

# Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

**BURWELL PARISH COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

**25/06/2024**

and recorded as minute reference:

**FC25062024/08**

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

Chair

**SEAN SHERWIN**

Clerk

**YDIPU**

**WWW.BURWELLPARISHCOUNCIL.GOV.UK**

# Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

**BURWELL PARISH COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

25/06/2024

and recorded as minute reference:

FC 25062024/08

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

Chair

*[Signature]*

Clerk

*[Signature]*

WWW.BURWELLPARISHCOUNCIL.GOV.UK

**Section 2 – Accounting Statements 2023/24 for**

**BURWELL PARISH COUNCIL**

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	323041	303650	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	183602	205530	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	429374	251122	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	97468	116447	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	534899	376324	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	303650	267531	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	305285	269111	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2425832	2539028	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		/		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			/	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

*YDRW*

Date

19/06/2024.

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

25/06/2024

as recorded in minute reference:

FC/25062024/08.

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

*E S Sem*

## Section 3 – External Auditor’s Report and Certificate 2023/24

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

### 1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

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

Section 1, Assertion 1 has been incorrectly completed, as the precept was set before the budget was approved by the smaller authority. The Joint Panel on Accountability and Governance Practitioners’ Guide states ‘The authority needs to prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year’.

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

None

### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

05/09/2024

Burwell Parish Council  
Finance and General Purposes  
24.09.2024

**Minutes**

**Present:** Paul Webb (Chair), Michael Swift, Liz Swift, Richard Jenkins, Gus Jones, Jim Perry, Yvonne Rix (RFO) and Katherine Hyett (Parish Clerk).

**F&GP/24092024/01 Apologies for absences and declarations of interests**

Apologies for absence had been received from Ian Woodroofe, Brenda Wilson, Linda Kitching, Charlie Milner and Chris O'Neil.

There were no declarations of interests.

**F&GP/24092024/02 Approval of the minutes of the meeting held on 30.7.24**

The minutes of the meeting held on 30<sup>th</sup> July 2024 were approved and signed as a true and correct record. Proposed by Michael Swift and seconded by Liz swift.

**F&GP/24092024/03 Consideration of the Action Sheet**

The following updates were noted:

PROJECT	INFORMATION AND UPDATES	
Local Council Risk System	Still to do: Manual Handling Use of electronic devices Code of Conduct Working at Height – George has now done this Further Assessments required: Community Garden – Volunteers Community Orchard Social Media	The Group agreed that these should be completed by the end of October if possible.
CCLA Investment	Funds at 31.8.2024 £110,721.61	

**F&GP/24092024/04 External Audit**

The Completed Annual Governance Form has been received from the External Auditors. They have highlighted an 'except for matter' regarding Council not agreeing a budget prior to setting the precept. Council needs to acknowledge this when they consider the return at the meeting on 8<sup>th</sup> October. A plan also needs to be put into place to avoid this happening again.

The Group agreed that the following schedule should be taken:

- The draft budget should be drawn up by the RFO and Chair of F&GP on and around the 16<sup>th</sup> October 2024.
- The draft budget to then be considered, amendments made, and a recommendation for Full Council at a meeting of the F&GP Group on 22<sup>nd</sup> October (7.30 pm at the Jubilee Reading Room).
- Draft budget to be considered by Full Council on 12<sup>th</sup> November 2024.
- Precept to be considered by F&GP on 26<sup>th</sup> November 2024.
- Precept to be considered by Full Council on 10<sup>th</sup> December 2024.

*Following a proposal by Liz Swift, seconded by Michael Swift it was agreed by all that the above schedule should be recommended to Full Council.*

#### **F&GP/24092024/05 CCLA Mandate Update**

The new mandate has now been completed and is due to be sent to CCLA.

#### **F&GP/24092024/06 New Financial Regulations**

Paul Webb explained that some changes are required to the new model Financial Regulations and highlighted the main ones in Sections 4.3, 5.15, 9 and 10 so that they relate to Burwell.

***Michael Swift Proposed, seconded by Liz Swift that a recommendation is made to Full Council for the new model Financial Regulations with amendments relating to Burwell should be adopted. This was agreed by all.***

#### **F&GP/24092024/07 Appointment of Internal Auditor and Scope of Audit**

***Michael Swift proposed, seconded by Gus Jones that a recommendation should be made to Full Council that Moore's should be appointed as Internal Auditor for the financial year 2024/2025 with the same scope as previously. This was agreed by all.***

#### **F&GP/24092024/08 Budget 2025/2026**

This was discussed earlier in the meeting under the External Audit.

