

Yvonne Rix

From: laviniaedwards@aol.com
Sent: 14 June 2021 10:21
To: Yvonne Rix
Subject: District Report 15th June, 2021 - Lavinia Edwards

Planning Committee - June's Planning Meeting was the first meeting to take place in public since the first lock down at the Hive in Ely,

The main item on the agenda was the application for the erection of new hospital buildings and demolition of other structures, redevelopment inpatient and outpatient facilities, access and new multi storey car park for the Princess of Wales Hospital in Ely.

The application was recommended for approval and all Members supported the recommendation the multi storey car

park will be free to use and the estimated cost of the project will be £45m,

Outline planning for 173 dwellings at Sutton was approved.

A single storey extension to side, rear and swimming pool at Great Lane in Reach was also approved.

There was a total of 234 applications in April for the Planning department which was a 9% increase from March.

Yvonne Rix

From: David Brown <davidbrownco.uk@netscape.net>
Sent: 06 June 2021 10:54
To: Yvonne Rix
Subject: Report for May

Dear Yvonne

With the Council meeting being brought forward from May to April, I am just letting you know that I don't have a report for May.

Kind regards

David

[Sent from the all-new AOL app for Android](#)

Yvonne Rix

From: [REDACTED]
Sent: 11 June 2021 19:52
To: Yvonne Rix
Cc: [REDACTED]
Subject: Parish council meeting 15th June

Hi Yvonne,

Hope you are well. As I am unable to attend I wanted to send my views regarding 2 matters that are being discussed:

21/00794/FUL 14 The Avenue

I have grave concerns about this development for 2 primary reasons:

1. Safety – I don't believe the access is sufficient for emergency vehicles to the rear of 14 the Avenue and I am concerned about the additional vehicles that the development would bring to a quiet residential street where there are many young children.
2. Conservation – the developer has already removed a lot of trees and I believe wants to remove more. I believe the street will be over developed having a significant impact on the local wildlife we have in our area.

I am also concerned about the measurements provided in the plans and the accuracy of these although I am unable to check. I think the houses will result in a considerable loss of privacy for numbers 15,16 and 17 (my house). The developer has already shown a disregard for his direct neighbours with noise disturbance. I believe James Chilvers will be at the meeting and I fully support all of his views and input.

TPO/E/02/21 15 The Avenue (Honey Locust)

I am very pleased that a tree protection order has been requested. This is one of the only mature trees in our outlook from our house.

[REDACTED]
[REDACTED]
Kind Regards,
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

14 June 2021
[REDACTED]
[REDACTED]
[REDACTED]

Ref: 21/00794/FUL

Dear Burwell Parish Council

I would like to express my concerns regarding the proposal for a new residential development to the rear of 14 The Avenue, Burwell.

Any such development would lead to a severe invasion of privacy for myself and other residents of The Avenue, by overlooking the rear bedroom windows and gardens, which currently enjoy a good deal of privacy.

I am also extremely concerned about the noise nuisance, particularly of having a new access road less than 2 metres from my only door, as well as vehicles turning at the rear of the buildings.

Construction noise from alterations at 14 The Avenue have already caused severe disturbance for over 7 weeks now. I do not think I could cope with further disturbance so close to my home.

The proposed vehicle access is a bare 3 metres wide between my fence and No. 14. This is already shared pedestrian access to the rear of 15 The Avenue, frequently used by a family with small children. Delivery lorries reversing down such a narrow entrance would create a real danger to life, as well as the inevitable noise nuisance.

Although the proposal is for bungalows, it is clear from the planning application documents that chalet bungalows are intended, which are effectively two storey houses.

The building at 17A, which is of this type, has proved extremely controversial and not what the neighbours were expecting. At the very least it is built on a corner plot, not directly behind existing properties.

Any further back building will change the character of The Avenue and likely lead to further similar proposals, to the permanent detriment of the area, which is currently characterised by large private gardens, a peaceful environment, with plenty of green space and wildlife.

We are currently facing a development of 350 new homes off Newmarket Road, which should be more than enough new development in the village. I urge the Council to oppose this any application and any further such development here.

Yours sincerely, [REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

The Avenue, Burwell

Character of the Avenue

The Avenue is a quiet residential street with no through access for vehicles.

There is a roundabout at the end of the road, that serves as a turn around and off road parking.

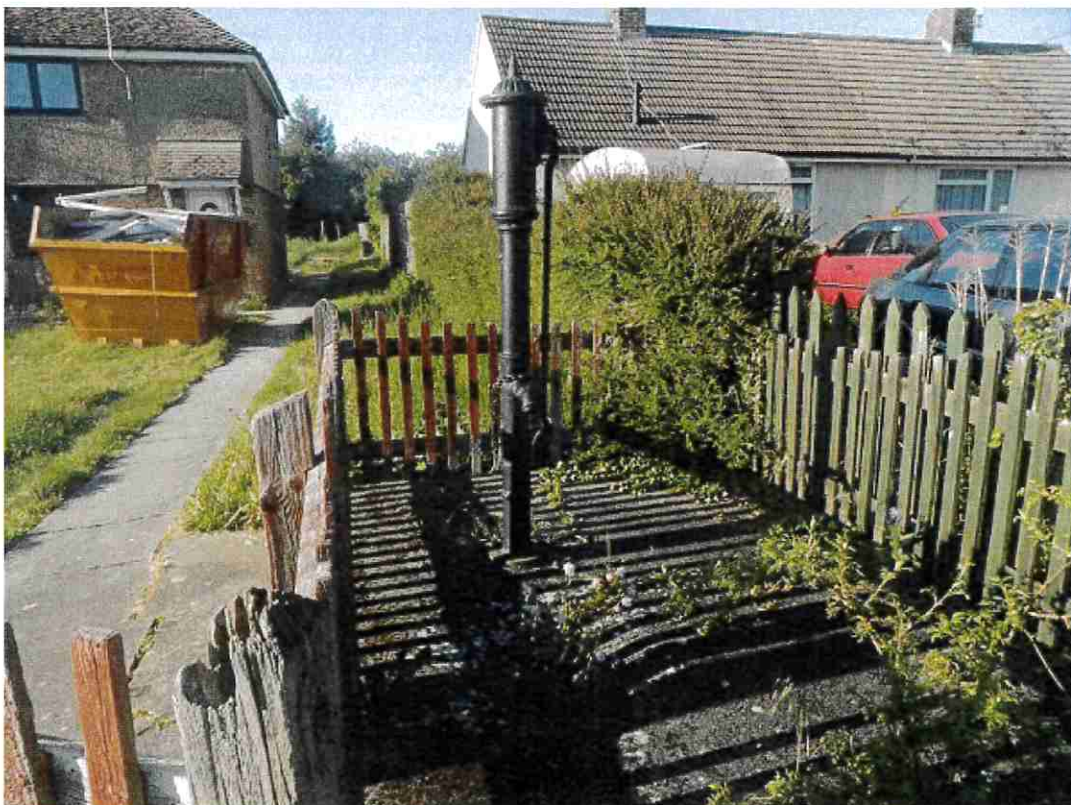
There is a historic water pump between 11 and 14 The Avenue, which adds to the character of the area.

The gardens are a good size and largely private, as well as providing opportunity for productive vegetable plots.

There is a belt of mature trees to the rear of 1 to 17 The Avenue, which form the boundary with Carter Road to the rear.

This provides a haven for wildlife, including many kinds of birds, as well as mammals such as hedgehogs.

These trees also provide a good deal of privacy for the rear gardens, as they currently obscure the view from the homes behind.



The Historic Water Pump between 11 and 14 The Avenue, Burwell.



Rear view of 11, 14, 15, 16, 17 and 17A The Avenue, with proposed construction site. The protected Honey Locust tree at No. 15 is on the right.



Rear Gardens at 11, 14 and 15 The Avenue.



Rear Garden at 11 The Avenue.



Rear Gardens at 1 to 10 The Avenue.



East Cambridgeshire District Council

Town and Country Planning Act 1990
Town and Country Planning
(Tree Preservation) (England)
Regulations 2012

TREE PRESERVATION ORDER No. E/02/21

15 The Avenue
Burwell
Cambridge
CB25 0DE

T1 - Honey Locust (*Gleditsia triacanthos*)

PLANNING SERVICE

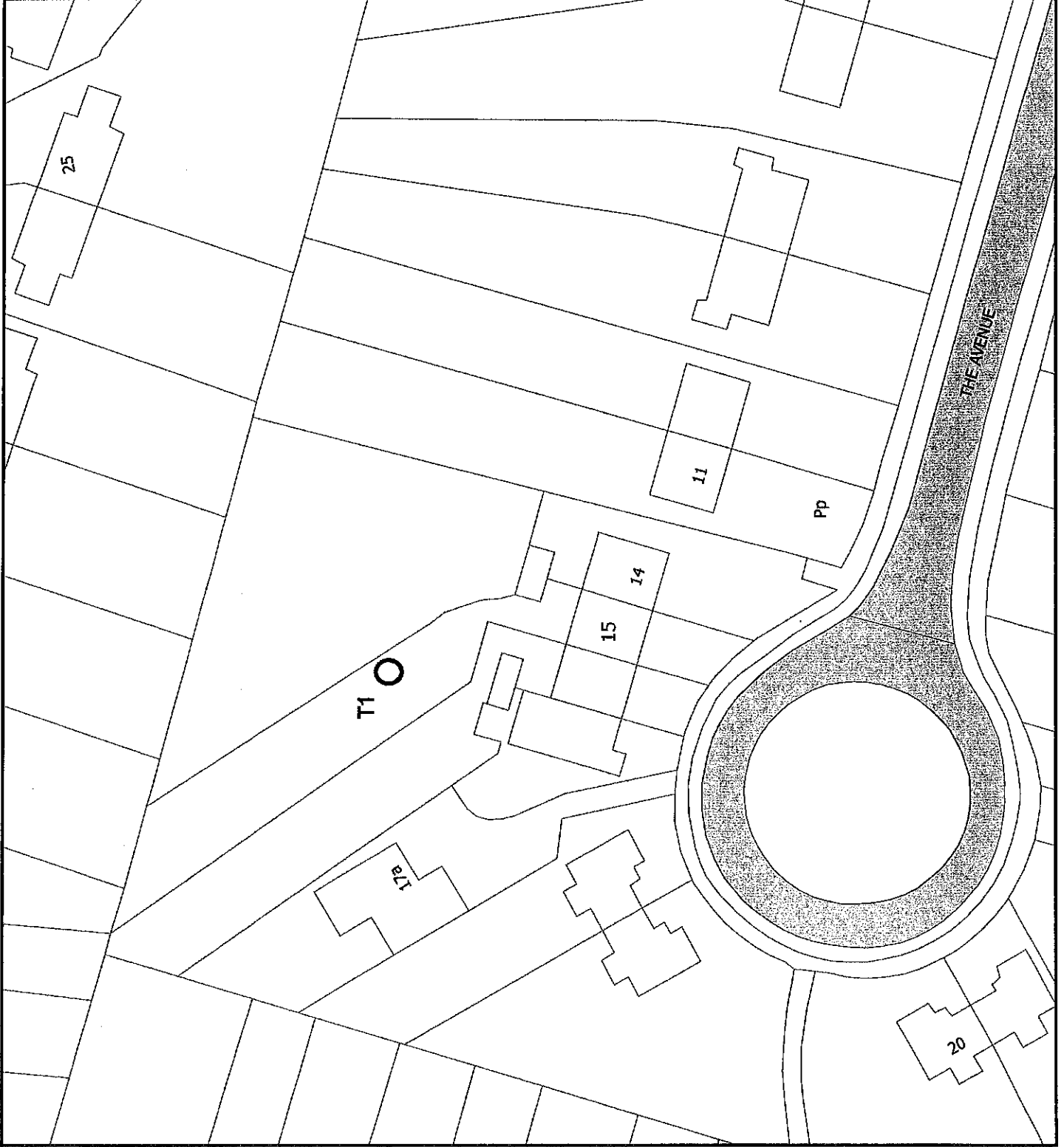
The Grange, Nutholt Lane, Ely, Cambs CB7 4EE
R. Saurt. Planning Manager

