and a limited number of registered settings being available. This project offers an opportunity for local and more stable placements, as well as avoiding over £635,000 of costs each year on private placements.

Looked after children

The Council's residential strategy for looked after children will be referred to the Strategy, Resources & Performance Committee. There remains a shortage of care placements for looked after children across the country.

ENVIRONMENT & GREEN INVESTMENT

Climate change progress report and carbon footprint

The County Council's Environment & Green Investment Committee will receive on Thursday 3 October a progress report on its Climate Change & Environment Strategy, and the annual Carbon Footprint report.

This is the sixth annual Carbon Footprint report, and covers both the County Council's own carbon emissions, and those of Cambridgeshire as a whole.

Carbon emissions are classified into three 'scopes':

- Scope 1 is direct emissions such as from gas or oil boilers and vehicles.
- Scope 2 is emissions from purchased electricity.
- Scope 3 is indirect emissions such as those of contractors and suppliers

The Council's Scope 1 and 2 are 42 per cent lower than in the baseline reporting year of 2018/19. Scope 2 is now always zero as the Council buys electricity through a zero-carbon contract. The Council's Scope 3 emissions for 2023/24 account for around 99 per cent of its carbon footprint, and were 111,307 tonnes CO₂e excluding the Council's rural estate—39 per cent lower than in 2018/19.

During 2023/24 the Council procured expert support to identify baseline carbon emissions for its rural estate, and more work needs to be done to agree an achievable target.

For Cambridgeshire as a whole, in 2022—the most recent available data—total greenhouse gas emissions were 6.45 million tonnes CO₂e, a three per cent fall from 2021. Transport (27 per cent) remains the highest emitting sector in the county, followed by land use, land use change and forestry (LULUCF) (23 per cent), agriculture (15 per cent) and domestic energy use (13 per cent).

The risk of not reaching the Council's carbon targets has reduced but still remains considerable. Delivery of these targets relies on collaborating with our partner organisations.

Newly discovered Roman town given heritage protection

A newly discovered Roman small town south of Great Staughton has been given heritage protection as a scheduled monument by the Department for Culture, Media & Sport on the advice of Historic England.

Cambridgeshire County Council is responsible for maintaining information about scheduled monuments in the county, and requested that test trenches be dug at Great Staughton during archaeology prior to the submission of proposals for a solar farm. As a result of the findings, panels will not be installed on that part of the site.

This site is now Cambridgeshire's second largest Roman Scheduled Monument after the walled town of Durobrivae, five miles west of Peterborough, and I was delighted to be asked on to BBC Radio Cambridgeshire to talk about it.

HIGHWAYS & TRANSPORT

Local Highways Improvement schemes

The Highways & Transport Committee meeting on Tuesday 1 October is asked to agree which Local Highways Improvement (LHI) bids will be approved for the coming year. These are divided into complex and non-complex schemes.

Complex schemes

In East Cambridgeshire the complex schemes recommended for approval are

- Improvements to the crossing point at the B1102 crossroads (Lode)
- A speed limit change on Matting End Road and Woodditton Road (Kirtling)
- Speed reducing measures on Mildenhall Road (Fordham)

A further six schemes were not recommended because the first three schemes would use up all this year's available budget for complex schemes in East Cambridgeshire. These include the long wished-for weight limit for Sutton; two schemes in Ely, and schemes in Haddenham, Kennett, and Littleport.

Non-complex schemes

The non-complex schemes recommended for approval are

- Signing and road marking on Brinkley Road (Brinkley)
- An options report for the A1123 near Willburton (Willburton)
- Signing and road marking on Dane Hill Road (Kennett)
- Buffer zones on Bradley Road (Burrough Green)
- Mobile speed activated signs (Covey)
- Parking restrictions such as double yellow lines or controlled parking on Bell Road, Tunbridge Lane and High Street (Bottisham)

A further three schemes—in Witthorpe, Wicken, and Chippenham—were not recommended for lack of funding.

Unfortunately the Local Highways Improvement process, though extremely popular, is very much a lottery, depending on officer or councillor scoring and the number of applications in any given year.

I raised this with officers and they have now proposed that any unsuccessful complex schemes like Sutton's are also added to the transport planning database for prioritisation through the council's Delivering Transport Strategy Aims programme. Unfortunately, as officers admit, this is also a process with a limited amount of funding which is competitively prioritised.

Next year's application round

The application window for the next LHI application round will be as follows.

