

Katherine Hyett

From: laviniaedwards@aol.com
Sent: 27 July 2026 11:34
To: Katherine Hyett
Subject: District Report 27th July, 2026

CAUTION: This email originates from outside of Burwell Parish Council

Licensing Statutory Sub Committee - I recently attended a meeting to determine an application for the grant of a new premises licence in respect of Dullingham Polo Club. The applicant wanted a licence to provide live music, recorded music, late refreshments and the sale of alcohol.

The licence was for an event in August with up to 2,500 people attending . Members agreed to grant the licence for a one off event with the condition that the applicant provides a report following the event to the Licensing Officer.



NATIONAL IMPROVEMENT
STRATEGY FOR PARISH
& TOWN COUNCILS

SLCC
For Local Council Professionals



Certificate of achievement

This certificate is presented to

Katherine Hyett

in recognition of achieving the
**Certificate in Local Council Administration
Qualification**

on

27/07/2026

as awarded by Ascentis, Awarding Organisation

PASS

Di Morgan
Internal Quality Assurance Verifier,
Certificate in Local Council Administration, SLCC

2026-2027

Quarterly Financial Report for

1st April 2026 to 30th June 2026

Notes:

Bank Reconciliation – Gives you bank totals, receipts, and payments for the quarter, where the funds are held, a listing of all earmarked reserves as at the end of the quarter, and the funds available.

The second page gives details of all Community Infrastructure Levy received and how it has been spent.

Summary 1.4.26 to 30.06.26– gives a total of all receipts and payments for the financial year to the 30.06.26, shown against the agreed budget and the balance remaining both as an amount and a percentage.

Bank Statements for Unity Trust and CCLA – gives you the balance of both Council accounts at 30.06.26. These can be used to confirm the figures used on the Bank Reconciliation.

Income and Payments 1.1.26 to 31.3.26 (2 documents) – these reports show the amounts received and payments made during the quarter period 1.1.26 to 31.3.26 under each budget heading. The total at the end of each report confirms the figures used on the Bank Reconciliation.

Payments over £500 – to meet transparency requirements the list shows all payments made over £500 in the quarter. Where the payments are less than £500 this is due to a payment over £500 being split over several budget headings. Please note that no staff payments have been included.

Prepared by Yvonne Rix, Responsible Financial Officer.

05.08.26 (Presentation to Full Council 11.08.26)

Burwell Parish Council	Bank Reconciliation at 30th June 2026.				
Bank Balance at					
31.03.2026					
Unity Trust Bank Current	£503,283.54				
Unity Trust Bank Deposit	£0.00				
CCLA Account	£118,643.08				
	£621,926.62				
Plus income	£181,996.98				
Less Expendiure	£109,228.88				
	£694,694.72				
Balance at 30.06.2026					
Unity Trust Bank Current	£324,922.02				
Plus income in transit	£0.00				
Less unbanked payments	£0.00				
Unity Trust Bank Deposit	£200,000.00				
CCLA Account	£169,772.70				
Total	£694,694.72				
Earmarked Reserves					
20/21 Capital Trees			£1,000.00		
Pauline's Swamp			£12,260.65		
Recreation Ground/Pavilion Sinking Fund			£32,559.38		
Gardiner Memorial Hall Entrance			£20,000.00		
25/26 LHI Flash. Speed Signs Bunting Path and Causeway			£8,404.49		
CIL Funding			£8,959.91		
Newmarket Road Sports Hub CIL Funding			£245,000.00		
Climate Change			£2,422.00		
Community Garden			£1,921.31		
Spring Close Signs			£264.00		
Spring Close Chalk Stream Project			£2,000.00		
Repair/Swish Café			£2,824.38		
Westhorpe Play Area			£2,267.27		
Solar/Storage Donations			£10,000.00		
Replacement of Defibrillator Consumables	Agreed 09/06/26		£1,000.00		
Jubilee Green Play Area inclusive Play and general improvern			£10,000.00		
Building Maintenance Fund			£20,000.00		
26/27 LHI Pound Hill Zebra Crossing			£5,000.00		
Office and Maintenance Equipment			£7,500.00		
Balance of Earmarked Reserves			£393,383.39		
Summary					
Total Funds			£694,694.72		
Earmarked Reserves			£393,383.39		
Balance of Funds Available			£301,311.33		

CIL FUNDING					
CIL Receipts		Use by	History of Earmarked CIL Funding		
2016/2017	£7,894.64	2020/2021	GMH Seed Funding		£35,000.00
2017/2018	£32,649.94	2021/2022	GMH Stockdale Costs		£2,100.00
2018/2019	£75,650.08	2022/2023	LHII School Signs		£5,000.00
2019/2020	£41,791.17	2023/2024	GMH		£115,000.00
2019/2020	£28,309.67	2024/2025	Recreation Ground Car Park		£35,000.00
2020/2021	£1,983.96	2024/2025	Westhorpe		£46,302.00
2021/2022	£4,771.87	2024/2025	Westhorpe		£1,677.31
2021/2022	£15,658.63	2025/2026	Sports Hub		£200,000.00
2022/2023	£9,080.43	2025/2026	Sports Hub 04/26		£45,000.00
2022/2023	£16,461.77	2026/2027	Bins/Benches 03/26		£2,500.00
2023/2024 April	£4,150.00	2026/2027	Unallocated		£8,959.91
2023/2024 Oct	£1,677.15	2027/2028			
2024/2025 April	£764.35	2029/2030			
2024/2025	£54,563.67	2029/2030			
2025/2026 April	£117,956.04	2030/2031			
2025/2026 Oct	£77,798.42	2030/2031			
2026/2027 April	£5,377.43	2031/2032			
	£496,539.22				£496,539.22

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/06/2026)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
62	Supplies				3,000.00	652.30	2,347.70	2,347.70 (78%)
63	Telephone and Internet				2,000.00	739.29	1,260.71	1,260.71 (63%)
64	Photocopier				1,000.00	246.40	753.60	753.60 (75%)
65	ICT and Software				4,000.00	2,993.71	1,006.29	1,006.29 (25%)
66	Fire Precautions (All properties)					260.00	-260.00	-260.00 (N/A)
67	Election Costs							(N/A)
68	Photocopier Income							(N/A)
69	Insurance Premium				12,000.00	9,662.56	2,337.44	2,337.44 (19%)
70	Mileage (Not Handyman)				1,500.00	310.96	1,189.04	1,189.04 (79%)
71	Audit Fees				3,000.00		3,000.00	3,000.00 (100%)
72	CAPALC + Other Memberships				1,500.00		1,500.00	1,500.00 (100%)
73	Training Councillors				1,000.00	1,207.17	-207.17	-207.17 (-20%)
74	Lloyd Cards Misc Items				100.00	18.00	82.00	82.00 (82%)
75	Annual Report				800.00		800.00	800.00 (100%)
76	Other Income	100.00	1,129.62	1,029.62				1,029.62 (1029%)
77	Other and PR				1,000.00	957.63	42.37	42.37 (4%)
78	Handyman Capital Expenditure				2,500.00	1,036.67	1,463.33	1,463.33 (58%)
79	Handyman General Expenditure				8,000.00	2,070.92	5,929.08	5,929.08 (74%)
80	Website				1,000.00	145.00	855.00	855.00 (85%)
158	Contractor Hours				1,000.00		1,000.00	1,000.00 (100%)
187	Staff Training				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL		100.00	1,129.62	1,029.62	44,400.00	20,300.61	24,099.39	25,129.01 (56%)

Agency Grass Cutting

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Agency Grass Cutting - CCC Ver							(N/A)
SUB TOTAL								(N/A)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Rates				1,000.00	227.84	772.16	772.16 (77%)
25	Electricity				500.00	81.93	418.07	418.07 (83%)
26	Maintenance				1,000.00		1,000.00	1,000.00 (100%)
27	Income Lettings	4,950.00	69.45	-4,880.55				-4,880.55 (-98%)
SUB TOTAL		4,950.00	69.45	-4,880.55	2,500.00	309.77	2,190.23	-2,690.32 (-36%)

Capital Budget

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
128	Westhorpe Play Area							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/06/2026)

131 Recreation Ground	(N/A)
132 Climate Change	(N/A)
134 Safety Campaign	(N/A)
141 community garden	(N/A)
147 Jubilee Green Play Surface	(N/A)
148 Cemetery Hedge	(N/A)
149 Gardiner Memorial Hall Phase 2	(N/A)
150 Newmarket Road Sports Hub	(N/A)
151 ICT Equipment	(N/A)
SUB TOTAL	(N/A)

Cemetery

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19 Electricity and Rates				2,500.00	726.79	1,773.21	1,773.21 (70%)
20 General Maintenance				1,000.00	280.00	720.00	720.00 (72%)
22 Cleaning Contract					17.50	-17.50	-17.50 (N/A)
23 Cemetery Fees	10,000.00	3,900.00	-6,100.00				-6,100.00 (-61%)
SUB TOTAL	10,000.00	3,900.00	-6,100.00	3,500.00	1,024.29	2,475.71	-3,624.29 (-26%)

CIL Funding

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
92 CIL Income		5,377.43	5,377.43				5,377.43 (N/A)
SUB TOTAL		5,377.43	5,377.43				5,377.43 (N/A)

Deposits

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
112 allotment Deposit		150.00	150.00				150.00 (N/A)
113 Hall Deposit		1,100.00	1,100.00		700.00	-700.00	400.00 (N/A)
SUB TOTAL		1,250.00	1,250.00		700.00	-700.00	550.00 (N/A)

Donations

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87 Donations				2,500.00	200.00	2,300.00	2,300.00 (92%)
88 Youth Donations including BAFY							(N/A)
90 Neighbourhood Watch							(N/A)
SUB TOTAL				2,500.00	200.00	2,300.00	2,300.00 (92%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/06/2026)

Earmarked Reserves Funding

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
164	Tree Work							(N/A)
165	Pauline's Swamp							(N/A)
166	Recreation Ground Sinking Func							(N/A)
167	Gardiner Memorial Hall							(N/A)
168	Office and Maintenance Equipm							(N/A)
169	CIL Funding							(N/A)
170	Newmarket Road Sports Hub							(N/A)
171	Newmarket Road Sports Hub (C							(N/A)
172	Climate Change							(N/A)
173	Community Garden							(N/A)
174	Spring Close Signs							(N/A)
175	Spring Close Chalk Stream Proj							(N/A)
176	Repair/Swish Cafe							(N/A)
177	Westhorpe Play Area							(N/A)
178	Solar/Storage Donations							(N/A)
192	25/26 LHI Speed Signs Causewa							(N/A)
193	26/27 LHI Pound Hill Zebra Cros							(N/A)
194	Building Maintenance Fund							(N/A)
195	Jubilee Green Play Area Inclusiv							(N/A)
SUB TOTAL								(N/A)

Gardiner Memorial Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Heat and Light				6,500.00	1,489.09	5,010.91	5,010.91 (77%)
7	Rates				3,500.00	919.20	2,580.80	2,580.80 (73%)
8	General Maintenance and Servic				3,000.00	3,602.51	-602.51	-602.51 (-20%)
9	Licensing including Performing F				750.00	335.58	414.42	414.42 (55%)
10	Fire							(N/A)
11	Misc				250.00		250.00	250.00 (100%)
12	Cleaning Contract							(N/A)
13	Income from Hirers	19,000.00	6,229.69	-12,770.31				-12,770.31 (-67%)
99	Refurbishment							(N/A)
153	Income from Solar Panels	200.00	7.27	-192.73				-192.73 (-96%)
SUB TOTAL		19,200.00	6,236.96	-12,963.04	14,000.00	6,346.38	7,653.62	-5,309.42 (-15%)

