



PROJECT AND ACTION PLAN

Full Council –28th July 2026 Agenda Item **062/26**



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

2026 – Sutton Parish Council Project and Action chart

As at: 20th July 2026

Date	Priority level	Detail	Budget	Progress	Completed
	M	Picnic Benches for open spaces and recreation ground	CIL	- 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 Locations agreed. The Glebe car park, The Pavilion and The Brooklands Centre.	CCC funded	- The Glebe installation 4th May 2022 - Pavilion and Brooklands installation - Awaiting bollards and mesh flooring (No date given) Chased 16/06 - Contractors came to install the bollards, however after reviewing with the parish clerk, they will be coming back when they have found a better solution	Yes Yes
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				• 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 WP Next meeting 20/2/24 – to report back at March 25 meeting • Full Council to decide on what areas to apply for in 20mph Scheme at March 25 Meeting • Clerk has now applied for Mepal Road, The Row, Painters Lane and West Lodge Lane • Awaiting outcome of application • Approved by CCC – Due date Summer 2026 • Awaiting WP to approve locations and put to FC	
10 th May 2022		Library Access Point		• New working party formed to discuss project • 23rd May 2023 – Working party membership agreed and date to be set for the meeting • Councillor Kirby to arrange meeting of WP • WP looking at costs and configuration of room. • Meeting with school 10th Feb 26 • With Woking Party • LIBRARY ACCESS POINT WP	Yes
28 th June 2022		War Memorial		• 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	

		War Memorial		- In the Churchyard and apply for Conservation Consent. - Obtain quotations from specialist companies. - Obtain Funding – Application to the War Memorial Trust. - Clerk/Deputy Clerk to action in 2024 – Deputy Clerk currently obtaining inspections. 3 Quotes received. Will added to Agenda for July 2025 - Quote Of £2128 from Brown & Ralph agreed. Clerk to look at a grant and approach PPC - Grant applied for – WMT will grant 50% of quoted works if successful. - PCC have informed us we need a Faculty. Applied for. - FC To approve payment to Church. - Faculty Approved – awaiting for price increase from approved contractor. Grant application updated.  Awaiting grant decision	
24 th January 2023		LHI 23/24 Application Weight restriction on B1381	CIL	- 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	Yes
				Yes	Yes

				• and if necessary to formally raise concerns about the handling of the LHI application to the county council. Added to 22nd August 2023 Agenda • Meeting arranged with Highway Officer, Cllr Dupre and SPC – 2nd October 2023 • Clerk to arrange for traffic surveys up to a sum of £1,000. – To go back to November FC meeting, as quotations over £1,000. • Clerk delegated a spend of £2,000 for one set of surveys in 3 locations. • Order placed with Tracsis – survey January 2024 • Tracsis have now had approval from CCC for survey to be undertaken. Due January 24. • Clerk to have funding approved for 2nd survey before March 24 • Tracsis to need locations and duration to give quote for March survey. • Further information required by CCC regarding impact on people • Online survey ready to go out once approved by WP. • Next traffic survey to be carried out on w/c 15th April 2024 • Note – additional fee of £330 for licences from CCC not included in original quote. • Online survey went live 4th March 2024. • Local PC'S and Police have been contacted. • Clerk currently organising Particulate testing. One cost estimate received approx. £3600+vat to comply with CCC testing requirements. • Presentation with CCC Clerk and Chair to attend 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	Yes Yes Yes
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			• CCC have advised we look at doing this in 3 stages. Clerk to explore further on 20th June at LHI Panel. • T&T WP to discuss on 29/7/25 • Recommendations from WP to go to FC in Aug 2025 • Clerk has obtained Quotes for environmental monitoring – to go to FC • Enviro monitoring being arranged for Nov/Dec 25 • Advisory Signage now with CCC Design Team. 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		Definitive Map Modification Order To make a formal Definitive Map Modification Order application for the old railway track bed between Sutton and Haddenham using the evidence supplied to Clir Inskip	• Deferred to meeting on the 22nd August 2023 until Clir 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		Maintenance to The Glebe: 1) External windows – need cementing. 2) Window Hall internal – need attention	• Salmons Bros, contacted for an assessment on the windows. • Clerk has arranged for a quote on replacement oven/extractor. Awaiting quotes 21/2/24 • Clerk has spoken to contractor to quote for work on windows. • Contractor has now declined to quote – new contractors contacted. Ray Langley coming out	

			• 28/5/24 to look at work. • Still chasing contractors to quote for windows. • Salmon Bros have quoted £5635+vat for painting of windows. Does not include any remedial work. • Clerk to keep trying to obtain more quotes	
August 2024	L	ECDC – Pride of Place, Nature Recovery Plans, Climate and Nature Actions - Wildflower Project	• Working Party to consider project • Clerk to provide more info. • Sports and Rec W/P	
Dec 2025		PFH Bid to place double yellows at junctions of Victoria Place/High St, Brookside/The Brook, York Rd/High St, West Lodge/High St	• To go to Full Council Nov 2025 to approve. • Application is now in with CCC	Ongoing

Sutton Parish Council

Finance Working Party Info 13th July 2026

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

1. Bank Reconciliations and Statements.

Presented by Clerk. They will be checked and signed by Cllr Newton and Cllr Butler (Non-Banking Signatories).