#### **F&GP/24092024/09 Staffing – Holiday Allowance and working hours Clerk and RFO**

The Group noted that concern had been raised by both the Clerk and RFO that there is a need for contractual hours to be increased for both posts to enable workloads to be carried out effectively. Both staff members have found the need to work more hours. The Clerk is currently contracted for 30 hours per week and the RFO for 5 hours per week. Increasing these to 35 and 7 hours per week respectively probably needs to be considered. Although no two parish councils are the same, similar councils within Cambridgeshire tend to have more administrative allocated hours than Burwell. Michael Swift spoke of how he felt that there is a need for the Council to review its structure including office opening hours. Following a proposal from Michael Swift, seconded by Richard Jenkins, it was agreed by all that this should be discussed further at the first F and GP meeting in 2025.

There is a need to make allowance for increasing staff working hours in the 2025/2026. In the interim Paul Webb suggested that both the Clerk and RFO should be paid for additional hours worked and should keep a timesheet to support overtime claims.

***Richard Jenkins proposed, seconded by Liz Swift and approved by all, that a recommendation is made to Full Council that for the next three months the Clerk and RFO, based on a detailed timesheet, should be paid for any additional hours worked.***

It was noted that there has been a change in the recommended holiday entitlement for staff members (NALC Model Document and Green Book). Staff are now entitled to 23 days plus 2 statutory days and following 5 years' service an additional 3 days. Katherine Hyett leave entitlement should be in line with this from the start of her contract and it was suggested that the remaining staff should be brought into line with the updated entitlement from 1<sup>st</sup> April 2025.

***Liz Swift proposed, seconded by Gus Jones and agreed by all that the following recommendation should be made to Full Council:***

*That Katherine Hyett's leave entitlement for the current year will be based on the NALC Model Document and all other staff members leave entitlement will be brought in line with this from the 1<sup>st</sup> April 2025. All leave entitlement is pro rata.*

Yvonne Rix informed that group that on her leaving date from the role of Clerk she had around 40 hours overtime in hand.

*Richard Jenkins proposed, seconded by Liz Swift and agreed by all that a recommendation is made to Full Council that Yvonne Rix is paid for these hours following receipt of details of the hours worked.*

**F&GP/24092024/10 Social Media Policy and Communications Group – Update**

Paul Webb explained that a meeting is due to be arranged in November to move this forward.

**F&GP/24092024/11 Other Matters:**

Heaters for Pavilion roof area

It was agreed that the heaters to help prevent the pipes freezing in the roof space of the pavilion need to be purchased. Four heaters are required at a cost of around £42.00 plus vat per heater.

IT Systems

Paul Webb explained that a meeting is being arranged with Burwell Computers to look at the current IT system in the office and updates that are required.

Parish Online or similar software

Paul Webb explained that he intends to include some funding, probably £500, within the 2025/2026 budget to enable the Council to obtain the software if felt relevant.

The Group noted that due to the cessation of membership of the Local Government Pension Scheme, in line with the Local Government Pension Scheme Regulations 2013, Paragraph 64 of the Regulations provides that, at termination, an actuarial assessment is undertaken to establish within the Cambridgeshire Pension Fund any additional contributions are due from the Council. The cost of the valuation is £1750.00 plus vat and the Parish Council will be responsible for this.

**F&GP/24092024/12 Date of the next meeting**

An additional meeting will be held on 22<sup>nd</sup> October 2024 7.30 pm (JRR) to discuss the budget and the next working group meeting will be held on 26<sup>th</sup> November 2024.

The meeting ended at 8.40 pm

Signed

Dated

**Burwell Parish Council**

**Minutes of the Community, Leisure, Health, and Sport Meeting of 17.09.24 at 7.30 pm**

**Gardiner Memorial Hall**

**Present:** Michael Swift (Chair), Paul Webb, Jim Perry, Liz Swift, Clive Leach

**CLH&S/170924/01 Apologies for absences and declarations of interests**

Apologies were given by Jenny Moss, Ian Woodrooffe, Richard Jenkins

**CLH&S/170924/02 Approval of the minutes of the meeting held on 16<sup>th</sup> July 2024**

The minutes of the meeting held on 16<sup>th</sup> July 2024 were approved and signed as a true and accurate record. Proposed by Jim Perry, seconded by Liz Swift and all agreed.