Grant Funding

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
123	Gardiner Memorial Hall							(N/A)
135	Pauline's Swamp CCTV Fund							(N/A)
137	UK Power Networks							(N/A)
138	Improve Westhorpe							(N/A)
139	Community Garden (Pride of Pla							(N/A)
140	Westhorpe Play Area							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/06/2026)

152 LGPS CPF Finance

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/06/2026)

51	Fire Precautions						(N/A)	
52	Cleaning Contract						(N/A)	
108	Income from Hirers	24,000.00	5,165.69	-18,834.31			-18,834.31 (-78%)	
144	SWISH Cafe Income						(N/A)	
154	Other				104.16	-104.16	-104.16 (N/A)	
SUB TOTAL		24,000.00	5,165.69	-18,834.31	17,700.00	7,768.79	9,931.21	-8,903.10 (-21%)

Margaret Field

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Grass Cutting and Pitch Mainten	3,200.00		-3,200.00	6,500.00	510.00	5,990.00	2,790.00 (28%)
4	Misc					132.37	-132.37	-132.37 (N/A)
103	Income							(N/A)
SUB TOTAL		3,200.00		-3,200.00	6,500.00	642.37	5,857.63	2,657.63 (27%)

Other

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
155	General Waste Disposal				3,600.00	875.68	2,724.32	2,724.32 (75%)
156	MH Lighting							(N/A)
197	Engie Gas Refund							(N/A)
SUB TOTAL					3,600.00	875.68	2,724.32	2,724.32 (75%)

Pauline's Swamp

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
82	Pauline's Swamp				1,500.00	51.60	1,448.40	1,448.40 (96%)
136	Pauline's Swamp CCTV Grant							(N/A)
142	Safer Community Fund							(N/A)
SUB TOTAL					1,500.00	51.60	1,448.40	1,448.40 (96%)

Play Equipment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Bark				500.00		500.00	500.00 (100%)
56	Maintenance				2,000.00		2,000.00	2,000.00 (100%)
57	Skate Park				2,000.00		2,000.00	2,000.00 (100%)
SUB TOTAL					4,500.00		4,500.00	4,500.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/06/2026)

Precept		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Precept	290,000.00	145,000.00	-145,000.00				-145,000.00 (-50%)
SUB TOTAL		290,000.00	145,000.00	-145,000.00				-145,000.00 (-50%)

Priory Meadow and Orchard		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Misc				100.00		100.00	100.00 (100%)
SUB TOTAL					100.00		100.00	100.00 (100%)

Projects		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
179	Jubilee Reading Room Insulation				2,000.00		2,000.00	2,000.00 (100%)
180	Redecoration of MH and JRR				2,700.00		2,700.00	2,700.00 (100%)
181	Cemetery Chapel Refurbishment				3,500.00		3,500.00	3,500.00 (100%)
182	Weed Control Equipment				2,000.00		2,000.00	2,000.00 (100%)
183	Creation of workshop				1,500.00		1,500.00	1,500.00 (100%)
184	Recreation Ground New Bins				600.00	1,040.00	-440.00	-440.00 (-73%)
185	Recreation Ground Replacement F				1,500.00		1,500.00	1,500.00 (100%)
186	Recreation Gnd Replacement F				5,000.00		5,000.00	5,000.00 (100%)
188	Newmarket Rd Sports Hub Prelim				10,000.00	2,310.00	7,690.00	7,690.00 (76%)
189	Bus Shelter Improvements				6,000.00		6,000.00	6,000.00 (100%)
190	Computer Equipment				1,500.00		1,500.00	1,500.00 (100%)
191	Lock Up Repairs				2,000.00		2,000.00	2,000.00 (100%)
SUB TOTAL					38,300.00	3,350.00	34,950.00	34,950.00 (91%)

Public Areas		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
42	Bus Shelters				250.00		250.00	250.00 (100%)
43	Street Furniture Maintenance				1,000.00		1,000.00	1,000.00 (100%)
44	Christmas Tree, Lights, Carols and				400.00		400.00	400.00 (100%)
45	Hedge Cutting				4,000.00		4,000.00	4,000.00 (100%)
46	Trees				10,000.00	5,100.00	4,900.00	4,900.00 (49%)
83	Grass Cutting including verges	1,903.00		-1,903.00	10,000.00	3,700.00	6,300.00	4,397.00 (36%)
SUB TOTAL		1,903.00		-1,903.00	25,650.00	8,800.00	16,850.00	14,947.00 (54%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/06/2026)

Public Toilet

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
81	Public Toilet				1,500.00	63.25	1,436.75	1,436.75 (95%)
SUB TOTAL					1,500.00	63.25	1,436.75	1,436.75 (95%)

Repair Cafe

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
124	Repair Cafe Administration							(N/A)
125	Repair Cafe Income		193.15	193.15				193.15 (N/A)
126	Repair Cafe Expenditure					487.17	-487.17	-487.17 (N/A)
SUB TOTAL			193.15	193.15		487.17	-487.17	-294.02 (N/A)

Spring Close

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Grass/Hay Cutting/Trees/Maintenance				6,000.00	365.00	5,635.00	5,635.00 (93%)
2	Void							(N/A)
SUB TOTAL					6,000.00	365.00	5,635.00	5,635.00 (93%)

Staff

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
58	Facilities Supervisors				37,000.00	9,518.15	27,481.85	27,481.85 (74%)
59	Assistant to Clerk				21,100.00	5,098.35	16,001.65	16,001.65 (75%)
60	Maintenance Officer				39,600.00	9,591.48	30,008.52	30,008.52 (75%)
61	Clerk				55,100.00	13,034.88	42,065.12	42,065.12 (76%)
146	Finance Officer				10,000.00	2,341.04	7,658.96	7,658.96 (76%)
157	Bank Hours				1,000.00		1,000.00	1,000.00 (100%)
196	Assistant Maintenance Officer					840.00	-840.00	-840.00 (N/A)
SUB TOTAL					163,800.00	40,423.90	123,376.10	123,376.10 (75%)

Street Lighting

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Electricity				840.00	104.24	735.76	735.76 (87%)
40	Maintenance							(N/A)
41	Church Flood Lights				500.00		500.00	500.00 (100%)
SUB TOTAL					1,340.00	104.24	1,235.76	1,235.76 (92%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/06/2026)

The Pavilion

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Electricity				6,000.00	993.70	5,006.30	5,006.30 (83%)
31	Rates				500.00	74.08	425.92	425.92 (85%)
32	Cleaning Contract							(N/A)
33	General Maintenance and Serv				2,000.00	408.84	1,591.16	1,591.16 (79%)
34	Sinking Fund				2,500.00		2,500.00	2,500.00 (100%)
SUB TOTAL					11,000.00	1,476.62	9,523.38	9,523.38 (86%)

The Recreation Ground

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
35	Grass Cutting				7,500.00		7,500.00	7,500.00 (100%)
36	misc and Maintenance (Non Pitc				500.00	159.00	341.00	341.00 (68%)
37	Pitch Maintenance Contract	8,266.00		-8,266.00	25,000.00	7,450.00	17,550.00	9,284.00 (27%)
38	Income from Hirers	8,000.00	1,774.00	-6,226.00				-6,226.00 (-77%)
117	Tennis Court Maintenance				2,500.00		2,500.00	2,500.00 (100%)
118	Tennis Court Income	2,500.00	749.33	-1,750.67				-1,750.67 (-70%)
SUB TOTAL		18,766.00	2,523.33	-16,242.67	35,500.00	7,609.00	27,891.00	11,648.33 (21%)

VAT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
114	VAT Refund		8,872.24	8,872.24				8,872.24 (N/A)
SUB TOTAL			8,872.24	8,872.24				8,872.24 (N/A)

Summary

NET TOTAL	372,119.00	179,717.87	-192,401.13	406,285.00	101,811.40	304,473.60	112,072.47
V.A.T.		2,279.11			7,417.48		
GROSS TOTAL		181,996.98			109,228.88		

EXPENDITURE/PAYMENTS	Budget	25% of Budget	Total Spend 30th June 2026	Balance Remaining	Notes
Administration	£44,400.00	£11,100.00	£20,300.61	£24,099.39	
Allotments	£2,500.00	£625.00	£309.77	£2,190.23	
Cemetery	£3,500.00	£875.00	£1,024.29	£2,475.71	
Donations	£2,500.00	£625.00	£200.00	£2,300.00	
Gardiner Memorial Hall	£14,000.00	£3,500.00	£6,346.38	£7,653.62	
Jubilee Green	£150.00	£37.50	£0.00	£150.00	
Jubilee Reading Room	£5,475.00	£1,368.75	£912.73	£4,562.27	
Lock Up	£20.00	£5.00	£0.00	£20.00	
Maintenance Officers Vehicle	£16,750.00	£4,187.50	£0.00	£16,750.00	
Mandeville Hall	£17,700.00	£4,425.00	£7,768.79	£9,931.21	
Margaret Field	£6,500.00	£1,625.00	£642.37	£5,857.63	
Other	£3,600.00	£900.00	£875.68	£2,724.32	MH Solar Panels/ Lights, General Waste Collection
Play Equipment	£4,500.00	£1,125.00	£0.00	£4,500.00	
Priory Meadow and Orchard	£100.00	£25.00	£0.00	£100.00	
Public Areas	£25,650.00	£6,412.50	£8,800.00	£16,850.00	Includes Agency Grass Cutting (Verges)
Spring Close	£6,000.00	£1,500.00	£365.00	£5,635.00	
Staff	£163,800.00	£40,950.00	£40,423.90	£123,376.10	
Street Lighting	£1,340.00	£335.00	£104.24	£1,235.76	
The Pavilion	£11,000.00	£2,750.00	£1,476.62	£9,523.38	
The Recreation Ground	£35,500.00	£8,875.00	£7,609.00	£27,891.00	
Public Toilets	£1,500.00	£375.00	£63.25	£1,436.75	
Projects	£38,300.00	£9,575.00	£3,350.00	£34,950.00	Newmarket Road Sports Hub and new bins
Deposits	£0.00	£0.00	£700.00		
Pauline's Swamp	£1,500.00	£375.00	£51.60	£1,448.40	
Repair Café	£0.00	£0.00	£487.17		Donation, Sum Up Machine, Banners
	£406,285.00	£101,571.25	£101,811.40	£304,473.60	
VAT			£7,417.48		
			£109,228.88		

Income/Receipts	Budget	25% of	Total Income	Balance Remaining	Notes
		Budget	30th June 2026	(To meet Budget)	
Revenue					
Administration	£100.00	£25.00	£1,129.62	-£1,029.62	Includes Interest from CCLA Account
Agency Grass Contribution	£1,903.00	£475.75	£0.00	£1,903.00	
Allotments	£4,950.00	£1,237.50	£69.45	£4,880.55	
Cemetery	£10,000.00	£2,500.00	£3,900.00	£6,100.00	Fees from Burials/Memorials Exclu. Rights
Gardiner Memorial Hall	£19,200.00	£4,800.00	£6,229.69	£12,970.31	Hiring Fees
Mandeville Hall	£24,000.00	£6,000.00	£5,165.69	£18,834.31	Hiring Fees
Precept	£290,000.00	£72,500.00	£145,000.00	£145,000.00	2nd half due Oct 2026
Recreation Ground	£8,000.00	£2,000.00	£1,774.00	£6,226.00	Income from Football
Recreation Ground	£2,500.00	£625.00	£749.33	£1,750.67	Income from Tennis Courts
Non Revenue		£0.00			
CIL Funding	£0.00	£0.00	£5,377.43		
Deposits	£0.00	£0.00	£1,250.00		
Mandeville Hall Lights	£0.00	£0.00	£0.00		
GMH Solar Panels	£0.00	£0.00	£7.27		
Repair Café/Swish Café	£0.00	£0.00	£193.15		
Margaret Field	£3,200.00	£800.00	£0.00		FA Grant for Pitch Maintenance
Recreation Ground	£8,266.00	£2,066.50	£0.00		FA Grant for Pitch Maintenance
Donations	£0.00	£0.00	£0.00		Memorial Benches/WI tables
VAT Refund	£0.00	£0.00	£8,872.24		
	£372,119.00	£93,029.75	£179,717.87		
			£164,017.78		Revenue
			£15,700.09		Non Revenue
VAT			£2,279.11		
			£181,996.98		

