



Parish Clerk

Mr Philip Harty
The Glebe
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Sutton
Ely
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NOTICE OF MEETING:

TIME:

DATE:

VENUE:

Full Council

7.30pm

19th May 2026

The Glebe, 4 High Street, Sutton.

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

Minutes of the meeting of Sutton Parish Council held on 20th May 2025 at 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr M Inskip Mr B Browne Mr B Goodjohn Mrs L Kirby Mrs R Brown
Mrs S Partington Mr P Barnard

Clerk: Mr P Harty **Deputy Clerk** Mrs K Hanslip
County Councillor Lorna Dupre.

Public: 0

MINUTES

Meeting opened at 7.30pm

MEMBERS: 15

QUORUM: 5

Vacancies: 2

019/26 Election of Chairman for year 2026/2027

i) To elect a Chairman for 2026/2027.

Resolved – It was proposed by Cllr Partington and seconded by Cllr Browne That Cllr M Inskip be elected as Chairman for 2026/27. All present agreed by show of hands. Cllr Inskip duly accepted.

ii) Chairman to sign Declaration of Acceptance of Office.

Resolved – Cllr Inskip signed Declaration of Office.

020/26 Appointment of Vice-Chairman for year 2026/2027

Resolved – It was proposed by Cllr Kirby and seconded by Cllr R Brown that Cllr Goodjohn be appointed as Vice Chair for 2026/27. All present agreed by show of hands.

021/26 Confirmation of Declaration of Acceptance of Office forms for all Councillors

8 Councillors re-signed in Election Year 2023 and 5 during Co-Option

Noted by Council

022/26 To receive and note apologies for absence.

Apologies received from Cllrs Owen, Newton, Butler and Cassidy.

Absent Cllr Jordan.

023/26 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.
- d) To grant any dispensations.

None Received

024/26 To confirm Register of Interests for all Councillors.

Councillors reminded that any change in their circumstance must be reported by them to ECDC and Register of Interests updated

Noted by Council

025/26 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.

No Public in Attendance

026/26 To approve the minutes of the meeting of the 21st of April 2026 as a true record of that meeting.

Resolved – It was proposed by Cllr Goodjohn and seconded by Cllr Inskip that the presented minutes of the 21st of April 2026 were a true reflection of the meeting. 5 Cllrs voted in favour with 2 abstentions.

027/26 To receive reports in relation to Sutton from:

1. Cllr Lorna Dupre – Cambridgeshire County Council (attached)
2. Cllr Lorna Dupre & Cllr Mark Inskip – East Cambridgeshire District Council

Noted by Council

028/26 Matters for Information Only

- i) AGAR Practitioners Guide – March 2026.

Noted by Council

029/26 To appoint members on to Standing Committees and review terms of reference.

1. Personnel Committee.

- i) Review Terms of Reference of Personnel Committee.

Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne to adopt for 2026-27 the Terms of Reference for the Personnel Committee. All Councillors present voted in favour by show of hands.
Clerk to place on Council Website.

- ii) To appoint members onto the Personnel Committee (4 members (minimum), plus Chair & Vice-chair)

Resolved - It was proposed by Cllr Inskip and Seconded by Cllr Goodjohn that the following 7 members make up the Personnel Committee for 2025-26: Cllrs Inskip, Newton, Browne, Jordan, Butler, Oakland, Goodjohn. All Councillors present voted in favour by show of hands.

030/26 To appoint members onto Management Committees: -

1. Village Hall (Brooklands) Management Team. (2 members and 1 reserve)

Resolved - It was proposed by Cllr Browne and Seconded by Cllr Brown that Cllrs Goodjohn and Oakland with Cllr Kirby as reserve to sit on the Committee. It was approved by all Councillors present by show of hands to accept proposal.

2. The Glebe Management Team (2 members and 1 reserve)

Resolved - It was proposed by Cllr Browne and Seconded by Cllr Goodjohn that Cllrs Inskip and Partington with Cllr Kirby as reserve to sit on the Committee. It was approved by all Councillors present by show of hands to accept proposal.

3. Review ToR for Glebe Management Team. (attached)

Resolved - It was proposed by Cllr Inskip and Seconded by Cllr Goodjohn that the ToR for the Glebe Management Committee are adopted. It was approved by all Councillors present by show of hands to adopt ToR.

031/26 To appoint representatives on the under mentioned bodies: -

1. Joint HCV Committee (3 members)

It was decided to disband this committee as there have been no meetings called for some months. Should the meetings be called again the Council will appoint members to attend.

2. Ely Power Resources. (2 members)

Resolved - It was proposed by Cllr Inskip and Seconded by Cllr Browne that Cllrs Kirby and Partington represent the PC at these meetings. It was approved by all Councillors present by show of hands to accept proposal.

Clerk to contact Ely Power Sources to ensure that the PC is still on the distribution list.

3. Sutton Poor's Charity (2 members)

Resolved - It was proposed by Cllr Inskip and Seconded by Cllr Kirby that Cllrs Goodjohn and Brown represent the PC at these meetings. It was approved by all Councillors present by show of hands to accept proposal.

032/26 To appoint internal control members.

1. Finance & online banking – (4 bank signatories)

Resolved - It was proposed by Cllr Goodjohn and Seconded by Cllr Kirby that the signatories remain the same for 2026-26. It was approved by all Councillors present by show of hands to accept proposal.

2. Bank reconciliation (2 members – not bank signatories)

Resolved - It was proposed by Cllr Browne and Seconded by Cllr Kirby that the Cllrs approving the Bank Reconciliations remain the same for 2026-27. It was approved by all Councillors present by show of hands to accept proposal.

3. Health & Safety monitoring (2 members)

Resolved - It was proposed by Cllr Goodjohn and Seconded by Cllr Kirby that Cllrs Partington and Goodjohn carry out the monitoring for 2026-27. It was approved by all Councillors present by show of hands to accept proposal.

033/26 Bank Mandates

1. To approve Clerk to update bank mandates with new signatories.

- a) Unity Trust Bank
- b) Cambridge & Counties Bank
- c) Cambridge Building Society
- d) CCLA

No new signatories required – see minute 032/26(1)

034/26 Working Parties

1. To review and approve the Terms of Reference for working parties
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne to adopt for 2026-27 the Terms of Reference for Working Parties. All Councillors present voted in favour by show of hands.
Clerk to place on Council Website.
2. To appoint members onto working parties.
 - a) Financial Reporting & Controls
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that Cllrs Inskip, Browne, Newton, Cassidy, Kirby and Goodjohn, along with RFO, make up the working party. All Councillors present voted in favour by show of hands.
 - b) Traffic and Transport
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Goodjohn that Cllrs Inskip, Butler, Newton, Oakland, Kirby, Partington and Goodjohn, make up the working party. All Councillors present voted in favour by show of hands.
 - c) Sports & Recreation
Resolved - It was Proposed by Cllr Goodjohn and Seconded by Cllr Kirby that Cllrs Inskip, Butler, Newton, Oakland, Kirby, Brown, Owen and Goodjohn, make up the working party. All Councillors present voted in favour by show of hands.
 - d) Neighbourhood Plan
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that this Working Party be dissolved and will be reformed at the next review of the Neighbourhood Plan. All Councillors present voted in favour by show of hands.
 - e) Climate Change
Resolved - It was proposed by Cllr Browne and seconded by Cllr Goodjohn That this Working Party to be placed on hold until such a time it is needed. All Councillors present voted in favour by show of hands.
 - f) Library Access Point
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that Cllrs Partington, Kirby, Brown, Cassidy and Inskip make up the working party. All Councillors present voted in favour by show of hands.
 - g) Youth Service and activities
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Goodjohn that this Working Party be dissolved. All Councillors present voted in favour by show of hands.

035/26 Review and Adoption of Statutory Documents and Policies

- a) Review Health and Safety Management Policy
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that the Health and Safety Management Policy be approved and readopted for 2026-27. All Councillors present voted in favour by show of hands. Clerk to update website.
- b) Review Scheme of Delegation to the Clerk.
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that the Scheme of Delegation be approved and readopted for 2026-27. All Councillors present voted in favour by show of hands. Clerk to update website.

- c) **Review Dispensation Policy**
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that the Dispensation Policy be approved and readopted for 2026-27. All Councillors present voted in favour by show of hands. Clerk to update website.
- d) **Review and Adopt Standing Orders**
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that the Standing Orders be approved and readopted for 2026-27. All Councillors present voted in favour by show of hands. Clerk to update website.
- e) **Review and Adopt Financial Regs**
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that the Financial Regs be approved and readopted for 2026-27. All Councillors present voted in favour by show of hands. Clerk to update website.
- f) **Review and Adopt Code of Conduct Policy**
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that the Code of Conduct Policy be approved and readopted for 2026-27. All Councillors present voted in favour by show of hands. Clerk to update website.

