

**Parish Clerk**

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

Minutes of the meeting of Sutton Parish Council held on 16th December 2025 at 7.30pm in The Pavilion, The Brook, Sutton.

Present: Cllr M Inskip Cllr B Goodjohn Cllr L Kirby Cllr S Partington
Cllr P Barnard

Clerk: None

Public: 0

MINUTES

Meeting opened at 7.30pm

MEMBERS: 15

QUORUM: 5

Vacancies: 5

149/25 To receive and note apologies for absence.

Apologies were received from Parish Councillors Newton, Browne, Butler, Oakland and Cassidy.

150/25 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

Councillor Goodjohn declared a prejudicial interest on item 159/25/3.

151/25 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 members of the public were present.

152/25 To approve the minutes of the meeting of Council held on 25th November 2025 (See Info Pack)

Resolved - It was proposed by Cllr Inskip and seconded by Cllr Goodjohn to approve the minutes of the meeting held on 25th November 2025 as a true reflection of the meeting. Agreed unanimously by a show of hands.

153/25 To receive and note the Project Chart and Action Plan (See Info Pack)

The Project Chart and Action Plan was noted.

154/25 To receive reports in relation to Sutton from: (See Info Pack)

1. Cllr Lorna Dupre – Cambridgeshire County Council

County Councillor Dupré provided more details on changes to the on-demand bus service to enable

residents to travel into Sutton from surrounding areas without a regular bus service.
The County Council report was noted.

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

The District Council report was noted.

155/25 Finance

1. To approve payments.

Online Payments

December 2025	Salaries & expenses	£8686.39
December 2025	Cambs Pension Fund	£588.64
Veolia Ltd	Easi-bins	£121.97
The Copier Warehouse	Photocopying	£140.80
Centra Data	Computer Support	£455.40
TrueLink	Grass Nov	£346.90
ESPO	Office Supplies	£89.52
MS Electrical	Toilet Fan/Light	£222
Burleys	Christmas Trees	£3537.60
Wellers	Fees EV Chargers	£900
Illumin8 Training	G39 Training	£180
Amazon	Solar Light/Brackets	£113.39
MA Cleaning Services	Windows	£30

Direct Debits

ECDC	Non-domestic rates	£665
Lloyds	Multipay	£127.31
O2	Mobile Phones	£102
DRAX	Pavilion Electric	£286.93
DRAX	Glebe Electric	£280.68
DRAX UMS	Street Lights	£0
British Gas	Glebe Gas	£226.26
British Gas	Pavilion Gas	£384.90
B & CE	Peoples Pension	£196.44
HMRC	Tax & NIC	£2109.07
Wave	Water	£296.14

Resolved – It was proposed by Cllr Inskip and seconded by Cllr Goodjohn to approve payments for December 2025. Approved by a unanimous vote by a show of hands.

2. Financial Working Party Report (See Info Pack)

The Financial Working Party Report was noted.

156/25

Planning (See Info Pack)

1. Planning approvals/Refusals –

2. Appeals/Variations – NONE

a. To vary condition 1 (Approved Plans) of previously approved 23/00512/RMA for Reserved matters of Appearance, Landscaping and Scale of previously approved 22/00525/VAR to vary condition 12 (floor area) of previously approved 21/00485/OUT for proposed residential development of nine dwellings, access road, car ports, garaging, visibility splays and associated site works. Location: Land To North Side Of Mill Field Sutton Cambridgeshire
Reference: 25/00904/VAR – APPROVED

Noted by the council.

b. Land Adjacent 43 Mepal Road Sutton Cambridgeshire

To discharge Condition 4 (Residential Travel Plan) of decision dated 6 December 2024

To Vary Condition 4 (Assessment of Ground Conditions) of previously approved 19/01707/OUM, dated 12 April 2022 for outline planning application for the demolition of existing buildings and erection of up to 173 dwellings and provision of land for community facilities (sports pitches and burial ground), including access (not internal roads), open space, sustainable urban drainage systems and associated landscaping. All matters reserved apart from access. 24/00747 /DISF

Noted by the council.

3. Planning Applications – NONE

4. Tree Consents –

a. T2 Sycamore - Remove due to subsidence damage

T3 Sycamore - Remove due to subsidence damage

Location: Durnford House 7 Station Road Sutton Ely Cambridgeshire

Reference: 25/01159/TPO – REFUSED

b. T1 Horse Chestnut - Crown reduce back to last pruning points by approximately 1-2 metres. To reduce weight in the tree for it to be re braced

Location: 3 Eastwood Close Sutton Ely Cambridgeshire CB6 2RH

Reference: 25/01048/TPO – APPROVED

Noted by the council.

157/25 Report and Recommendations from Traffic and Transport Working Party (See Info Pack)

No items to discuss.

158/25 Update on EV Chargers (See Info Pack)

Believ have reviewed their plans to install EV chargers at the Glebe and decided that the latest construction costs make the scheme unviable. Subsequent to issuing the report for full council, the Clerk has been told by Believ that they will reimburse the Parish Council for legal expenses.

159/25 Consider and Approve 3 Grant Applications (See Info Pack)

1. Open Spaces

Resolved – It was proposed by councillor Kirby and seconded by councillor Partington to agree a grant of £600 to the Open Spaces group for planting and related activities in the village. Unanimously approved by show of hands.

2. Sutton Brownies

Resolved - It was proposed by councillor Goodjohn and seconded by councillor Inskip to agree a grant of £350 to Sutton Brownies towards hall hire and membership costs. Unanimously approved by show of hands.

3. Sutton Feast

This item was deferred to next meeting as councillor Goodjohn would have needed to leave the meeting whilst the decision was made and the council would no longer be quorate.

160/25 Report and Recommendations from Library Access Point Working Party (See Info Pack)

An update on the first meeting of the working party was provided by councillor Kirby and councillor Partington. The report was noted.

147/25 Matters as Agenda Items for Future Consideration

No new matters raised. Note no decision can be made under this item¹

148/25 Date of Next Full Council Meeting(s)

27th January 2025 - Full Council

24th February 2025 - Full Council

24th March 2025 - Full Council

5th May 2026 – Annual Meeting of Electorate

19th May 2026 – Annual Parish Council Meeting and Full Council

23rd June 2026 – Full Council

The Office will be closed from 24th December 2025 and reopen on 5th January 2026.

It was noted that the date of the April meeting is missing and it was requested that the Clerk add this date to future agendas and minutes.

The meeting closed at 8.11pm.

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



PROJECT AND ACTION PLAN

Full Council – 27th January 2026 Agenda Item



January 2026
SUTTON PARISH COUNCIL
The Glebe, 4 High Street, Sutton, Ely, Cambs

2025 – Sutton Parish Council Project and Action chart

As at: 19th January 2026

Date	Priority Level	Detail	Budget	Progress	Completed
	M	Picnic Benches for open spaces and recreation ground	CIL	<ul style="list-style-type: none"> Look at options of octagonal benches for park and old rec, preferably recycled durable plastic or metal. Prices given to SRWP. More details on the costs on fixing of the picnic tables requested – We need to know where these are to be installed and onto what ground so calculations can be made. – WP need to provide more specific details. 4/8 – Asked working party for more specific info as to what benches will be purchased, if they are going to be on hard standing or grass 4/8 Clerk to get 3 quotes once WP decide Currently on Hold WP to investigate overlay of concrete pad and addition of 2 concrete picnic benches and a table tennis table. SPORTS & RECREATION WP 	

	H	Cycle Parking (CCC) at facilities <ul style="list-style-type: none"> Locations agreed. The Glebe car park, The Pavilion and The Brooklands Centre. 	CCC funded	<ul style="list-style-type: none"> The Glebe installation 4th May 2022 Pavilion and Brooklands installation Awaiting bollards and mesh flooring (No date given) Chased 16/06 Contractors came to install the bollards, however after reviewing with the parish clerk, they will be coming back when they have found a better solution 	Yes Yes
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			<ul style="list-style-type: none"> for the installation taking into account the resin car park. 02.08.22, No mention of Mesh at Pavilion No updates from CCC regarding Pavilion or Glebe, office to chase 18.10.22 Pavilion and RBL bike stands have had the Geogrid installed and area made neat. To chase CCC about the Glebe stands and rectifying the surrounds to the surfacing. Clerk to look into Oct/Nov 2024 Bike Stands to be moved 	yes
H	LH1 Scheme – 20mph speed reduction <ul style="list-style-type: none"> Application to be made for speed reductions on The Row, Painters Lane, West Lodge Lane and Meppal Road. Scheme to also include Ely Rd, Brooklands, High Street. 	CIL	<ul style="list-style-type: none"> Application form submitted 25th April 2022 CCC Has allocated an Engineer to work with SPC. CCC Engineer emailed to give info on CCC 20mph reduction scheme. SPC to consider if it wishes to continue with application. 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) 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 Email sent to CCC Highways for an update on the scheme. Application forms have been received, and data being collected to make the application. Consultations letters sent to residents in the area. Application form completed. Pending decision 20mph Scheme fully funded reopens 15/2/24 https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway/20mph-funding – Clerk has reapplied to the scheme. 	Yes Yes Yes Yes

			<ul style="list-style-type: none"> • Clerk to produce survey re 20mph from A142 Roundabout through to the America. This part to be PFHL. • Funding for the scheme has now been allocated and Sutton was unsuccessful. Council to decide if we should reapply next year. • Clerk to reapply – produce residents survey to support application – January 2025 • Survey active now – once complete to go to Working Party. Survey now closed. • Traffic and Transport Working Party WP Next meeting 20/2/24 – to report back at March 25 meeting • Full Council to decide on what areas to apply for in 20mph Scheme at March 25 Meeting • Clerk has now applied for Mepal Road, The Row, Painters Lane and West Lodge Lane • Awaiting outcome of application • Approved by CCC – Due date Summer 2026 	
10 th May 2022		Library Access Point	<ul style="list-style-type: none"> • New working party formed to discuss project • 23rd May 2023 – Working party membership agreed and date to be set for the meeting • Councillor Kirby to arrange meeting of WP • WP looking at costs and configuration of room. • Meeting with school 10th Feb 26 • LIBRARY ACCESS POINT WP 	Yes
10 th May 2022		Provision for Young People	<ul style="list-style-type: none"> • New working party formed to discuss project • 23rd May 2023 – Council agreed to discuss this group again in September • Currently placed on hold – May 2024 • Clerk is investigating the Fire and Chill group to see about a group for Sutton. • Meeting with group 21/10/24 – Costs to be pprox.. 	Yes


				<ul style="list-style-type: none"> £9k pa. Clerk to produce Youth Policy and WP party to be established in 2025 Clerk getting quote to provide activities from April 2025 3 quotes to go to Meeting Jan 2026 <p>YOUTH SERVICES AND ACTIVITIES WP</p>	
28 th June 2022		War Memorial		<ul style="list-style-type: none"> Obtain specialist advice as to what work is required. I.e., cleaning and/or re-lettering, re-pointing etc. Clerk to take pics of wording etc. Obtain a Church Faculty (Planning permission), as it is in the Churchyard and apply for Conservation Consent. Obtain quotations from specialist companies. Obtain Funding – Application to the War Memorial Trust. Clerk/Deputy Clerk to action in 2024 – Deputy Clerk currently obtaining inspections. 3 Quotes received. Will added to Agenda for July 2025 Quote Of £2128 from Brown & Ralph agreed. Clerk to look at a grant and approach PPC Grant applied for – WMT will grant 50% of quoted works if successful. PCC have informed us we need a Faculty. Applied for. 	
24 th January 2023		LHI 23/24 Application Weight restriction on B1381	CIL	<ul style="list-style-type: none"> Submit application to CCC 	Yes