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

✉ Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

☎ Call **0345 140 1000***

✉ Email **us@unity.co.uk**

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Account Statement

01 June 2026 to 30 June 2026

Account Name: Burwell Parish Council
Sort Code: 608301
Account Number: 20284136
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£597,403.95	£279,193.28	£6,711.35	£324,922.02

Your arranged overdraft limit is £0.00



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Transactions for Current T2 account 20284136

Date	Type	Details	Paid Out £	Paid In £	Balance £
31/05/2026		Balance brought forward	£0.00	£0.00	£597,403.95
01/06/2026	Direct Debit	Direct Debit (GOCARDLESS)	£160.80	£0.00	£597,243.15
01/06/2026	Direct Debit	Direct Debit (EAST CAMBS)	£270.00	£0.00	£596,973.15
01/06/2026	Direct Debit	Direct Debit (EAST CAMBS)	£214.00	£0.00	£596,759.15
01/06/2026	Direct Debit	Direct Debit (EAST CAMBS)	£53.00	£0.00	£596,706.15
01/06/2026	Direct Debit	Direct Debit (EAST CAMBS)	£627.00	£0.00	£596,079.15
01/06/2026	Credit	BUR GUIDE 2ND	£0.00	£34.56	£596,113.71
01/06/2026	Credit	C Carter	£0.00	£866.30	£596,980.01
01/06/2026	Credit	HEADSTRONG	£0.00	£73.00	£597,053.01
02/06/2026	Credit	Stripe Payments UK Ltd	£0.00	£8.48	£597,061.49
02/06/2026	Credit	GUYATT HOUSE CARE LTD	£0.00	£244.03	£597,305.52
03/06/2026	Direct Debit	Direct Debit (VODAFONE LTD)	£41.60	£0.00	£597,263.92
03/06/2026	Credit	EVERITT DP	£0.00	£140.00	£597,403.92
03/06/2026	Credit	Stripe Payments UK Ltd	£0.00	£8.48	£597,412.40
04/06/2026	Credit	BOOTH N	£0.00	£156.00	£597,568.40
04/06/2026	Credit	Stripe Payments UK Ltd	£0.00	£25.44	£597,593.84
04/06/2026	Credit	Burwell Judo Club	£0.00	£377.66	£597,971.50
08/06/2026	Credit	STANDEVEN ED	£0.00	£15.25	£597,986.75
09/06/2026	Credit	Stripe Payments UK Ltd	£0.00	£8.48	£597,995.23
10/06/2026	Direct Debit	Direct Debit (OCTOPUS ENERGY)	£18.47	£0.00	£597,976.76
10/06/2026	Direct Debit	Direct Debit (OCTOPUS ENERGY)	£81.39	£0.00	£597,895.37
10/06/2026	Direct Debit	Direct Debit (OCTOPUS ENERGY)	£247.70	£0.00	£597,647.67
10/06/2026	Faster Payment Debit	B/P to: Corona Energy	£1,163.89	£0.00	£596,483.78
10/06/2026	Faster Payment Debit	B/P to: JeanMary Myers	£50.00	£0.00	£596,433.78
10/06/2026	Faster Payment Debit	B/P to: P D Hardy	£50.00	£0.00	£596,383.78
10/06/2026	Faster Payment Debit	B/P to: Amazon Business	£57.08	£0.00	£596,326.70
10/06/2026	Faster Payment Debit	B/P to: Amazon Business	£124.99	£0.00	£596,201.71

Transactions for Current T2 account 20284136

Date	Type	Details	Paid Out £	Paid In £	Balance £
10/06/2026	Faster Payment Debit	B/P to: Hutchinsons New	£116.88	£0.00	£596,084.83
10/06/2026	Faster Payment Debit	B/P to: ESPO	£1,248.00	£0.00	£594,836.83
10/06/2026	Faster Payment Debit	B/P to: ESPO	£902.40	£0.00	£593,934.43
10/06/2026	Faster Payment Debit	B/P to: ESPO	£229.08	£0.00	£593,705.35
10/06/2026	Faster Payment Debit	B/P to: VHS Cleaning	£350.92	£0.00	£593,354.43
10/06/2026	Faster Payment Debit	B/P to: Zion Landscapes	£1,626.00	£0.00	£591,728.43
10/06/2026	Faster Payment Debit	B/P to: Mr S A Reader	£3,700.00	£0.00	£588,028.43
10/06/2026	Faster Payment Debit	B/P to: EX Access Solution	£278.40	£0.00	£587,750.03
10/06/2026	Faster Payment Debit	B/P to: Atom Tech (New)	£466.19	£0.00	£587,283.84
10/06/2026	Faster Payment Debit	B/P to: Atom Tech (New)	£324.00	£0.00	£586,959.84
10/06/2026	Faster Payment Debit	B/P to: Atom Tech (New)	£432.00	£0.00	£586,527.84
10/06/2026	Faster Payment Debit	B/P to: M Wright	£49.74	£0.00	£586,478.10
10/06/2026	Faster Payment Debit	B/P to: Mr S Rowland	£165.97	£0.00	£586,312.13
10/06/2026	Faster Payment Debit	B/P to: Mrs D Cawley	£33.30	£0.00	£586,278.83
10/06/2026	Credit	Stripe Payments UK Ltd	£0.00	£16.96	£586,295.79
10/06/2026	Credit	STONE PC	£0.00	£200.02	£586,495.81
10/06/2026	Credit	R ONeill	£0.00	£50.00	£586,545.81
11/06/2026	Credit	Stripe Payments UK Ltd	£0.00	£8.48	£586,554.29
11/06/2026	Credit	GRAY SL	£0.00	£483.00	£587,037.29
11/06/2026	Credit	MRS P A WARD	£0.00	£68.62	£587,105.91
11/06/2026	Credit	S Martin	£0.00	£122.02	£587,227.93
12/06/2026	Direct Debit	Direct Debit (NCIS)	£121.34	£0.00	£587,106.59
12/06/2026	Credit	B Redman	£0.00	£76.25	£587,182.84
12/06/2026	Credit	LIVING SPORT CAMBRIDGESHIRE AND PET	£0.00	£185.50	£587,368.34
12/06/2026	Credit	Stripe Payments UK Ltd	£0.00	£8.48	£587,376.82
15/06/2026	Standing Order	S/O to: NCIS	£180.00	£0.00	£587,196.82
15/06/2026	Credit	TRULL R J	£0.00	£46.01	£587,242.83

Transactions for Current T2 account 20284136

Date	Type	Details	Paid Out £	Paid In £	Balance £
15/06/2026	Credit	Stripe Payments UK Ltd	£0.00	£8.48	£587,251.31
15/06/2026	Credit	BURWELL AND DIST	£0.00	£253.75	£587,505.06
15/06/2026	Credit	DODDS DE JESUS I	£0.00	£86.02	£587,591.08
16/06/2026	Direct Debit	Direct Debit (OCTOPUS ENERGY)	£21.94	£0.00	£587,569.14
16/06/2026	Direct Debit	Direct Debit (OCTOPUS ENERGY)	£20.96	£0.00	£587,548.18
16/06/2026	Direct Debit	Direct Debit (OCTOPUS ENERGY)	£21.28	£0.00	£587,526.90
16/06/2026	Direct Debit	Direct Debit (OCTOPUS ENERGY)	£88.30	£0.00	£587,438.60
16/06/2026	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£291.53	£0.00	£587,147.07
16/06/2026	Credit	Simon Butteriss	£0.00	£79.20	£587,226.27
16/06/2026	Credit	G Anderson	£0.00	£83.99	£587,310.26
16/06/2026	Credit	G Anderson	£0.00	£111.98	£587,422.24
17/06/2026	Faster Payment Debit	B/P to: CCLA	£50,000.00	£0.00	£537,422.24
17/06/2026	Transfer	Transfer to 80195210	£200,000.00	£0.00	£337,422.24
17/06/2026	Credit	Credit 000696	£0.00	£429.56	£337,851.80
18/06/2026	Credit	Stripe Payments UK Ltd	£0.00	£16.96	£337,868.76
18/06/2026	Credit	GRAY SL	£0.00	£483.00	£338,351.76
18/06/2026	Credit	Burwell and Distri	£0.00	£55.99	£338,407.75
18/06/2026	Credit	JOANNA SIMCOCKSIM	£0.00	£287.29	£338,695.04
18/06/2026	Credit	JOANNA SIMCOCKSIM	£0.00	£94.51	£338,789.55
19/06/2026	Credit	DELTAT DEV C/A	£0.00	£47.26	£338,836.81
22/06/2026	Direct Debit	Direct Debit (BT GROUP PLC)	£763.48	£0.00	£338,073.33
22/06/2026	Direct Debit	Direct Debit (EE LIMITED)	£20.64	£0.00	£338,052.69
22/06/2026	Credit	BURWELL BREWERY LTD	£0.00	£50.00	£338,102.69
22/06/2026	Credit	SOUTH OF NEW LTD	£0.00	£370.00	£338,472.69
22/06/2026	Credit	Abby Evans	£0.00	£50.00	£338,522.69
23/06/2026	Direct Debit	Direct Debit (BRIGHT HR LIMITED)	£175.75	£0.00	£338,346.94
23/06/2026	Direct Debit	Direct Debit (ANGLIAN WATER BUSI)	£27.40	£0.00	£338,319.54

Transactions for Current T2 account 20284136

Date	Type	Details	Paid Out £	Paid In £	Balance £
23/06/2026	Direct Debit	Direct Debit (ANGLIAN WATER BUSI)	£227.84	£0.00	£338,091.70
23/06/2026	Direct Debit	Direct Debit (ANGLIAN WATER BUSI)	£74.08	£0.00	£338,017.62
23/06/2026	Faster Payment Debit	B/P to: Mrs D Cawley	£1,586.35	£0.00	£336,431.27
23/06/2026	Faster Payment Debit	B/P to: M Wright	£636.74	£0.00	£335,794.53
23/06/2026	Faster Payment Debit	B/P to: HMRC	£3,022.13	£0.00	£332,772.40
23/06/2026	Faster Payment Debit	B/P to: Sarah Ashby	£1,291.96	£0.00	£331,480.44
23/06/2026	Faster Payment Debit	B/P to: Harvey Rowland	£840.00	£0.00	£330,640.44
23/06/2026	Faster Payment Debit	B/P to: Katherine Hyett	£2,791.21	£0.00	£327,849.23
23/06/2026	Faster Payment Debit	B/P to: Mr S Rowland	£2,140.69	£0.00	£325,708.54
23/06/2026	Faster Payment Debit	B/P to: Yvonne Rix	£702.47	£0.00	£325,006.07
24/06/2026	Credit	Burwell Judo Club	£0.00	£271.39	£325,277.46
24/06/2026	Credit	LANE R BUS	£0.00	£182.00	£325,459.46
25/06/2026	Credit	Stripe Payments UK Ltd	£0.00	£16.96	£325,476.42
25/06/2026	Credit	HOOPER CE	£0.00	£84.00	£325,560.42
26/06/2026	Direct Debit	Direct Debit (NEST)	£878.36	£0.00	£324,682.06
26/06/2026	Direct Debit	Direct Debit (ANGLIAN WATER BUSI)	£53.93	£0.00	£324,628.13
26/06/2026	Credit	Stripe Payments UK Ltd	£0.00	£8.48	£324,636.61
29/06/2026	Direct Debit	Direct Debit (ANGLIAN WATER BUSI)	£104.40	£0.00	£324,532.21
29/06/2026	Credit	CHARM LTD T/AS C	£0.00	£142.02	£324,674.23
29/06/2026	Credit	PARKER I	£0.00	£10.00	£324,684.23
29/06/2026	Credit	HASTOE HOUSING ASSOCIATION LIMITED	£0.00	£180.02	£324,864.25
29/06/2026	Credit	Loving Living Well	£0.00	£55.99	£324,920.24
29/06/2026	Credit	Loving Living Well	£0.00	£21.00	£324,941.24
30/06/2026	Fee	Manual Credit Handling Charge	£6.90	£0.00	£324,934.34
30/06/2026	Credit	Stripe Payments UK Ltd	£0.00	£8.48	£324,942.82
30/06/2026	Fee	Service Charge	£20.80	£0.00	£324,922.02

Financial Services Compensation Scheme

For eligible organisations, your deposits held with Unity Trust Bank are protected up to £120,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **www.unity.co.uk/fscs**

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000*** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0800 652 3839**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000***. We aim to resolve any issues as soon as possible.