036/26 Project and Action Plan

- a. To receive and note the Project Chart and Action Plan
 Noted by Council

037/26 Finance

1. To approve payments.

Online Payments

May	Salaries & expenses	£8340.58
May	Cambs Pension Fund	£765.76
Veolia Ltd	Easi-bins	£137.52
The Copier Warehouse	Photocopying	£112.78
CentraData	Website/Domain	£97.90
Cam Alarms	Service Alarm Pavilion	£113.40
Glover Enviro	Grass Cutting	£1584
ESPO	Office/Cleaning Materials	£61.26
ROSPA	Play Parks Check	£142.80
SoloProtect	Lone Worker Devices	£36
Cox & Kirby	Youth Club	£675
Amazon	Memory Sticks CCTV	£22.38
CAPALC	Training	£35
Briar Security	Intruder Alarms	£186.84
Cam Alarms	Glebe Fire Alarm	£127.20
Gowing	Pav Maint Toilets	£300

Direct Debits

ECDC	Non-domestic rates (May)	£671
Lloyds	Multipay	£236.86
O2	Mobile Phones	£112.80
B & CE	Peoples Pension	£127.26
HMRC	Tax & NIC	£2502.54
British Gas	Pavilion	£29.90
British Gas	Glebe	£131.27
Drax	Elec Glebe	£296.30
Drax	Elec Pavilion	£197.33
Drax	Street Lights	£108.48

Resolved - It was Proposed by Cllr Browne and Seconded by Cllr Kirby to approve the above payments. All Councillors present voted to approve payments by show of hands.

2. Year End Annual return for year ending 31st March 2026.

a. To Approve IA for 2026/27

It was Proposed by Cllr Goodjohn and Seconded by Cllr Inskip to approve the Internal Audit for 2025/26. All Councillors present voted to approve by show of hands.

b. Annual Return – Year End 31st March 2026

a) Section 1 – To complete and approve the annual governance statements 1 to 10.

Cllr Inskip read out Assertions 1 – 10

Resolved -

Assertion 1: It was Proposed by Cllr Inskip and Seconded by Cllr Browne to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 2: It was Proposed by Cllr Browne and Seconded by Cllr Goodjohn to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 3: It was Proposed by Cllr Inskip and Seconded by Cllr Kirby to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 4: It was Proposed by Cllr Browne and Seconded by Cllr Goodjohn to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 5: It was Proposed by Cllr Inskip and Seconded by Cllr Goodjohn to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 6: It was Proposed by Cllr Inskip and Seconded by Cllr Browne to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 7: It was Proposed by Cllr Browne and Seconded by Cllr Partington to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 8: It was Proposed by Cllr Goodjohn and Seconded by Cllr Kirby to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 9: It was Proposed by Cllr Inskip and Seconded by Cllr Browne to record a N/A against this. All Councillors present agreed by show of hands.

Assertion 10: It was Proposed by Cllr Browne and Seconded by Cllr Partington to record a Yes against this. All Councillors present agreed by show of hands.

The Chair and Clerk duly signed the Annual Governance Statement. Clerk to display on Website.

b) Section 2 – To approve the statement of accounts as Presented by the RFO.

Resolved - It was Proposed by Cllr Browne and Seconded by Cllr Kirby to accept the Statement of Accounts as Presented by RFO. All Councillors present agreed by show of hands.

Clerk to display on Website.

c) To confirm the dates of public rights.

Resolved - It was proposed by Cllr Inskip and seconded by Cllr Goodjohn to approve the dates for Public Rights as presented by the Clerk. All Councillors present agreed by show of hands.

Clerk to place on website as required.

d) To Discuss and Approve Internal Auditor for 2026/27

Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne to approve CAPALC as the Internal Auditor for 2026-27. All Councillors present voted to approve by show of hands. Clerk to contact CAPALC.

038/26

Planning

<https://eastcamb.gov.uk/services/planning-and-building-control/planning>

1. Planning approvals –

- a. Proposal: Outline planning permission for the demolition of existing garage and erection of 5 dwellings. All matters reserved except for access
Location: 104 High Street Sutton Ely Cambridgeshire CB6 2NW
Reference: 25/01016/OUT – **APPROVED**
Noted by Council
- b. Proposal: Two storey side/front extension, following demolition of garage. New single storey porch and additional external works
Location: 3 Victoria Place Sutton Ely Cambridgeshire CB6 2NP
Reference: 26/00324/FUL – **APPROVED**
Noted by Council
- c. Proposal: Ground floor internal alterations and addition of window
Location: 22A High Street Sutton Ely Cambridgeshire CB6 2RB
Reference: 26/00248/LBC – **APPROVED**
Noted by Council
- d. Proposal: Proposed lake and associated works
Location: Land South East Of 107 The Row Sutton Cambridgeshire
Reference: 25/00114/FUL – **APPROVED**
Noted by Council
- e. Proposal: Demolish existing single storey store and part boundary wall, construct replacement single storey store, extend existing drop kerb to provide two offstreet parking spaces
Location: 35 High Street Sutton Ely Cambridgeshire CB6 2RB
Reference: 26/00214/FUL – **APPROVED**
Noted by Council

2. Planning Appeals/Withdrawals –

- a. Proposal: Single storey extension to side and rear, with external alterations including removal of chimneys
Location: 15 Painters Lane Sutton Ely CB6 2NS
Reference: 26/00352/FUL – **WITHDRAWN**
Noted by Council

3. Planning Applications/Variations –

- a. Proposal: Remedial works to curtilage-listed barn, including partial demolition and rebuilding of north elevation
Location: Mostyn 76 High Street Sutton Ely
Reference: 26/00163/LBC
Noted by Council
- b. Proposal: To vary conditions 1 (Approved Plans), 5 (Off-site Pedestrian Improvement Work), 6 (Roundabout Upgrade), 7 (Priority junction Upgrade), 8 (Access construction) and 18 (Construction Environmental Management Plan) of previously approved 24/00747/VARM to Vary Condition 4 (Assessment of Ground Conditions) of previously approved 19/01707/OUM, dated 12 April 2022 for outline planning application for the demolition of existing buildings and erection of up to 173 dwellings and provision of land for community facilities (sports pitches and burial ground), including access (not internal roads), open space, sustainable urban drainage systems and associated landscaping. All matters reserved apart from access
Location: Land Adjacent 43 Mepal Road Sutton
Reference: 26/00405/VARM
Noted by Council

4. Tree Consents –

- a. Tree Preservation Order TPO/E/07/25 – **CONFIRMED**
- b. Proposal: T1 Eucalyptus - Remove overhanging branches back to the vertical boundary
T2 Cherry - Remove overhanging branches back to the vertical boundary
T3 Horse Chestnut - Remove overhanging branches back to the vertical boundary
Location: 2 Eastwood Close Sutton Ely CB6 2RH
Reference: 26/00316/TRE – **APPROVED**
- c. Proposal: T1 Sycamore - Crown lift over neighbours shed by approximately 1.5 metres.
T2 - Sycamore - Crown lift lowest section of branches to approximately 3-4 metres from the ground. Both trees in back garden. T2 is on the rear boundary
Location: 3 Station Road Sutton Ely Cambridgeshire CB6 2RL
Reference: 26/00362/TPO - **APPROVED**

039/26 Update From Clerk

1. Area at Top of Mepal Road
Clerk reported that Cambs County Council had been contacted regarding ownership and was awaiting reply. **Noted by Council**
2. CCTV/Pavilion Windows
Clerk reported that the new CCTV system is in place and working well. Quotes for replacement windows would now be sort and reported back to Council. **Noted by Council**
3. Youth Club
Clerk reported that the Youth Club was continuing to attract numbers with current numbers around the 15 mark. **Noted by Council**

040/25 Matters as Agenda Items for Future Consideration

For Junes Agenda:

1. Financial WP to Discuss use of CIL Money and report Back
2. Sports and Recreation WP to meet and report back
3. Report to be made from EPR Committee

No Decision can be Made Under This Item¹

Any items for consideration for next Full Council Meeting to be sent to Clerk by the 17th June 2026

041/25 Date of next meetings/Events

23rd June 2026 – Full Council
27th June 2026 Litter Pick – Community Room
End June 2026 Summer Newsletter
28th July 2026 – Full Council
25th August 2026 – Full Council
22nd Sept 2026 – Full Council
27th October – Full Council

Meeting Closed at 8.40PM

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

Cllrs Lorna Dupré and Mark Inskip

MONTHLY REPORT JUNE 2026

ANNUAL COUNCIL MEETING

East Cambridgeshire District Council held its Annual Council Meeting on Thursday 21 May. The Chair and Vice Chair of the Council, council leadership, committee places and appointments to the Combined Authority were confirmed.

A10 improvements

A motion was proposed by the Conservative group calling for full dualling of the A10 from Ely to the A14. Superficially this is a popular idea. However, the reality is that the Government is not committed to it, the money is not there, such a scheme would be hugely expensive, the Combined Authority would be required to contribute many millions of pounds it has not identified, and it would take many years to even start.

We and our Liberal Democrat colleagues proposed that the council should back a more practical and deliverable approach, recognising that full dualling may not be achievable in the near future because of funding uncertainty and the length of time major road schemes can take to deliver.

Our amendment supported a phased approach beginning with junction improvements, safety works, active travel provision and targeted interventions at key pinch points. It also called for the A10 to remain a strategic transport priority for the Combined Authority, Homes England and regional partners.

Cllr Christine Whelan (Ely West) said:

“Residents in East Cambridgeshire need action on the A10, but they also need honesty. Full dualling could be part of a long-term answer, but it is expensive, environmentally complex, and currently lacks a clear national funding route.

“If we make this a ‘dualling or nothing’ debate, we risk waiting another decade while congestion, safety concerns and unreliable journeys continue. Our amendment keeps the long-term ambition alive, but pushes for urgent, deliverable improvements now.”

Lorna added:

“This was not about abandoning ambition for the A10. It was about being honest with residents. A phased programme of improvements is the best

way to secure action now while continuing to argue for the long-term investment the route needs.