			<ul style="list-style-type: none"> • Application submitted 	Yes
			<ul style="list-style-type: none"> • LHI application Dismissed and not reviewed as part on the complex or non-complex application. 	
			<ul style="list-style-type: none"> • Recommendation 25th July 2023. To approve that an item is included on the next full council agenda to enable the parish council to discuss the latest status and if necessary to formally raise concerns about the handling of the LHI application to the county council. Added to 22nd August 2023 Agenda 	Yes
			<ul style="list-style-type: none"> • Meeting arranged with Highway Officer, Cllr Dupre and SPC – 2nd October 2023 	Yes
			<ul style="list-style-type: none"> • 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. 	Yes
			<ul style="list-style-type: none"> • Clerk delegated a spend of £2,000 for one set of surveys in 3 locations. 	Yes
			<ul style="list-style-type: none"> • Order placed with Tracsis – survey January 2024 	
			<ul style="list-style-type: none"> • Tracsis have now had approval from CCC for survey to be undertaken. Due January 24. 	
			<ul style="list-style-type: none"> • Clerk to have funding approved for 2nd survey before March 24 	
			<ul style="list-style-type: none"> • Tracsis to need locations and duration to give quote for March survey. 	
			<ul style="list-style-type: none"> • Further information required by CCC regarding impact on people 	
			<ul style="list-style-type: none"> • Online survey ready to go out once approved by WP. 	
			<ul style="list-style-type: none"> • Next traffic survey to be carried out on w/c 15th April 2024 	
			<ul style="list-style-type: none"> • Note – additional fee of £330 for licences from CCC not included in original quote. 	
			<ul style="list-style-type: none"> • Online survey went live 4th March 2024. 	
			<ul style="list-style-type: none"> • Local PC'S and Police have been contacted. 	
			<ul style="list-style-type: none"> • Clerk currently organising Particulate testing. One cost estimate received approx. £3600+vat to comply with CCC testing requirements. 	
			<ul style="list-style-type: none"> • Presentation with CCC Clerk and Chair to attend 22/4/24. 	
			<ul style="list-style-type: none"> • Enviro testing sent to Council. Councillor Jordan to 	

			<ul style="list-style-type: none"> look into other companies. Decision from CCC will now be September 2024 Unsuccessful – Council to decide how to proceed Clerk to continue with application in 2025 Letter to Business in area Ask Lorna/Joshua with help/ideas Environmental survey Application Submitted January 2025 CCC have advised we look at doing this in 3 stages. Clerk to explore further on 20th June at LHI Panel. T&T WP to discuss on 29/7/25 Recommendations from WP to go to FC in Aug 2025 Clerk has obtained Quotes for environmental monitoring – to go to FC Enviro monitoring being arranged for Nov/Dec 25 Advisory Signage now with CCC Design Team. Sale for Install Summer 2026 PC to look at types of traffic calming and locations. To go back to CCC to approve. Once approved public consultation to take place prior to LHI bid. PC/Clerk to produce covenants for local businesses. Results of ANPR and Vibration back back – to go to WP Traffic and Transport WP 	
25 th July 2023		Definitive Map Modification Order To make a formal Definitive Map Modification Order application for the old railway track bed between Sutton and Haddenham using the evidence supplied to Cllr Inskip	<ul style="list-style-type: none"> Deferred to meeting on the 22nd August 2023 until Cllr Inskip is in attendance to give more of a background to the application. To be tabled at December 2023 meeting Mark Inskip to determine how forms to be distributed to people by PC 	
25 th July 2023		ECDC – Pride of Place, Nature Recovery Plans, Climate and Nature Actions	<ul style="list-style-type: none"> Approved to make an application for this grant for the Orchards, to clear drainage and restore areas to grass Placed on hold – May 2024 	

			<ul style="list-style-type: none"> • Seek grant to help with ditch clearance in Old Rec/The Orchard. • Still awaiting prices from Contractors • One quote obtained – to go to FC • Quote of £4995 approved – work due Dec 2025 • Work now complete. Conservation Group to do some tidy up work. 	
22 nd August 2023		Maintenance to The Glebe: 1) External windows – need cementing. 2) Window Hall internal – need attention	<ul style="list-style-type: none"> • Salmons Bros, contacted for an assessment on the windows. • Clerk has arranged for a quote on replacement over/extractor. Awaiting quotes 21/2/24 • Clerk has spoken to contractor to quote for work on windows. • Contractor has now declined to quote – new contractors contacted. Ray Langley coming out 28/5/24 to look at work. • Still chasing contractors to quote for windows. •  Salmon Bros have quoted £5635+vat for painting of windows. Does not include any remedial work. • Clerk to keep trying to obtain more quotes 	
March 2024		Bowls Club Access and footpath around green	<ul style="list-style-type: none"> • Site visit by Clerk 6/3/24 – report sent to Sports and Rec WP for discussion. • Clerk obtaining quotes and will seek funding if possible. • 3 quotes obtained and passed to Cllr Inskip– refer to Sports and Rec WP. • Clerk to have quote for 30mm asphalt top be 	

			<ul style="list-style-type: none"> increased to 50mm Awaiting Minutes from meeting 30/9/24 Quotes to go to FC Nov 24 – Clerk to source matched funding for project. Dec 24 PC approved FC Construction to undertake work Awaiting update on grant application Grant application to ECDC was unsuccessful. Clerk to carry on seeking funding. Clerk has applied to Sport England for Grant. Sports England have awarded a grant of £6k. Currently awaiting dates from contractor. More work has been identified – contractor to requote – to go to FC Update quote of £15840 approved – arranging date with contractor Work has now started 16th Jan 2026 Sports and Rec WP 	
August 2024	L	Wildflower Project	<ul style="list-style-type: none"> Working Party to consider project Clerk to provide more info. Sports and Rec WP 	
Dec 2025		PFHI Bid to place double yellows at junctions of Victoria Place/High St, Brookside/The Brook, York Rd/High St, West Lodge/High St	<ul style="list-style-type: none"> To go to Full Council Nov 2025 to approve. Application is now in with CCC 	Ongoing
Dec 2025		MVAS Along Pound Lane	<ul style="list-style-type: none"> Clerk to apply to CCC for licence to attach 	Ongoing

			<ul style="list-style-type: none"> MVAS to Lampposts Lengthsman to undertake G39 Training Application successful. MVAS Brackets attached and MVAS recordings will now begin 	
Dec 2025		Footbridge at Orchard/Paddock	<ul style="list-style-type: none">  Bridge now closed due to condition. Clerk obtaining quotes to replace. Quotes to be presented to Full Council January 2026 	Ongoing

Sutton Parish Council

Finance Working Party Meeting 20th January 2026.

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

1. Apologies

Cllr Cassidy – Personal Issues.
Cllr Newton - Work

2. Bank Reconciliations and Statements.

They will be checked and signed by Cllr Newton and Cllr Butler at Next FC Meeting.
Noted

3. The RFO gave details of the bank balances. (As of 14/1/26)

Balances:	Unity current	Account	£15176.80
	Unity deposit	Account	£163333.30
	Cambs & Counties Bank		£47628.42
	CCLA		£80000
	Cambridge Building Society		£1,023.21
	Totals		£227161.73

Consider moving funds to make use of new £120K FSCS limits.

Outcome – Clerk to arrange movement of funds to maximise new limits and interest rates.

4. Debtors Record

The debtor's record for invoices outstanding over 30 days is a total of £576.10 net, Those not yet due a total of £1744.63 net. (As of 14/1/26). (attached)

Note: Poise and Performance currently owe £691.32 inc. Vat. We have spoken with, left VMs and emailed several times but despite promises of payment none have been received.

Currently hirer is nonresponsive.

Letter posted 7/1/26

Please advise on action to be taken.

To go to Full Council

5. Budget

- a. Income V Expenditure as attached. Up to Date as of 14/1/26. Some Virements Required.

Outcome – Clerk to move monies as required.

6. Approve Internal Audit Review Checklist for YE March 2026.

Outcome – To go to Full Council with ToR For Internal Audit

Sutton Parish Council

7. Information Only

No additional info this month

8. Additional Spending

Footbridge Repair Replacement £2k - £8k

Noted

9. Date of next meeting.

Info Only in February. Next Meeting – 17th March 2026

Noted

Detailed Income & Expenditure by Budget Heading 31/01/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration							
1076 Precept	200,000	200,000	0			100.0%	
Administration :- Income	200,000	200,000	0			100.0%	0
4000 Office Staff Cost	43,880	62,550	18,670		18,670	70.2%	
4010 Time bank Coordinator salary	10,817	14,750	3,933		3,933	73.3%	
4015 Employee Expenses	135	150	15		15	90.1%	135
4020 Employer NIC	8,533	13,740	5,207		5,207	62.1%	
4045 Brightpay PAYE	119	600	481		481	19.9%	
4050 Employer Pension Contrib Costs	6,923	9,510	2,587		2,587	72.8%	
4055 Facilities Staff	22,340	31,500	9,160		9,160	70.9%	
4075 Lengthsman Staff	13,063	18,005	4,942		4,942	72.6%	
4120 Subscriptions	2,227	2,959	732		732	75.3%	
4125 Training/Conferences	1,520	1,650	130		130	92.1%	
4135 Phone/Internet	2,054	2,000	(54)		(54)	102.7%	
4140 Admin Costs	549	850	301		301	64.6%	60
4145 Photocopier	852	1,000	148		148	85.2%	
4150 Data Protection Fee	0	35	35		35	0.0%	
4155 Computer Equip & Support	2,949	2,500	(449)		(449)	118.0%	
4160 Insurance	582	6,000	5,418		5,418	9.7%	
4175 ICCM	105	100	(5)		(5)	105.0%	
4580 Licence: The Glebe	180	180	0		0	100.0%	
Administration :- Indirect Expenditure	116,829	168,079	51,250	0	51,250	69.5%	195
Net Income over Expenditure	83,171	31,921	(51,250)				
6000 plus Transfer From EMR	195	0	(195)				
Movement to/(from) Gen Reserve	83,366	31,921	(51,445)				
150 Finance							
1090 Interest Rcvd	6,047	3,500	(2,547)			172.8%	
1100 Income from RBL Lease	750	1,500	750			50.0%	
1150 Community Infrastructure Levy	88,837	0	(88,837)			0.0%	88,837
Finance :- Income	95,634	5,000	(90,634)			1912.7%	88,837
4100 Audit Fees	(16)	1,000	1,016		1,016	(1.6%)	
4110 Loan Repayments	6,645	13,129	6,484		6,484	50.6%	
Finance :- Indirect Expenditure	6,629	14,129	7,500	0	7,500	46.9%	0
Net Income over Expenditure	89,005	(9,129)	(98,134)				
6001 less Transfer To EMR	88,837	0	(88,837)				
Movement to/(from) Gen Reserve	168	(9,129)	(9,297)				

Detailed Income & Expenditure by Budget Heading 31/01/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Communications & PR							
4200 Newsletter	646	650	4		4	99.4%	
4210 Website	0	300	300		300	0.0%	
4225 PR	65	100	35		35	65.0%	
Communications & PR :- Indirect Expenditure	711	1,050	339	0	339	67.7%	0
Net Expenditure	(711)	(1,050)	(339)				
250 Grants Made							
4300 Section 137	1,000	2,500	1,500		1,500	40.0%	
Grants Made :- Indirect Expenditure	1,000	2,500	1,500	0	1,500	40.0%	0
Net Expenditure	(1,000)	(2,500)	(1,500)				
300 Play Area/ Open Space							
4415 Lottery Grant	(7,150)	0	7,150			0.0%	
Play Area/ Open Space :- Income	(7,150)	0	7,150				0
4025 Groundsman	166	550	384		384	30.1%	
4405 ROSPA & ECDC Inspection	116	250	134		134	46.4%	
Play Area/ Open Space :- Indirect Expenditure	282	800	518	0	518	35.2%	0
Net Income over Expenditure	(7,432)	(800)	6,632				
310 Highway and Conservation							
1105 Income from Agency Services	2,043	2,395	352			85.3%	
2010 Christmas tree donation	176	200	24			88.0%	
Highway and Conservation :- Income	2,219	2,595	376			85.5%	0
5040 Tree surveys & Tree works	800	800	0		0	100.0%	
Highway and Conservation :- Direct Expenditure	800	800	0	0	0	100.0%	0
2000 Christmas Trees/lights	2,948	3,100	152		152	95.1%	
4430 Agency Services Costs	0	2,300	2,300		2,300	0.0%	
4435 Street Lighting	934	900	(34)		(34)	103.7%	
4440 Street Furniture	998	0	(998)		(998)	0.0%	998
4462 Village planting	139	150	11		11	92.7%	
Highway and Conservation :- Indirect Expenditure	5,018	6,450	1,432	0	1,432	77.8%	998
Net Income over Expenditure	(3,600)	(4,655)	(1,055)				
6000 plus Transfer From EMR	998	0	(998)				
Movement to/(from) Gen Reserve	(2,602)	(4,655)	(2,053)				