Additional Information

A copy of our interest rates can be found on our website **www.unity.co.uk/interest-rates**

A copy of our fees and charges can be found on our website **www.unity.co.uk/terms-and-conditions**

This information is also available by calling **0345 140 1000***. To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124.

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Mrs Yvonne Rix
Burwell Parish Council
The Jubilee Reading Room
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WV1 9DG

☎ Call **0345 140 1000***

✉ Email **us@unity.co.uk**

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Pre-notification statement

01 June 2026 to 30 June 2026

Account Name: Burwell Parish Council

Sort Code: 608301

Account Number: 20284136

Dear Mrs Yvonne Rix,

This letter outlines charges relating to the transactions and debit interest on your account between 01/06/2026 and 30/06/2026.

You can find full details of our fees and charges within the Standard Service Tariff on our website **www.unity.co.uk/terms-and-conditions**

The charges for this billing period are:**

Total charges	£22.45
Total debit interest	£0.00
To be debited from your account on	31/07/2026



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Pre-notification of account charges

Type	Count	Charge
Automated Payments	74	£11.10
Faster Payments	28	£4.20
Manual	1	£0.15
Account Fee	—	£7.00

Additional information

The combined account charge includes the following transaction types:

Automated Payments	Bacs Credit (in)	Direct Debit (out)	Faster Payment Credit (in)
Faster Payments	Standing Orders (out)	Bill Payments (out)	
Manual	Cheques	Credits	
Account Fee	This is the standard charge for maintaining your account regardless of any transactions.		
Total charge	These charges do not include cash or cheques paid in through the Post Office, Bank Counter or via our Freepost service.		

Interest and Charges

Our General Terms & Conditions state when we may apply charges or interest. Further information about debit interest and other fees or charges can be found in our Standard Service Tariff.

Credit interest – AER stands for Annual Equivalent Rate and describes what the interest rate would be if interest was paid and compounded annually.

Debit interest – ABR stands for Above Base Rate and describes the rate charged annually above the Bank of England Base Rate.

Sending or Receiving Currency

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Statement of Account

Mrs Yvonne D Rix
Burwell Parish Council
The Jubilee Reading Room
99 The Causeway
Burwell
CAMBRIDGE
CB25 0DU

5 July 2026

Account name: **BURWELL PARISH COUNCIL-Burwell Parish Council**
Account number: **PS3078629-001**
Statement period: **31/05/2026 to 30/06/2026**

Account summary

Total valuation as at 30 June 2026 **£169,772.70**
Total valuation as at last statement at 31 May 2026 **£119,388.00**

Holdings as at 30 June 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	169,772.7000	£1.00	£169,772.70
			Total value
			£169,772.70

Transactions for the period from 31 May 2026 to 30 June 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/06/2026	Income Reinvestment	384.7000	£1.0000	£384.70
17/06/2026	Deposit	50,000.0000	£1.0000	£50,000.00

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 3.83% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
Jun 2026	02/07/2026	Public Sector Deposit Fund SC4 - Public Sector	Reinvestment	£450.77	PS3078629-001

All CCLA forms are available on our website: **www.ccla.co.uk/resources/client-documentation**. Please ensure that you download and use the latest available form to make any transaction or amendment. Using an old form will result in the instruction being rejected.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on **www.ccla.co.uk/glossary**. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at **clientservices@ccla.co.uk**.

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
6	Rates	01/04/2026		Unity Trust 2028413		Property Rates	ECDC	E	629.00		629.00
24	Training Councillors	02/04/2026		Unity Trust 2028413		Training	CAPALC	E	1,207.17		1,207.17
29	General Maintenance and Servi	15/04/2026		Unity Trust 2028413		Roof Repairs	Warner Roofing Ltd	S	1,140.00	228.00	1,368.00
30	General Maintenance and Servi	15/04/2026		Unity Trust 2028413		Roof Repairs	Impact Renewable Energy	S	1,350.10	270.02	1,620.12
31	General Maintenance and Servi	15/04/2026		Unity Trust 2028413		Fire Precautions	Atom Technologies	S	258.84	51.77	310.61
28	Newmarket Rd Sports Hub Prel	15/04/2026		Unity Trust 2028413		Newmarket Road Sports Hub	Mulhall Leisure	S	500.00	100.00	600.00
32	Grass/Hay Cutting/Trees/Maint	15/04/2026		Unity Trust 2028413		Grass Cutting	Zion Landscapes	S	365.00	73.00	438.00
31	Fire Precautions (All properties)	15/04/2026		Unity Trust 2028413		Fire Precautions	Atom Technologies	S	260.00	52.00	312.00
32	Grass Cutting including verges	15/04/2026		Unity Trust 2028413		Grass Cutting	Zion Landscapes	S	990.00	198.00	1,188.00
47	Maintenance Officer	23/04/2026		Unity Trust 2028413		Salary	Steven/George Rowland	E	2,140.69		2,140.69
150	Heat and Light	23/04/2026		Unity Trust 2028413		Energy	Engie	L	610.12	30.51	640.63
155	Maintenance Officer	23/04/2026		Unity Trust 2028413		Tax and NI	HMRC	E	811.98		811.98
154	Maintenance Officer	24/04/2026		Unity Trust 2028413		Superannuation	Nest	E	244.49		244.49
145	Heat and Light	29/04/2026		Unity Trust 2028413		Energy	Engie	S	846.49	169.30	1,015.79
112	General Maintenance and Servi	29/04/2026		Unity Trust 2028413		Scaffold	Burwell Scaffold	S	540.00	108.00	648.00
147	Electricity	29/04/2026		Unity Trust 2028413		Energy	Engie	L	530.98	26.55	557.53
114	Trees	29/04/2026		Unity Trust 2028413		Tree Work	TH Tree Surgery	S	1,400.00	280.00	1,680.00
35	Rates	01/05/2026		Unity Trust 2028413		Rates	ECDC	E	627.00		627.00
104	ICT and Software	13/05/2026		Unity Trust 2028413		accounts software	Scribe/Starboard	S	1,008.00	201.60	1,209.60
97	Newmarket Rd Sports Hub Prel	13/05/2026		Unity Trust 2028413		Ground Survey	Grounds Management Assc	S	1,310.00	262.00	1,572.00
103	Newmarket Rd Sports Hub Prel	13/05/2026		Unity Trust 2028413		Newmarket Road Sports Hub	Mulhall Leisure	S	500.00	100.00	600.00
160	Grass Cutting and Pitch Mainte	13/05/2026		Unity Trust 2028413		ground maintenance	Mr Groundsman	S	510.00	102.00	612.00
160	Pitch Maintenance Contract	13/05/2026		Unity Trust 2028413		ground maintenance	Mr Groundsman	S	7,450.00	1,490.00	8,940.00
162	Grass Cutting including verges	13/05/2026		Unity Trust 2028413		Grass Cutting	Zion Landscapes	S	1,355.00	271.00	1,626.00
158	Supplies	19/05/2026		Unity Trust 2028413		Various	Lloyds Bank	S	78.83	15.77	94.60
158	Supplies	19/05/2026		Unity Trust 2028413		Various	Lloyds Bank	E	9.95		9.95
158	ICT and Software	19/05/2026		Unity Trust 2028413		Various	Lloyds Bank	S	13.87	2.77	16.64
158	ICT and Software	19/05/2026		Unity Trust 2028413		Various	Lloyds Bank	S	129.90	25.98	155.88
158	Lloyd Cards Misc Items	19/05/2026		Unity Trust 2028413		Various	Lloyds Bank	E	6.00		6.00
158	Handyman General Expendiure	19/05/2026		Unity Trust 2028413		Various	Lloyds Bank	S	268.07	53.62	321.69
158	Repair Cafe Expenditure	19/05/2026		Unity Trust 2028413		Various	Lloyds Bank	S	79.17	15.83	95.00
158	Repair Cafe Expenditure	19/05/2026		Unity Trust 2028413		Various	Lloyds Bank	E	200.00		200.00
55	Maintenance Officer	22/05/2026		Unity Trust 2028413		Salary	George (Steve) Rowland	E	2,140.69		2,140.69
173	Maintenance Officer	22/05/2026		Unity Trust 2028413		Tax and NI	HMRC	E	811.98		811.98

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
153	Maintenance Officer	26/05/2026		Unity Trust 2028413		Superannuation	Nest	E	244.49		244.49
89	General Maintenance inc. Servi	27/05/2026		Unity Trust 2028413		Electrical Work	DH Electrical	S	2,865.70	573.14	3,438.84
87	Insurance Premium	27/05/2026		Unity Trust 2028413		Insurance Policy	Clear Councils	E	9,662.56		9,662.56
88	Handyman Capital Expenditure	27/05/2026		Unity Trust 2028413		EGO Equipment - ASSET	Newmarket Garden Machin	S	1,036.67	207.33	1,244.00
137	Heat and Light	28/05/2026		Unity Trust 2028413		Energy	Engie	S	565.09	113.02	678.11
74	Rates	01/06/2026		Unity Trust 2028413		Rates	ECDC	E	627.00		627.00
120	Trees	10/06/2026		Unity Trust 2028413		Tree Work	S R Landscapes	E	3,700.00		3,700.00
123	Other and PR	10/06/2026		Unity Trust 2028413		2 no Benches	ESPO	S	752.00	150.40	902.40
124	Recreation Ground New Bins	10/06/2026		Unity Trust 2028413		5 Bins	ESPO	S	1,040.00	208.00	1,248.00
163	Heat and Light	10/06/2026		Unity Trust 2028413		Energy Charge	Zion Landscapes	L	1,108.47	55.42	1,163.89
161	Grass Cutting including verges	10/06/2026		Unity Trust 2028413		Grass Cutting	Zion Landscapes	S	1,355.00	271.00	1,626.00
66	Telephone and Internet	22/06/2026		Unity Trust 2028413		Phone/Internet	BT	S	636.23	127.25	763.48
57	Maintenance Officer	23/06/2026		Unity Trust 2028413		Salary	George Rowland	E	2,140.69		2,140.69
156	Maintenance Officer	23/06/2026		Unity Trust 2028413		Tax and NI	HMRC	E	811.98		811.98
152	Maintenance Officer	26/06/2026		Unity Trust 2028413		Superannuation	Nest	E	244.49		244.49
Total									57,113.69	5,833.28	62,946.97

Burwell Parish Council
Finance and General Purposes
28.07.2026

Present: Paul Webb (Chair), Lea Dodds, Liz Swift, Hazel Barber, Geraldine Tate, Yvonne Rix (RFO), Katherine Hyett (Clerk)