- Application window opens: Friday 1 November 2024
- Application window closes: Friday 10 January 2025
- Feasibility studies undertaken: February—May 2025
- Panel meetings: June—July 2025
- Report to committee including prioritised list for approval: October 2025

20MPH schemes

Local 20MPH schemes still prove hugely popular, with 91 schemes submitted by local communities for consideration, and a further eleven withdrawn for consideration under other proposals.

Only eight of the 91 schemes are recommended to the Highways & Transport Committee on Tuesday 1 October for implementation this coming year, again for lack of funding:

- Waterbeach (village-wide)
- Stow cum Quy (village-wide)
- Elm (village-wide)
- Bottisham (village-wide)
- Little Paxton (village-wide)
- Earith (majority of village)
- Swavesey (majority of village)
- Steeple Morden (central area of village)

Applications which were unsuccessful this time included Sutton's application for The Row, Painter's Lane, West Lodge Lane, and Mepal Road; Witchford and Willborton's applications for the whole of their respective villages; and the A10 through Stretham.

A petition is being brought to the County Council's Highways & Transport Committee on Tuesday 1 October against the 20MPH installation in Ely.

Witchford cycle path

I am continuing to work with County Council officers to seek a solution to the *impasse* over the project to create a cycle path from the eastern end of the village to Lancaster Way business park.

The funding for the scheme awarded to the Parish Council by East Cambridgeshire District Council derives from Cambridgeshire Horizons, which requires the money to be spent by May 2027. The County Council says it can build the scheme in the summer of 2026, but will not guarantee that the work will not overrun past the deadline for the money to be spent—leaving the Parish Council holding a very expensive baby. I have asked County Council officers once more how they can resolve this, and am awaiting further information.

Witcham to Mepal pedestrian route

Following a request from Witcham Parish Council to reinstate a pedestrian route between Witcham and Mepal, I approached officers to ask what could be done. They agreed they could certainly make a difference by cutting back the overgrowth and creating a safer walking environment for pedestrians, and are pursuing this with contractors now that the nesting season is at an end.

Our Local Highways Officer Neal Stevens has also been doing a lot of work to

address issues on Headleys Lane Witcham.

Little Downham sink hole

The local IDB approached me about a sink hole at the entrance to a farm off Ely Road. This followed the collapse of the culvert under Ely Road which receives flow from the Middle Fen and Mere IDB drain. I was able to impress the urgency of the matter on to the Council, and officers instructed their contractor to attend and make safe as an emergency. They are now seeking a permanent resolution to the issue.

Byway 12 Wardy Hill

The work to clear Byway 12 at Wardy Hill was not completed as expected. I took this up following a report from the parish council, and the Rights of Way officer noted that while contractors were sometimes held up by bad weather and other commitments, he expected the work to be finished by the end of September.

Stile at Sutton Gault

I received more than one report about the partial repairs to the stile leading to the walk from Sutton Gault down to Earith. A number of horizontal planks had been put in place filling the gap between the metal gate and the stile, through which less agile walkers—and their dogs—had previously been able to cut. Meanwhile the stile was left with just one high step, making it hard for some pedestrians to negotiate. This is an Environment Agency responsibility, and the Rights of Way officer has taken this up with the EA at my request.

Mill Road (Cambridge) closure

A special meeting of the Highways & Transport Committee takes place on Friday 4 October to determine afresh the application for a Traffic Regulation Order. This would restrict traffic over the bridge by motor vehicles, except local buses, taxis, Private Hire Vehicles, blue badge holders' registered vehicles, and other authorised vehicles. Access would be maintained for cyclists and pedestrians. The Mill Road decision quashed by the court in August, and the statutory consultation relating to it, is not being taken into account, and the matter is being determined by a different group of councillors.

Meanwhile on the Combined Authority

The Cambridgeshire and Peterborough Combined Authority has now been released from the 'Best Value Notice' placed on it in January 2023 as the Government has recognised the improvement in the organisation.

The Authority's Transport & Infrastructure Committee is recommending that the Board allow older people and those with disabilities to use their bus passes before the current 9:30AM start.

The new Tiger Pass offers bus travel for £1 per journey for those aged up to 25. Details of how to apply for the new pass can be found at

<https://cambridgeshirepeterborough-ca.gov.uk/onepoundbusfare/>

I was pleased to see that the Vision Zero road safety project is being revived. Its aims are to reduce the numbers of people killed or seriously injured on our roads and the social and financial impact of this, and to develop financially sustainable models of road safety activity. The original prospectus in 2020 aimed for zero killed or seriously injured by 2040 though this seems unlikely to be met.

