



Parish Clerk

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

Minutes of the meeting of Sutton Parish Council held on 24th June 2025 at 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr M Inskip Mr L Jordan Mr B Goodjohn Mrs L Kirby Mr A Newton Mr N Oakland

Clerk: Mr P Harty County Councillor L Dupre

Public: 1

MINUTES

Meeting opened at 7.30pm

MEMBERS: 15

QUORUM: 5

Vacancies: 6

Minutes Meeting Opened at 7.30pm

042/25 To receive and note apologies for absence.

Apologies received from Cllr Butler, Cllr Partington and Cllr Browne

043/25 To receive declarations of interest

- a) Councillors to declare any personal interest in any items on the agenda
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.
- c) Councillors to declare any pecuniary interest in any items on the agenda.

None Declared

044/25 Public Participation

To adjourn the meeting for up to 10 minutes to allow any members of the public and Councillors declaring a prejudicial interest to address the meeting **in relation to the business to be transacted at that meeting.**

No Public Participation.

045/25 To approve the minutes of the meeting of Council held on 20th May 2025 (Attached)

It was proposed by Cllr Inskip and seconded by Cllr Oakland that the minutes were a true reflection of the meeting held on the 20th May 2025. All Cllrs present agreed by show of hands with one abstention. The Chair duly signed the minutes. Clerk to publish on website.

046/25 To Consider the Co Option of One Parish Councillor

Mr Patrick Cassidy applied to join the Council and gave a short presentation about himself and why he would like to join the Council.

It was proposed by Mr M Inskip and seconded by Mr A Newton and resolved unanimously to co-opt Mr Patrick Cassidy to the Council.

Clerk to arrange for Councillor email and training.

047/25 To receive and note the Project Chart and Action Plan (attached)

Noted by Council

048/25 To receive reports in relation to Sutton from:

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

Reports Noted by Council

049/25 Finance

1. To approve payments.

Online Payments

June 2025	Salaries & expenses	£8276.17
June 2025	Cambs Pension Fund	£809.19
Veolia Ltd	Easi-bins	£182.95
The Copier Warehouse	Photocopying	£134.01
Briar Security	Alarm Maintenance	£407.40
Sutton Tree Services	Tree Removal - Paddock	£480
SLCC	Training	£99.83
TrueLink Ltd	Grass Cutting April/May	£693.80
Centra Data	Computer Support/Microsoft	£76.68
Daniel Lawrence	Community Room Taps	£451.68
ESPO	Office/Cleaning Supplies	£55.56
BT	Quarterly Invoice	£544.49
Fenland Fire Appliance	Fire Extinguishers	£324.42
MS Electrical	Emergency Lights	£552
Twin Motor Co.	Van Service/MOT	£161.65
PolyGlaze	Replace Pavilion Window	£102
Ikonic Lifts	Service	£202.25
Finding Fitness	Climbing Wall	£8580

Direct Debits

ECDC	Non-domestic rates	£717
Lloyds	Multipay	£277.51
O2	Mobile Phones	£102
DRAX	Street Lights	£127.13
DRAX	Pavilion Electric	£122.80
DRAX	Glebe Electric	£333.60
British Gas	Glebe Gas	£31.11
British Gas	Pavilion Gas	£233.32
B & CE	Peoples Pension	£286.37
HMRC	Tax & NIC	£1974.24
Wave	Water Rates Glebe/Pavilion	£322.59

It was proposed by Cllr Inskip and seconded by Cllr Goodjohn to approve payments as above. It was agreed by all Cllrs present by show of hands.

051/25 Sports and Recreation Working Party

Noted By Council

052/25 Planning

1. Planning approvals/Refusals –
Proposal: Extensions to front and side, garage conversion, new windows and doors, internal and external alterations
Location: The Bungalow 1 The Close Sutton Ely Cambridgeshire

Reference: 25/00075/FUL – REFUSED – Noted by Council

2. Appeals/Variations – None
3. Planning Applications – None
4. Tree Consents –
Proposal: T1 Conifer - Crown lift over driveway of number 4 to approximately 3-3.5 metres from ground level
Location: Rathmore 2 Station Road Sutton Ely Cambridgeshire
Reference: 25/00486/TRE – GRANTED – Noted by Council

053/25 S106 Agreement for Land Adjacent to 43 Mepal Road

Discuss options with S106 agreement and other offers from Developers.

After discussion it was proposed that the PC accept the S106 agreement as already put forward. Vistry had also approached the Council to take on the new play park and open spaces including SUDs (drainage). After discussion it was suggested the Council take on the play park only and not the Open Spaces or SUDs.

It was proposed by Cllr Inskip and seconded by Cllr Newton to accept the above proposals. It was agreed by all Cllrs present by show of hands.
Cllr Inskip to contact Vistry re Play Park.

054/25 Signage for Awareness of Horses

To Consider new signage to make highway users aware of horses

- a. Provision of signs – Purchase or obtained free if possible.
- b. Location of signs – along High St and Bury Lane.
- c. Maintenance and relocating signs – Parish Staff or Volunteers.

After discussion it was suggested that the Council would be happy to go ahead with the above on the provision that free signs can be sourced. This was proposed by Cllr Inskip and seconded by Cllr Goodjohn. All Cllrs present agreed by show of hands.

It was Proposed by Cllr Inskip and Seconded by Cllr Jordan to suspend the meeting to carry out 055/25. This was agreed by all present by show of hands.
The member of Public was invited to leave the room.

055/25 It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at agenda items 055/25/a and 055/25/b it is advisable in the public interest that the public and press be temporarily excluded from this meeting and are herewith instructed to withdraw.

- a. To discuss and approve the end of the Probationary Period for Facilities Caretaker
The Clerk report that the new caretaker had performed very well in his role and had no issues. It was proposed by Cllr Goodjohn and seconded by Cllr Kirby to resolve unanimously that Scott Robinson has successfully reached the end of his probation period. This was agreed by all Cllrs present by show of hands.

At this point the Clerk was asked to leave the room.

