

**Parish Clerk**

Mr Philip Harty  
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**NOTICE OF MEETING:****TIME:****DATE:****VENUE:****Full Council****7.30pm****22<sup>nd</sup> April 2025****The Pavilion, The Brook, Sutton.**

Planning applications: All applications can be viewed at [www.eastcambs.gov.uk/online-applications/](http://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 22<sup>nd</sup> April 2025 at 7.30pm in The Pavilion, The Brook, Sutton.

**Present:** Mr M Inskip Mr B Browne Mr L Jordan Mr M Butler Mr B Goodjohn Mrs L Kirby  
Mr N Oakland

**Public:** 1 **Clerk:** Mr P Harty **Deputy Clerk:** Mrs M Gilbert **County Councillor:** L Dupre

**MINUTES**

Meeting opened at 7.30pm

**MEMBERS:** 15

**QUORUM:** 5

**Vacancies:** 7

**001/25 To receive and note apologies for absence.**

Apologies received from Mr A Newton, Mrs S Partington

**002/25 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

**003/25 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 Participation

**004/25 To approve the minutes of the meeting of Council held on 25<sup>th</sup> March 2025 (Attached)**

Proposed by Cllr Browne and seconded by Cllr Inskip that the presented minutes were a true reflection of the meeting held on 25<sup>th</sup> March 2025. Four for and 3 abstentions.

**005/25 To receive and note the Project Chart and Action Plan (attached)**

Noted

**006/25 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

**007/25 Finance**

**1. To approve payments.**

Online Payments

April 2025	Salaries & expenses	£8304.91
April 2025	Cambs Pension Fund	£809.19
Veolia Ltd	Easi-bins	£177.53
The Copier Warehouse	Photocopying	£107.06
SSE	Elec	£160.60
SSE	Gas	£1200.49
SLCC	Training	£184
TrueLink Ltd	Grass Cutting	£346.90
Centra Data	Computer Support/Microsoft	£274.15
Ely Skips	Skip Hire	£198
ESPO	Office/Cleaning Supplies	£25.20
MA Cleaning Services	Window Cleaning	£30
DataShredders	Disposal of Paperwork	£12
Direct 365	Sanitation	£813.22
ECDC	Glebe Licence	£180
Rialtas	Support/Maintenance	£810
ICCM	Membership	£105
G&J Peck Ltd	Oil/Funnel For Mower	£12.17
Vision ICT	Website Hosting June 25	£342

Direct Debits

ECDC	Non-domestic rates	£710.09
Lloyds	Multipay	£204.18
O2	Mobile Phones	£91.20
SSE	Street Lights	£224.97
B & CE	Peoples Pension	£186.55
HMRC	Tax & NIC	£1974.04
Savills	Agricultural Rent	£1000

Proposed by Cllr Goodjohn and Seconded by Cllr Browne to approve payments. All Cllrs agreed by show of hands.

**2. Direct Debits and Standing Orders**

To Consider and Approve Direct Debits and Standing Orders for Financial Year 2025/26

Proposed By Cllr Jordan, Seconded by Cllr Browne to approve the list of Direct Debits and Standing Orders for coming year. All present agreed by show of hands.

**3. Internal Audit 2025**

Internal Audit is due on the 23<sup>rd</sup> April. To be undertaken by CAPALC.

Noted

**008/25 To Approve and Adopt Policies**

- a. **Financial Regulations 2025 – Updated**  
Proposed by Cllr Inskip, Seconded by Cllr Butler to approve updated Financial Regulations 2025.  
Agreed by all present with a show of hands.  
Clerk to Update Website.
- b. **Standing Orders – Updated**  
Proposed by Cllr Inskip, Seconded by Cllr Jordan to approve updated Standing Orders 2025.  
Agreed by all present with a show of hands.  
Clerk to Update Website.
- c. **Code of Conduct – Review and adopt for 2025/26**  
Proposed by Cllr Inskip, Seconded by Cllr Goodjohn to approve Councillor Code of Conduct 2025.  
Agreed by all present with a show of hands.  
Clerk to Update Website.

Proposed by Cllr Inskip and Seconded by Cllr Goodjohn to adopt Financial and Investment Risk Assessment. All Cllrs agreed by show of hands.

**009/25 Planning**

1. **Planning approvals –**
  - a. **Proposal: Outline application with all matters reserved except access and scale for the erection of two dwellings (re-submission of 22/01044/OUT)**  
Location: 44 The Row Sutton Ely Cambridgeshire CB6 2PD  
Reference: 24/01345/OUT.  
Noted. No Comments
2. **Appeals/Variations – NONE**
3. **Planning Applications –**
  - a. **Proposal: Extensions to front and side, garage conversion, new windows and doors, internal and external alterations**  
Location: The Bungalow 1 The Close Sutton Ely Cambridgeshire  
Reference: 25/00075/FUL  
Noted. No Comments
4. **Tree Consents – To Be Noted Only**
  - a. **Proposal: T1 Silver Birch - Reduce crown spread by up to 2m. Prune to raise crown clearance to 3m from ground level, punning tertiary branches only and prune to clear dwelling and garage by up to 1m.**  
Location: Trinity Farm 39 The Row Sutton Ely Cambridgeshire  
Reference: 25/00106/TPO  
Noted. No Comments
  - b. **Proposal: G1 2x Lime trees - Thin whole crown by 25%**  
Location: 1 Yew Tree Gardens Sutton Cambridgeshire CB6 2ND  
Reference: 25/00340/TPO  
Noted. No Comments
5. **Consider and Comment on Name Put Forward for STNN/24/109 - Land Adjacent 43 Mepal Road, Sutton**

Consider `Stirling Cross` – “Our marketing team is going to market the site as “Stirling Cross”. The name “Stirling” honours the area’s rich history with the RAF and aircraft industry, referring to the first aircraft - the Short Stirling, which was one of the first planes to be used by 75 Squadron, this name captures the spirit of the early days of RAF Mepal”

After a brief discussion Council had no comments regarding name. Clerk to inform Planning.

**010/25 Litter Pick 2025**

Clerk to provide dates for possible litter pick to Council.

**011/25 Defib at the Chequers.**

Update – Defib now adopted and has been added to Council Inspections and Registered on The Circuit

Noted

**012/25 Climbing Wall**

To Note – Funding now received and installation due in June 2025

Noted

**013/25 Update on quotes for footpath between St Andrews Close and the Orchards.**

Still awaiting contractors to confirm costing for offset pedestrian barrier.

Quote 1 - £7320 + VAT

Quote 2 - £8475.20 + VAT

After discussion it was Proposed by Cllr Inskip and Seconded by Cllr Butler to accept quote 1 if still the lowest quote after quotes come back. 6 in favour by show of hands and 1 abstention.

**014/25 Signage for Awareness of Horses**

To Consider new signage to make highway users aware of horses

After discussion it was decided to try and source signage from a cheaper source.  
Clerk and Cllr Butler to investigate.

**015/25 Matters as Agenda Items for Future Consideration**

No Decision can be Made Under This Item<sup>1</sup>

None

**016/25 Date of Next Meeting(s)**

20<sup>th</sup> May 2025 – Full Council and Annual Parish Council Meeting

29<sup>th</sup> May 2025 – Meeting of Electorate – PLEASE NOTE DATE CHANGE

24<sup>th</sup> June 2025 - Full Council

22<sup>nd</sup> July 2025 - Full Council

19<sup>th</sup> August 2025 - Full Council

Meeting Closed at 8.20pm

Please have any items you wish to be considered for the next agenda to the Clerk by the 13<sup>th</sup> May 2025.

Signed.....  
Chairman

Date.....

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<sup>1</sup> Local Government Act 1972, s12 10(2) (b)

# Cllrs Lorna Dupré and Mark Inskip

## MONTHLY REPORT MAY 2025

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### BY-ELECTION

Alongside the Mayoral and County Council elections on Thursday 1 May, a by-election took place for the Stretham ward of East Cambridgeshire District Council following the resignation through ill-health of Cllr Caroline Shepherd.

Lee Denney was elected for the Liberal Democrats, and the council's political balance remains unchanged:

Conservative	14
Liberal Democrat & Independent	14

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### CREMATORIUM

The District Council's Annual Meeting takes place on Thursday 22 May. On the agenda is a proposal to press ahead with the Conservative group's plan for a crematorium at Mepal.

The costs of this proposal have risen very significantly, from just over £8M to just under £13M, requiring an additional £4,757,087. This money will come from developer contributions which were meant to be used to improve amenities in local communities. And even so, there will be a deficit of approximately £737,000 'purely related to the timing of payments' which will be funded from internal borrowing.

The Liberal Democrat & Independent Group remains firmly opposed to this inappropriate use of public money.

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### MEET YOUR COUNCILLORS

We will be at Joy Bistro, 65 High Street, Sutton on Monday 12 May and Monday 2 June at 6:30-7:30PM. Between surgeries, residents can continue to contact us by email, Facebook, or phone.

**Cllrs Lorna Dupré and Mark Inskip**  
District Councillors for the Sutton ward  
(Mepal, Sutton, Wentworth, and Witcham)

### ELECTIONS AND COUNTY COUNCIL COMPOSITION

The elections in Cambridgeshire and Peterborough on Thursday 1 May have resulted in changes of political control at both Mayoral and County Council level.

Conservative Paul Bristow gained the Mayoralty, following four years of Labour under Mayor Nik Johnson. The results were as follows:

Candidate	Cambridge City	East Cambs	Fenland	Huntingdon	Peterborough City	South Cambs	Total area
Paul Bristow (Conservative)	5,042	5,733	8,302	13,797	15,769	11,600	60,243 elected
Ryan Coogan (Reform UK)	3,122	5,924	9,246	13,376	9,221	8,758	49,647
Lorna Dupre (Liberal Democrat)	6,340	7,473	2,050	9,024	2,907	13,817	41,611
Bob Ensich (Green Party)	5,332	1,528	1,063	3,206	2,649	4,477	18,255
Anna Smith (Labour)	13,382	2,863	2,176	6,694	7,629	9,927	42,671

Four of the five candidates won at least one of the six districts, showing how fractured opinion in this country has become. The winner received the votes of 28 per cent of those who voted—and 9.3 per cent of the electorate as a whole.

Meanwhile the Liberal Democrats won a majority of seats on the County Council. The composition of the council following the 1 May elections is as follows:

Liberal Democrat	31
Conservative	10
Reform UK	10
Labour	5
Green	3
Independent	2

Politicians at every level of government will be adjusting to the new dynamic.