**CLH&S/170924/03 Action Sheet Updates**

PROJECT	
Recreation Ground and Margaret Field Football Provision and liaison with the Football Club.	Meeting to be held on the 18 <sup>th</sup> with football club and groundsman and parish council representatives.
Spring Close and Priory Meadow Management Group	Met last week and set up work days. On the 28 <sup>th</sup> September 2024 there will be a scythe cut at Spring Close. Wild Burwell to find some volunteers.
Pauline's Swamp	Successful open day, Paul Pickles has started to clear the new land.
BAFY	Fusion day (organised by ECDC) was very successful on 8 <sup>th</sup> August. Liz Swift confirmed there is grant money from Cambridge County Council (total pot of £26k) and we would be applying for a grant. Connexions bus – there is a grant for 2 new buses from January. There is also a fully equipped minibus with youth worker to run it, however there is a problem with the location as the halls are full. Requesting phoenix room from school. Paul Webb to check about availability of sports centre. Also trying to get a minibus to take youths to pump track at Mildenhall. Looking at firestation space to rent.
Community Orchard	Pruning has been carried out. Need to publicise that people can pick fruit.
Community Garden	Positive feedback on facebook. Clarify about grass cutting on community garden – Clerk to speak to Helen McMenamin-Smith to ensure outside contractors are not engaged without proper checks.
Liaison with Sports Centre	Charlie is now a sports centre committee member, Paul is to become a director on the sports centre group.
Climate Change Policy	Nothing to report Invited Emma Danielson from ECDC to come to next meeting
A to B1102 Group	Meeting is to be arranged. Liz emailed the mayor to find out when the new buses are starting – confirmed definitely starting in



	November. Andrew Byfield should be sending route maps
Westhorpe Play Area	Nothing to report
Repair Café/Swish	A week on Sunday, advertised on Facebook and in bus shelters 38 repairs booked Meeting this week to confirm volunteers 13 <sup>th</sup> October – Swish at GMH
Newmarket Road Sports Hub	Meeting held with Charlotte Cane, round table to be organised by Parish Clerk.
Trees on the Avenue	There were previous emails confirming that Highways would pay for the trees. Contacts have changed and we cannot now get this confirmed. Clerk is chasing the issue.

**CLH&S/170924/04 Community Fishing Lake (Soham)**

The idea was noted and it was confirmed that we should respond that they should keep us updated with the proposal but no further action to take at this stage.

**CLH&S/170924/05 Fitness Rush – Community Fitness Funding**

Request of a subsidy of £960. It was confirmed that we had no further budget to support this idea and that there were other more suitable places in the village that could be approached – the Sports Centre or the Day Centre. Clerk to respond.

**CLH&S/170924/06 Accessible Play Audit**

Agreed to go ahead and didn't need to go to full council as no cost attached. Proposed by Paul Webb and seconded by Geraldine Tate. Parish Clerk to respond.

**CLH&S/170924/07 Additional Bin Request – the Broads**

Nearest bin is on Dyson drove to serve the broads and bin on corner of Grantchester rise. We need to enquire from East Cambs about position of providing extra bins? Would there be any costs and would it be included in pick ups? Parish Clerk to follow up.

**CLH&S/170924/08 Recreation ground hire for Family fun day**

Proposal for a family fun day on the recreation, very similar to carnival. The group discussed and came to the conclusion that there are unfortunately a few issues with this:

- It is a field in trust – can't charge for entry, we can charge for pavilion. Should only be used as a recreation ground for the village. It was felt that one large event is enough.
- In July it clashes with local events elsewhere in the village
- Other times of year wouldn't work due to football.

The person proposing would be welcome to come and speak to a councillor about their ideas but at this stage we would not hire out the recreation ground.

**CLH&S/170924/09 Walks Booklet**

Produced by the History Society – it's on their agenda. Jim Perry to request that we need something in writing regarding a donation. Also suggest that there may be additional walks to add now. Liz Swift to

email Pat Kilbey to find out what is in the welcome to Burwell pack, and request a copy of the plaque walk.