A reminder that the Combined Authority's consultation on bus franchising continues until 20 November. Short and long questionnaires can be found at <https://cpca-yourvoice.co.uk/bus-franchising-consultation/>

MEET YOUR COUNCILLORS

- **Sutton:** Cllr Mark Inskip and I will be in the school Community Room on Monday 7 October and Monday 4 November at 6:30-7:30PM.

I hope to attend

- **Witchford** coffee morning Wednesday 2 October 10:30
- **Sutton** Timebank coffee morning Tuesday 8 October 10:00
- **Coveney** soup lunch Wednesday 16 October 10:30
- **Little Downham** book café Friday 11 October 10:00

Please note that these dates may be subject to change.

I can also be contacted

- by email at lorna@lornadupre.org.uk
- on Facebook
- by phone on 07930 337596

Cllr Lorna Dupré

County Councillor for the Sutton division

WASTE SERVICE CHANGES

At its meeting on Monday 23 September the District Council's Operational Services Committee agreed a number of sweeping changes to its waste collection arrangements, to comply with incoming Government legislation. The following changes will take effect by early 2026.

- Weekly food waste collection in a separate container.
- Black sacks to be replaced by a 180 litre wheeled bin collected fortnightly
- Ending the annual subscription charge for a second green bin.
- Removing the one-off charge for an extra blue bin.

The Council will keep its current free fortnightly garden waste collection service, suspended for six weeks during winter and Christmas catch up period.

The revised service is currently estimated to cost an extra £820,729, but more information will be available nearer the time, about the 'new burdens' funding the council may receive from Government, and the financing of the proposed Extended Producer Responsibility scheme. This will transfer to the producer of waste packaging the responsibility for managing the waste throughout its life.

The Committee agreed to recommend to Council that it should continue to procure waste collection and street cleaning services from its wholly-owned company ECSS.

Meanwhile, 152 fly tips were reported in the first quarter of 2024/25. Only 78 per cent were removed within two working days, against a target of 98 per cent.

CREMATORIUM COSTS ESCALATE

Council officers now predict an 'overall increase in costs' for the planned crematorium at Mepal, according to reports presented to the Finance & Assets Committee on 26 September. Councillors were asked just to 'note' the predicted rise, and an attempt by Lorna and colleagues to refer the issue to the Full Council meeting on 17 October was rejected by the Conservative group.

The detail of the increased costs was kept in a confidential report, but published papers state that the rise is 'largely made up of a gap in the projects contingency budget and an increase in build costs'.

The escalating costs for the crematorium, already predicted to cost over £9 million, have substantial implications for the project, and Lorna and Cllr Allison Whelan therefore proposed a motion to refer the matter to all twenty-eight councillors at their next full meeting on 17 October. The proposal was defeated by five Lib Dem votes to six Conservative ones.

NET ZERO VILLAGES GRANTS

The Council has received £167,737 from the Combined Authority under its Net Zero Villages programme. The money will be distributed in the form of grants to local communities in East Cambridgeshire, for projects which

- Tackle energy use and/or support energy efficiency or generation retrofit to a community building; or
- Enable access to public transport or access to local services through low carbon transport; or
- Offer nature based solutions to tackle overheating of community buildings.

The minimum single grant award is £5,000, and the maximum is £30,000. Applications will open as soon as the fund is launched, and the decision will be made in three phases.

1. Applications by 31 December 2024 will be considered and funds set aside for successful projects by 31 January 2025.
2. Applications received in January 2025 will be considered in February 2025.
3. Applications received in February 2025 will be considered in March 2025.

However, if funds have been fully allocated by the end of the first or second phases, then applications received in the subsequent phase will still be considered but only for placing on a reserve list should an already agreed project no longer is to be taken forward. Applicants are therefore advised to get their project in early (by 31 December if possible) in order to have the greatest chance of receiving funding.

Funding will be distributed from March 2025. Funding might be distributed on a phased basis, linked to progress with a project. Funding in advance of spend is possible, subject to safeguards for return of any unspent funds. No spend can occur after 28 February 2026.

The fund will be formally launched in the near future, with the full criteria and other requirements. Queries about the scheme can be sent to the Council at netzerovillages@eastcambs.gov.uk

COUNCIL MEETINGS

The following meetings are scheduled for October.