F&GP/28072026/01 Apologies for absences and declarations of interests	Apologies received from Linda Kitching. There were no declarations of interest.
F&GP/28072026/02 Approval of the minutes of the meeting held on 26th May 2026	The minutes of the meeting held on 26 th May 2026 were approved and signed as a true and correct record.
F&GP/28072026/03 Governance 1. Consideration of the draft revised Grants and Community Funding Policy 2. Consideration of the draft revised Equity, Diversity and Inclusion Policy 3. Consideration of draft Internal Controls Policy 4. New policies required: a) Reserves Policy b) Investment Policy	1 With a small change being made to the first paragraph and an amendment to the Community, Safety, Health and Sport group name, it was agreed that the following recommendation is made to Council (proposed by Liz Swift): That the draft revised Donations, Grants and Community Funding Policy is adopted. 2. Lea Dodds suggested that the proposed Equity, Diversity and Inclusion Policy should cover contractors engaged by the Council. This may be difficult to control. Katherine Hyett felt that with contractors engaged for larger contracts, then checking that they have a similar policy is possible, but often those carrying out work for the Council are much smaller organisations or individuals. The following recommendation to be made to Council: That the draft Equity, Diversity and Inclusion Policy is adopted. 3. A suggestion was made that in 4.8 the wording should be changed to equipment being held at its primary location. Also, it was felt that the actual name of the solicitor should be removed. The group agreed that the following recommendation should be made to Council: That the draft Internal Controls Policy is adopted. 4. Yvonne Rix informed the group that the Council should have a Reserves Policy and also an Investment Policy. These could be combined into one policy. Clerk/RFO to draft. Kathrine Hyett explained that Yemi Macaulay is going to look at the CCTV policy and it is her intention to involve some of the other councillors with the relevant knowledge to look at some of the remaining policies.

F&GP/28072026/04 Health and Safety 1. Update on reviewed risk assessments and the need to carry out risk assessments due to new Council activities. 2. Any other urgent Health and Safety matters.	1.A new risk assessment has been completed for the Nature Day at Spring Close. Following the provisional review of the risk assessment requirements, Katherine Hyett is working through assessments for the Maintenance Officers including ones for noise and vibration risks. She continued to explain that she is trying to put the assessments on the shared drive for easier access. This has involved a large amount of work. 2. The Illegal Encampment Procedure is now complete. Chair and Vice Chair should have a copy. The document should not be published in the public domain. There were no other health and safety matters to discuss.
F&GP/28072026/05 HR Matters 1. Harvey Rowland – End of Contract 18.9.26	The temporary contract for Harvey Rowland is due to end on the 18th September. It was agreed that the contract should be extended until 31st March 2027 with the following recommendation being made to Council: That the temporary contract for Harvey Rowland to be extended until 31st March 2027
F&GP/28072026/06 Financial Matters 1. Balances of Accounts at 30th June 2026: Unity Trust Current £324,922.02 Unity Trust Higher Interest £200,000.00 CCLA £169,772.70 Total Funds = £694,694.72 2. CCLA – Additional signatory (currently YDR, PW, ES, LK) 3. Allocation of CIL Funding £8959.91 4. Consideration of further funds being transferred to investment accounts 5. Review of Effectiveness of Internal Controls 6. Review of Direct Debits 7. Review of the Risk Management Policy 8. Review of Safeguarding of Public Funds 9. Consideration of quotations from Internal Auditors and	1.The balances of the accounts at 30th June 2026 totalling £694,694.72 were noted. Yvonne Rix informed the group that the balance of the Unity Trust Current account currently is £295,922.45. 2. It was agreed that the following recommendation is made to Council. That Lea Dodds and Katherine Hyett should be added as signatories for the CCLA Account. 3.The group agreed that the unallocated CIL funding would not be allocated to a specific project until after the Three-to-Five-Year Plan has been finalised. 4.The group considered the option of transferring more funds to the CCLA account and makes the following recommendation to Council That £100,000.00 is transferred immediately to the CCLA account and as long as no unforeseen circumstances arise, a further

recommendation to Council of Internal Auditor for the 2026/2027 financial year.	£50,000.00 should be transferred on or around 8th September 2026. 5.The group reviewed the effectiveness of the Council's Internal Controls (see separate Sheet) and makes the following recommendation to Council: That the Council's Internal Controls should be approved. 6.The group recommends to Council that the following direct debits and standing orders should be approved: Anglian Water (WAVE) Bright HR Limited British Telecom East Cambs District Council EDF Energy Engie N-CIS Go Cardless Ltd (Scribe Civic-ly) HMRC Information Commissioners Office Lloyds Corporation Card NEST Octopus Energy PEAC (UK) Ltd Stripe Payments Vodafone 7.It was agreed that the review of the Risk Management Policy should be deferred to the next meeting. 8.The group having considered the safe-guarding of Public Funds agreed that the following recommendation should be made to Council: That Council considers with all the internal controls in place that all public funds are being safe-guarded. 9.The group considered three quotations for the provision of Internal Audit for the financial year 2026/2027 from Auditors, competent of carrying out the work required and independent from the Council. Based on the satisfactory service received in past years it was agreed that the following recommendation should be made to Council: That Moore, being both independent and competent, should be appointed as Internal Auditors for the financial year 2026/2027 at a cost of £1595.00 plus VAT.
F&GP/28072026/07 Updates 1. Communications Group 2. Vehicle for Maintenance Officer 3. Three-to-Five-Year Plan	1.Paul Webb informed the group that two meetings have taken place to discuss the Terms of Reference for the Communications Group, how the group would work, and the areas that would be covered. Once all documents have been drafted, these will be

	forwarded to the Katherine Hyett for her input and assurance that all documentation is legal. The documents will then go to Council for approval. Monthly meetings have been arranged for the rest of the year and Katherine Hyett as Clerk will be invited to attend. Katherine Hyett reminded Paul Webb that other councillors have shown an interest in being involved with the Communications Group. Paul Webb said that a What's App group had been set up for the Communications Group. Katherine Hyett reminded all that should a Freedom of Information Request (FOI) be received involving the Communication Group, then any personal phones, devices etc. where conversations have been held via What's App will need to be accessed by the Clerk for the FOI response. 2. Lea Dodds reported that he had no information to share with the group at the moment and is still looking into the option of an electric vehicle for the Maintenance Officer. 3. The Three-to-Five-Year Plan will be completed once the details from the Strategy Day have been approved. Lea Dodds reminded the group of his request that amount is included in the budget for building maintenance which the Land, Buildings and Facilities working group can be responsible for.
F&GP/28072026/10 Date of the next meeting – 29th September 2026 The main item for discussion at this meeting will be the 2027/2028 Budget.	Due to the likelihood of a F&GP meeting held on the 29th September being inquorate it was agreed that the meeting date should be brought forward to the 22nd September 2026, 7.30 pm at the Jubilee Reading Room. The meeting of the 28th July 2026 closed at 9.09pm
Signed	Dated

Version	Description of Change	Officer	Reviewing Committee	Frequency of Review	Version Approval Date	Next Review Date
1.	Review	Parish Clerk	F&GP 28.07.26 Full Council	Two years	Min Ref:	

Burwell Parish Council Donations, Grants and Community Funding Policy

1) Introduction

Burwell Parish Council (the Parish Council) has a policy of making donations and grants to local voluntary, non-profit and community groups/organisations, with the aim of supporting the important work they do to improve the lives of the residents of Burwell. Each year, an agreed sum of money is set aside by the Council for this purpose. All grants and donations will be awarded under the powers available to the Council, including Section 137 of the Local Government Act 1972 where appropriate, and any other relevant statutory power.

This document gives the Parish Council's general funding principles and details its expectations of all groups in receipt of aid. The Parish Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as a source of valuable services, a means of enabling people to work together and a channel for campaigning and advocacy.

It is expected that any donation or grant given will help:

- ✓ Burwell's voluntary groups to improve their effectiveness
- ✓ ensure the provision of services needed by the parish's residents via the voluntary sector
- ✓ support organisations which meet the needs of people experiencing social and economic difficulties and;
- ✓ ensure that there is equality of access and opportunity for all residents to the services and funds it provides

To support the above listed objectives, Burwell Parish Council has access to 3 possible funding routes:

- 1) **Community donations** of up to £500 from the Parish Council from allocated Parish Council budget.
- 2) **Community Benefit Schemes** funded through external donations made to the Parish Council for community benefit e.g. solar farm funding.
- 3) **Community Infrastructure Levy (CIL) Funding**: For a capital project that results from the increased housing and population within the village.

Burwell Parish Council receives 15% of the contribution received by East Cambridgeshire District Council because of the construction of new houses in the village. The Parish Council can spend this funding known as the Community Infrastructure Levy on projects which result from the increased housing and population in the village. Whilst it is expected that most of the money received will support infrastructure projects carried out by the Parish Council, organisations within the village can approach the Parish Council for a grant from these funds as long as all criteria can be met.

2) Who Can Apply?

Any local voluntary organisations, community groups and sports/recreational clubs based in Burwell that operate on a not-for-profit basis are eligible to apply. This includes play groups, youth clubs, community associations, community event groups, senior citizen social clubs, gardening clubs, conservation groups, sports clubs, etc. This list is not exhaustive but all groups must have membership arrangements which do not unfairly restrict access without reasonable justification.

. The group must:

- be of a non-commercial nature,
- have a constitution, set of rules or documented aims and objectives,
- have a bank account with at least two signatures.

The overarching concern of the Parish Council is that any grant application must be seen to be of benefit to residents of Burwell.

3) What Will NOT be Funded?

- Individuals or projects with only one beneficiary;
- Organisations or activities which do not substantially benefit the residents of Burwell;
- Organisations or activities which are primarily commercial in nature;
- Organisations whose membership arrangements unfairly restrict access without reasonable justification;
- Religious or political activities unless unrestricted community benefit can be demonstrated;
- Repayment of loans;
- VAT that can be recovered;
- Core operating costs or salary costs will not normally be funded unless the Council is satisfied that they directly support delivery of services benefiting Burwell residents;
- Improvements to facilities or buildings where the primary benefit is private or commercial gain;
- Any project which discriminates on any grounds. Applicants must demonstrate that they operate in accordance with equality legislation and may be required to provide a copy of their Equality and Inclusion Policy.
- Retrospective applications where the activity or project has already been carried out;
- Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project;
- The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

3) When Can applications be made

Applications for funding can be made throughout the year.

Applications for community benefit schemes and Community Infrastructure Levy Funding will be considered by the Finance and General Purposes Group. Recommendations will then follow at the next full council meeting. If a specific fund is available to external applicants, the call for applications will be published with a deadline for applications given. This will be published on the Parish Council website, social media and via other available routes where possible.

Applications for community donations up to the value of £500 will be considered by the Community, Safety, Health and Sports Group at their bimonthly meeting with a recommendation either in favour or not of a donation being made to Full Council for approval. The Parish Council budget must be considered when determining any donation and any request for a donation more than £500, should be referred to the Finance and General Purposes Group for further consideration prior to any recommendation being made to Full Council.

4) What Are the Conditions of a Grant?

- The grant can only be used for the purposes stated in the application and the Parish Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- Money must be spent within 1 year of the award being made and any unspent money must be returned to the Council.
- If the organisation requires a change of the purpose of the grant, the Parish Council's prior approval must be obtained.
- Organisations are responsible for ensuring that they comply with all legal and statutory requirements.
- Should for any reason the organisation disband during the period of the grant the Parish Council may ask for all or part of the monies to be repaid.
- Recognition of the grant received from Burwell Parish Council must be made in any publicity.
- The organisation being awarded the grant is required to submit a report detailing how the grant was used and the impact it has made or a progress report in the spring the following year and may be expected to attend the Annual Parish Meeting (usually held in May each year) to show the community how the money was spent.
- Organisations may be required to provide seed funding to support grant awards. This will be specified in the terms of any community benefit scheme application process.
- Where assistance /grants worth £2000 or more is given to a voluntary / charitable body, the body must be required within twelve months to state in writing the use to which the money (or other help) has been put. LGA 1972 S137A

Should any of these conditions not be met it could result in the grant being withdrawn, the grant having to be repaid and future grant applications being refused.