The tree locations are indicative and
may not reflect the exact locations

Date: 27/04/2021
Scale: 1:557



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EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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

Telephone: Ely (01353) 665555
DX41001 ELY Fax: (01353) 665240
www.eastcambs.gov.uk

Mrs Yvonne Rix
Clerk to Burwell Parish Council
The Jubilee Reading Room
99 The Causeway
Burwell
Cambs
CB25 0DU

This matter is being dealt with by:

Kevin Drane

Telephone: 01353 616332
E-mail: kevin.drane@eastcambs.gov.uk
My Ref: TPO/E/02/21
Your ref

13th May 2021

Dear Mrs Yvonne Rix

Parish of Burwell in the County of Cambridgeshire
TREE PRESERVATION ORDER NO. – TPO/E/02/21
At 15 The Avenue Burwell Cambridge CB25 0DE

I enclose herewith, for your information, a copy of a map contained in the above Tree Preservation Order along with the formal notice that includes information regarding the opportunity to comment on the Order.

If you would like to speak to someone about the Tree Preservation Order please telephone the Trees Officer, Kevin Drane, on the number at the top of this letter.

Yours faithfully,

Rebecca Saunt
Planning Manager

Enc.

IMPORTANT – THIS COMMUNICATION MAY AFFECT YOUR PROPERTY

TOWN AND COUNTRY PLANNING ACT 1990
TOWN AND COUNTRY PLANNING (TREE PRESERVATION)(ENGLAND) REGULATIONS 2012

Parish of Burwell in the County of Cambridgeshire
Tree Preservation Order No. TPO/E/02/21 at 15 The Avenue Burwell Cambridge CB25 0DE

THIS IS A FORMAL NOTICE to let you know that on 13th May 2021 the Council made the above Tree Preservation Order.

A copy of the Order is enclosed. The Order has been made for the following reason:

The Trees Team have been contacted by the owner regarding a Honey Locust in their ownership. The tree in question is considered to be of significant public amenity, contributing to the biodiversity and green infrastructure of the local area.

It is therefore considered justified to afford the tree the protection of a Tree Preservation Order.

Briefly, the effect of the Order, is to make it an offence (subject to certain exceptions) to cut down, top, lop, uproot, wilfully damage or wilfully destroy or cause or permit the cutting down, topping, lopping, up-rooting, wilful damage or wilful destruction of any trees specified in the Order, without the consent of the District Council.

Some explanatory guidance on Tree Preservation Orders is given in the enclosed leaflet, *Protected Trees: A guide to Tree Preservation Procedures*, produced by the Department for Communities and Local Government.

The Order took effect on 13th May 2021. It will remain in force for a further 6 months during which time the District Council will consider whether to confirm the Order. Once confirmed the Order remains in force unless or until the Council formally revoke it.

If you would like to make any objections or comments, the deadline for this is 21st June 2021. Your comments must be submitted in writing and meet Regulation 6 of the Town and Country Planning (Tree Preservation) (England) Regulations 2012 (Please see overleaf). The Planning Committee will then consider these when deciding whether to confirm the Order (make the Order permanent).

If in the meantime, you would like to speak to someone about the Tree Preservation Order please telephone Kevin Drane, Trees Officer on 01353 616332. I will write further to advise you of the Council's decision in respect of confirmation of the Order in due course.

DATED: 13th May 2021



SIGNED: Rebecca Saunt
Planning Manager
On behalf of East Cambridgeshire District Council

Please see Regulation 6 overleaf regarding the submission of objections and representations.

**COPY OF REGULATION 6 OF THE TOWN AND COUNTRY PLANNING (TREE PRESERVATION)
(ENGLAND) REGULATIONS 2012**

Objections and representations

- 6(1) Subject to paragraph (2), objections and representations –
- (a) Shall be made in writing; and
 - (i) Delivered to the authority not later than the date specified by them under regulation 5(2)(c); or
 - (ii) Sent to the authority in a properly addressed and pre-paid letter posted at such time that, in the ordinary course of post, it would be delivered to them not later than that date;
 - (b) Shall specify the particular trees, group of trees or woodland (as the case may be) in respect of which such objections and representations are made; and
 - (c) In the case of an objection, shall state the reasons for the objection.
- 6(2) The authority may treat as duly made objections and representations which do not comply with the requirements of paragraph (1) if, in the particular case, they are satisfied that compliance with those requirements could not reasonably have been expected.

BURWELL PARISH COUNCIL

SAFETY GROUP

Notes of the meeting held on 18th May 2021 7.30 pm

Virtually using Zoom

Present: Paul Webb (Chair), Lea Dodds, Robin Dyos, Helen McMenamin-Smith and Jim Perry.

S/180521/01 Apologies for absence and declarations of interests

Apologies for absence had been received from Liz Swift, Geraldine Tate, and Gill Miller. There were no declarations of interests.

S/180521/02 Approval of minutes of the meeting held on 16th March 2021

The minutes of the meeting held on 16th March 2021 were approved. Proposed by Jim Perry and seconded by Helen McMenamin-Smith

S/180521/03 Consideration of and updates to the Action Sheet

The Clerk reported that 'This Land' has included the cycleway in one of their News Updates on their website.

Jim Perry reported that the surface of the footpath known as Swan Alley is in a bad condition and agreed to report to Highways. Helen McMenamin-Smith informed the group that a pothole she had reported in Silver Street was coming up to the end of the three months repair period. Robin Dyos suggested that she reports the hole again.

It was agreed that item no. 9 should be changed to Road Issues in general.

Paul Webb and Robin Dyos confirmed that Highways were not happy of the suggestion of having a one-way system around North Street and Silver Street. Vehicles are more likely to speed and looking at the results of the survey, residents in North Street did not feel that a one-way system was an option. Highways had also previously indicated that the location was not suitable. It may be worth revisiting the issues with North Street at some point. Lea Dodds suggested giving more priority for pedestrians and bicycles over cars may be an option.

S/180521/04 Safety Campaign

Paul Webb updated those attending the meeting that the Safety Campaign should have been launched at the Carnival in June 2020 but was delayed due to Covid. Revised suggested launch date is Carnival 2022, with a possible soft launch earlier in the year. It is planned that the campaign will last for 12 months, although if there is not enough material the duration may need to be shortened. Based on a year, the campaign will be split into 4 quarters based on key issues raised in the 2018 village wide traffic survey. These are traffic, speeding, pedestrians, and cycling. There will be an overlap of activities over the year. Paul Webb and Yvonne Rix (Clerk) to produce a two-page resume. Robin Dyos informed the group that the key part of the campaign is the children. There are ample resources and materials available from the County Council. Yvonne Rix pointed out that it was important for the campaign to be completed prior to the election in 2023 and that some time needs to be allowed for the evaluation of the scheme. Jim Perry questioned why there is no longer a Councillor acting as a Governor for the school. The Clerk to investigate. Accident data, although probably only fatalities or serious accidents is recorded on the County Council website. The Council has earmarked £3,000 for the Safety Campaign. The campaign will be discussed in more detail at the next meeting.

S/180521/05 MVAS and Speed Watch Updates

Following a request from a Speed Watch Group Organiser, the MVAS signs will remain in their current locations until such times as the first round of speed watch sessions have been carried out. The signs will then be moved according to the plan every three to four

weeks. Speed Watch Awareness Week lasts up until 23rd May 2021. Robin Dyos, Helen McMenamin-Smith, Jim Perry, and Paul Webb will all be doing sessions in the near future. It is thought that there are currently enough volunteers. The PC website and Burwell Community Facebook Page to be used to heighten awareness.

S/180521/06

a) Email regarding Cambridge Light Railway

An email had been received regarding the Cambridge Light Rail and the lack of priority to the Burwell area in the proposal, and how it would be better to prioritise shorter routes, such as to Burwell, where there is residential growth and poor public transport, instead of focusing on longer routes such as going out to Haverhill.

Robin Dyos commented that off peak daytime bus services are very good, although never well used, but that there is a major issue at peak times with young people attended six form facilities in Cambridge having to endure long journeys and very early starts to arrive at college for the start of the day.

It was felt that the content of the email links in very well to the work of the A to B1102 who do not wish to see Burwell and the surrounding villages left behind.

b) A to B1102 Group

Liz Swift, Paul Webb, Jim Perry, and Lea Dodds had all shown an interest in joining the group. As only one Councillor is required to represent the Council, it was agreed that Liz Swift should be recommended to Full Council to attend the meetings or in her absence Paul Webb.

c) Dropped kerbs for roads off Low Road

An email had been received from a resident in the village about a lack of dropped kerbs on roads with junctions on Low Road and how it makes it difficult for walking if you have a disability, in a wheel chair or pushing a buggy. This has previously been mentioned to the Highways Supervisor for the area who expressed that we would need to apply for them to be installed through an LHI. The Clerk to investigate if there is any legal requirement for Highways to provide them.