- Full Council, Thursday 17 October

The Planning Committee meeting on 2 October and the Licensing Committee on 9 October have both been cancelled.

MEET YOUR COUNCILLORS

Our next surgeries will take place on

- Monday 7 October, 6:30-7:30PM
- Monday 4 November, 6:30-7:30PM
- Monday 2 December, 6:30-7:30PM

in the Community Room at Sutton School. Between surgeries, residents can continue to contact us by email, Facebook, or phone.

Lorna also hopes to be at the Sutton Timebank coffee morning on Tuesday 8 October.

Cllr Lorna Dupré
Cllr Mark Inskip

District Councillors for the Sutton ward



Mr Philip Harty
Clerk to Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

This matter is being dealt with by:
Holly Durrant
Telephone: 01353 665555
E-mail: pservices@eastcambs.gov.uk
My Ref: 24/00340/RMM
Your ref

2nd October 2024

Dear Sir/Madam

Proposal: Reserved matters for layout, scale, appearance and landscaping of 164 dwellings (excludes self-build plots), internal roads, parking, open space, landscaping, sustainable urban drainage and ancillary infrastructure pursuant to 19/01707/0UM
Location: Land Adjacent 43 Mepal Road Sutton Cambridgeshire 24/00340/RMM
Reference:

An amended plan/additional information has been received for this application on 30th September 2024.

The amendment involves a revised layout plan, including updated house types and mix inc. chimney additions, surface water drainage details, tree barrier protection details, revised landscaping scheme and energy and sustainability details.

Please complete and return the attached sheet with any comments and/or observations your Council may have by 16th October 2024. Any such comments will, under the Local Government (Access to Information) Act 1985, be available to the general public.

If we do not receive a response from you by 16th October 2024, it will be assumed that your Council does not wish to make any comments on this application unless you advise us otherwise. You can view the amended information on our Public Access page (<http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SAYOZVGKRC00>).

Yours faithfully

Holly Durrant
Senior Planning Officer



This matter is being dealt with by:

Cassidy Paterson
Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 24/00677/FUL
Your ref

Mr Philip Harty
Clerk to Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

3rd October 2024

Dear Sir/Madam

Proposal: New garage and workshop, including garden room and storage
Location: Grange Farm 83C The Row Sutton Ely Cambridgeshire
Reference: 24/00677/FUL

I am writing to inform you that the above proposal on which we consulted you has now been withdrawn. If you wish to discuss this matter by telephone, the Case Officer Cassidy Paterson is available on 01353 665555

Yours faithfully

Cassidy Paterson
Planning Officer

DCPARWDN

Please see email below regarding Elec Quote. Please note that there are no other quotations of this type that include UMS.
Sutton comes out of its UMS contract in March 25 and will go onto whichever rate SSE put us on.
No companies are currently offering deals on UMS.
The deal on offer is time and take up limited – I have spoken with Utility Aid on the 16/10/24 and there are still some spaces left before this is closed.

From: William Cormack <wcormack@utility-aid.co.uk>
Sent: Tuesday, October 8, 2024 11:32 AM

To: Philip Harty <clerk@sutton-cambs-pc.gov.uk>

Cc: Sutton Parish Council <office@sutton-cambs-pc.gov.uk>

Subject: Sutton Parish Council - NCT QUOTES - Act quickly to lock in..

Importance: High

Good morning Phil,

Thank you for your time just now, it was good speaking with you.

Please be rest assured that the prices you will lock in are giving you budget security for the next three years. The purchasing basket which you are part of is the National Charity Tender – we go out to all of our suppliers and shortlist those that are offering the best price.

The winners were Drax, and they are the only supplier currently that are able to offer fully fixed prices to UMS meters as part of the tender. In the past we were able to source 6/7 alternate suppliers for UMS however, all but Drax have pulled out of offering fixed contracts for the UMS meters meaning that when your contracts ends you would be left on out of contract rates with your current supplier which are very high at the moment – almost double what has been locked in with Drax.

We have seen this happen to a number of councils who are now unable to secure a fixed rate meaning that they are left on out of contract rates – paying a lot more than they should be.

I have sent across the British Gas contracts for you to complete on DocuSign – please can you complete before 3pm and I will lock these all in for you.