## Quality of Life survey

Initially launched in 2023, the annual survey tracks the responses over time so local feedback not only gives councillors and decision makers vital insight when they make business planning decisions, but also means the council can see how changes to decisions and policies—and the work of other public sector bodies in the county—affect people’s views across Cambridgeshire.

The survey asks residents about their views on topics such as life and community, transport, health and wellbeing, children and young people, and the council and its services. In previous years, the survey has shown that most residents feel happy, safe and have a sense of belonging, with residents believing that Cambridgeshire is a good place to raise children. However, it has also highlighted that roads and pavement maintenance, the cost of living, and mental health and loneliness are areas of concern.

Even if you are not one of the 1,100 people in your district contacted by the market research company, you can still take part. The survey is available at **[www.cambridgeshire.gov.uk/quality-of-life-survey](http://www.cambridgeshire.gov.uk/quality-of-life-survey)** until Monday, 21 July. The responses will then be collated and published to councillors and the public in the autumn. The results will help inform council meetings and priorities for the years ahead.

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## CHILDREN & YOUNG PEOPLE

### School places

94.5 per cent of Cambridgeshire applicants will be going to their first preference primary school this September—above the national proportion of 93.2 per cent from 2024. This is marginally down from the 95.9 per cent who were offered their preferred choice in Cambridgeshire last year.

The proportion offered a place at their first, second, or third choice school has also slightly fallen—from 99.1 per cent last year to 98.9 per cent this year. Just over one per cent of pupils (76 children in total) have been allocated places at other schools, outside of their expressed preferences, the second lowest number in the last four years.

This year saw a slight increase in the total number of applications for a primary school place—from 6,418 in 2024 to 6,457 this year. Parents applying for primary school places for this September should have received offers by Wednesday 16 April. As always, the council advises parents to include their child's local catchment school in their application.

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## ENVIRONMENT & GREEN INVESTMENT

### Carbon literacy accreditation

Cambridgeshire County Council has been re-accredited as a Bronze 'Carbon Literate Organisation', highlighting the organisation's dedication towards tackling climate change, working towards a zero-carbon future, and reducing its organisational carbon emissions.

The Carbon Literacy accreditation is a nationally recognised scheme which helps organisations reach their carbon targets and is defined as 'an awareness of the carbon costs and impacts of everyday activities and the ability and motivation to reduce emissions on an individual, community and organisational basis', and involves learning and action on climate change.

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## HIGHWAYS & TRANSPORT

### A142 Mepal bridge closure

The closure of Mepal bridge for four consecutive weekends will now not start on the weekend beginning 9 May as previously advertised. The works have been postponed, probably for four weeks. New closure dates are yet to be advised.

### Highway repairs on The America

Following the recent major works on Chain Causeway between Sutton and Earith Bridge, further works are being ordered to bring a noisy gully at the bottom of The America up to surface level and eliminate the noise.



Whilst there, the contractor will address the dropped kerbs by raising the adjacent strip of the footway slightly. These works will likely be completed under traffic lights for two days.

### **Chevrons on Chain Causeway**

Following a comment from a resident, I have heard back from the project manager about the chevrons which used to mark the first bend on Chain Causeway from the Earith end. These were no longer in place by the time the recent reconstruction works started. This has been passed to the Local Highways Officer, as it would now fall under routine maintenance.

The project manager has undertaken to remind designers to consider sign replacements outside of the scope of works on significant schemes such as this to avoid this issue occurring in future.

### **Emergency access from A142 at Pemberton Park Witchford**

I have been continuing to support Witchford Parish Council in making representations to the developers, highways department and planners about the open emergency access road from Honey Close near the children's play area straight on to the A142. It's a calamity waiting to happen.

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## **MEET YOUR COUNCILLORS**

### **Sutton surgery**

Cllr Mark Inskip and I hold our monthly councillor surgery at Joy Bistro 65 High Street Sutton. Forthcoming dates are Monday 12 May and Monday 2 June, 18:30-19:30.

### **Or catch me on ...**

- Tuesday 13 May, 10:00, The Glebe Sutton (Timebank coffee morning)
- Wednesday 21 May, 10:00, St Andrew's Hall (Witchford coffee morning)
- Wednesday 21 May, 14:00, Little Downham Village Hall (book café)
- Friday 30 May, 12:00-13:00, Scott Court Sutton (Nellie's community café)

The above dates may change at short notice subject to late changes to my diary.

### **I can also be contacted ...**

- by email at [lorna@lornadupre.org.uk](mailto:lorna@lornadupre.org.uk)
- on Facebook
- by phone on 07930 337596

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## **Cllr Lorna Dupré**

County Councillor for the Sutton division



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# BUSINESS PLAN 2025 - 2026

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V1



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

## Sutton Parish Council Business Plan 2025 – 2026

The Business Plan sets out the work of Sutton Parish Council, its day-to-day work, projects and strategic planning. The Council's work is based on Proper Practices and legislation of which the council has a duty to abide. The Council set the budget for 2024-2025 in January 2024, of which the objectives are linked.

### Our Vision

To make Sutton Parish a safe, healthy and vibrant place to live and work and to represent and uphold the best interests of the village and its residents.

### Aim

- To ensure good governance.
- To enhance communication between the council and community.
- To provide high-standard, cost effective services for the betterment of the local community.
- To manage the Parish Council's assets and finances to achieve best value.

### COUNCIL GOVERNANCE

OBJECTIVES	ACTIONS
Functioning Council	<ul style="list-style-type: none"><li>• Minimum of 10 meetings per year including the Annual meeting of the Council (held in May) and the Annual meeting of the Electorate (held between 1<sup>st</sup> March and 1<sup>st</sup> June)</li></ul>
Transparency	<ul style="list-style-type: none"><li>• Ensure that all meetings have a public participation session (where the public and press are invited to attend).</li><li>• Ensure agendas, minutes, policies and finances are on the website.</li></ul>
Risk Management	<ul style="list-style-type: none"><li>• Risk Management Policy to be updated annually in May.</li><li>• Play area risk assessments to be carried out: Daily – Visual inspection by Parish Council staff. Quarterly – Operational assessment by ECDC. Annually – Full assessment.</li><li>• To carry out risk assessment of council assets and functions at least annually.</li></ul>

## FINANCIAL PLANNING AND CONTROLS

OBJECTIVES	ACTIONS
Budget	<ul style="list-style-type: none"> <li>Annual budget to be reviewed by the Finance Working Party meeting in November, and to be approved by Full Council in January.</li> <li>Precept request to be submitted to ECDC by the end of January.</li> </ul>
Financial Assurance	<ul style="list-style-type: none"> <li>Budget to actual figures to be reviewed by the Finance Working party each month, and to be agreed by Full Council.</li> <li>Payments made and checked by two councillors each month prior to releasing payments.</li> </ul>
Internal Audit	<ul style="list-style-type: none"> <li>Internal Audit to be carried out twice per annum (mid-year and year end)</li> </ul>
External Audit	<ul style="list-style-type: none"> <li>Ensure external audit documentation is submitted on time.</li> <li>Display the Notice to Electors by the published date.</li> <li>Ensure all external audit actions are completed</li> </ul>
Investments	<ul style="list-style-type: none"> <li>Develop and update the Investment Strategy.</li> </ul>
Funding Options	<ul style="list-style-type: none"> <li>Investigate various funding options available for projects. ie grants, CIL, loans EMR, GR.</li> </ul>

## BENEFITS TO THE COMMUNITY

OBJECTIVES	ACTIONS
Developing Communication	<ul style="list-style-type: none"> <li>Listening to and making representations on the views of residents.</li> </ul>
Continuing Engagement	<ul style="list-style-type: none"> <li>Using various methods available including the annual Summer Newsletter, The Pepperpot, Parish Council Website, Facebook and Noticeboards.</li> </ul>
Council Website	<ul style="list-style-type: none"> <li>Ensure the website is relevant and kept up to date.</li> </ul>

Social Media	<ul style="list-style-type: none"> <li>• Monitor Facebook page and update as required.</li> </ul>
Grant Funding	<ul style="list-style-type: none"> <li>• Provide opportunity for parish organisations to apply for grant funding (providing they meet criteria)</li> <li>• To signpost and encourage parish organisations to apply for grant funding from other bodies.</li> </ul>

## COUNCIL DEVELOPMENT

OBJECTIVES	ACTIONS
Clerk to the Council	<ul style="list-style-type: none"> <li>• Ensure the Clerk to the Council has, or is working to, the CILCA (Certificate in Local Council Administration) qualification</li> <li>• Support the Clerk in any ongoing continuing professional development.</li> </ul>
Councillors	<ul style="list-style-type: none"> <li>• Encourage Councillors to attend the introductory training provided by CAPALC as soon as practical after election/co-option.</li> <li>• Encourage the Chairman of the Council and Chairman of Committees to attend the Chairmanship training provided by CAPALC.</li> <li>• Support Councillors with ongoing training where necessary.</li> </ul>
Legislation and Procedures	<ul style="list-style-type: none"> <li>• Ensure Councillors and Officers are kept up to date with current legislation and procedures by attendance at SLCC and CAPALC meetings, briefings and training.</li> <li>• Ensure correct policies and procedures, as per legislation and proper practices are in place and up to date.</li> </ul>
Existing Staff	<ul style="list-style-type: none"> <li>• Ensure capacity of staff is not stretched and provide relevant support where required.</li> <li>• To provide annual appraisals</li> </ul>
General Employment	<ul style="list-style-type: none"> <li>• Develop professional employment documents for current and future employees</li> </ul>



<p>Pavilion</p>	<ul style="list-style-type: none"> <li>• To promote the hire availability of the facility.</li> <li>• To update hire charge annually based on CPI in November.</li> </ul>
<p>Community Room</p>	<ul style="list-style-type: none"> <li>• To continue to maintain the facility to a high standard.</li> <li>• To facilitate the use of the facility by various sports clubs, community groups, businesses and residents.</li> <li>• To promote the hire availability of the facility.</li> <li>• To update hire charge annually based on CPI in November.</li> </ul>
<p>Open Spaces Windmill Walk The Paddock and Orchard Corner of Pound Lane Stirling Way</p>	<ul style="list-style-type: none"> <li>• To continue to maintain the facility to a high standard.</li> <li>• To facilitate the use of the facility by various groups, businesses and residents.</li> <li>• To promote the hire availability of the facility.</li> <li>• To update hire charge annually based on CPI in November.</li> </ul>
<p>Football Pitches</p>	<ul style="list-style-type: none"> <li>• Continue to maintain the open spaces to a high standard.</li> <li>• Work with Sutton Open Spaces Group, Sutton Conservation Society and Sutton Garden Club Volunteers.</li> <li>• Ensure pitches are maintained to a high standard and to the requirements of the village football clubs.</li> </ul>