5) How will awards be decided?

The Parish Council will assess all applications on a number of criteria to assess their eligibility and prioritise the money available. The key criteria will be:

- Number of people benefitting.
- Proven evidence of benefit to the community (% numbers of beneficiaries from the Parish may be required).
- Evidence that priority groups benefit i.e. children, the elderly, disabled people, teenagers who are not in employment, education or training (NEET).
- Evidence of 'legacy value'.
- Projects that reduce energy use and greenhouse gases or which benefit the environment.
- Evidence of deliverability.
- Whether the costs are appropriate and realistic - value for money.
- What level of contributions has been, or will be, raised locally.

- Eligibility will not guarantee success for any application. The Council reserves the right to prioritise based on the amount of funding available, numbers and types of applications and its own priorities.

6) Conflict of Interest

Any councillor who is a member, trustee, employee or officer of an applicant organisation must declare an interest in accordance with the Council's Code of Conduct and shall not participate in the discussion or decision unless permitted under the applicable rules

7) Donation and Grant Application Procedure

Organisations should write/email into Council with their request. This should include the following information:

- Details of the organisation
- Details of the organisations membership, age groups, groups it supports etc.
- Confirmation that it is a not-for-profit group
- Why the funding is needed
- Level of funding required and when it will be needed
- Details of the organisations banking arrangements
- Copy of the latest financial accounts
- Supporting evidence of the cost of the project where applicable. Evidence could include: estimates (more than one) or receipted invoice.
- Evidence of deliverability, where applicable. The applicant must show that there is a need for what is proposed and that it can be delivered by the means set out in the application. If it is a new project or substantial change to an existing one, the applicant must show that there is a realistic demand in Burwell for what is being proposed.
- The Council reserves the right to request additional information or supporting documentation before determining an application
- For CIL Funding: Projects funded through CIL must address demands that development places on the parish and meet the requirements of the Community Infrastructure Levy Regulations including
 - Any applicant must have a constitution and be a not-for-profit organisation
 - The application must be for a capital project that results from the increased housing and population within the village
 - Be able to provide bank account details and Financial Accounts for the previous year

If successful payment arrangements will be discussed, along with any other conditions with the applicant.

Applications should be sent addressed to: Burwellpc@burwellparishcouncil.gov.uk

Or:

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

Receipt of applications will be acknowledged within one week.

Version	Description of Change	Reviewing Officer	Reviewing Committee	Frequency of Review	Minutes reference adopted	Next Review Date
1.0		Katherine Hyett - Clerk	F&GP 28.07.26 Council			

Burwell Parish Council

Equity, Diversity and Inclusion Policy

1. Introduction

Burwell Parish Council is committed to upholding the principles set out in the Equality Act 2010 and reflected in NALC model policies, including fairness, transparency, and accountability in governance and service delivery.

This policy supports the Council's obligations through:

- Its Code of Conduct
- Standing Orders
- Employment practices
- Decision-making and community engagement

2. Policy Aim

The Council aims to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations between people from different backgrounds
- Ensure inclusive and accessible services, facilities and decision-making

3. Scope

This policy applies to:

- Councillors
- Employees
- Volunteers
- Contractors acting on behalf of the Council
- All Council activities, including services, facilities, and consultation responses

4. Legal Context

In line with the Public Sector Equality Duty, the Council must have due regard to:

- Removing or minimising disadvantages
- Meeting different needs
- Encouraging participation in public life

Protected characteristics are defined under the Equality Act 2010 as:

- ☐ Age
- ☐ Disability
- ☐ Gender reassignment
- ☐ Marriage and civil partnership
- ☐ Pregnancy and maternity
- ☐ Race
- ☐ Religion or belief

Version	Description of Change	Reviewing Officer	Reviewing Committee	Frequency of Review	Minutes reference adopted	Next Review Date
1.0		Katherine Hyett - Clerk	F&GP 28.07.26 Council			

- ☐ Sex
- ☐ Sexual orientation

5. Roles and Responsibilities (NALC-aligned structure)

Full Council

- Approves and reviews this policy
- Ensures equality considerations are embedded in decision-making

Councillors

- Uphold the Code of Conduct
- Consider equality and inclusion in all decisions
- Engage respectfully with all members of the community

Clerk (Proper Officer)

- Advises the Council on legal and policy requirements
- Implements this policy in operational matters
- Ensures inclusive practices in administration and communication

Employees, Volunteers and Representatives

- Deliver services in line with this policy
- Actively promote fairness and inclusion
- The Council expects contractors and suppliers acting on its behalf to comply with the Equality Act 2010 and this policy where applicable.

6. Employment Practices

In line with NALC employment good practice, the Council will:

6.1 Recruitment

- Use objective and non-discriminatory criteria
- Advertise vacancies openly where appropriate
- Provide reasonable adjustments

6.2 Employment Conditions

- Treat all staff fairly and consistently
- Promote a safe and inclusive working environment
- Not tolerate harassment or bullying

6.3 Training

- Provide equality and inclusion awareness where appropriate
- Support councillors and staff in fulfilling their roles responsibly

7. Service Delivery and Facilities

The Council will:

7.1 Accessibility

- Ensure facilities (parks, halls, sports areas, play areas) are as accessible as reasonably practicable
- Consider mobility, sensory and cognitive needs

7.2 Communication

- Use clear and accessible language

Version	Description of Change	Reviewing Officer	Reviewing Committee	Frequency of Review	Minutes reference adopted	Next Review Date
1.0		Katherine Hyett - Clerk	F&GP 28.07.26 Council			

- Provide alternative formats where reasonably requested

7.3 Inclusive Use of Facilities

- Promote equitable access regardless of background or circumstances
- Consider affordability, cultural appropriateness, and safety

8. Consultation, Representation and Decision-Making

The Council recognises its role in representing the community and responding to external consultations.

8.1 Engagement

- Seek to reach a wide cross-section of residents
- Consider barriers such as disability, age, digital access and language

8.2 Consultation Responses

When responding to consultations (e.g. planning, transport, housing, active travel, highways), the Council will:

- Consider equality impacts
- Reflect diverse community needs
- Avoid reinforcing inequalities

This includes but is not limited to:

- Promoting accessible, inclusive and safe environments
- Considering impacts on vulnerable groups
- Promoting accessible and safe movement for all users including pedestrians, cyclists, horse riders and mobility aid users/scooters
- Ensuring routes are inclusive (e.g. step-free, well-lit, safe crossings)
- Considering housing proposals that promote accessibility and meet a range of community needs.
- Encouraging accessibility standards and adaptable homes
- Encouraging participation across all groups

9. Complaints and Standards

- Complaints about discrimination will be handled in line with the Council's Complaints Procedure
- Allegations involving councillors will be handled under the Code of Conduct framework
- The Council will act proportionately and fairly

10. Monitoring and Review

- This policy will be reviewed every 3 years or earlier if legislation or best practice changes
- The Council will periodically review complaints, employment matters, accessibility issues and community feedback to identify any equality-related concerns.

Version	Description of Change	Reviewing Officer	Reviewing Committee	Frequency of Review	Minutes reference adopted	Next Review Date
1.0		Katherine Hyett - Clerk	F&GP 28.07.26 Council			

Appendix A: Equality Impact Consideration (EIC) Checklist

(To be included in reports, agendas, and consultation responses where relevant. The checklist should be used where a proposal is likely to have a significant impact on residents, staff, facilities or service delivery.)

Burwell Parish Council Equality Impact Consideration

Title of proposal / decision:

Date:

Lead Officer / Councillor:

1. Relevance

Does this proposal affect:

- ☐ Service delivery
- ☐ Community facilities
- ☐ Planning / development
- ☐ Transport / active travel
- ☐ Housing
- ☐ Other (specify)

2. Potential Impact on Groups

Could this proposal disproportionately affect:

Group	Yes	No	Notes
Older people	☐	☐	
Children / young people	☐	☐	
Disabled people	☐	☐	
People on low incomes	☐	☐	
Ethnic or cultural groups	☐	☐	
Gender / sex	☐	☐	
Other (specify)	☐	☐	

3. Accessibility

- Are there barriers to access (physical, financial, digital, or social)?
- Can reasonable adjustments be made?

Notes:

4. Opportunities to Promote Inclusion

- Does this proposal improve access or participation?
- Can it be adapted to better support inclusion?

Notes:

Version	Description of Change	Reviewing Officer	Reviewing Committee	Frequency of Review	Minutes reference adopted	Next Review Date
1.0		Katherine Hyett - Clerk	F&GP 28.07.26 Council			

5. Mitigation

- What steps can be taken to reduce negative impacts?

Notes:

6. Conclusion

- ☐ No significant equality impact
- ☐ Positive impact identified
- ☐ Potential negative impact (mitigation required)

DRAFT

Version	Description of Change	Reviewing Officer	Reviewing Committee	Frequency of Review	Minutes reference adopted	Next Review Date
1.0	New Policy	Katherine Hyett - Clerk	F&GP 28.07.26F Council	Annual		

Burwell Parish Council Internal Controls Policy

This policy sets out the internal control arrangements used by Burwell Parish Council to safeguard public money, ensure proper financial administration and support the effective management of risk.

1. Purpose

Burwell Parish Council is responsible for ensuring that its business is conducted in accordance with proper financial practices and that public funds and assets are safeguarded. The Council recognises its duty to maintain effective internal controls designed to prevent and detect fraud, corruption, error and misuse of resources.

The Council will review the effectiveness of its internal controls at least annually, or sooner if there is a significant change in circumstances.

2. Scope and Responsibilities

This policy applies to all councillors, employees, contractors and volunteers involved in the administration of Burwell Parish Council.

The Responsible Financial Officer (RFO) is responsible for the day-to-day administration of the Council's financial affairs and implementation of internal controls. Oversight is provided by the Finance and General Purposes Group, which monitors financial management arrangements and reports to Full Council.

3. Governance Framework

- The Council shall adopt and regularly review Standing Orders.
- The Council shall adopt and regularly review Financial Regulations.
- The Council shall maintain adequate insurance cover.
- An independent Internal Auditor shall be appointed annually.
- Internal and External Audit reports shall be considered by Council.
- An annual review of the effectiveness of internal control shall be undertaken and recorded.

4. Internal Control Arrangements

4.1 Expenditure Controls

- All invoices shall be presented to Council as a separate agenda item where required by the Council's procedures.
- No payment shall be made unless approved by Council or under delegated authority.

- Expenditure shall be monitored against approved budgets.
- Competitive quotations and tender procedures shall be followed in accordance with Financial Regulations.
- Supporting invoices and documentation shall be available for inspection before payment approval.

4.2 Payment Controls

- All BACS payments shall require approval by at least two authorised councillor signatories.
- The RFO shall verify the invoice, supplier details, and payment amount before submitting the payment for Council approval. Following approval, the payment shall be submitted to the authorised signatories for final checks and authorisation.
- Changes to supplier banking information shall be independently verified before payment.
- An audit trail of approvals and payments shall be retained in the accounting records.

4.3 Payroll Controls

- Salaries shall be paid only to authorised employees.
- Salary scales and contractual changes shall be formally approved.
- PAYE, National Insurance and pension contributions shall be processed in accordance with statutory requirements.
- Payroll records shall be retained securely.