- b. To discuss and approve pay band rise for Clerk in line with contract and completion of CiLCA.
After discussion it was proposed by Cllr Inskip and seconded by Cllr Goodjohn that having attained CiLCA the Clerk should be moved to the next pay band, SCP 38, inline with his contract. This was agreed by all present by show of hands.

Meeting was then resumed with Clerk and Member of Public invited back in.
At this point Cllr Jordan left the meeting.

056/25 Matters as Agenda Items for Future Consideration

No Decision can be Made Under This Item¹

Any items for consideration for next Full Council Meeting to be sent to Clerk by the 15th July 2025

LHI Bid – Weight Restriction

War Memorial

057/25 Date of Next Full Council Meeting(s)

19th August 2025 - Full Council

23rd September 2025 – Full Council

21st October 2025 - Full Council

25th November 2025 – Full Council

Meeting Closed at 8.39pm.

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



PROJECT AND ACTION PLAN

Full Council – 22nd July 2025



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

2025 – Sutton Parish Council Project and Action chart

As at: 22nd July 2025

Date	Priority Level	Detail	Budget	Progress	Completed
27.10.20 Min 90/20/2/i	M	Transfer of land to provide path between St Andrews Close and The Orchards <ul style="list-style-type: none"> • Instruct Solicitor • Obtain all paperwork for solicitor. 		<ul style="list-style-type: none"> • Invoice received and once paid we will get the paperwork finalised (14.10) Waiting for confirmation on ownership. • Chased 11/1/2021 • Chased 19/01/2021 Solicitor should be making the final land transfer application have emailed twice to confirm no reply (24.03) • Other solicitor now querying Map, so awaiting further contact from our solicitor, the application has not been submitted to Land Registry (14.04) • Further chased on 28.06.21 as have heard nothing from the solicitors, chased again on 14/7 he is on annual leave until 19/7 – Chase if nothing by 22nd July – Chased 22.7 Chased 4/8 if not contact by Monday 9th call to speak to them • 16/08/2021 – Solicitors haven't heard from other solis and have been snowed under with other work. • 14/09/21 – Final plan received from other solicitors and will now be sent to Land Registry to transfer the land. Awaiting timescale from our solicitor • Melissa chased Solicitor for an update 14.10.21 • Solicitors have advised Land Registry are still taking almost a year to sort Transfers of Part. They have tried to prompt/chase them but unfortunately, they do not expedite unless you have an active sale. 	Complete. To go to working party for discussion.

			<ul style="list-style-type: none"> • Melissa requested an update from solicitor as nearly a year since application sent to Land registry 08.08.22 • Been advised that the solicitor has tried to prompt land registry but without a sale or other dealing they simply process in order. 10.08.22 • Chased and advised the process can take over a year, Office to look to see if we can get details and chase Land Registry ourselves. 30.11.22 • Solicitor will look to see if they can expedite the application. 02.03.23 • Transfer of land all completed and land registry confirmation received on 22nd March 2023. • Traffic and Transport working Party to review options at next working party meeting. • Survey set up online and consultation letter prepared • Survey completed and sent out with Newsletter to houses the path would be used by 18th August 2023 • Data and responses to be given to the TTWP to review once collated. • Clerk to obtain quotes and item to be added to Agenda in Feb 2024 – Awaiting site visits. • As of 13/3/24 2 quotes have been obtained. 4 Companies contacted 2 have quoted and 2 have declined. To go to WP. • TRAFFIC & TRANSPORT WP Next meeting 20/2/24 – to report back at March 25 meeting • Full Council to decide on quote and Clerk to engage with residents • Clerk still awaiting requote from 1 company to include install of offset pedestrian barriers. • 2 quotes received – Lowest quote to be engaged as per meeting April 2025 • Letters sent out to residents warning of work going ahead. Awaiting contractor to confirm date. 	<p>Yes</p> <p>Yes</p>
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			<ul style="list-style-type: none">Approved Contractor has declined to carry out the work. Clerk has approached another contractor to carry out work.	
M	<ul style="list-style-type: none">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 4/8Clerk to get 3 quotes once WP decideCurrently on HoldWP to investigate overlay of concrete pad and addition of 2 concrete picnic benches and a table tennis table.SPORTS & RECREATION WP	

24 th October 2023	M	EV – Charging points <ul style="list-style-type: none"> Provide charging points for The Glebe and Pavilion. 	<ul style="list-style-type: none"> Clerk to sign Non-disclosure agreement (Believ) Clerk to contact Roger Taylor (Solicitor) Roger Taylor emailed 15/2/24 – awaiting response. Non Disclosure resigned by Clerk and emailed to Believe. 21/2/24 Currently awaiting solicitors to respond to email for help with contracts. Solicitors have responded with concerns over 20 year lease/rent. Passed to Luke for comment. 	Yes Yes
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			<ul style="list-style-type: none"> • Solicitors now retained. Have been instructed to look at a break clause after 10 years. • Clerk has spoken to Believ who will now start to survey proposed locations to finalise exact locations. • Update – CCC are offering fully funded EV Charge points – Clerk to investigate – Meeting with CCC 23/4/24 • Clerk reported back to Council re CCC charge points • Solicitors instructed to talk to Believ re break clause in contract. • Currently awaiting contracts • Awaiting RBL to come back re using 4 spaces in their agreement for charge points. • Believ will go ahead with charge points at Glebe whilst awaiting RBL. • Believ have requested Deeds for relevant areas. Clerk to provide. • RBL have proposed area for Disabled Bay – area opposite entrance. Clerk to look at and report back. • Still no contract – Clerk to chase Solicitors. • RBL have suggested locating 2 to 3 disabled bays in front of the building on the grass area. • To go to Full Council. • Awaiting Minutes from Meeting held 30/9/24 • Believ have contacted the PC saying they will not currently be going ahead with the Chargers at RBL but will be at the Glebe – if suitable demand will revisit RBL location • Clerk to obtain full detailed plan for installation and bring back to PC • Clerk to contact Believ and make sure the bike racks moving will be at their cost. Confirmed by Believ they will pay for racks. • Full Council to approve lease and plan.
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			<ul style="list-style-type: none"> • Awaiting Believ to come back with full contract • Chased several times still awaiting contract • Currently Solicitors are reviewing contract • Report back from Solicitors – to go to Full Council July 25 		<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 for the installation taking into account the resin car park. 02.08.22, No mention of Mesh at Pavilion • No updates from CCC regarding Pavilion or Glebe, office to chase 18.10.22 • Pavilion and RBL bike stands have had the Geogrid installed and area made neat. • To chase CCC about the Glebe stands and rectifying the surrounds to the surfacing. • Clerk to look into Oct/Nov 2024 • Bike Stands to be moved 	Yes Yes	
	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"> • 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 	Yes Yes	
	H	LHI Scheme – 20mph speed reduction <ul style="list-style-type: none"> • Application to be made for speed reductions on The Row, Painters Lane, West Lodge Lane and Mepal Road. • Scheme to also include Ely Rd, Brooklands, High Street. 	CIL				