“The Conservatives had the chance to back a balanced, realistic and deliverable plan. Instead, they rejected it. Local people deserve better than another round of promises about jam tomorrow.”

Cllr Whelan concluded:

“Major transport schemes in the Eastern region have shown that even successful projects can take many years to plan, fund and build. That is why we need a realistic approach for the A10.

“This amendment was not less ambitious—it was more serious. It says we wanted progress, not just promises. It says we wanted the A10 treated as a strategic priority, but we also wanted residents to see practical improvements within a realistic timeframe.”

Bank closures

We criticised Conservative councillors at East Cambridgeshire District Council after they used their majority to pass a weakened version of a motion on high street bank closures and financial inclusion.

The original motion, proposed by Mark and seconded by Cllr Christine Colbert (Ely West), called for strong action in response to the sustained withdrawal of high street banking services across East Cambridgeshire. It highlighted the closure of branches including NatWest Ely in September 2025, Barclays Ely in April 2024, HSBC Ely in 2020, Barclays Burwell in 2016 and Barclays Littleport in 2014/15. The motion warned that many residents and businesses are now left without access to a local bank branch and must travel outside the district for in-person banking services.

The motion also set out that Post Office services, while important, do not replace full banking provision. It raised concerns about the lack of dedicated financial advice, fraud and safeguarding support, full business banking services, and capacity for larger or more complex transactions.

It called for the council to press government for a broader definition of banking access beyond cash access, reform of banking hub criteria to take account of digital exclusion, rurality and transport limitations, and stronger protections to prevent the loss of the last bank branch in a community. It also called for engagement with major banks, action on digital exclusion, work with local businesses and charities, and a report back to Full Council within six months.

However, Conservative councillors passed an amendment which removed many of these stronger commitments. The amended motion instead instructs the

Leader to write to the local MP about the work of LINK and Cash Access UK, continues existing digital inclusion work, encourages community hubs to apply for digital hub grants, and asks the council's economic development service to communicate with businesses, business groups and charities.

Mark said:

"This was a chance for East Cambridgeshire District Council to stand up for residents, small businesses, charities and rural communities who have been badly let down by the withdrawal of local bank branches.

"Our motion recognised that this is about far more than access to cash. People need face-to-face advice, fraud and safeguarding support, business banking, help for those who are digitally excluded, and services that work for rural communities with poor transport links.

"Instead of backing meaningful action, Conservative councillors watered the motion down. They removed the call for stronger government action, removed the demand for reform of banking hub criteria, removed the call for stronger regulatory protections, and removed the requirement for a report back to Full Council. That is deeply disappointing."

Cllr Christine Colbert added:

"Residents are rightly angry when essential local services disappear from their towns and villages. Bank closures hit older people, disabled residents, people on low incomes, rural communities and small businesses especially hard.

"Post Offices and banking hubs have a role to play, but they are not a full replacement for proper local banking. The Conservative amendment failed to match the scale of the problem facing East Cambridgeshire.

"We are disappointed and angry that Conservative councillors chose to weaken a serious, practical motion when they should have joined us in sending a clear message to government and the banks."

We will continue to press for fair access to in-person banking across East Cambridgeshire and for rural communities to be properly recognised in national banking access rules.

Fair access to employment

Cllr Charlotte Cane MP proposed a motion that would have guaranteed a job interview for applicants who declared themselves to be care-leavers or to have disabilities, if they met the essential criteria for the post.

Unfortunately—and surprisingly—the motion was defeated by Conservative councillors who all voted against it.

NEW WASTE COLLECTION REGIME BEGINS

All households received their first collections with the new service at the beginning of June. Many residents were exceptionally eager to start using the new food waste service, with an estimated participation rate of over 90 per cent.

Several properties had not received their new black bins and food waste caddies in time for the start of the new arrangements. This led to a large number of black bags being left out, which the waste crews have cleared. The council's Parks and Open Spaces team had to step up in support and undertake rather different work to normal. Around 250 sets of bins are still to be delivered in the coming week.

Large numbers of residents have requested larger capacity bins. Requests received before the start of the new service have been met, but residents making later requests have been advised they will now need to wait until the service settles into 'business as usual'.

Lorna has made the council aware of reports of some food caddies being thrown back towards properties rather than being neatly returned after they have been collected. Waste teams will be reminded of the need to treat empty containers appropriately.

More information, including links to report issues with bin delivery or collection, at <https://eastcambs.gov.uk/services/services/waste-and-recycling>

AFFORDABLE HOMES AT GARDEN CLOSE

We were very pleased indeed that East Cambridgeshire District Council's Planning Committee unanimously refused permission for Abbey Homes to drop all the affordable housing from the development at Garden Close.

We submitted written objections to the application, and Lorna spoke to the Planning Committee on our behalf to urge them to refuse it. Lorna said (altered slightly in delivery):

"I'm speaking today on behalf of Cllr Mark Inskip as well as on my own behalf, as the two councillors for the Sutton ward, to support the officers' recommendation for refusal of this application and also of the related application 25/00667/VARM which you will be asked to determine following the current item.

I intend to speak only once, on both applications at once, as they cover the same ground.

The officers' report rightly states that the planning history for this site is complex.

- Sutton Parish Council originally included it in its first neighbourhood plan as a site for twenty-five bungalows on part of the current footprint.
- Endurance Estates then drove outline planning permission on the site for a significantly greater number of homes on a considerably larger area of the site, which was refused by this committee but allowed on appeal.
- The site was then sold with outline permission to Abbey Homes, who submitted several reserved matters applications before eventually securing consent from this committee.

The development is therefore already considerably larger than originally envisaged by the parish council.

Cllr Inskip and I lodged an objection to these applications on the ground that removal of all affordable housing from the site is contrary to the Local Plan, and to the local need identified by the Sutton Parish Council Housing Needs Assessment produced in 2021 in support of the parish's Neighbourhood Plan.

Officers have laid out for you the requirement of the Local Plan, and the reasons why this should be respected.

Meanwhile Sutton Parish Council's Housing Needs Assessment estimated three dwellings per annum surplus affordable housing for rent, and a 7.5 dwellings per annum shortfall in affordable housing for sale, in Sutton over the plan period 2022-2036.

The application to remove all affordable housing from the site therefore falls far short of the expectations of the Neighbourhood Plan and the assessed needs of the village.

I hope the committee will agree and will endorse the officer recommendation to refuse both this and the next application."

The applicant's representative told the committee that the cost of building houses had risen considerably in recent years, while house prices had not reflected that increase. Lorna responded by drawing attention to the years of inappropriate applications submitted since the outline application was approved

on appeal, and how the delay in planning approval for the details of the scheme was largely the fault of the applicant.

The debate is at https://www.youtube.com/watch?v=nFLj-aaxn_w beginning at 4:34:00 (it was a long meeting!).

CREMATORIUM ENVIRONMENTAL PERMIT CONSULTATION

The public consultation for the Environmental Permit for the council's crematorium at Mepal is now live. The consultation will close on Saturday 27 June.

<https://eastcambs.gov.uk/about-council/consultations/about-council/consultations/lake-view-bereavement-centre-environmental>

KNIFE ANGEL

The Knife Angel, a powerful 27 foot tall sculpture made from over 100,000 surrendered or seized blades, arrived in Ely recently. It was created by artist Alfie Bradley at the British Ironwork Centre to highlight the negative effects of violent behaviour and the need for change.

The sculpture will be located on Palace Green, opposite Ely Cathedral, for free public viewing until Wednesday 17 June. The visit coincides with a knife amnesty, with the police encouraging people to surrender weapons safely, helping to prevent further harm.

The visit has been made possible by Soham Town Rangers Football Club, in collaboration with partners including the police, the Police and Crime Commissioner, East Cambridgeshire District Council, Cambridgeshire County Council, and Ely Cathedral.

<https://www.britishironworkcentre.co.uk/the-knife-angel-official/>

LOCAL PLANNING APPLICATIONS

AWAITING CONSIDERATION OR DECISION

Applications in the Sutton ward awaiting consideration or determination include

Mepal

- **17 Bridge Road, Mepal:** conservation, repair and partial demolition of redundant agricultural storage structures and elements of new build to create leisure and accommodation facility (25/00018/FUL)
- **Three Pickerels, Mepal:** single storey function room within garden area to replace temporary marquee (25/01303/FUL)
- **3 School Lane, Mepal:** detached 1.5 storey self-build property.

- **26 Chestnut Way, Mepal:** detached single-storey brick outbuilding for domestic storage
- **Arthur Rickwood, Chatteris Road, Mepal:** extension to warehouse, repositioning of septic tank, associated works and landscaping

Sutton

- **Meadlands Farm, Sutton Gault:** replacement dwelling (25/01258/FUL)
- **Anson Packaging, Elean Business Park:** to retain portacabins (26/00363/FUL)

DECIDED

Applications in the Sutton ward which have recently been decided include

- **Garden Close:** modification of planning obligation 17/01445/OUM affordable housing requirement (25/01097/MPO) (see above) **REFUSED**
- **Garden Close:** variation of approved plans 22/00057/RMM including removal of affordable housing (25/00667/VARM) (see above) **REFUSED**
- **SE of 107 The Row:** proposed lake and associated works (25/00114/FUL) **PERMITTED**
- **3 Victoria Place:** two-storey side and front extension, following demolition of garage; new single storey porch and additional external works (26/00324/FUL) **PERMITTED**
- **15 Painters Lane:** single storey extension to side and rear, with external alterations including removal of chimneys (26/00352/FUL) **WITHDRAWN**
- **22A High Street:** ground floor internal alterations and addition of window (26/00248/LBC) **PERMITTED**
- **The Bungalow, Hive Road, Witcham:** single storey side extensions and installation of rooflights and PV panels (26/00194/FUL) **PERMITTED**

FEN COTTAGE WICKEN

Fen Cottage at Wicken Fen has been awarded Grade II Listed Building status. The cottage, originally built in the 1970s, has been preserved by the National Trust as a visitor attraction showing how fenlanders lived and worked.