4.4 Income Controls

- All income shall be recorded promptly and accounted for accurately.
- Invoices shall be raised where appropriate and receipts monitored.
- Debtors shall be reviewed periodically and any write-off shall be approved by Council.
- Wherever possible, electronic payment methods shall be used in preference to cash.

4.5 Cash and Banking

- The Council maintains bank accounts with Unity Trust Bank and CCLA.
- Bank reconciliations shall be completed regularly by the RFO.
- Reconciliations shall be reviewed quarterly by members of the Finance and General Purposes Group.
- Bank balances shall be reported to Council as part of financial monitoring.
- The Council will endeavour to minimise receipt of cash wherever practicable.

4.6 Budget Setting and Monitoring

- An annual budget shall be prepared before the precept is set.
- Budget monitoring reports shall be presented regularly to Council.
- Significant variances shall be explained and recorded.
- Spending decisions shall be assessed against available budgets before commitments are made.

4.7 Reserves

- The Council shall determine its level of reserves having regard to guidance issued by the Joint Panel on Accountability and Governance (JPAG), the Council's financial risk assessment,

anticipated expenditure, and operational requirements. The Responsible Financial Officer shall advise the Council annually on the appropriate level of reserves to be maintained.

- Earmarked reserves shall be reviewed annually.
- Reserve levels shall be considered during the annual budget-setting process.
- The Council shall maintain a Reserves Policy.

4.8 Assets

- An Asset Register shall be maintained and reviewed annually, including primary location of equipment.
- Employees may take Council-owned equipment off-site where required for Council business.
- All Council equipment taken by non-employees must be recorded by the Clerk, Assistant to the Clerk, or RFO. Records must include the borrower's name, the equipment issued, the date taken, and the date returned.
- All assets shall be appropriately insured and recorded on the Asset Register.
- Disposal of assets shall follow Financial Regulations and legislation.

4.9 Insurance

- The Council shall maintain insurance cover appropriate to its activities and risk profile.
- Insurance shall include Fidelity Guarantee Insurance, Employers' Liability Insurance, Public Liability Insurance, buildings and contents cover, legal expenses cover, structures cover, and cover for events where appropriate.
- Insurance arrangements shall be reviewed annually before renewal.

4.10 Information Security and Business Continuity

- Financial and administrative records shall be maintained electronically and backed up regularly.
- The Council operates electronic backup and cloud storage arrangements.
- Minutes and key records shall be retained securely.
- Online banking access shall be password protected and restricted to authorised users.
- Legal documents, leases and deeds shall be held securely through the Council's solicitors.
- Bank account details and key continuity information shall be available to the Chair for business continuity purposes.

4.11 Risk Management

- The Council shall maintain a Finance Risk Assessment.
- The assessment shall be reviewed annually and approved by Full Council.
- Risk management shall be a standing consideration of Council business.

4.12 Internal and External Audit

- An independent Internal Auditor shall be appointed annually.
- Internal Audit reports shall be considered by Council.
- Recommendations shall be implemented where appropriate.
- External Audit reports shall be reviewed and recorded in Council minutes.

5. Annual Review

The Finance and General Purposes Group shall undertake an annual review of the effectiveness of internal controls using this policy, the Finance Risk Assessment, financial monitoring reports, bank reconciliations, internal audit reports and any recommendations arising from external audit. The review shall be reported to Full Council and minuted.

Katherine Hyett

From: Licensing <Licensing@eastcambs.gov.uk>
Sent: 24 July 2026 12:37
To: Cllr Christine Ambrose-Smith; Cllr Lucius Vellacott; Cllr John Trapp; Cllr Kelli Pettitt; Cllr David Miller; Cllr Julia Huffer; Cllr Keith Horgan; Cllr Martin Goodearl; Cllr Mark Goldsack; Cllr Lavinia Edwards; Cllr Charlotte Cane; Cllr David Brown; Cllr Ian Bovingdon; Cllr Anna Bailey; Katherine Hyett; Bottisham Parish Council (SMTP); Fordham Parish Council (SMTP); Little Downham Parish Council (SMTP); Littleport Town Council (SMTP); Lode Parish Council (SMTP); Wicken Parish Council (SMTP); Swaffam Prior Parish Council (SMTP); Swaffham Bulbeck Parish Council (SMTP); Soham Parish Council (SMTP)
Subject: Licensing: Mobile Street Trader Consultation - S128 AFM - 26/06014/STRCON
Attachments: Edie's Ices (1) - proposed schedule.docx

CAUTION: This email originates from outside of Burwell Parish Council
Good Afternoon,

You are receiving this e-mail as a consultee for the following application for an annual street trading consent.

Mr Rizgelis of Edie Ices has applied 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

Edie's Ices currently have an annual mobile street trading consent for ice cream van S128 AFM. The purpose of this new application is to replace the existing consent with an expanded list of permitted locations to trade. The existing consent will be surrendered before the new consent is granted. The attached schedule includes both the current and proposed locations of activity

Please note the granting of consent would only permit the van to remain stationary for a period of five minutes or until any assembled queue remains; they will not be permitted to remain in a static location permanently or for any extended period of time.

If you wish to submit a representation for our consideration regarding this application, please do so to licensing@eastcambs.gov.uk by **21st August 2026**.

Kind Regards



East Cambridgeshire
District Council

Licensing

Legal Services



01353 665555



www.eastcambs.gov.uk



eastcambsgov



@EastCambs

East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambridgeshire CB7 4E

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

Please consider the environment before printing this email.

Operating schedule for Edie's Ices (1) – S128 AFM

Current:

Day	Locations	Times
Monday	Fordham, Soham	1200-1900
Tuesday	Little Downham, Littleport	1200-1900
Wednesday	Bottisham, Burwell, Fordham	1200-1900
Thursday	Burwell, Fordham, Soham	1200-1900
Friday	Little Downham & Littleport	1200-1900
Saturday	Bottisham, Burwell, Fordham, Littleport and Soham	1200-1900
Sunday	Bottisham, Burwell, Fordham, Littleport and Soham	1200-1900
Bank holidays	Bottisham, Burwell, Fordham, Littleport and Soham	1200-1900
School holidays	Bottisham, Burwell, Fordham, Littleport and Soham	1200-1900

Proposed:

New locations in **bold**.

Day	Locations	Times
Monday	Bottisham, Burwell, Fordham, Littleport, Lode, Soham, Stow cum Quy, Swaffham Bulbeck, Swaffham Prior, Wicken	1200-1900
Tuesday	Bottisham, Burwell, Fordham, Little Downham, Littleport, Lode, Stow cum Quy, Swaffham Prior, Swaffham Bulbeck, Wicken	1200-1900
Wednesday	Bottisham, Burwell, Fordham, Littleport, Stow cum Quy, Lode, Swaffham Prior, Swaffham Bulbeck, Wicken	1200-1900
Thursday	Burwell, Fordham, Littleport, Lode, Soham, Stow cum Quy, Swaffham Prior, Swaffham Bulbeck, Wicken	1200-1900
Friday	Bottisham, Burwell, Fordham, Little Downham, Littleport, Lode, Stow cum Quy, Swaffham Prior, Swaffham Bulbeck, Wicken	1200-1900
Saturday	Bottisham, Burwell, Fordham, Littleport, Lode, Soham, Stow cum Quy, Lode, Swaffham Prior, Swaffham Bulbeck, Wicken	1200-1900
Sunday	Bottisham, Burwell, Fordham, Littleport, Lode, Soham, Stow cum Quy, Lode, Swaffham Prior, Swaffham Bulbeck, Wicken	1200-1900
Bank holidays	Bottisham, Burwell, Fordham, Littleport, Lode, Soham, Stow cum Quy, Swaffham Prior, Swaffham Bulbeck, Wicken	1200-1900
School holidays	Bottisham, Burwell, Fordham, Littleport, Lode, Soham, Stow cum Quy, Swaffham Prior, Swaffham Bulbeck, Wicken	1200-1900

Operating schedule for Edie's Ices (1) – S128 AFM

At the following locations:

Bottisham – Lode Road, Lysander Close, Ancient Meadows, Peacock Drive, Ox Meadow, Maple Close, Tunbridge Lane, Vineyard Walk.

Burwell – Buntings Path, Mill Close, Mill Lane, Martin Road, Westhorpe, Halkham Mead, Kentwell Place, Bloomsfield Way, Isaacson Road, Station Gate, Railway Close, Burling Way, Ellis Garden, Cornfields, Swaffham Road, Barkway, Parsonage Lane, Carter Road, Melford, Bayfield Drive.

Fordham – Collins Hill, Rule Gardens, Grove Park, Grove Gardens, Frowd Close, Isleham Road, Mill Lane, Hillside Meadow, Walton Close, Edith Avenue, Thirlwall Drive, Newport Avenue.

Little Downham – Bishops Close, Bury Green, Ely Road, Lawn Lane, Lawns Crescent, Matthew Wren Close, Oak Farm Drive, Old Fir Close, Orchard Estate, School Lane.

Littleport – Meadows Court, Longfield Road, Camberlain Fields, Upton Place, Friar's Place, Limes Close, Washington Close, Fleet Close, Kingsmead Court, Croft Park Road, Fishers Bank, The Furrows, Tilling Way, Lowfield Crescent, Yeomans Way, Highfield Drive, The Barns, Guernsey Way, Millfield, The Crescent, Croft Park, Saffron Close, Grange Lane, Parsons Lane, Walmsley Way, Crossley Gardens, Havers Rise, Holdsworth Drive, Newnham Chase, Bates's Drove, Bells Drove.

Lode – Fairhaven Close, Fassage Close, Mill Road, Northfields Road, Station Road.

Soham – Cornmills Road, Centre Road, Morello Chase, The Oaks, Pennyworth, Celadine View, Tanners Lane, Frank Bridges Close, Clay Street, Speed Lane, Heron Court, Teal Avenue, Gardwall Way, Avocet Grove, Churchgate Street, Fountain Lane, Holmes Lane, Primrose Lane, Bancroft Lane, Bushel Lane, Ormwell Close, Sand Street, Pratt Street, The Shade, Julius Martin Lane, Kingsfield Drive, Queensway, Kings Parade, The Causeway.

Stow cum Quy – Wheelwright Way, Herring's Close, Vicarage Meadows, Quy Court, Minter Close.

Swaffham Prior – Adams Road, Cage Hill, High Street, Fairview Grove, Rogers Road, Tothill Road.

Swaffham Bulbeck – Downing Court, High Street, Park End, Vicarage Close.

Wicken – Butt's Lane, Lode Way, Pond Green, Swallowtail Close, The Crescent.



Pre-Application Number: PREAPP/00081/26

Proposed development: To improve safety for vehicles and pedestrians. Reduction of wall, new railings and removal of small wall

Site Address: Gardiner Memorial Hall, High Street, Burwell

Case Officer: Jasmine Moffat

Dear Miss Hyett,

Date: 15/07/2026

Relevant Plans

Plan reference:	Version number:	Date received:
Proposed improvement		19/06/2026

Site Constraints

- Within the conservation area
- Within the development envelope
- Flood zone 1
- Within close proximity to Grade II listed 46 High Street
- Within close proximity to Highbur House, a non-designated heritage asset

Relevant Planning History

Application reference:	Proposal:	Status:	Date Determined:
98/00178/FUL	Extension to Gardiner Memorial Hall, Burwell	Permitted	05/05/1998
14/00525/TRE	T1, T2, T3 Horse Chestnut trees - Reduce long lateral branches extending out over main road by up to 2 metres, pruning back to suitable branch union points. (The lateral branches to prune are in the lower half of the trees canopy).	Allowed	21/05/2014
20/01720/FUL	A single-storey rear extension and update to existing facilities	Permitted	05/08/2021
20/01720/DISA	To discharge Condition 4 (Trees) of decision dated 05/08/2021 for A single-storey rear extension and update to existing facilities	Conditions Discharged	17/12/2021

Pre-application Planning Advice

All planning applications are assessed against the statutory development plan for the District, which comprises the East Cambridgeshire Local Plan 2015 (as amended 2023), the Cambridgeshire and Peterborough Minerals and Waste Plan 2036 and any relevant neighbourhood plan.