Best Wishes



Will Cormack

Energy Specialist



Quotation Summary

Energy Type	Meter Location	Meter Type	Quantity	Day	Night	Evening	Total
Electricity	See Attached Quotation	Electricity : 01 Profile	2	3,584	0	0	3,584
Electricity	See Attached Quotation	Electricity : 03 Profile	4	16,270.9	0	0	16,270.9
Electricity	See Attached Quotation	Electricity : 08 Profile	1	26	0	0	26

Supplier Offers

Current Estimated Annual Spend	£7,680.60
Drex, Term:36, Product:Fix Complete, Fuel:NHH	
Estimated Annual Saving	£6,812.83
Estimated Percentage Saving	£867.76
	11.30%
EDF, Term:36, Product:Fixed online for business tariff, Fuel:NHH	
Estimated Annual Increase	£7,711.45
Estimated Percentage Increase	£30.85
	-0.40%

EDF, Term:36, Product:Fixed online for business tariff, Fuel:NHH

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FTTS	Standing Charge	Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
1050001867260	Unmetered Supply, High Street,	01/04/2025	24.500	0	0	0	115.000	Pence per day	26	0	0	26	£426.12
1050001867289	Unmetered Supply, High Street,	01/04/2025	24.500	0	0	0	115.000	Pence per day	3,449	0	0	3,449	£1,264.75
1050001867270	Unmetered Supply, High Street,	01/04/2025	24.500	0	0	0	115.000	Pence per day	135	0	0	135	£452.82
1023530711201	FLOOD LIGHTS THE BROOK SUTTO	01/04/2025	23.900	0	0	0	115.000	Pence per day	164	0	0	164	£458.95
1012773147988	ALDRETH ELY CB6 3PQ	01/04/2025	23.900	0	0	0	115.000	Pence per day	63.8	0	0	63.8	£435.00
1012773148449	HIGH STREET SUTTON ELY CB6 2	01/04/2025	23.900	0	0	0	115.000	Pence per day	8,598.2	0	0	8,598.2	£2,474.72
1023530710972	SPORTS PAVILLION THE BROOK S	01/04/2025	23.900	0	0	0	115.000	Pence per day	7,444.9	0	0	7,444.9	£2,199.08

Drax, Term:36, Product:Fix Complete, Fuel:NHH

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FTTS	Standing Charge	Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
1050001867260	Unmetered Supply, High Street,	01/04/2025	38.730	0	0	0	55.000	Pence per day	26	0	0	26	£210.82
1050001867289	Unmetered Supply, High Street,	01/04/2025	25.010	0	0	0	55.000	Pence per day	3,449	0	0	3,449	£1,063.34
1050001867270	Unmetered Supply, High Street,	01/04/2025	38.730	0	0	0	55.000	Pence per day	135	0	0	135	£253.04
1023530711201	FLOOD LIGHTS THE BROOK SUTTO	01/04/2025	27.550	0	0	0	55.000	Pence per day	164	0	0	164	£245.93
1012773147988	ALDRETH ELY CB6 3PQ	01/04/2025	27.550	0	0	0	55.000	Pence per day	63.8	0	0	63.8	£218.33
1012773148449	HIGH STREET SUTTON ELY CB6 2	01/04/2025	27.550	0	0	0	55.000	Pence per day	8,598.2	0	0	8,598.2	£2,569.55
1023530710972	SPORTS PAVILLION THE BROOK S	01/04/2025	27.550	0	0	0	55.000	Pence per day	7,444.9	0	0	7,444.9	£2,251.82



Disclaimer, Please note; Utility Aid Limited (UAL) and the Client;