OBJECTIVES	ACTIONS	WHO	TIMELINE
PFLHI SCHEME	To apply to CCC under the PFLHI scheme for 20mph limit to The Row, Painters Lane, West Lodge Lane and Mepal Road.	Traffic and Transport Working Party and Clerk	CCC timescale
SCHOOL HOLIDAY SPORTS PROJECT	<ul style="list-style-type: none"> <li>To provide 3 weeks of sports activities for young people during August. (Via grant funding)</li> </ul>	Clerk	August 2025
LOCAL COUNCIL AWARD SCHEME	<ul style="list-style-type: none"> <li>Achieve Quality Council status of the Local Council Award Scheme</li> </ul>	Clerk and Council	November 2025
PROVISION OF BENCHES AN PLANTERS	<ul style="list-style-type: none"> <li>Work with Sutton Open Spaces Group to provide planters for village entrances.</li> <li>Provide Jubilee benches for the village</li> <li>Provide Picnic benches for the village</li> </ul>	Clerk	Ongoing
THE GLEBE MAINTENANCE	<ul style="list-style-type: none"> <li>Repair windows</li> </ul>	Clerk	Ongoing



OBJECTIVES	ACTIONS	WHO	TIMELINE
NEIGHBOURHOOD PLAN REVIEW	<ul style="list-style-type: none"> <li>To undertake a review of the Neighbourhood Plan, Policies and Community Actions.</li> <li>Apply for grant funding.</li> </ul>	Neighbourhood Plan Working Party and Clerk	Ongoing
LIBRARY ACCESS POINT	<ul style="list-style-type: none"> <li>To research the viability of a Library Access Point and a suitable location</li> </ul>	Library Access Point Working Party and Clerk	Ongoing
PROVISION FOR YOUTH	<ul style="list-style-type: none"> <li>To research provision for youth requirements for the village</li> </ul>	Provision for Youth Working Party and Clerk	Ongoing
NEW BURIAL GROUND	<ul style="list-style-type: none"> <li>To commence with research into the provision of an additional Burial Ground. (Mepal Road)</li> </ul>	Clerk	Ongoing
CLIMATE CHANGE ACTION PLAN	<ul style="list-style-type: none"> <li>To work towards a village Climate Change Action Plan</li> </ul>	Climate Change Working Party and Clerk.	Ongoing
SUTTON TIMEBANK	<ul style="list-style-type: none"> <li>To continue to support Sutton Timebank and related projects</li> </ul>	Clerk and Council.	Ongoing
PROVISION OF PATH BETWEEN THE ORCHARDS AND ST ANDREWS CLOSE	<ul style="list-style-type: none"> <li>To obtain ownership and land registry, and provision pedestrian of path between two estates.</li> </ul>	Deputy Clerk	Ongoing
EV CHARGING POINTS	<ul style="list-style-type: none"> <li>Provision of e-charging points at The Glebe and Brooklands Centre</li> </ul>	Council and Clerk	Ongoing
WAR MEMORIAL	<ul style="list-style-type: none"> <li>Upgrade war memorial</li> <li>Apply for grant funding for the work.</li> </ul>	Clerk	Ongoing
BOWLS CLUB FOOTWAY	<ul style="list-style-type: none"> <li>Resurface footway around Bowls Green</li> </ul>	Clerk & Open Spaces WP	Ongoing
	<ul style="list-style-type: none"> <li></li> </ul>		
	<ul style="list-style-type: none"> <li></li> </ul>		
	<ul style="list-style-type: none"> <li></li> </ul>		



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# PROJECT AND ACTION PLAN

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Full Council – 20<sup>th</sup> May 2025



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

## 2025 – Sutton Parish Council Project and Action chart

As at: 20<sup>th</sup> May 2025

Date	Priority Level	Detail	Budget	Progress	Completed
27.10.20 Min 90/20/2/i	M	<p><b>Transfer of land to provide path between St Andrews Close and The Orchards</b></p> <ul style="list-style-type: none"> <li>• Instruct Solicitor</li> <li>• Obtain all paperwork for solicitor.</li> </ul>		<ul style="list-style-type: none"> <li>• Invoice received and once paid we will get the paperwork finalised (14.10) Waiting for confirmation on ownership.</li> <li>• Chased 11/1/2021</li> <li>• Chased 19/01/2021 Solicitor should be making the final land transfer application have emailed twice to confirm no reply (24.03)</li> <li>• Other solicitor now querying Map, so awaiting further contact from our solicitor, the application has not been submitted to Land Registry (14.04)</li> <li>• 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 22<sup>nd</sup> July – Chased 22.7 Chased 4/8 if not contact by Monday 9<sup>th</sup> call to speak to them</li> <li>• 16/08/2021 – Solicitors haven't heard from other sols and have been snowed under with other work.</li> <li>• 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</li> <li>• Melissa chased Solicitor for an update 14.10.21</li> <li>• 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.</li> </ul>	<p>Complete.</p> <p>To go to working party for discussion.</p>

			<ul style="list-style-type: none"> <li>• Melissa requested an update from solicitor as nearly a year since application sent to Land registry 08.08.22</li> <li>• 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</li> <li>• 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</li> <li>• Solicitor will look to see if they can expedite the application. 02.03.23</li> <li>• Transfer of land all completed and land registry confirmation received on 22<sup>nd</sup> March 2023.</li> <li>• Traffic and Transport working Party to review options at next working party meeting.</li> <li>• Survey set up online and consultation letter prepared</li> <li>• Survey completed and sent out with Newsletter to houses the path would be used by 18<sup>th</sup> August 2023</li> <li>• Data and responses to be given to the TTWP to review once collated.</li> <li>• Clerk to obtain quotes and item to be added to Agenda in Feb 2024 – Awaiting site visits.</li> <li>• As of 13/3/24 2 quotes have been obtained. 4 Companies contacted 2 have quoted and 2 have declined. To go to WP.</li> <li>• TRAFFIC &amp; TRANSPORT WP Next meeting 20/2/24 – to report back at March 25 meeting</li> <li>• Full Council to decide on quote and Clerk to engage with residents</li> <li>• Clerk still awaiting requote from 1 company to include install of offset pedestrian barriers.</li> <li>• 2 quotes received – Lowest quote to be engaged as per meeting April 2025</li> </ul>		Yes Yes
M	Picnic Benches for open spaces and recreation	CIL	<ul style="list-style-type: none"> <li>• Look at options of octagonal benches for park and old rec, preferably recycled durable plastic or metal.</li> </ul>		

		<b>ground</b>		<p>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</p> <ul style="list-style-type: none"> <li>• Clerk to get 3 quotes once WP decide</li> <li>• <b>Currently on Hold</b></li> <li>• <b>SPORTS &amp; RECREATION WP</b></li> </ul>	
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24 <sup>th</sup> October 2023	M	<b>EV – Charging points</b> <ul style="list-style-type: none"> <li>• Provide charging points for The Glebe and Pavilion.</li> </ul>		<ul style="list-style-type: none"> <li>• Clerk to sign Non-disclosure agreement (Believ)</li> <li>• Clerk to contact Roger Taylor (Solicitor)</li> <li>• Roger Taylor emailed 15/2/24 – awaiting response.</li> <li>• Non Disclosure resigned by Clerk and emailed to Believ. 21/2/24</li> <li>• Currently awaiting solicitors to respond to email for help with contracts.</li> <li>• Solicitors have responded with concerns over 20 year lease/rent. Passed to Luke for comment.</li> <li>• Solicitors now retained. Have been instructed to look at a break clause after 10 years.</li> <li>• Clerk has spoken to Believ who will now start to survey proposed locations to finalise exact locations.</li> <li>• Update – CCC are offering fully funded EV Charge points – Clerk to investigate – Meeting with CCC 23/4/24</li> <li>• Clerk reported back to Council re CCC charge points</li> <li>• Solicitors instructed to talk to Believ re break clause</li> </ul>	Yes Yes
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				<p>in contract.</p> <ul style="list-style-type: none"><li>• Currently awaiting contracts</li><li>• Awaiting RBL to come back re using 4 spaces in their agreement for charge points.</li><li>• Believ will go ahead with charge points at Glebe whilst awaiting RBL.</li><li>• Believ have requested Deeds for relevant areas. Clerk to provide.</li><li>• RBL have proposed area for Disabled Bay – area opposite entrance. Clerk to look at and report back.</li><li>• Still no contract – Clerk to chase Solicitors.</li><li>• RBL have suggested locating 2 to 3 disabled bays in front of the building on the grass area.</li><li>• To go to Full Council.</li><li>• Awaiting Minutes from Meeting held 30/9/24</li><li>• Believ 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 location</li><li>• Clerk to obtain full detailed plan for installation and bring back to PC</li><li>• Clerk to contact Believ and make sure the bike racks moving will be at their cost. Confirmed by Believ they will pay for racks.</li><li>• Full Council to approve lease and plan.</li><li>• Awaiting Believ to come back with full contract</li><li>• Chased several times still awaiting contract</li><li>• <b>Currently Solicitors are reviewing contract</b></li></ul>	Yes Yes

				<p>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</p> <ul style="list-style-type: none"><li>No updates from CCC regarding Pavilion or Glebe, office to chase 18.10.22</li><li>Pavilion and RBL bike stands have had the Geogrid installed and area made neat.</li><li>To chase CCC about the Glebe stands and rectifying the surrounds to the surfacing.</li><li>Clerk to look into Oct/Nov 2024</li><li><b>Bike Stands to be moved</b></li></ul>	yes
H	<p><b>LHI Scheme – 20mph speed reduction</b></p> <ul style="list-style-type: none"><li>Application to be made for speed reductions on The Row, Painters Lane, West Lodge Lane and Mepal Road.</li><li>Scheme to also include Ely Rd, Brooklands, High Street.</li></ul>	CIL	<ul style="list-style-type: none"><li>Application form submitted 25<sup>th</sup> April 2022</li><li>CCC Has allocated an Engineer to work with SPC.</li><li>CCC Engineer emailed to give info on CCC 20mph reduction scheme. SPC to consider if it wishes to continue with application.</li><li>SPC agreed to hold the application until its in receipt of CCC 20mph policy. It will be discussed again at this point. (24.5.22)</li><li>Been advised by Highways officer at CCC that further information on the application process, specific requirements and timelines will be provided in due course after their meeting in December 2022</li><li>Email sent to CCC Highways for an update on the scheme.</li><li>Application forms have been received, and data being collected to make the application.</li><li>Consultations letters sent to residents in the area.</li><li>Application form completed.</li><li>Pending decision</li><li>20mph Scheme fully funded reopens 15/2/24 <a href="https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway/20mph-funding">https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway/20mph-funding</a> - Clerk has</li></ul>	Yes Yes       Yes Yes Yes	