Detailed Income & Expenditure by Budget Heading 31/01/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
330 Burial Ground							
1185 Income from Burials	2,015	2,500	485			80.6%	
Burial Ground :- Income	2,015	2,500	485			80.6%	0
4400 Repairs & Maintenance	900	0	(900)		(900)	0.0%	900
4470 Burial Ground Skip Hire	330	750	420		420	44.0%	
4485 Non-domestic Rates Expenses	309	350	41		41	88.4%	
Burial Ground :- Indirect Expenditure	1,539	1,100	(439)	0	(439)	139.9%	900
Net Income over Expenditure	476	1,400	924				
6000 plus Transfer From EMR	900	0	(900)				
Movement to/(from) Gen Reserve	1,376	1,400	24				
340 Allotments							
1190 Income from Rent	2,381	2,517	136			94.6%	
1195 Income: Allotment Drain Rates	404	440	36			91.9%	
1200 Income from Admin	36	40	4			90.0%	
Allotments :- Income	2,821	2,997	176			94.1%	0
4140 Admin Costs	0	40	40		40	0.0%	
4500 Rent	1,000	2,400	1,400		1,400	41.7%	
4505 Allotment Drainage Rates	440	440	0		0	100.0%	
Allotments :- Indirect Expenditure	1,440	2,880	1,440	0	1,440	50.0%	0
Net Income over Expenditure	1,381	117	(1,264)				
350 Facilities Services							
5045 Defibrillator	213	500	287		287	42.6%	
Facilities Services :- Direct Expenditure	213	500	287	0	287	42.6%	0
4400 Repairs & Maintenance	9,623	0	(9,623)		(9,623)	0.0%	
4520 Safety & Security	1,760	2,000	240		240	88.0%	
4525 Cleaning Materials	423	700	277		277	60.5%	
4530 Sanitation	1,831	2,000	169		169	91.6%	
4630 Health & Safety Clothing	21	100	79		79	21.0%	
4640 Lengthsman equipment	39	120	81		81	32.5%	
Facilities Services :- Indirect Expenditure	13,697	4,920	(8,777)	0	(8,777)	278.4%	0
Net Expenditure	(13,910)	(5,420)	8,490				

Detailed Income & Expenditure by Budget Heading 31/01/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
360 Community Room							
1190 Income from Rent	143	330	187			43.4%	
Community Room :- Income	143	330	187			43.4%	0
4400 Repairs & Maintenance	376	0	(376)		(376)	0.0%	376
4485 Non-domestic Rates Expenses	594	661	67		67	89.9%	
Community Room :- Indirect Expenditure	971	661	(310)	0	(310)	146.8%	376
Net Income over Expenditure	(827)	(331)	496				
6000 plus Transfer From EMR	376	0	(376)				
Movement to/(from) Gen Reserve	(451)	(331)	120				
400 Football Pitches							
4490 Grass Cutting	1,200	1,200	0		0	100.0%	
4550 Utilities	(500)	0	500		500	0.0%	
Football Pitches :- Indirect Expenditure	700	1,200	500	0	500	58.3%	0
Net Expenditure	(700)	(1,200)	(500)				
420 Playing Field & Paddock							
4510 Tree Maintenance	300	600	300		300	50.0%	
Playing Field & Paddock :- Direct Expenditure	300	600	300	0	300	50.0%	0
4490 Grass Cutting	1,229	1,000	(229)		(229)	122.9%	228
4500 Rent	235	260	25		25	90.6%	
Playing Field & Paddock :- Indirect Expenditure	1,464	1,260	(204)	0	(204)	116.2%	228
Net Expenditure	(1,764)	(1,860)	(96)				
6000 plus Transfer From EMR	228	0	(228)				
Movement to/(from) Gen Reserve	(1,536)	(1,860)	(324)				
440 Pavilion							
1190 Income from Rent	4,661	7,000	2,339			66.6%	
4401 Sport England Grant	6,000	0	(6,000)			0.0%	6,000
Pavilion :- Income	10,661	7,000	(3,661)			152.3%	6,000
4400 Repairs & Maintenance	1,253	0	(1,253)		(1,253)	0.0%	1,295
4485 Non-domestic Rates Expenses	2,381	2,860	479		479	83.2%	
4550 Utilities	5,208	6,800	1,592		1,592	76.6%	
Pavilion :- Indirect Expenditure	8,842	9,660	818	0	818	91.5%	1,295
Net Income over Expenditure	1,819	(2,660)	(4,479)				
6000 plus Transfer From EMR	1,295	0	(1,295)				
6001 less Transfer To EMR	6,000	0	(6,000)				

Detailed Income & Expenditure by Budget Heading 31/01/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(2,885)	(2,660)	225				
<u>480 The Glebe</u>							
1190 Income from Rent	10,068	13,000	2,932			77.4%	
The Glebe :- Income	10,068	13,000	2,932			77.4%	0
4400 Repairs & Maintenance	4,221	0	(4,221)		(4,221)	0.0%	4,221
4485 Non-domestic Rates Expenses	3,009	3,500	491		491	86.0%	
4550 Utilities	4,847	6,000	1,153		1,153	80.8%	
4555 Ikonic Lift Service/Repair	0	500	500		500	0.0%	
The Glebe :- Indirect Expenditure	12,077	10,000	(2,077)	0	(2,077)	120.8%	4,221
Net Income over Expenditure	(2,010)	3,000	5,010				
6000 plus Transfer From EMR	4,221	0	(4,221)				
Movement to/(from) Gen Reserve	2,211	3,000	789				
<u>500 Contingencies Earmarked Funds</u>							
4610 Contingency	0	1,295	1,295		1,295	0.0%	
Contingencies Earmarked Funds :- Indirect Expenditure	0	1,295	1,295	0	1,295	0.0%	0
Net Expenditure	0	(1,295)	(1,295)				
<u>520 Vehicles</u>							
5030 Van Insurance	627	700	73		73	89.5%	
Vehicles :- Direct Expenditure	627	700	73	0	73	89.5%	0
5015 Road tax for Van	385	400	16		16	96.1%	
5020 Fuel for vehicle	127	330	203		203	38.5%	
5060 Van Maintenance	135	500	365		365	26.9%	
Vehicles :- Indirect Expenditure	646	1,230	584	0	584	52.5%	0
Net Expenditure	(1,273)	(1,930)	(657)				
<u>530 Time Banking</u>							
1226 Donations to Timebank	663	800	137			82.9%	529
Time Banking :- Income	663	800	137			82.9%	529
4335 Time Bank Equipment	229	250	21		21	91.7%	229
Time Banking :- Direct Expenditure	229	250	21	0	21	91.7%	229
4330 Timebank UK Subscription	0	200	200		200	0.0%	
Time Banking :- Indirect Expenditure	0	200	200	0	200	0.0%	0
Net Income over Expenditure	434	350	(84)				
6000 plus Transfer From EMR	229	0	(229)				
6001 less Transfer To EMR	529	0	(529)				

Detailed Income & Expenditure by Budget Heading 31/01/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	135	350	215				
<u>540 Summer Hols Sports Project</u>							
1280 Grant	6,000	0	(6,000)			0.0%	6,000
Summer Hols Sports Project :- Income	6,000	0	(6,000)				6,000
5055 Sports Holiday Club	4,200	0	(4,200)		(4,200)	0.0%	4,200
Summer Hols Sports Project :- Indirect Expenditure	4,200	0	(4,200)	0	(4,200)		4,200
Net Income over Expenditure	1,800	0	(1,800)				
6000 plus Transfer From EMR	4,200	0	(4,200)				
6001 less Transfer To EMR	6,000	0	(6,000)				
Movement to/(from) Gen Reserve	0	0	0				
Grand Totals:- Income	323,074	234,222	(88,852)			137.9%	
Expenditure	178,214	230,264	52,050	0	52,050	77.4%	
Net Income over Expenditure	144,860	3,958	(140,902)				
plus Transfer From EMR	12,643	0	(12,643)				
less Transfer To EMR	101,366	0	(101,366)				
Movement to/(from) Gen Reserve	56,137	3,958	(52,179)				

SUTTON PARISH COUNCIL

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

February 2026

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

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

Part 2 – Characteristics of effectiveness

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

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

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

Review of the effectiveness of the Internal Audit – Year End March 2026.

It is the opinion of the working party held on the 20th January 2026, that the internal audit system for Sutton Parish Council is effective.

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

Signed.....
Responsible Financial Officer

Report to Full Council on:

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

Signed.....
Chairman

<u>POLICY AND PROCEDURE:</u> Terms of Reference for Internal Audit
--

PURPOSE: The primary objective of Internal Audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the Council and to ensure that they are in accordance with proper practices as set out in the Accounts and Audit Regulations.

PROCEDURE: The Internal Audit will adopt a predominantly systems-based approach, covering the whole network of systems established within the Council to provide reasonable assurance that the Council's objectives will be achieved, with particular reference to:

- The effectiveness of operations
- The economic and efficient use of resources
- Compliance with applicable policies, procedures, laws and regulations
- The safeguarding of assets and interests from losses of kinds, including those arising from fraud, irregularity and corruption
- The integrity and reliability of information, accounts and data

Scope of Internal Audit Activity

There are no limitations on Internal Audit's scope of activities. It allows for unrestricted coverage of the Council's activities, including both financial and non-financial systems of internal control.

Sutton Parish Council expects the following aspects to be part of the audit:

- Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete Section 4 (Annual internal audit report) of the Annual Return
- Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- Appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- Review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have significant impact on operations, and determine whether the Council is compliant
- Review operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

Independence

The main determinant of the effectiveness of Internal Audit is that it is seen to be independent in its planning and operation. To ensure this, IA will operate within a framework that allows:

- Unrestricted access to officers of the Council
- Reporting in its own name
- Segregation from the day to day operations of the Council

Every effort will be made to preserve objectivity by ensuring that the Internal Auditor is free from conflicts of interest and do not undertake any non-audit duties on behalf of the Council.

Rights of Access

There are no limitations on IA's access to records. The IA has the authority to:

- Access Council premises at reasonable times agreed in advance
- Access all assets, records, documents, correspondence and control systems
- Receive any information and explanation considered necessary concerning any matter under consideration
- Require any employee of the Council to account for cash, stores or any other Council asset under their control
- Access records belonging to third parties such as contractors when required

Reporting

The Internal Auditor will formally report the results of audits and the recommendations made to Council and will follow up at subsequent Internal Audits to make sure that corrective actions are taken.

Council's Responsibilities

The existence of Internal Audit does not diminish the responsibility of the Council to establish systems of internal control to ensure that activities are conducted in a secure and well ordered manner.

Audit Responsibilities in Relation to Fraud

Sutton Parish Council recognises that it is not the specific responsibility of the IA to detect fraud. However, tests and reviews carried out during the IA are expected to be designed to identify failures, weaknesses or breaches in internal controls which could expose the Council to risk of fraud.

In the event that fraud is suspected by the Internal Auditor, this should be reported to the RFO, Clerk, Chair, or the Council as deemed most pertinent to the situation. It may also be appropriate for the Internal Auditor to advise or assist with an investigation including liaison with the police if necessary.

Choosing an Internal Auditor

Sutton Parish Council appoints an Internal Auditor annually. The effectiveness of the audit is assessed each year as set out in the policy and procedure 'To evaluate the effectiveness of the system of internal audit'.

In principle, Sutton Parish Council endorses the need to change Internal Auditors regularly. In practice, a decision will be taken in the light of availability of suitable auditors.

The following criteria will be used to assess an auditor's suitability (taken from CAPALC guidance):

- Has the applicant had some formal audit training?
- Does the applicant understand how to structure an internal audit report?
- Has the applicant any formal training in parish council law and powers?
- Has the applicant any formal training in parish council procedures?
- Has the applicant had any formal training in accounting practice?
- Has the applicant had any formal training on matters relating to local councils and VAT?
- Has the applicant had any formal training in Pay as you earn and National Insurance
- Does the applicant have the necessary skills to identify issues relating to the above areas in this size of council?

Document Approval:

(Chair to Sutton Parish Council)

Date of Parish Council meeting: 27th January 2026

Review Policy: Every 12 months

Agenda Item 171/26 2(a)

Reference: 26/00008/ERN

Officer: Philip Baum

Location: 78C High Street Sutton Ely Cambridgeshire CB6 2NW

Date application valid: 5th January 2026

Parish: Sutton

Proposal: Change of use from office to dwelling

Applicant:

Mr Richard Hough
78C High Street
Sutton
Cambridgeshire
CB6 2NW

Agent:

Greg Saberton Design
Toms Hole Barn
Branch Bank
Prickwillow
Ely
Cambridgeshire
CB7 4UR

Agenda Item:- 171/26 3(a)



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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

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

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

This matter is being dealt with by:

Cassy Paterson

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 25/01258/FUL
Your ref

16th December 2025

Dear Sir/Madam

Proposal: Replacement Dwelling
Location: Meadlands Farm The Gault Sutton Cambridgeshire CB6 2BJ
Reference: 25/01258/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 9th January 2026. 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=T5VK3AGGLWZ00>. 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 9th January 2026, 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 Cassy Paterson on 01353 665555.

Yours faithfully

Cassy Paterson
Planning Officer

EXTENSION REQUESTED TILL 28/1/26
Granted

Agenda Item 171/26 3(b)



Mrs Rosie A Hughes (Clerk To Sutton
Parish Council)
The Glebe
4 High Street
Sutton
Cambs
CB6 2RB

Contact: Nikki Carter
Development Services
Direct Dial Tel: 07752 700198
E-mail: planning@fenland.gov.uk

EXTENSION REQUESTED

UNTIL 28/2/26

22 December 2025

Our ref: F/YR25/0905/F

Granted

Dear Sir/Madam

Construct an extension to existing anaerobic digester plant including: 8 x digesters, 4 x post digesters with 4 x technical buildings, 2 x pump buildings and 10 x feed hoppers, 1 x gas entry unit, 2 x process gas upgrade areas, 2 x separation bunkers, 1 x straw processing building, 1 x dry digestate storage building, 2 x flare stacks, 1 x site office and 2 x balancing ponds (part retrospective) at North West Of Mepal AD Plant Iretons Way Chatteris Cambridgeshire

An application for planning permission has been received in respect of the above.

Your observations would be welcome on this proposal please either 'Support', 'Object' or have 'No Objections' to the proposal and give reasons accordingly.

Any comments you may wish to make in respect of this application must be received on or before **12 January 2026**. You will not be notified of the outcome of this application unless you specifically request to do so, all details will however be published on our website.

All plans and documents relating to this application can be viewed at
www.publicaccess.fenland.gov.uk/publicaccess

To access these documents as well as other relevant details please follow the instructions below:

- 1 Enter the full application number 'F/YR25/0905/F' on the simple search form and click Search
- 2 Click on the 'Documents' tab

Documents are published in Adobe PDF format. Please also bear in mind that some of the larger documents may take some time to download.

Continued/...

Agenda Item 171/26 3(a)

Reference: 25/01258/FUL

Officer: Cassy Paterson

Date application valid:

8th December 2025

Parish:

Sutton

Location: Meadlands Farm The Gault Sutton Cambridgeshire CB6 2BJ

Proposal: Replacement Dwelling

Applicant:

R A Latta Farms Ltd.

C/o Agent

Mr Latta

Agent:

Partners In Planning And Architecture

FAO Mr William Marshall

Suite 2 Clare Hall

St Ives Business Park

Parson Green

St Ives

PE27 4WY

Grid Reference: 539865 278125

Agenda Item 171/26 3(c)

Reference: 25/00473/DISA

Officer: Harmeet Minhas

Date application valid:

8th December 2025

Parish:

Sutton

Location: Land At Ely Road Sutton Cambridgeshire

Proposal: To discharge Condition 2 (biodiversity improvements scheme) 4 (investigation and risk assessment of contamination) 10 (soft landscaping scheme) of decision 25/00473/FUL dated 6 October 2025 for change of Use of land to a Travelling Showpersons site for their family and storage of equipment - retrospective

Applicant:

Cheffins

Mr And Ms Luke And Kerri Marshall And

Cameron

C/O Agent

Clifton House

1 & 2 Clifton Road,

Cambridge

CB1 7EA

Agent:

Cheffins

FAO Mrs Toni Hylton

25 Market Place

Ely

CB74NP

Grid Reference: 545471 279055

January Agenda

Agenda Item 171/26 3 d)

Reference: 22/00057/DISB

Officer: Catherine Looper

Date application valid: 9th December 2025

Parish: Sutton

Location: Land Rear Of Garden Close Sutton Cambridgeshire CB6 2RF

Proposal: To discharge Condition 11 (piling) of decision dated 8 July 2024 for 22/00057/RMM (Appeal reference APP/V0510/W/23/332820) Reserved Matters for appearance, landscaping, scale and layout for the erection of 47 homes including public open space of previously approved Outline planning application 17/01445/OUM for erection of up to 53 houses to include public open space and details relating to access

Applicant:

Abbey Developments Ltd
FAO Mr Red Iskandar
Abbey House
2 Southgate Road
Potters Bar
EN6 5DU

Agent:

Grid Reference: 544925 278757

Agenda Item 171/26 4(a)

Reference: 25/00339/TPO

Officer: Kevin Drane

Date application valid: 15th December 2025

Parish: Sutton

Location: Highfield House 15 Sutton Park Sutton Ely Cambridgeshire

Proposal: T1 Cedar - Remove lower branches to 6ft (2m) from ground level. Reduce length of large western branch by 50%, remove remainder of branch between January 2032 and January 2035. Reduce remaining crown by 1/3.
T2 Chanticleer Pear - reduce crown to provide 1.5-2m clearance from building. reduce large lower branch over footpath by up to 1m. Reduce remaining crown by 1/3

Applicant:

Mr Kenneth Love
Highfield House
15 Sutton Park
Sutton
Ely
Cambridgeshire
CB6 2RP

Agent:

Grid Reference: 544951 279080

Traffic and Transport Working Party Zoom meeting 7.30pm on 13 November 2025

Attendees: Mark Inskip, Brendan Goodjohn, Shelagh Partington, Linda Kirby

Apologies: Nick Oakland, Andrew Newton, Mark Butler

1. Update on 20mph speed limit (The Row & Mepal Road) highways bid

The application for 20mph speed limits on The Row and associated side roads along with Mepal Road and roads off had been approved by the county council. 20mph projects usually take up to 18 months, though this can vary. The Parish Council is in the queue for design allocation. The indicative timeline is:

- Project initiation: Oct – Nov 2025
- Design stage: Nov 2025 – Apr 2026
- Consultation (incl. TRO): Mar – Oct 2026
- Pricing: After consultation
- Delivery: May 2026 – Mar 2027

2. Proposal to open footpath from The Orchards to St Andrews Close

The work to open up the footpath between The Orchards and St Andrews Close was completed in early October and the path is now open for use.

3. BHS (British Horse Society) signs

BHS signs to advise motorists to reduce their speeds when passing horse riders have been put up on. A total of ten signs 10 were received and put up in Bury Lane, High Street as far as The Brook and The Brook/Ely Road. Unfortunately the Bury Lane ones have been removed and taken already.

4. Speeding in Pound Lane

The last full council meeting agreed to request mounting points for the MVAS signs in Pound Lane. Phil is working on the form to request permission.

5. Update on Local Highways Improvement (LHI) HGV weight limit

Stages 1 and 2 of the bid have been approved by the county council as a complex project with a budget of £40,000, with £25,000 from the county council and £15,000 from the parish council (CIL).

The combined budget of £15,000 from the Parish and £25,000 from CCC will cover Stage 1, which includes:

1. Support for the HGV Covenant and engagement with HGV stakeholders
2. Advisory signs

3. Concept designs for traffic calming measures, which will aid future bids as we will look at the most appropriate features and locations.

The exact cost of the advisory signs will be confirmed during the design stage. At this point, the number of signs and their permitted locations are still being reviewed. Some locations may require special posts for safety, which can affect costs. These details will be finalised during design. From previous similar schemes, it is estimated that advisory signs could cost around £20,000, which is why the full £25,000 LHI allocation was assigned to this project. The total budget of £40,000 includes both the Parish and CCC contributions. The actual cost may be lower, but this will only be clear after design and pricing.

The Clerk has been working on the following surveys;

1. Origin and destination survey planned for 15th to 21st November
2. Vibration monitoring before done with week
3. NOX monitoring is in progress

The next step for the parish council is to work on a Voluntary HGV Covenant. The HGV Covenant is a County Council supported agreement between local communities and commercial vehicle operators to reduce noise, pollution and increase safety. And to contact to local hauliers. Mark will support the Clerk on this activity.

6. Review List of Traffic & Transport Actions from the Neighbourhood Plan

The Sutton Neighbourhood Plan has several other issues and proposals relating to Traffic & Transport matters raised previously with the Parish Council. The status of each of these were reviewed by the working party members.

1. The Parish Council will apply to the County Council for the introduction of weight restrictions on the B1381 between the A142 roundabout and Earith Bridge to prevent lorries using the B1381 as a short cut to and from the A14 and instead to use the Freight Advisory Routes.
In progress and discussed earlier in the meeting.
2. The Parish Council will work with the County Council to reduce traffic speed and improve crossing points in the village.
Should also be addressed as part of the HGV actions.
3. The Parish Council notes the particularly high speed of traffic entering and leaving the village on The America. It will work with the County Council to identify traffic management measures to reduce speeds.
Still open. Agree that we wait to see what comes out of the HGV actions.
4. The Parish Council will seek the introduction of 20mph speed limits:
 - i. Along the length of The Row and the side roads adjoining The Row; and
 - ii. Along Mepal Road including all roads off including Millfield and the Linden Homes development.Funding approved by the county council. Waiting to hear on the next steps.

5. The Parish Council will pursue a series of enhancements to routes and crossings, as identified on Map 9 to improve opportunities for safe walking.
The path between The Orchards and St Andrews Close has been addressed. The other route is the installation of the path on the south side of Ely Road to the Co-op. It is expected that the footpath to the Co-op will cost a substantial amount. A number of sections of the grass verge are too narrow for a footpath without extending over the adjacent ditch. It was agreed to put the path to Co-Op on hold until the parish council is confident it has funds to progress it.
6. The Parish Council will lobby for the establishment of a cycle route between Sutton and Earith to connect with the cycle path into St Ives, potentially using the haul road from Sutton Gault alongside the Middle Level Barrier Bank.
The district council commissioned Sustrans to undertake a feasibility study, the report is here [Sutton to Earith route feasibility study \(PDF, 7.84MB\)](#).
It was agreed that the parish council should continue to lobby East Cambs and CPCA. It is expected that the costs to construct any of the proposed options identified by Sustrans are much more than the parish council could fund.
7. The Parish Council will seek the introduction of parking restrictions at the junctions of roads joining the High Street where there is poor visibility.
The working party had previously discussed the possibility of a proposal to use a single privately funded local highways improvement scheme to cover a number of junctions. There have been specific requests from residents for Victoria Place and Brookside. The working party reviewed the junctions in the village along The America, the High Street, Ely Road and The Brook.
In addition to Victoria Place/High Street and Brookside/The Brook, a further two junctions with the High Street were identified; West Lodge and York Road.

Recommendation to full council: To instruct the Clerk to investigate a privately funded local highways initiative to install double yellow lines on the following junctions; Victoria Place/High Street, Brookside/The Brook, York Road/High Street and West Lodge/High Street

7. Next meeting

The next meeting will be organized when there is further feedback from the County Council on either the 20mph scheme or the HGV scheme.

SUTTON PARISH GRASS CUTTING

Contract Dates

Year 1 – 1st February 2026 – 31st December 2026
 Year 2 – 1st January 2027 – 31st December 2027
 Year 3 – 1st January 2028 – 31st December 2028

Quote 1

173/26

Specification

- A) Grass cutting to all areas above using suitable equipment for each area, and to include strimming round obstacles.
 - B) Grass to be maintained to a maximum height between 35mm – 45mm
 - C) To ensure is cut to all boundaries as indicated on plan
 - D) All Prices excluding VAT.
- Please submit quotations no later than: 9am on Monday the 5th January 2026 by email or to be received by post.

AREA	PLAN	PRICE FOR SEASON 2026	PRICE FOR SEASON 2027	PRICE FOR SEASON 2028
Recreation Ground (Cut only)	Sutton Parish Council	£929.00	£956.87	£985.58
Paddock and Orchard (Cut only)	Sutton Parish Council	£462.00	£475.86	£490.14
Public Open Space - Stirling Way (Cut only)	Sutton Parish Council	£819.00	£843.57	£868.88
Football Fields (Cut only)	Sutton Parish Council	£1,363.00	£1,403.89	£1,446.00
Total price per season		£3,573.00	£3,680.19	£3,790.60

ALL PLUS VAT

SUTTON PARISH GRASS CUTTING

Contract Dates

Year 1 - 1st February 2026 - 31st December 2026
 Year 2 - 1st January 2027 - 31st December 2027
 Year 3 - 1st January 2028 - 31st December 2028

QUOTE 2

173/26

Specification

- A) Grass cutting to all areas above using suitable equipment for each area, and to include strimming round obstacles.
 - B) Grass to be maintained to a maximum height between 35mm - 45mm
 - C) To ensure is cut to all boundaries as indicated on plan
 - D) All Prices excluding VAT.
- Please submit quotations no later than: 9am on Monday the 5th January 2026 by email.

AREA	PLAN	PRICE FOR SEASON 2026	PRICE FOR SEASON 2027	PRICE FOR SEASON 2028
Recreation Ground (Cut only)	Sutton Parish Council	£1584-00	£1663-20	£1946-20
Paddock and Orchard (Cut only)	Sutton Parish Council	£1320-00	£1386-00	£1455-30
Public Open Space - Strimming Way (Cut only)	Sutton Parish Council	£1056-00	£1108-80	£1164-20
Football Fields (Cut only)	Sutton Parish Council	£1320-00	£1386-00	£1455-30
Total price per season		£5,280-00	£5,544-00	£5,821-00

QUOTE 3

173/26

Work required:

1. Recreation field
2. Paddock and Orchard
3. Open Space - Stirling Way
4. Football Fields

Specification:

- Grass cutting to all areas above using suitable equipment for each area, and to include strimming around obstacles.
- B) Grass to be maintained to a maximum height between 35mm – 45mm
- C) To ensure is cut to all boundaries as indicated on plan

Year 1 - 1st February 2026-31st December 2026
Year 2 - 1st January 2027 - 31st December 2027
Year 3 - 1st January 2028 - 31st December 2028

Area	Plan	Season 2026	Season 2027	Season 2028
Recreation field – cut only Paddock and Orchard – cut only Open Space - Stirling Way – cut only Football Fields – cut only	Sutton PC	£8,403.00	£9,243.00	£10,167
Total price per season		£8,403.00	£9,243.00	£10,167

PEDISTRIAN BRIDGE

The bridge between the Orchard and the Old Recreation has become dangerous to walk over due to wood rotting and the ground being uneven.



The bridge has been temporary closed with barriers and signage in place until a more permanent solution is found.

I have looked in to replacing the bridge with a wooden pedestrian crossing with barriers both sides. The size of the existing bridge is 146 inches long and 48 inches wide.

I have asked for 3 quotes for a replacement bridge, removal and installation.

I have also asked for a quote to repair the bridge.

Quote 1

£3922.00 plus VAT for the cost of the bridge and delivery. This does not include the dismantle of existing bridge, removal of materials and erection of the new one as they are unable to provide this. The overall bridge length is 3.7m, the effective bridge width is 1.2m in a grooved deck boards with post and rail in tanalised softwood (Grade 4).

Quote 2

£3240.68 plus VAT for the cost of the bridge and delivery. This does not include the dismantle of existing bridge, removal of materials and erection of the new one as they are unable to provide this. To supply bridge 4.0 x 1.2 consisting of single span universal steel beam with treated Douglas Fir timber parapet posts.

I was also given a quote for the same specification but with brown recycled plastic parapet posts of **£4691.34 plus VAT**. To follow are pictures of proposed bridges, first picture the wooden bridge and second the recycled plastic.



Quote 3

Emailed the company for a quote, chased numerous times but no reply.

Quote 4 – Installation

The company visited the site on Wednesday 14th January to look at the existing bridge and to quote on removal of the old bridge, taking away the materials and the installation of the new bridge.

The cost to remove the old bridge, take away the material and install would be **£3750.00 plus VAT**.

Quote 5 – Repair

The cost to repair the bridge would be **£3798.22 plus VAT** –The company who inspected the bridge mentioned that after closer inspection the refurbishment is more involved than first thought. They would recommend a new bridge to be installed as this would be a better long-term option.

In summary **Quote 1** provided me with a quote based on my email. **Quote 2** visited the site and gave recommendation in size and types of bridges and gave two quotes to include wood or recycled plastic. The installers recommended that the bridge be replaced and gave quotes for both repair and installation.

Options for Youth Club Provider.

Agenda Item 175/26

Budget £10,000.

QUOTE 1

1. Can offer 31 weeks of youth sessions across the year, running a 2-hour session each week (4–6pm). These would follow a similar format of – outdoor, nature-based activities, fire cooking, games, wellbeing-focused time and space for young people to socialise safely.

We also wanted to check what access we might have to facilities if we were to go ahead:

- Would we be able to use the woodland down at the recreation ground for the sessions?
- In the winter and in bad weather, would it be possible to use The Glebe as a base? If so, which evening(s) is The Glebe typically available?

31 sessions = £10,000.

QUOTE 2

1. Building based youth club (we bring equipment in our van) - If you have a venue that could be used for a youth club (but no equipment) then we have a transit van packed with equipment that can be rolled into a building and set up. This includes: table tennis, table football, Nintendo Switch, Karaoke, tuckshop, table top games and puzzles, craft activities and cooking equipment (if kitchen available). There are also some outdoor games equipment if there is suitable space. These sessions would normally run for 1.5 hours with 30 minutes each side to allow set-up and pack down. It would be staffed by 3 youth workers (depending on venue). This would be £309 per session. Available for 4pm session Mon-Fri, and for 7pm session Mon and Fri.

30 sessions = £9733.50 (5% increase from April 26 included)

2. Youth Bus – full size newly converted double-decker youth bus. Would require access and suitable place to park with space around. This includes: PS5, Nintendo Switch, 4 PCs with internet access, lounge area (with Bluetooth speaker), table top games and puzzles, craft activities, tuck-shop and quiz. There are also some outdoor games equipment if there is suitable space. These sessions would normally run for 2 hours with 15 minutes each side. It would be staffed by 3 youth workers. Cost is £328 per session. Available for 4pm session Mon, Tues, Thurs and 7pm session on Tues, Wed or Fridays. Although we do have other villages considering these.

30 sessions = £10332 (5% increase from April 26 included)

QUOTE 3

1. £225 for the 2 hours each week

If possible we would like to start this youth club on Tuesdays evenings at 5:30 and would finish at 7:30, This would be beneficial for both of us and the teenagers wanting to attend the youth club as this gives them plenty of time to get home after school. Also if the teenagers are attending after school clubs at their school it still gives them plenty of time to get home first before coming to youth club. For us it would allow us to have plenty of time to get back from work, set up and sort out any prep before the youth club starts.

Options for Youth Club Provider.

Agenda Item 175/26

So our vision of how we would like to run the youth club is this:

The teenagers would turn up at the Pavillion and be greeted and welcomed by both of us. Once they have been welcomed they would see lots of different activities such as Darts (Plastic or magnetic), Pool, Board Games, Badminton and a relaxing/chill area. These would be set up in the hall which they can get involved in, this should help take away any awkwardness as they enter the environment and hopefully helps if they are meeting people for the first time as it is always easy to get to know someone whilst doing an activity. If the weather is good enough we would also have activities set up outside on the grass such as Football, Cricket and Hockey (Plastic Sticks). If we are doing food and drinks we would have a table set up in a separate area with a buffet of sorts that the teenagers could help themselves to as they wish. The teenagers would not be limited to 1 activity, it is their youth club so it is up to them what they would like to do and if they would like to switch activities. We would be there to oversee all of this and make sure the environment is welcoming and safe and a place they can talk to someone if they should need it! We would have a suggestion box in the hall with slips of paper next to it for the teenagers to let us know what they would like us to offer to them. This way they will want to keep coming back and it is being led by them and overseen by us, which is what we want from this as we would want it to be clear to them that it isn't going to be like school, it is a place they can come to relax and have fun!

If this is to be a success we would then set up a timetable and a food menu that would be put on a notice board that the teenagers could see so they would know what activities are happening what week and what food is on the menu that week. This way they know what to expect and they won't be disappointed and bored because there isn't an activity for them. We would also like to try out baking if it is going well as this would be a good life skill for them!

30 sessions = £6750

1. £260 As above but to include:

The difference between the 2 offers is that we would provide food and drink for the teenagers that would be attending. The extra £35 would cover the food and drink each week/time as we would also need to take time to prepare the food each week as well as go and do a shop.

30 sessions = £7800

Grant Application – Sutton Feast

Full Council – 16th December 2025

Assessment of grant – As per Parish Council criteria.

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

- *Local Government Act 1972 s 145 -Provision of Entertainments.*

Application is for £979.55

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

The application for insurance cover helps Feast to budget and achieve all the events they put on for the residents of Sutton

How effectively will the group use the grant?

- *Fully fund the cost.*

Is the cost of the project appropriate?

- *Total cost of insurance is £979.55*
- *Are the expected outcomes realistic?*

- *Yes.*

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

- *Grant 10%*

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

No

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

Constitution Received
Accounts Received.

Recommendation from Clerk/RFO:

1. Parish Council to discuss grant for the sum of £979.55
Legal: S145
Financial: Grant funding budget for 2025/26 IS £2500. (Currently at £1500 remaining)

Phillip Harty - Parish Clerk/RFO
11/12/25



Sutton Parish Council

Grant application and Terms and Conditions

Approved 23rd August 2016
(Updated July 2023)

SUTTON PARISH COUNCIL Grant Application Form

1.	Name and address of organisation: Sutton Feast Committee 7 Lawn Lane Sutton Postcode: CB6 2RE
2.	Contact name (and address if different from above) David Smith (Chair) Postcode:
3.	Daytime telephone no: 07876 253428 E-mail address: david.smith@clearcom.com
4.	Position held in organisation: Chair
5.	<p>a. How many members are in your organisation? Committee ...17.....</p> <p>Members....0 members as such, but appeal to the whole population of the village of Sutton and surroundings area.....</p> <p>b. What percentage live in Sutton Committee..95.</p> <p>Members.....</p>
	Total cost of Project: £979.55 Amount applying for: £979.55 If not 100%, then how is the shortfall being financed? If not granted 100%, of the amount requested, we will pay the insurance ourselves, but, this will use some of our funds, which may in turn affect our ability to run our events in the manner to which we have become known within the village.