Lea Dodds asked if new developments could consider the reverse happening where cars would need to drive up over a path, therefore removing the need for a dropped kerb. The Clerk to speak to the ECDC Planning Manager when they next meet.

d) 20's Plenty for Cambridgeshire

An email had been received from 20's Plenty for Cambridgeshire Group to promote calling for a wide-area signed 20mph limits across Cambridgeshire's urban and village settlements. The Safety Group members agreed that reducing the speed would have many benefits and it would be good to get involved but accepted that it is likely to take several years before any changes are come about. Ways of reducing speed is important in the short term and could be addressed through LHI's.

Robin Dyos explained to Lea Dodds how the LHI Scheme works and that Burwell has been successful in gaining funding in the latest round towards 40 mph buffer zones at the entrances to the village. Further discussion to take place next meeting on whether the Council should continue to consider the need for white gates to be installed at the entrances to the village

The Group recommends to Full Council that Burwell Parish Council should support the 20's Plenty for Cambridgeshire Group.

e) Letter regarding Dark Lane

A letter had been received from a resident about opening Dark Lane up to traffic at the High Street end. It was agreed that this is something that Highways would not allow. The Clerk to respond to the resident accordingly.

f) Response from Lucy Frazer MP A14/A142 junction

A response had been received from Lucy Frazer explaining that she is unlikely to be able to address issues any further with the A14/A142 junction until 2025. It was agreed that the item should remain on the action sheet and that the Council should continue to lobby the MP.

S/180521/07 Any other business

Robin Dyos enquired about ownership of the area of land to the side of the Cricket Pavilion to ascertain if it could be used for additional car parking by the Cricket Club. The Clerk to investigate. This item to be added to the Action Update Sheet.

Lea Dodds suggested that a priority traffic sign could be an answer for traffic using the narrow access for Silver Street from the Causeway. This should also be added to the Action Sheet and could be an item for discussion when members next meet with Highway's representatives.

Members should consider ideas for the next LHI round. All ideas should be passed to the Clerk or Paul Webb. Options could be automatic school slow signs for Buntings Path, Ness Road, and the Causeway.

S/180521/08 Date of the next meeting 20th July 2021

Signed

Dated.

PROJECT		DATES/ESTIMATE D COST	INFORMATION AND UPDATES
1	Traffic Survey		Future discussion with Matt Staton to be arranged once a decision has been made to go ahead with the Safety Campaign. Matt Staton has a new role from 1.1.2021
2	Burwell to Exning Cycleway		Cyclepath mentioned in News Report on 'This Lands' Website.
3	Walking of Footpaths		Jim Perry to report damaged path surface in Swan Alley.
4	Zebra Crossing Swaffham Road	16.1.18 Long Term Plan	Ongoing
5	Gardiner Memorial Hall Safety of Exit	20.3.18	This matter to be considered in full by the Assets and Environment Group
6	Meeting with Lucy Frazer		No further opportunity to address A14/A142 junction until 2025. Continue to put pressure on MP
7	Cycleways Burwell to Swaffham Prior Burwell to Fordham	Long Term Projects 21.8.18	Investigations on improvements to/linking cycleway to Angelsey Abbey to be held with John Stanley (CCC) and other parishes. Link to Soham Station to be considered
8	Road Safety in the village and Feasibility Study for Burwell Village Safety Campaign 2020 Proposal		To be discussed at July meeting. Possible launch in 2022.
9	Traffic Issues		Narrow entrance/exit to Silver Street (Possible Priory layout)

Burwell Parish Council

Finance and General Purposes

Meeting of 25th May 2021 at 7.30 pm (Following Full Council Meeting)

Present: Hazel Williams (Chair), Robin Dyos, Joan Lonsdale, Liz Swift, Michael Swift, Paul Webb, Brenda Wilson, and Yvonne Ri

F&GP/25052021/01 Apologies for absences and declarations of interests

An apology for absence had been received from Gus Jones.

F&GP/25052021/02 Approval of the minutes of the meeting of 30th March 2021

The minutes of the meeting held on 30th March 2021 were approved. Proposed by Liz Swift and seconded by Paul Webb. The Group noted that Happy Tots no longer required a shed for the storage of their toys and that Crowd Funding for the Gardiner Memorial Hall has been delayed.

F&GP/25052021/03 Consideration of the Action Sheet

The Group noted that the CCLA account now stands at £101,209.63 (30.4.2021) and that Smithers Purslow are looking at the latest proposal for the ceiling at Mandeville Hall.

F&GP/25052021/04 Current Financial Situation

Yvonne Rix presented the following Financial Report. As it is not even two months into the new financial year, there is nothing major to report. It was noted that just over 50% of the income budget for the cemetery for 2021/2022 has already been received. Yvonne Rix to check with ECDC regarding Parish Council CIL payments from developers as nothing has been received in the last year.

<u>Burwell Parish Council</u>	<u>Bank Reconciliation at 24th May 2021</u>
Bank Balance at	1.4.21
Unity Bank	£278,909.40
Less Unpresented	1.4.21 £0.00
Plus in transit	£0.00
	£278,909.40
Plus income	£92,460.55
In Transit	
Less Expenditure	£40,396.78
	£330,973.17
Balance at 24.5.21	
Unity Bank	£330,973.17
Plus income in transit	

Less Unpresented	£0.00
Balance	<u>£330,973.17</u>

Please note that these figures do not include the funds in the CCLA Account which at 30.4.21 total £101,209.63

Fund Allocation

Total Funds	£330,973.17
Unity Trust	£101,209.63
CCLA	
Total Funds	<u>£432,182.80</u>

Earmarked Reserves	
20/21 Capital Trees	£1,000.00
Capital Safety Campaign	£3,000.00
21/22 Cap. LHII Buffer Zones	£5,000.00
Pauline's Swamp	£10,043.72
Recreation Ground/Pavilion Sinking Fund	£17,500.00
Gardiner Memorial Hall	£1,025.94
Gardiner Memorial Hall	£150,000.00 CIL
Recreation Ground Car Park	£35,000.00 CIL
Recreation Ground Car Park	£15,000.00
Highways Village Entrance Gates	£5,000.00 CIL
CIL Funding	£951.33 CIL
	£243,520.99
Factory Road Donation	<u>£20,000.00</u>
	<u>£263,520.99</u>
Balance of Earmarked Reserves	£263,520.99
Balance of CIL 123 Rec Funding	£3,722.00

Plus Carnival Donation

£500.00

Summary

Total Funds	£380,340.93
Earmarked	£266,670.99
Balance	£113,669.94

CIL FUNDING

CIL Receipts	Use by	Earmarked CIL Funding	Agreed
2015/2016	£7,894.64 2020/2021	Gardiner Memorial Hall Seed Funding	£35,000.00 9.6.20
2016/2017	£32,649.94 2021/2022	Gardiner Memorial Hall Stockdale Costs	£2,100.00 Paid
2017/2018	£75,650.08 2022/2023	Highways LHII Village Entrance Gates	£5,000.00 9.6.20
2018/2019	£41,791.17 2023/2024	GMH	£115,000.00 8.9.20
2019/2020	£28,309.67 2024/2025	Recreation Ground Car Park	£35,000.00 13.4.21
2019/2020	£1,983.96 2024/2025	Unearmarked	£951.33
2020/2021	£4,771.87 2024/2025		
	£193,051.33		£193,051.33

Current CIL Funding in hand

£190,951.33

GMH to date 29th March 2021

Funding GMH

	Claimed/Used	Received	Balance
CCC Capital Grant	£131,125.00	£9,950.00	£121,175.00
PC Reserves	£15,000.00	£13,974.06	£1,025.94
CIL (PC Seed)	£35,000.00		
CIL (PC appr 8.9.20)	£115,000.00		
ECDC 25.3.2021	£180,000.00		

£476,125.00

Expenditure to date Gardiner Memorial Hall

	EX VAT	VAT	TOTAL	Allocation
Stockdale	£2,100.00	£420.00	£2,520.00	CIL PC
Sharman and Grimwade	£1,297.50	£259.50	£1,557.00	PC Res
Rigour Survey	£1,815.00	£363.00	£2,178.00	PC Res
ECDC	£256.00	£0.00	£256.00	PC Res
Varsity Consulting	£3,000.00	£600.00	£3,600.00	CCC
Andrew Firebrace	£450.00	£90.00	£540.00	CCC
Saunders Boston	£6,500.00	£1,300.00	£7,800.00	CCC
Anglia Ecology	£955.56	£0.00	£955.56	PC Res
Varsity Consulting	£1,425.00	£285.00	£1,710.00	PC Res
Powerrod Eastern	£475.00	£95.00	£570.00	PC Res
KMC	£1,200.00	£240.00	£1,440.00	PC Res
Sharman and Grimwade	£3,400.00	£680.00	£4,080.00	PC Res
Varsity Consulting	£1,425.00	£285.00	£1,710.00	PC Res
Andrew Firebrace	£300.00	£60.00	£360.00	PC Res
Varsity Consulting	£1,425.00	£285.00	£1,710.00	PC Res
	£26,024.06	£4,962.50	£30,986.56	

F&GP/25052021/05 2020/2021 Year End and Electors Inspection period

The accounts are currently with the Internal Auditor. Annual Returns (AGAR) will go to the Parish Council on 15th June 2021 and the approved accounts must be with the External Auditor by 30th June 2021. The inspection period for the local electorate will be from 14th June 2021 to 23rd July 2021. Anyone wishing to view the accounts will need to contact the Clerk and most items will be available online or by email.

F&GP/25052021/06 Staff Appraisals including Mileage Allowance G Rowland and M Wright

Staff Appraisals had been carried out on 5th May 2021 by Yvonne Rix, Liz Swift, and Robin Dyos.

Yvonne Rix reported that the following had arisen from the appraisals

- Yvonne Rix has accrued 35 hours overtime – agreed that this should be paid 11.5.21
- George Rowland requires a skip for rubbish and GMH
- George Rowland is spending more on petrol due to towing the trailer to manoeuvre lawnmower from new store to rear of JRR to Cemetery
- Debbie Cawley needs to have input in kitchen design etc for GMH
- Martyn Wright is concerned that he is out of pocket mileage wise when opening and closing the Recreation Ground toilet
- Martyn Wright is concerned that the mobile phone loses charge quickly. If this is the case it may be necessary to get a new one.
- Sarah Ashby recommends that the Parish Council considers marking out the pitches at the beginning of the season.

The Group considered options to address the travelling costs for Martyn Wright and George Rowland. Martyn Wright often has to travel to and from home on several occasions during the day, especially at the weekend, when he has to come back in the afternoon to lock the toilet at the Recreation Ground. As Martyn is only paid mileage from the point of entry into the village, this means that extra trips from home are an additional cost for him. It was agreed that it is necessary to look the daily rate that the Key Holders are currently paid, to see if it is still the fairest way to calculate their salaries.