2. The RFO gave details of the bank balances. (As 13/07/26)

Balances:	Unity current	Account	£19,617.94
	Unity deposit	Account	£126,170.72
	Cambs & Counties Bank		£47,628
	CCLA		£80,000
	Cambridge Building Society		£1,073
	Total		£274,490

3. Debtors Record

The debtor's record for invoices outstanding over 30 days is a total of £698.05 net, Those not yet due a total of £3815.26 net. (As of 13/07/26). (attached)

4. Budget

Income and Expenditure V Budget (attached)

5. Allocation of EMR/CIL

10K Allocated to Glebe Windows EMR
15K Allocated to Weight Restriction

6. Items to Note

Approx £78k of unallocated CIL. Possibly start to allocate towards new cemetery project and play park improvements.

7. Date of next meeting.

August Zoom Meeting – Date TBC.

Detailed Income & Expenditure by Budget Heading 31/07/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration							
1076 Precept	100,000	200,000	100,000			50.0%	
Administration :- Income	100,000	200,000	100,000			50.0%	0
4650 Connections Bus	2,700	10,000	7,300		7,300	27.0%	
Administration :- Direct Expenditure	2,700	10,000	7,300	0	7,300	27.0%	0
4000 Office Staff Cost	18,097	60,881	42,784		42,784	29.7%	
4010 Time bank Coordinator salary	4,716	14,882	10,166		10,166	31.7%	
4015 Employee Expenses	69	150	81		81	46.1%	69
4020 Employer NIC	2,749	13,500	10,751		10,751	20.4%	
4045 Brightpay PAYE	44	600	556		556	7.3%	
4050 Employer Pension Contrib Costs	1,938	9,698	7,760		7,760	20.0%	
4055 Facilities Staff	9,943	31,262	21,319		21,319	31.8%	
4075 Lengthsman Staff	5,487	17,927	12,440		12,440	30.6%	
4120 Subscriptions	841	2,500	1,659		1,659	33.6%	
4125 Training/Conferences	660	2,000	1,340		1,340	33.0%	249
4135 Phone/Internet	842	2,500	1,658		1,658	33.7%	
4140 Admin Costs	130	800	670		670	16.2%	
4145 Photocopier	342	1,200	858		858	28.5%	
4150 Data Protection Fee	0	70	70		70	0.0%	
4155 Computer Equip & Support	815	2,900	2,085		2,085	28.1%	
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	46,961	167,360	120,399	0	120,399	28.1%	318
Net Income over Expenditure	50,339	22,640	(27,699)				
6000 plus Transfer From EMR	318	0	(318)				
Movement to/(from) Gen Reserve	50,657	22,640	(28,017)				
150 Finance							
1090 Interest Rcvd	1,353	4,500	3,147			30.1%	
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	9,933	6,000	(3,933)			165.5%	8,579
4100 Audit Fees	289	1,000	711		711	28.9%	
4110 Loan Repayments	0	12,484	12,484		12,484	0.0%	
Finance :- Indirect Expenditure	289	13,484	13,195	0	13,195	2.1%	0
Net Income over Expenditure	9,644	(7,484)	(17,128)				
6001 less Transfer To EMR	8,579	0	(8,579)				
Movement to/(from) Gen Reserve	1,064	(7,484)	(8,548)				

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Detailed Income & Expenditure by Budget Heading 31/07/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Communications & PR							
4200 Newsletter	0	680	680		680	0.0%	
4210 Website	328	400	72		72	81.9%	
4225 PR	68	120	52		52	56.7%	
Communications & PR :- Indirect Expenditure	396	1,200	804	0	804	33.0%	0
Net Expenditure	(396)	(1,200)	(804)				
250 Grants Made							
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)				
300 Play Area/ Open Space							
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)				
310 Highway and Conservation							
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	550	1,200	650		650	45.8%	
Highway and Conservation :- Direct Expenditure	550	1,200	650	0	650	45.8%	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	402	1,100	698		698	36.6%	
4440 Street Furniture	362	500	138		138	72.5%	
4462 Village planting	0	500	500		500	0.0%	
Highway and Conservation :- Indirect Expenditure	764	7,800	7,036	0	7,036	9.8%	0
Net Income over Expenditure	(1,314)	(6,405)	(5,091)				
330 Burial Ground							
1185 Income from Burials	1,050	2,200	1,150			47.7%	
Burial Ground :- Income	1,050	2,200	1,150			47.7%	0

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Detailed Income & Expenditure by Budget Heading 31/07/2026

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	205	750	545		545	27.3%	
4485 Non-domestic Rates Expenses	234	350	116		116	66.8%	
Burial Ground :- Indirect Expenditure	439	4,100	3,661	0	3,661	10.7%	0
Net Income over Expenditure	611	(1,900)	(2,511)				
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 Defibrillator	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	3,387	2,300	(1,087)		(1,087)	147.3%	2,697
4525 Cleaning Materials	166	700	534		534	23.7%	
4530 Sanitation	1,158	2,300	1,142		1,142	50.3%	
4630 Health & Safety Clothing	0	300	300		300	0.0%	
4640 Lengthsman equipment	12	150	138		138	8.3%	
Facilities Services :- Indirect Expenditure	4,852	6,250	1,398	0	1,398	77.6%	2,826
Net Expenditure	(4,852)	(6,750)	(1,898)				
6000 plus Transfer From EMR	2,826	0	(2,826)				
Movement to/(from) Gen Reserve	(2,026)	(6,750)	(4,724)				
360 Community Room							
1190 Income from Rent	42	150	108			28.3%	
Community Room :- Income	42	150	108			28.3%	0
4400 Repairs & Maintenance	0	600	600		600	0.0%	
4485 Non-domestic Rates Expenses	238	700	462		462	34.0%	
Community Room :- Indirect Expenditure	238	1,300	1,062	0	1,062	18.3%	0
Net Income over Expenditure	(195)	(1,150)	(955)				