				<p>reapplied to the scheme.</p> <ul style="list-style-type: none"> <li>• Clerk to produce survey re 20mph from A142 Roundabout through to the America. This part to be PFHI.</li> <li>• Funding for the scheme has now been allocated and Sutton was unsuccessful. Council to decide if we should reapply next year.</li> <li>• Clerk to reapply – produce residents survey to support application – January 2025</li> <li>• Survey active now – once complete to go to Working Party. Survey now closed.</li> <li>• Traffic and Transport Working Party WP Next meeting 20/2/24 – to report back at March 25 meeting</li> <li>• <b>Full Council to decide on what areas to apply for in 20mph Scheme at March 25 Meeting</b></li> <li>• <b>Clerk has now applied for Mepal Road, The Row, Painters Lane and West Lodge Lane</b></li> </ul>	
10 <sup>th</sup> May 2022		<b>Library Access Point</b>		<ul style="list-style-type: none"> <li>• New working party formed to discuss project</li> <li>• 23<sup>rd</sup> May 2023 – Working party membership agreed and date to be set for the meeting</li> <li>• <b>Councillor Newton to arrange meeting of WP LIBRARY ACCESS POINT WP</b></li> </ul>	Yes
10 <sup>th</sup> May 2022		<b>Provision for Young People</b>		<ul style="list-style-type: none"> <li>• New working party formed to discuss project</li> <li>• 23<sup>rd</sup> May 2023 – Council agreed to discuss this group again in September</li> <li>• Currently placed on hold – May 2024</li> <li>• Clerk is investigating the Fire and Chill group to see about a group for Sutton.</li> <li>• Meeting with group 21/10/24 – Costs to be approx. £9k pa.</li> <li>• <b>Clerk to produce Youth Policy and WP party to be established in 2025</b></li> </ul>	Yes



28 <sup>th</sup> June 2022	War Memorial			<p><b>YOUTH SERVICES AND ACTIVITIES WP</b></p> <ul style="list-style-type: none"> <li>Obtain specialist advice as to what work is required. i.e., cleaning and/or re-lettering, re-pointing etc.</li> <li>Clerk to take pics of wording etc.</li> <li>Obtain a Church Faculty (Planning permission), as it is in the Churchyard and apply for Conservation Consent.</li> <li>Obtain quotations from specialist companies.</li> <li>Obtain Funding – Application to the War Memorial Trust.</li> <li>Clerk/Deputy Clerk to action in 2024 – Deputy Clerk currently obtaining inspections.</li> <li><b>3 Quotes received awaiting third quote</b></li> </ul>			
24 <sup>th</sup> January 2023	LHI 23/24 Application Weight restriction on B1381		CIL	<ul style="list-style-type: none"> <li>Submit application to CCC</li> <li>Application submitted</li> <li>LHI application Dismissed and not reviewed as part on the complex or non-complex application.</li> <li>Recommendation 25<sup>th</sup> 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 22<sup>nd</sup> August 2023 Agenda</li> <li>Meeting arranged with Highway Officer, Cllr Dupre and SPC – 2<sup>nd</sup> October 2023</li> <li>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.</li> <li>Clerk delegated a spend of £2,000 for one set of</li> </ul>		Yes	Yes
						Yes	Yes
						Yes	Yes
						Yes	Yes

			<div>surveys in 3 locations.</div> <ul style="list-style-type: none"><li>• Order placed with Tracsis – survey January 2024</li><li>• Tracsis have now had approval from CCC for survey to be undertaken. Due January 24.</li><li>• Clerk to have funding approved for 2<sup>nd</sup> survey before March 24</li><li>• Tracsis to need locations and duration to give quote for March survey.</li><li>• Further information required by CCC regarding impact on people</li><li>• Online survey ready to go out once approved by WP.</li><li>• Next traffic survey to be carried out on w/c 15<sup>th</sup> April 2024</li><li>• Note – additional fee of £330 for licences from CCC not included in original quote.</li><li>• Online survey went live 4<sup>th</sup> March 2024.</li><li>• Local PC`S and Police have been contacted.</li><li>• Clerk currently organising Particulate testing. One cost estimate received approx. £3600+vat to comply with CCC testing requirements.</li><li>• Presentation with CCC Clerk and Chair to attend 22/4/24.</li><li>• Enviro testing sent to Council. Councillor Jordan to look into other companies.</li><li>• Decision from CCC will now be September 2024</li><li>• Unsuccessful – Council to decide how to proceed</li><li>• Clerk to continue with application in 2025</li><li>• Letter to Business in area</li><li>• Ask Lorna/Joshua with help/ideas</li><li>• Environmental survey</li></ul> <div><div></div><div><ul style="list-style-type: none"><li>• Application Submitted January 2025</li></ul><p>Traffic and Transport WP</p></div></div>	
25 <sup>th</sup> July 2023	<b>Definitive Map Modification Order</b>  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		<ul style="list-style-type: none"><li>• Deferred to meeting on the 22<sup>nd</sup> August 2023 until Cllr Inskip is in attendance to give more of a background to the application.</li></ul>	

				<ul style="list-style-type: none"> <li>To be tabled at December 2023 meeting</li> <li>Mark Inskip to determine how forms to be distributed to people by PC</li> </ul>	
25 <sup>th</sup> July 2023		ECDC – Pride of Place, Nature Recovery Plans, Climate and Nature Actions		<ul style="list-style-type: none"> <li>Approved to make an application for this grant for the Orchards, to clear drainage and restore areas to grass</li> <li>Placed on hold – May 2024</li> <li>Seek grant to help with ditch clearance in Old Rec/The Orchard.</li> <li>Still awaiting prices from Contractors</li> </ul>	
22 <sup>nd</sup> August 2023		<b>Maintenance to The Glebe:</b> 1) External windows – need cementing. 2) Window Hall internal – need attention 3) Replace oven and extractor		<ul style="list-style-type: none"> <li>Salmons Bros, contacted for an assessment on the windows.</li> <li>Clerk has arranged for a quote on replacement oven/extractor. Awaiting quotes 21/2/24</li> <li>Clerk has spoken to contractor to quote for work on windows.</li> <li>Contractor has now declined to quote – new contractors contacted. Ray Langley coming out 28/5/24 to look at work.</li> <li>Still chasing contractors to quote for windows.</li> <li>Salmon Bros have quoted £5635+vat for painting of windows. Does not include any remedial work.</li> <li>Clerk to keep trying to obtain more quotes</li> </ul>	
March 2024		<b>Fire Station – Proposed Closure</b>		<ul style="list-style-type: none"> <li>Clerk has arranged for a Public Consultation to take place on the 5<sup>th</sup> March 2024.</li> <li>Consultation completed – to be discussed at next Full Council Meeting on 26<sup>th</sup> March 24.</li> <li>Clerk emailed Fire Services with offers to help</li> </ul>	

			<p>with recruitment in any way possible. Fire Services response to be discussed at next FC Meeting in April.</p> <ul style="list-style-type: none"> <li>• Clerk has now written directly to Fire Station offering help – no response as of May 2024</li> <li>• Fire Services have notified PC that no decision will be made before summer 2025.</li> <li>• <b>Fire Services have extended decision time into 2026.</b></li> </ul>	
March 2024		<b>Bowls Club Access and footpath around green</b>	<ul style="list-style-type: none"> <li>• Site visit by Clerk 6/3/24 – report sent to Sports and Rec WP for discussion.</li> <li>• Clerk obtaining quotes and will seek funding if possible.</li> <li>• 3 quotes obtained and passed to Cllr Inskip– refer to Sports and Rec WP.</li> <li>• Clerk to have quote for 30mm asphalt top be increased to 50mm</li> <li>• Awaiting Minutes from meeting 30/9/24</li> <li>• Quotes to go to FC</li> <li>• Nov 24 – Clerk to source matched funding for project.</li> <li>• Dec 24 PC approved FC Construction to undertake work</li> <li>• Awaiting update on grant application</li> <li>• <b>Grant application to ECDC was unsuccessful. Clerk to carry on seeking funding.</b></li> <li>• <b>Clerk has applied to Sport England for Grant.</b></li> <li>• <b>Sports and Rec WP</b></li> </ul>	

August 2024	L	Wildflower Project		<ul style="list-style-type: none"> <li>• Working Party to consider project</li> <li>• Sports and Rec WP</li> </ul>		
August 2024	L	Monkey Challenge Climbing Wall		<ul style="list-style-type: none"> <li>• Working Party to Consider Project</li> <li>• Clerk to meet with Sutton Rangers to discuss placement of item.</li> <li>• Sutton FC are ok with this. To be put on agenda.</li> <li>• Awaiting grant application</li> <li>• Grant Application successful – Clerk to speak with contractors and report back in Aprils Meeting.</li> <li>• Climbing Wall to be installed June 2025 next to MUGA</li> </ul>		
				Sports and Rec WP		



**SUTTON PARISH COUNCIL**  
**YEAR END ACCOUNTS**

**1<sup>ST</sup> April 2024**

**To**

**31<sup>st</sup> March 2025**

Prepared by:  
**Mr Philip Harty**  
Responsible Financial Officer

## **31<sup>st</sup> March 2025 Year End Accounts**

### **CONTENTS**

- A     Bank Reconciliation and Statements**
- B     Income and Expenditure Account**
- C     Balance Sheet**
- D     Public Works Loan Board (The Glebe)**
- E     Community Infrastructure Levy Monitoring Report**
- F     Asset Register**
- G     Supporting Statements and notes**

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## Sutton Parish Council Current Year

### Bank - Cash and Investment Reconciliation as at 31 March 2025

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/03/2025	SPC Current Account	10,087.19
31/03/2025	Sutton PC Deposit Account	27,973.01
31/03/2025	Cambridgeshire & Counties Bank	45,839.73
31/03/2025	CCLA Public Sector Deposit Fun	80,000.00
31/03/2025	PH 5902	0.00
31/03/2025	Cambridge Building Society	1,052.38