JUNE MEETINGS

- Wednesday 3 June: Planning Committee
 - Wednesday 10 June: Planning Committee
 - Wednesday 17 June: Licensing Committee **CANCELLED**
 - Monday 22 June: Operational Services Committee
 - Thursday 25 June: Finance & Assets Committee
-

MEET YOUR COUNCILLORS

We will be at Joy Bistro, 65 High Street, Sutton on Monday 6 July and Monday 3 August 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 JUNE 2026

FULL COUNCIL

Following the disqualification of Andy Osborn (Roman Bank and Peckover), a by-election has been called with a polling day of Thursday 25 June.

Meanwhile, another Reform councillor—James Sidlow (Ramsey and Bury), the group's former leader—has resigned from the council. A by-election is expected a few weeks after the one in Roman Bank and Peckover.

Annual Council meeting

The council met on Tuesday 19 May. Two motions were debated—the lowest number I can remember, and the first time unlimited numbers of motions were allowed, subject to a limit of one motion per councillor.

Armed Forces Covenant

The first motion, from Cllr Yannifer Malinowski (Burwell) was on the Armed Forces Covenant. The Council restated its long-standing commitment to ensuring that serving personnel, veterans and their families are treated fairly and face no disadvantage when accessing public services.

There are over 22,500 veterans living in Cambridgeshire and a strong Armed Forces presence across the region. The motion set out a renewed programme of support, including:

- Signing a refreshed Armed Forces Covenant at the Communities, Social Mobility and Inclusion Committee meeting on 25 June 2026.
- Increasing awareness of support available through Council services, libraries, the Forces Connect app and local networks.
- Publishing an annual report on delivery of the Covenant across Council services.
- Supporting continued funding for the Armed Forces Covenant Partnership Coordinator role into 2027–28.
- Writing to the Minister for Veterans and People in support of the Royal British Legion's *Keep the Covenant Promise* campaign, calling for clearer guidance, sustainable funding, greater public awareness and stronger monitoring of the Covenant Duty.

Logistics and freight

The second motion, from Cllr Luis Navarro (Longstanton and Northstowe) was on logistics and freight, and asked the council to take a coordinated approach to better understanding and managing freight impacts.

The Council has resolved to request that the Cambridgeshire and Peterborough Combined Authority commission a county-wide strategic freight study to assess the long-term impacts of large volumes of freight on highway capacity, road safety and congestion, surface water and flood risk, air quality, noise and public health, and community wellbeing.

The study will also look at opportunities to shift freight from road-only transport to rail and other options, supported by collaboration with Network Rail, National Highways, district councils, and other key partners. Our local MP Charlotte Cane has been very active in raising the need to resolve the rail capacity issues north of Ely to assist this, including procuring a debate on it in Parliament while we wait for the Government to commit to this vital piece of work.

I spoke at the Council meeting about the longstanding wish of Sutton residents for a weight limit through the village, and about the evidence we received when I chaired a working group on weight limits about the lack of good quality overnight stops for HGV drivers and the lack of clarity about which tier of government is responsible for overseeing this.

STRATEGY RESOURCES & PERFORMANCE

Quality of Life survey

Cambridgeshire County Council has launched its fourth annual Quality of Life survey, inviting residents to share their views on life in Cambridgeshire and the issues that matter most to them and their communities.

The survey findings provide valuable insight to support business planning, policy development, and decision-making, as well as helping to understand how changes to public services are affecting people's lives. This insight is used to help shape the council's Business Plan and Budget, tracking progress against the council's Strategic Framework ambitions over time.

The online and telephone survey will capture the views of around 5,500 residents and is being delivered in partnership with Cambridge Ahead and the Cambridgeshire and Peterborough Combined Authority.

The twenty-minute survey is being carried out by independent market research company Thinks Insight, which aims to speak to a representative sample of approximately 1,100 residents aged 18 and over in each of Cambridgeshire's five district areas, ensuring a broad and balanced range of perspectives. Residents will not be asked for personal or financial information.

Residents will be asked about a range of topics, including life and community, transport, health and wellbeing, children and young people, and perceptions of the council and its services.

Previous survey findings have shown that many residents feel happy, safe and have a strong sense of belonging, with Cambridgeshire widely seen as a good place to raise children. They have also highlighted areas where residents would like to see improvement, such as road and pavement maintenance, the cost of living, and mental health and loneliness.

Alongside the random sample, all residents are encouraged to take part in the survey which will remain open into the summer and close on 5 August 2026. Responses will then be analysed and shared with councillors and the public in the autumn.

www.cambridgeshire.gov.uk/quality-of-life-survey

ADULTS & HEALTH

'Virtual smart flat' goes live

Cambridgeshire County Council has launched a 'virtual smart flat' which uses Extended Reality (XR) to showcase ways in which new and existing technology can be used to help prevent, delay and reduce the need for formal community or acute care.

The equipment available ranges from simple pill reminders to sophisticated detectors, sensors, smart devices and trackers.

People will be able to access the virtual smart flat from home, on a desktop computer or tablet, from Wednesday 13 May. The Council also has a 'Smart Flat' in Huntingdon where you can try out the available equipment and technology.

Find out more about the council's TEC offering including a video:

<https://www.cambridgeshire.gov.uk/residents/adults/staying-independent/equipment-and-technology/technology-enabled-care/tecs-smartflat>

Personal independence payments (PIP) review

On 19 March, the government launched the Timms Review of Personal Independence Payments for people with a disability or long-term health condition. The Review has now closed.

The Review sought feedback from the public on their experiences and knowledge of Personal Independence Payment (PIP), particularly from those with lived or learned experience of PIP, including disabled people, the organisations that represent them, carers, clinicians, experts, MPs, and other elected officials in the UK. The Review aims to report to the Secretary of State for Work and Pensions in autumn 2026 and to reporting its outcomes to Parliament.

CHILDREN & YOUNG PEOPLE

Water safety campaign

As warmer weather approaches, a new campaign *Be Water Smart* has been launched by Cambridgeshire County Council to support families to enjoy water safely this summer.

Designed to equip parents with important lifesaving knowledge, *Be Water Smart* aims to raise awareness of the potential risks of swimming in open water, like lakes and rivers, and the simple, proactive steps parents can take to ensure children have the right skills and knowledge they need to stay safe around water.

The campaign will include encouraging parents to familiarise themselves with the Water Safety Code (stop and think, stay together, float and call 999 in the UK or 112 if abroad) and how to teach this to children to ensure they know what to do if they find themselves in the water unexpectedly.

The council's *Be Water Smart* campaign will focus on:

- How families can stay safe together in and around water.
- What to do if you or your child gets into difficulties in the water or comes across someone else who is in trouble.
- Raising awareness of the risks associated with swimming in open water, such as cold water shock and hidden dangers under the water.
- Helpful tips for enjoying the water safely this summer, including places where families can have fun in the water in a safe and controlled environment.
- Water safety activities and resources families can complete together.

At least a dozen children across the country have died in water during the recent hot weather spell, so this campaign could not be more timely.

Unclaimed child trust funds

The government is contacting thousands of 21-year-olds about forgotten Child Trust Funds in a bid to reunite account holders with their accounts, worth £2,200 on average.

Child Trust Funds were introduced in 2005, to be accessed by children once they reached the age of 18. The scheme ran for children born between 1 September 2002 and 2 January 2011.

The government is now undertaking an awareness campaign urging young people to locate their Child Trust Funds through the free *Find My Child Trust Fund* service on GOV.UK.

www.gov.uk/child-trust-funds/find-a-child-trust-fund

Fostering

Our local Fostering Ambassador Anne ran a Fostering information evening at the Lighthouse in Ely last month. Many Cambridgeshire children need families to look after them on a short-term or long-term basis. The more local foster carers there are, the more children in our care can stay connected to their schools, friends and communities - rather than being uprooted somewhere unfamiliar.

If this is something that might work for you, find out more at 0800 052 0078, email fostering@cambridgeshire.gov.uk or visit the website www.cambridgeshire.gov.uk/residents/children-and-families/fostering-and-adoption

ENVIRONMENT AND GREEN INVESTMENT

Grunty Fen landfill fires

The Environment Agency's assessment of the situation at Grunty Fen is expected to be published on or around 3 July. Charlotte Cane MP, Cllr Tom Hawker-Dawson and I will continue to keep residents updated as further information becomes available.

Recycling strategy and design guide endorsed

The Council has agreed to endorse the new *Recycling in Cambridgeshire and Peterborough (RECAP) Waste Partnership Interim Resources and Waste Strategy 2025-2031* along with the new *Recycling in Cambridgeshire and Peterborough (RECAP) Waste Management Design Guide Supplementary Planning Document*.

Woodland creation invitation

Cambridgeshire County Council is inviting communities, landowners and farmers to come forward if they have land suitable for new woodland, hedgerow creation, and nature recovery, as part of a campaign to rebuild the county's depleted tree cover.

Cambridgeshire is one of the most tree-depleted counties in England, with intensive agriculture and the loss of traditional hedgerows leaving habitats fragmented and wildlife increasingly isolated.

The Woodland Creation project, led by Cambridgeshire County Council and funded by the Forestry Commission, aims to reverse this trend by increasing tree and woodland canopy cover and expanding hedgerows across the county, to open up potential opportunities, such as agroforestry.

The Council is now inviting expressions of interest from community and parish groups, landowners and farmers with land of 0.5 hectares or more that may be suitable for tree planting, woodland creation, hedgerow improvement or wider nature recovery initiatives. Priority will be given to:

- Lower-grade agricultural land
- Sites next to existing habitats such as woodland, wetlands or meadows
- Land that can help connect ecological networks across Cambridgeshire.

Those interested are encouraged to complete the secure online form by 30 June 2026 for the 2026/27 planting season. Further information about the offers to support the delivery of these woodlands will be available over the next couple of months.

<https://www.cambridgeshire.gov.uk/residents/climate-change-energy-and-environment/woodland-creation>

HEALTH SCRUTINY

Councillors on the Health Scrutiny Committee have been working in small groups to review the 'quality accounts' compiled by the various NHS providers. I have been part of a group reviewing the 'quality accounts' of Papworth and of the East of England Ambulance Trust.

NHS Quality Accounts are annual reports published by healthcare providers that deliver NHS services. They outline the quality of the care they provide, areas needing improvement, and the priorities for the upcoming year. They are designed to hold providers accountable to patients, the public, and commissioners.

I have now stepped down from the Health Scrutiny Committee as part of the annual changes of committee membership agreed at the AGM.

HIGHWAYS & TRANSPORT

New cycle training contract

The Highways and Transport Committee has agreed to seek a new contract to deliver cycle training for children across the county. This will ensure that thousands of children in Cambridgeshire will continue to benefit from high-quality cycling skills and road safety education, through to 2029.

The decision allows the Council to appoint a training provider to deliver the Bikeability programme, for an initial term ending in March 2029, with options for extensions. The programme will be funded through a mixture of funding options including a confirmed three-year grant from the Bikeability Trust on behalf of Active Travel England.

Highways officer

Our new Highways Officer Liam Eve has started in post and is already making a difference in several places in our area.

Bus survey

At the request of one of the bus operators, I carried out a survey on Facebook of the views of Sutton residents on where they would like bus services to go. I am grateful for people's input and have passed an anonymised summary to the bus operator.

Wild flowering

I managed to get a positive response from council officers to Witcham residents wanting to undertake wild flowering of local verges while the season was still upon us.

GCP busways

I met the new Programme Director for the Greater Cambridge Partnership (GPC)'s busways and had a useful discussion about the new busways currently awaiting the go-ahead.

Cambridge South station

Passengers will soon be able to take trains from the new Cambridge South station. Services will begin calling at Cambridge South on Sunday 28 June before the station's official opening ceremony takes place the following day.

Cambridge South is expected to welcome 1.8 million passengers annually. The station will benefit from up to nine trains an hour to the centre of Cambridge as well as a direct link to the city's Biomedical Campus. Passengers will also be able to take trains to London, Birmingham, Stansted Airport and international rail services via St Pancras, with up to twenty services calling at Cambridge South in peak hours.

Damage to traffic light detector units

Around 200 traffic light detector units were vandalised across Cambridgeshire since the early May bank holiday weekend, mostly in Cambridge.

The detectors, which are mounted on traffic signal poles, were deliberately vandalised through the cutting of their cables. Each incident typically cost around £250 to repair. In some cases, the damage was more serious, with whole units needing to be replaced costing anywhere between £250 and £1,500.

The equipment plays a vital role in keeping traffic moving safely and efficiently. Detectors identify vehicles and pedestrians waiting at junctions, allowing traffic lights to respond to real-time demand.

When the technology is damaged, traffic lights revert to a fixed-time setting, leading to increased congestion and delays for everyone, as well as potential safety issues.

Road updates

Straight Furlong Pymoor: officers have prepared a comparison of different options for addressing the verges and road edges on Straight Furlong, and have worked with me to ensure all information is presented clearly and completely for the parish council to consider and comment. I have also worked with the council leadership to ensure money is available to carry out the work.

Ely Road Little Downham: I spent some time working with officers to clarify the road space arrangements for work on Ely Road at the Lindum development.

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 6 July and Monday 3 August, 18:30-19:30.

On Wednesday 24 June, subject to diary changes, I hope to be at the Coveney coffee morning at 10:30AM and Little Downham Book Café at 2:00PM.

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 divisi



PROJECT AND ACTION PLAN

Full Council –23rd June 2026 Agenda Item **047/26**



May 2026

SUTTON PARISH COUNCIL

The Glebe, 4 High Street, Sutton, E15, Cambs

2026 – Sutton Parish Council Project and Action chart

As at: 13th May 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 surrounds to the surfacing. Clerk to look into Oct/Nov 2024 Bike Stands to be moved 	<p>Yes</p>
	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 in receipt of CCC 20mph policy. It will be discussed again at this point. (24.5.22) Been advised by Highways officer at CCC that further information on the application process, specific requirements and timelines will be provided in due course after their meeting in December 2022 Email sent to CCC Highways for an update on the scheme. Application forms have been received, and data being collected to make the application. Consultations letters sent to residents in the area. Application form completed. Pending decision 20mph Scheme fully funded reopens 15/2/24 https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway/20mph-funding – Clerk has reapplied to the scheme. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>

			<ul style="list-style-type: none"> • Clerk to produce survey re 20mph from A142 Roundabout through to the America. This part to be PFH. • 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 W/P 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 Meppal Road, The Row, Painters Lane and West Lodge Lane • Awaiting outcome of application • Approved by CCC – Due date Summer 2026 • 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 W/P • W/P looking at costs and configuration of room. Meeting with school 10th Feb 26 LIBRARY ACCESS POINT W/P 	Yes
10 th May 2022		Library Access Point		
28 th June 2022		War Memorial	<ul style="list-style-type: none"> • Obtain specialist advice as to what work is required. I.e., cleaning and/or re-letting, 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 	

		<p style="text-align: center;">War Memorial</p>	<ul style="list-style-type: none"> • 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. • FC To approve payment to Church. • Faculty Approved – awaiting for price increase from approved contractor. Grant application updated. • Awaiting grant decision 	<p style="text-align: center;">Yes</p>
<p>24th January 2023</p>	<p>LHI 23/24 Application Weight restriction on B1381</p>	<p style="text-align: center;">CIL</p>	<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 	<p style="text-align: center;">Yes</p>

			<ul style="list-style-type: none"> 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 22/4/24 • Enviro testing sent to Council. Councillor Jordan to look into other companies. • Decision from CCC will now be September 2024 • Unsuccessful – Council to decide how to proceed • Clerk to continue with application in 2025 Letter to Business in area Ask Lorna/Joshua with help/ideas Environmental survey • Application Submitted January 2025 • CCC have advised we look at doing this in 3 stages. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>
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			<ul style="list-style-type: none"> 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. Sate 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 WP update in FC meeting 21/4/26 Traffic Calming ideas sent to CCC – Awaiting site visit 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 	
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. 	

				<ul style="list-style-type: none"> • 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 	
August 2024	L	ECDC – Pride of Place, Nature Recovery Plans, Climate and Nature Actions - Wildflower Project		<ul style="list-style-type: none"> • Working Party to consider project • Clerk to provide more info. • Sports and Rec WP 	
Dec 2025		PFHI Bid to place double yellows at junctions of Victoria Place/High St, Brookside/The Brook, York Rd/High St, West Lodge/High St		<ul style="list-style-type: none"> • To go to Full Council Nov 2025 to approve. • Application is now in with CCC 	Ongoing

Sutton Parish Council

Finance Working Party Zoom meeting – Tuesday 16th June 2026 @ 7.00pm

Present: Cllr M Inskip (Lead Member), Cllr B Browne, Cllr B Goodjohn. Philip Harty (Clerk & RFO).

MEETING NOTES

1. Bank Reconciliations and Statements.

Presented by Clerk. They will be checked and signed by Cllr Newton and Cllr Butler (Non-Banking Signatories). **NOTED BY WORKING PARTY**

2. The RFO gave details of the bank balances. (As 31/05/26)

Balances:	Unity current	Account	£19,229
	Unity deposit	Account	£142,567
	Cambs & Counties Bank		£47,628
	CCLA		£80,000
	Cambridge Building Society		£1,073
		Total	£290,497

NOTED BY WORKING PARTY

3. Debtors Record

The debtor's record for invoices outstanding over 30 days is a total of £3108.59 net, Those not yet due a total of £2026.09 net. (As of 04/06/26). (attached)

NOTED BY WORKING PARTY

4. Budget

Income and Expenditure V Budget (attached)

NOTED BY WORKING PARTY – clerk to journal out payments inputted on wrong line and recode as required.

5. Allocation of EMR/CIL

No further recommendations as yet but to update to agreed EMR locations as in Budget Presentation for 2026/27.

EMR/CIL £15000 for Weight Restriction

EMR/CIL £10000 for Glebe Windows

Other CIL amounts to remain unallocated at present.

6. Items to Note

None this month

7. Date of next meeting.

July – Info Only

August Zoom Meeting – Date TBC.

Detailed Income & Expenditure by Budget Heading 31/05/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
1076 Precept	100,000	200,000	100,000			50.0%	
Administration :- Income	<u>100,000</u>	<u>200,000</u>	<u>100,000</u>			<u>50.0%</u>	<u>0</u>
4650 Connections Bus	675	10,000	9,325		9,325	6.8%	
Administration :- Direct Expenditure	<u>675</u>	<u>10,000</u>	<u>9,325</u>	<u>0</u>	<u>9,325</u>	<u>6.8%</u>	<u>0</u>
4000 Office Staff Cost	8,457	60,881	52,424		52,424	13.9%	
4010 Time bank Coordinator salary	2,426	14,882	12,456		12,456	16.3%	
4015 Employee Expenses	0	150	150		150	0.0%	
4020 Employer NIC	1,756	13,500	11,744		11,744	13.0%	
4045 Brightpay PAYE	44	600	556		556	7.3%	
4050 Employer Pension Contrib Costs	1,345	9,698	8,353		8,353	13.9%	
4055 Facilities Staff	5,112	31,262	26,150		26,150	16.4%	
4075 Lengthsman Staff	2,835	17,927	15,092		15,092	15.8%	
4120 Subscriptions	701	2,500	1,799		1,799	28.0%	
4125 Training/Conferences	93	2,000	1,907		1,907	4.6%	
4135 Phone/Internet	189	2,500	2,311		2,311	7.6%	
4140 Admin Costs	36	800	764		764	4.5%	
4145 Photocopier	94	1,200	1,106		1,106	7.8%	
4150 Data Protection Fee	100	70	(30)		(30)	142.4%	
4155 Computer Equip & Support	654	2,900	2,246		2,246	22.6%	
4160 Insurance	0	6,200	6,200		6,200	0.0%	
4175 ICCM	110	110	0		0	100.0%	
4580 Licence: The Glebe	180	180	0		0	100.0%	
Administration :- Indirect Expenditure	<u>24,132</u>	<u>167,360</u>	<u>143,228</u>	<u>0</u>	<u>143,228</u>	<u>14.4%</u>	<u>0</u>
Net Income over Expenditure	<u>75,193</u>	<u>22,640</u>	<u>(52,553)</u>				
<u>150 Finance</u>							
1090 Interest Rcvd	254	4,500	4,246			5.7%	
1100 Income from RBL Lease	0	1,500	1,500			0.0%	
1150 Community Infrastructure Levy	8,579	0	(8,579)			0.0%	8,579
Finance :- Income	<u>8,834</u>	<u>6,000</u>	<u>(2,834)</u>			<u>147.2%</u>	<u>8,579</u>
4100 Audit Fees	0	1,000	1,000		1,000	0.0%	
4110 Loan Repayments	0	12,484	12,484		12,484	0.0%	
Finance :- Indirect Expenditure	<u>0</u>	<u>13,484</u>	<u>13,484</u>	<u>0</u>	<u>13,484</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>8,834</u>	<u>(7,484)</u>	<u>(16,318)</u>				
6001 less Transfer To EMR	8,579	0	(8,579)				
Movement to/(from) Gen Reserve	<u>254</u>	<u>(7,484)</u>	<u>(7,738)</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200</u> <u>Communications & PR</u>							
4200 Newsletter	0	680	680		680	0.0%	
4210 Website	328	400	72		72	81.9%	
4225 PR	0	120	120		120	0.0%	
Communications & PR :- Indirect Expenditure	328	1,200	872	0	872	27.3%	0
Net Expenditure	(328)	(1,200)	(872)				
<u>250</u> <u>Grants Made</u>							
4300 Section 137	0	3,000	3,000		3,000	0.0%	
Grants Made :- Indirect Expenditure	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	0	(3,000)	(3,000)				
<u>300</u> <u>Play Area/ Open Space</u>							
4025 Groundsman	0	550	550		550	0.0%	
4400 Repairs & Maintenance	0	800	800		800	0.0%	
4405 ROSPA & ECDC Inspection	119	300	181		181	39.7%	
Play Area/ Open Space :- Indirect Expenditure	119	1,650	1,531	0	1,531	7.2%	0
Net Expenditure	(119)	(1,650)	(1,531)				
<u>310</u> <u>Highway and Conservation</u>							
1105 Income from Agency Services	0	2,395	2,395			0.0%	
2010 Christmas tree donation	0	200	200			0.0%	
Highway and Conservation :- Income	0	2,595	2,595			0.0%	0
5040 Tree surveys & Tree works	0	1,200	1,200		1,200	0.0%	
Highway and Conservation :- Direct Expenditure	0	1,200	1,200	0	1,200	0.0%	0
2000 Christmas Trees/lights	0	3,300	3,300		3,300	0.0%	
4430 Agency Services Costs	0	2,400	2,400		2,400	0.0%	
4435 Street Lighting	221	1,100	879		879	20.1%	
4440 Street Furniture	362	500	138		138	72.5%	
4462 Village planting	0	500	500		500	0.0%	
Highway and Conservation :- Indirect Expenditure	584	7,800	7,216	0	7,216	7.5%	0
Net Income over Expenditure	(584)	(6,405)	(5,821)				
<u>330</u> <u>Burial Ground</u>							
1185 Income from Burials	675	2,200	1,525			30.7%	
Burial Ground :- Income	675	2,200	1,525			30.7%	0

Detailed Income & Expenditure by Budget Heading 31/05/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Repairs & Maintenance	0	3,000	3,000		3,000	0.0%	
4470 Burial Ground Skip Hire	0	750	750		750	0.0%	
4485 Non-domestic Rates Expenses	118	350	232		232	33.6%	
Burial Ground :- Indirect Expenditure	118	4,100	3,982	0	3,982	2.9%	0
Net Income over Expenditure	557	(1,900)	(2,457)				
340 Allotments							
1190 Income from Rent	0	2,517	2,517			0.0%	
1195 Income: Allotment Drain Rates	0	440	440			0.0%	
1200 Income from Admin	0	40	40			0.0%	
Allotments :- Income	0	2,997	2,997			0.0%	0
4140 Admin Costs	0	40	40		40	0.0%	
4500 Rent	1,050	2,100	1,050		1,050	50.0%	
4505 Allotment Drainage Rates	0	440	440		440	0.0%	
Allotments :- Indirect Expenditure	1,050	2,580	1,530	0	1,530	40.7%	0
Net Income over Expenditure	(1,050)	417	1,467				
350 Facilities Services							
5045 Defibrilator	0	500	500		500	0.0%	
Facilities Services :- Direct Expenditure	0	500	500	0	500	0.0%	0
4400 Repairs & Maintenance	129	500	371		371	25.8%	129
4520 Safety & Security	3,113	2,300	(813)		(813)	135.3%	2,697
4525 Cleaning Materials	95	700	605		605	13.5%	
4530 Sanitation	892	2,300	1,408		1,408	38.8%	
4630 Health & Safety Clothing	0	300	300		300	0.0%	
4640 Lengthsman equipment	12	150	138		138	8.3%	
Facilities Services :- Indirect Expenditure	4,242	6,250	2,008	0	2,008	67.9%	2,826
Net Expenditure	(4,242)	(6,750)	(2,508)				
6000 plus Transfer From EMR	2,826	0	(2,826)				
Movement to/(from) Gen Reserve	(1,416)	(6,750)	(5,334)				
360 Community Room							
1190 Income from Rent	30	150	120			19.9%	
Community Room :- Income	30	150	120			19.9%	0
4400 Repairs & Maintenance	0	600	600		600	0.0%	
4485 Non-domestic Rates Expenses	118	700	582		582	16.8%	
Community Room :- Indirect Expenditure	118	1,300	1,182	0	1,182	9.1%	0
Net Income over Expenditure	(88)	(1,150)	(1,062)				

Detailed Income & Expenditure by Budget Heading 31/05/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>400 Football Pitches</u>							
4490 Grass Cutting	1,631	1,600	(31)		(31)	101.9%	
Football Pitches :- Indirect Expenditure	1,631	1,600	(31)	0	(31)	101.9%	0
Net Expenditure	(1,631)	(1,600)	31				
<u>420 Playing Field & Paddock</u>							
4490 Grass Cutting	0	3,500	3,500		3,500	0.0%	
4500 Rent	0	260	260		260	0.0%	
Playing Field & Paddock :- Indirect Expenditure	0	3,760	3,760	0	3,760	0.0%	0
Net Expenditure	0	(3,760)	(3,760)				
<u>440 Pavilion</u>							
1190 Income from Rent	955	6,000	5,045			15.9%	
Pavilion :- Income	955	6,000	5,045			15.9%	0
4400 Repairs & Maintenance	250	1,000	750		750	25.0%	250
4485 Non-domestic Rates Expenses	486	2,800	2,314		2,314	17.4%	
4550 Utilities	1,076	6,800	5,724		5,724	15.8%	
Pavilion :- Indirect Expenditure	1,812	10,600	8,788	0	8,788	17.1%	250
Net Income over Expenditure	(858)	(4,600)	(3,742)				
6000 plus Transfer From EMR	250	0	(250)				
Movement to/(from) Gen Reserve	(608)	(4,600)	(3,992)				
<u>480 The Glebe</u>							
1190 Income from Rent	983	14,000	13,017			7.0%	
The Glebe :- Income	983	14,000	13,017			7.0%	0
4400 Repairs & Maintenance	0	4,000	4,000		4,000	0.0%	
4485 Non-domestic Rates Expenses	617	3,678	3,061		3,061	16.8%	
4550 Utilities	874	7,000	6,126		6,126	12.5%	
4555 Ikonix Lift Service/Repair	0	500	500		500	0.0%	
The Glebe :- Indirect Expenditure	1,491	15,178	13,687	0	13,687	9.8%	0
Net Income over Expenditure	(508)	(1,178)	(670)				
<u>500 Contingencies Earmarked Funds</u>							
4610 Contingency	0	3,500	3,500		3,500	0.0%	
Contingencies Earmarked Funds :- Indirect Expenditure	0	3,500	3,500	0	3,500	0.0%	0
Net Expenditure	0	(3,500)	(3,500)				

Detailed Income & Expenditure by Budget Heading 31/05/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>520 Vehicles</u>							
5030 Van Insurance	0	700	700		700	0.0%	
Vehicles :- Direct Expenditure	0	700	700	0	700	0.0%	0
5015 Road tax for Van	0	450	450		450	0.0%	
5020 Fuel for vehicle	72	200	128		128	36.2%	
5060 Van Maintenance	0	500	500		500	0.0%	
Vehicles :- Indirect Expenditure	72	1,150	1,078	0	1,078	6.3%	0
Net Expenditure	(72)	(1,850)	(1,778)				
<u>530 Time Banking</u>							
1226 Donations to Timebank	175	800	625			21.9%	175
Time Banking :- Income	175	800	625			21.9%	175
4335 Time Bank Equipment	0	250	250		250	0.0%	
Time Banking :- Direct Expenditure	0	250	250	0	250	0.0%	0
4330 Timebank UK Subscription	0	220	220		220	0.0%	
Time Banking :- Indirect Expenditure	0	220	220	0	220	0.0%	0
Net Income over Expenditure	175	330	155				
6001 less Transfer To EMR	175	0	(175)				
Movement to/(from) Gen Reserve	0	330	330				
<u>540 Summer Hols Sports Project</u>							
1280 Grant	0	6,000	6,000			0.0%	
Summer Hols Sports Project :- Income	0	6,000	6,000			0.0%	0
5055 Sports Holiday Club	1,800	6,000	4,200		4,200	30.0%	1,800
Summer Hols Sports Project :- Indirect Expenditure	1,800	6,000	4,200	0	4,200	30.0%	1,800
Net Income over Expenditure	(1,800)	0	1,800				
6000 plus Transfer From EMR	1,800	0	(1,800)				
Movement to/(from) Gen Reserve	0	0	0				
Grand Totals:- Income	111,651	240,742	129,091			46.4%	
Expenditure	38,170	263,382	225,212	0	225,212	14.5%	
Net Income over Expenditure	73,481	(22,640)	(96,121)				
plus Transfer From EMR	4,876	0	(4,876)				
less Transfer To EMR	8,754	0	(8,754)				
Movement to/(from) Gen Reserve	69,603	(22,640)	(92,243)				



Sutton Parish Council

CCTV Policy

Reviewed June 2026
Next Review June 2029 or if legislation changes.

Sutton Parish Council CCTV Policy

1 Introduction

- 1.1 This policy is to control the management, operation, use and confidentiality of the CCTV system at The Glebe Community Centre and Parish Council Office.
- 1.2 It has been prepared taking due account of the Code of Practice published by the Data Protection Commissioner (V1.1 May 2015) updated June 2025, and Surveillance Camera Code of Practice (2012) updated Jan 2022 and The Data Protection Act 2018.
- 1.3 This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that the system meets legislative requirements.
- 1.4 The system comprises 6 fixed cameras located on the exterior of The Glebe and 4 fixed cameras outside the Pavilion and is owned by Sutton Parish Council.

2. Objectives of the scheme

- (a) To protect the buildings and their assets
- (b) To increase personal safety and reduce the risk of crime
- (c) To support the Police in a bid to deter and detect crime
- (d) To assist in identifying, apprehending and prosecuting offenders
- (e) To protect members of the public and private property
- (f) To assist in managing the The Glebe and The Pavilion.

3. Statement of intent

- 3.1 The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 2018 and will seek to comply with the requirements the Data Protection Act 2018; FOI Act 2000; Protection of Freedoms Act 2012; the Human Rights Act 1998, the Commissioner's Code of Practice and the Surveillance Camera Code of Practice (s29 POFA).

- 3.2 The Parish Council will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.
- 3.3 Cameras will be used to monitor activities within The Glebe and Pavilion and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well being of The Glebe and Pavilion, together with its visitors.
- 3.4. Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.
- 3.5 Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained using the Parish Councils forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.
- 3.6 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recordings will never be released to the media for purposes of entertainment.
- 3.7 The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- 3.8 Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the CCTV.

4 Operation of the system

- 4.1 The Scheme will be administered and managed by the Parish Clerk, in accordance with the principles and objectives expressed in the code.
- 4.2 The day-to-day management will be the responsibility of both the Parish Clerk and in their absence the Deputy Clerk
- 4.3 The CCTV system will be operated 24 hours each day, every day of the year.

5. Control Room

- 5.1 The Caretaker/Lengthsman will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional.
- 5.2 Access to the CCTV Control Room will be strictly limited to the Parish Clerk, Deputy Clerk (when deputising for the Clerk) and the Lengthsmen/Caretakers.
- 5.3 Unless an immediate response to events is required, staff in the CCTV Control Room must not direct cameras at an individual or a specific group of individuals.
- 5.4 Visitors and other contractors wishing to enter the Control Room will be subject to particular arrangement as outlined below.
- 5.5 If out of hours emergency maintenance arises, the Caretaker must be satisfied of the identity and purpose of contractors before allowing entry.
- 5.6 A visitor's book will be maintained in the Control Room. Full details of visitors including time/data of entry and exit will be recorded.
- 5.7 Emergency procedures will be used in appropriate cases to call the Emergency Services.

6. Monitoring procedures

- 6.1 Camera surveillance may be maintained at all times.
- 6.2. A monitor is installed in the Parish Council Office to which pictures will be continuously recorded and also in the Control Room of the Pavilion.
- 6.3 If covert surveillance is planned or has taken place copies of the Authorisation Forms, including any Review, or Cancellation must be returned to the Parish Clerk.

7. Recording Procedures

- 7.1 Recordings may be viewed by the Police for the prevention and detection of crime, authorised officers of Sutton Parish Council for supervisory purposes, authorised demonstration and training.
- 7.2 A record will be maintained of the release of Recordings to the Police or other authorised applicants. A register will be available for this purpose.
- 7.3 Viewing of Recordings by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.
- 7.4 Should a recording be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1 (iv) of this Code. Recordings will only be released to the Police on the clear understanding that the tape remains the property of the Parish Council, and information contained on it are to be treated in accordance with this code. The Parish Council also retains the right to refuse permission for the Police to pass to any other person the recording or any part of the information contained thereon.
- 7.5 Applications received from outside bodies (e.g. solicitors) to view or release Recordings will be referred to the Parish Clerk. In these circumstances Recordings will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

8 Breaches of the code (including breaches of security)

- 8.1 Any breach of the Code of Practice by council staff, will be initially investigated by the Parish Clerk, in order for him/her to take the appropriate disciplinary action.
- 8.2 Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

9 Assessment of the scheme and code of practice

- 9.1 Performance monitoring, including random operating checks, may be carried out by the Clerk.

10 Complaints

- 10.1 Any complaints about the Parish Council's CCTV system should be addressed to the Parish Clerk.
- 10.2 Complaints will be investigated in accordance with Section 8 of this Code.

11 Access by the Data Subject

- 11.1 The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.
- 11.2 Requests for Data Subject Access should be made on an application form available from the Parish Clerk

12 Public information

Copies of this Code of Practice will be available to the public from the Parish Clerk.

Summary of Key Points

- This Code of Practice will be reviewed every three years or change in legislation.
- The CCTV system is owned and operated by the Parish Council.
- The Control room will not be manned.
- Recordings may only be viewed by Authorised Parish Council Officers, Control Room staff and the Police.
- Recordings required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- Recordings will not be made available to the media for commercial or entertainment.
- Recordings will be disposed of securely by incineration.
- Any Covert Surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must comply with the corporate policies and procedures. The Parish Council must use these procedures and comply with the requirements set out in the procedure documentation.
- Any breaches of this code will be investigated by the Parish Clerk. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Parish Council.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Clerk to the Council at any time.

Signed Print Name

Date/...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)

Signage

Signs should be placed so that the public are aware that they are entering a zone which is covered by surveillance equipment. The signs should be clearly visible and legible to the public.

The size of the signs will vary according to circumstances.

Below is an example. Signs may vary.

Car Park - A3 in order they can be viewed by someone sitting in a car.

Main Entrance - A4 to be placed at eye level.

Rear Kitchen Entrance – A4 to be placed at eye level.



Authorised Staff

Clerk of the Council
Deputy Clerk (While deputising for the Clerk)
Caretakers
Lengthsman

Document History		
Status	Date	Version
Drafted by Clerk	June 2016	2.0
Draft to Council for Debate	28 th June 2016	
Council Approved		
Review date and Draft to Council	June 2026	3.0
Approved by Council Min Ref		

DRAFT

ACCESS REQUEST FORM – CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address		Description of Applicant and any distinguishing features (e.g. clothing)	
Post Code:	Tel.No:	A recent photograph may be necessary to aid identification.	
Signature of Applicant (or parent/guardian if under 18)			
Reason for request -			
<i>Continue overleaf if necessary</i>			
Were you alone? YES/NO If not, please describe any accompanying persons.			
FOR OFFICE USE ONLY			
Received by:	Clerk's Signature	Date Received	Time Received
Fee Charged / N.A.	Fee Paid:	Request Approved YES/NO	Date Applicant Informed:
Actioned By: On:/...../.....	Image Identified on Tape Ref	In the presence of:	

Applicant attended viewing on/...../.....	Result:	In the presence of:

DRAFT

RECORD OF NUISANCE / CRIMES

OFFENCE	COMMITTED ON Date: Time: Place:	DESCRIPTION	NAME/ADDRESS OF WITNESS:	ACTION TAKEN Tick all (Crime No.)	BY:	DATE/ TIME	CCTV CHECKED
	Date: Time: Place:			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTION			By: Result: Action:
	Date: Time: Place:			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTION			By: Result: Action:
	Date: Time: Place:			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTION			By: Result: Action:
	Date: Time: Place:			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTION			By: Result: Action:
	Date: Time: Place:			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTION			By: Result: Action:



Sutton Parish Council

Youth Engagement and Youth Club Policy

Strategy

The strategy recognises that the best outcomes can be delivered by valuing and supporting the work of a range of organisations as well as the Parish Council offering services and activities that would not otherwise be available. This approach will also ensure value for money for council taxpayers. The strategy therefore comprises four core foundations: -

1. PROVIDE
2. INVOLVE
3. PROMOTE
4. SUPPORT

AIMS

- Ensure opportunities are available to all regardless of religion, ethnicity, sexuality, background, gender/sex or any other characteristic
- Involve young people in the life of the village
- Provide opportunities for personal and educational delivery
- Make Sutton a fun and rewarding place for young people to live
- Help young people make choices that help them be successful

CORE FOUNDATIONS

Provide

- We will deliver activities and services where these cannot be provided by others, including those that would not be viable, or where it is not appropriate for them to be provided by others.

Promote

- We will increase awareness of existing offerings from providers including charities, sports clubs, specialist providers, public authorities and others.

Involve

- We will involve young people in decisions affecting them and will create opportunities for young people to get involved in the work of the council and in the community.

Support

- We will support providers of activities seeking to start or expand offerings in and around Sutton

1. Introduction

This policy sets out the principles, procedures, and expectations for the operation of the Youth Club managed by Sutton Parish Council. The purpose of the Youth Club is to provide a safe, inclusive, and welcoming environment where young people can participate in social, recreational, educational, and developmental activities.

Sutton Parish Council are committed to ensuring that all young people attending the Youth Club are treated fairly, respectfully, and safely.

2. Aims and Objectives

- Provide a safe and supportive environment for young people.
- Promote positive social interaction and community involvement.
- Encourage confidence, teamwork, and personal development.
- Offer inclusive activities accessible to all young people regardless of background, ability, gender, race, religion, or sexual orientation.
- Promote respect, responsibility, and good behaviour.

3. Scope

This policy applies to:

- All Youth Club staff and volunteers.
- Parish Council members involved with youth services.
- Young people attending the Youth Club.
- Parents and carers.
- Contractors or external organisations delivering activities.

4. Safeguarding and Child Protection

The Parish Council recognises its duty of care to safeguard and promote the welfare of children and young people.

The Youth Club will:

- Operate in accordance with current safeguarding legislation and guidance.
- Maintain an up-to-date Safeguarding and Child Protection Policy.
- Ensure all staff and volunteers working with children have appropriate DBS checks where required.
- Appoint a Designated Safeguarding Lead (DSL).
- Ensure safeguarding concerns are reported promptly and appropriately.
- Provide safeguarding training for relevant staff and volunteers.

Any safeguarding concerns must be reported immediately to the Designated Safeguarding Lead.

5. Health and Safety

The Parish Council is committed to providing a safe environment for all participants.

The Youth Club will:

- Conduct regular risk assessments.
- Maintain appropriate first aid arrangements.
- Keep emergency contact information securely.

- Ensure fire safety procedures are understood and followed.
- Record accidents and incidents appropriately.
- Ensure equipment and facilities are safe and suitable for use.

Young people must follow reasonable safety instructions from staff and volunteers at all times.

6. Equality, Diversity and Inclusion

The Youth Club will provide equal opportunities for all young people and will not tolerate discrimination, bullying, harassment, or victimisation.

The Parish Council will:

- Promote an inclusive and welcoming atmosphere.
- Make reasonable adjustments where possible for young people with disabilities or additional needs.
- Challenge discriminatory language or behaviour.
- Encourage mutual respect among all participants.

7. Behaviour and Conduct

All attendees are expected to behave respectfully toward others, staff, volunteers, property, and equipment.

Unacceptable behaviour includes:

- Bullying or intimidation.
- Physical or verbal abuse.
- Discrimination or harassment.
- Damage to property.
- Possession or use of alcohol, illegal drugs, or weapons.
- Smoking or vaping on the premises where prohibited.

Where behaviour is unacceptable, the Youth Club may:

- Issue verbal warnings.
- Contact parents or carers.
- Temporarily suspend attendance.
- Permanently exclude individuals in serious cases.

The Parish Council reserves the right to take appropriate action to maintain safety and wellbeing.

8. Staffing and Volunteers

All staff and volunteers will:

- Act as positive role models.
- Follow safeguarding procedures.
- Maintain professional boundaries.
- Treat young people fairly and respectfully.
- Attend appropriate training where required.

Volunteers must work within the guidance and supervision arrangements set by the Parish Council.

9. Attendance and Registration

Young people attending the Youth Club may be required to:

- Complete a registration form.
- Provide emergency contact details.
- Provide relevant medical or dietary information.
- Sign in and out where appropriate.

Parents and carers are responsible for informing staff of any changes to emergency or medical information.

10. Photography and Social Media

Photographs or videos of young people will only be taken or used with appropriate parental/carers consent.

The Youth Club will:

- Use images responsibly and appropriately.
- Avoid identifying young people by full name without consent.
- Ensure social media use reflects the values of the Parish Council.

Staff and volunteers must not communicate privately with young people through personal social media accounts.

11. Confidentiality and Data Protection

Personal information will be handled in accordance with relevant data protection legislation.

Information will only be shared where:

- Consent has been provided; or
- There is a safeguarding or legal obligation to disclose information.

Records will be stored securely and accessed only by authorised persons.

12. Complaints Procedure

Complaints relating to the Youth Club should be made in writing to the Parish Clerk or designated officer.

Complaints will be:

- Acknowledged promptly.
- Investigated fairly and confidentially.
- Responded to within a reasonable timeframe.

13. Review of Policy

This policy will be reviewed every 3 years by the Parish Council or sooner if legislation, guidance, or operational needs change.

Document History		
Status	Date	Version
Drafted by Parish Clerk	May 2026	1.0
Draft to Council for Adoption	June 2026	
Council Approved		
Review date	June 2029	1.0

Youth Fusion

Following several successful events since 2023 across the District, East Cambridgeshire District Council is delivering another youth event this summer, for local young people.

Although still in the planning stages and yet to be confirmed, we are hoping to hold this event on **Wednesday, 19 August 2026 at Sutton Recreation ground and Pavillion.**

The event is an opportunity to:

- engage with local young people
- promote local groups, clubs, activities and initiatives e.g. community safety
- provide fun activities during school summer holidays
- recruit new members to local clubs/groups
- deliver taster sessions e.g. martial arts, dance
- promote resources and signposting tools e.g. ECDC Youth webpages which features information on employment, volunteering, engagement, transport, community safety and climate change

As a local organisation, we would like to invite you attend this event to promote your services and engage with local young people. There is no cost.

So far we have secured a climbing wall, Fitness Rush Bus, and a Street art session for the youngsters, and as many local clubs, groups, information stands and sports as we can get! The whole event and activities are completely free for any children and families attending.

Discuss and consider free hire of Pavilion – this benefits the community and fits in with our Youth Engagement.

Online booking systems

Quote 1

The screenshot displays three pricing plans for an online booking system:

- Bronze plan:** £195 GBP per year (Reverse charge VAT). Features include: 1 website, up to 8 facilities, up to 3 locations per system, commissioning calculator, two booking forms, website setup & hosting, and 10% discount per extra system.
- Silver plan:** £360 GBP per year (Reverse charge VAT). Features include: Everything in Bronze, plus...; Generate invoices & credit notes; Connect to Xero, Sage, QuickBooks etc.; More payment options; Payment reconciliation; Reporting dashboard; Extra staff accounts; Schedule automatic emails; and 15% discount per extra system.
- Gold plan:** £595 GBP per year (Reverse charge VAT). Features include: Everything in Silver, plus...; Booking and invoices included; Bulk booking; Advanced reporting; Auto report bookings; Automation rules & workflows; 24-hour support; Third party auto bookings; and 20% discount per extra system.

PROS	CONS
Simple set-up and user friendly – Have experience with using system	Integration constraints – unable to link to current accts package
Great for smalls business	
Customisable booking systems	
Automated confirmations and reminders	
Cost-effective	

Quote 2

Cost: Annual Cost £491, one off costs – set up/training £1094, licence £524

PROS	CONS
Currently use the finance package	Extra cost for the web portal
Built specifically for councils and public facilities	Cannot link to current accounts
Strong facility/ resource management	Interface can feel dated
Advanced booking tools	Set up and training required
Reporting and audit trail	

Quote 3

Cost: £840 set up and £420 yearly fee

PROS	CONS
Designed for councils	Reliance on full accts pack
East to use cloud system	Cost considerations
Online booking portal	Set up and onboarding required
Strong automation features	
Flexible booking system	
Strong compliance and security	