

District Council Report

September 2022

Planning Committee in September was a bit different to usual Planning Committees. The meeting started at 9.15am, adjourned at around 12.30, and then recommenced at 4.00pm to allow people to attend the funeral of Jo Brooks, ECDC Director who died at a young age. This also meant that site visits took place the previous day. At Committee a proposal for 6 dwellings off The Causeway, Burwell was refused, as was an application for 4 market dwellings in Fordham. An outline application for up to 210 dwellings and a community building in Soham was approved, a variation from the approved plans for 4 dwellings in Fordham was approved, as was a variation to approved plans for a dwelling in Reach. A new dwelling was also approved in Swaffham Bulbeck, and a single storey extension in Isleham.

I attended a meeting of the Cambridgeshire and Peterborough Combined Authority Audit and Governance Committee, which was held in Huntingdon. The main agenda item was to discuss the emerging improvement plan being developed in response to concerns raised by the External Auditors. Committee also received a progress report from Internal Audit and considered the corporate risk register.

At the time of writing I am continuing to lobby to seek a positive outcome following the outrageous announcement by Stagecoach that they are cutting bus services.

I attended a number of official engagements following the death of Her Majesty Queen Elizabeth II, including the Proclamation for king Charles III.

David Brown

Yvonne Rix

From: Terry Chinery <twchinery@yahoo.com>
Sent: 29 September 2022 09:43
To: plservices@eastcambs.gov.uk
Cc: Yvonne Rix
Subject: 22/00540/FUL

Dear Madam,

We wish to object to the above planning application:-

1. Over development of the 76 Low Road site, a four bedroom house is being built in the garden and this will be a five bedroom house.
2. The driveway doesn't have visibility splays to cope with traffic from two properties containing nine bedrooms.
3. We have a bungalow with a very high roof line opposite the site, but we were not allowed to have first floor windows facing Low Road. The two dormer windows facing Low Road would cause us loss of privacy as they look straight into our lounge and bedroom, if these were changed to roof lights as has been done on the revised plan for the rear of the property the problem would be partly alleviated.

Could the following conditions be part of the planning permission please:-

1. The roof that is to be removed is very old asbestos slates therefore a specialist company to remove the slates should be used.
2. Hours of work stipulated and enforced as we are having problems with the house being built in the garden. Work has taken place on Sundays, bank holiday and after 1pm on Saturdays; no action is being taken to enforce the planning permission.
3. CEMP condition - ECDC did not consider it necessary for the one being built in the garden as it was only one house but we are getting considerable problems with lorries unloading in the road and diesel fumes from lorries leaving their engine running while unloading.

Regards,

AJ & TW Chinery
75 Low Road CB25 0EJ Sent from my iPad

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Burwell Parish Council – CA0038**

1 Respective responsibilities of the body and the auditor

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None.

3 External auditor certificate 2021/22

We 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 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP SIGNATURE REQUIRED

Date

22/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

BURWELL PARISH COUNCIL
ENTER NAME OF AUTHORITY

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 2022, that:

	Agreed		Yes* means that this authority:	
	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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*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:

28/06/2022

and recorded as minute reference:

FC/28062022/08.

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

WWW.BURWELLPARISHCOUNCIL.GOV.UK
ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

BURWELL PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	335,890	382,461	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	169,395	162,357	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	98,661	268,486	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	82,595	91,927	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	138,890	398,336	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	382,461	323,041	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	380,118	298,692	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	2,387,002	2,389,778	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	N/A	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 2022 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

Date

27/06/2022

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

28/06/2022

as recorded in minute reference:

FC/28062022/08

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

SIGNATURE

**Tracy Loker
Coquet House
Heath Road Burwell
Cambridge CB25 0AP**

**Telephone 07920 447140
Email : tracy_0802@hotmail.com**

Burwell Parish Council
Jubilee Reading Room
99 The Causeway
Burwell
Cambridge
CB25 0DU

Wednesday, 21 September 2022

Dear Yvonne,

The Royal British Legion Poppy Appeal

As Remembrance tide is fast approaching I would be grateful if you could indicate below your wreath requirements for this year.

It would be appreciated if the completed form could be returned along with your remittance to me at the above address by Friday 30th September 2022. Please make cheques payable to The Royal British Legion Poppy Appeal.

Thanking you for your continued support

Yours sincerely

Tracy Loker (Mrs)
Hon. Poppy Appeal Organiser

Burwell Parish Council

1 x Type **B** @ £17.00

I enclose a minimum donation to cover production costs of £17.00

Signed _____

Please print name _____

Yvonne Rix

From: Yvonne Rix
Sent: 04 October 2022 12:38
To: Kevin Drane
Cc: Elizabeth Swift
Subject: RE: Works to trees located adjacent to 31 Hatley Drive

Dear Kevin

I am writing to inform you that Burwell Parish Council has carried out no works to the trees or hedges in the area indicated. We have also not asked or instructed anyone to carry out the work on our behalf. Please do not hesitate to contact us should you require any further information.

Kind regards

Yvonne Rix (Mrs)
Parish Clerk

Burwell Parish Council Jubilee Reading Room 99 The Causeway
BURWELL Cambridge CB25 0DU Tel/Fax: 01638 743 142

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From: Kevin Drane <Kevin.Drane@eastcambs.gov.uk>
Sent: 27 September 2022 15:02
To: Yvonne Rix <burwellpc@burwellparishcouncil.gov.uk>
Subject: Works to trees located adjacent to 31 Hatley Drive

Dear Yvonne

ECDC have been informed that trees and hedging has been removed from an area shown to be the responsibility of Burwell Parish Council (see attached plan). I undertook a site visit today and observed that a section of hedging and a conifer has been removed. The Council has no record of any current approval for tree works that could be considered as relating to the tree work that was seen to have been carried out adjacent to 31 Hatley Drive Burwell. This land is covered by the Burwell Conservation Area which requires that 6 weeks prior notification of tree works is to be given to the Local Planning Authority, in this case East Cambridgeshire District Council, before any tree works are undertaken. I have enclosed a copy of the Department for Communities & Local Government (DCLG) publication "Protected Trees – A Guide to Tree Preservation Procedures" for your information.

Under the provisions of the Town & Country Planning Act 1990 and the Town & Country Planning (Tree Preservation)(England) Regulations 2012 it is a criminal offence punishable in Court for any person to cut down, wilfully damage or destroy any tree within a Conservation Area, without first having obtained the prior consent of

Yvonne Rix

From: Kevin Drane <Kevin.Drane@eastcambs.gov.uk>
Sent: 27 September 2022 15:02
To: Yvonne Rix
Subject: Works to trees located adjacent to 31 Hatley Drive
Attachments: Burwell adj 31 Hatley Drive.pdf

Dear Yvonne

ECDC have been informed that trees and hedging has been removed from an area shown to be the responsibility of Burwell Parish Council (see attached plan). I undertook a site visit today and observed that a section of hedging and a conifer has been removed. The Council has no record of any current approval for tree works that could be considered as relating to the tree work that was seen to have been carried out adjacent to 31 Hatley Drive Burwell. This land is covered by the Burwell Conservation Area which requires that 6 weeks prior notification of tree works is to be given to the Local Planning Authority, in this case East Cambridgeshire District Council, before any tree works are undertaken. I have enclosed a copy of the Department for Communities & Local Government (DCLG) publication "Protected Trees – A Guide to Tree Preservation Procedures" for your information.

Under the provisions of the Town & Country Planning Act 1990 and the Town & Country Planning (Tree Preservation)(England) Regulations 2012 it is a criminal offence punishable in Court for any person to cut down, wilfully damage or destroy any tree within a Conservation Area, without first having obtained the prior consent of the Local Planning Authority. It is the Council's duty to investigate reports of unauthorised tree works to protected trees.

As part of that investigation I would be grateful if you would answer the following questions, so that we can consider all the information relevant to this case and determine the appropriate course of action the Council should consider in accordance with the Council's Corporate Enforcement Protocol.

I must caution you in writing that you do not have to say anything or provide any information, but it may harm your defence if you do not mention when questioned something that you later rely on in Court. Anything that you do say or provide may be given or used in evidence against you.

You may therefore wish to discuss this letter with a solicitor or other legal adviser.

In order to establish who is responsible for the works and the reasons why the tree works were undertaken, I would be grateful if you would advise me in writing as to:

- Who carried out the works to the trees?
- For what reason or purpose were they undertaken, and provide any supporting evidence or justification?
- What date(s) were the works carried out on?
- Who commissioned or ordered the works?
- Why the required prior notification was not given?

I would be grateful if you would send your written response to me within 28 days from the date of this letter, or a period to be agreed if you require further time, and I look forward to hearing from you. Please do not hesitate to contact me if you have any queries regarding this matter

Regards

Kevin Drane
Trees Officer (Planning)
East Cambridgeshire District Council
The Grange



East Cambridgeshire
District Council



Date: 27/09/2022
Scale: 1:402

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