**164,952.31**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**164,952.31**

##### All Cash & Bank Accounts

1	Unity Trust Bank Current Acc	10,087.19
3	Unity Trust Bank Deposit Acc	27,973.01
4	Cambridgeshire&Counties Bank A	45,839.73
6	CCLA Deposit Fund	80,000.00
7	Multipay Card	0.00
8	Cambridge Building Society	1,052.38
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>164,952.31</b>



# Sutton Parish Council Current Year

## Income and Expenditure Account for Year Ended 31st March 2025

31st March 2024		31st March 2025
	<b>Income Summary</b>	
179,000	Precept	188,960
<b>179,000</b>	<b>Sub Total</b>	<b>188,960</b>
	<b>Operating Income</b>	
9	Administration	0
8,104	Finance	13,274
0	Play Area/ Open Space	7,150
2,260	Highway and Conservation	2,571
2,310	Neighbourhood Planning	(210)
3,730	Burial Ground	3,061
3,946	Allotments	2,997
330	Community Room	309
7,961	Pavilion	7,838
0	Brooklands Centre	15,000
13,796	The Glebe	15,521
1,147	Vehicles	0
535	Time Banking	1,138
5,924	Summer Hols Sports Project	6,000
<b>229,052</b>	<b>Total Income</b>	<b>263,609</b>
	<b>Running Costs</b>	
145,624	Administration	148,605
15,331	Finance	14,498
588	Communications & PR	1,138
1,752	Grants Made	3,950
4,712	Play Area/ Open Space	2,007
13,961	Highway and Conservation	10,473
2,100	Neighbourhood Planning	0
1,485	Burial Ground	1,747
4,379	Allotments	2,440
4,444	Facilities Services	8,939
147	Community Room	162
883	Football Pitches	2,243
1,149	Playing Field & Paddock	1,172
12,909	Pavilion	7,855
0	Brooklands Centre	30,499
18,206	The Glebe	11,551
781	Contingencies Earmarked Funds	0
8,007	Vehicles	1,358
232	Time Banking	322
5,600	Summer Hols Sports Project	4,000
28	Telephone Kiosk	0
<b>242,319</b>	<b>Total Expenditure</b>	<b>252,957</b>
	<b>General Fund Analysis</b>	
55,881	Opening Balance	65,036
<b>229,052</b>	<b>Plus : Income for Year</b>	<b>263,609</b>
<b>284,933</b>		<b>328,645</b>
<b>242,319</b>	<b>Less : Expenditure for Year</b>	<b>252,957</b>
<b>42,613</b>		<b>75,688</b>
<b>(22,422)</b>	<b>Transfers TO / FROM Reserves</b>	<b>(21,114)</b>
<b>65,036</b>	<b>Closing Balance</b>	<b>96,802</b>

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## Sutton Parish Council Current Year

### Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2025

Explains the difference between boxes 7 & 8 on the Annual Return

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<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	<b>Total Reserves</b>	<b>154,872.69</b>	<b>165,524.90</b>
100	Debtors	2,231.83	2,827.23
105	VAT Control A/c	2,941.02	345.04
	<b>Less Total Debtors</b>	<b>5,172.85</b>	<b>3,172.27</b>
500	Creditors	2,273.34	1,539.06
501	Multipay Card	0.00	160.62
505	Receipt in Advance	247.06	0.00
510	Accruals	5,916.35	900.00
	<b>Plus Total Creditors</b>	<b>8,436.75</b>	<b>2,599.68</b>
	<b>Equals Total Cash and Bank Accounts</b>	<b>158,136.59</b>	<b>164,952.31</b>
200	Unity Trust Bank Current Acc	10,655.75	10,087.19
203	Unity Trust Bank Deposit Acc	3,103.12	27,973.01
205	Cambridgeshire&Counties Bank A	63,354.51	45,839.73
207	CCLA Deposit Fund	80,000.00	80,000.00
209	Cambridge Building Society	1,023.21	1,052.38
	<b>Total Cash and Bank Accounts</b>	<b>158,136.59</b>	<b>164,952.31</b>

16/04/2025

## Sutton Parish Council Current Year

09:00

## Balance Sheet as at 31st March 2025

31st March 2024

31st March 2025

## Current Assets

2,232	Debtors	2,827
2,941	VAT Control A/c	345
10,656	Unity Trust Bank Current Acc	10,087
3,103	Unity Trust Bank Deposit Acc	27,973
63,355	Cambridgeshire&Counties Bank A	45,840
80,000	CCLA Deposit Fund	80,000
1,023	Cambridge Building Society	1,052

163,309

168,125

**163,309 Total Assets****168,125**

## Current Liabilities

2,273	Creditors	1,539
0	Multipay Card	161
247	Receipt in Advance	0
5,916	Accruals	900

8,437

2,600

**154,873 Total Assets Less Current Liabilities****165,525**

## Represented By

65,036	General Reserves	96,802
3,774	EMR - Sutton Timebank	3,918
2,000	EMR - Community Room Main CIL	2,000
1,000	EMR - CIL Brooklands Centre Ma	1,000
3,500	EMR - CIL SPC Office alteratio	3,500
10,702	EMR - CIL 20/21 (unallocated)	0
55,341	EMR - CIL 21/22 (Unallocated)	31,960
324	EMR - School Holiday Sports	2,324
13,196	EMR - CIL 22/23 (Unallocated)	13,196
0	EMR - CIL 24/25 (Unallocated)	3,675
0	Lottery Grant	7,150

154,873

165,525

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16/04/2025

**Sutton Parish Council Current Year**

09:00

**Balance Sheet as at 31st March 2025**

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**31st March 2024**

**31st March 2025**

The above statement represents fairly the financial position of the authority as at 31st March 2025 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

\_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

\_\_\_\_\_ Date : \_\_\_\_\_



**United Kingdom  
Debt Management  
Office**

**OFFICIAL**

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**PWLB lending facility**

**BALANCE OUTSTANDING AS AT 31 Mar 2025**

**7 April 2025**

**SUTTON PARISH COUNCIL (CAMBS)**

<b>LOAN REFERENCE NUMBER</b>	<b>REPAYMENT DATES</b>	<b>LOAN TYPE</b>	<b>REPAYMENT METHOD</b>	<b>PRINCIPAL BALANCE OUTSTANDING (£)</b>
PW486491	20 Mar - 20 Sep	FIXED	EIP	£24,000.00
<b>TOTAL OUTSTANDING BALANCE:</b>				<b>24,000.00</b>
<b>TOTAL NUMBER OF LOANS:</b>				<b>1</b>

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk) if you have any queries.

DATE	BALANCE OUTSTANDING	PRINCIPAL DUE	INTEREST DUE	TOTAL DUE	INTEREST RATE %	PRINCIPAL REMAINING
20.09.02	£ 300,000.00	£ 6,000.00	£ 8,062.50	£14,062.50	5.375	£ 294,000.00
20.03.03	£ 294,000.00	£ 6,000.00	£ 7,901.25	£13,901.25	5.375	£ 288,000.00
20.09.03	£ 288,000.00	£ 6,000.00	£ 7,740.00	£13,740.00	5.375	£ 282,000.00
22.03.04	£ 282,000.00	£ 6,000.00	£ 7,578.75	£13,578.75	5.375	£ 276,000.00
20.09.04	£ 276,000.00	£ 6,000.00	£ 7,417.50	£13,417.50	5.375	£ 270,000.00
20.03.05	£ 270,000.00	£ 6,000.00	£ 7,256.25	£13,256.25	5.375	£ 264,000.00
20.09.05	£ 264,000.00	£ 6,000.00	£ 7,095.00	£13,095.00	5.375	£ 258,000.00
20.03.06	£ 258,000.00	£ 6,000.00	£ 6,933.75	£12,933.75	5.375	£ 252,000.00
20.09.06	£ 252,000.00	£ 6,000.00	£ 6,772.50	£12,772.50	5.375	£ 246,000.00
20.03.07	£ 246,000.00	£ 6,000.00	£ 6,611.25	£12,611.25	5.375	£ 240,000.00
20.09.07	£ 240,000.00	£ 6,000.00	£ 6,450.00	£12,450.00	5.375	£ 234,000.00
20.03.08	£ 234,000.00	£ 6,000.00	£ 6,288.75	£12,288.75	5.375	£ 228,000.00
22.09.08	£ 228,000.00	£ 6,000.00	£ 6,127.50	£12,127.50	5.375	£ 222,000.00
20.03.09	£ 222,000.00	£ 6,000.00	£ 5,966.25	£11,966.25	5.375	£ 216,000.00
21.09.09	£ 216,000.00	£ 6,000.00	£ 5,805.00	£11,805.00	5.375	£ 210,000.00
22.03.10	£ 210,000.00	£ 6,000.00	£ 5,643.75	£11,643.75	5.375	£ 204,000.00
20.09.10	£ 204,000.00	£ 6,000.00	£ 5,482.50	£11,482.50	5.375	£ 198,000.00
21.03.11	£ 198,000.00	£ 6,000.00	£ 5,321.25	£11,321.25	5.375	£ 192,000.00
20.09.11	£ 192,000.00	£ 6,000.00	£ 5,160.00	£11,160.00	5.375	£ 186,000.00
20.03.12	£ 186,000.00	£ 6,000.00	£ 4,998.75	£10,998.75	5.375	£ 180,000.00
20.09.12	£ 180,000.00	£ 6,000.00	£ 4,837.50	£10,837.50	5.375	£ 174,000.00
30.03.13	£ 174,000.00	£ 6,000.00	£ 4,676.25	£10,676.25	5.375	£ 168,000.00
20.09.13	£ 168,000.00	£ 6,000.00	£ 4,515.00	£10,515.00	5.375	£ 162,000.00
20.03.14	£ 162,000.00	£ 6,000.00	£ 4,353.75	£10,353.75	5.375	£ 156,000.00
22.09.14	£ 156,000.00	£ 6,000.00	£ 4,192.50	£10,192.50	5.375	£ 150,000.00
20.03.15	£ 150,000.00	£ 6,000.00	£ 4,031.25	£10,031.25	5.375	£ 144,000.00
21.09.15	£ 144,000.00	£ 6,000.00	£ 3,870.00	£ 9,870.00	5.375	£ 138,000.00
21.03.16	£ 138,000.00	£ 6,000.00	£ 3,708.75	£ 9,708.75	5.375	£ 132,000.00
20.09.16	£ 132,000.00	£ 6,000.00	£ 3,547.50	£ 9,547.50	5.375	£ 126,000.00
20.03.17	£ 126,000.00	£ 6,000.00	£ 3,386.25	£ 9,386.25	5.375	£ 120,000.00
20.09.17	£ 120,000.00	£ 6,000.00	£ 3,225.00	£ 9,225.00	5.375	£ 114,000.00
20.03.18	£ 114,000.00	£ 6,000.00	£ 3,063.75	£ 9,063.75	5.375	£ 108,000.00
20.09.18	£ 108,000.00	£ 6,000.00	£ 2,902.50	£ 8,902.50	5.375	£ 102,000.00
20.03.19	£ 102,000.00	£ 6,000.00	£ 2,741.25	£ 8,741.25	5.375	£ 96,000.00
20.09.19	£ 96,000.00	£ 6,000.00	£ 2,580.00	£ 8,580.00	5.375	£ 90,000.00
20.03.20	£ 90,000.00	£ 6,000.00	£ 2,418.75	£ 8,418.75	5.375	£ 84,000.00
21.09.20	£ 84,000.00	£ 6,000.00	£ 2,257.50	£ 8,257.50	5.375	£ 78,000.00
20.03.21	£ 78,000.00	£ 6,000.00	£ 2,096.25	£ 8,096.25	5.375	£ 72,000.00
20.09.21	£ 72,000.00	£ 6,000.00	£ 1,935.00	£ 7,935.00	5.375	£ 66,000.00
21.03.22	£ 66,000.00	£ 6,000.00	£ 1,773.75	£ 7,773.75	5.375	£ 60,000.00
20.09.22	£ 60,000.00	£ 6,000.00	£ 1,612.50	£ 7,612.50	5.375	£ 54,000.00
20.03.23	£ 54,000.00	£ 6,000.00	£ 1,451.25	£ 7,451.25	5.375	£ 48,000.00
20.09.23	£ 48,000.00	£ 6,000.00	£ 1,290.00	£ 7,290.00	5.375	£ 42,000.00
20.3.24	£ 42,000.00	£ 6,000.00	£ 1,128.75	£ 7,128.75	5.375	£ 36,000.00
23.9.24	£ 36,000.00	£ 6,000.00	£ 967.50	£ 6,967.50	5.375	£ 30,000.00
23.3.25	£ 30,000.00	£ 6,000.00	£ 806.25	£ 6,806.25	5.375	£ 24,000.00
YE 31 March 2025						
PWLb - Loan						
A 25 year loan for £300,000 was taken out by the Parish Council.						
This was to pay for the renovation work at The Glebe Community Centre and parish council office.						
Code: 4110/150 Loan repayments						