			<ul style="list-style-type: none"> 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. Clerk to produce survey re 20mph from A142 Roundabout through to the America. This part to be PFHI. 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 	Yes Yes Yes
10 th May 2022	Library Access Point		<ul style="list-style-type: none"> New working party formed to discuss project 23rd May 2023 – Working party membership agreed and date to be set for the meeting Councillor Newton to arrange meeting of WP LIBRARY ACCESS POINT WP 	Yes

10 th May 2022		Provision for Young People		<ul style="list-style-type: none"> • New working party formed to discuss project • 23rd May 2023 – Council agreed to discuss this group again in September • Currently placed on hold – May 2024 • Clerk is investigating the Fire and Chill group to see about a group for Sutton. • Meeting with group 21/10/24 – Costs to be approx. £9k pa. • Clerk to produce Youth Policy and WP party to be established in 2025 <p>YOUTH SERVICES AND ACTIVITIES WP</p>	Yes
28 th June 2022		War Memorial		<ul style="list-style-type: none"> • Obtain specialist advice as to what work is required. I.e., cleaning and/or re-lettering, re-pointing etc. • Clerk to take pics of wording etc. • Obtain a Church Faculty (Planning permission), as it is in the Churchyard and apply for Conservation Consent. • Obtain quotations from specialist companies. • Obtain Funding – Application to the War Memorial Trust. • Clerk/Deputy Clerk to action in 2024 – Deputy Clerk currently obtaining inspections. • 3 Quotes received. Will added to Agenda for July 2025 	
24 th January 2023		LHI 23/24 Application Weight restriction on B1381	CIL	<ul style="list-style-type: none"> • Submit application to CCC • Application submitted • LHI application Dismissed and not reviewed as part on 	Yes Yes

				<p>the complex or non-complex application.</p> <ul style="list-style-type: none"> • Recommendation 25th July 2023. To approve that an item is included on the next full council agenda to enable the parish council to discuss the latest status and if necessary to formally raise concerns about the handling of the LHI application to the county council. Added to 22nd August 2023 Agenda • 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 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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				<ul style="list-style-type: none">• Clerk to continue with application in 2025 Letter to Business in area Ask Lorna/Joshua with help/Ideas Environmental survey• Application Submitted January 2025• CCC have advised we look at doing this in 3 stages.• Clerk to explore further on 20th June at LHI Panel.• T&T WP to discuss on 29/7/25• Traffic and Transport WP
25 th July 2023		Definitive Map Modification Order To make a formal Definitive Map Modification Order application for the old railway track bed between Sutton and Haddenham using the evidence supplied to Cllr Inskip		<ul style="list-style-type: none">• Deferred to meeting on the 22nd August 2023 until Cllr Inskip is in attendance to give more of a background to the application.• To be tabled at December 2023 meeting• Mark Inskip to determine how forms to be distributed to people by PC
25 th July 2023		ECDC – Pride of Place, Nature Recovery Plans, Climate and Nature Actions		<ul style="list-style-type: none">• Approved to make an application for this grant for the Orchards, to clear drainage and restore areas to grass• Placed on hold – May 2024• Seek grant to help with ditch clearance in Old Rec/The Orchard.• Still awaiting prices from Contractors
22 nd August 2023		Maintenance to The Glebe: 1) External windows – need cementing. 2) Window Hall internal – need attention		<ul style="list-style-type: none">• Salmons Bros, contacted for an assessment on the windows.• Clerk has arranged for a quote on replacement 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

				<p>28/5/24 to look at work.</p> <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 	
March 2024		Fire Station – Proposed Closure		<ul style="list-style-type: none"> • Clerk has arranged for a Public Consultation to take place on the 5th March 2024. • Consultation completed – to be discussed at next Full Council Meeting on 26th March 24. • Clerk emailed Fire Services with offers to help with recruitment in any way possible. Fire Services response to be discussed at next FC Meeting in April. • Clerk has now written directly to Fire Station offering help – no response as of May 2024 • Fire Services have notified PC that no decision will be made before summer 2025. • Fire Services have extended decision time into 2026. 	
March 2024		Bowls Club Access and footpath around green		<ul style="list-style-type: none"> • Site visit by Clerk 6/3/24 – report sent to Sports and Rec WP for discussion. • Clerk obtaining quotes and will seek funding if possible. • 3 quotes obtained and passed to Cllr Inskip– refer to Sports and Rec VWP. • Clerk to have quote for 30mm asphalt top be increased to 50mm • Awaiting Minutes from meeting 30/9/24 	

				<ul style="list-style-type: none"> • Quotes to go to FC • Nov 24 – Clerk to source matched funding for project. • Dec 24 PC approved FC Construction to undertake work • Awaiting update on grant application • Grant application to ECDC was unsuccessful. Clerk to carry on seeking funding. • Clerk has applied to Sport England for Grant. • Sports England have awarded a grant of £6k. Currently awaiting dates from contractor. • Sports and Rec WP 		
August 2024	L	Wildflower Project		<ul style="list-style-type: none"> • Working Party to consider project • Clerk to provide more info. • Sports and Rec WP 		

Countrywise Insurance

Insurance Product Information Document

What is this type of insurance?