I have assessed your pre-application proposal against relevant policies, which can be found in the hyperlinks below:

- [East Cambridgeshire Local Plan 2015 \(as amended 2023\)](#) (LP)
- [Cambridgeshire and Peterborough Minerals and Waste Plan 2021](#) (MWP)
- [Neighbourhood Plans](#)
- [National Planning Policy Framework \(December 2024\)](#) (NPPF)
- [Supplementary Planning Documents](#)
- Local Nature Recovery Strategy (LNRS), [Part 1](#), [Part 2](#), [Map](#)

Draft NPPF December 2025

The draft National Planning Policy Framework, published in December 2025, is currently under consultation. It is a material consideration but carries very limited weight at present given that the proposed document could be subject to further change

I summarise my response to the key issues in the table below. Each section is also colour-coded to reflect the following:

- **Green:** Likely Acceptable
- **Amber:** Requires amendment, further information/subject to response from technical consultee and/or site visit
- **Red:** Unacceptable in principle or lacks essential information to make an assessment.

Principle

Policies	Local Plan:	GROWTH 2, GROWTH 5
	Neighbourhood Plan:	N/A
	National Planning Policy Framework:	Chapter 2, Chapter 4
	Supplementary Planning Document(s):	

Comments:

The pre- application enquiry proposes a minor form of development to serve a previously established community centre located within the policy defined development envelope of Burwell. The development involves the partial demolition of an existing boundary wall situated along the western boundary of the development site, lowering the remaining brick wall to approximately 1.375m and the installation of railings. This is considered to align with policy GROWTH 2 of the East Cambridgeshire Local Plan, provided all other relevant local plan policies are satisfied, and the proposal causes no significantly detrimental impacts upon the character and appearance of the area. An assessment has been made below to determine this.

Residential Amenity

Policies	Local Plan:	ENV 1, ENV 2
	Neighbourhood Plan:	N/A
	National Planning Policy Framework:	Chapter 12
	Supplementary Planning Document(s):	Design Guide SPD

Comments:

Owing to the scale, transparency and positioning of the proposed boundary treatments within the development site, I do not consider the development would cause any significantly detrimental impacts upon the residential amenity of nearby occupants.

Visual Amenity and Heritage

Policies	Local Plan:	ENV 1, ENV 2, ENV 11, ENV 12,
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		ENV 13
	Neighbourhood Plan:	N/A
	National Planning Policy Framework:	Chapter 12, Chapter 16
	Supplementary Planning Document(s):	Design Guide SPD, Burwell High Town Conservation Area Appraisal SPD

Comments:

The development site is located within the Burwell High Town Conservation Area, for which the 1914 Gardiner Memorial Hall is considered to make a positive contribution to, because of its age and rarity within the district.

The proposal is also located within close proximity to Grade II listed 46 High Street, which abuts the southern boundary of the development site. As such the pre-application site is considered to retain a close relationship with the asset, forming part of the buildings setting.

In addition, the development site is located within close proximity to Highbur House, a non-designated heritage asset, located approximately 30m north of the development site. The asset retains a close relationship with the public realm, with the gable of the dwelling abutting the public highway. The asset is therefore mainly appreciated within its more immediate setting comprising its residential curtilage and neighbouring dwellings.

The boundary treatments on the western boundary of the development site are considered to form a secondary feature within the setting of both 46 High Street and Highbur House when viewed from a southern facing perspective down High Street.

The boundary treatments within the wider area predominantly comprise brick walls of varying heights and levels of detailing. Whilst I recognise from the information provided, railings were traditionally a feature of the High Street, I note the proposed boundary treatment is not so commonly seen within the wider area today. The closest examples of railings to the development site are at The Five Bells pub, located approximately 36m south and within some residential property's further north. The examples of railings provided within the supporting statement retain more of a functional and reserved visual appearance, as opposed to the more decorative designs already integrated within the street scene. It is also noted that as a result of the sites topography the railings will be provided additional visual prominence within the development site, which is aided by the degree of transparency the boundary treatment provides. Notwithstanding this, I consider there would be a minor degree of harm to the historical significance of the conservation area, 46 High Street and Highbur House.

With regards to the demolition and lowering of the existing brick boundary wall, it is evident the wall forms a later addition to the development site and is of little architectural or historical importance. In addition, I consider reducing the scale of the boundary treatment would reduce its prominence within the development site, not significantly altering the way Gardiner Memorial Hall or the surrounding heritage assets are appreciated. Therefore, I consider this element of the proposal would likely be concluded to cause neutral impacts to the historical significance of the conservation area, 46 High Street and Highbur House.

Upon informal consultation with the councils conservation officer, it was acknowledged the proposal would result in a minor change to the conservation area. However, the intent of the pre-application was understood to improve the safety of the sites existing access. Paragraph 215 of the NPPF is noted which states "where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use."

I would therefore advise to secure a positive determination of any formal planning application, a heritage statement should support any formal application, which provides a proportionate

assessment of the significance of the aforementioned heritage assets and an assessment of the impacts of development. The public benefits of development should also be clearly stated to justify any harm from the proposed development. This would allow a balanced judgement to be undertaken at a formal application stage in accordance with the NPPF.

Further information about preparing a heritage statement and a template that can be adapted for your own use can be found on our website using the link below:

[Listed and historic buildings | East Cambridgeshire District Council](#)

Trees, Ecology and Biodiversity Net Gain (BNG)

Policies	Local Plan:	ENV1, ENV2, ENV7
	Neighbourhood Plan:	N/A
	National Planning Policy Framework:	Chapter 15
	Local Nature Recovery Strategy (LNRS)	
	Supplementary Planning Document(s):	Natural Environment SPD

Comments:

The proximity of the proposed development to mature protected trees is noted and therefore informal advice was sought from the Councils' trees officer with regards to the proposed development.

The trees officer has advised that whilst the proposal may be considered acceptable from a tree perspective due to the nature of the development proposed, a tree protection scheme will be required to demonstrate how the existing trees and their rooting area will be protected during both demolition and construction phases of development.

The national mandatory biodiversity net gain (BNG) may be applicable to the site. BNG is an approach to development to ensure that habitats for wildlife are left measurably better than before development. Therefore, this requires developers to deliver a BNG uplift of 10%. Please note it is the developer's responsibility to check if the proposed development meets the listed exemptions. Please refer to the link below which provides a list of exempt developments:

[Biodiversity net gain: exempt developments - GOV.UK \(www.gov.uk\)](#)

Should you consider your proposal to be non-compliant with the listed exemptions, please see the links below which provide further information on the national requirement:

[Statutory biodiversity metric tools and guides - GOV.UK \(www.gov.uk\)](#)

The pre-application site does not fall within any LNRS allocation, and I consider there to be no other reason to give the LNRS any weight in the determination of any formal planning application.

Highways

Policies	Local Plan:	COM 7
	Neighbourhood Plan:	N/A
	National Planning Policy Framework:	Chapter 9
	Supplementary Planning Document(s):	Design Guide SPD

Comments:

I note the development within this pre-application impacts upon the sites existing access, seeking to improve its functionality and safety. This principle is considered to align with policy COM 7 of the

East Cambridgeshire Local Plan which seeks to ensure accesses to the highway network are safe and convenient.

Please note the Local Highways Authority (LHA) operates its own pre-application advice procedure and does not usually formally comment on pre-application schemes submitted to the District Council. In this regard, I would urge you to engage directly with the LHA to see their advice on the appropriateness of the proposed amendments to the access.

Further information on County Highways pre-application service can be found within the link below:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highways-development>

Climate Change

Policies	Local Plan:	ENV 4
	Neighbourhood Plan:	N/A
	National Planning Policy Framework:	Chapter 14
	Supplementary Planning Document(s):	Climate Change SPD

Comments:

It is expected that all new applications will demonstrate measures to minimise energy consumption and improve water efficiency, as well as aim to achieve zero-carbon development, in accordance with Policy ENV 4 of the ECDC Local Plan 2015 (as amended 2023) and the Climate Change SPD. Measures to improve the sustainability of the proposals are expected and should be proportionate to the scale of the proposal submitted. No sustainability measure have been put forward as part of this pre-application. Whilst this would weigh against any formal planning application, it is unlikely to form a reason for refusal on its own merit. Albeit, any additional measures should be confirmed at the formal application stage.

Human Rights Act

The development has been assessed against the provisions of the Human Rights Act 1998, and in particular Article 8 (right to respect for private and family life) and Article 1 of the First Protocol (protection of property). Under the Act, it is unlawful for a public authority, such as East Cambridgeshire District Council, to act in a manner that is incompatible with the European Convention on Human Rights. In arriving at this recommendation, due regard has been given to the applicant's reasonable development rights and expectations which have been balanced and weighed against the wider community interests, as expressed through third party interests / the Development Plan and Central Government Guidance. The Council is also permitted to control the use of property in accordance with the general interest and the recommendation set out below is considered to be a proportionate response to the submitted application based on the considerations set out in this report.

Equality and Diversity

In considering this planning application due regard has been had to the public sector equality duty (PSED) under Section 149 of the Equality Act 2010, which means that the Council must have due regard to the need (in discharging its functions) to put an end to unlawful behaviour that is banned by the Equality Act, including discrimination, harassment and victimisation and to advance equality of opportunity and foster good relations between people who have a protected characteristic and those who do not. Account has been taken of the PSED and it is considered that the recommendation set out below would not undermine the objectives of the duty.

Conclusion

It is my professional view that the proposed alterations to the existing boundary wall and erection of railings could be considered acceptable, provided the public benefits of development are clearly demonstrated at a formal application stage to justify any identified harm the proposal may provide on surrounding heritage assets. Whilst at this stage, from the information provided, it appears the proposal could be supported by the council, it should be noted the only way to fully test the merits of the proposed development would be through submission of a formal planning application.

Additional Information

The above comments are made based on the information provided. The issues raised may not be exhaustive, and should you submit a planning application, other issues may arise which could affect the outcome of any application.

Further information can be found in our [Validation checklist](#), which outlines the details required for submission.

Occupiers of neighbouring properties have not been formally consulted as part of this advice process. Any advice provided in relation to residential amenity impact is therefore subject to change following a consideration of any consultation responses received as part of any planning application.

Whilst some applications may require planning permission, there may also be a requirement for a subsequent Building Control application. As part of the council's pre-application services, we can also put you in touch with our Building Control department (buildingcontrol@eastcambs.gov.uk), who would be happy to discuss how your proposal may be affected by building regulations and answer any questions you may have. The team would be happy to organise a meeting at the Council offices to talk through your plans and identify any potential areas that you need to consider. They will not design any aspect of your build for you, but they can discuss how to achieve compliance with the Building Regulations.

This pre-application advice is given for purposes relating to the Town and Country Planning Acts and for no other Council function and is given without reference to statutory or other consultees, except where stated. The Local Planning Authority will not be responsible for any errors resulting from inaccuracies in that information. The advice relates to the policy framework at the time the advice is given which may subsequently be affected by external factors (e.g. new government guidance, local appeal decisions, policy review). The Local Planning Authority seeks to provide the best advice possible on any enquiry received. However, the advice is without prejudice and does not bind the authority to any particular decision on any planning application that may subsequently be submitted, which will be the subject of publicity and consultation.

Yours sincerely,
Jasmine Moffat

Planning Officer
Email: jasmine.moffat@eastcambs.gov.uk