6.	<p>Please provide details of the project and the amount of grant requested. (You should explain clearly and simply the purpose for which the money will be used, enclosing drawings if appropriate). Continue on a blank piece of paper and attach to the back if necessary.</p> <p>The total amount applied for is for Sutton Feast Annual Public liability insurance cover, provided by Zurich Insurance.</p> <p>We pride ourselves in "doing things right" or at least as right as we can, part of that being well thought out event management plans for all our bigger events, AND most importantly, having a substantial public liability insurance behind us, from a reputable insurance company.</p> <p>Having good insurance enables us to plan our events, knowing, that if the worst were to happen, we do have a good level of cover.</p> <p>This coming year we are planning our usual events of the Colour Run in the summer, Picnic in the Park in September, 10 in the Fen fun run, the Fireworks display along with the Sutton Scouts, and no doubt there will be other smaller scale talks and maybe a quiz or two.</p> <p>We are looking to bring Gault Day fete back, if we can get all the logistics sorted which was a family themed day, down almost at Sutton Gault.</p>
----	--

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

8.	<p>Have you applied to this Council for assistance before? YES</p> <p>If yes, please give details:</p> <p>When: 2025 How much: £979.55</p> <p>What: Feast Insurance Cover for one years from December 2024 to December 2025</p> <p>Was the application approved? YES</p>
9.	<p>Is your organisation (please delete as appropriate)</p> <p>a) other (please specify) .. A village based community.</p>
10.	<p>Please attach the following information if your application is for more than £250:-</p> <p>a) your organisation's latest audited accounts..... YES</p> <p>b) a copy of your organisation's constitution together with a list of Officers. YES</p> <p>c) a copy of your last annual report, where available (Chair's report from AGM)..... YES</p> <p>d) a copy of the most recent bank statement..... YES</p> <p>e) Copies of any estimates available. (If the grant is approved these will need to be seen before funds are released. Three (3) estimates are required for work in excess of £2500.)</p>
11.	<p>Please provide or attach any additional information that may assist the Council in reaching its decision.</p> <p>This year's Premium is the same as last year, which, I am a little surprised about, as almost everything else has gone up in price, this price being the same could be that we have a good track record of only having made 1 small claim in the last 10 years, and that was only for minor damage to a vehicle, being taken off site after an event, if our "accident and incident" reporting were to be looked at, last year at the fireworks display, the only medical issue, was a young boy who scalded his hand, when he spilled his hot chocolate!</p>

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

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

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

Signed (1): [Signature]

Signed (2): [Signature]

Position: CHAIR

Position: Treasurer

Date: 10/12/2025

Date: 10/12/2025

For and on behalf of (organisation):

The signing and submission of the Grant Aid/Loan form constitutes acceptance of the above statements.

**FOR CAPITAL GRANTS/LOAN APPLICATIONS, THE FOLLOWING
ADDITIONAL INFORMATION IS REQUIRED:**

Please provide a breakdown of relevant costs of the project for which Grant Aid/loan is requested:

- Project Cost total £979.55 that consists of the following:
 - Purchase of Land/Property £
 - Construction of new building(s) £
 - Adaptation/conversion of existing building(s) £
 - Internal improvements/upgrade £
 - Site preparation/landscaping £
 - External improvements £
 - Purchase of Equipment (Please list equipment on the reverse) £
 - Professional Fees and expenses £ 979.55 (Insurance cover)
 - Other (Please supply details on reverse) C
- PROPOSED TIMETABLE OF PROJECT:
 - START DATE: 9th December 2025
 - COMPLETION DATE: 8th December 2026

The application form should be signed and returned to :

Mr Philip Harty
Parish Clerk
The Glebe
4 High Street
Sutton
Ely

CB6 2RB

FOR SUTTON PARISH COUNCIL OFFICIAL USE ONLY

Application No:

Date approved/declined:

Amount:

Conditions if applied:

Sutton Parish Council Terms and Conditions of Grant

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

How will a grant application be assessed?

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



Invoice

Mr David Smith
Sutton Feast Committee
1A Pound Lane
Sutton
Ely
Cambridgeshire
CB6 2PR

Invoice Reference: 2305775445
Invoice date / tax point: 11 November 2025
Customer Reference: 22305572
Policy Number: XAO1220301413
Office: Chichester
Period of Cover: 09 December 2025 to
08 December 2026

Description of Item	Amount
Combined insurances	£874.60
Engineering Inspection Contract	£0.00
Sub total:	£874.60
Insurance Premium Tax at the prevailing rate	£104.95
VAT due on Engineering Inspection Contract at the prevailing rate	£0.00
Total amount due:	£979.55

Payment is due before your cover starts, or immediately if your cover is already in place.

If you would like to pay by BACS Transfer, these are our BACS details:

Account Name:	Zurich Charities, Insurer Trust Account	Account:	33736652
Sort Code:	20-65-82	Bank:	Barclays Bank PLC
Important:	Please quote your Customer Reference (above) on all BACS transactions.		

If you would prefer to pay by cheque please post it along with your Remittance Advice (next page) to:

Customer Administration, Zurich Insurance, Drayton House, Drayton Lane, Chichester, West Sussex, PO20 2EW

If this invoice was posted to you, an envelope with the address and correct postage is enclosed for your convenience.

Please make your cheques payable to: **Zurich Insurance**

Our VAT registration number is: 107 8316 77

Zurich Insurance Company Ltd.

A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich.

UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

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Remittance advice

Mr David Smith
Sutton Feast Committee
1A Pound Lane
Sutton
Ely
Cambridgeshire
CB6 2PR

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Chairman's Report

Firstly, ladies and gents of the village, thank you very much for turning out on a November night, when some of you might be more interested in finding out just exactly how much Sara Cox has raised running her Great Northern Marathon Challenge for Children in Need

Thinking more about Sutton, and The Feast Committee, this year we officially celebrated 25 years of being in existence, and being involved in trying to bring this village a bit of entertainment and trying to hold on to something that is becoming less and less apparent, "Community spirit".

This incarnation of The Feast was set up, back in the last century, to make sure that the people of Sutton had something to remember and celebrate as we changed from the 20th Century to the 21st, and for some the memories of the Millenium bug, still hold some fondness, a virtual bug, in a virtual world, who could have imaged that! Other than maybe Mr Orwell, and for all of those 25 years at least one member of my family has been involved in the Feast, either as "just a random committee member" or as Chair. Can't this village find anyone better??

So what have we been up to in the last year, well, If you need me to tell you, you are obviously new to the village, or, have been away quite a bit in the last year.

At various different times we have been very hot, quite damp or even wet, and a little bit cooler, the weather, this year has been disappointing, as have some of the events we have put on.

We cannot control the weather, we have to take what good old Mother Nature decides to send to us on the day, in past years, we have been very lucky, this year we were not quite so lucky.

We started the years events off with a couple of talks, by local author, artist, facepainter and retired self defence instructor, Jeanette Moser, most people will have recognised her as being the sweet little old lady facepainter at our events over the last few years, not knowing anything about her past as a self defence Instructor in South Africa, where she was a retained police officer for over 20 years, and a Spy for the Government, as well as being a 3rd Dan Martial Arts expert. Her first talk, was very poorly attended, and became a self defence workshop, very much enjoyed by the 5 people who were able to tear themselves away from the TV.

Her second talk about her life was much better attended, with about 25 people captivated by some of her tales of espionage, police work and how her family escaped the ghettos of Berlin.

The Colour Run, was initially planned for July, but, due to a Yellow Weather warning, it was decided, and quite rightly so, that the Met Office allegedly know more about the weather than we do, the threat of thunder storms and lightning was too great, so the event was postponed until mid September.

When the Run did eventually happen, loads of willing people paid their money, and got smothered in powder paint, many completing more than 10 laps of the course, through the paint, it was just possible to see that people did appear to be enjoying themselves.

August, was Picnic in the Park, our annual Music festival in a day, again Mother Nature decided to throw us a curve ball, the weather during the day was relatively nice, but during the day, the clouds gathered, all the weather apps were predicting heavy rain between 6:00 and 8:30, consequently an emergency, on the

field committee gathering decided that we needed to curtail the event and finish early, this also meant the firework finale was cancelled.

We tried a few new ideas this year, with the bringing back the Connections Bus for the teenagers, and the inflatable obstacle course, along with the normal Facepainters, Archery, Lowland Rescue and Isle Targets Sports Club, to enhance the enjoyment of everyone, but as much as we tried, the weather just didn't play ball, and instead of the normal 600-700 people we estimate not much more than 200 people came.

All the music was provided by relatively local bands and singers, who performed under increasingly worse conditions, to an ever decreasing audience, some were determined to stay to the bitter end, quite a few went home to get dry and warm. The joys of a British summer, only a few days earlier were walking the fields surrounding the football field, deciding whether we could allow the firework finale to go ahead, because it had been so hot and dry for so long, just one more day, that's all we needed, one more day before the rains came.

As well as being very damp, cold and miserable at the end of a very long day, reflections on the many months of planning and many, many hours of meetings leading up to the event, makes you think, is it all worth it!?

The week after Picnic in The Park, we had a wonderful night of music in the church, provided by Linton Jazz Orchestra, a mixture of show tunes, movie themes, and just well known songs, were played by the orchestra, who did not charge to come and play, even though they put on a very professional show, they requested donations to charity "on their behalf".

Ten in the Fen, the new name for what was historically known as the Feast Beast 10k run. Again this year primarily organised by a non Feast Committee member, but with the help and support of the Committee. Approx 250 runners braved the course on a quite windy day, some coming home in remarkably fast times.

Then on to our most recent event, the Fireworks Display, which we organise jointly with 1st Sutton Scouts, we share the costs, the workload, the organising, and the proceeds, if there are any.

In previous years, sales of tickets before the day had been very good, this year, not so good, and we were very concerned if enough people were going to come along to firstly cover the cost of putting the display on, and secondly to make it worthwhile even thinking about a future year, but on the day, hundreds, well lots of people turned out to see the display.

One of the intentions of creating a "Village Display" was to try to reduce the amount of private individual fireworks in people gardens, this year we did a leaflet drop to every house in the village to pre warn or advertise the display, giving people plenty of warning to look after animals, or indeed people who might have been upset by the fireworks.

The Display itself was, as expected a great display, many of those leaving the field made comments about how good everything was, even those who decided not to pay to come into the field, but watched from Lawn Lane, or anywhere with a view, got to see a well organised and safe firework display, which we think the village deserves, and we are confident that it has helped reduce the impact of fireworks around the village, for those who do not like them.

So where do I start with my Thank You's, well firstly to the Feast Committee, for all the many many hours put in on meetings, and sub committee meetings, to those few people who are not on the Feast Committee, who have been included in those sub committee meetings, so, Ian Stacey for his dedication to sourcing bands for Picnic in the Park and for the overall organisation of meetings leading up to it. Martin

Pickering for his work on the Colour Run and the 10 in the Fen, Elaine Chamberlain, Alison Wells, & Chloe Richardson for their help backed up by 1st Sutton Scouts for the Fireworks Display.

Not forgetting The Parish Council who allow us to use their land and venues, and also by way of a grant each year, have been paying for our annual public liability insurance, The Allotments and The Sutton Charity, for use of the Old Rec for the Fireworks Display.

We have a growing band of volunteers, way too many to name individually, but without them, we could not run any of the bigger outdoor events, we are getting good at the organising bit, the boring bit, the hours of meetings and filling out paperwork bit, but without a great number of people, prepared to get out and contribute a little bit, whether it be putting up fencing, or gazebos at Picnic in the Park, or crawling on hands and knees picking up tiny pieces of card after the fireworks, walking round with a bin bag collecting rubbish or putting wrist bands, every little job, is as important as the big jobs, without those little apparently insignificant things being done, our events would not run as smoothly as they appear to do.

So how do I sum up the year in four words, disappointing, disappointing, relieved and thankful.

Disappointing that we have had poor weather, and poor attendances at most of our events this year with the exception of the Fireworks.

Relieved, that at the end of the year, we can say that the events we have planned, have gone off as well as could be expected on the day, and under the circumstances.

Thankful, that we do have a great number of people who can be called upon to help at events, and that the year is now over.

I need to take a few moments to thank our Sponsors, in the current financial climate, with increasing costs etc, we could not attempt to put on what we do without the help and support of our various sponsors, whether that be a financial sponsor, or whether it be by allowing the use of equipment without charge.

Lastly I need to give special thanks to a couple of the Feast committee member in particular.

Fay, has been our Treasurer for several years, and has managed to keep a very tight hold of the strings on our budgets, which has meant that we have had the luxury of not having to worry about every single penny.

Alison, our Secretary, but also, our volunteer coordinator, Alison has been able to haul in enough people to help out at our events, some at very short notice.

So thank you everyone who has helped in any way shape or form.

The Constitution of The Sutton Feast Committee

1. Name

The organisation is known as The Sutton Feast Committee.

2. Aims and Objectives

The Sutton Feast Committee is a not-for-profit organisation. All Committee members and officers are volunteers and receive no financial reward for their time and effort.

The objectives of the Committee are:

- (a) to promote and encourage the spirit of community in Sutton-in-the-Isle, Cambridgeshire, by arranging and co-ordinating village activities
- (b) to co-ordinate the annual Sutton Feast celebrations
- (c) to arrange social events on behalf of the community of Sutton-in-the-Isle
- (d) to promote inclusive involvement of all groups in the village of Sutton-in-the-Isle
- (e) to have fun and enjoyment whilst organising events

The Committee shall take all its decisions mindful of, and with provision for, the diverse needs and abilities of all members of the community and with consideration to any government restrictions or guidance on social gatherings in place at that point in time.

3. Area of Operation

The area represented by the Committee is the Parish of Sutton-in-the-Isle.

The Committee organises a broad range of events and activities which are not considered to be trading activities that occur with any regularity and are not in competition with any other parties.

Aims, objectives and planned activities shall be advised to the Parish by means of newsletters, posters and publications such as The Sutton Pepperpot and social media etc.

4. Committee Members

The Committee shall consist of no more than 20 persons, who are elected at the AGM. For each nominee, either the proposer or the seconder must be an existing member of the out-going Committee. Only existing out-going Committee members shall have voting rights in the election (or re-election) of new (or re-elected) Committee members; a two-thirds majority is required in order to elect (or re-elect) a new (or re-elected) Committee member. In order to seek re-election, members will have attended at least 4 full Committee meetings in the previous 12 months. Exceptions to this can be agreed by the Committee in the event of the individual having provided advance notice and an acceptable reason for their repeated non-attendance.

The Constitution of The Sutton Feast Committee

Immediately after the AGM, the new Committee shall elect a Chair, Vice-Chair, Treasurer and Deputy, Secretary and Quartermaster. No new Committee member can stand for election to a specific office during their first year as a member.

During any year, the Committee has the authority to meet and remove any officers for gross misconduct. On an ad-hoc basis, it may also appoint committee members as such other officers as it may see fit. The committee may co-opt new members on to the committee until the next Annual General Meeting and they shall then be eligible for re-appointment, along with the rest of the Committee.

Whilst matters discussed in Committee should be considered confidential, all members must consider that any personal information *i.e addresses, contact details, bank account details* that they receive as a consequence of involvement with the Committee is subject to Data Protection legislation and cannot be shared further, without the explicit permission of the individual concerned.

Any new Committee member appointed agrees to provide a form of contact for communication which will remain confidential between Committee members and to read through the Constitution within 14 days of their election or co-option and raise any questions they may have as how it applies to their conduct.

Specific Officer Roles

With effect from 2018, members can only be elected to an office for an initial period of 4 consecutive years, after which the office falls vacant. The Incumbent Officer may be re-elected, if willing and no other candidates put themselves forward for election. It is expected that any serving officer provides at least 2 months' notice should they not intend to seek re-election during this 4-year period to that office at the next AGM. Any one willing to be an officer should declare an interest at least 1 month prior to the AGM. Any officer declaring an intention to stand for election to a different office will only create a vacancy should they succeed in election to the new office. Any vacancy will be dealt with by election without the need for the notice period.

All new officers commit to re-read the Constitution within 14 days of their election and raise any questions they may have as how it applies to their conduct and the duties of the office.

Chair

Includes but are not limited to:

Chairing and conduct of Committee meetings

Co-ordinating with the Secretary around the venue, agenda and content of meetings

Along with the Treasurer arrange that appropriate insurance is in place at a level that is determined by the Committee

Ensuring that an independent audit of the finances is carried out

Vice-Chair

Includes but are not limited to:

Deputising for the Chair in their planned or unexpected absence and step-up to Chair until the next AGM, should the need arise

Secretary

Includes but are not limited to:

Arranging meetings, including advance publication of future dates

Producing accurate minutes of all Committee meetings, which are then subsequently approved by the Committee at the next meeting

The Constitution of The Sutton Feast Committee

Retaining meeting minutes for the agreed period and arranging a full handover to the next Secretary

Maintaining a record of all Committee members

Treasurer

Includes but are not limited to:

Maintaining accurate record of all monies spent by, due to or owed to the Committee

Presenting regular financial statements for the Committee (*dependent on timely updates from other members as to financial commitment and actual spend*) – with 24 hours notice outside a scheduled Committee Meeting

Operating, in the name of the Committee, a bank/building society account and maintaining appropriate co-signatories to that account

To see that all monies received by the Committee are used to further the objectives of the Committee, but with the support and approval of a quorum of Committee members

Retaining records for the agreed period and arranging a full handover to the next

Treasurer

Deputy Treasurer

Includes but are not limited to:

Shadowing the Treasurer role and deputising for the Treasurer in their planned or unexpected absence and step-up as Treasurer to Chair until the next AGM, should the need arise.

Non-officer roles

Quartermaster

Includes but are not limited to:

Maintaining an accurate list of non-financial assets belonging jointly to the Sutton Feast Committee, including the whereabouts of those assets

Ensuring that all equipment is maintained to required standard

Ensuring that non-financial assets are available for each Feast event and are returned after each event or other event for which the Committee agrees they can be made available

Additional roles, not necessarily performed by a committee member, but by responsible individuals who agree to work with and on behalf of the Committee;

Volunteer Coordinator

PR and Media Coordinator

Specialist Event Managers e.g Run Organiser

- Expected to provide updates to a minimum of two Officers or at Committee meetings as required

5. Meetings

Committee meetings shall be held periodically, but usually monthly or as deemed suitable by the Committee. At the first meeting of the new Committee, the Constitution, level of insurance and level of the general reserve fund shall be reviewed and agreed. It is accepted practice, that all pre-approved events will be honoured.

The quorum for the meetings of the Committee shall consist of 6 Committee members, which should include a minimum of 2 officers from Chairman, Vice-Chairman, Treasurer, Deputy Treasurer and Secretary.

The meetings will follow a standard agenda – see Appendix 4

The Constitution of The Sutton Feast Committee

For urgent matters requiring a decision following a Committee meeting that has not been quorate, an agreed summary of the discussions at the meeting shall be circulated to all Committee members and an e-vote will be taken, approval being based on the same quorum.

Minutes of the meetings will be kept for six years and shall be made available to all members of the community upon reasonable request.

The Committee may appoint event organisers from the Committee who shall have the authority to call meetings and co-ordinate those events and activities on behalf of the full Committee, subject to adherence to the procedures covered under Appendix 2, which includes full and regular updates at full Committee meetings.

Meetings are normally held face to face, however can be conducted virtually, with all decision-making being subject to the same terms.

Annual General Meeting

The Committee shall hold an Annual General Meeting in the Autumn, subject to venue availability. At least 14 days' notice will be provided, via a range of suitable advertisements to allow all interested residents of the Parish of Sutton-in-the-Isle to attend.

Meetings will normally be held face to face, however, under exceptional circumstances, the AGM can be conducted virtually, with all decision-making being subject to the same terms.

The matters and business discussed at the Annual General Meeting shall include:

- Approval of the accounts
- Review of activities during the previous year
- Appointment of Committee members

As a follow on to the AGM, the new Committee will elect the main officers for the following year so that business can proceed without interruption ahead of the next Committee Meeting.

6. Finance

The Committee shall hold at least one bank account with a bank/building society nominated by the Committee. Single transactions of greater than **£250** must be pre-authorised by the Committee, or a quorum that includes two from four of the Chairman, Vice-Chair, Treasurer and Secretary.

Petty cash of £200 will be held by the Treasurer and dispersed on presentation of a receipt up to the value of £25.00 and documented and signed for in an appropriate manner. The records are subject to the same retention period as other Feast documentation.

The budget for material events must be regularly reviewed and approved by the Treasurer during the planning phase.

The Constitution of The Sutton Feast Committee

Withdrawals from the bank/building society account shall require the signature of two of up to five nominated signatories. Signatories shall not be family members or domestic partners.

An appropriate reserve shall be retained for working capital and contingencies as determined by the Committee. This may be held in a separate bank account as agreed by the Committee.

All accounts of the Committee must be held for at least 6 years and made available at the request of any member of the Committee. Accounts should be checked annually by a suitably experienced, independent party, ideally ahead of the AGM.

Feast activities are supported substantially because the community is aware that any surplus funds will be used for the benefit of the community, community activities or distributed among local community groups, or other approved charitable causes. Any beneficiaries of the previous year's surplus funds shall be declared at the AGM.

Any disbursements of such surplus funds shall be notified to the Parish in name and nature only. Specific monetary values shall remain in confidence to Committee members. Committee shall declare any interest when beneficiaries are decided.

The Committee will consider any applications for detailed financial information on their merits and will be subject to agreement by the regular quorum.

Sponsored Events:

Any organiser that wishes to hold a Feast sponsored event will provide details of the event, along with an estimate for start-up funding costs, to be discussed by the Committee. Any organiser seeking funding for such events would be deemed to be acting under the auspices of the Feast Committee. Once agreed, that start-up funding money will be transferred to the organiser's separate account, should that account be deemed necessary. All funds deemed to be surplus above the seed money, post event, will be transferred to the Feast account. Any charitable donations from any surplus will be agreed with the Feast Committee, prior to disclosing an amount to the beneficiaries. All accounts will be made available for audit upon request.

7. Amendment to Constitution

Amendment to this Constitution can be considered by the Committee at any regular Committee meeting, providing the proposed changes are pre-circulated to all members in advance of the meeting. Such amendments will be subject to approval by the regular quorum.

8. Dissolution

The Committee may be dissolved by a two thirds majority of the Committee present (providing there is a minimum of 3 members present) and voted for at an Annual General Meeting or an Extraordinary General Meeting, provided that any motion proposing such dissolution shall be set out expressly in the notice convening such a meeting.

Upon the dissolution of the Committee, any funds held by the Committee shall be retained for 2 years in the event of the Committee reforming. During this period,

The Constitution of The Sutton Feast Committee

signatories are not permitted to authorise any withdrawals. After that time and after meeting any outstanding debts, those funds shall be evenly distributed between any recognised non-profit making bodies working within and for the community of Sutton in the Isle, covering a diverse range of activities. As appropriate, the bids should be considered by a small group of suitable representatives from Sutton i.e Parochial Council Leader, member of the Clergy attached to St Andrew's, Head Teacher of Sutton School, GP from Prior's Field Surgery etc. As per normal practice, individuals must abstain from voting on bids where they have a conflict of interests.