This is a motor insurance aimed at the agricultural community providing cover to comply with the laws relating to compulsory motor insurance legislation within the European Union and certain other countries within the territorial limits as standard (Third Party Only). Additional cover options include Fire and Theft and Accidental Damage cover (Comprehensive).

The information provided in this Insurance Product Information Document is a summary of key information about your policy that you should read. The summary does NOT contain the full terms, conditions, excesses and exclusions. These are detailed in the policy wording a copy of which is available on request.



What is insured?

Covered limit

Third Party Only

All amounts you may legally have to repay as a result of an accident involving your vehicle:

What is insured?	Covered limit
✓ Death or Bodily injury (where Road Traffic Act jurisdiction)	per incident unless stated Unlimited
✓ Death, Bodily injury, or damage to property while operating as a tool (outside of Road Traffic Act jurisdiction)	£2,000,000
✓ Damage to Property caused by car	£20,000,000
✓ Damage to Property caused by all other vehicle types	£5,000,000
✓ Damage to Property while carrying hazardous goods	£1,200,000
✓ Prosecution Defence Costs	£2,000,000
✓ Medical Expenses	£500
✓ Personal Accident Cover	£10,000
✓ Uninsured Loss Recovery	£100,000
✓ Additional Legal Services	Unlimited
✓ Electric Vehicle battery re-charge New Vehicle Replacement	£100 per incident / max 3 claims

What is insured?

Covered limit

Third Party, Fire and Theft Cover

As per Third Party Only Cover PLUS the following where a loss results from fire lightening, explosion, theft, or attempted theft:

✓ Loss of or damage to your vehicle,	Market Value
✓ Accessories and spare parts, including Audio, Visual and Navigation equipment	£1,000
✓ Global Positioning System (for farm use)	£30,000
✓ New Vehicle replacement	Market Value
✓ Glass and Windscreen repair / replacement	Unlimited
✓ Trailers (not specified to us)	£100,000
✓ Specified Trailers	Market Value
✓ Replacement Keys and Locks	£1,250
✓ Personal Effects	£250
✓ Child Seat	£500
✓ Emergency Accommodation and Travel expenses	£100 per person / £400 per incident

Comprehensive

As per Third Party Fire and Theft Cover, including where the loss results from accidental damage or malicious means, PLUS

✓ Incorrect / Contaminated fuel in your vehicle	2 claims per vehicle
✓ Enhanced Personal Effects cover	£500

Sutton Parish Council

Finance Working Party report for 15/7/25

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

First Quarter Review of Finances

1. Bank Reconciliations and Statements.

All balance up to end June 2025. Final reconciliations to be checked and signed by Cllr Newton and Cllr Butler at next FC Meeting.

NOTED

2. The RFO gave details of the bank balances. (As 8/07/25)

Balances:	Unity current	Account	£69,597.30
	Unity deposit	Account	£15,860.86
	Cambs & Counties Bank		£47628.42
	CCLA		£80000
	Cambridge Building Society		£1052.38
		Total	£214138.96

NOTED

Debtors Record

The debtor's record for invoices outstanding over 30 days is a total of £135.13 net, Those not yet due a total of £2136.63 net. (As of 8/07/25). (attached)

NOTED

3. Budget/Precept

Budget Vs Actuals attached.

Please note:

- CIL Monies still need reallocating as agreed previously – Difficulty as CIL needs to be spent in order.

Recommendations:

- Clerk to produce detailed spreadsheet of CIL spending for working party each month
- Clerk to check following in Cashbook
 - Code 4100/1250. An amount of (900) needs to be journaled out
 - Code 4415/300. Check if coded correctly
 - Code 4430/310. Recode to 1105/310

4. Additional Spending

EPC Quotes for Glebe, RBL and Pavilion:

The Pavilion, Off The Brook, Sutton. Cambs, CB6 2QQ - £399

The Glebe, 4 High Street, Sutton, Cambs, CB6 2RB - £345

Sutton Royal British Legion Club CB6 2QQ - £490

Total £1234

Recommendation: Add to Full Council Agenda for Discussion

Sutton Parish Council

5. Date of next meeting.

Zoom meeting scheduled for 12th August 2025. No Meeting. Info Only

Detailed Income & Expenditure by Budget Heading 30/06/2025

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
4000 Office Staff Cost	14,064	62,550	48,486		48,486	22.5%	
4010 Time bank Coordinator salary	3,540	14,750	11,210		11,210	24.0%	
4015 Employee Expenses	0	150	150		150	0.0%	
4020 Employer NIC	2,551	13,740	11,189		11,189	18.6%	
4045 Brightpay PAYE	0	600	600		600	0.0%	
4050 Employer Pension Contrib Costs	2,157	9,510	7,353		7,353	22.7%	
4055 Facilities Staff	6,959	31,500	24,541		24,541	22.1%	
4075 Lengthsman Staff	4,348	18,005	13,657		13,657	24.1%	
4120 Subscriptions	176	1,725	1,549		1,549	10.2%	
4125 Training/Conferences	486	1,650	1,164		1,164	29.5%	
4135 Phone/Internet	700	2,000	1,300		1,300	35.0%	
4140 Admin Costs	139	850	711		711	16.3%	
4145 Photocopier	260	1,000	740		740	26.0%	
4150 Data Protection Fee	0	35	35		35	0.0%	
4155 Computer Equip & Support	1,345	2,500	1,155		1,155	53.8%	
4160 Insurance	0	6,000	6,000		6,000	0.0%	
4175 ICCM	105	100	(5)		(5)	105.0%	
4580 Licence: The Glebe	180	180	0		0	100.0%	
Administration :- Indirect Expenditure	37,010	166,845	129,835	0	129,835	22.2%	0
Net Income over Expenditure	62,990	33,155	(29,835)				
150 Finance							
1090 Interest Rcvd	3,132	3,500	368			89.5%	
1100 Income from RBL Lease	0	1,500	1,500			0.0%	
Finance :- Income	3,132	5,000	1,868			62.6%	0
4100 Audit Fees	(900)	1,000	1,900		1,900	(90.0%)	
4110 Loan Repayments	0	13,129	13,129		13,129	0.0%	
Finance :- Indirect Expenditure	(900)	14,129	15,029	0	15,029	(6.4%)	0
Net Income over Expenditure	4,032	(9,129)	(13,161)				
200 Communications & PR							
4200 Newsletter	0	650	650		650	0.0%	
4210 Website	0	300	300		300	0.0%	
4225 PR	0	100	100		100	0.0%	
Communications & PR :- Indirect Expenditure	0	1,050	1,050	0	1,050	0.0%	0
Net Expenditure	0	(1,050)	(1,050)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250 Grants Made							
4300 Section 137	0	2,500	2,500		2,500	0.0%	
Grants Made :- Indirect Expenditure	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	(2,500)	(2,500)				
300 Play Area/ Open Space							
4415 Lottery Grant	(7,150)	0	7,150			0.0%	
Play Area/ Open Space :- Income	(7,150)	0	7,150				0
4025 Groundsman	0	550	550		550	0.0%	
4405 ROSPA & ECDC Inspection	116	250	134		134	46.4%	
Play Area/ Open Space :- Indirect Expenditure	116	800	684	0	684	14.5%	0
Net Income over Expenditure	(7,266)	(800)	6,466				
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	400	800	400		400	50.0%	
Highway and Conservation :- Direct Expenditure	400	800	400	0	400	50.0%	0
2000 Christmas Trees/lights	0	3,100	3,100		3,100	0.0%	
4430 Agency Services Costs	(1,996)	2,300	4,296		4,296	(86.8%)	
4435 Street Lighting	507	900	393		393	56.4%	
4462 Village planting	0	150	150		150	0.0%	
Highway and Conservation :- Indirect Expenditure	(1,488)	6,450	7,938	0	7,938	(23.1%)	0
Net Income over Expenditure	1,088	(4,655)	(5,743)				
330 Burial Ground							
1185 Income from Burials	705	2,500	1,795			28.2%	
Burial Ground :- Income	705	2,500	1,795			28.2%	0
4470 Burial Ground Skip Hire	330	750	420		420	44.0%	
4485 Non-domestic Rates Expenses	153	350	197		197	43.8%	
Burial Ground :- Indirect Expenditure	483	1,100	617	0	617	43.9%	0
Net Income over Expenditure	222	1,400	1,178				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	0	2,400	2,400		2,400	0.0%	
4505 Allotment Drainage Rates	440	440	0		0	100.0%	
Allotments :- Indirect Expenditure	440	2,880	2,440	0	2,440	15.3%	0
Net Income over Expenditure	(440)	117	557				
350 Facilities Services							
5045 Defibrillator	213	500	287		287	42.6%	
Facilities Services :- Direct Expenditure	213	500	287	0	287	42.6%	0
4520 Safety & Security	1,001	2,000	999		999	50.1%	
4525 Cleaning Materials	91	700	609		609	13.1%	
4530 Sanitation	1,060	2,000	940		940	53.0%	
4630 Health & Safety Clothing	21	100	79		79	21.0%	
4640 Lengthsman equipment	10	120	110		110	8.4%	
Facilities Services :- Indirect Expenditure	2,184	4,920	2,736	0	2,736	44.4%	0
Net Expenditure	(2,398)	(5,420)	(3,022)				
360 Community Room							
1190 Income from Rent	28	330	302			8.4%	
Community Room :- Income	28	330	302			8.4%	0
4400 Repairs & Maintenance	376	0	(376)		(376)	0.0%	376
4485 Non-domestic Rates Expenses	192	190	(2)		(2)	101.1%	
Community Room :- Indirect Expenditure	569	190	(379)	0	(379)	299.3%	376
Net Income over Expenditure	(541)	140	681				
6000 plus Transfer From EMR	376	0	(376)				
Movement to/(from) Gen Reserve	(164)	140	304				
400 Football Pitches							
4490 Grass Cutting	426	1,200	774		774	35.5%	
4550 Utilities	(500)	0	500		500	0.0%	
Football Pitches :- Indirect Expenditure	(74)	1,200	1,274	0	1,274	(6.2%)	0
Net Expenditure	74	(1,200)	(1,274)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
420 Playing Field & Paddock							
4510 Tree Maintenance	0	600	600		600	0.0%	
Playing Field & Paddock :- Direct Expenditure	0	600	600	0	600	0.0%	0
4490 Grass Cutting	268	1,000	732		732	26.8%	
4500 Rent	0	260	260		260	0.0%	
Playing Field & Paddock :- Indirect Expenditure	268	1,260	992	0	992	21.3%	0
Net Expenditure	(268)	(1,860)	(1,592)				
440 Pavilion							
1190 Income from Rent	929	7,000	6,071			13.3%	
Pavilion :- Income	929	7,000	6,071			13.3%	0
4400 Repairs & Maintenance	364	0	(364)		(364)	0.0%	406
4485 Non-domestic Rates Expenses	797	2,860	2,063		2,063	27.9%	
4550 Utilities	3,025	6,800	3,775		3,775	44.5%	
Pavilion :- Indirect Expenditure	4,186	9,860	5,474	0	5,474	43.3%	406
Net Income over Expenditure	(3,257)	(2,660)	597				
6000 plus Transfer From EMR	406	0	(406)				
Movement to/(from) Gen Reserve	(2,851)	(2,660)	191				
480 The Glebe							
1190 Income from Rent	3,160	13,000	9,840			24.3%	
The Glebe :- Income	3,160	13,000	9,840			24.3%	0
4400 Repairs & Maintenance	150	0	(150)		(150)	0.0%	150
4485 Non-domestic Rates Expenses	1,005	3,500	2,495		2,495	28.7%	
4550 Utilities	4,670	6,000	1,330		1,330	77.8%	
4555 Ikonix Lift Service/Repair	0	500	500		500	0.0%	
The Glebe :- Indirect Expenditure	5,825	10,000	4,175	0	4,175	58.3%	150
Net Income over Expenditure	(2,665)	3,000	5,665				
6000 plus Transfer From EMR	150	0	(150)				
Movement to/(from) Gen Reserve	(2,515)	3,000	5,515				
500 Contingencies Earmarked Funds							
4610 Contingency	0	3,000	3,000		3,000	0.0%	
Contingencies Earmarked Funds :- Indirect Expenditure	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	0	(3,000)	(3,000)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
520 Vehicles							
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	400	400		400	0.0%	
5020 Fuel for vehicle	37	330	293		293	11.2%	
5060 Van Maintenance	135	500	365		365	26.9%	
Vehicles :- Indirect Expenditure	172	1,230	1,058	0	1,058	14.0%	0
Net Expenditure	(172)	(1,930)	(1,758)				
530 Time Banking							
1226 Donations to Timebank	229	800	571			28.6%	229
Time Banking :- Income	229	800	571			28.6%	229
4335 Time Bank Equipment	23	250	227		227	9.3%	23
Time Banking :- Direct Expenditure	23	250	227	0	227	9.3%	23
4330 Timebank UK Subscription	0	200	200		200	0.0%	
Time Banking :- Indirect Expenditure	0	200	200	0	200	0.0%	0
Net Income over Expenditure	205	350	145				
6000 plus Transfer From EMR	23	0	(23)				
6001 less Transfer To EMR	229	0	(229)				
Movement to/(from) Gen Reserve	0	350	350				
540 Summer Hols Sports Project							
5055 Sports Holiday Club	2,000	0	(2,000)		(2,000)	0.0%	2,000
Summer Hols Sports Project :- Indirect Expenditure	2,000	0	(2,000)	0	(2,000)		2,000
Net Expenditure	(2,000)	0	2,000				
6000 plus Transfer From EMR	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	0	0	0				
Grand Totals:- Income	101,032	234,222	133,190			43.1%	
Expenditure	51,427	230,264	178,837	0	178,837	22.3%	
Net Income over Expenditure	49,606	3,958	(45,648)				
plus Transfer From EMR	2,956	0	(2,956)				
less Transfer To EMR	229	0	(229)				
Movement to/(from) Gen Reserve	52,333	3,958	(48,375)				