- This report and any communications in relation to the contents of this report are private, confidential, and intended for the client only.
- Prices are provided in accordance with UAL standard terms and conditions and do not include VAT.
- All prices include UAL commissions, unless agreed otherwise.
- Any supply contract entered into is a direct contract between the client and the selected energy supplier, and as such, the client will be bound by the terms and conditions provided by the energy supplier. It is the client's responsibility to ensure it has read, understood, and accepted the energy supplier's terms and conditions before accepting any contract.
- All offers made by the suppliers are subject to their terms and conditions, availability, and credit status. The suppliers reserve the right to vary or withdraw any offer at any time without prior notice.
- UAL is not liable for any damages or losses of any kind, whether foreseeable or not (including, but without limitation, financial loss, damages for loss in business projects, loss of profits, or other consequential losses) arising in contract, tort, or otherwise as a direct or indirect result from action taken or decisions made as a result of reliance on material, in whole or in part, contained in the report. Nothing contained in the report constitutes financial, legal, tax, or other advice, nor should any investment or any other decision be made solely based on the report content.
- Please note your supplier may require you to install a smart meter at the commence date of your contract, some suppliers can apply charges if this clause is not met. Please refer to the suppliers terms and conditions at point of agreeing a contract with your chosen supplier.
- It is the responsibility of the client to;
 - Ensure all the tendered properties are the responsibility of the client. If any sites are not the responsibility of the client, these should be immediately identified to UAL so that they can be removed from any future supply contracts.
 - Ensure all sites are eligible to transfer to a new supplier, including ensuring that termination notices have been issued in accordance with the incumbent energy supplier's terms and conditions and that any debt greater than 30 days old has been cleared.
 - Aware that any objections to the transfer could result in out-of-contract rates being applied by the incumbent supplier.
 - They understand all quotations are based on industry held data for the previous 12 months and it is the client's responsibility to check all site, meter, and consumption data for accuracy and completeness, raising any discrepancies prior to acceptance.
 - There are elements of cost and rates that could be PT (pass-through) within all supplier contracts that are potentially subject to change either before, during, or after the life of the contract. These charges are referred to as non-energy costs and include, but are not limited to metering, transportation, distribution, energy market reform, climate change levies (CCL), and any other third-party or pass-through charges. UAL has no responsibility over these changes should they occur and therefore cannot be held liable.

Stunning Landscapes & Garden Services
Waste carrier registration number CBDU350571
13 Cromwell Road
Sutton Ely CB6 2QL
01353 776373
077 3835 1818
info@stunninglandscapes.co.uk
www.stunninglandscapes.co.uk

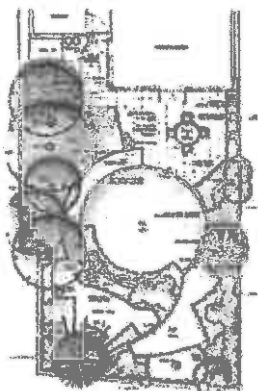
ESTIMATE

MS Melanie Gilbert
Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
CB6 2RB

17/09/2024

Description
To lift and put aside existing paving slabs from the site
To break existing concrete base and dispose
To supply and lay heavy duty membrane
To supply and compact hardcore for patio base
To re-lay existing paving slabs
To clear site

Total estimated cost £ 1360 (please see separate Excel file for cost details)



ESTIMATE

Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
Cambridgeshire
CB6 2RB
GBR

Paving repair - The Glebe

Estimate to remove and relay (and or) replace, where necessary damaged or loose paving. Recommended actions - area from end of access ramp through to gate, paving to be removed, mortar bed, replace necessary slabs. To be confirmed on commencement of excavation works - we have allowed an ACO drain to run at bottom of the access ramp, flush with finish height, enabling a smooth transition from the paving to the ramp, also reducing the current compounded angle.

Date
7 Sep 2024
Expiry
7 Oct 2024
Quote Number
EST-0116

Ouse Contract Services Ltd
Shortacre
Banks End
Wilton
PE28 2AA
Tel: 0800 002 59 34
Email:
enquiries@ouse-contract-
services.co.uk

Description	Amount GBP
Aco channel drain	36.00
Aco accessories pack	17.50
Concrete Paving Slab 450x450	214.00
Sharp Sand	106.44
Cement Mixer	30.00
Portland Cement Bag	173.00
Mortar Plasticiser Admixture	19.18
Wacker Plate Compactor	30.00
Labour	1,080.00
Subtotal	1,706.12
TOTAL NO VAT	0.00
TOTAL GBP	1,706.12

From: johnsonconstruction1986@hotmail.com
Sent: 13 August 2024 16:39
To: Sutton Parish Council
Subject: Re: Quotes for work
Follow Up Flag: Follow up
Flag Status: Completed

Hi!
To lift, clean off old mortar and relay some areas of paving to make all good again £2300
Total price including materials labour and vat

To pressure wash existing paving lift and place aside dig out existing motor bed compact base and relay
excising paving mixing in new ones, create a disabled access all work as talked about £4920
Total price including materials labour and vat

Many thanks.

Sent from myMail for iOS

Tuesday 13 August 2024 at 1:46 PM +0100 from Sutton Parish Council <office@sutton-cambs-pc.gov.uk>:
Good Afternoon,

Please can you let me know if you are able to quote for the below?
Please let me know either way?