**Sutton Parish Council  
Regulation 62A Monitoring Report  
2024/2025**

<b>Regulation 62A Reference</b>	<b>Description</b>	<b>Amount Collected/ Project Title</b>
2(a)	Total CIL receipts for the reported year	£3674.74
2(b)	Total CIL expenditure for the reported year.	£34143.12
2(c)	Summary of CIL expenditure during the reported year including-  i) The items to which CIL has been applied ii) The amount of CIL expenditure on each item	Glebe maintenance £6618.35  Pavilion maintenance £2336.25  Play area repair £549.46  LHI/PFLHI £1825  Open Spaces £539.60  Brooklands Car Park £21513.46  Cemetery £761
2(d)	Details of any notices received in accordance with Regulation 59E, including- i) Total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year; ii) The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the District Council by the end of the reported year	£0.00  £0.00
2(e)(i)	The total amount of CIL receipts for the reported year retained at the end of the reported year	£3674.74
2(e)(ii)	The total amount of CIL receipts from previous years retained at the end of the reported year	£55270.57

Community Infrastructure Levy (CIL)							
YE Acc	Date	Received	Expenditure	Balance	Balance at year end to carry forward	Notes	Spent on
21.3.14	Mar-14	£5,140.80		£5,140.80	£5,140.80	C/F	
21.3.17	Mar-17						
21.3.18	Mar-18						
21.3.18	Apr-18	£1,994.47		£7,035.27			
21.3.18	Oct-18	£5,634.00		£12,719.27			
21.3.18	Jan-18		£5,436.00	£7,283.27	£7,283.27	C/F	Heritage lights
21.3.17	Apr-17	£1,200.00		£8,483.27			
21.06.21	Jun-21		£1,515.00	£6,968.27			WW1 & WW2 seats
21.06.21	Jun-21		£4,000.00	£2,968.27			Pavilion CCTV
21.06.21	Jun-21		£1,000.00	£1,968.27			
21.03.18	Apr-17	£3,433.04		£12,401.31			
21.01.18	Oct-17	£-00		£12,401.31			
21.01.18	Glebe		£1,238.17	£11,163.14			Glebe maintenance
21.01.18	Pavilion		£104.78	£11,058.36			Pavilion maintenance
21.01.18	Burial ground		£11.89	£11,046.47	£11,046.47	£3587.00 Previous Year	Burial ground maintenance
21.01.18	Mar-18			£11,046.47			
21.01.18	Mar-18			£11,046.47			
21.04.18	Apr-18	£-00		£11,046.47			Glebe maintenance
21.01.18	Oct-18	£14,201.97		£25,248.44			Pavilion maintenance
21.01.18	Glebe		£7,839.16	£17,409.28			Glebe maintenance
21.01.18	Pavilion		£90.71	£17,318.57			Pavilion maintenance
21.01.18	Community Assets		£-00	£17,318.57	£17,318.57	£100.00 Previous Year	
21.01.18	Mar-18			£17,318.57			
21.01.18	Mar-18			£17,318.57			
21.01.18	Glebe		£1,011.96	£16,306.61			Glebe Maintenance
21.01.18	Pavilion		£157.40	£16,149.21			Pavilion Maintenance
21.01.18	Football pitches		£24.70	£16,124.51			Football pitches
21.01.18	Notice board repair		£20.00	£16,104.51			Notice board repair
21.01.18	Play area repair		£206.12	£15,898.39			Play area repair
21.01.18	LH/PLHI		£3,981.18	£11,917.21	£11,917.21	£14,493.81	LH/PLHI
01.04.21	Apr-21	£55,842.45		£175,371.54			
	Glebe Main		£987.56	£177,383.96			Glebe maintenance
	Pavilion main		£1,125.50	£178,288.48			Pavilion maintenance
	LH/PLHI		£1,872.47	£174,386.01			PLHI
	19/20 Unall (Glebe)		£114.65	£174,271.36			Glebe maintenance
	Oct-21	£-00		£174,271.36			
	Street light upgrade		£4,746.20	£169,525.16			Street light upgrade
	MVAS		£1,918.16	£167,607.00			MVAS
	Glebe maintenance		£70.48	£167,536.52			Glebe maintenance
	Street light LED		£4,169.80	£163,366.72			Street light upgrade
	Muga gates		£1,294.30	£162,072.42			Muga gate repair
	Play Park		£407.30	£161,665.12			picnic benches
	2 x picnic benches		£826.00	£160,740.12	£160,740.12	£200,392.67 Previous Year	
01.04.23	Apr-23	£10,111.44		£170,851.56			
	Glebe Main		£2,411.23	£168,440.33			Glebe maintenance
	Phone box		£2,575.90	£165,864.43			Phone box upgrade
	Footpath install		£25,000.00	£140,864.43			Footpath installation
	3 x jubilee benches		£4,000.00	£136,864.43			3 x jubilee benches
	Dog bin		£1,000.00	£135,864.43			Dog bin
	Pavilion maintenance		£1,00	£134,864.43			Pavilion maintenance
	war memorial planting		£34.83	£134,829.60			war memorial planting
	Replacement doors		£4,000.00	£130,829.60			Replacement doors
	Pavilion key upgrade		£200.00	£130,629.60			Pavilion key upgrade
	Pavilion door repair		£104.78	£130,524.82			Pavilion door repair
	New dog bin		£1,000.00	£129,524.82			New dog bin
	Planter for village		£1,000.00	£128,524.82			Planter for village
	Open space maintenance		£1,000.00	£127,524.82			Open space maintenance
01.04.23	Apr-23	£-00		£127,524.82			
03.07.23	Purchase of van		£5,750.00	£102,874.82			Van purchase
	phone box		£37.16	£102,837.66			Paint/shelves
	Coronation benches		£4,710.00	£98,127.66			2 benches & installation
	Grass maintenance		£2,830.14	£95,297.52			Grass cutting
	Glebe maintenance		£2,802.23	£92,495.29			Glebe maintenance
	Pavilion Maintenance		£1,505.10	£90,990.19			Pavilion maintenance
	Repairs to benches		£23.34	£90,966.85			Bench repairs
	Play Park repairs		£3,295.65	£87,671.20			Play Area Repairs
	Traffic Survey		£1,775.00	£85,896.20			Traffic Survey
	Tree Maintenance		£150.00	£85,746.20			Tree Maint
01.10.23	Oct-23	£-00		£85,738.95	£85,738.95		
VE Acc	Date	Received	Expenditure	Balance	Balance at year end to carry forward	Notes	Spent on
1.6.24	Mar-24	£-00		£85,738.95			
	Play Park Path and Brooklands C/Park		£12,115.10	£73,623.85			Play Park Path and Brooklands C/Park
	For Weight Restriction Bid		£1,000.00	£72,623.85			For Weight Restriction Bid
	Grass Cutting		£2,000.00	£70,623.85			Grass Cutting
	Spares and Fencing		£3,000.00	£67,623.85			Spares and Fencing
	1 Planter and Install		£1,000.00	£66,623.85			1 Planter and Install
	Lift Repair/Cleaning, Pathway,		£1,000.00	£65,623.85			Lift Repair/Cleaning, Pathway,
	Electrical Repairs - Lighting		£1,000.00	£64,623.85			Electrical Repairs - Lighting
	GoR extension/Hedge		£1,000.00	£63,623.85			GoR extension/Hedge
	Ovens Glebe/Pavilion		£1,000.00	£62,623.85			Ovens Glebe/Pavilion
	New RADAR Lock		£1,000.00	£61,623.85			New RADAR Lock
	New Mat, Light Sensor, Boiler repair, lift repair		£1,000.00	£60,623.85			New Mat, Light Sensor, Boiler repair, lift repair
	Fix Guttering		£1,000.00	£59,623.85			Fix Guttering
TOTAL		£ 239,722.17	£ 178,451.60				
Year End 31st March 2025							
Total receipts to date		£ 239,722.17					
minus expenditure to date		£178,451.60					
BALANCE		£55,270.57					
NB: CIL money has to be spent in the order of which is has been received.							



## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
338 EMR - Sutton Timebank	3,773.94	144.34	3,918.28
344 EMR - Community Room Main CIL	2,000.00		2,000.00
346 EMR - CIL Brooklands Centre Ma	1,000.00		1,000.00
347 EMR - CIL SPC Office alteratio	3,500.00		3,500.00
350 EMR - CIL 20/21 (unallocated)	10,701.75	-10,701.75	0.00
354 EMR - CIL 21/22 (Unallocated)	55,341.46	-23,441.27	31,900.19
355 EMR - School Holiday Sports	324.00	2,000.00	2,324.00
356 EMR - CIL 22/23 (Unallocated)	13,195.64		13,195.64
358 EMR - CIL 24/25 (Unallocated)	0.00	3,674.74	3,674.74
359 Lottery Grant	0.00	7,150.00	7,150.00
	<b>89,836.79</b>	<b>-21,173.94</b>	<b>68,662.85</b>



03/04/2025

## Sutton Parish Council Current Year

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## Nominal Ledger Report by ACCOUNT

User :PTH

<b>A/c Code</b>	356	EMR - CIL 22/23 (Unallocated)			<b>Annual Budget</b>	0
<b>Centre</b>	(none)					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance		13,195.64
		Account	EMR - CIL 22/23 (Unallocated)		Account Totals	0.00
		Centre			Net Closing Balance	13,195.64

A/c Code	354	EMR - CIL 21/22 (Unallocated)	Annual Budget		0
Centre	(none)				
Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					55,341.46
03/05/2024	423	Journal	Car park & Footpath	8,627.14	
28/06/2024	66	Cashbook	Traffic Survey 2	1,825.00	
30/07/2024	92	Cashbook	Grass Cutting	275.33	
30/07/2024	97	Cashbook	Parts for Play Park	18.67	
30/09/2024	173	Cashbook	Planter	233.37	
31/10/2024	200	Cashbook	Fencing at Play Park	481.00	
18/11/2024	219	Cashbook	MultiPay Card GoR	50.00	
27/11/2024	223	Cashbook	Cemetery Hedge	250.00	
29/11/2024	224	Cashbook	Clean Hall	166.67	
29/11/2024	225	Cashbook	Glebe Footway	1,687.00	
29/11/2024	231	Cashbook	Cable Service	546.00	
30/11/2024	432	Journal	New GoR Area	461.00	
30/11/2024	433	Journal	Car Park and Footpath	3,715.00	
30/11/2024	434	Journal	Transfer to EMR	231.00	
30/11/2024	434	Journal	Transfer to EMR	2,394.00	
30/11/2024	242	Cashbook	Ovens/Hoods	799.63	
30/11/2024	242	Cashbook	Ovens/Hoods	799.62	
02/12/2024	212	Cashbook	RADAR Lock for Orchard Gate	30.84	
31/12/2024	251	Cashbook	Sensor & PAT Test	248.00	
31/12/2024	259	Cashbook	Glebe Gas Boiler	160.00	
31/12/2024	260	Cashbook	Pavilion Guttering	232.00	
31/01/2025	300	Cashbook	Door Mat Glebe	50.00	
31/01/2025	301	Cashbook	Install Gas Cooker	160.00	
Account		EMR - CIL 21/22 (Unallocated)		Account Totals	23,441.27
Centre				Net Closing Balance	31,900.19

<b>A/c Code</b>	350	EMR - CIL 20/21 (unallocated)			<b>Annual Budget</b>	0
<b>Centre</b>	(none)					
<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
				<b>Opening Balance</b>		<b>10,701.75</b>
30/04/2024	20	Cashbook	Lift Repair		567.84	
30/04/2024	21	Cashbook	Play Park Repairs		49.75	
30/04/2024	27	Cashbook	Grant Donation		1,674.00	
03/05/2024	51	Cashbook	Carpark & Footpath		2,867.48	
03/05/2024	51	Cashbook	Carpark & Footpath		5,197.68	
03/05/2024	51	Cashbook	Carpark & Footpath		8,627.14	
03/05/2024	423	Journal	Car park & Footpath			8,627.14
28/05/2024	48	Cashbook	Repairs Pavilion		345.00	
<b>Account EMR - CIL 20/21 (unallocated)</b>				<b>Account Totals</b>	<b>19,328.89</b>	<b>19,328.89</b>
<b>Centre</b>				<b>Net Closing Balance</b>		<b>0.00</b>





03/04/2025

## Sutton Parish Council Current Year

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## Nominal Ledger Report by ACCOUNT

User :PTH

<b>A/c Code</b>	<b>344</b>	<b>EMR - Community Room Main CIL</b>			<b>Annual Budget</b>	<b>0</b>
<b>Centre</b>		<b>(none)</b>				
	<u><b>Date</b></u>	<u><b>Reference</b></u>	<u><b>Source</b></u>	<u><b>Transaction Detail</b></u>	<u><b>Debit</b></u>	<u><b>Credit</b></u>
				<b>Opening Balance</b>		<b>2,000.00</b>
		<b>Account</b>	<b>EMR - Community Room Main CIL</b>	<b>Account Totals</b>	<b>0.00</b>	<b>2,000.00</b>
		<b>Centre</b>		<b>Net Closing Balance</b>		<b>2,000.00</b>



## SUMMARY OF ASSETS BY GROUP NAME

Group	Original Cost	Current Value	Insurance Value
Community	9,242.00	9,242.00	16,127.77
General Contents	21,290.43	21,290.43	1,575.00
IT Equipment	11,918.25	11,918.25	7,913.68
Infrastructure	954,999.81	954,999.81	2,057,636.81
Land	6.00	6.00	6.00
Office Equipment	1,020.99	1,020.99	505.99
Play Equipment	58,926.00	58,926.00	22,812.29
Site Management	10,828.29	10,828.29	9,669.80
Street Furniture	36,468.61	36,468.61	25,145.72
Street Lighting	6,364.00	6,364.00	6,364.00
<b>TOTAL</b>	<b>1,111,064.38</b>	<b>1,111,064.38</b>	<b>2,147,757.06</b>

Disp. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
19/07/2024	SF27	Notice Board (outside at Glebe)	201.60	201.60	201.60
05/08/2024	SF13	Picnic tables	1,042.00	1,042.00	0.00
TOTAL			1,243.60	1,243.60	201.60

## ASSETS ACQUIRED BETWEEN 01/04/2024 AND 31/03/2025

Acq. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
19/07/2024	SF51	Notice Board	590.00	590.00	590.00
31/08/2024	SF50	2 xRecycled Material Picnic Tables	1,656.00	1,656.00	1,656.00
30/11/2024	SF52	Planter	310.00	310.00	0.00
24/02/2025	SM21	Mountfield Lawnmower	309.99	309.99	0.00
31/03/2025	SF53	Ipad sp1 fully automatic	1,500.00	1,500.00	1,500.00
TOTAL			4,365.99	4,365.99	3,746.00

## **SUTTON PARISH COUNCIL**

### **SUPPORTING STATEMENT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024**

#### **DETAILS OF LOANS OUTSTANDING**

At the close of business on 31<sup>st</sup> March 2025, the following loans to the council were outstanding:

<u>Lender</u>	<u>Loan period remaining</u>	<u>Amount</u>
Public Works Loan Board	2 Years	£24,000

#### **LEASES**

At the close of business on 31<sup>st</sup> March 2024, the following were in operation.

<u>Lessor</u>	<u>Purpose</u>	<u>Rent Payable</u>	<u>Year of Expiry</u>
Sutton Parish Council	British Legion Club	£1,500.00pa	2096
Sutton Poors Charity	Recreation Ground	£100.00 pa	2043

#### **SECTION 137 PAYMENTS**

In May 2019, the Parish Council adopted the (General Power of Competence (Prescribed Conditions) Order 2012. During September 2021 it no longer met the criteria. (Elected Councillor resignations), therefore reverting to the use of other powers.

No grants were made under LGA 1972 S137 in year 2024-25.

Other grants:

LGA 1972 – S145 – Sutton Feast £979.55

LGA 1972 – S142 - Sutton Mens Cricket Club £1500

LGA 1972 – S14 – Open Spaces £100

LGA (Miscellaneous Provisions) 1976 – Sutton Womens CC S19 £1000

LGA (Miscellaneous Provisions) 1976 – Sutton Brownies - £250

## **AGENCY WORK**

During the year the Council undertook the following agency work on behalf of other authorities.

<u>Commissioning Authority</u>	<u>Nature of Work</u>	<u>Amount</u>
Cambs County Council	Grass Cutting	£1,996.00

A Claim for final reimbursements has been made but not yet received. (2/4/25)

## **ADVERTISING AND PUBLICITY**

The following costs were incurred during the year:

Public Notice	£0.00
Annual Newsletter	£788
The Pepperpot (Additional page)	£60.00

## **PENSIONS**

Sutton Parish Council joined the Local Government Pension Scheme (LGPS) on 1<sup>st</sup> June 2005. During the year 31<sup>st</sup> March 2024 the Council's (Employers) Pension contribution was £9685.20 (21.5%).

Sutton Parish Council joined The Peoples Pension for auto-enrolment on the 1<sup>st</sup> October 2016. During the year 31<sup>st</sup> March 2024 the Council's (Employers) Pension contribution was £850.99 (3%).

The Parish Council re-enrolled with the Pension regulator in October 2019. Re-enrolment was completed in May 2022 and again in March 2025

## **DETAILS OF EARMARKED FUNDS/CAPITAL EXPENDITURE.**

At year end March 31<sup>st</sup> 2024, the council held the following funds.

### Capital Funds

Capital Projects	£0.00
------------------	-------

### Earmarked Funds

Community Room (CIL)	£ 2,000.00
Brooklands Centre (CIL)	£ 1,000.00
SPC Office alteration (CIL)	£ 3,500.00
CIL Unallocated 20/21	£ 10701.75
CIL Unallocated 21/22	£ 55,341.46
CIL Unallocated 22/23	£ 13,195.64

Sutton Timebank	£ 3773.94
-----------------	-----------

**Total £89512.79**

### **EXTERNAL GRANTS (RECEIVED)**

National Lottery – Monkey Challenge Climbing Wall £7150

National Lottery – Holiday Sports £6000

Mick George – Brooklands Car Park £15000

Christmas Tree donations £160

### **COMMUNITY INFRASTRUCTURE LEVY**

The Council has received funds during the 2024/2025 financial year.