Against the backdrop of greater regulation, CCLA has for some time been considering the governance implications of its shares being majority-owned by the funds it manages and how we can continue to best serve our clients.

Having reviewed the full range of possibilities and options available to us, that process is now concluded. We are very pleased to share with you that, subject to regulatory approval, CCLA is being acquired by Jupiter Investment Management Group Limited (Jupiter), a leading European investment manager.

We believe that this partnership delivers the best outcome for CCLA's clients. CCLA will become part of Jupiter, retaining the CCLA branding, investment, and client service approach. CCLA's teams will continue to focus on delivering investment returns and outstanding client service to all CCLA clients regardless of their size. CCLA also retains its mission, its stewardship activities, and its drive to build a better world.

At the same time, we stand to benefit from Jupiter's strength and resources. Its market-leading investment capabilities, including its 100-plus investment professionals, will add support to CCLA's existing investment team and product range. Jupiter's extensive distribution capacity both within the UK and abroad will help to facilitate CCLA's future growth, paving the way for us to expand into new markets.

We are excited about becoming a part of Jupiter as it secures our ability to serve the sectors we were established to support and to extend the reach of CCLA's responsible investment approach to a wider audience both in the UK and overseas. We are also pleased to be joining a company that shares our culture and puts the wellbeing of its staff at the centre of its business.

We recognise that many of our clients and supporters will have questions about what this means for their investments and for CCLA. To help address these queries, we would like to invite you to a webinar we plan to hold in September where Peter Hugh Smith, CCLA's CEO, and Matt Beesley, Jupiter's CEO, will discuss the new partnership and what this means for our clients, our staff and the sectors we serve. An invitation will be sent to you in due course.

At CCLA, we have always been proud of our origins in serving churches, charities and local authorities. Serving those who serve others is both humbling and rewarding. We cherish the trust our clients have placed in us and while we look back with gratitude at the last six decades, we look forward with heightened ambition and renewed confidence to all that we will help our clients achieve in the years to come.

Peter Hugh Smith
Chief Executive

Q&A

We have anticipated some immediate questions from our clients and provided answers to these below.

What is the effect for clients? Will there be changes for clients?

You should expect no change. Behind the scenes there will be more resources and support to better serve you. CCLA's teams will continue to focus on delivering investment returns and outstanding client service to all of our clients regardless of their size.

Do I need to do anything differently? Will I see any changes to my reporting?

You do not need to do anything differently. There will be no changes to your reporting.

Will CCLA's structure change?

Yes, this will change CCLA's ownership structure. Once FCA approval is granted, CCLA's shares will be acquired by Jupiter Asset Management.

Will my account number change?

No, there will be no change to account numbers.

Will there be any change to how my funds are managed?

No, these will be managed by the same team that currently manages them.

Will CCLA change its name?

No, CCLA will retain its identity.

Does the change in ownership change the investment style?

No, there will be no change to our investment team, approach or philosophy. Your fund will be managed by the same team as currently.

Will there be any change to the fees I pay?

No. Your fees will remain the same.

Will there be any changes to the service I have access to currently? E.g. Client Services team available by phone and email?

There will be no change to your client services.

Will there be any changes to the senior management at CCLA?

There are no plans for change in the senior management.

Is CCLA still taking on new clients?

Yes! CCLA continues to grow, and we remain excited about the future growth of the business.



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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

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

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

This matter is being dealt with by:

Muhammad Saleem

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 25/00667/VARM
Your ref

9th July 2025

Dear Sir/Madam

Proposal: To Vary Condition 1 (Approved Plans) of previously 22/00057/RMM approved at appeal APP/V0510/W/23/3328203, dated 08 July 2024 for Reserved Matters for appearance, landscaping, scale and layout for the erection of 47 homes including public open space of previously approved Outline planning application 17/01445/OUM for erection of up to 53 houses to include public open space and details relating to access

Location: Land Rear Of 30 To 40 Garden Close Sutton Cambridgeshire

Reference: 25/00667/VARM

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

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

(<http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SYBCEQGGL3000>). Any such comments will, under the Local Government (Access to Information) Act 1985, be available to the general public.