I look forward to hearing from you.

Kind regards

Melanie Gilbert
Deputy Clerk to Sutton Parish Council
The Glebe,
4 High Street
Sutton,
Ely
Cambs
CB6 2RB

Telephone 01353 777189
Office hours Monday to Thursday 10am to 12pm

From: Sutton Parish Council
Sent: Wednesday, July 31, 2024 10:07 AM

Grant Application – Sutton Feast Full Council – 22nd October 2024

Assessment of grant – As per Parish Council criteria.

Does the Council have the powers to provide a grant for the project outlined?

- Local Government Act 1972 s 145 - Provision of Entertainment.

Application is for £332.10

How well does the grant meet the needs of the community in providing positive benefit to residents?

The application for additional medical staff costs when hosting the Firework Display. Due to anticipated numbers additional medical staff are required.

How effectively will the group use the grant?

- Part fund the cost.

Is the cost of the project appropriate?

- The total costs of the project are £3500 Grant applied for is £332.10.

- Are the expected outcomes realistic?

- Yes.

What level of contributions has been, or will be, raised locally?

- Club to fund 90% of the amount. Club 90%, Grant 10%

Can the organisation or group reasonably be expected to obtain sufficient funding from another, perhaps more appropriate sources?

No

How is the organisation or group managed and does it have a constitution?

Constitution Received

Accounts not Received.

Sent with previous application in Dec 2023

Recommendation from Clerk/RFO:

1. Parish Council to discuss grant for the sum of £332.10

Legal: S145

Financial: Grant funding budget for 2024/25 is £2500. (Currently at £650)

Philip Harty - Parish Clerk/RFO

17/10/2024



Sutton Parish Council

Grant application and Terms and Conditions

Approved 23rd August 2016
(Updated July 2023)

SUTTON PARISH COUNCIL Grant Application Form

1.	Name and address of organisation: Sutton Feast Committee 7 Lawn Lane Sutton Postcode: CB6 2RE	
2.	Contact name (and address if different from above) David Smith, Chair of Sutton Feast Postcode:	
3.	Daytime telephone no: 07876 253428 E-mail address: fenskatere@gmail.com or david.smith@clearcom.com	
4.	Position held in organisation: Chair	
5.	a. How many members are in your organisation? Committee ...15..... Members..... b. What percentage live in Sutton? Committee...90..... Members.....	
	Total cost of Project: £ 3,500.00 Amount applying for: £332.10 If not 100%, then how is the shortfall being financed? This grant is to cover the "extra" medical cover we require as the Firework Display has grown, and is expected to grow, so the number of people expected this year mean we have to have 2 people to cover first aid. We will pay for this cover, it just means that if we are unsuccessful, we use funds from elsewhere within the Feast/Scouts funds.	
6.	Please provide details of the project and the amount of grant requested. (You should explain clearly and simply the purpose for which the money will be used, enclosing drawings if appropriate). Continue on a blank piece of paper and attach to the back if necessary. The Village Firework display is back again this year, it has grown year on year, one of the benefits of having a Village Firework Display is that there does definitely seem to be less individual "Garden Firework parties, which has multiple advantages, much safer, for the village as a whole, with less people who are not "trained" setting off fireworks the risk of damage to people and/or property is much less, the upset to animals and people who suffer during Firework "season" is reduced, to a concentrated, 15 minute period, villagers get to see a properly organised, safe and coordinated firework display, in their own village. This grant is to cover the "extra" medical cover we require as the Firework Display has grown, and is expected to grow, so the number of people expected this year mean we have to have 2 people to cover first aid. We will pay for this cover, it just means that if we are unsuccessful, we use funds from elsewhere within the Feast/Scouts funds.	

	7.	Have you applied for grant in respect of this project to any other organisation (including Local Authorities)? NO If yes, please give details of to whom and for how much. Amount Date of expected decision East Cambridgeshire District Council £ Sutton Poors Land Charity £ National Lottery £ (Please state which fund) Other (Please provide details)

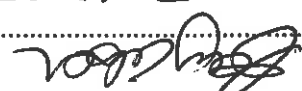
	8.	Have you applied to this Council for assistance before? YES If yes, please give details: When: December 2023 How much: £1037.24 What: Feast Annual Insurance Cover Was the application approved? YES
	9.	Is your organisation (please delete as appropriate) a) a registered charity? Please state your Charity No.: b) a limited company? c) an unincorporated self help group? d) a branch of a national organisation? e) other (please specify). A Village based Community Group
	10.	Please attach the following information if your application is for more than £250:- a) your organisation's latest audited accountsYES b) a copy of your organisation's constitution together with a list of Officers. YES c) a copy of your last annual report, where available d) a copy of the most recent bank statement YES ☐ ☐ ☐ ☐

e) Copies of any estimates available. (If the grant is approved these will need to be seen before funds are released. Three (3) estimates are required for work in excess of £2500.)	11.
Please provide or attach any additional information that may assist the Council in reaching its decision.	