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Detailed Income & Expenditure by Budget Heading 31/07/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Football Pitches							
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				
420 Playing Field & Paddock							
4490 Grass Cutting	1,760	3,500	1,740		1,740	50.3%	
4500 Rent	0	260	260		260	0.0%	
Playing Field & Paddock :- Indirect Expenditure	1,760	3,760	2,000	0	2,000	46.8%	0
Net Expenditure	(1,760)	(3,760)	(2,000)				
440 Pavilion							
1190 Income from Rent	2,003	6,000	3,997			33.4%	
Pavilion :- Income	2,003	6,000	3,997			33.4%	0
4400 Repairs & Maintenance	273	1,000	727		727	27.3%	273
4485 Non-domestic Rates Expenses	972	2,800	1,828		1,828	34.7%	
4550 Utilities	1,971	6,800	4,829		4,829	29.0%	
Pavilion :- Indirect Expenditure	3,217	10,600	7,383	0	7,383	30.3%	273
Net Income over Expenditure	(1,213)	(4,600)	(3,387)				
6000 plus Transfer From EMR	273	0	(273)				
Movement to/(from) Gen Reserve	(940)	(4,600)	(3,660)				
480 The Glebe							
1190 Income from Rent	2,964	14,000	11,036			21.2%	
The Glebe :- Income	2,964	14,000	11,036			21.2%	0
4400 Repairs & Maintenance	41	4,000	3,959		3,959	1.0%	11
4485 Non-domestic Rates Expenses	1,237	3,678	2,441		2,441	33.6%	
4550 Utilities	1,548	7,000	5,452		5,452	22.1%	
4555 Ikonic Lift Service/Repair	0	500	500		500	0.0%	
The Glebe :- Indirect Expenditure	2,826	15,178	12,352	0	12,352	18.6%	11
Net Income over Expenditure	138	(1,178)	(1,316)				
6000 plus Transfer From EMR	11	0	(11)				
Movement to/(from) Gen Reserve	149	(1,178)	(1,327)				

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Detailed Income & Expenditure by Budget Heading 31/07/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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)				
<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	360	450	90		90	80.0%	
5020 Fuel for vehicle	94	200	106		106	47.1%	
5060 Van Maintenance	174	500	326		326	34.8%	
Vehicles :- Indirect Expenditure	628	1,150	522	0	522	54.6%	0
Net Expenditure	(628)	(1,850)	(1,222)				
<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	1,973	6,000	4,027		4,027	32.9%	1,973
Summer Hols Sports Project :- Indirect Expenditure	1,973	6,000	4,027	0	4,027	32.9%	1,973
Net Income over Expenditure	(1,973)	0	1,973				
6000 plus Transfer From EMR	1,973	0	(1,973)				
Movement to/(from) Gen Reserve	0	0	0				

Detailed Income & Expenditure by Budget Heading 31/07/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	116,167	240,742	124,575			48.3%	
Expenditure	70,393	263,382	192,989	0	192,989	26.7%	
Net Income over Expenditure	<u>45,774</u>	<u>(22,640)</u>	<u>(68,414)</u>				
plus Transfer From EMR	5,401	0	(5,401)				
less Transfer To EMR	8,754	0	(8,754)				
Movement to/(from) Gen Reserve	<u>42,422</u>	<u>(22,640)</u>	<u>(65,062)</u>				

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
338 EMR - Sutton Timebank	3,770.81	-143.33	3,627.48
344 EMR - Community Room Main CIL	2,000.00		2,000.00
346 EMR - CIL Brooklands Centre Ma	1,000.00	-250.00	750.00
347 EMR - CIL SPC Office alteratio	3,500.00		3,500.00
354 EMR - Weight Restriction	4,287.67	10,712.33	15,000.00
355 EMR - School Holiday Sports	2,000.00	-2,000.00	0.00
356 EMR - Glebe Windows	360.64	9,639.36	10,000.00
358 EMR - CIL 24/25 (Unallocated)	3,674.74	-3,674.74	0.00
361 CIL 25/26 Unallocated	88,837.06	-10,957.50	77,879.56
	<u>109,430.92</u>	<u>3,326.12</u>	<u>112,757.04</u>

WITCHFORD ARCHERS – STORAGE CONTAINER. Agenda Ref: 066/26

Witchford Archers have asked if they can site a storage container in the same position as the previous container at the Brooklands Car Park.

Archers Info.

Membership and age range: We currently have 67 members registered to our club Slack channel. Of those we might expect 20 or so to attend on a regular basis. The ages of our members extends from 13 to 77.

What outreach programmes/initiatives have been undertaken in the last 12 months in Sutton: We do outreach sessions at the FOSS fete and the Party in the Park events each year and have a programme of rolling 4-week beginners courses. Going forward will be carrying out have-a-go sessions at the World Peashooting Championship.

What schools have you reached out to: We presently shoot at and support Sutton COfE primary school. Outside the Sutton catchment we also have contacts with Witchford College and the Kings School, Ely.

Where do you hold meetings/activities in Sutton currently: Our principle meeting and events location is the Royal British Legion in Sutton. Our other significant venue in Sutton is the Sutton CofE primary school.

How many new members from Sutton in last 12 months: We have gained 9 new members from Sutton during the past 12 months.

Current Storage: Equipment is stored in a shed next to the bowling green, but on legion land. Also some is stored in a purpose built shed on the school playing field. Both are free of any costs.

The clubs constitution information is attached via this link.

https://witchfordarchers.slack.com/files/U5YRH6HK5/F0BB0E5HB0T/witchford_archers_constitution_charity.pdf

Witchford Archers

Treasurers Report

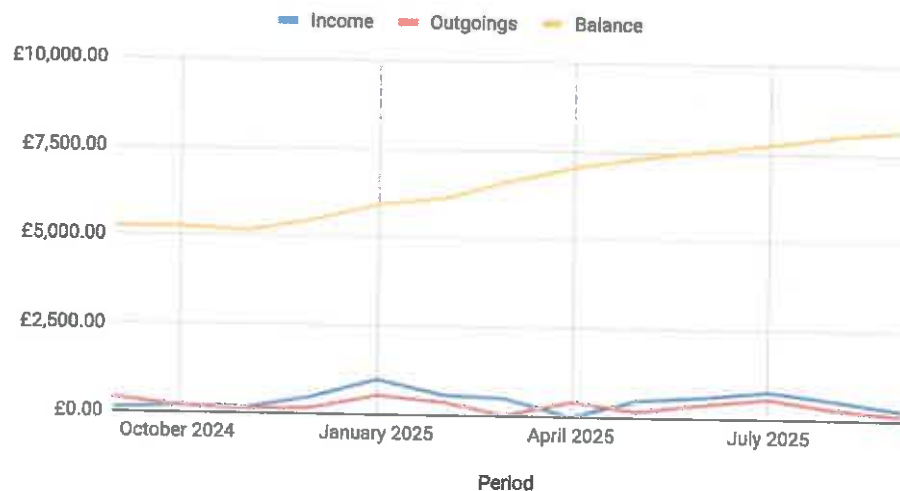
2024-2025

Our finances from September 2024 to September 2025 are detailed below:

Period	Income	Outgoings	Balance
September 2024	£138.00	£426.50	£5,261.35
October 2024	£216.00	£217.50	£5,259.85
November 2024	£160.87	£124.03	£5,159.01
December 2024	£478.87	£171.31	£5,466.57
January 2025	£992.95	£543.37	£5,916.15
February 2025	£575.55	£373.93	£6,117.77
March 2025	£501.25	£21.30	£6,597.72
April 2025	£0.00	£423.40	£7,021.12
May 2025	£485.68	£181.37	£7,325.43
June 2025	£599.65	£390.00	£7,535.08
July 2025	£762.95	£564.85	£7,733.18
August 2025	£539.25	£288.40	£7,984.03
September 2025	£269.85	£122.00	£8,159.66

After last year's AGM, we decided to increase the cost of sessions and subscriptions. Along with the increasing number of attendees, thanks to the sterling efforts of our coaches, this has had a dramatic effect on our finances, as can be seen in the following chart:

Income, Outgoings and Balance



As in previous years, our frugal approach to purchases has borne fruit, but we're likely to need replacement targets in the very near future. Outgoings remain constant and are primarily associated with the rent of the field (which has remained the same thanks to Robert's efforts with the school) and the rent of the Hall at The Legion. We're also sourcing second-hand equipment rather than new, which has been beneficial to our finances, especially since our preferred wooden kit is seen as less popular.

Coaching also represents an outlay, as it has been decided that the club should cover the cost of insurance and AGB membership for the coaches. We also contribute to their training. Given that this is an investment that has recently borne fruit, with our attendance increasing, it is an affordable and valued investment, especially as there is some level of natural "churn" in any club; members come and go as their circumstances change.

Income has been via beginner's courses, subscriptions, one-off payments (facilitated by the Sum-Up machine, thanks Dave) and monies from events, which, though the last of these was dire in terms of income, serve as a valuable effort due to the camaraderie as well as advertising (again, thanks Dave).

Agenda Item
067/26

Making your roads safer

Delivery address :

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**SUTTON PARISH COUNCIL
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Cambridgeshire
CB6 2RB - United Kingdom**

Tel. : +441353777189

Quotation N° SO-UK07963

Your Reference	Quotation Date	Contact	Payment Terms		
	09/06/2026	Hugo BARR	30 days		
Description	Qty	Unit Price	Disc.(%)	Discounted price	Price
[EPRA0162AA] GB[AS-BT] RADAR SPEED SIGN EVOLIS VISION - SOLAR/BATTERY VERSION - USB/BLUETOOTH ready to install including: - Speed Display: 38cm high (green/amber/red) with "Warning Triangle" (anti-racing function), - Dynamic Message Display: 64x16cm surface area for alert in case of excessive speed. - 2mm Polycarbonate front panel screen-printed "YOUR SPEED" - Integrated solar power regulator - USB and BLUETOOTH LE (Low Energy) connection - Upgradable to 3G/4G (optional) - BI-DIRECTIONAL traffic STATISTICS, - Software provided for PC and Smartphone, - Mounting kit included (excluding clamps), - 2-year warranty on parts, labor and return to factory (return shipping included).	1,00 Unit(s)	2500,00	0,00	2500,00	£ 2500,00
[EACC0046AB] Assembled Yuasa 12V22Ah Battery with Integrated Fuse Protection (8A) - 6-month warranty	4,00 Unit(s)	64,96	100,00	0.00	£ 0,00
[02404] EXTERNAL BATTERY CHARGER	1,00 Unit(s)	100,56	100,00	0.00	£ 0,00
[061] TRANSPORT & PACKAGING	1,00 Unit(s)	89,99	0,00	89,99	£ 89,99
CLIENT DISCOUNT:	1,00 Unit(s)	-200,00	0,00	-200,00	£ -200,00
[EMEC0043AA] Mounting bar for Evolis VISION	5,00 Unit(s)	25,81	50,00	12,90	£ 64,53
Total discount HT:					£ 624,92
Total excl. VAT:					£ 2454,52
Taxes (20%): :					£ 490,90

ELAN CITY LTD, Wilberforce House, Station Road, London NW4 4QE | Registration number : 11087636 |

VAT registration number : GB 297094655 | Phone: (020) 3936 0920 | Email: sales@elancity.co.uk | Website: www.elancity.co.uk |

Bank / Branch : BNP PARIBAS - London NW1 6AA | IBAN : GB83BNPA40638490402014 | SWIFT/BIC : BNPAGB22XXX - Sort Code : 40-63-84 - Account Number : 90402014

Volunteer Groups Agenda Item: 069/26

To discuss moving forward with local volunteer groups.

To Discuss:

1. How to interact with groups
2. How to agree a programme of works on council land
3. Budget going forward for work required
4. Other Issues

I have included the Volunteer Policy – agreed in 2019 by Council but never fully implemented.



Sutton Parish Council

VOLUNTEER POLICY

Personnel Committee
Approved 6th August 2019



Version 3.0 May 2019

POLICY

This policy sets out the principles for voluntary involvement in activities authorised by Sutton Parish Council, who acknowledges that volunteers contribute in many ways, and that volunteering can benefit the council, local communities and the volunteers themselves.

This policy applies to volunteers working on behalf of the Parish Council, not those employed by the parish council.

Only volunteer work that has been authorised by the Council will be covered by the Parish Council's insurance, however the council does not insure volunteer's personal possessions.

1. Volunteers must inform the Parish Clerk of work they intend to carry out before commencing such work, in writing to the Parish Clerk.
2. Volunteers must be adequately trained to be able to carry out the role required. The exact nature of the training will depend on the role and the findings from the required risk assessment.
3. A risk assessment will be undertaken in order to identify any risks that might be faced and how they will be managed. The Clerk of the council is to receive a copy of the risk assessment prior to the work being undertaken. Visual inspections of the work area must be carried out and recorded prior to work commencing.

The risk assessment should include as a minimum

- The job or activity.
- The existing competency of volunteers
- The circumstances of the work (eg the degree of supervision)
- The tools and/or equipment being used
- Training requirements.

The training standard must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work.

4. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the individual to whom authority has been provided for by Sutton Parish Council.
5. All works undertaken by volunteers shall have regard to the Health & Safety at Work Act. Volunteers will not be authorised to carry out work that the Council considers hazardous, or would contravene the principles of the Health and Safety at Work Act, taking into account the competence of the volunteer(s) carrying out the proposed work.

6. All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Sutton Parish Council and as such are representing the Council, both in quality of work and possible interaction with the public.
7. Volunteers are able to claim reasonable out of pocket expenses, subject to the production of receipts as evidence of the expenditure. What can be reclaimed from our organisation and the calculation of expenses will be explained to the volunteer before they start any activity likely to give rise to expenses.
8. Data Protection – Any personal data collected about a volunteer will be limited to name, address, date of birth and emergency contact details. They will be held in line with Sutton Parish Councils Privacy Policy and General Data Protection Regulations.
9. A copy of this policy must be given to all volunteers.

Document History		
Status	Date	Version
Drafted by Parish Clerk	1 st October 2014	1.0
Review Governance WP	N/A	
Draft to Council for Debate	28 th October 2014	
2 nd draft to council for debate	25 th November 2014	2.0
Approved 25 th November 2014		
Draft to Personnel Committee	6 th August 2019	3.0
Approved Personnel Committee	6 th August 2019	3.0

Cold Space Agenda Ref 072/26

AirCon

Equipment & Pricing

Description	Price Total
1st Floor Office - 1 x Fujitsu Airstage (General) Wall Mounted System - ASEH07KNCA c/w AOEH07KNCA (ECO + WLAN) - R32, 1PH, 230v, 50Hz, Energy Efficient Inverter Driven Condenser Providing 2.0KW Cooling & 2.5KW Heating.	£2,133.49
Main 1st Floor Office - 1 x Fujitsu Airstage (General) Wall Mounted System - ASEH12KNCA C/W AOEH12KNCA (ECO+WLAN) - R32, 1PH 230v/50Hz, Energy Efficient Inverter Driven Condenser Providing 3.5KW Cooling & 4.1KW Heating.	£2,204.87
Brunel Room 1 x Fujitsu Airstage (General) Wall Mounted System - ASEH12KNCA C/W AOEH12KNCA (ECO+WLAN) - R32, 1PH 230v/50Hz, Energy Efficient Inverter Driven Condenser Providing 3.5KW Cooling & 4.1KW Heating.	£2,204.87
1st Floor Meeting Room - 1 x Fujitsu Airstage (General) Wall Mounted System - ASEH18KLCBL c/w AOEH18KLCB (Eco Wifi) - R32, 1PH, 230v, 50Hz, Energy Efficient Inverter Driven Condenser Providing 5.2KW Cooling & 6.3KW Heating	£2,465.93

Currently awaiting prices for loft insulation.

PAVILION HOT WATER SYSTEM Agenda Ref 073/26



Water tank was found to have sprung a leak and water has managed to get into the control panel which is now not useable.

Suggested solution was to have a new hot water system that only services the showers as and when and a separate point of use hot water system for the kitchen.

Currently we need to heat the whole tank to have hot water in the kitchen.

Current system was fitted around 20yrs ago.

PAVILION HOT WATER SYSTEM Agenda Ref 073/26

1. Removal of existing hot water calorifier and associated pipework. Installation of a quick gain 250L indirect cylinder. Pipework alteration to existing heating. Installation of control valves & controls for new hot water cylinder. Pipework alterations to existing hot water circuit to suit new cylinder. Test & commission cylinder.
Quote - £5478 plus vat

2. Supply 15L Point of use water heater. Installation of the water heater within kitchen area. Installation of electrical supply to water heater. Test & commission.
Quote £959.99

Legionnaires' disease

A brief guide for dutyholders



This is a web-friendly version of leaflet INDG458, published 04/12

Who is this leaflet for?

This leaflet is aimed at employers and people in control of premises, eg landlords, where man-made water systems are used that could be a potential source for legionella bacteria growth. It will help you to understand the health risks associated with legionella. *Legionnaires' disease: The control of legionella bacteria in water systems*¹ provides further details about how to manage and control the risks in your system.

What is legionnaires' disease?

Legionellosis is the collective name given to the pneumonia-like illness caused by legionella bacteria. This includes the most serious legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgillhead fever. Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection. However, some people are at higher risk, including:

- people over 45 years of age;
- smokers and heavy drinkers;
- people suffering from chronic respiratory or kidney disease; and
- anyone with an impaired immune system.

Where are legionella bacteria found?

The bacterium *Legionella pneumophila* and related bacteria are common in natural water sources such as rivers, lakes and reservoirs, but usually in low numbers. Since legionella bacteria are widespread in the environment, they may also contaminate and grow in purpose-built water systems such as cooling towers, evaporative condensers, hot and cold water systems and whirlpool spas.

Are there legionella risks in my workplace?

Any water system that has the right environmental conditions could potentially be a source for legionella bacteria growth. There is a reasonably foreseeable legionella risk in your water system if:

- water is stored or re-circulated as part of your system;
- the water temperature in all or some part of the system is between 20–45 °C;
- there are sources of nutrients such as rust, sludge, scale and organic matters;
- the conditions are likely to encourage bacteria to multiply;
- it is possible for water droplets to be produced and, if so, if they can be dispersed over a wide area, eg showers and aerosols from cooling towers; and
- it is likely that any of your employees, residents, visitors etc are more susceptible to infection due to age, illness, a weakened immune system etc and whether they could be exposed to any contaminated water droplets.

If there are several people responsible for managing your risks, eg because of shift-work patterns, you need to make sure that everyone knows what they are responsible for and how they fit into the overall risk management programme.

If you decide to employ contractors to carry out water treatment or other work, it is still the responsibility of the competent person to ensure that the treatment is carried out to the required standards. Remember, before you employ a contractor, you should be satisfied that they can do the work you want to the standard that you require. There are a number of external schemes to help you with this, for example Legionella Control Association: A recommended code of conduct for service providers.²

How do I prevent or control the risk?

You should consider whether you can prevent the risk of legionella in the first place by considering the type of water system you need, eg consider whether it is possible to replace a wet cooling tower with a dry air-cooled system. The key point is to design, maintain and operate your water services under conditions that prevent or adequately control the growth of legionella bacteria.

You should, as appropriate:

- ensure that the release of water spray is properly controlled;
- avoid water temperatures and conditions that favour the growth of legionella and other micro-organisms;
- ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible or by removing redundant pipework;
- avoid materials that encourage the growth of legionella. *The Approvals Directory*³ references fittings, materials, and appliances approved for use on the UK Water Supply System by the Water Regulations Advisory Scheme);
- keep the system and the water in it clean; and
- treat water to either kill legionella (and other microorganisms) or limit their ability to grow.

If you identify a risk that you are unable to prevent, you must introduce appropriate controls. You should introduce a course of action that will help you to control any risks from legionella by identifying:

- your system, eg developing a written schematic;
- who is responsible for carrying out the assessment and managing its implementation;
- the safe and correct operation of your system;
- what control methods and other precautions you will be using; and
- what checks will be carried out to ensure risks are being managed and how often.

What records do I need to keep?

If you have five or more employees, you have to record any significant findings, including any groups of employees identified by it as being particularly at risk and the steps taken to prevent or control risks.

If you have less than five employees, you do not need to write anything down, although it is useful to keep a written record of what you have done.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

The Stationery Office publications are available from The Stationery Office, PO Box 29, Norwich NR3 1GN Tel: 0870 600 5522 Fax: 0870 600 5533 email: customer.services@tso.co.uk Website: www.tsoshop.co.uk/ (They are also available from bookshops.) Statutory Instruments can be viewed free of charge at www.legislation.gov.uk/.

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This leaflet is available in priced packs from HSE Books, ISBN 978 0 7176 6500 6. A web version can be found at www.hse.gov.uk/pubns/indg458.htm.

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Legionella in the Workplace Health and Safety

Legionellosis is a collective term for diseases caused by legionella bacteria including the most serious, legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia, and everyone is susceptible to infection. The risk increases with age, but some people are at higher risk, for example:

- People over 45.
- Smokers and heavy drinkers.
- People suffering from chronic respiratory disease (COPD).
- Kidney disease.
- Diabetes.
- Lung and heart disease or
- Anyone with an impaired immune system.

Legionella acquired its name after an outbreak in a hotel in America in 1976 of a then-unknown "mystery disease" which made 221 people sick and caused 34 deaths. The outbreak was first noticed among attendees at a convention of the American Legion – A United States Military Veterans Association. The convention occurred in Philadelphia in July 1976. This epidemic among U.S. war veterans, occurring in the same city as—and within days of the 200th anniversary of—the signing of the Declaration of Independence, was widely publicized and caused great concern in the United States. In January 1977, the causative agent was identified as a previously unknown bacterium subsequently named Legionella.

Where is Legionella Found

Documented sources include cooling towers, swimming pools, spas and whirlpools, domestic and commercial water systems and showers, ice-making machines, refrigerated cabinets, water features or fountains, dental equipment, soil, automobile windshield washer fluid, industrial coolant, and wastewater treatment plants.

However, whilst legionella bacteria may be found in any of the above examples, which is not to say the bacteria can actively spread and multiply. The conditions of the water, namely the temperature and physical form (spray or droplets) are what have the most significant factors in its ability to harm people.

What are the Symptoms of Legionella

The symptoms of Legionnaires' disease are similar to the symptoms of the flu:

- High temperature, feverishness and chills.
 - Cough.
 - Muscle pains.
 - Headache and leading on to;
 - Pneumonia, very occasionally diarrhea and signs of mental confusion.
- Legionnaires' disease is not known to spread from person to person.

How is Legionella Treated

The illness is treated with an antibiotic called erythromycin or a similar antibiotic.

Legal Obligations Regarding Legionella

There are approximately 30 pieces of legislation and codes of practice that legionella fall into the category of, but do not worry, we are not going to list them all! Some of the main pieces of legislation are (but not limited to):

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**
- Health Protection (Notification) Regulations 2010 and in Scotland under the Public Health (Notification of Infectious Diseases) (Scotland) Regulations 1988.
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)***

* Cases of legionellosis are reportable under RIDDOR if:

- A doctor notifies the employer and
- The employee's current job involves work on or near cooling systems which are located in the workplace and use water; or work on water service systems located in the workplace which are likely to be a source of contamination.

Approved Code of Practice L8 The Approved Code of Practice: **Legionnaires' disease: The control of Legionella bacteria in water systems (L8)** contains practical guidance on how to manage and control the risks in your system.

As an employer, or a person in control of the premises, you are responsible for health and safety and need to take the right precautions to reduce the risks of exposure to legionella. You must understand how to:

- Identify and assess sources of risk.
- Manage any risks.
- Prevent or control any risks.
- Keep and maintain the correct records and carry out any other duties you may have.

HSG274 Part 2: **The control of legionella bacteria in hot and cold-water systems is a technical guidance document for duty holders. HSG220 (Health & Safety in Care Homes) also gives specific guidance on responsibilities and management in Chapter 9 of the document.**

Temperature Ranges of Legionella:

Temperature affects the survival of *Legionella* as follows:

- Above 70 °C (158 °F) – *Legionella* dies almost instantly
- At 60 °C (140 °F) – 90% die in 2 minutes
- At 50 °C (122 °F) – 90% die in 80–124 minutes, depending on strain
- 48 to 50 °C (118 to 122 °F) – can survive but do not multiply
- 32 to 42 °C (90 to 108 °F) – ideal growth range
- 25 to 45 °C (77 to 113 °F) – growth range

- Below 20 °C (68 °F) – can survive, even below freezing, but are dormant

Risk Factors of Legionella

Several factors create a risk of someone acquiring legionellosis, such as:

- The presence of legionella bacteria.
- Conditions suitable for the growth of the organisms, e.g. suitable water temperature (20 °C–45 °C) and deposits that are a source of nutrients for the organism, such as sludge, scale, rust, algae, other organic matter and biofilms.
- A means of creating and spreading breathable droplets, e.g. the aerosol generated by cooling towers, showers or spa pools and
- The presence (and numbers) of people who may be exposed, especially in premises where occupants are particularly vulnerable, e.g. healthcare, residential and nursing homes.

Risk Assessment for Legionella

We recommend for larger and more complex premises, especially those with high-risk individuals who may be exposed to legionella, that you seek the services of a professional third-party water risk assessment company that is accredited. The following list contains some of the factors that are considered appropriate when carrying out the risk assessment:

- The source of system supply water, e.g. whether from a mains supply or not.
- Possible sources of contamination of the supply water in the premises before it reaches the cold-water storage tank, calorifier, cooling tower or any other system using water that may present a risk of exposure to legionella bacteria.
- The normal plant operating characteristics.
- Unusual, but reasonably foreseeable operating conditions, e.g. breakdowns.
- Any means of disinfection in use.
- Review of any current control measures and
- The local environment.

The company appointed to carry out your water risk assessment should also provide you with a schematic drawing of the hot and cold-water systems within your premises. This should also indicate the presence of any dead legs.

A dead leg is where a section of piping has been disconnected and capped, for example when a sink or other outlet has been either moved location or removed completely. The remaining section of pipework, if it has not been removed back to the circulating water of the remainder of the water system, will contain water that begins to stagnate and is a breeding ground for the legionella bacteria. All dead legs should be removed or shortened so far as is reasonably practicable.

Do I have to Use a Water Treatment company?

No. This may not be necessary, providing you have the competence, i.e. knowledge and skills to fulfil your health and safety duties, e.g. take responsibility for managing the control scheme.

If you do, you should make reasonable enquiries to satisfy yourself of their competence in the area of work before you enter into any contracts for the treatment, monitoring, and cleaning of the system, and any other aspects of water treatment and control. An illustration of the levels of service to expect from service providers can be found in the Code of Conduct administered by the Legionella Control Association.

An indication of when to review the assessment and what to consider should be recorded. This may result from, e.g.:

- Changes to the water system or its use.
- Changes to the use of the building in which the water system is installed.
- The availability of new information about risks or control measures.
- The results of checks indicating that control measures are no longer effective.
- Changes to key personnel and
- A case of legionnaires' disease/legionellosis associated with the system.

Control Measures & Risk Mitigation

Cold water systems should be maintained, where possible, at a temperature below 20 °C. Hot water should be stored at least at 60 °C and distributed so that it reaches a temperature of 50 °C (55 °C in healthcare premises) within one minute at the outlets.

For most people, the risk of scalding at this temperature is low. However, the risk assessment should take account of susceptible 'at risk' people including young children, people who are disabled or elderly and to those with sensory loss for whom the risk is greater.

Thermostatic Mixing Valves (TMVs) are valves that use a temperature-sensitive element and blend hot and cold water to produce water at a temperature that safeguards against the risk of scalding, typically between 38 °C and 46 °C depending on outlet use.

There is a risk of scalding where the water temperature at the outlet is above 44 °C. In certain facilities with 'at risk' patients, this is especially so where there is whole body immersion in baths and showers of vulnerable patients, including the very young, elderly people, and people with disabilities or those with sensory loss who may not be able to recognise high temperatures and respond quickly. Where there are vulnerable individuals and whole-body immersion, testing of outlet temperatures using a thermometer can provide additional reassurance.

The potential scalding risk should be assessed and controlled in the context of the vulnerability of those being cared for. The approach will depend on the needs and capabilities of patients or residents. For most people, the scalding risk is minimal where water is delivered up to 50 °C at hand washbasins and using hot water signs may be considered sufficient, where a TMV is not fitted. However, where vulnerable people are identified and have access to baths or showers and the scalding risk is considered significant, TMV Type 3 (TMV3) is required.

Where the risk assessment considers fitting TMVs appropriate, the strainers or filters should be inspected, cleaned, descaled and disinfected annually or on a frequency defined by the risk assessment, taking account of any manufacturers' recommendations. To maintain protection against scald risk, TMVs require regular routine maintenance carried out by competent individuals in accordance with the manufacturer's instructions.

All infrequently used outlets should be flushed on a weekly basis and a record of this kept. This is particularly prevalent in residential care premises, specialised housing, hotels or serviced accommodation following a period of no occupancy. Each tap and water outlet (including showers) should be opened and left to run through for at least five minutes.

The shower should be turned up so it is as hot as possible.

It is important to remember that your hot and cold-water temperatures should achieve the following:

- Hot water – a minimum of 50 degrees Celsius after one minute (55 degrees Celsius in healthcare settings). With a TMV fitted, water temperatures at the hot tap should not exceed 44 degrees Celsius.
- Cold water – a maximum of 20 degrees Celsius or below after two minutes.

If you know the water system in a property has not been used for a while, there is a greater chance of higher levels of legionella being present in the system so care needs to be taken. Since legionella bacteria can be harmful, potentially leading to Legionnaires' disease when inhaled, it is important to guard against any of the water splashing up towards you or the creation of an aerosol, especially from showers or spray taps.

A monitoring form for this task is available to download from the Guardian General Library.

How Often Should I Test Water for Legionella

It depends on the system that you have and the outcome of your risk assessment. For open systems, such as cooling towers, evaporative condensers and spa pools etc, routine testing should be carried out at least quarterly. However, there may be circumstances where more frequent sampling may be required.

For hot and cold-water systems, which are generally enclosed, i.e. not open to the elements and significant contamination in the same way as cooling towers, microbiological monitoring is not usually required.

There may be circumstances where testing for legionella is necessary e.g. where there is doubt about the efficacy of the control regime or where recommended temperatures or disinfection concentrations are not being consistently achieved.

How Do I Test or Monitor Legionella from My Water System

Where monitoring for legionella is considered appropriate, the sampling method should be carried out in accordance with BS7592 and the biocide, if used, neutralised where possible. Water samples should be tested by a UKAS-accredited laboratory that takes part in a water microbiology proficiency testing scheme such as that run by Public Health England. The laboratory should also apply a minimum theoretical mathematical detection limit of ≤ 100 legionella bacteria per litre of sample for culture-based methods.

What Should I Do If I Receive A Positive Result

In UK laboratories there are three broad ranges of contamination a water sample tested for Legionella bacteria may show when returned. The figures presented by the lab will be recorded as cfu/l. Cfu stands for colony-forming units, while the lowercase l represents litres. So, a reading of 150 cfu/l would indicate there were 150 colony-forming units in each litre of water sampled and tested.

The Health and Safety Executive set three legionella trigger or detection thresholds when sampling hot and cold-water systems, they are as follows:

Legionella Not Detected or <100 cfu/l

This means the levels of Legionella bacteria detected are below 100 cfu/l or so low as to not show in the test.

However, in hospitals and healthcare environments, the main concern is to protect vulnerable patients, so any detection of legionella should be investigated further. This may call for the system to be resampled to help interpretation of the test results in line with the legionella control strategy and water safety risk assessment.

Legionella Detected >100 cfu/l – <1,000

This refers to levels of bacteria detected at over 100 cfu/l but less than 1,000. This could indicate low level contamination of a water system which would require further investigation. If a minority of samples are positive, the system should be resampled. If similar results are repeated, a review of the control measures and risk assessment should be carried out to identify any remedial actions necessary.

However, if the majority of samples are positive, the water system may be colonised, albeit at a low level. An immediate review of the control measures and legionella risk assessment should be carried out to identify any other remedial action required. Disinfection of the system should also be considered.

Legionella Detected >1,000 cfu/l

This indicates a high level of bacteria whereby immediate remedial action must be taken to prevent a potential outbreak of Legionnaires' disease. The water system should be resampled and an immediate review of the control measures and legionella risk assessment carried out to identify any remedial actions, including disinfection of the system. Retesting should take place a few days after disinfection and at frequent intervals afterwards until a good level of control is achieved.



I am writing to ask if Sutton Parish Council would consider endorsing the flag of the Fens, which is now quite close to gaining official recognition but needs more support from elected representatives. So far we have received endorsements from East Cambridgeshire District Council, South Holland District Council, Peterborough City Council and 7 Parish Councils. The flag is also backed by 5 MPs, including Charlotte Cane.

I can provide any information required, and please also see the flag's Facebook page:

<https://www.facebook.com/profile.php?id=100064382843482>

Attached is a photo of the flag flying at the Isle Target Sports Club near Sutton.