If we do not receive a response from you by 30th July 2025, it will be assumed that your Council does not wish to make any comments on this application unless you advise us otherwise.

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

Yours faithfully

Muhammad Saleem
Planning Team Leader



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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

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

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

This matter is being dealt with by:

Cassy Paterson

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 25/00624/FUL
Your ref

25th June 2025

Dear Sir/Madam

Proposal: Erection of hay barn for the storage of hay bales for personal usage
Location: Paddock To South Of 65A The Row Sutton Cambridgeshire
Reference: 25/00624/FUL

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

Please complete and return the attached sheet with any comments and/or observations your Council may have by 16th July 2025. You can view the application and supporting information on our Public Access page

(<http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SXXQ6HGGKM600>). Any such comments will, under the Local Government (Access to Information) Act 1985, be available to the general public.

If we do not receive a response from you by 16th July 2025, it will be assumed that your Council does not wish to make any comments on this application unless you advise us otherwise.

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

Yours faithfully

Cassy Paterson
Planning Officer

*EXTENSION GRANTED
UNTIL 24th July 2025*

Reference: 25/00667/VARM

Officer: Muhammad Saleem

Date application valid: 4th July 2025

Parish: Sutton

Location: Land Rear Of 30 To 40 Garden Close Sutton Cambridgeshire

Proposal: To Vary Condition 1 (Approved Plans) of previously 22/00057/RMM approved at appeal APP/V0510/W/23/3328203, dated 08 July 2024 for Reserved Matters for appearance, landscaping, scale and layout for the erection of 47 homes including public open space of previously approved Outline planning application 17/01445/OUM for erection of up to 53 houses to include public open space and details relating to access

Applicant:

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

Agent:

Grid Reference: 544925 278757

Reference: 24/00340/NMAA

Officer: Holly Durrant

Date application valid: 1st July 2025

Parish: Sutton

Location: Land Adjacent 43 Mepal Road Sutton Cambridgeshire

Proposal: Non Material Amendment to previously approved 24/00340/RMM Reserved matters for layout, scale, appearance and landscaping of 164 dwellings (excludes self-build plots), internal roads, parking, open space, landscaping, sustainable urban drainage and ancillary infrastructure pursuant to 19/01707/OUM

Applicant:

Vistry East Anglia
FAO Rebecca Smith
Ashurst
Southgate Park
Bakewell Road
Peterborough
PE2 6YS

Agent:

Grid Reference: 544362 279505



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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

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

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

This matter is being dealt with by:

Kevin Drane

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 25/00540/TPO
Your ref

26th June 2025

Dear Clerk

Proposal: T1 Sycamore - Crown Reduction of 2.5 to 4 meters, back to previous pruning points, located overlapping house No.9
T2 Sycamore - Crown Reduction of 2.5 to 4 meters, back to previous pruning points, located overlapping wall and parking area of house No.8

Location: Walsingham House 9 Sutton Park Sutton Ely Cambridgeshire

Reference: 25/00540/TPO

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

In considering this application your comments were taken into consideration. You are able to view the officer/committee report using public access <http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SWX01RGG0GJ00>.

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

Yours faithfully

Kevin Drane
Trees Officer

Full Council Meeting July 25

EPC

Agenda Item 066/25

EPC

Minimum EPC requirement for commercial properties. As of April 2023, all commercial properties in England and Wales must have an EPC rating of E or higher to be legally let. This includes both new and existing leases. By April 2025, **all let commercial properties must have a valid EPC certificate**

Need 3 EPC`s:

1. Pavilion £399
2. The Glebe £345
3. RBL £490

Total £1234.

QUOTE 1.

Recommendations

1. Access: Can be from mobile tower scaffolding, provision of which is included.
2. Cleaning: I would normally advise for this scenario using a DOFF or Thermatech superheated steam cleaner. However, I couldn't find a useful standpipe anywhere nearby, and the nearest we could get a water bowser would be considerably downhill, and therefore not viable. Therefore I recommend cleaning primarily using bristle brushes and clean water, and smaller steam cleaners for the very worst areas.

N.B. Whatever method is used there will be some residual lichen – it will not look 'as new'.

3. We would make the lead lettering more visible using black exterior metal paint.
4. We would, upon completion, provide a brief written and illustrated treatment record.

N.B. An alternative cleaning method would be to use an enzyme-based poultice, Nasier Lapideo L01, which will need to be removed with the aid of small steam cleaners. This would be marginally more effective, and the Italian suppliers claim it has some residual effect to slow down re-growth of the lichen. However, this would add about 50% to the cost of the works. Also note that we advise against the use of biocides, in line with War Memorials Trust policy.

Estimate

Our estimate for carrying out the works as described above is £3,610.00 plus VAT.

I have assumed that there is a WC available for our use during the works either in the church or elsewhere nearby. Otherwise we would need to provide a Portaloo at cost to us plus 15%.

WAR MEMORIAL

QUOTE 2.

Quotation/Estimate of Costs

Our charges for refurbishing the memorial as we understand you require, are shown below:

To: Professionally clean the above memorial, by hand-cleaning of the most delicate areas and then utilising the DOFF method of cleaning as the principle cleaning method for the remaining including the kerb surrounding £3,283.00

Supply four new flower containers for the corner features £ 120.00

Rake out using specialist hand-tools any loose and defective mortar on the monument and low wall & then re-point by hand using a matching lime-based mortar as close to the original existing mortar as possible

– please note that this figure is based on up to 10 linear meters of re-pointing being required which is estimated from the photographs provided – if after the cleaning process more extensive re-pointing work is required then we will contact you with a quotation for this additional work £ 588.50

£3,991.50

Value Added Tax @ 20% £ 798.30

£4,789.80

WAK Memorial

QUOTE 3.

Re: Sutton War Memorial.

Further to your kind enquiry, please find set out below our quotation for the works described. We have visited site and suggest the following approach is adopted.