This grant aid application should be signed by two members of your Organisation's Committee, one of whom must be the Chairman, Secretary or Treasurer.

We confirm that the information given in this application is accurate and that the Organisation undertakes to inform Sutton Parish Council of any changes in the Organisation's circumstances that would affect this application.

We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given and a brief report will be submitted to the Council within 3 months. (T&C 12)

Signed (1):		Signed (2):	
Position:	EAST CHAIR	Position:	EAST TREASURER
Date:	9/10/24	Date:	9/10/24

For and on behalf of (organisation):
The signing and submission of the Grant Aid/loan form constitutes acceptance of the above statements.
FOR CAPITAL GRANTS/LOAN APPLICATIONS, THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED:
Please provide a breakdown of relevant costs of the project for which Grant Aid/loan is requested:

- Project Cost total £ 3500.00 that consists of the following:
- Purchase of Land/Property £
- Construction of new building(s) £
- Adaptation/conversion of existing building(s) £
- Internal improvements/upgrade £
- Site preparation/landscaping £
- External improvements £
- Purchase of Equipment (Please list equipment on the reverse) £
- Professional Fees and expenses £
- Other (Please supply details on reverse) £

Sutton Parish Council Terms and Conditions of Grant

1. Grants can be awarded to voluntary groups, societies, clubs, not-for-profit organisations or charities operating in the Parish area where the benefit will be predominately for the residents of the Parish area.
2. Grants will not be awarded to individuals. Grants to regional or national charities will not be considered unless for a specific project where there will be obvious benefits to residents in the Parish area.
3. The amount of any grant award will be at the discretion of the Council
4. All applications will be considered on their merits, but in general grants can be awarded for:
 - Capital Projects such as purchase of equipment, works to buildings, improvements to premises, improvement to the local environment
 - Revenue Projects such as a Community Event, Festivals or other Special Events where grants towards running costs, salaries, consumables, insurance or training may be considered
5. The purpose for which any grant is made must be in the interest of the Parish area or any part of it or all or some of the inhabitants of the Parish area which is defined by the boundaries of the Parish Council.
6. The amount of expenditure must be commensurate with the benefit to the inhabitants of the area.
7. Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply for a grant.
8. The Council may take into account any previous grant made to an organisation or group when considering a new application
9. No grant will be awarded to or for any commercial venture for private gain.
10. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
11. All grants will be conditional upon submission of a Grant Application Form.
12. All grant recipients are required to provide the Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within 3 months of the purchase of the capital equipment or completion of the project.
13. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Council, the recipient organisation or group will be required to repay the grant to the Council.
14. The organisation or group should supply such information as the Council may request regarding the impact of the project on the Council's area.
15. Recognition of the grant from the Council must be made in any publicity issued by the receiving body.

How will a grant application be assessed?

- Does the Council have the powers to provide a grant for the project outlined?
- How well does the grant meet the needs of the community in providing positive benefit to residents?
- How effectively will the group use the grant?
- Is the cost of the project appropriate?
- Are the expected outcomes realistic?
- What level of contributions has been, or will be, raised locally?
- Can the organisation or group reasonably be expected to obtain sufficient funding from another, perhaps more appropriate, sources?
- How is the organisation or group managed and does it have a constitution?

- PROPOSED TIMETABLE OF PROJECT: One Day for Display itself, 11 months of planning meetings
- START DATE: Wednesday 6th November
- COMPLETION DATE: Wednesday 6th November

The application form should be signed and returned to :

~~Mrs R A Hughes-FS&C~~
 Parish Clerk
 The Glebe
 4 High Street
 Sutton
 Ely
 Cambs
 CB6 2RB

FOR SUTTON PARISH COUNCIL OFFICIAL USE ONLY

Application No:

Date approved/declined:

Amount:

Conditions if applied: