



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 27th January 2026 at 7.30pm in The Glebe, 4 High Street, Sutton.

Present: Cllr M Inskip Cllr B Browne Cllr N Oakland Cllr Barnard Cllr Goodjohn
Cllr L Kirby Cllr S Partington Cllr Newton Cllr Butler

Clerk: Mr P Harty

Public: 2 County Cllr L Dupre

MINUTES

Meeting opened at 7.30pm

MEMBERS: 15

QUORUM: 5

Vacancies: 4

Meeting Opened at 7.30pm

163/26 To receive and note apologies for absence.

To consider and approve 3-month absence of Cllr Cassidy due to Personal Issues.
It was proposed by Cllr Inskip and seconded by Cllr Goodjohn to accept the 3-month absence of Cllr Cassidy.
All Cllrs present voted in favour.

164/26 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.

Cllr Goodjohn declared an interest in 176/26
Cllr Kirby declared an interest in 175/26

165/26 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.**

None

166/26 To approve the minutes of the meeting of Council held on 16th December 2025 (See Info Pack)

Resolved - It was proposed by Cllr Inskip and seconded by Cllr Goodjohn to accept the minutes of 16th December 2025 as a true reflection of the meeting. 4 Cllrs voted in favour with 4 abstentions.

167/26 To Consider the Co Option of Two Parish Councillors (See Info Pack)

Resolved - It was proposed by Cllr Inskip and seconded by Cllr Goodjohn to Co Opt Mrs Ruth Brown onto Sutton Parish as a Councillor. All Cllrs present voted in favour.

Resolved - It was proposed by Cllr Inskip and seconded by Cllr Browne to Co Opt Mrs Joy Owen onto Sutton Parish as a Councillor. All Cllrs present voted in favour.

168/26 To receive and note the Project Chart and Action Plan (See Info Pack)
Noted

169/26 To receive reports in relation to Sutton from: (See Info Pack)

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

Cllr Jordan joined meeting at 7.45pm

170/26 Finance

1. To approve payments.

Online Payments

January 2026	Salaries & expenses	£9218.51
January 2026	Cambs Pension Fund	£855.65
Veolia Ltd	Easi-bins	£121.97
The Copier Warehouse	Photocopying	£129.84
Centra Data	Computer Support	£276.60
TrueLink	Grass Dec	£346.90
ESPO	Office Supplies	£147.84
Sutton Brownies	Grant	£350
Open Spaces	Grant	£600
TimeBank UK	Membership	£150
Glover Enviro	Old Rec Clearance	£5994
BT	Phone/Internet	£544.55
Tracsis	Traffic Survey	£6444
Parish Online	Membership	£108
ACRE	Membership	£89.40
Sutton Trees	Tree Work	£840
Online Playgrounds	Zip wire/Spinner Repair	£2462.40
RBA Acoustics	Vibration Monitoring	£2796
Clear Councils	PC Insurance (Due Feb 26)	£4170.30

Direct Debits

ECDC	Non-domestic rates	£665
Lloyds	Multipay	£230.77
O2	Mobile Phones	£102
DRAX	Pavilion Electric	£239.47
DRAX	Glebe Electric	£298.14
DRAX UMS	Street Lights	£150.79
British Gas	Glebe Gas	£213.84
British Gas	Pavilion Gas	£302.72
B & CE	Peoples Pension	£196.44
HMRC	Tax & NIC	£2108.47
Wave	Water	£91.45

Resolved - It was proposed by Cllr Browne and seconded by Cllr Newton to authorize payments as above for payment. Agreed by all Cllrs present.
Clerk to arrange payments.

2. Financial Working Party Report (See Info Pack)

a. Consider and Determine Action on Outstanding Hire Debt at Glebe Hall.

Resolved - The Clerk reported that despite several attempts to contact the debtor including calls, emails and writing to address no response has been received. It was reported to the office by the landlord of the property that the debtor had left with no forwarding address. It was proposed by Cllr Butler and seconded by Cllr Goodjohn to write off this debt. All Cllrs present agreed.

3. **To Consider and Approve Internal Auditor for 2025/26**
a. **CAPALC £40ph and £0.45p per mile travel.**

Resolved – It was proposed by Cllr Newton and seconded by Cllr Jordan to appoint CAPALC as Internal Auditor for 2025/26. All Cllrs present were in favour.

4. **To Review and Approve Internal Audit Checklist & ToR (See Info Pack)**
a. **ToR for Internal Audit**

Resolved – It was proposed by Cllr Inskip and seconded by Cllr Newton to adopt the ToR for Internal Audit. All Cllrs present voted in favour.

- b. **Internal Audit Checklist**

Resolved – It was proposed by Cllr Inskip and seconded by Cllr Newton to adopt the Internal Audit Checklist. All Cllrs present voted in favour.

171/26

Planning (See Info Pack)

1. **Planning approvals/Refusals – NONE**
2. **Appeals/Variations –**
 - a. **26/00008/ERN.** 78C High Street Sutton Ely Cambridgeshire CB6 2NW. Change of use from office to dwelling
 3. **Planning Applications –**
 - a. **Proposal: Replacement Dwelling. Reference: 25/01258/FUL**
Location: Meadlands Farm The Gault Sutton Cambridgeshire CB6 2BJ
Noted by Council
 - b. **F/YR25/0905/F.** 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
Noted by Council
 - c. **25/00473/DISA.** Land At Ely Road Sutton Cambridgeshire 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
Noted by Council
 - d. **22/00057/DISB.** Land Rear Of Garden Close Sutton Cambridgeshire CB6 2RF. 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
Noted by Council
 4. **Tree Consents –**
 - a. **25/00339/TPO.** Highfield House 15 Sutton Park Sutton Ely Cambridgeshire. 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
Noted by Council

172/26 Report and Recommendations from Traffic and Transport Working Party (See Info Pack)
Noted by Council

173/26 Consider and Approve Grass Cutting Quotes (See Info Pack)

Quote 1 2026 £3573, 2027 £3680.19, 2028 £3790.60

Quote 2 2026 £5280, 2027 £5544, 2028 £5821

Quote 3 2026 £8403, 2027 £9243, 2028 £10167

All three companies providing quotes have worked with us before.
Only Quote 2 came out to site and went over work with me.

Resolved - After a brief discussion it was proposed by Cllr Goodjohn and seconded by Cllr Inskip to accept Quote 2. All Cllrs present voted in favour.
The new Contractor is The Glover Group Ltd.
Clerk to arrange with Contractor a start date.

174/26 Consider and Approve Work to Paddock Footbridge (See Info Pack)

Resolved - After discussion it was proposed by Cllr Browne and seconded by Cllr Goodjohn to purchase a new bridge made from recycled material at a cost of £8441.34 + vat. All Cllrs present voted in favour.
Clerk to arrange purchase and install.

Cllr Kirby had declared an interest and left room taking no part in the discussions or voting for Agenda Item 175/26

175/26 To Consider and Approve Youth Service Provider (See Info Pack)

Resolved – It was proposed by Cllr Goodjohn and seconded by Cllr Jordan to accept Quote 3 from Kirby and Cox Entertainment. 9 Cllrs voted in favour, with 1 abstention.
Clerk to arrange a presentation from Kirby and Cox in February's meeting.

Cllr Kirby was invited back into the room

Cllr Goodjohn had declared an interest and left room taking no part in the discussions or voting for Agenda Item 176/26

176/26 Consider and Approve 1 Grant Application (See Info Pack)

1. Sutton Feast

Resolved – It was proposed by Cllr Inskip and seconded by Cllr Browne to approve the grant to Sutton Feast. All Cllrs present voted in favour.

Cllr Goodjohn was invited back into room.

177/26 Anti-Social Driving/Public Space Protection Order (See Info Pack)

Discuss and Comment

Resolved – After a brief discussion it was proposed by Cllr Partington and seconded by Cllr Browne to support the protection order. Clerk to respond to ECDC and to advertise on Website and FaceBook. All Cllrs present voted in favour.

178/26 Consider and Respond to Email from Ely Cycling Campaign (See Info Pack)

Discuss and Comment

Resolved – After a brief discussion it was proposed by Cllr Inskip and seconded by Cllr Newton to respond to the campaign that although in support of a bridge over the A10 the Council would need further information regarding traffic impact if a 40mph and pedestrian crossing were to be introduced. Clerk to notify Ely Cycling. All Cllrs present voted in favour.

**179/26 Consider Application from Sutton Rangers FC (See Info Pack)
Discuss and Comment**

After a discussion no decision was made regarding this. The Council would like to see how the FA respond before making a decision. Clerk to communicate back to Sutton Rangers.

180/26 Consider and Approve Policies

a. Reserves Policy

Resolved - It was proposed by Cllr Newton and seconded by Cllr Inskip to approve Reserves Policy. All Cllrs present voted in favour.

b. Equality and Diversity Policy

Resolved - It was proposed by Cllr Inskip and seconded by Cllr Jordan to approve Equality and Diversity Policy. All Cllrs present voted in favour.

c. Investment Review Policy

Resolved - It was proposed by Cllr Goodjohn and seconded by Cllr Inskip to approve Investment Review Policy. All Cllrs present voted in favour.

d. Privacy Policy

Resolved - It was proposed by Cllr Browne and seconded by Cllr Inskip to approve Privacy Policy. All Cllrs present voted in favour.

Clerk to update website with above Policies.

**181/26 Anti-Social Behaviour Report
Discuss and Comment**

Resolved - After discussion it was proposed by Cllr Inskip and seconded by Cllr Newton that SoloProtect devices are purchased for all Lone Working Staff and that quotes are obtained to upgrade the CCTV system. The Police are to be informed of all incidents, and the Clerk is to keep chasing them for more regular patrols to be carried out. All Cllrs present voted in favour.
Clerk to report progress in February's meeting.

182/26 Matters as Agenda Items for Future Consideration

No Decision can be Made Under This Item¹

No items for next month reported at meeting.

183/26 Date of Next Full Council Meeting(s)

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

28th July 2026 - Full Council

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

Meeting closed at 8.47pm

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



PROJECT AND ACTION PLAN

Full Council – 24th February 2026 Agenda Item



February 2026
SUTTON PARISH COUNCIL
The Glebe, 4 High Street, Sutton, E15, Cambs

2026 – Sutton Parish Council Project and Action chart

As at: 17th February 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

			<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 surroundings to the surfacing. Clerk to look into Oct/Nov 2024 Bike Stands to be moved 	Yes
H	<p>LHI Scheme – 20mph speed reduction</p> <ul style="list-style-type: none"> Application to be made for speed reductions on The Row, Painters Lane, West Lodge Lane and Mepal 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 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

				<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 	Yes
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 approx. 	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 • Kirby & Cox to give presentation at Feb 2026 Meeting <p>YOUTH SERVICES AND ACTIVITIES WP</p>	
28 th June 2022	<p>War Memorial</p> <p>War Memorial</p>		<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 • Application submitted • LHI application Dismissed and not reviewed as part on the complex or non-complex application. • Recommendation 25th July 2023. To approve that an item is included on the next full council agenda to enable the parish council to discuss the latest status and if necessary to formally raise concerns about the handling of the LHI application to the county council. Added to 22nd August 2023 Agenda • Meeting arranged with Highway Officer, Cllr Dupre and SPC – 2nd October 2023 • Clerk to arrange for traffic surveys up to a sum of £1,000. – To go back to November FC meeting, as quotations over £1,000. • Clerk delegated a spend of £2,000 for one set of surveys in 3 locations. • Order placed with Tracsis – survey January 2024 • Tracsis have now had approval from CCC for survey to be undertaken. Due January 24. • Clerk to have funding approved for 2nd survey before March 24 • Tracsis to need locations and duration to give quote for March survey. • Further information required by CCC regarding impact on people • Online survey ready to go out once approved by WP. • Next traffic survey to be carried out on w/c 15th April 2024 • Note – additional fee of £330 for licences from CCC not included in original quote. • Online survey went live 4th March 2024. • Local PC`S and Police have been contacted. • Clerk currently organising Particulate testing. One cost estimate received approx. £3600+vat to comply with CCC testing requirements. • Presentation with CCC Clerk and Chair to attend 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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			<ul style="list-style-type: none"> • Enviro testing sent to Council. Councillor Jordan to look into other companies. • Decision from CCC will now be September 2024 • Unsuccessful – Council to decide how to proceed • Clerk to continue with application in 2025 • Letter to Business in area • Ask Lorna/Joshua with help/ideas • Environmental survey • Application Submitted January 2025 • 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	<p>Definitive Map Modification Order</p> <p>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</p>		<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	<p>ECDC – Pride of Place, Nature Recovery Plans, Climate and Nature Actions</p>		<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 	

			<ul style="list-style-type: none"> Placed on hold – May 2024 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	<p>Maintenance to The Glebe:</p> <p>1) External windows – need cementing. 2) Window Hall Internal – need attention</p>		<ul style="list-style-type: none"> Salmons Bros, contacted for an assessment on the windows. Clerk has arranged for a quote on replacement oven/extractor. Awaiting quotes 21/2/24 Clerk has spoken to contractor to quote for work on windows. Contractor has now declined to quote – new contractors contacted. Ray Langley coming out 28/5/24 to look at work. Still chasing contractors to quote for windows. Salmon Bros have quoted £5635+vat for painting of windows. Does not include any remedial work. Clerk to keep trying to obtain more quotes 	
March 2024	<p>Bowls Club Access and footpath around green</p>		<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 	

				<ul style="list-style-type: none"> to Sports and Rec WP. Clerk to have quote for 30mm asphalt top be increased to 50mm Awaiting Minutes from meeting 30/9/24 Quotes to go to FC Nov 24 – Clerk to source matched funding for project. Dec 24 PC approved FC Construction to undertake work Awaiting update on grant application Grant application to ECDC was unsuccessful. Clerk to carry on seeking funding. 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		<ul style="list-style-type: none"> To go to Full Council Nov 2025 to approve. 	Ongoing

		Rd/High St, West Lodge/High St		<ul style="list-style-type: none"> • Application is now in with CCC 	
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 • Bridge purchased – awaiting dryer weather for install 	Ongoing

Cllrs Lorna Dupré and Mark Inskip

MONTHLY REPORT FEBRUARY 2026

CREMATORIUM CASH

By the casting vote of its chair, the council's Finance & Assets Committee has agreed to recommend to the Full Council that it put a further £300,000 into the leadership's crematorium project.

Councillors were originally told that the crematorium's £13 million contract price was fixed, but the scheme has already blown through all of its £400,000-plus contingency, and is coming back for more.

Our colleagues Cllr Charlotte Cane MP and Cllr Alison Whelan asked searching questions and mounted a strong challenge, but the opposition team was outvoted. The council will be asked to wave through the additional £300,000 at the budget meeting on Tuesday 24 February.

£4 MILLION FROM RESERVES TO FREEZE COUNCIL TAX

A budget amendment by the council's Leader at the same meeting was also passed by the Finance & Assets Committee. This amendment proposes to take £4 million from reserves to freeze the district council's portion of council tax for a further year. As above, the council's budget will be set on Tuesday 24 February.

DAMNING AUDIT

The council's Audit Committee agreed, once again by the casting vote of its Chair, that sign-off of East Cambridgeshire District Council's 2024/25 statement of accounts should be delegated to the committee chair himself and the council's director of finance, without further committee scrutiny.

The decision means the Audit Committee will not meet again to review a corrected version of the accounts before they are submitted for audit sign-off. A proposal by Lorna for a further meeting of the committee prior to sign-off was rejected, again by the Chair's casting vote.

The meeting identified multiple significant issues in the draft accounts. Lorna highlighted that figures showing the movement of £11 million out of cash was directly contradicted by the explanatory note beneath it saying that money had been moved *into* cash. Meanwhile the external auditors confirmed that £17 million of cash had been miscategorised, which suggests neither movement may actually have taken place at all.

Another entry showed expenditure on employees rising sharply from £9 million to £25 million, an increase that those present at the meeting were unable to explain. Councillors were subsequently told that this was a pension fund valuation issue, but we are unconvinced.

The report of the external auditors was damning. The council's arrangements for supporting the audit were graded Ineffective for quality and completeness of the draft financial statements, delivery of working papers in accordance with agreed client assistance schedules, quality of working papers and supporting evidence, and volume and value of identified misstatements and disclosure amendments.

No assurance could be given by the auditors for short-term debtors, short term creditors, grants received in advance, reserves, other income and expenditure, cash flow statement, collection fund, other disclosures, or leases. The external auditors found

- Significant delays in the responses to audit queries.
- Lack of evidence to corroborate responses to audit queries.
- Responses to audit queries did not always address the questions raised.
- Lack of references to the CIPFA Code of Practice or Accounting Standards for complex areas, such as judgements and estimates.

The auditors made eight specific recommendations, including within Recommendation 1 that "the finance team must develop a strong understanding of Local Government accounting requirements". The auditors warned: "if we are not satisfied with the pace and substance of improvements in addressing our Recommendation 1 (Page 39) as part of the 2025/26 audit, we would be minded to issue Statutory Recommendations at that point, given the recurring inability to prepare robust financial statements and support the audit process".

The council's statement of accounts must be signed off by external auditors by the statutory backstop date of 27 February.

BIN CHANGE PLANS CONTINUE

Plans for the council's new bin service, to be introduced from June this year, continue to be developed. The new service, resulting from fresh Government legislation, includes introducing a weekly food waste collection and replacing black sack collections with wheeled bins.

Residents will receive a five-litre kitchen caddy to collect food waste indoors, and a larger twenty-three litre outdoor caddy to transfer it into for collection. We will also receive one year's supply of caddy liners, free of charge, and a new 180 litre black wheeled bin which will be emptied every two weeks.

Soft plastic such as carrier bags, film lids, and salad and vegetable packaging will be able to be added to our blue bins. Green bins will continue to be collected free of charge, but from 1 June food waste should be put into the new food waste caddies and not into the green bins.

For more information on changes to the bin changes, visit [eastcambs.gov.uk/waste-and-recycling/new-bin-changes-1-june-2026](https://www.eastcambs.gov.uk/waste-and-recycling/new-bin-changes-1-june-2026)

ANTI-SOCIAL DRIVING

A reminder that the council's consultation on anti-social driving remains live until Monday 16 February. We would strongly encourage residents to give their views, in order to help increase the powers available to the police and the council to tackle the long-standing problem of anti-social behaviour arising from car meets at the Elean Business Park.

Link to the survey from the press release at [eastcambs.gov.uk/press-releases/2026/residents-urged-share-their-views-anti-social-driving](https://www.eastcambs.gov.uk/press-releases/2026/residents-urged-share-their-views-anti-social-driving)

WITCHAM NEIGHBOURHOOD PLAN

The referendum on Witcham's proposed Neighbourhood Plan takes place on Thursday 12 February.

PLANNING APPLICATIONS

Significant applications in the Sutton ward which are still awaiting consideration include

- **Three Pickerels, Mepal:** single storey function room within garden area to replace temporary marquee (25/01303/FUL)
 - **Meadlands Farm, Sutton Gault:** replacement dwelling (25/01258/FUL)
 - **Garden Close, Sutton:** modification of planning obligation 17/01445/OUM to remove affordable housing requirement (25/01097/MPO)
 - **Garden Close, Sutton:** variation of approved plans 22/00057/RMM (25/00667/VARM)
 - **104 High Street, Sutton:** demolition of existing garage and erection of five dwellings (25/01016/OUT)
 - **Site between 8 and 14 Bridge Road, Mepal:** subdivision of existing horticultural site to create single self-build residential plot, retaining remainder for horticultural use (25/00421/OUT)
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FEBRUARY MEETINGS

- Wednesday 11 February: Licensing Committee
- Wednesday 11 February: Licensing (non-statutory sub-Committee)—
postponed from January
- Tuesday 24 February: Full Council
- Thursday 26 February: Full Council additional reserve date

The February meeting of the Planning Committee has been cancelled for lack of business.



MEET YOUR COUNCILLORS

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

Cllrs Lorna Dupré and Mark Inskip

District Councillors for the Sutton ward
(Mepal, Sutton, Wentworth, and Witcham)

Cllr Lorna Dupré

MONTHLY REPORT FEBRUARY 2026

FULL COUNCIL

The full council will meet on Tuesday 10 February, to vote on the budget and business plan for 2026/27 to 2028/29.

It will also consider recommendations from the council's Constitution & Ethics Committee, to allow an unlimited number of motions to Full Council meetings, compensated by shorter motions and shorter speeches.

STRATEGY RESOURCES & PERFORMANCE

Business plan and budget

The Strategy Resources & Performance Committee met on Thursday 29 January to receive the views of council committees on the council's draft budget.

In response to the Children & Young People Committee, the Strategy Resources & Performance Committee agreed to amend the draft budget to provide an additional £1 million to support families following the Government's withdrawal of the Household Support Fund which has enabled the provision of supermarket food vouchers during school holidays for eligible children.

The council's Highways & Transport Committee expressed the ambition to be able to add £20 million to the road maintenance budget in 2027/28, as well as in 2026/27—for which that sum is already in the proposed budget.

Local Government Reorganisation

The Government is launching its seven-week consultation this month on the options for local government reorganisation in Cambridgeshire and Peterborough, with its final decision announced in summer.

A statement from a minister has however indicated that the timetable by which the new unitary councils will be up and running in Spring 2028 is 'the most ambitious'.

ADULTS & HEALTH

Arthur Rank Hospice

A private donation has enabled the hospice in Cambridge to remain open for a further year, following public outcry. The future beyond that is uncertain.

NHS dental services in Cambridgeshire

The County Council's Health Scrutiny Committee has delivered the following six recommendations to the Integrated Care Board (ICB) following its scrutiny of NHS dental provision in Cambridgeshire, and requested a response by 27 February.

- a. The committee acknowledges the challenges which face the Integrated Care Board (ICB) in relation to NHS dental provision, but urges the ICB to be more ambitious in relation to the provision of NHS dental services in Cambridgeshire.
- b. The committee highlights a lack of transparency locally around the allocation and delivery of extra capacity for urgent dental appointments funded by Government. Whilst recognising the challenges that the Integrated Care Board is facing the committee urges more transparency around this to build public confidence and trust.
- c. The committee expresses serious concerns about the distance that some Cambridgeshire residents have to travel to access NHS dental services and welcomes the commitments given around collecting more data on this.
- d. The committee encourages and supports the pilot projects exploring a hub approach to primary care provision through the co-location of dental services with GP practices to provide wraparound care to the community and offer some savings from shared overhead costs. The committee requests a briefing note on the outcome of these pilot projects and, if they prove successful, where and when they will be introduced in Cambridgeshire.
- e. The committee expresses disappointment at the failure to take concrete steps towards establishing an undergraduate dental training school in the East of England following the undertakings given at the previous scrutiny of dental provision in March 2024. The committee urges the new Central East Integrated Care Board to champion this endeavour which could offer considerable benefits across its geography, and offers the good offices of Cambridgeshire County Council in support of this.
- f. The committee expresses some concern about the level of underspend on dental provision in Cambridgeshire and whether the money being clawed back is being used as efficiently and productively as possible.

Integrated Care Board cost reductions and reconfigurations

The Health Scrutiny Committee met Jan Thomas, the Chief Executive of the new Central East Integrated Care Board (ICB), and Kate Vaughton, the new ICB's Executive Director for Neighbourhood Health, Place and Partnership, about the implications for Cambridgeshire of the cost reductions required of existing ICBs and their reconfiguration into new ICBs serving a much larger population across a significantly wider geographical area.

The Committee made a number of recommendations on this.

- a. The committee expresses concern that structural issues and changes are in danger of crowding out some of the service improvements that both the health service and local authority partners want to see. The committee urges Board members at the new Central East Integrated Care Board to guard against this.
- b. The committee acknowledges the assertion that the Integrated Care Board will need to focus resources on the areas of most need. In return, the public and its elected representatives want to see openness and transparency when services will be changed, reduced or no longer provided, even though this may sometimes lead to difficult conversations.
- c. The committee invites the Integrated Care Board to continue to reflect with partners including Cambridgeshire County Council about how the independent check on health care services and systems currently provided by Healthwatch will be maintained following Healthwatch's abolition.
- d. The committee welcomes and endorses the comments made about the advantages of the digitisation of health services and how this can help target services and resources more effectively. However, the committee hopes that the concerns raised by some committee members about data privacy and security during this public scrutiny session and also during its scrutiny of the delivery of the NHS 10 Year Plan in Cambridgeshire in October 2025 are taken into account.

I expressed my concerns about the security of patients' personal and medical data following the award of a contract to Palantir to create a data platform for the NHS, given that Palantir's expertise is surveillance software including for ICE in the USA. The ICB has committed to provide a response.

East of England ambulance service performance

The East of England Ambulance Service has written to the council's Health Scrutiny Committee to update councillors on its performance, including shortened response times, and reduced handover times at hospitals.

CHILDREN & YOUNG PEOPLE

Holiday food vouchers

The Government is withdrawing the Household Support Fund from the end of March, and replacing it with a Crisis and Resilience Fund later this year.

The County Council has been spending the funding on holiday food vouchers for all children on Free School Meals, and was one of the first councils in the country to top it up to ensure no schoolchild went hungry over the holidays. However, the Government is prohibiting councils from using the new Crisis and Resilience Fund for this purpose, risking leaving many vulnerable families without support.

The council is increasing its own financial commitment to holiday food vouchers this year to bridge the gap until September. Without a reversal from Government, however, any new scheme is likely to leave many families in need unsupported.

Education Health & Care Plans

The council invested an additional £780,000 last autumn to increase capacity across the Education Health & Care Plan process for children and young people with special educational needs and disabilities, including assessments, casework and reviews, helping to improve the timeliness and therefore the number of plans completed within the twenty-week target. We were pleased to hear from officers that this is having a positive effect enabling more children to receive their assessments in good time.

Special needs and disabilities funding campaign

Cambridgeshire County Council is backing a campaign by a group named f40 calling for increased and fairer education funding and sweeping reforms to solve the crisis in special educational needs and disabilities (SEND).

Publication of a Schools White Paper, setting out Government's plans for education and reforms to SEND, was expected last year but has been delayed. The County Council is urging Government to ensure that expected reforms are powerful enough to solve the crisis and are backed by sufficient funding to enable schools to implement them.

Based on initial allocations for 2026/27, published by the Department for Education in December, Cambridgeshire will receive £6,465 per pupil for the 'Schools Block' of education funding. This places Cambridgeshire 128th out of all 151 local education authorities.

The deficit the county council faces in spending on children with high needs is forecast to be around £94 million by the end of March this year, rising to around £200 million by the end of the following two years, placing the council at severe financial risk. This position is shared by around a hundred other councils.

Across the country demand for SEND support continues to outstrip funding, with the lowest funded local authority area currently receiving less than a third of the SEND funding that the highest funded council receives. This is unsustainable.

It has been estimated that local authorities in England will have accumulated a collective SEND deficit of £6 billion by April this year. Without significant reform, this figure will continue to grow. The County Councils Network, representing county councils across the country, estimates the shortfall could pass £13 billion nationally by March 2028.

HIGHWAYS & TRANSPORT

Potholes

The council has significantly increased the number of highways crews dealing with both temporary and permanent fixes to the potholes on Cambridgeshire's roads. Normally eight crews and two dragon patchers are available across the county—now there are thirty crews and two dragon patchers out repairing potholes. This will significantly increase the number of repairs attended to each week.

In the winter, a lot more road defects and potholes form due to wet and freezing weather causing those worn areas of road and pavement surfaces to break up.

Since 2023/24, the amount of capital funding spent on highway maintenance in Cambridgeshire has increased by £35 million, from £24 million to £59 million. The Council allocated more than £73 million for highways maintenance in 2025/26—adding £20 million to the amount provided by Government—and expects to do so again this coming year.

Parish councils meeting with highways officers

Many thanks to Phil Harty, clerk of Sutton Parish Council, for convening a meeting with Local Highways Officer Tom Hutchins to discuss highways issues in Sutton, and accepting my request to widen it to clerks and chairs of the other parish councils in the Sutton division.

Many thanks also to the six council officers including Tom who joined the meeting to answer our questions.

The meeting covered a lot of ground, including the new structures in the highways teams, online information from one.network, the functionality of the new Aurora highways fault reporting system, and the need for better communication between works promoters, county councillors, parish clerks and local communities.

We were concerned at the huge amount of work falling on everyone's shoulders, with 35,000 permits being issued every year (as well as a lot of works not requiring a permit), and the need to 'do fifteen years of work in five years'. We were particularly concerned at the scope of the role of Local Highways Officer.

We discussed clashing street works and conflicting signage, arising in part from this volume of work.

I agreed to forward to parish clerks on a regular basis the twice-monthly list of road works and road closures. We agreed to meet six-monthly, as this meeting had been so useful. Phil Harty kindly agreed to continue to host these meetings, and I offered to work with him to facilitate them.

Clashing road works

With a large number of road works scheduled to take place recently, the potential for conflicting closures and misleading signage has abounded.

The 24/7 closure of Twentypence between Wilburton and Cottenham for two months for long-delayed works by Anglian Water has been causing huge congestion on the A10.

The proposal to close the B1050 Earith to Willingham from the Roseberry holiday park to the Willingham Coop at the same time would obviously have made matters much worse, and in liaison with the county councillors for Wilburton and Willingham I managed to get this work put off until after Anglian Water finished on Twentypence.

The works on Ely Road Little Downham were mostly done under traffic lights, but a full closure was needed on the final day to surface the road near Old Fir Close; and when the tarmac refused to set the intended three-hour closure became a twelve-hour closure, to the frustration of many residents.

A visit by a highways inspector three days before the completion of works looked set to see Ely Road fully closed, with a diversion via Black Bank and the congested A10. Fortunately this was averted, not least because the following day Anglian Water arrived to carry out an emergency repair of a burst water main on Black Bank in the middle of the proposed diversion route. Anglian Water found they were unable to carry out the repair, and agreed to come back after the Ely Road works were finished.

Diversion signage for both of these works remained in place, however, and was joined by signage for micro-asphalting works on High Road, Lawn Lane and Station Road in Little Downham. The forest of conflicting signage caused massive confusion, and I managed to get an inspector to drive the route and instruct the various road works promoters to get unnecessary or incorrect signage removed.

I am awaiting a meeting with the council's senior officers responsible for highways maintenance and street works, to discuss with them how the huge volume of street works in Cambridgeshire can be more effectively coordinated and communicated.

£2.1 million works begin on peat soil affected roads

Three large scale projects to rebuild and repair over 3.5 kilometres of peat soil affected roads in the north of Cambridgeshire have started.

These projects include reconstruction of one kilometre of Forty Foot Bank, Ramsey; resurfacing of just under one kilometre of Coates Road, Coates; and reconstruction of 1.8 kilometres of Long Drove, Holme.

Over the last year, eleven kilometres of peat soil affected roads were reconstructed or resurfaced at a cost of £5.5 million. Further large-scale reconstruction or resurfacing works are due across other peat soil affected roads in 2026. The maintenance programme for 2026/27 is due to be put to the Highways & Transport Committee next month, once the council's budget for the year has been set.

NEWS FROM THE COMBINED AUTHORITY

Bus cuts

Thirty-five bus routes across Cambridgeshire and Peterborough—including the T12 from Sutton to Longstanton Park & Ride—are hanging by a thread as the Mayor of Cambridgeshire & Peterborough seeks to cut half a million pounds from local bus services.

At last month's Combined Authority Transport Committee, the Chair of the County Council's Highways & Transport Committee successfully stood out against the immediate removal of four routes, and insisted that there should be appropriate engagement with residents and parishes on proposals affecting contracted bus services.

The Combined Authority is however ceasing to fund the 8A bus between March and Milton Park and Ride, serving Sutton, Haddenham, Wilburton, Cottenham and Landbeach. The route had been extended recently as far as the Park and Ride in the hope that this would improve passenger numbers, but this was unsuccessful. The operator must give 112 days' notice to the Traffic Commissioner before stopping the service.