George Rowland is now spending more on fuel, mainly as more use of the trailer has decreased the number of miles that his van does per gallon. Options such as paying a set number of miles per week, above his average amount, paying a small weekly maintenance allowance or paying a percentage of his insurance or road tax were discussed. The Group agreed that it is important to get this sorted and it was agreed that a Strategy Group meeting should be arranged to discuss in more detail. Yvonne Rix to find out details of vehicle costings in readiness for the meeting. Liz Swift praised the staff on the way that they work.

F&GP/25052021/07 Code of Conduct

Yvonne Rix reported that she had recently attended a CAPALC Training Session on the new model Code of Conduct. The session was run by Hoey Ainscough Associates Ltd, two individuals who had previously worked for the Standards Board prior to its closure in 2012. The Localism Act 2011 abolished the previous national code and allowed Councils to adopt their own code. Burwell Parish Council adopted the District Council Code. A ten-year review of local standard arrangements has been carried out. Findings of the review have highlighted that different Codes between tiers are confusing for members, officers and public alike. Councillors on different tiers can be covered by different rules. Also, the lack of sanctions was noted, but would need to be dealt with through legislation and that the Government was yet to respond.

Some Codes have stuck to statutory minimum e.g., only required to declare interests of councillor and spouse and not other family members for example. There is a recommendation that the new model Code is accepted. However, this is not mandatory. There is an expectation that the Code will contain broader declarations of interests. As a minimum the same code should apply across one geographical area, with parishes adopting district code. There have been two or three of the training sessions and it is thought that either the Monitoring Officer or a representative from each District Council has attended one of the training sessions.

The training session then went on to how the Code of Conduct is applied when acting as a Councillor, including how the Code of Conduct is applied when using Social Media. It is Recommended by LGA/NALC/SLCC that the new Model Code is adopted. Hazel Williams informed the Group that it will be interesting to see how many District Councils will adopt the Code as not all are members or support the work of the Local Government Association (LGA). The Clerk will enquire about ECDC adopting the code when the next meeting takes place with the Rebecca Saunt and Jo Brookes. The Clerk to remind all Councillors of the need to update their Register of Interest with any changes which have occurred. She will mention this at the next meeting and at the Strategy Day.

F&GP/25052021/08 Strategy Day 21st July 2021

A Strategy Group meeting will be arranged to discuss the content of the Strategy Day on 21st July 2021.

F&GP/25052021/09 Any other matters and matters for discussion at the next Meeting:

The Clerk mentioned to the Group her concerns for staff members having and to deal directly with wildflower management. Liz swift agreed to respond to issues that could not be dealt with in the usual way by the Office.

F&GP/25052021/11 Date of the next meeting – 27th July 2021

The next meeting will be held on 27th July 2021.

Signed

Dated

	PROJECT	DATES	ESTIMATED COST	INFORMATION AND UPDATES
1	Local Council Risk System			Local Council Risk System to be reviewed
2	CCLA Investment			Funds stands at £101,209.63 at the end of April 2021
3	3 to 5 Year Plan	January 2018		To be discussed at the next Strategy Day (2021)
5	Estimates obtained for Structural Report for MH Ceiling	March 2018		Smithers Purslow currently checking proposals. Final decision on action to be taken in September 2021.



TEMPORARY TRAFFIC ORDER APPLICATION FORM (TTRO)

<p>Please Send Your Applications to:</p> <p>Cambridgeshire County Council Street Works Team Vantage House Washingley Road Huntingdon Cambridgeshire PE29 6SR</p> <p>Tel: 01480 372444 Email: street.works@cambridgeshire.gov.uk</p>	<p>Applicants Details:</p> <p>Name: Mead Construction (Cambridge) Ltd Address: Liberty Barns, Heath Rd, Swaffham Prior, Cambridge, CB25 0LA</p> <p>Tel: 01638 742463 Emergency 24 hour Contact No: 07774 733728</p> <p>Email: michael@mead-construction.co.uk</p>
--	--

The cost of this application is:
£1095.00 for a Full Order or **£770.00** for an Emergency Order

YOU MUST ALLOW AT LEAST 12 WEEKS FOR THIS ORDER TO BE PROCESSED. A STREET WORKS PERMIT MUST HAVE BEEN SUBMITTED BEFORE THIS FORM WILL BE CONSIDERED

PLEASE TICK ALL RELEVANT OPTIONS THAT APPLY:

✓	✓	✓	✓
ROAD CLOSURE	x	FOOTPATH CLOSURE	
		SPEED LIMIT	
		OTHER (Please specify below)	
Additional T/M Requirements	None <input checked="" type="checkbox"/> Stop / Go <input type="checkbox"/> 2 way lights <input type="checkbox"/> 3 way lights <input type="checkbox"/> Hours of operation _____		
Description of Works: Gas connection; Sewer connection, electric and water ducting and associated works for new dwelling			
Road Name	Pantile Lane		
Parish / Town	Burwell		
Road Number (i.e.: A140)			
Location of Works	From junction with Newnham Lane to new dwelling adj 1 Pantile Lane		
Closure Start Date:	12/07/21	End Date:	23/07/21
Closure Times: 24/7 or Specify Times	24/7		

Working Hours: 24/7 or Specify Times	
<p>Diversion Route – List all roads & parishes (with names and numbers if possible) These can be found on Roadworks.org with “NSG” selected under Operational Info within the Map Layers Menu.</p> <p>Please provide a map showing the extent of the closure and diversion route.</p>	Newnham Lane – Casburn Lane – Low Road
<p>Will the alternative route include a Trunk road? (If so it is the responsibility of the applicant to gain agreement from the Highways Agency and submit a copy of the approval to Street Works)</p>	<p>No</p> <p>Details:</p>
<p>Does the above route have any restrictions, i.e. Low bridges, weight limits, tunnels, fords, ‘one way’ or other Orders on it? (If Yes then please give details).</p> <p>Some of these can be found here</p>	<p>No</p> <p>Details:</p>
<p>Will this Order apply to pedestrians and/or equestrians? (If so please provide details)</p>	<p>No</p> <p>Details:</p>
<p>Please add any comments that you feel may assist the application</p>	<p>We will be installing the electric duct and water pipe from the new dwelling to the junction of Pantile Lane/Newnham Lane. AWA and UKPN will then be carrying out their connections under their</p>

Payment Details	
Please specify the details of the company or individual that Cambridgeshire are to collect payment for the TTRO to be processed.	
Company Name: Bulana Homes Ltd	
Address: 12 St Johns Avenue, Newmarket, CB8 8BL	Tel. No: Jamie Burch – 07732 893880
	Email: info@totemconstruction.co.uk

Your Order Number

Please note: It is the applicant's responsibility to inform residents, businesses, the Local Parish Council and County Councillors about the closure. We may request to see the information you have sent them prior to sending you the legal order. Details can be found by following this [link](#)

FAILURE TO ADHERE TO THE CONDITIONS SET OUT WITHIN THIS DOCUMENT MAY RESULT IN AN APPROVED ORDER BEING WITHDRAWN.

REQUIRED ADDITIONAL IMPORTANT INFORMATION

1. Please ensure you give the official road name with the correct spelling for which the Order is required.
2. Access may be allowed to Emergency Services **IF** safe passage permits.
3. Pedestrian/Cyclist and Access to properties must be allowed at **ALL** times, unless otherwise agreed.
4. An order will only be granted where a suitable alternative route or arrangements are available.
5. A clear map showing the extent of the closure and diversion route must be attached to this application.
6. Signs 1050mm by 750mm bearing the words "This Road will be closed "From To" and including the dates of the closure **MUST** be placed at all approaches to the site **at least 14 days** prior to the proposed closure.

DECLARATION:

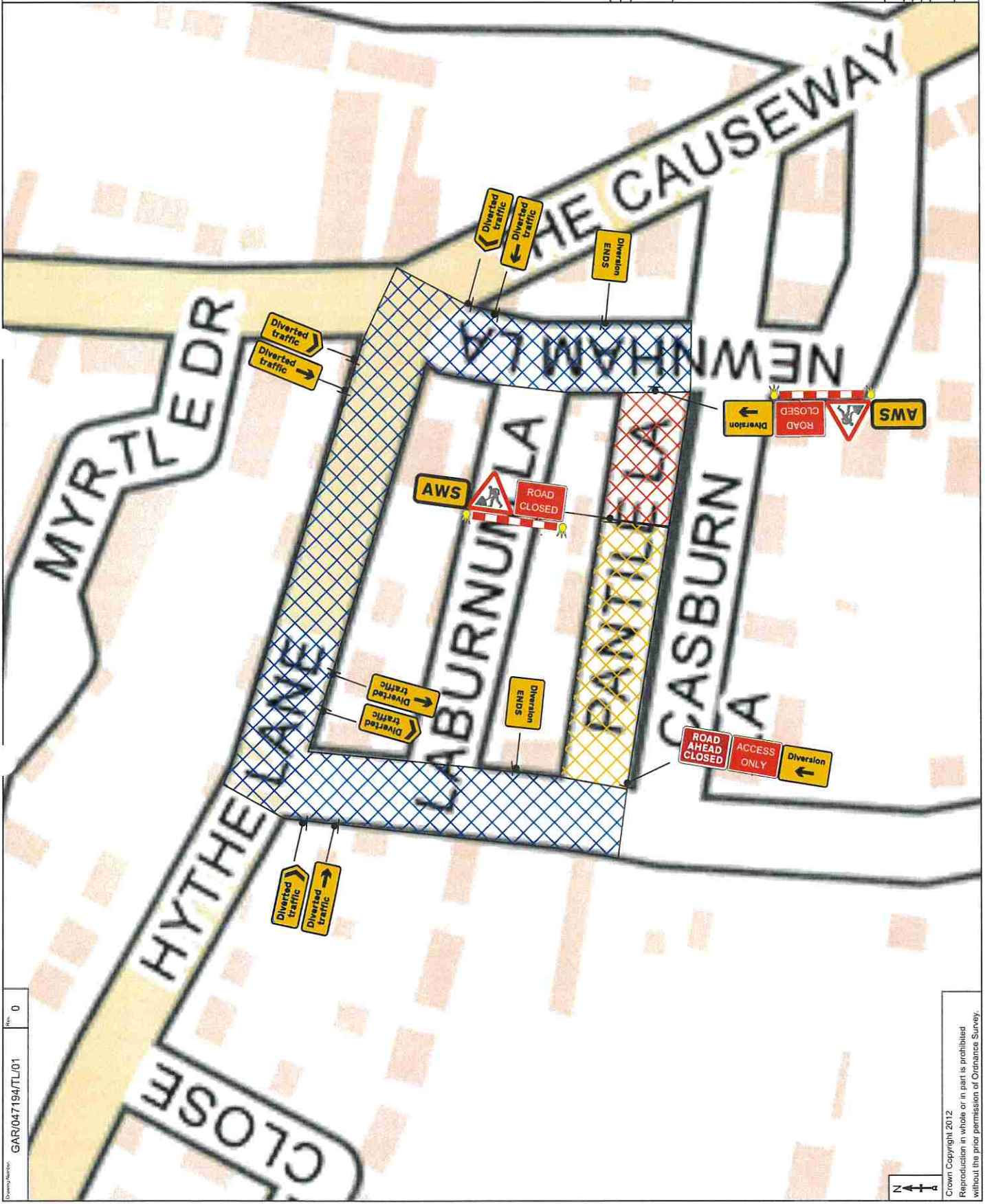
All the information given in this application is true and I have checked all the names of streets and parishes against an official map of the area.