Version	Reason for Review	Summary of change made	Approved	Next Review
1	n/a	unknown	16 October 2014	n/a
0.1 draft	Length of time since last review	Various including maximum length of office, control on signatories, data protection responsibilities		
0.2 draft	As above	Minor revisions following comments from Committee members Addition of specific Quartermaster role		
0.3 draft	As above	Changes from feedback from Chair and Treasurer 16/10/2018 Appendix 1 Updated post AGM 16 Oct 18		
2	As above		19 November 2018	September 2019
3	Annual review	tbd at Committee meeting 11/12/19 Appendix 1 updated to reflect new member Finance section (6) updated to include adoption of Petty Cash process	December 2019	October 2020
4	Annual review	Section 2. Aims and Objectives Updated to include consideration of government restrictions or guidance on social gatherings Section 4 – consideration of reduction in size of Committee members – is 20 too high? Section 5 - Meetings Updated to allow committee meetings to be conducted virtually AGM Updated to allow AGM to be conducted virtually on an exceptional basis	December 2020	October 2021
5	Annual Review	Section 4 – allow Chair to agree extenuating circumstances for non-attendance New members must read and understand the constitution New role of Deputy Treasurer Section 5 – added a set Agenda Section 8 – minimum of 3 members required to dissolve committee Enhanced treatment of any funds	Not finalised in 2021 or 2022 Approved 8 November 2023	November 2024

Signature of Chair

Approval provided at Full Committee Meeting – held at the Sutton Con Club

Date

Wednesday 8 November, 2023

The Constitution of The Sutton Feast Committee

Signature of Secretary

Approval provided at Full Committee Meeting – held at the Sutton Con Club

Date

Wednesday 8 November, 2023



The Constitution of The Sutton Feast Committee

Appendix 1 – List of Current Officers and Committee Members

# <i>Max 20</i>	Office	Current Holder	Since	Date 4-year term of office expires <small>- subject to election/renomination</small>
1	Chair	David Smith	From Oct 21	October 2026
2	Vice-Chair	Fenella Weaver	From Oct 22	October 2027
3	Secretary	Paul Percival	From Oct 21	October 2025
4	Treasurer	Fay Colson *	From 17 Oct 18	Remained as unopposed October 2024
5	Deputy Treasurer	Ellie Atkins	New role Oct 21	October 2025
6	Quartermaster	Stan Smith		N/A New role for 2018/19 (non-office holder)
7	Member	Terry Robinson		N/A
8		Lorna Bartley *		N/A
9		Alison Beale		N/A
10		Paul Veal		N/A
11		Brian Watson		N/A
12		Stephen Weaver		N/A
13		<i>vacancy</i>		
14		<i>vacancy</i>		
15		<i>vacancy</i>		
16		<i>vacancy</i>		
17		<i>vacancy</i>		
18		<i>vacancy</i>		
19		<i>vacancy</i>		
20		<i>vacancy</i>		

* Denotes approved signatory to Feast Account – Penny Mayo is currently a signatory

Treasurers report for AGM on 14th November 2025

The accounts have been completed.

Accounts for 2023-2024 brought forward £18,775.65 (£18,576.39 in the Bank and £199.26 petty cash)

Income in 2024-25 was 11,371.48 (2023-24 was £15,136.16)

Costs incurred for 2024-25 was £13,828.23 (2023-2024 was £11,251.21)

2024-25 loss was £2,456.75 (2023-2024 was £3,884.95)

Brought forward of 18,775.65 from 2023-2024 and deducting the loss of £2,456.75 for 2024-2025, the carry forward into 2025-2026 is £16,318.90 (£16,119.64 in the Bank and £199.26 petty cash)

The new committee will be reviewing our reserves in the forthcoming meetings when we make plans for the 2025-26 event calendar.

Summary below

18775.65	2024 AGM			
			2024-25	2023-24
18,576.39	199.26		18,576.39	
		Income	11,371.48	15,136.16
		Costs	13,828.23	11,251.21
		Profit (loss)	(2,456.75)	3,884.95
		Natwest	16,119.64	18,575.41
		Cash	199.26	199.26
			16,318.90	

Account Name
SUTTON FEAST COMMITTEE
BUSINESS CURRENT ACCOUNT

Account No 43080146 Sort Code 52-41-19 Page No 1 of 2



NatWest

FAY COLSON
122 THE ROW
SUTTON
ELY
CAMBRIDGESHIRE
CB8 2PB

Current Account

Summary	
Statement Date	05 DEC 2025
Period Covered	06 NOV 2025 to 05 DEC 2025
Previous Balance	£16,713.58
Paid In	£1,446.24
Withdrawn	£203.47
New Balance	£17,956.35
BIC	NW8KGB31
IBAN	GB06NW8K52411942060146

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 NOV 2025	BROUGHT FORWARD			16,713.58
07 NOV	Automated Credit SQUARE T3K12W56JMDRP4Q FP 07/11/25 1546 02391987582310748	1,446.24		18,159.82
26 NOV	Cheque 000598		163.47	17,996.35
03 DEC	Cheque 000600		40.00	17,956.35

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Financial Services Firm Reference Number 121078

RETSTMT - V127 24/10/25

Sutton Feast Committee: Accounts 2025-2026 as at 9th December for Dec Committee Meeting

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472.82

16,592.46

0.00

Sutton Feast Committee: Accounts P & L 2025-2026 as at 9th Decamberr for Dec 25 Committee Meeting

Event	Income Description	£		PIS	Expenses Description		£	Cheque no	Event Profit Loss
Fireworks	Square gate takings		£1,446.24		Fireworks	Medics St Johns	137.28		
Fireworks	Front gate cash		1,366.00		Fireworks	Saturn Sound	100.00		
Fireworks					Fireworks	Skip	225.00		
Fireworks					Fireworks	Fireworks	1,375.00		
					Fireworks	screwfix cable ties	19.53		
					Fireworks	Banners	80.00		
					Fireworks	Owed to Scouts so 50% profit	198.20		
	Total		2,812.24			Total	2,135.01		677.23
WWI Remembrance Sunday					Remembrance S Wreath		40.00		
			0.00				40.00		-40.00
AGM					AGM Thank u	SPC Glebe hire 7-11pm	79.00	BACS	
					AGM Thank u	Food and Drinks Fenella	85.41		
					AGM Thank U				
	Total		0.00			Total	164.41		-164.41
					General				
					General				
					General				
			0.00				0.00		0.00

2,812.24

2,339.42

472.82 Check

ANTI SOCIAL DRIVING

East Cambridgeshire District Council

The Anti-social Behaviour, Crime and Policing Act 2014

Public Spaces Protection Order Vehicle Related Anti-Social Behaviour

The Council is seeking the views of local businesses and landowners on the proposal to implement Public Space Protection Order (PSPO) to address Vehicle Related Anti-Social Behaviour.

On 17 November 2025, the Council approved the draft PSPO; and approved the proposals for public consultation on the draft PSPO. The Committee documents (agenda item 7) are located [here](#). The draft PSPO Vehicle Related Anti-Social Behaviour is located [here](#).

The PSPO relates to public places in the whole of the East Cambridgeshire District as shown on the map included in the draft PSPO. 'Public place' means any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.

Consultation will commence on 12 January 2026, and close on 16 February 2026 and will be accessible on the council's [website](#) and available to view at the East Cambridgeshire District Council Offices at The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE.

Hard copies are also available on request by calling 01353 665555, or by emailing communitysafety@eastcambs.gov.uk, or in writing to:

PSPO Vehicle Related Anti-Social Behaviour Consultation
Community Safety Team
East Cambridgeshire District Council
The Grange
Nutholt Lane
Ely
Cambridgeshire
CB7 4EE

Residents urged to share their views on anti-social driving

A consultation launches today seeking views on giving the council and the police new powers to crack down on anti-social driving in East Cambs.

The council's Operational Services committee in November approved undertaking a consultation with residents, stakeholders and other community representatives, to seek feedback for a district wide Public Space Protection Order (PSPO).

The PSPO would give the council and the police power to issue on the spot £100 fixed penalty notices for drivers who engage in anti-social vehicle related activities as set out in the draft PSPO such as the racing of vehicles, performing stunts such as doughnuts, drifting, handbrake turns, or wheel spins, and excessive engine revving.

Since the beginning of 2022 there have been over 1600 reports of incidents of anti-social driving reported to police in the district. This has ranged from individual drivers reported as driving anti-socially through to car meets with up to 100 vehicles recorded at the Elean Business Park in Sutton.

Cllr Julia Huffer, who chairs the committee, said: "This is not about stopping people having fun. Anti-social driving is irresponsible, it's intimidating, it takes police time and resources, and it could easily lead to serious injury or death.

"If people want to race or show off their cars they need to choose the right venue to do so, not our business parks, car parks and roads. We're urging residents to share their views in the consultation so we can do everything we can to act now before it's too late."

The PSPO was proposed by the East Cambs Problem Solving Group (PSG), a multiagency operational subgroup of the East Cambridgeshire Community Safety Partnership Board (CSP) after other interventions to tackle the issue were considered and dismissed, and/or implemented without success.

The sub-group reviews cases, such as anti-social driving, which place a high demand on partners, such as the police, and explores robust action plans to help reduce that demand. The consultation is available on the [council's website](#) and runs from 12 January until 16 February 2026.

Following the consultation, a report will be brought back to the Operational Services committee for consideration.

Further information can be found at: <https://eastcambs.gov.uk/community-safety-and-wellbeing/crime-and-community-safety/crimes-and-anti-social-behaviour/pspo>

Cycling and Walking To and From Ely

Dear Councillors & Grovemere

We were dismayed to discover that funds for building the proposed 'NMU footbridge' over the A10 near the BP Garage Roundabout are not expected until 2029/30.

As you know, a better crossing of the A10 near Ely has been on the agenda since the Ely Modelling Project proposal, more than 15 years ago. The BP Garage Roundabout improvement in 2020 added momentum because it made the crossing more dangerous. Councillors and the local MP have written about the urgent need to provide a better crossing.

In June Ely Cycling Campaign addressed the Cambridgeshire Highways and Transport Committee and we stressed the urgency of making this crossing less dangerous. We were told that the favoured design of crossing was more costly than currently available funding and that an at-grade crossing did not satisfy unspecified standards. There was no mention in the January 2025 Consultation Brochure that the at-grade signalised crossing failed to satisfy standards and it was identified as the only option that could be started in 2027.

Ely Cycling is of the opinion that the time for a new crossing is now.

A bridge over the A10 is the optimal solution but neither of the options in the 2025 Consultation satisfies current cycling standards (LTN 1/20). Further work can be done to plan an adequate bridge, for instance a bridge that follows the 2009 Ely Modelling Project recommendation alongside an initiative to raise sufficient funds.

In the meantime we suggest that a motor 40 mph speed limit be implemented in the vicinity as soon as possible and then an at-grade Toucan crossing to follow soon after. This would improve the current situation quickly and at a lower cost than a bridge.

Please would you support our proposal!

Kind regards

Sutton Rangers FC

Sutton Rangers have asked permission to install 2 pitches on the Old Rec for Youth Games.

Pitch 1 would be 9 aside and pitch 2 would be 7 aside.

Initially they are seeking permission in principle from the PC and Sutton Charity prior to looking at more details such as parking, storage, maintenance etc.

They are looking to play all the games in Sutton rather than some at Mepal.

This would be a temporary measure until the additional pitches are available at The Pavilion.

Sutton Charity are not adverse to the idea but the onus would be on the PC to keep clear of litter and no parking on the Rec itself.

Sutton Conservation Group are also not adverse to this.

They would like to start in September 2026.

This is also dependent on the FA allowing games to be played here with no facilities such as toilets etc.

Anti-Social Behaviour Report

Tai Chi Class 14/1/26

Report from Hirer

Yes, Scott is unfortunately absolutely correct. Three or four teenage lads were hanging around outside, and being a nuisance throughout the session - pulling faces and shouting outside the window.

I closed the curtain, and they moved to the other window, and at times were throwing potatoes at the windows.

I kept thinking they'd get bored and leave, but unfortunately they didn't.

I did consider telling them to leave it I'd call the police, but didn't want to wind them up with our cars parked outside.

Several of my students were very nervous, and one needed a lift home because she was unsure of walking home alone.

Pavilion Smashed Window Discovered 19/1/26

More damage to window 20/1/26



Bike Theft x 2 From Pavilion 17th and 19th Jan 26

Bike found dumped in ditch with lights etc. missing.

All reported to Police who are now wanting CCTV Footage of possible offenders and that we keep full footage of events pending further investigation should there be one.

Items to consider

1. Safety of Staff at night
2. Youth Group
3. Safety of evening hirers
4. Install blinds at windows
5. Install Mosquito Alarm (anti-loitering device)