**CLH&S/170924/10**      **Date of the next meeting: 19<sup>th</sup> November 2024**

Meeting closed 20.27pm

# Cllr Lorna Dupré

MONTHLY REPORT OCTOBER 2024

---

## ADULTS & HEALTH

### New Director of Public Health

Cambridgeshire County Council has a new Director of Public Health, Sally Cartwright, who joins us from Luton in January. The Director of Public Health is responsible for identifying and improving the health and wellbeing of residents, reducing inequalities in health outcomes and protecting local communities from public health hazards, such as infectious diseases and environmental threats.

### Vaccination update

Vaccinations are now available for eligible people against a range of conditions including Covid, flu, pneumonia, shingles, and respiratory syncytial virus (RSV).

Local GP practices are calling up eligible patients, or you can find out more at <https://www.cpics.org.uk/the-vaccinators/> and book with a local pharmacy or attend a convenient drop-in session without an appointment.

I've had my pneumonia and shingles jabs, and have booked my Covid and flu jabs at Haddenham pharmacy. I'm not eligible for the RSV vaccination as I'm neither aged 75 to 79 years, nor 28 weeks pregnant.

---

## CHILDREN & YOUNG PEOPLE

### School place appeal panel volunteers

Volunteers are urgently needed to hear appeals when children are not offered a place at their preferred school.

All parents or carers have the right to make an appeal to an independent appeal panel if their child is not offered a place at their preferred school. The role of the panel is to decide whether a child who has been refused a place by Cambridgeshire County Council should be given a place.

All parties involved must be given an appeal hearing that is transparent, accessible, independent and impartial. The appeal panel is independent of the local authority and its decisions are binding on all parties, unless overturned by the courts.

Volunteers will sit on the independent admission appeal panels and ensure that parents feel they have had a fair and independent hearing and have been given every opportunity to put their case and have been taken seriously.

Panel members must be able to listen to two sides of a case and weigh up evidence objectively and impartially. They must also be able to:

- Communicate effectively with a wide range of people
- Read and assess information and identify key points
- Listen to key information
- Ask questions to obtain information and clarify points being made
- Analyse information and use it to form opinions and conclusions
- Obtain and weigh up evidence to reach a decision
- Work as part of a team, take advice and develop their own skills

All volunteer Panel Members receive initial and annual refresher training and will be fully supported by the Appeals Service.

The time commitment depends on how much time volunteers are willing to give. While appeals are held throughout the year, the peak months are between April and July. The appeals are arranged either for half a day or a full day, and hearings are currently held online using Microsoft Teams.

Anyone interested in applying or who would like an informal chat about the role should contact **clare.cronk@cambridgeshire.gov.uk**

### Witchford Village College expansion

Works to expand Witchford Village College to increase its capacity to 975 places which had been put on hold were considered at the meeting of the Children & Young People Committee on 10 September and should now be going ahead.

### New homes for children with complex needs

Cambridgeshire County Council's Assets & Procurement Committee has selected two former farmhouses close to each other in Soham as a pilot project to increase the number of local places available for children and young people with complex needs. Both properties, currently vacant, are owned by the Council. They will be fully refurbished and a provider will be offered a contract for up to ten years to provide care services to best meet the needs of the children.

Locally and nationally there is a growing need for placements, with children having to be placed out of the county due to a lack of local places and a limited number of registered settings being available. This project offers an opportunity for local and more stable placements, as well as avoiding over £635,000 of costs each year on private placements.

### Looked after children

The Council's residential strategy for looked after children will be referred to the Strategy, Resources & Performance Committee. There remains a shortage of care placements for looked after children across the country.

## **ENVIRONMENT & GREEN INVESTMENT**

### **Climate change progress report and carbon footprint**

The County Council's Environment & Green Investment Committee will receive on Thursday 3 October a progress report on its Climate Change & Environment Strategy, and the annual Carbon Footprint report.

This is the sixth annual Carbon Footprint report, and covers both the County Council's own carbon emissions, and those of Cambridgeshire as a whole.

Carbon emissions are classified into three 'scopes'.

- Scope 1 is direct emissions such as from gas or oil boilers and vehicles.
- Scope 2 is emissions from purchased electricity.
- Scope 3 is indirect emissions such as those of contractors and suppliers

The Council's Scope 1 and 2 are 42 per cent lower than in the baseline reporting year of 2018/19. Scope 2 is now always zero as the Council buys electricity through a zero-carbon contract. The Council's Scope 3 emissions for 2023/24 account for around 99 per cent of its carbon footprint, and were 111,307 tonnes CO<sub>2</sub>e excluding the Council's rural estate—39 per cent lower than in 2018/19.