A10 / A142 BP crossing

The Combined Authority Board agreed its budget for 2026/27. Following local political pressure this now includes funding for the next steps in planning a safe crossing at the A10 / A142 BP roundabout, but still no money for actual construction for five more years.

There's a petition online calling for long overdue funding and delivery of a safe crossing at this location www.change.org/p/fund-and-deliver-a-safe-crossing-at-the-bp-roundabout-ely

Audit & Governance meeting cancelled

The Combined Authority Audit & Governance Committee meeting last month was cancelled as the absence of any representative from three of the six member authorities meant it was inquorate. Representatives did turn up from both East Cambridgeshire District Council and Cambridgeshire County Council.

MEET YOUR COUNCILLORS

Sutton surgery

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

I can also be contacted ...

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

Cllr Lorna Dupré

County Councillor for the Sutton division

Reference: 26/00152/TRE

Officer: Kevin Drane

Location: 9 Eastwood Close Sutton Ely Cambridgeshire CB6 2RH

Date application valid: 9th February 2026

Parish: Sutton

Proposal: T1 Weeping Willow - Pruning of lower hanging branches only, by approximately 1 metre, to maintain a 2-3m clearance over the footpath and for general tree upkeep. With ongoing consent to maintain the clearance as and when required for a period of 5 years from the determination date.

Applicant:

Miss Elizabeth Tomkins
9 Eastwood Close
Sutton
Ely
Cambridgeshire
CB6 2RH

Agent:

Grid Reference: 544893 279013

Agenda Item:
191/26 4(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:

Kevin Drane

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 26/00108/TRE
Your ref

13th February 2026

Dear Clerk

Proposal: Conifer hedge
Section 1 is between the greenhouse and the vegetable garden and is to be reduced by approx 3m in height.
Section 2 is on the boundary with 18 Saffron Piece and this is to be reduced by approx 1m.
Section 3 is alongside a privet hedge set in lawn and this is to be reduced by approx 1M.

Location: 72 High Street Sutton Ely Cambridgeshire CB6 2NL

Reference: 26/00108/TRE

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

In considering this application your comments were taken into consideration. You are able to view the officer/committee report using public access <http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T9OOMGGGIHW00>.

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

Yours faithfully

Kevin Drane
Trees Officer

*Agenda Item
19/1/26 4(b)*



**EAST CAMBRIDGESHIRE
DISTRICT COUNCIL**
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Mr Philip Harty
Clerk to Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

This matter is being dealt with by:

Kevin Drane

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 26/00040/TRE
Your ref

13th February 2026

Dear Clerk

Proposal: T1 Pine - Fell. Tree is on rear boundary overhanging adjacent gardens
Location: 41 High Street Sutton Ely Cambridgeshire CB6 2RA
Reference: 26/00040/TRE

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

In considering this application your comments were taken into consideration. You are able to view the officer/committee report using public access <http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T8T16UGGHFN00>.

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

Yours faithfully

Kevin Drane
Trees Officer

Agenda Item:

191/26 4 (c)



Sutton Parish Council

Tree Management Policy

Adopted by Full Council
27th September 2016

Reviewed Feb 2026

V2 17/2/26

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INTRODUCTION

Sutton Parish Council has drafted a Tree Management Policy which is relevant in order to maintain a consistent approach to tree management in the parish of Sutton.

Trees make an enormous contribution to the character and beauty of our landscape and create /maintain environments rich in biodiversity. Sutton Parish Council values its trees and recognises both the human and environmental benefits of having a healthy and sustainable tree population.

The council also recognises that although trees are a positive feature, they can be the cause of a range of problems, from being a nuisance or inconvenience to potentially causing serious injury or even death. As a tree owner we have a direct responsibility for ensuring our trees do not pose a danger to the public or property and are managed appropriately. This policy sets out our approach to tree management.

We aim to inspect our tree stock at an appropriate frequency, depending upon number of pedestrians, vehicles and other targets either passing beneath or within falling distance of the tree, to ensure continued public safety. Following inspection the trees will be assigned a risk classification which will inform their prioritisation for maintenance works.

Policy to be reviewed 3 years or if legislation changes affecting policy.

POLICY SCOPE

This policy applies to all trees under Sutton Parish Council ownership / management, which are located within the parish boundary.

Although, we believe this policy to be as comprehensive as possible, we acknowledge it does not cover every situation. We reserve the right to exercise discretion in application of this policy when to do so would be in the best interests of the Council and its residents.

LEGISLATION

There is a range of legislation which has been considered during the development of this policy, for example:

The Parish Council recognizes that Tree Preservation Orders (TPOs), in respect of trees or woodland, which is considered to have a significant impact on the amenity of a local area.

In addition to those trees protected by a Tree Preservation Order, the Parish & Country Planning Act (1990) also makes special provision for trees in conservation areas.

The Hedgerow Regulations (1997) introduced powers allowing important rural native hedgerows to be protected.

INSPECTION OF TREES

We work to a risk-based approach to tree management: a programme of inspection identifying and prioritising potential hazards. **Tree Inspections are carried out weekly by Village Lengthsman and every 2 years by an external company which produces a full report of tree conditions and recommendations for work/maintenance.**

TREE MAINTENANCE

Tree maintenance work will be conducted as a result of information gathered during pro-active tree inspections. However, reactionary tree maintenance will always form a key element of overall tree maintenance operations and normally originates from the following:

- Programmed and routine inspections by a qualified tree inspector/consultant.
- ad-hoc inspections by Sutton Parish Council staff following enquiries, reports and service requests;
- reports from Customers;
- enquires from County and District Councillors;
- reports from utility companies;
- cyclic maintenance;
- Emergency works (e.g. resulting from high winds).

A tree could warrant immediate attention if, for example:

- it has snapped or blown over;
- it is rocking (roots are damaged);
- it is uprooted but held up by another tree or building;
- a large branch has broken off or is hanging off the tree;
- it or its branch is blocking the road or footpath;
- it or its branch is blocking access to property;
- it has fallen on to a structure, such as a building or car;
- it is dead

A tree may be a risk to people or property but does not require immediate attention if: for example

- it is dying (few leaves in summer or dieback in the crown);
- its bark is loose and falling off;
- mushrooms or fungi are growing on or near the tree;
- old splits and cracks are in the trunk or large branches;
- Smaller branches or twigs are falling from the tree.

Trees will be made safe via pruning or felling and we would use the most cost effective approach. However, for certain High Value trees we would consider other options to reduce the risk to an acceptable level. This would include options to reduce the likelihood of the tree failing or the likelihood of persons being close to the tree if it did fail.

PUBLICISING TREE FELLING / PRUNING

Where works are minor such as pruning (including repeat cyclical pruning of trees) or involve removing trees that are less than 15 cm diameter (6 inches) at a height of 1.3 metres, we will not publicise the works.

Where works are more impacting, for example, felling larger trees, carrying out works to a veteran tree or a tree with a Tree Protection Order (TPO), we will erect an informative site notice on or very close to the affected tree. If more than one tree at the same location are affected it may be more appropriate to erect a site notice including a map / schedule. We will also tell 10 houses opposite and either side by letter (if applicable).

If a tree scheme (felling, pruning or planting) is judged to be more impacting on the local area we will consider more publicity as appropriate.

Where a competent officer has determined that the tree should be felled on public safety grounds there will be no public consultation and no right of objection.

DEALING WITH TREE CARE

It is important that individual issues are dealt with consistently and that decisions are balanced against the positive contribution that trees make to the environment and enjoyment of the Parish by local residents and visitors. Many of the complaints received involve minor or seasonal issues that are generally considered to be foreseeable or social problems associated with living near trees, which can often be minimised through careful pruning and careful species selection when planting.

In all cases, consideration will be given as to whether the tree in question meets the necessary criteria for protection.

To ensure that requests for works to trees are dealt with efficiently, consistently and fairly, our policy in relation to the more common types of request is outlined below.

Obstructing / Overhanging Tree Branches

Tree branches can cause obstructions to public footpaths, roadways / signs, streetlights and open spaces. Appropriate pruning to eliminate hazards caused by obstructive branches will normally be acceptable, providing efforts are made to retain the shape of the tree.