- Provide access to clean and inspect the Memorial at high level
- DOF clean the Memorial down to and including the plinth. This is **dependent** on the client **being able to provide mains pressure water withing 100m and 240v power within the church**
- Carry out lime mortar repairs to any high-level water traps
- Point any open Joints
- To Paint-in incised lettering.
- We have not allowed for re-cutting the lettering
- We are not aware of any missing lead letters.

For the sum of £2,128.00 +VAT

If no power and water are available the quote for the works will be £2,848.00+VAT.

OSR Cyber Insurance



Insurance Product Information Document

This insurance is underwritten by Talbot Underwriting Ltd, and has been arranged and has been administered by Optimum Speciality Risk ("OSR"). OSR is a trading name of Independent Broking Solutions Limited which is authorised and regulated by the Financial Conduct Authority with number 312026. Registered address: 150 Minories, London, EC3N 1LS. Registered in England No. 616849.

This document provides a summary of the cover, exclusions and restrictions. The full terms and conditions of this insurance can be found in the policy document which is available on request from your broker. Complete pre-contractual information on the product (terms and conditions of this insurance) is provided in other documents.

What is this type of insurance?

This policy will protect your business from cyber-attack and any liabilities that arise due to a breach of privacy legislation, including but not limited to the Data Protection Act and the General Data Protection Regulations (GDPR). Cover is also provided for Media Liability and Payment Card Industry Fines and Penalties. You have direct access to a 24/7/365 helpline in the event of an incident.

 What is insured?	 What is not insured?
<p>Following a Cyber Event (defined as unauthorised access, an operator error, a denial of service attack or the introduction of any malware, including ransomware) into or against your network or any cloud provider with whom you have a written contract:</p> <ul style="list-style-type: none"> ✓ Re-instatement of your data, ✓ A specialist IT forensic company to investigate the cause and scope of the Cyber Event. <p>Following your loss of third party data or a breach of any privacy legislation worldwide (a Data Liability Event) :</p> <ul style="list-style-type: none"> ✓ Defence Costs, we will appoint a specialist law firm to defend you, ✓ A specialist IT forensic company to investigate what data has been compromised, ✓ Costs to notify data subjects if this is required by legislation or considered necessary to protect your reputation, ✓ A Public Relations Company to protect and mitigate any damage to your reputation. <p>In addition, where this data relates to credit or debit card information:</p> <ul style="list-style-type: none"> ✓ Credit monitoring costs for affected individuals, ✓ Any fines and penalties that you are required to pay by the Payment Card Industry as well as Assessment Costs that includes fraudulent transactions for which you are liable. ✓ Your legal liability for the transmission of a virus to a third party, or your unknowingly taking part in a denial of service attack. ✓ Your legal liability for accidentally infringing any copyright or trademark, or any defamation, provided always that this liability is incurred in undertaking your usual business practices. <p>Optional extension to coverage can be purchased, via the Fund Transfer Fraud:</p> <p>The reimbursement of financial loss resulting from:</p> <ul style="list-style-type: none"> ✓ Theft or unauthorized transfer of your funds by electronic means. 	<ul style="list-style-type: none"> * Any bodily injury or physical damage. Note that (i) data is not considered to be physical property; (ii) redundant devices as a result of a cyber event are excluded unless the additional Bricking cover is purchased as part of the optional Fund Transfer Fraud/Bricking endorsement). * Any claims or losses about which you were aware but did not tell us before incepting the policy. * Any losses attributable to or based upon any intentional, criminal or fraudulent acts committed or condoned by any Principal, Partner or Director of your business. * Loss of your gross profit caused by a Cyber Event * Any losses caused by the failure of electricity or telecommunications. * Any statutory fines, unless these are considered to be insurable at law. Note this does not apply to Payment Card Industry fines and penalties. * Any losses caused by bankruptcy, insolvency or liquidation of you or your cloud service provider. * Any losses caused by the loss of media without password or biometric protection (including smartphones, tablets and laptops). * Any losses caused by a breach of any anti-Spam legislation anywhere in the world. * Any funds or monies that are transferred to a third party. Unless the optional Fund Transfer Fraud endorsement has been purchased then transfer of funds to an unintended third party on receipt of new, amended or differing instructions.

Agenda Number 071/25

Additional Play Park Signage:

To be located as below on Map.

Costings are:

2 x Signs £101.68

2 x 3m Posts and fixings £105.56

Installation £148 x 2 posts and attach signs

0800 1699 147 | sales@safety-signs.co.uk | Live Chat

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Slow Children Crossing

Manage on-site traffic speeds and pedestrian movements

- Class RA1 reflectivity complies with BS EN 12899-1:2007
- Ideal for use on private traffic routes, school grounds, car parks and industrial estates
- Highly durable - manufactured from 3mm aluminium composite - lasting much longer than traditional aluminium signs

MADE IN BRITAIN
We are members of the Made in Britain Organisation

1 Select Size

450 x 600 mm

600 x 800 mm

Can't find the size you need? We can make any size required - simply contact us to discuss your requirements.

2 Select Material

As Low As

3mm Reflective Aluminium Composite

£45.91

3 Select Coating

No Coating

£7.20 Per Unit

Anti-Graffiti Coating
Superior protection against Fading and Graffiti

3mm Reflective Aluminium Composite

- Guaranteed for 7 years outdoor use
- Lightweight, easy install with fixing channels or screw holes
- Durable, rust and corrosion-resistant for long-term outdoor use

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PRODUCT	PRICE	QUANTITY	TOTAL
<div></div> <div>70mm Sign Post Clip 3" SKU: RSC78</div> <div><div>4</div><div>+</div></div> <div><p>Grade: 304 (Stainless Steel)</p></div>	£1.15		£4.60
<div></div> <div>70mm Diameter Aluminium Sign Post SKU: RSS78-2000</div> <div><div>2</div><div>+</div></div> <div><p>Finish: Silver anodised Height: 2000mm</p></div>	£50.48		£100.96
Purchase Order / Order Note			SUBTOTAL: £105.56

