

**Parish Clerk**

Mr Philip Harty
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NOTICE OF MEETING:**TIME:****DATE:****VENUE:****Full Council****7.30pm****25th February 2025****The Pavilion, The Brook, Sutton.**

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

Minutes of the meeting of Sutton Parish Council held on 25th February 2025 at 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr B Browne Mr M Butler Mr N Oakland Mrs S Partington Mrs L Kirby

Public: None Present **Clerk:** Mr P Harty **Deputy Clerk:** Mrs M Gilbert

MINUTES

Meeting opened at 7.32pm

MEMBERS: 15

QUORUM: 5

Vacancies: 7

157/25 To receive and note apologies for absence.

Apologies received from Cllr Newton, Cllr Jordan, Cllr Inskip, Cllr Goodjohn and Cllr Dupre.

158/25 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.

None Declared

159/25 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.**

No Public in Attendance

160/25 To approve the minutes of the meeting of Council held on 28th January 2025 (Attached)

Proposed by Cllr Browne and seconded by Cllr Butler that the presented minutes were a true reflection of the meeting held on 28th January 2025. Agreed by all present with a show of hands except for one abstention

161/25 To receive and note the Project Chart and Action Plan (attached)

Noted

162/25 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

Noted

163/25 Finance

1. To approve payments.

Online Payments

February 2025	Salaries & expenses	£8825.00
February 2025	Cambs Pension Fund	£890.11
Veolia Ltd	Easi-bins	£177.53
The Copier Warehouse	Photocopying	£106.24
SSE	Elec	£666.20
SSE	Gas	£606.83
Sutton Feast	Grant Application	£979.55
TrueLink Ltd	Grass Cutting	£346.90
Centra Data	Computer Support/Microsoft	£250.99
MS Electrical	Repair Emergency Lights	£186
Clear Councils	Insurance	£4021.84
Defib Shop	Pads and Battery	£360
Hire Refunds	Hire Refund	£109.98
Pecks	New Trolley Wheels	£85.97

Direct Debits

ECDC	Non-domestic rates	£0
Lloyds	Multipay	£58.79
Wavenet	Mobile Phones	£125.89
SSE	Street Lights	£249.08
B & CE	Peoples Pension	£186.55
HMRC	Tax & NIC	£1826.44

Proposed by Cllr Browne and seconded by Cllr Oakland to approve payments. Agreed by all with a show of hands.

164/25 Finance Report (attached)

Noted

165/25 Planning

1. Planning approvals –

- a. Proposal: Erection of 9 No.dwellings and associated works, following the demolition of the existing dwellings (121 and 123 High Street)
Location: 121-123 High Street Sutton Ely Cambridgeshire CB6 2NR
Reference: 22/00626/FUL

Noted

2. Appeals/Variations – None

3. Planning Applications –

- a. Proposal: Proposed lake and associated works
Location: Land South East Of 107 The Row Sutton Cambridgeshire
Reference: 25/00114/FUL

Noted

4. Tree Consents – None

166/25 Fire Station Update (attached)

Noted

167/25 Facilities Hire Costs
Council to discuss and approve.

No decision was made under this – Clerk to monitor groups and report back as required.

168/25 Matters as Agenda Items for Future Consideration

No Decision can be Made Under This Item¹

None

169/25 Date of Next Meeting(s)

25th March 2025 – Full Council
22nd April 2025 – Full Council
6th May 2025 – Meeting of Electorate
20th May 2025 – Full Council and Annual Parish Council Meeting
24th June 2025 - Full Council

Meeting Closed at 8.10pm

Please have any items you wish to be considered for the next agenda to the Clerk by the 18th March 2025.

Signed.....
Chairman

Date.....

¹ Local Government Act 1972, s12 10(2) (b)



PROJECT AND ACTION PLAN

Full Council – 25th March 2025



March 2025
SUTTON PARISH COUNCIL
The Glebe, 4 High Street, Sutton, Ely, Cambs

2025 – Sutton Parish Council Project and Action chart

As at: 25th March 2025

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 <ul style="list-style-type: none"> Instruct Solicitor Obtain all paperwork for solicitor. 		<ul style="list-style-type: none"> 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.

			<ul style="list-style-type: none"> • 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 Next meeting 20/2/24 – to report back at March 25 meeting • Full Council to decide on quote and Clerk to engage with residents 	<p>Yes</p> <p>Yes</p> <p>Yes</p>
M		<ul style="list-style-type: none"> • Picnic Benches for open spaces and recreation ground 	<ul style="list-style-type: none"> • 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 	

			<p>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</p> <ul style="list-style-type: none"> • Clerk to get 3 quotes once WP decide • Currently on Hold • SPORTS & RECREATION WP 	
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24 th October 2023	M	EV – Charging points <ul style="list-style-type: none"> • Provide charging points for The Glebe and Pavilion. 		<ul style="list-style-type: none"> • Clerk to sign Non-disclosure agreement (Believ) • Clerk to contact Roger Taylor (Solicitor) • Roger Taylor emailed 15/2/24 – awaiting response. • Non Disclosure resigned by Clerk and emailed to Believ. 21/2/24 • Currently awaiting solicitors to respond to email for help with contracts. • Solicitors have responded with concerns over 20 year 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 	Yes Yes
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			<ul style="list-style-type: none">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 30/9/24Believ have contacted the PC saying they will not currently be going ahead with the Chargers at RBL but will be at the Glebe – if suitable demand will revisit RBL locationClerk to obtain full detailed plan for installation and bring back to PCClerk to contact Believ and make sure the bike racks moving will be at their cost. Confirmed by Believ they will pay for racks.Full Council to approve lease and plan.Awaiting Believ to come back with full contract.		
	H	Cycle Parking (CCC) at facilities <ul style="list-style-type: none">Locations agreed. The Glebe car park, The Pavilion and The Brooklands Centre.	CCC funded	<ul style="list-style-type: none">The Glebe installation 4th May 2022Pavilion and Brooklands installationAwaiting bollards and mesh flooring (No date given) Chased 16/06Contractors 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 PavilionNo updates from CCC regarding Pavilion or Glebe, office to chase 18.10.22Pavilion and RBL bike stands have had the Geogrid installed and area made neat.	Yes Yes
					Yes

			<ul style="list-style-type: none"> • Clerk to reapply – produce residents survey to support application – January 2025 • Survey active now – once complete to go to Working Party. Survey now closed. • Traffic and Transport Working Party WP Next meeting 20/2/24 – to report back at March 25 meeting • Full Council to decide on what areas to apply for in 20mph Scheme at March 25 Meeting 	
10 th May 2022	Library Access Point		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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. £9k pa. • Clerk to produce Youth Policy and WP party to be established in 2025 • YOUTH SERVICES AND ACTIVITIES WP 	Yes
28 th June 2022	War Memorial		<ul style="list-style-type: none"> • 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. 	

			<ul style="list-style-type: none"> • 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+vat to comply with CCC testing requirements. • Presentation with CCC Clerk and Chair to attend 22/4/24. • Enviro testing sent to Council. Councillor Jordan to look into other companies. • Decision from CCC will now be September 2024 • Unsuccessful – Council to decide how to proceed • Clerk to continue with application in 2025 Letter to Business in area Ask Lorna/Joshua with help/ideas Environmental survey • Application Submitted January 2025 • Traffic and Transport WP 	
25 th July 2023		Definitive Map Modification Order	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Approved to make an application for this grant for the Orchards, to clear drainage and restore areas to grass • Placed on hold – May 2024 • Seek grant to help with ditch clearance in Old Rec/The Orchard. 	

22 nd August 2023		Maintenance to The Glebe: 1) External windows – need cementing. 2) Window Hall internal – need attention 3) Replace oven and extractor		<ul style="list-style-type: none"> • 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. • Clerk to keep trying to obtain more quotes 	
28 th November 2023		Sutton Post Office – Proposed closure/change of service		<ul style="list-style-type: none"> • 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. • Contact County Councillor for update 	COMPLETED
March 2024		Fire Station – Proposed Closure		<ul style="list-style-type: none"> • 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 	

			<ul style="list-style-type: none"> offering help – no response as of May 2024 Fire Services have notified PC that no decision will be made before summer 2025. Fire Services have extended decision time into 2026. 	
March 2024		Bowls Club Access and footpath around green	<ul style="list-style-type: none"> 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 Awaiting Minutes from meeting 30/9/24 Quotes to go to FC Nov 24 – Clerk to source matched funding for project. Dec 24 PC approved FC Construction to undertake work Awaiting update on grant application Grant application to ECDC was unsuccessful. Clerk to carry on seeking funding. Sports and Rec WP 	
August 2024	L	Wildflower Project	<ul style="list-style-type: none"> Working Party to consider project Sports and Rec WP 	
August 2024	L	Monkey Challenge Climbing Wall	<ul style="list-style-type: none"> Working Party to Consider Project 	

			<ul style="list-style-type: none"> • Clerk to meet with Sutton Rangers to discuss placement of item. • Sutton FC are ok with this. To be put on agenda. • Awaiting grant application • Grant Application successful – Clerk to speak with contractors and report back in Aprils Meeting. • Sports and Rec WP 	
September 2024	M	Speeding Pound Lane	<ul style="list-style-type: none"> • Concern raised with poor visibility, children crossing between parked vehicles and speeding along Pound Lane. • Traffic and Transport WP. WP Next meeting 20/2/24 – to report back at March 25 meeting 	
November 2024	M	Solar Panels at The Glebe	<ul style="list-style-type: none"> • ECDC have reopened funding of up to £30k for install of solar panels under a Net Zero Villages grant fund. Council to decide how to proceed. • EOI for £20-30k grant has been sent 27/11/24. • EOI has been accepted – proceeding to full quote • Cllr Jordan to do costings for full application due end Dec24. Clerk to contact Planning Dept. • Application submitted – awaiting outcome • Unsuccessful in grant application Feb 2025 	

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Finance Working Party held on Tuesday 18th March 2025 at 7.00pm, Via Zoom.

Working Group: Cllr M Inskip (Lead Member), Cllr B Browne, Cllr Andrew Newton, Cllr B Goodjohn, Philip Harty (Clerk & RFO).

1. Apologies

Cllr Newton

2. Bank Reconciliations and Statements.

Presented by Clerk. They will be checked and signed by Cllr Newton and Cllr Butler.

3. The RFO gave details of the bank balances. (As 12/03/25)

Balances:	Unity current	Account	£15354.35
	Unity deposit	Account	£37495.47
	Cambs & Counties Bank		£45839.73
	CCLA		£80000
	Cambridge Building Society		£1,023.21
	Total		£179,712.76

4. Debtors Record

The debtor's record for invoices outstanding over 30 days is a total of £0.00 net, Those not yet due a total of £2106.93 net. (As of 11/03/25)

5. Budget

Income and Expenditure V Budget

Clerk asked to investigate costs against street lighting.

6. Financial and Investment Risk Assessment (attached)

New Policy for recommendation to go to Full Council.

Working Party has recommended to go to Full Council for approval and adoption.

7. Effectiveness of the Internal Auditor report (attached)

For recommendation to go to Full Council.

Working Party has recommended to go to Full Council for approval and adoption.

8. Grants

Sutton Womens Cricket Club grant application for £1000 for equipment. To go to Full Council. Currently £0 grant money left.

Working Party have recommended to go to Full Council for consideration.

9. Information Only

Pension Contributions for 25/26

Cambs Pension Fund: Employer 20.5%, Employee 6.5%

Sutton Parish Council

10. Additional Spending

None this month

11. Interest Rates

Reduction in rate to 2.27% AER from 2.6% Unity Trust Bank

12. Date of next meeting.

Scheduled for Tuesday 13th May 2025 7.00 via Zoom

Note: 22nd April 2025 Report to be sent out for comment – NO MEETING.

**RISK MANAGEMENT POLICY
STRATEGY**



SUTTON PARISH COUNCIL

**RISK MANAGEMENT POLICY
& STRATEGY**

Date Of Review	By Whom	Version
March 2025 Reviewed	Financial Working Party	V1
Presented to Full Council March 2025		

RISK MANAGEMENT POLICY STRATEGY

1. Introduction

1.1 This document forms Sutton Parish Council's Risk Management Strategy. It sets out:

- What risk management is;
- Why the Parish Council needs a risk management strategy;
- The Parish Council's philosophy on risk management;
- The risk management process;
- Roles and responsibilities;
- Future monitoring.

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Parish Council;
- Integrate risk management into the culture of the organisation;
- Embed risk management through the ownership and management of risk as part of all decision making processes; and
- Manage risk in accordance with best practice.

2. What Risk Management is

2.1 *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'* Audit Commission, Worth the Risk: Improving Risk Management in Local Government, (2001: 5)

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Parish Council's work.

2.3 Risks can be classified into various types, but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk – Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Parish Council, loss of public confidence, in a worst-case scenario Government intervention.

**RISK MANAGEMENT POLICY
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Compliance Risk – Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk – Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Parish Council reserves.

Operating Risk – Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

- 2.4 These risks can be broken down further into specific areas which could impact on the achievement of the Parish Council's strategic objectives and day-to-day delivery of services:

Political – Those associated with the failure to deliver local, regional or national policy;

Financial – Those affecting the ability of the Parish Council to meet its financial commitments; failure of major projects; internal and external audit requirements; failure to prioritise and allocate resources effectively; poor contract management; initiative overload.

Social – Those relating to the effects of changes in demographic, residential, or socio-economic trends on the Parish Council's ability to deliver its strategic priorities;

Technological – Those associated with the capacity of the Parish Council to deal with the pace/scale of technological change, or its ability to use technology to address changing demands. This includes the consequences of internal failures on the Parish Council's ability to deliver its objectives;

Legal – The ability of the Parish Council to meet legislative demands affecting breaches of legislation (UK & EU);

Environmental – Those relating to the environmental consequences of progressing the Parish Council's objectives in terms of energy-efficiency, pollution, recycling, emissions etc;

Partnership/Contractual – Those associated with the failure of partners/contractors to deliver services to an agreed cost and specification and similarly failure of the Parish Council to deliver services to an agreed cost and specification; compliance with procurement policies (internal/external); ensuring open and fair competition;

Human Resources – Those associated with the professional competence of staff; training and development; over-reliance on key personnel; ineffective project management; recruitment and selection issues;

Organisational – Those associated with the review of services and delivering continuous improvement;

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Health & Safety/Physical – Those related to fire, safety, accident prevention and health & safety which pose a risk to both staff and the public; safeguarding and accounting of physical assets;

Reputational – Those associated with the changing needs of customers and the electorate; ensuring appropriate consultation; avoiding poor public and media relations.

Not all of these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

- 2.5 Risk is not restricted to potential threats but can be connected with missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3. Why the Parish Council needs a Risk Management Strategy

- 3.1 Risk management will strengthen the ability of the Parish Council to achieve its objectives and enhance the value of services provided.
- 3.2 The Risk Management Strategy will help to ensure that all Committees and service areas have an understanding of risk and that the Parish Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.
- 3.3 Strategic risk management is an important element in demonstrating continuous service improvement.
- 3.4 There is a requirement under the Accounts and Audit Regulations 2015 to establish and maintain a systematic strategy, framework and process for managing risk.

4. Risk Management Policy Statement

Bury Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its aims and objectives and to maximise the opportunities to achieve its vision.

The Parish Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Parish Council's management processes.

RISK MANAGEMENT POLICY STRATEGY

5. Implementing the Strategy

5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

Options for control include:

Elimination – The circumstances from which the risk arises are removed so that the risk no longer exists;

Reduction – Loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;

Transfer – The financial impact is passed to others e.g. by revising contractual terms;

Sharing – The risk is shared with another party;

Insuring – Insure against some or all of the risk to mitigate financial impact; and

Acceptance – Documenting a conscious decision after assessment of areas where the Parish Council accepts or tolerates risk.

5.2 Risk Register

The Strategic Risk Register will be regularly refined and updated as part of this Risk Management Strategy.

5.3 Risk Monitoring

The risk management process does not finish with putting risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The Risk Management Plan will be reviewed at least annually by the Full Council.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.4 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Parish Council is crucial if informed decisions are to be made about policies or service delivery

RISK MANAGEMENT POLICY STRATEGY

methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Negligible (1), Low (2), Medium (3) and High (4).

		Impact			
		Negligible (1)	Low (2)	Medium (3)	High (4)
Likelihood	High (4)	4	8	12	16
	Medium (3)	3	6	9	12
	Low (2)	2	4	6	8
	Negligible (1)	1	2	3	4

The scores for impact and likelihood are scored as above. Risks scoring 12 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

APPENDIX A Contains the Councils Risk Assessments

6. Roles and Responsibilities

6.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Parish Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the organisation.

6.2 **Councillors** – Risk management is seen as a key part of Councillors' stewardship role and there is an expectation that Councillors will lead and monitor the approach adopted, including:

- i) Approval of the Risk Management Strategy;
- ii) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- iii) Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
- iv) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

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STRATEGY**

- 6.3 Employees** – will undertake their job within risk management guidelines ensuring that their skills, experience and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed information into the formal process. They will work to control risks or threats within their roles, monitor progress and report on task related risks to their line manager or the Clerk.
- 6.4 The Clerk**– will act as the lead officer on risk management, assisted by the Council, and be responsible for overseeing the implementation of the Risk Management Strategy. The Clerk will:
- i) Provide advice as to the legality of policy and service delivery options;
 - ii) Provide advice on the implications for service areas of the Parish Council’s strategic aims and objectives;
 - iii) Update the Parish Council on the implications of new or revised legislation;
 - iv) Assist in handling any litigation claims;
 - v) In consultation with the Parish Council’s external advisors as necessary, provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury;
 - vi) In consultation with the Parish Council’s external advisors as necessary, advise on any health and safety implications of the chosen or proposed arrangements for service delivery;
 - vii) Assess and implement the Parish Council’s insurance requirements;
 - viii) Assess the financial implications of strategic policy options;
 - ix) Provide advice on budgetary planning and control;
 - x) Ensure that the financial information systems and processes allow effective budgetary control;
 - xi) Ensure the Parish Council’s Risk Register is maintained;
 - xii) Effectively manage the Parish Council’s investment and loan portfolio.
- 6.5 Role of Internal Audit** – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Parish Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Parish Council in identifying both its financial and operational risks and seeks to assist the Parish Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.

- 6.6 **Training** – The aim will be to ensure that both Staff and Councillors have the skills necessary to identify, evaluate and control the risks associated with the services they provide. Risk Management training and development is generally provided by the Local Association (CAPALC).
- 6.7 In addition to the roles and responsibilities set out above, the Parish Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.

7 Future Monitoring

- 7.1 **Review of Risk Management Strategy** – This Strategy will be reviewed annually by the Full Council.

8 Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Parish Council. It will assist in demonstrating that the Parish Council is committed to continuous service improvement and effective corporate governance.

APPENDIX A

1. Introduction

Risk assessment is a general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, in so far as is practically possible.

Subject	Risk	Score	Management/control of Risk	Review/Assess/Revise	Assessor
Financial Risk - loss of public funds. To include – Banking Fraud	Inadequate funds - precept too low Inadequate record keeping Inadequate reporting of financial movements Banking irregularities		Sutton PC have adopted the NALC Model Financial Regulations 2024. The Clerk presents monthly cashflow to Financial Working Party by way of monies received, cash book and bank reconciliation. The reports are then reported at Full Council with any recommendations from working party. The PC uses Rialtas accounting software. Monthly finance reports produced and analysed by RFO and Council. Independent internal auditor to review policy and procedure. Finance Working Group created, working alongside Clerk to make recommendations to Full Council. Budgeting work commences October in order to be ready for precept submission to ECDC in time for January deadline. All payments require 2 signatures. Fidelity Guarantee Insurance that covers half precept (if paid bi-annually) plus the amount held in bank accounts as at 31 March. Important documents backed-up and taken off premises. Receipts issued. Petty Cash Procedure in place	Reviewed –Yearly Assessed – Monthly, quarterly. Revised – Annually at full Council.	PC RFO/Chair Working Party
Risk of consequential loss of income					
Loss of cash through theft or dishonesty					
Financial controls and records					
Proper use of funds granted to local community bodies under specific powers or under section 137.					
Keeping proper financial records in accordance with statutory requirements.					

Comply with Customs and Excise Regulations			Monthly reconciliation prepared by RFO and checked and approved by two councillors at Finance Committee meeting. Internal and external audit.		
Sound budgeting to underlie annual precept			Monitor legal powers and use of section 137		
Comply with borrowing restrictions			As per current Audit and Accounting Regulations.		
			VAT payments and claims calculated by Clerk and checked against Accounts Payment sheet. Internal and external auditor to provide double check.		
			Finance Committee receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to finance Committee quarterly.		
			Public Works Load Board.		
Members interests	Conflict of interests Register of members interests		Declarations of interest by members at Council meetings. Register of members interests forms reviewed annually.	Reviewed – Monthly Members take responsibility to declare their interests at meeting, ECDC update the register annually.	PC
Insurance and Assets	Adequacy of the policy		An annual review is undertaken of all insurance arrangements. Parish Council assets, Public Liability cover and cover for volunteer workers. The insurance	Reviewed – Annually- Insurance Reviewed – Monthly - assets	Clerk/PC

			arrangements are discussed at full council meeting prior to renewal. Council member responsible for the risk management of parish assets.			
Data protection	Policy provision		The Parish Council is registered with the Information Commissioners Office.		Reviewed - Annually	Clerk
Freedom of Information	Policy provision		The Council has a Model Publication scheme in place. The Council is registered with the Information Commissioner. All FOI requests are dealt with by the standard process as set out by the Information Commissioner.		Reviewed – Annually and as required.	Clerk
Transparency and accountability	Policy provision		The Council has adopted the Transparency Code for Smaller Authorities		Reviewed - Annually.	Clerk
Maintenance (Play Park) Street Lighting Buildings Cemetery	Poor Maintenance of assets or amenities		All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured. Qualified Inspectors such as ROSPA.		Reviewed – Annually Assessed – Monthly Revised – As required	2 Councillors Clerk Inspector
Notice Board	Risk of damage		The Parish Council currently has 3 x notice boards. No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Clerk and dealt with in accordance of the correct procedures of the Council		Reviewed – Annually Assessed – Twice monthly Revised – As required	Clerk

Meeting locations	Slips, Trips, Falls. Access/ Egress for users		The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public. The Pavilion is owned by the PC and we undergo risk assessments on all venues.	Reviewed – Annually Assessed – Twice monthly Revised – As required	PC Clerk
Council records – electronic	Loss through: Theft, fire damage or corruption of computer		The Parish Council electronic records are stored on the Council laptop the laptop resides at the clerks home. The laptop is stored within a lockable metal cabinet when not in use. Back ups of electronic data are made at regular intervals via cloud storage. External IT company retained.	Reviewed – Annually Assessed – Annually Revised – As required	Clerk

SUTTON PARISH COUNCIL
Internal Audit Review Checklist – Part 1 – Meeting Standards.
Regulation 5 – Audit and Accounts Regulations 2015.

March 2025

	Expected Standard	Evidence of Achievement	Yes or No	Areas for Development
1	Scope of Internal Audit	<p>Terms of reference for internal audit were (re) approved by Full Council on XXXXX (Min XXXXX)</p> <p>Internal audit work takes into account both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work covers the council's anti-fraud and corruption arrangements.</p>	<p>YES</p> <p>YES</p> <p>YES</p>	
2	Independence	<p>Internal Auditor has direct access to those charged with governance (see Financial Regulations)</p> <p>Reports are made in own name to Parish Council Chairman.</p> <p>Internal auditor does not have any other role with the Parish Council</p>	<p>YES</p> <p>YES</p> <p>YES</p>	
3	Competence	<p>There is no evidence of failure to carry out internal audit work ethically, with integrity and objectively.</p>	YES	

4	Relationships	Responsible Officers (Clerk/RFO) are consulted on the internal audit plan. Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud corruption matters. The responsibilities of Parish Council members are understood: training of members carried out as necessary.	YES YES YES
5	Audit Planning and reporting	The annual internal audit plan properly takes account of all identified risks facing the council and has been approved by the council. Internal Audit has reported in accordance with the plan.	YES YES

Part 2 – Characteristics of effectiveness

	Characteristics of effectiveness	Evidence of Achievement	Yes or No	Areas for development
1	Internal audit work is planned	Planned Internal Audit work is based on risk assessment and designed to meet the council's needs.	YES	

2	Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement	YES	
3	Been seen as a catalyst for change	Internal audit supports the council's work in delivering services to the community.	YES	
4	Add value and assist the organization in achieving its objectives	The Council makes positive responses to internal audit's recommendations and follows up action where this is called for.	YES	
5	Be forward looking	In formulating the annual audit plan, national agenda changes are considered.	YES	
		Internal audit maintains awareness of new developments in the council's services, risk management and corporate governance arrangements.	YES	
6	Be Challenging	Internal audit focuses on risks facing the council.	YES	
		Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	YES	

7	Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the body and the legal and corporate framework in which it operates.	YES	
	Review carried out by:	Financial and Control Working Party.		Date:

Review of the effectiveness of the Internal Audit – Year End March 2025.

It is the opinion of the working party held on the 18th March 2025, that the internal audit system for Sutton Parish Council is effective.

Signed.....
Lead Member of Financial and Controls Working Party.

Signed.....
Responsible Financial Officer

Report to Full Council on:

Approved and Signed at Minute Reference:.....

Signed.....
Chairman



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE

Telephone: Ely (01353) 665555
www.eastcambs.gov.uk

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:

Kevin Drane

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 25/00124/TRE
Your ref

13th March 2025

Dear Clerk

Proposal: T1 Cedar - Crown reduce by approximately 2-3 metres.
T2 - Lime - Reduce height to previous cuts by approximately 3 metres. Both trees are in back garden. Cedar is in the middle of the garden.

Location: 1 Windmill Lane Sutton Ely Cambridgeshire CB6 2RD

Reference: 25/00124/TRE

I am writing to inform you that the above proposal has been considered and it was resolved to allow the above works to be carried out.

In considering this application your comments were taken into consideration. You are able to view the officer/committee report using public access <http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SR5CU9GGKS100>.

If you wish to discuss this matter further please contact the case officer Kevin Drane on 01353 665555.

Yours faithfully

Kevin Drane
Trees Officer

Footpath St Andrews Close to The Orchards.

Remove trees/hedges

Construct new footpath as per Highways Spec.

100mm subbase Type 1 Material

20mm Binder Coarse of 20mm dense base material

50mm of AC10mm Surface Coarse

Kerbing to match existing

QUOTE 1 - £7320 + VAT

QUOTE 2 - £8475.20 + VAT

Grant Application – Sutton Cricket Club

Full Council – 25th March 2025

Assessment of grant – As per Parish Council criteria.

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

Local Government (Miscellaneous Provisions) Act 1976, section 19

Application is for £1000

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

The application is to provide playing equipment to help and encourage ladies and young girls to actively take part in cricket and team sports.

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 £2250 Grant applied for is £1000.*
- *Are the expected outcomes realistic?*
- *Yes.*

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

- *Club to fund 55% of the amount through sponsorship. Club 55%, Grant 45%*

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

Sport England, Living Sports, ECDC

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

*Constitution Received
Accounts Received.*

Recommendation from Clerk/RFO:

1. Parish Council to discuss grant for the sum of £1000.00
Legal: Local Government (Miscellaneous Provisions) Act 1976, section 19
Financial: Grant funding budget for 2024/25 IS £2500. (Currently at £0)
Funding to come from 2025/26 budget which is agreed at £2500.

Philip Harty - Parish Clerk/RFO
11/3/2025