We will not prune trees that overhang neighbouring properties unless the trees are dangerous or causing an actionable nuisance (i.e. touching the walls, roofs, windows, gutters, garage etc.). This will ensure that damage to property such as aerials, tiles or gutters is avoided.

Adjacent Landowners do have a common law right to prune back tree branches to **their boundary**, providing that this would not lead to tree death and providing that the tree in question is not protected by a Tree Preservation Order (TPO) or situated within a Conservation Area.

Shading and Loss of Light

Trees are often perceived to block light to nearby properties. However, pruning or removal of trees will often have a negligible impact on the amount of light reaching a house or garden. Therefore, tree works to improve light levels will not normally be considered. However we will consider taking action (pruning or felling) in the following circumstances:

- if the height of the tree is more than 12metres and the distance between the base of the tree and the window of the nearest habitable room is less than 5metres;
- if the height of the tree is less than 12 metres and the distance between the base of the tree and the window of the nearest habitable room is less than half the height of the tree (where the separation between the edge of the tree canopy and a vertical line through that window is less than 2metres).

A 'habitable room' is a dining room, lounge, kitchen, study or bedroom but not a WC, bathrooms, utility room, landing or hallway.

Loss of View

Trees will only be pruned or removed to restore views when necessary to retain important public viewpoints or there is potential to bring about significant public benefit and/or enhance the local landscape or parishscape. Historical records may be used to determine the level of management required. Pruning of trees for highway sight-line requirements will be dealt with on a case by case basis.

Trees affecting reception (Television / Satellite / Solar Panels)

Pruning in the short term may help improve television reception. However in the long term the flush of quick, extra growth associated with pruning can exacerbate the problem. In most cases the problem can be resolved by relocating the aerial or satellite dish, or alternatively using a booster. Residents are advised to contact their satellite or TV provider for specialist advice. Removal or pruning of trees to enable a clear television reception would only be considered in exceptional circumstances.

Similarly we will not prune or fell a tree in our ownership / management to improve natural light to a solar panel. Whilst we recognise the need for renewable energy sources, trees are also important in tackling climate change.

Overhead Cables / Telephone Wires

Utility companies have certain legal rights to carry out works to public or privately owned trees to address health and safety problems and to maintain a clearance between trees and their apparatus to ensure continuity of supply. This may sometimes involve the loss of trees. Where works to trees are necessary as a result of proximity or conflict, we will encourage utility operators to adopt the most appropriate long term solution, giving consideration to tree health, local tree cover and visual amenity.

Problems caused by branches interfering with privately owned telephone wires can usually be eliminated through appropriate pruning and tree removal would not usually be considered.

We will not prune or fell a tree in our ownership / management to prevent or reduce interference with telephone wires. We would recommend contacting the telephone service provider in such circumstances.

General / Minor Nuisances

We will not fell or prune trees solely to alleviate problems caused by natural and/or seasonal phenomena, which are largely outside of our control. There are a variety of potential nuisances associated with trees, most of which are minor or seasonal and considered to be normal and acceptable consequences of living near trees. Examples of such problems are:

- Falling leaves, sap, blossom, fruit, nuts, bird and insect droppings;
- Insects associated with trees (spiders, wasps, flies etc.);
- Reduction or increase of moisture to gardens;
- Suckers or germinating seedlings in gardens;
- Leaves falling into gutters, drains or onto flat roofs;
- The build-up of algae on fences, paths or other structures.

Clearing of leaves from gutters and pathways and weeding of set seeds are considered to be normal routine seasonal maintenance which property owners are expected to carry out.

Falling leaves, sap, blossom, fruit, nuts, bird and insect droppings are not readily controllable by pruning and cleaning of affected surfaces can be considered to be routine maintenance. Pruning will not normally be considered solely as a way of alleviating problems with these issues alone.

We would not normally prune or fell a tree under our ownership / management that bears poisonous fruit / foliage (such as laburnum or yew).

However, where it is known that unsupervised young children are likely to be exposed to berries or foliage that will make them ill if eaten, we will investigate and take action, where appropriate.

Trees considered too big / too tall

We will not prune or fell a tree under council ownership / management because it is considered to be 'too big' or 'too tall' for its surroundings.

Personal Medical Complaint

We will normally not prune or fell a tree under our ownership/management where a request has been made to do so because of a personal medical complaint. However, where it can be established that the presence of a tree is causing a detriment to the health of resident's further consideration will be given to the management approach of trees.

DAMAGE AND TREE ROOTS

Many tree conflicts arise because of the presence of tree roots and the perception that they are causing damage. Where damage is alleged, each complaint will be investigated on an individual basis. The following guidance will be used in assessing levels of nuisance and identifying appropriate action.

Root invasion in gardens. Tree roots in gardens are a natural occurrence and root presence is unlikely to be affected by tree pruning or removal. Landowners do have a common law right to prune back tree roots to their boundary, providing that this would not lead to tree death and providing that the tree in question is not protected by a Tree Preservation Order (TPO) or situated within a Conservation Area.

Most species of deciduous tree will re-sprout from the stump when cut down. Many species will produce a new growth shoot from a root if it becomes exposed to sunlight through ground erosion. Some species readily produce shoots from their buried roots as a way to regenerate and this is often stimulated by stresses, such as heavy pruning or felling. Numerous tree species (including Cherry and Poplar) are therefore likely to produce vigorous root suckers as a response to being felled. Poisoning a stump to prevent such suckering is not always successful since application of herbicide onto a stump face often only affects the stump and the upper roots.

Tree felling or branch pruning in response to root invasion in gardens would not normally be appropriate, as such works are likely to worsen existing problems. The pure encroachment of roots into adjoining land is not considered to amount to actionable nuisance.

Damage to walls and fences

It is often possible to rebuild or repair garden walls and fences to take account of adjacent trees.

This can be achieved in a number of ways (for example installing a section of railing or bridging foundations around the base of a tree). Therefore where trees are considered to be causing damage to walls or fences, we will only consider tree removal if the walls or fence is irreplaceable and of exceptional importance e.g. a retaining wall or of historical interest, or if there is a risk to public health in leaving the tree which cannot otherwise be mitigated. If a damaged wall or fence was constructed after planting of the tree, it may mean that the design or construction has failed to take the presence of nearby trees into account.

Damage to paths

It is often possible to repair paths to take account of adjacent trees and tree roots. Where roots protrude they can be root pruned, or the path re-laid around the tree with flexible materials such as asphalt to provide a smooth surface. Where trees are considered to be causing damage to paths or footpaths, we will not normally consider tree removal except where there is a risk to public health which cannot otherwise be mitigated.

Damage to drains or water pipes

There is no evidence to suggest that the tree roots can actively penetrate an intact pipe or drain, but they can find their way into drains by any existing fault and increase damage. In these situations, the owner of the drain should seek to get the drain repaired at their own expense. Tree removal will not normally be considered.

Subsidence

While we recognise our responsibilities for the trees in our ownership / management, we will expect any claim against our own trees to be supported by sufficient evidence by relevant authority/ industry body to show that the tree in question is a contributory factor in the subsidence. Where this evidence is provided, we will obtain expert specialist advice to verify submitted evidence as necessary. We will therefore require the following information in order to consider a claim associated with tree related subsidence:

- description of type of damage;

- indication of seasonal movement;
- levels and distortion survey;
- visual evidence of damage;
- depth of foundations demonstrated from excavated trial holes;
- analysis of soil type under foundation;
- presence and identification of trees roots.

We will not normally subject our trees to regular heavy pruning to deal with suspected damage. Instead we will where feasible opt for removal and replacement planting with an alternative species that is less likely to cause future problems.

Heave

When a tree is removed in a clay sub-soil, the soil will rehydrate and swell in volume. The expansion may lift the foundations and cause cracking to the property. This is known as 'heave'. This is more likely to occur if the removed tree was mature and had a high water demand such as an oak tree. No liability, at present, falls upon a local authority for damage due to heave resulting from tree removal where this is requested by the third party.

PROTECTED TREES

Tree Preservation Orders (TPO's)

A TPO is a legal document made, administered and enforced by the local planning authority, to protect specified trees and woodlands with public amenity value.

A TPO prevents cutting down, uprooting, topping, lopping, willful damage or destruction of trees (including cutting roots) without permission.

The Parish Council recognizes its responsibilities in regard to its trees that are protected by TPOs.

Trees in Conservation Areas

It is an offence to cut down, prune, lop, top, uproot or willfully damage or destroy a tree in a conservation area without giving prior written notice to East Cambridgeshire District Council

The Parish Council recognizes its obligations when undertaking works to trees in conservation areas.

OTHER FACTORS CONSTRAINING WORK TO TREES

Birds

Under the Wildlife & Conservation Act 1981 (as amended) it is an offence to kill, injure or take wild birds, their young, their eggs or nests. Non-urgent major tree work involving tree removal / reduction and hedge cutting operations should not normally be undertaken during bird nesting / breeding season, which is considered to be from 1st March to 31st July.

Bats

Bats are a European Protected Species and are protected by the Conservation of Habitats and Species Regulations 2010 and the Wildlife & Countryside Act 1981 (as amended). Causing damage to a roosting / nesting site is a criminal offence which can lead to imprisonment. Trees displaying signs of roosting bats will be referred to an Ecologist before any work commences. Any trees supporting roosting bats will not be worked on until Natural England is consulted.

Restrictive Covenants

Occasionally, restrictive covenants attached to the deeds for a property may restrict what work can be undertaken to trees.

VANDALISM AND DAMAGE TO COUNCIL OWNED/MANAGED TREES

Vandalism is an increasing pressure on trees. Usually it is young newly planted trees that are damaged; however, mature trees are often damaged too. There are various ways in which vandalism can be counteracted, but none of these is 100% effective against determined attack.

The main methods of deterring vandals are to plant large numbers of very young trees, known as whips, or to plant larger robust trees depending on the site. Another method is to put guards or fencing around trees, but these have to be large enough and strong enough to offer real protection.

This latter approach tends to be the most expensive method and only appropriate in very high profile positions. In the long run, increasing environmental awareness within schools and communities should help reduce vandalism. There are cases where trees we own / manage have been irrevocably damaged or removed without permission. We will investigate any reports of vandalism / damage to trees in our ownership / management, and try to repair any damage where we can.

Where possible, we will take legal action against the person(s) causing the damage.

BIOSECURITY / PEST & EPIDEMIC MANAGEMENT

Biosecurity is a set of precautions that aim to prevent the spread of pests, pathogens or invasive species. The threat to trees from these has never been greater and as a large landowner we undertake to follow best practice and specific advice which is regularly published by the Forestry Commission. Attendances to high risk sites are subject to risk assessment and we employ measures to minimise pest or disease spread.

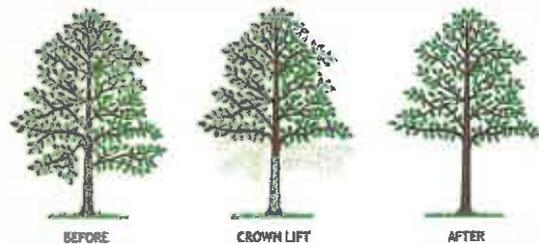
TREE PRUNING TECHNIQUES

We will seek to ensure that tree works are carried out to the highest standards. In carrying out tree works, we and any third party working on trees over which we have a responsibility, will ensure that pruning conserves the overall amenity value, form and shape of the tree and all tree works must be carried out in accordance with British Standard 3998 – Recommendations for Tree Work. Particular pruning specifications may or may not be appropriate for trees of different ages, species, health and condition, or even between trees of the same species depending

on their condition, age and environment. Clear and acceptable pruning objectives are necessary in advance of approval of a pruning specification. The pruning objectives may require implementation of one or more of the following operations:

Crown lifting

The removal of the lowest branches of a tree so that the remaining lowest branches are at a specified height, usually 2.4m over a footpath and 5m over a road. This operation is undertaken for a number of reasons, such as to allow access under a tree; to clear branches from low structures; or to allow light under the canopy.



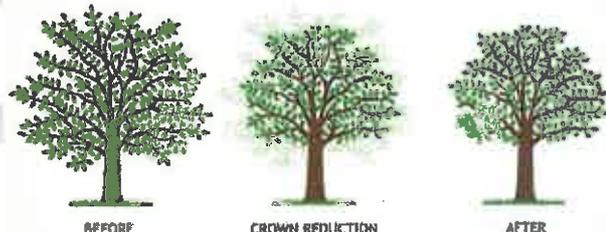
Crown thinning

The removal of a specified proportion of branch material from the interior of the crown without affecting the shape of the tree. This operation is usually undertaken to reduce crown density; form a healthy branch structure by removing dead; diseased, damaged, crossing and rubbing branches, and allow more light through the canopy. Many tree species evolve a canopy density for adaptive reasons and crown-thinning can increase turbulence and cause drought stress and branch failures. For this reason, crown thinning is usually only acceptable when carried out as part of crown cleaning or balancing works.



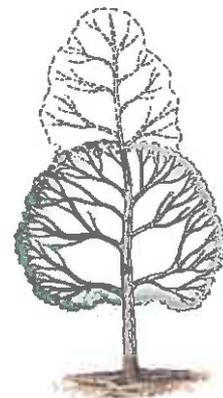
Crown Reduction

Reducing the overall size of the crown area by a specified percentage by pruning back the leaders and branch terminals to lateral branches that are large enough to assume the terminal roles (at least one third the diameter of the cut stem). Crown reduction up to a maximum of 15-20% may be acceptable to semi-mature trees providing cuts do not exceed 5-7cm and where shaping and restricting size and spread is essential. Crown reduction of mature or older trees is not normally acceptable as it can severely affect tree health and may lead to the death or decline of the tree and is generally only acceptable as management of last resort.



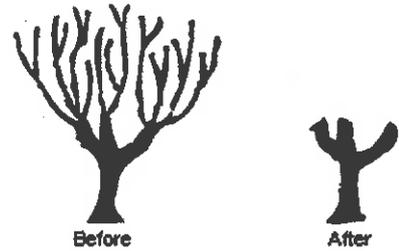
Topping

This entails cutting at a certain height to reduce the height of the tree. Topping is not acceptable as it severely affects the public amenity and health of the tree, sometimes leading to death. Topping can also lead to future problems due to a flush of weak re-growth that can represent a danger and also exacerbate existing problems. If height reduction is considered essential and unavoidable, crown reduction (see above) is preferred.



Pollarding

This severe operation entails the removal of the entire tree's branch structure back to the trunk. Pollarding is an ancient way of maintaining trees that is sometimes necessary, particularly on trees that have been pollarded previously. Only certain species will tolerate this degree of pruning, and new growth may be weak and prone to tearing off. This method of management is not therefore normally acceptable.



Dead Wooding or Crown Clean

This operation is similar to a crown thin except that only dead, diseased, crossing and rubbing branches are removed to tidy up the appearance of the tree. No healthy, sound wood is removed. This operation is recommended to help maintain a healthy, safe tree.

Formative Pruning

The removal of problematic or potentially problematic branches, ensuring good tree development.

Stump Grinding

Stump grinding is the practice of removing a tree stump to below ground level by mechanical means. We will carry out stump grinding where necessary to enable new trees to be planted or to remove a significant hazard. Where stump removal is not necessary tree stumps will be removed close to ground level so as not to leave a trip hazard.

New Tree Planting

Where it is necessary to remove a tree, Sutton Parish Council will endeavor to plant wherever possible a new "standard" tree to enable succession of Tree Stock.

Document History		
Status	Date	Version
Draft to Full Council	27 th Sept 2016	1.0
Council Approved	27 th Sept 2016	1.0
Reviewed Feb 2026 – Draft to Council	24 th Feb 2026	2.0
Approved By Council	Minute Ref	
Next Review	Feb 2029	

Sutton Parish Council

Safe System of Work – LONE WORKING

Safe System of Work Details	
Operation:	Working Alone
Relevant to who?	New employees / Existing employees
Corresponding Risk Assessments:	Lone Working
Corresponding Safe Systems of Work:	N/A

Introductory Statement

With any task, all machinery and equipment must be checked prior to and post use. All staff must be trained accordingly to the relevant standards. The following information must be read and understood. Manuals, instructions and Risk Assessments must be followed at all times.