Applicant's Signature:..... Date:07/05/21..

Company.....Mead Construction (Cambridge) Ltd.....

Position.....Director.....



Notes

- 1. All dimensions are in metres unless otherwise stated.
- 2. All traffic management to comply with Chapter 8 and any updates, and Safety at Street Works and Roadworks (A code of practice) Regulations and General Directions 2016.
- 3. All road markings and signs to be as per the Traffic Signs Regulations and General Directions 2016.
- 4. All temporary traffic signs will be signed and signed out, at all times that temporary traffic signs are being used. This should be done as approved for this activity.

Key

Sign
Road Closure Point
Diversion Route
Access Only



AWS =
1050 x 750 x 2
ADVANCE WARNING
ROAD CLOSED HERE
05-07-21 FOR 5 DAYS
FOR ANY INCONVENIENCE
TEL 0800 181 2403

Date	Drawn	Checked	Drawn	Checked
11-03-2021				

MLP Traffic Ltd
MLP Traffic Ltd
Barnsley, South Yorkshire
S10 2BP
Tel: 0115 9501111
Fax: 0115 9501111

Cadent
Your Gas Network

Project: GAS CONNECTION

Location: PANTILE LANE
BURWELL
CB25 0EA

Scale	NTS	DO NOT SCALE
1:1	1:1	1:1

Drawing No.	Rev
GAR/047194/TLJ01	0

TEMPORARY TRAFFIC ORDER APPLICATION FORM (TTRO)

<p>Please Send Your Applications to:</p> <p>Cambridgeshire County Council Street Works Team Vantage House Washingley Road Huntingdon Cambridgeshire PE29 6SR</p> <p>Tel: 01480 372444 Email: street.works@cambridgeshire.gov.uk</p>	<p>Applicants Details:</p> <p>Name: Mead Construction (Cambridge) Ltd Address: Liberty Barns, Heath Rd, Swaffham Prior, Cambridge, CB25 0LA</p> <p>Tel: 01638 742463 Emergency 24 hour Contact No: 07774 733728</p> <p>Email: michael@mead-construction.co.uk</p>
--	--

The cost of this application is:
£1095.00 for a Full Order or **£770.00** for an Emergency Order

YOU MUST ALLOW AT LEAST 12 WEEKS FOR THIS ORDER TO BE PROCESSED. A STREET WORKS PERMIT MUST HAVE BEEN SUBMITTED BEFORE THIS FORM WILL BE CONSIDERED

PLEASE TICK ALL RELEVANT OPTIONS THAT APPLY:

✓	✓	✓	✓
ROAD CLOSURE	<input checked="" type="checkbox"/>	FOOTPATH CLOSURE	<input type="checkbox"/>
		SPEED LIMIT	<input type="checkbox"/>
		OTHER (Please specify below)	
Additional T/M Requirements	None <input checked="" type="checkbox"/> Stop / Go <input type="checkbox"/> 2 way lights <input type="checkbox"/> 3 way lights <input type="checkbox"/> Hours of operation _____		
Description of Works: Installation of private water and electric service across single track road			
Road Name	68 Mill Lane		
Parish / Town	Burwell		
Road Number (i.e.: A140)	byway		
Location of Works	Outside 68		
Closure Start Date:	05/07/21	End Date:	09/07/21
Closure Times: 24/7 or Specify Times	24/7		

Working Hours: 24/7 or Specify Times	
<p>Diversion Route – List all roads & parishes (with names and numbers if possible) These can be found on Roadworks.org with “NSG” selected under Operational Info within the Map Layers Menu.</p> <p>Please provide a map showing the extent of the closure and diversion route.</p>	High Street – Isaacson Road (B1102)
<p>Will the alternative route include a Trunk road? (If so it is the responsibility of the applicant to gain agreement from the Highways Agency and submit a copy of the approval to Street Works)</p>	<p>No</p> <p>Details:</p>
<p>Does the above route have any restrictions, i.e. Low bridges, weight limits, tunnels, fords, ‘one way’ or other Orders on it? (If Yes then please give details).</p> <p>Some of these can be found here</p>	<p>No</p> <p>Details:</p>
<p>Will this Order apply to pedestrians and/or equestrians? (If so please provide details)</p>	<p>No</p> <p>Details:</p>
<p>Please add any comments that you feel may assist the application</p>	

Payment Details	
Please specify the details of the company or individual that Cambridgeshire are to collect payment for the TTRO to be processed.	
Company Name: Simon Fenn	
Address: 68 Mill Lane, Burwell, Cambridge, CB25 0HJ	Tel. No: 07813 336947
	Email: simonfenn1@mac.com

Your Order Number

Please note: It is the applicant's responsibility to inform residents, businesses, the Local Parish Council and County Councillors about the closure. We may request to see the information you have sent them prior to sending you the legal order. Details can be found by following this [link](#)

FAILURE TO ADHERE TO THE CONDITIONS SET OUT WITHIN THIS DOCUMENT MAY RESULT IN AN APPROVED ORDER BEING WITHDRAWN.

REQUIRED ADDITIONAL IMPORTANT INFORMATION

1. Please ensure you give the official road name with the correct spelling for which the Order is required.
2. Access may be allowed to Emergency Services **IF** safe passage permits.
3. Pedestrian/Cyclist and Access to properties must be allowed at **ALL** times, unless otherwise agreed.
4. An order will only be granted where a suitable alternative route or arrangements are available.
5. A clear map showing the extent of the closure and diversion route must be attached to this application.
6. Signs 1050mm by 750mm bearing the words "This Road will be closed "From To" and including the dates of the closure **MUST** be placed at all approaches to the site **at least 14 days** prior to the proposed closure.

DECLARATION:

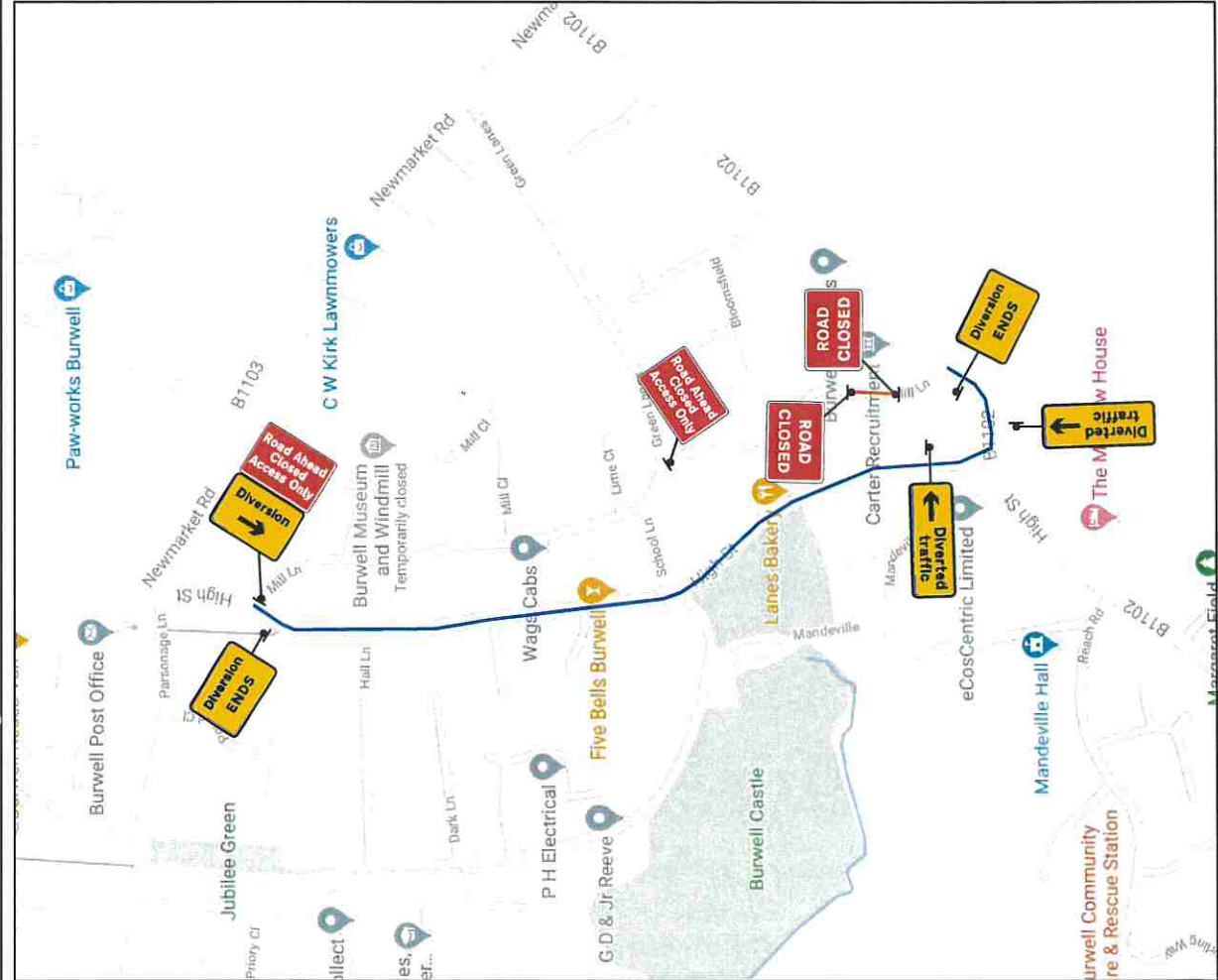
All the information given in this application is true and I have checked all the names of streets and parishes against an official map of the area.

Applicant's Signature:.....  Date:07/05/21..

Company.....Mead Construction (Cambridge) Ltd.....

Position.....Director.....

Distances	
Road Closure	
Diversion Route	
Timings	
N/A	
Safety Zones	
30 mph	Longitudinal: 0.5 mts Sideways: 0.5 mts
40 mph	Longitudinal: 15 mts Sideways: 0.5 mts
50 mph	Longitudinal: 30 mts Sideways: 1.2 mts
60 mph	Longitudinal: 60 mts Sideways: 1.2 mts
Speed Limit	
30	



Client:	Mead Construction
Job Type:	Road Closure
Site Address:	Mill Lane, Burwell
Key:	<div> <div>Cones</div> <div>Traffic Sign Direction</div> <div>Signal Head</div> </div> <div> <div>Working Space</div> <div>Pedestrian Barrier</div> </div>

TMO to conduct dynamic risk assessment against method statement

Client:	Mead Construction	Site Address:	Mill Lane, Burwell	Key:	<div> <div>Cones</div> <div>Traffic Sign Direction</div> <div>Signal Head</div> </div> <div> <div>Working Space</div> <div>Pedestrian Barrier</div> </div>	<div> <div>Crusader Traffic</div> <div>For Crusader Traffic Use Only</div> <div>All Traffic Management to be in accordance with Chapter 8 of the Traffic Signs Manual, TSRGD, and C.O.P</div> <div>www.crusaderttraffic.com</div> <div>Tel: 01406 490011</div> </div>	<div> <div>Drawn By:</div> <div>LT checked by NT</div> </div> <div> <div>Drawing Number:</div> <div>7976</div> </div> <div> <div>Drawing Date:</div> <div>12/04/21</div> </div>
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Yvonne Rix

From: Street Name Numbering <StreetNameNumbering@eastcambs.gov.uk>
Sent: 24 May 2021 14:45
Subject: STNN/21/23 - Numbering of 1 new property, North Street, Burwell
Attachments: STNN_21_23 - ECDC Site Plan.pdf; STNN_21_23 - Schedule.pdf

Dear Sir/Madam,

STREET NAMING AND NUMBERING – Addition of 1 new property, North Street, Burwell.

Please find enclosed a copy of Schedule of Certification of Street Numbering for 1 new property. The scheme is valid from 1st June 2021.

You will see that the old postal address/Plot Number is to the right of the new street number.

Please amend your records accordingly.

Kind regards,

Lisa Hunt
Street Naming and Numbering Officer
East Cambridgeshire District Council



East Cambridgeshire

District Council

The Grange, Nutholt Lane
Ely, Cambs, CB7 4EE

Tel: (01353) 665555

Street Naming and Numbering

ECDC Reference:
STNN/21/23

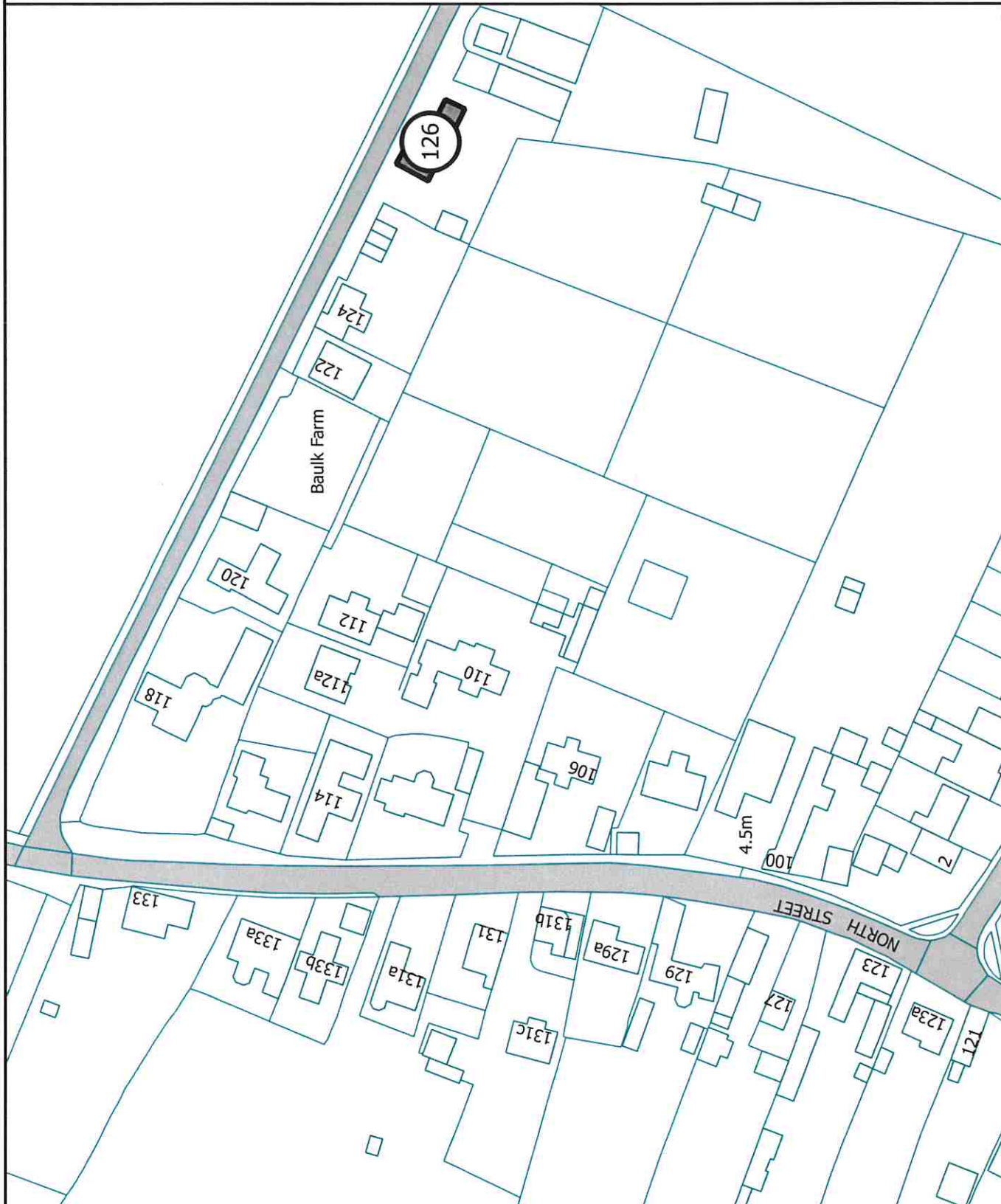
Numbering of 1 new
property

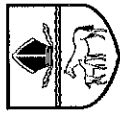
126 North Street
Burwell

Please read in association with schedule
of Certification of Street Naming and
Numbering

**This plan is for identification
purposes only and does not
represent legal boundaries.**

Date: 17 May 2021
Scale: 1:1,250
© Crown copyright.
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EAST CAMBRIDGESHIRE DISTRICT COUNCIL
STREET NAMING AND NUMBERING SERVICE
SCHEDULE OF CERTIFICATION OF STREET NUMBERING

PARISH Burwell

IMPLEMENTATION DATE: 01st June 2021

ADOPTED STREET NAME: North Street

SCHEME REF: STNN/21/23

DIRECTION: From The Causeway

Official Street No	Property Formerly Known As				Planning Application	Building Control Reference	STNN Reference No	Date
	No/Plot	Development Name	Developer					
The Paddock 108		Confirmation Only						17/10/01
114		Confirmation Only						17/10/01
116		Confirmation Only						17/10/01
Rose Cottage 118		Confirmation Only						17/10/01
120		Confirmation Only						17/10/01
122		Confirmation Only						17/10/01
Baulk Farm 124		Confirmation Only						17/10/01
126		Site East of 124		17/01/138/FUL	18/00142/DOMFP	STNN/21/23		01/06/21

Last Entry Date: 17th May 2021

Yvonne Rix

From: Lin Bagwell <Lin.Bagwell@eastcambs.gov.uk>
Sent: 01 June 2021 15:37
To: Domestic Licence Consult; foodandsafety; Yvonne Rix; Lavinia Edwards Cllr; David Brown Cllr; Littleport Parish Council (SMTP); Christine Ambrose-Smith Cllr; David Ambrose-Smith Cllr; Jo Webber Cllr; Soham Parish Council (SMTP); Alec Jones Cllr; Dan Schumann Cllr; Victoria Charlesworth Cllr; Ian Bovingdon Cllr; Fordham Parish Council (SMTP); Julia Huffer Cllr; Joshua Schumann Cllr; Bottisham Parish Council (SMTP); Charlotte Cane Cllr; John Trapp Cllr; 'littledownhampc@outlook.com'; Anna Bailey Cllr; Lode Parish Council (SMTP); 'Licensing South'
Cc: Stewart Broome
Subject: Street Trading Consent Consultation - Edies Ices - Mobile Ice Cream Vendor
Attachments: Littleport.pdf; Soham.pdf; Fordham.pdf; Bottisham.pdf; Burwell.pdf; Little Dowham.pdf; Lode.pdf

Importance: High

Dear Consultees

A street trading consent application has been received from Edgaras Rizgelis the owner of Edies Ices, to trade as a mobile ice cream vendor selling ice cream and associated products during the following days and times:

Monday to Sunday 12:00 to 19:00 hours

Please find attached the location maps of the proposed trading areas and below the trading days and specific stopping locations to assist you.

I am pleased to advise you that the vending unit meets all requirements of the Licensing Authority.

If you wish to submit a representation for our consideration regarding this application please do so to licensing@eastcambs.gov.uk by **28 June 2021**.

If you require any further information please do not hesitate to contact me.

Thank you for your co-operation in this matter.

Best wishes

Lin

Lin Bagwell
Licensing Officer (Enforcement)
East Cambridgeshire District Council
Tel: 01353 616477
Mobile: 07776244488

Email: lin.bagwell@eastcambs.gov.uk

[Pay, report, apply online 24 hours a day](#)



East
Cambridgeshire
District Council
www.eastcambs.gov.uk

Monday

- Soham
- Fordham

Tuesday

- Littleport
- Little Downham

Wednesday

- Bottisham
- Burwell
- Fordham

Thursday

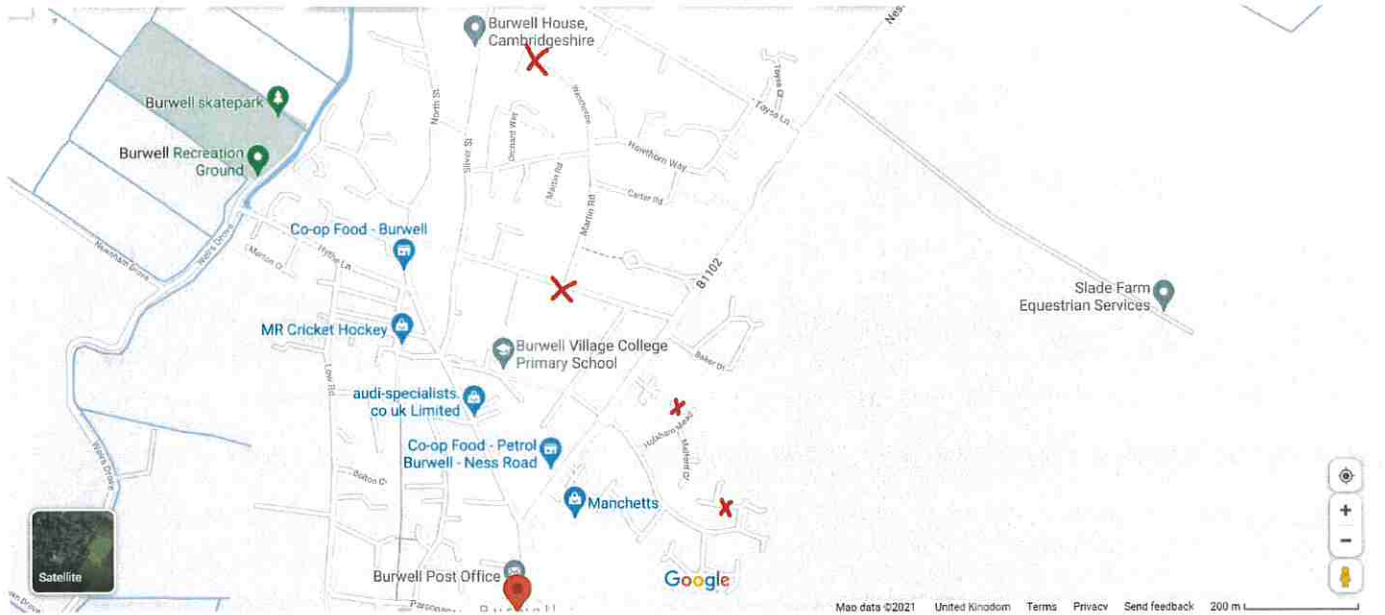
- Soham
- Fordham
- Burwell

Friday

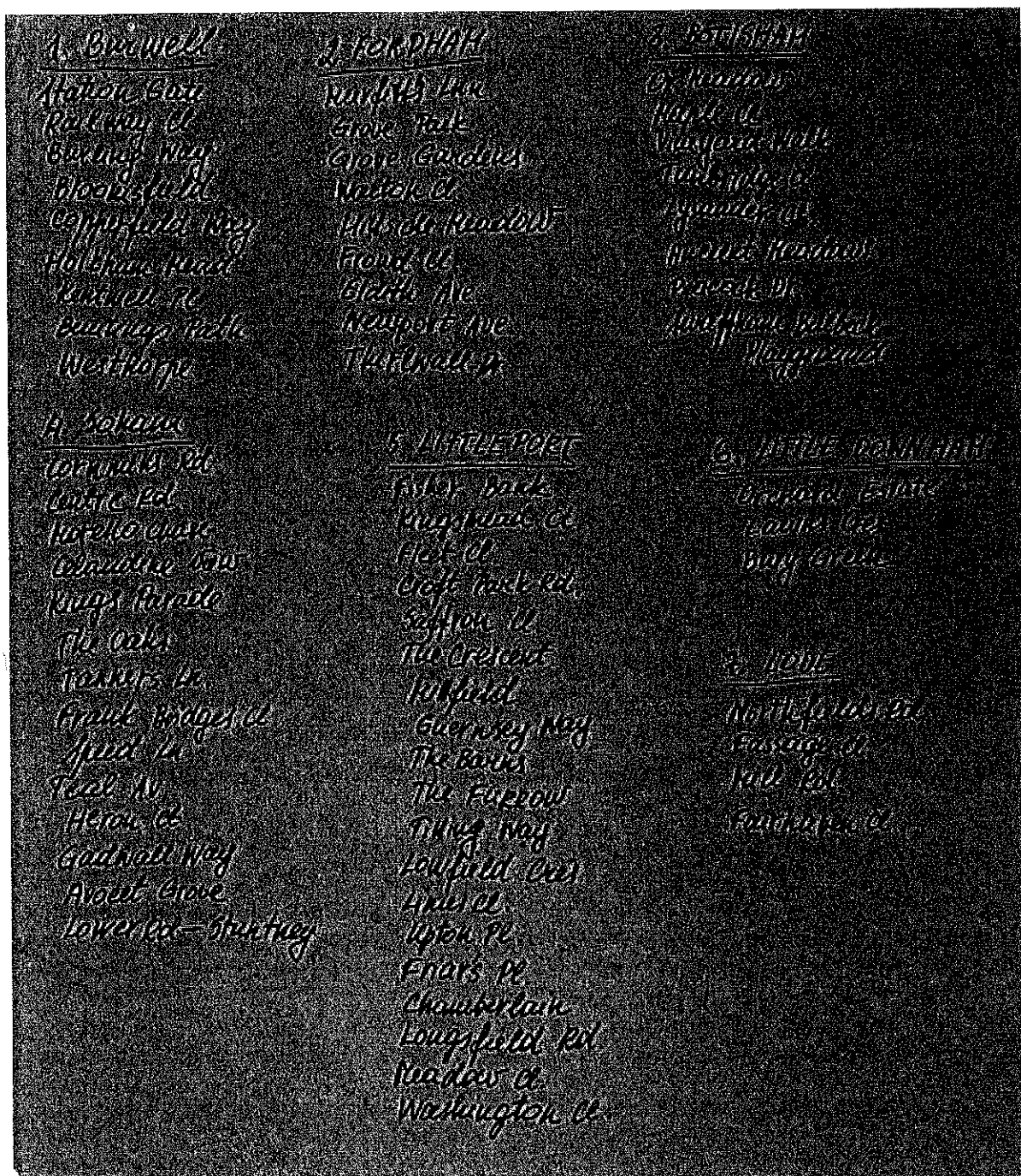
- Littleport
- Little Downham

Saturday/Sunday/Bank Holiday/Half Term

- Bottisham
- Burwell
- Fordham
- Soham
- Littleport



Burwell



We are committed to reducing single-use plastics #bringyourownbottle

CONFIDENTIALITY NOTICE

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All reasonable precautions have been taken to ensure no viruses are present in this e-mail however, the Council cannot accept responsibility for any loss or damage arising from the use of this email or attachments. .

Spring Close Management Group Zoom Meeting
Wednesday 14th April 2021 7.30 pm

Present:

Mike Swift (Chair), Jenny Moss (secretary), Paul Webb, Elizabeth Swift, Geraldine Tate, Colin Smith, Malcolm Busby, Martin O'Leary, Rachel O'Leary.

1. Apologies:

Caroline Smith, Helen McMenamin-Smith.

2. Approval of the Minutes from 11th February 2021.

It was noted that the Castle Mound had not been clear of scrub in the 1990s as the minutes suggested. Other than this, the minutes were proposed by Liz Swift, and seconded by Paul Webb.

3. Site Inspection.

Mike said that we can't do much work on-site from now till the autumn, due to the bird-nesting season having started. It is also too late now to plant trees. However, we can work on the erosion at the stream. Prior to the meeting, Malcolm, Colin, and Martin had met on site by the stream to examine the damage. The gullies need to be filled in with clunch (available at the cemetery). The stream bed is wider than it used to be due to the erosion, and the small springs are carrying the existing bed away gradually. Mike will ask Michael Geary if he has any means of transporting the clunch from the cemetery to the site, and Malcolm offered the use of a couple of heavy duty 1 ton bags if required. Whilst there, they also looked at the Carex Pendula hanging over the spring source, and the banks. Because they form dense root clumps, it was decided that trying to remove them would cause further erosion, so we should only cut back the foliage to make the source visible.

The footbridge repair has been recently carried out by George the Handyman. George also took some photographs of the trees that have fallen into the stream.

4. Action Sheet Updates.

1. Signage.

Mike reiterated that there would be barely any funding available from the Parish Council this financial year. Caroline had obtained quotes for signs, but Malcolm has now approached a local historian Bill Franklin. Bill is prepared to draft up one large sign free of charge. It was suggested that Malcolm could invite him to the site to discuss further what is required. Martin pointed out that none of the current signage shows that the land is owned by the Parish Council.

It was mentioned that the current signs have never been correctly situated, so that the maps on each sign do not correlate with the view they are in front of. Mike mentioned it was a shame that our SSSI status is not made known anywhere. Rachel suggested a village survey, to find out what the villagers would like to see on site, and to "advertise" the site.

Paul suggested applying for heritage lottery funding. Paul and Mike will pursue the funding, and Malcolm will continue liaising with Bill Franklin.

Colin suggested cutting a gap through the trees and scrub on the mound, to make the castle structure visible. Signs at present don't make a lot of sense as the structure is hidden. It was noted that people have been seen taking an interest in the signs.

2. Open Days.

Open Days continue to be on hold. Martin questioned why we want an Open Day – the replies were: for publicity, to raise funds, for village interest (e.g a bird walk), making our SSSI status known, to hold activities for children. Paul Hawes has been making bat box kits for the children to make up bat boxes – at least two species have been spotted in the Church

and gardens in proximity to the Close. Liz suggested that we could use the Guildhall for refreshments and toilet facilities.

3. *Tree Planting.*

It is too late now to plant trees, but Mike commented that there is going to be a tree nursery in Priory Meadow, who might be able to donate trees in future as well as the Woodland Trust. Rachel said that the trees planted over the last few years need more wood chippings around them.

4. *Wild Flowers and Grass Cutting.*

Mike had been unable to meet with the grass cutting contractor (Trulink) last year, but had provided maps of where to cut or not cut. He will see if he is able to meet the contractor this year, before the first cut.

(Caroline Smith joined the meeting.)

5. *Vision Plan.*

Vision Plan Revision 3A had been sent to the group prior to the meeting, for approval. Rachel offered to amend a few spelling/punctuation errors, and Caroline said it would be good to have a bit more historical information in the plan. Caroline will drop off a copy of the original green booklet in at Jubilee Reading Room to provide some historical material. Provided these amendments are made, the latest revision was approved to send to the Parish Council.

6. *Bird Survey.*

Mike thanked Malcolm for his work on this, and for his presentation on Burwell radio.

7. *Community Involvement.*

Unfortunately, we don't think a liaison between the primary school via the Climate Change Stops Now group (4-6 pupils in year 6) will work at this time.

8. *Repair of Spring Banking.*

A lot of this has been covered earlier in agenda item 3. Mike also commented that he had asked the Parish Council to save the clunch for us (it is normally taken away at cost, by Meads). Groups of 6 can currently work together, with the figure going up after 17th May. As well as building up the banks, spare clunch can be used to build up the footbridge. Mike asked if we would need shuttering on the banks, but Malcolm doubted we would get it in the ground.

9. *Work Days.*

We have earmarked Saturday 12th of June for working on site on the stream banks.

5. Any Other Business.

Jenny explained that she had spoken to the farmer who owns/rents out the land that has the footpath crossing from Spring Close to Pauline's Swamp, and that he had been vehement that there could be no tree planting alongside the footpath due to shading and tree roots. Caroline wondered what was happening with the other footpath going past Armtrac, where it has been bulldozed bare. Liz said that there had been an application for a solar park there, but that had been a year ago now.

Martin wanted to know why there were objections from the group on the number of emails sent back and forth. It was suggested that, unless it were an urgent matter, the point of meetings was to discuss issues as a group rather than a volley of mails, and that any topic should be submitted to the secretary or chair to be added to the next meeting agenda.

6. Date of Next Meeting.

The date of the next meeting is Wednesday 12th May, 7.30 pm, to be held on Zoom and hosted by Paul.

The meeting closed at 8.45 pm

*Jennife M Moss
Approved 12/5/21 on condition that
'Handyman' para 3. is changed to Maintenance Officer
and 'Cambridgeshire' is put
in front of SSSI in signage.*

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk



Burwell Parish Council

Interim Internal Audit 2020-21

Summary of work carried out, conclusions and recommendations

Internal control objective	Work carried out	Conclusions	Recommendations
A Appropriate accounting records have been kept properly throughout the year.	We have reviewed the accounting system and have checked that information is recorded accurately and promptly.	Appropriate accounting records have been maintained throughout the year.	None – the system is working satisfactorily. <i>Council Response:</i>
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	We have reviewed the Financial regulations which we consider to be adequate for the council's activities. We have tested a selection of purchases agreeing them to supporting documents and confirming they have been treated correctly for VAT.	The Financial Regulations have been reviewed during the year are being followed correctly. There is adequate evidence for expenditure and VAT is treated correctly.	None – the system is working satisfactorily <i>Council Response:</i>
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	We have reviewed the Risk Registers and given consideration as to whether all significant risk have been identified, correctly assessed and appropriate actions taken to mitigate the risk.	The Risk Register is comprehensive covering all areas of activity for the Council. Risks have been adequately assessed and have been considered during the year.	None – risk are being adequately assessed and actioned as necessary. <i>Council Response:</i>

Internal control objective	Work carried out	Conclusions	Recommendations
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	We have examined the budgetary process and we have reviewed the management accounts for actual and budgeted figures. We have considered the level of reserves.	There are reasonable explanations for the variances between actual and budget. We consider that the level of reserves is reasonable for a Council of this size.	None – the system is working satisfactorily. <i>Council Response:</i>
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	We have confirmed the precept due for the year and agreed its receipt. We have reviewed the income received, considered whether there were any apparent omissions and have agreed the treatment of VAT.	Precept and other income have been recorded accurately and in line with expectations. All income sampled has been accounted for appropriately including VAT.	None – the system is working satisfactorily. <i>Council Response:</i>
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	We have considered the level of petty cash held along with the level of transaction during the year.	The level of petty cash held is minimal. We see no reason for the Council to keep a large amount of cash on a permanent basis and are aware of the Council's plan to remove petty cash altogether.	None – the system is working satisfactorily. <i>Council Response:</i>

Internal control objective	Work carried out	Conclusions	Recommendations
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	We have tested the payroll for a specific month for correct deductions and have considered variances on gross salaries across the year. We also tested that the payments of net salaries and deductions were made by the required dates.	Payroll is operated in a satisfactory manner. Deductions are being correctly calculated and variances have been adequately explained.	None – the system is working satisfactorily. <i>Council Response:</i>
H Asset and investments registers were complete and accurate and properly maintained.	We have reviewed the fixed asset register and have considered additions and disposals during the year.	We have verified significant additions and found them to be accurate. We are aware of the Council's plans to utilise the Scribe fixed asset functionality to improve the recording of assets.	None – the council adopted the recommendations from last year and the register is kept up to date <i>Council Response:</i>
I Periodic and year-end bank account reconciliations were properly carried out.	We have reviewed the bank reconciliation for the year end.	Bank reconciliations are properly prepared on a quarterly basis.	None – the system is working as required. <i>Council Response:</i>

Internal control objective	Work carried out	Conclusions	Recommendations
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	We have reviewed the accounting statements prepared during the year to ensure they have been prepared correctly on an income and expenditure basis, and are adequately supported.	Accounting statements have been prepared on and income and expenditure basis. We are satisfied that there is an adequate audit trail from the accounting records to the accounting statements and to the Annual Return. We have checked that debtors and creditors are appropriate to the activities of the Council.	None – the system is working satisfactorily. <i>Council Response:</i>
K If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt.	We have confirmed the Council was subject to a limited assurance review in 2019/20.	The Council was not exempt from limited assurance review in 2019/20.	None – Council was subject to limited assurance review as required in 2019/20. <i>Council Response:</i>
L If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	We have confirmed the turnover for the Council exceed £25,000 for the year.	The Council has turnover for the year exceeding £25,000.	None – The Council's turnover was in excess of £25,000 for the year. <i>Council Response:</i>

Internal control objective	Work carried out	Conclusions	Recommendations
M The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	We have reviewed the notice announced in the summer of 2020 and have considered this along with Sections 1 and 2 of the 2019/20 AGAR.	The Council met its obligations to allow the public to inspect the financial records in line with the requirements of the Accounts and Audit Regulations.	None – The Council is meeting its obligations. <i>Council Response:</i>
N The authority has complied with the publication requirements for 2019/20 AGAR.	We have reviewed the documentation published by the Council in relation to the 2019/20 AGAR.	All necessary information has been published by the required dates, The Council has therefore met the publication requirements for the 2019/20 AGAR.	None - The Council has met its publication requirements. <i>Council Response:</i>
O Trust funds (including charitable). The council met its responsibilities as a trustee.	There are no Trust funds	Not applicable	Not applicable <i>Council Response:</i>

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Annual Internal Audit Report 2020/21

Burwell Parish Council

www.burwellparishcouncil.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

29/04/2021

28/05/2021

Name of person who carried out the internal audit

C. Rossiter (for Moore East Midlands)

Signature of person who carried out the internal audit



Date

10/06/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Burwell Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.burwellparishcouncil.gov.uk

ENTER AUTHORITY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Burwell Parish Council
Income and Expenditure Report and Balance Sheet 2020/2021

<u>INCOME</u>	<u>2020/2021</u>	<u>EXPENDITURE</u>	<u>2020/2021</u>
Allotments	£2,964.22	Gardiner Memorial Hall	£27,140.38
The Recreation Ground	£2,140.83	Jubilee Reading Room	£4,197.44
Pauline's Swamp	£35.00	Mandeville Hall	£10,022.95
Administration	£24,940.99	Cemetery	£8,656.06
Agency Grass Cutting	£1,903.03	The Pavilion	£1,678.54
Precept	£169,395.00	Spring Close	£3,944.00
CIL Funding	£5,166.87	Margaret Field	£581.04
Grant Funding	£13,239.85	Allotments	£1,031.68
Deposits	£400.00	The Recreation Ground	£16,094.74
VAT Sales	£5,987.79	Pauline's Swamp	£823.08
Cemetery	£13,950.00	Street Lighting	£574.44
Gardiner Memorial Hall	£10,541.72	Public Areas	£5,396.40
Mandeville Hall	£8,179.75	Administration	£33,878.21
VAT Refund	£9,210.61	Staff	£82,594.74
		Agency Grass Cutting	£2,322.00
		Donations	£575.00
		Grant Funding	£1,504.09
		Deposits	£300.00
		Capital Budget	£4,213.57
		Play Equipment	£758.33
		VAT	£15,198.40
Total	£268,055.66	Total	£221,485.09

Income for the year ended 31st March 2021	£268,055.66
Expenditure for the year ended 31st March 2021	£221,485.09
Income over Expenditure	£46,570.57
Retained Reserves at 1st April 2020	£335,890.43
Retained Reserves at 1st April 2021	£382,461.00

<u>Investments</u>	<u>2019/2020</u>	<u>2020/2021</u>
Cash/Bank	£350,274.72	£380,117.95
Debtors	£2,054.15	£1,216.45
VAT	£593.76	£4,231.28
Prepayments	£807.75	£883.71
	<u>£353,730.38</u>	<u>£386,449.39</u>
Less		
Creditors	£14,812.05	£868.82
Receipts in advance	£3,027.90	£3,119.57
	<u>£335,890.43</u>	<u>£382,461.00</u>

Burwell Parish Council
Income and Expenditure Report and Balance Sheet 2020/2021

Balance Sheet

Current Assets
as at 31.3.2020

£807.75
£2,647.91
£350,274.72
£353,730.38

Prepayments
Sundry Debtors
Cash in Hand

Current Assets
as at 31.3.2021

£883.71
£5,447.73
£380,117.95
£386,449.39

Current Liabilities
as at 31.3.2020

£3,027.90
£14,812.05
£335,890.43

Receipts in Advance
Creditors

Current Liabilities
as at 31.3.2021

£3,119.57
£868.82
£382,461.00

£335,890.43

Nett Assets
Fund Balance

£382,461.00

Earmarked Reserves as at 31st March 2021

20/21 Capital Trees	£1,000.00
Capital Safety Campaign	£3,000.00
21/22 Cap. LHII Buffer Zones	£5,000.00
Pauline's Swamp	£8,561.22
Recreation Ground/Pavilion Sinking Fund	£17,500.00
Gardiner Memorial Hall	£4,175.94
Gardiner Memorial Hall	£150,000.00 CIL
Recreation Ground Car Park	£35,000.00 CIL
Recreation Ground Car Park	£15,000.00
Highways Village Entrance Gates	£5,000.00 CIL
CIL Funding Not earmarked	<u>£951.33 CIL</u>

£245,188.49

Factory Road Donation

£20,000.00

£265,188.49

Fund Balance
Less Earmarked Reserves
General Reserves

£382,461.00

£265,188.49

£117,272.51

Section 2 – Accounting Statements 2020/21 for

Burwell Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	302,082	335,890	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	145,296	169,395	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	452,961	98,661	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	76,671	82,595	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	487,777	138,890	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	335,890	382,461	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	350,275	380,118	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,349,054	2,387,002	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

9/6/2021.

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

Burwell Parish Council
ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