C/F from previous year	£85,738.85
CIL Received 2024/25	£3674.74
<b>Total</b>	<b>£89413.59</b>

### **CIL spent 2024/2025**

Glebe maintenance	£6618.35
Pavilion maintenance	£2336.25
Play area repair	£549.46
LHI/PFLHI	£1825
Open Spaces	£539.60
Brooklands Car Park	£21513.46
Cemetery	£761
<b>Total</b>	<b>£34143.12</b>

**DEBTS WRITTEN OFF DURING THE YEAR**

None

**PAYMENTS IN ADVANCE**

SWARCO Traffic Ltd	Paid January 2021	Total £853.71 for 5 years
01.02.2021 – 31.1.2026		

**ITEMS TO NOTE FOR NEXT YEARS ACCOUNT**

Election in May 2023, 8 Councillors nominated uncontested. Therefore, the Parish Council will not be eligible to use the General Power of Competence for YE 2025/2026.

Signed.....

Responsible Financial Officer

Date.....

Signed.....

Chairman

Date.....



# INTERNAL AUDIT CHECKLIST 'YEAR END 2024/25'

Name of Authority: Sutton Parish Council .....Date(s) of Audit: 23<sup>rd</sup> April 2025 .....

Audit Completed By: Jo Brook ..... .....

AGAR Certificate Reference	Work Completed by CAPALC	Comments	Recommendations
A. Appropriate accounting records have been properly kept throughout the year.	During our visit(s) we have reviewed the accounting system and checked that the information is recorded accurately and promptly. This means we have reviewed the cashbook, examined a sample of financial transactions, ensured bank reconciliations (see item 1) are carried out, etc. This list is just an example.	All were found to be in order. The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.	None
			Council response:
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT	We have reviewed Financial Regulations and Standing Orders ensuring they are adequate and if model documents are used, they are up to date. We have also reviewed procedures for approval of invoices and	Latest Standing Orders and Financial Regulations were in place. Noted that other policies do still need updating.	Update other policies – some haven't been reviewed for several years.
			Council response:



appropriately accounted for.	payments, checked recording of VAT and that VAT is claimed where appropriate. If debit/credit cards are held, we have established the limits and ensured there are controls in place for usage.	Established limits in place for use of Multipay Card (£500pm and £200 per transaction).	
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	We have checked to see that the Council has a Risk Register in place. If in place, we have checked to see if the Council has considered all significant risks, appropriate levels of insurance is in place, arrangements are in place for monitoring public open spaces, etc. and that a process of internal control is in place.	Risk Register in place and this was reviewed March 2025. Insurance in place with Clear Councils.  The Council have effective internal financial controls in place. The Clerk provides financial reports to council meetings.	Consider adding cyber protection insurance.  Council response:
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly	We have checked that the Council has considered its income and expenditure requirements to formally adopt an appropriate budget. That the Council has reviewed performance against the budget throughout the year, has	Budget not minuted at a full council meeting, only the precept.  Effective budgetary procedures are in place. The Clerk keeps the council informed of responsibilities, commitments,	Ensure that the budget figure is minuted in addition to the precept figure to provide transparency.

	monitored; and reserves were appropriate.	established Earmarked Reserves which are reviewed annually during the budgetary process. That the precept request is submitted to the relevant authority on time and matches the receipt in the accounts.	future planning, and reserve requirements. Budget papers support informed decision-making, and budgets are monitored throughout the year.	<b>Council response:</b>
E.	Expected income was fully received based on correct prices, properly recorded and promptly blanked; and VAT appropriately accounted for.	We have checked that expected income has been received and checked that there are no obvious omissions. Income may include allotments, cemeteries, hall hire, leases, or other revenue streams depending on the council. We have checked that there are appropriate follow ups made for 'aged debtors'.	All were found to be in order. Income controls were checked and a sample of income received and banked cross referenced with the Cash Book and bank statements.	None
				<b>Council response:</b>
F.	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	If held, we have considered the amount of petty cash held in line with the number of transactions made during the year.	No Petty Cash held.	None
				<b>Council response:</b>
G.	Salaries to employees and allowances to members were paid in	We picked one month and tested the payroll to ensure the correct deductions have been made,	The Council operate in accordance with HMRC regulations. Payroll is	None

	accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	payments made on time and correct amounts.	undertaken using Brightpay. Supporting paperwork is in place and P60s are produced as part of the year end process. Payslips are provided to staff both in electronic and hard forms.	<b>Council response:</b>
H.	Asset and investment registers were complete and accurate and properly maintained. <i>This section/assurance should be extended to include loans to or by the authority.</i>	We have checked to see that the Council has a formal asset register in place and that it is up to date with any acquisitions and disposals. If there are long-term investments, we have checked to see that an Investment Strategy is in place.	A detailed asset register is in place. The Council should ensure that the figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.	<div>None</div> <div><b>Council response:</b></div>
I.	Periodic bank account reconciliations were properly carried out during the year.	We reviewed a selection of bank reconciliations throughout the year including year end.	All were in order. Bank Reconciliations are carried out regularly	<div>None</div> <div><b>Council response:</b></div>
J.	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and	We have reviewed the accounting statements or the year ended 31 <sup>st</sup> March 2025 to ensure that they have been prepared correctly on an [income and expenditure] or [receipts and payments] basis and are adequately supported.	End of year accounts are prepared correctly and are due to be signed off in May 2025. Creditors and Debtors are identified within the year end accounts.	<div>None</div> <div><b>Council response:</b></div>

creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.	We have confirmed that the Council was subject to limited assurance review OR We have confirmed that the Council was exempt, met the criteria and correctly declared itself exempt.	NA	<div>None</div> <div>Council response:</div>
L. The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with the relevant legislation.	We have reviewed the Council's website (or webpage) to confirm it is meeting the requirements of the relevant regulations.	All relevant information is published on the Sutton PC website.	<div>Broken link to Registers picked up before audit and the Clerk swiftly rectified.</div> <div>Council response:</div>
M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	We have reviewed the notice announced during the summer of 2024 along with Sections 1 and 2 of the 2023/24 AGAR. We have obtained evidence that the required documentation has been published on the Council's website (webpage).	All relevant information was published on the Council website.	<div>Council response:</div>

N. The authority complied with the publication requirements for the prior year AGAR.	We have reviewed the documentation the Council published for the 2023/24 AGAR was compliant with regulations.	The Council formally approved the 2024 AGAR at the June meeting of the full Council. There were no matters arising from the External Audit.	Full Council should review and minute both the internal and external audit reports.
O. Trust funds (including charitable) – the council met its responsibilities as a trustee.	We have reviewed the Council's responsibilities with respect to [enter charities here] OR We have checked that they are not responsible for any charities.	NA	Council response:
			None
			Council response:

### Notes

In our column entitled 'Recommendations' we have highlighted areas where we believe improvements could be considered or attention is required if necessary. If we feel you should be considering a response to your Assertions under Section 1, we have commented under our column 'Comments'.

# Annual Internal Audit Report 2024/25

ENTER ENTITY **Sutton Parish Council**

ENTER PUBLIC **www.sutton-camb-pc.gov.uk** PAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects; the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	NA
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	NA
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

23/04/2025 DD/MM/YYYY DD/MM/YYYY

JOHN WAE OF BROOKLAND AUDITOR

Signature of person who carried out the internal audit

*[Signature]*

Date 23/04/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Sutton Parish Council

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

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC WEBSITE URL OR EMAIL MESSAGE ADDRESS [www.sutton-camb-pc.gov.uk](http://www.sutton-camb-pc.gov.uk)



## Section 2 – Accounting Statements 2024/25 for

Sutton Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	168,140	154,873	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	179,000	188,960	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	50,052	74,649	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	130,384	134,244	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	14,419	13,774	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	97,516	104,939	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	154,873	165,525	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	158,137	164,952	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,107,942	1,111,064	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	36,000	24,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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

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

SIGNATURE REQUIRED

Date

12/10/2025

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



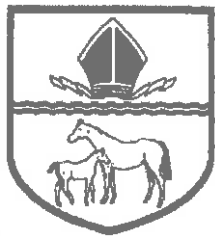
Smaller authority name: SUTTON PARISH COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p><b>1. Date of announcement</b> <u>2<sup>nd</sup> June 2025</u> (a)</p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b></p> <p><b>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</b></p> <p>(b) <u>Philip Harty. Clerk &amp; RFO Sutton Parish Council</u> <u>clerk@sutton-cambs-pc.gov.uk</u></p> <p>commencing on (c) <u>Tuesday 3 June 2025</u></p> <p>and ending on (d) <u>Monday 14 July 2025</u></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b> <b>15 Westferry Circus</b> <b>Canary Wharf</b> <b>London E14 4HD</b> <b>(<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</b></p> <p><b>5. This announcement is made by (e) <u>Philip Harty. Clerk &amp; RFO Sutton Parish Council</u></b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>



# EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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

Telephone: Ely (01353) 665555  
[www.eastcambs.gov.uk](http://www.eastcambs.gov.uk)

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

*This matter is being dealt with by:*

Harmeet Minhas

Telephone: 01353 665555  
E-mail: [plservices@eastcambs.gov.uk](mailto:plservices@eastcambs.gov.uk)  
My Ref: 25/00473/FUL  
Your ref

8th May 2025

Dear Sir/Madam

**Proposal:** Change of Use of land to a Travelling Showpersons site for their family and storage of equipment - retrospective  
**Location:** Land At Ely Road Sutton Cambridgeshire  
**Reference:** 25/00473/FUL

An application been received by this Authority for the development described above.

Please complete and return the attached sheet with any comments and/or observations your Council may have by 30th May 2025. You can view the application and supporting information on our Public Access page

(<http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SVMLTWGGI5200>). 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 30th May 2025, it will be assumed that your Council does not wish to make any comments on this application unless you advise us otherwise.**

If you would like to discuss this application further, please contact Harmeet Minhas on 01353 665555.

Yours faithfully

**Harmeet Minhas**  
Senior Planner (Agency)



# EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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

Telephone: Ely (01353) 665555  
[www.eastcambs.gov.uk](http://www.eastcambs.gov.uk)

Mr Phillip 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](mailto:plservices@eastcambs.gov.uk)  
My Ref: 25/00028/TPO  
Your ref

30th April 2025

Dear Clerk

**Proposal:** T1 Horse Chestnut - Reduce crown by approximately 2m back to previous points as part of the trees ongoing maintenance  
**Location:** 16 Sutton Park Sutton Ely Cambridgeshire CB6 2RP  
**Reference:** 25/00028/TPO

I am writing to inform you that the above proposal has been considered and it was resolved to give consent to the above works.

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=ST3ZF5GG0CS00>.

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

Yours faithfully

**Kevin Drane**  
Trees Officer