Lone Workers Responsibilities	
1.	If you are asked to work alone and have a medical condition which may make you an unsuitable person for this type of working you must inform your supervisor who will seek medical advice.
2.	If you are working alone you should make sure that you are fully aware of the hazards and risks of the job you are undertaking and are fully trained and or experienced in order to take any necessary precautions and correctly respond to emergencies.
3.	If you are presented with unusual and or hazardous circumstances beyond the scope of your training and / or experience you should avoid this work until you can contact your manager for instructions.
4.	When lone working you will be required to carry your work phone on you at all times and use the SoloProtect Device
5.	If you are asked to phone in or contact your manager or nominated person at given periods or after completing normal or late working you must comply with this request.

Managements Responsibilities	
1.	Managers must ensure that lone workers are fully trained for the work undertaken and are aware of any emergency procedures.
2.	Managers must also ensure that lone workers have access to first aid facilities.
3.	Provision must also be made for regular visits/calls to be made to lone workers, the frequency of the visit should be aligned with the experience of the operative and the risks involved in the work being carried out.
Special Safety Note: Remember training does not imply experience, therefore a newly trained operative may require greater supervision.	

Sutton Parish Council

General Recommendations

1.	Where staff are working alone outside of normal working hours staff must check out of work using whatsapp group.
2.	All Caretakers and Lengthsman must use the SoloProtect Device whilst lone working. They should ensure it is always charged and operational at all times.
3.	Lone working at home must use buddy system/whatsapp group
4.	Lone working in the office must use buddy system/whatsapp group
5.	PPE must be worn and should be in good condition
6.	No WAH during lone working
7.	Risk Assessments for each Lone Working activity must be in place and staff must have knowledge/copy of such assessments.

Sutton Parish Council

Risk Assessment - LONE WORKING

Assessment carried out by Clerk

Date of next review: Annually

Date assessment was carried out: Feb 2026

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips, trips, falls	Staff, cuts, bruises, sprains, breaks	Training, SoloProtect Device, PPE	Staff to do on spot risk assessment to ensure area is free from debris and safe to work.	Staff	Prior to Work	
Adverse Weather	Staff, heat exhaustion, hypothermia	No work in extreme heat or cold. Water, sunscreen to be provided, PPE such as hat.	Conditions to be monitored on day of work	Staff, Management	Prior to work	
Violent Attack	Staff, injuries to person, bruising, breaks, wounds from weapons, verbal abuse	SoloProtect Device	Staff to stop work and report in if they feel threatened or if they feel they are unable to start work. Leave area.	Staff	At any time either before or during task	
Injury Due to Equipment	Staff, cuts, breaks, severe bleeding	Training, PPE, testing such as PAT testing	Equipment to be assessed for condition prior to use	Staff	Prior to work	

Sutton Parish Council

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Wild Animals	Staff, Bites, Mauling	SoloProtect Device	Staff not to engage but to remove themselves from area if possible if not to use SoloProtect device	Staff	At any time either before or during task	
Stress, Mental Health	Staff	Regular Contact with staff – site visits if possible	Staff to report to management if they feel affected by stress or other health issues	Staff/Management	At any time either before or during task	
Health Conditions	Staff, heart attack, fainting, dizziness	Regular Contact with staff – site visits if possible	Staff to report to management if they feel affected by health issues	Staff/Management	At any time either before or during task	
Office	Staff, attacks, trips, strains from heavy lifting	Staff, Let line manager know what time they expect to finish. Contact manager at this time. Regular contact if working for prolonged period. Outer door and inner door to be kept locked	Buddy System	Staff/Management	At anytime during working hours	
Home Working	Staff, trips, illness	Staff, Let line manager know what time they expect to	Buddy System	Staff/Management	At anytime during working hours	

Sutton Parish Council

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		finish. Contact manager at this time. Regular contact if working for prolonged period				
Working at Height	Staff, Falls, sprains, cuts, breaks	No WAH if lone working	N/A	N/A	N/A	
Manual Handling	Staff, sprains, back injury	Training, PPE	Management to ensure tasks do not require heavy loads or odd shaped loads to be lifted	Staff/Management	Prior to work	

To be used in conjunction with Lone Working Policy and SSOW.



LONE WORKING POLICY

Version 2



ADOPTED - MARCH 14, 2022
SUTTON PARISH COUNCIL
The Glebe, 4 High Street, Sutton, Ely, Cambs

Review Date Feb 2026
Next Review Feb 2029

SUTTON PARISH COUNCIL

LONE WORKING POLICY

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Purpose of this policy and procedure

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

Risk Assessments

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact
- Buddy scheme
- **Lone Worker Device i.e. SoloProtect**

Buddy scheme

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the Lone Working Buddy Form):-

- Name and contact details of the lone worker
- Name, relationship and contact details of the buddy
- Name, relationship and contact details of the lone worker's next of kin
- Name, relationship and contact details of the lone worker's manager
- Any 'code word' that would indicate that the lone worker needs assistance
- Note: All these details must be kept securely in line with data protection legislation

If you change your contact details, you must let your buddy and manager know.

In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include;

- where you are going (address or area if there is no address);
- details of the purpose (i.e. preparing the hall, grass cutting, meeting);
- contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
- your mode of transport;
- when you are expected to return;

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

This is a non-contractual procedure which will be reviewed from time to time.

Notes

The Health and Safety Executive have extensive advice and guidance on homeworking, lone working, including guidance on the risks of lone working.

Homeworking: www.hse.gov.uk/toolbox/workers/home.htm

Lone working: www.hse.gov.uk/toolbox/workers/lone.htm

Risks of lone working: www.hse.gov.uk/pubns/indg73.pdf

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

Action	By Whom/outcome	Version
To FC 14 th March 2022	Full Council - Adopted	1.0
Review 24 th Feb 2026	Minute Ref:	2.0
Next Review Feb 2029		

Reviewed every 3 years unless a change in legislation.

Agenda Item 194/26

Anti-Social Behaviour Update.

There have been more attacks on the building with the windows either side of the porch area now completely smashed with one of them being put right through into the building. Some damage has now occurred on the porch doors.

No reports of threats/abuse to staff or users.

Continuing to chase Police regarding site visits but as of yet all we have had is an 18 minute online meeting with the promise to pass to community police team.

We will continue to chase.

Currently awaiting quotes for new CCTV system – likely to be in region of around £2.5k. Being advised to get Wi-Fi.

SoloProtect devices have been delivered.



Need to consider meshing for windows.

Agenda Item 194/26



Agenda Item 195/26

Willow Fencing.

Background –

We have had several concerns raised over the fencing between the Cemetery and Sutton Court regarding the poor state of repair of the current fence and privacy for mourners in the Cemetery.

Options –

1. Replace with wooden fence, hedging. Will need to consult with ECDC Conservation. Quotes would need to be sort.
2. Use willow screen type fencing. Approx cost around £250.



38 Lawn Lane
Sutton
Cambs
Tel: 01353 778788

Mr P Harty
Clerk to Sutton Parish Council
The Glebe
High Street
Sutton.

Agenda Item:
196/26

5/2/2026

Dear Mr Harty

Sutton Pepperpot - 2025 Christmas Issue

I would like to thank the parish council for the £120 paid towards the production costs of the 2025 special Christmas edition of the Sutton Pepperpot magazine, which included a double page spread dedicated to the council's work on behalf of the village, and a letter to the village from Coun Inskip.

A total of 1820 Christmas magazines were produced and distributed to every home in the village free of charge by a band of volunteers from St Andrew's Church and the wider community.

We are very grateful for the council's continued support for this project, which we think is very much appreciated by villagers.

I have also been very grateful for the monthly council reports and the Time Bank updates that you have submitted over the past year, and hope that can continue in 2026.

I would be grateful if this letter could be put before the next meeting of the council.

Yours sincerely



Elaine King
Editor
Sutton Pepperpot