During 2023/24 the Council procured expert support to identify baseline carbon emissions for its rural estate, and more work needs to be done to agree an achievable target.

For Cambridgeshire as a whole, in 2022—the most recent available data—total greenhouse gas emissions were 6.45 million tonnes CO<sub>2</sub>e, a three per cent fall from 2021. Transport (27 per cent) remains the highest emitting sector in the county, followed by land use, land use change and forestry (LULUCF) (23 per cent), agriculture (15 per cent) and domestic energy use (13 per cent).

The risk of not reaching the Council's carbon targets has reduced but still remains considerable. Delivery of these targets relies on collaborating with our partner organisations.

### **Newly discovered Roman town given heritage protection**

A newly discovered Roman small town south of Great Staughton has been given heritage protection as a scheduled monument by the Department for Culture, Media & Sport on the advice of Historic England.

Cambridgeshire County Council is responsible for maintaining information about scheduled monuments in the county, and requested that test trenches be dug at Great Staughton during archaeology prior to the submission of proposals for a solar farm. As a result of the findings, panels will not be installed on that part of the site.

This site is now Cambridgeshire's second largest Roman Scheduled Monument after the walled town of Durobrivae, five miles west of Peterborough, and I was delighted to be asked on to BBC Radio Cambridgeshire to talk about it.

0201 0202 0203 0204 0205 0206 0207 0208 0209 0210 0211 0212 0213 0214 0215 0216 0217 0218 0219 0220 0221 0222 0223 0224 0225 0226 0227 0228 0229 0230 0231 0232 0233 0234 0235 0236 0237 0238 0239 0240 0241 0242 0243 0244 0245 0246 0247 0248 0249 0250 0251 0252 0253 0254 0255 0256

## HIGHWAYS & TRANSPORT

### Local Highways Improvement schemes

The Highways & Transport Committee meeting on Tuesday 1 October is asked to agree which Local Highways Improvement (LHI) bids will be approved for the coming year. These are divided into complex and non-complex schemes.

#### Complex schemes

In East Cambridgeshire the complex schemes recommended for approval are

- Improvements to the crossing point at the B1102 crossroads (Lode)
- A speed limit change on Malting End Road and Woodditton Road (Kirtling)
- Speed reducing measures on Mildenhall Road (Fordham)

A further six schemes were not recommended because the first three schemes would use up all this year's available budget for complex schemes in East Cambridgeshire. These include the long wished-for weight limit for Sutton; two schemes in Ely, and schemes in Haddenham, Kennett, and Littleport.

#### Non-complex schemes

The non-complex schemes recommended for approval are

- Signing and road marking on Brinkley Road (Brinkley)
- An options report for the A1123 near Wilburton (Wilburton)
- Signing and road marking on Dane Hill Road (Kennett)
- Buffer zones on Bradley Road (Burrough Green)
- Mobile speed activated signs (Coveney)
- Parking restrictions such as double yellow lines or controlled parking on Bell Road, Tunbridge Lane and High Street (Bottisham)

A further three schemes—in Witchford, Wicken, and Chippenham—were not recommended for lack of funding.

Unfortunately the Local Highways Improvement process, though extremely popular, is very much a lottery, depending on officer or councillor scoring and the number of applications in any given year.

I raised this with officers and they have now proposed that any unsuccessful complex schemes like Sutton's are also added to the transport planning database for prioritisation through the council's Delivering Transport Strategy Aims programme. Unfortunately, as officers admit, 'this is also a process with a limited amount of funding which is competitively prioritised'.

## Next year's application round

The application window for the next LHI application round will be as follows.

- Application window opens: Friday 1 November 2024
- Application window closes: Friday 10 January 2025
- Feasibility studies undertaken: February—May 2025
- Panel meetings: June—July 2025
- Report to committee including prioritised list for approval: October 2025

## 20MPH schemes

Local 20MPH schemes still prove hugely popular, with 91 schemes submitted by local communities for consideration, and a further eleven withdrawn for consideration under other proposals.

Only eight of the 91 schemes are recommended to the Highways & Transport Committee on Tuesday 1 October for implementation this coming year, again for lack of funding:

- Waterbeach (village-wide)
- Stow cum Quy (village-wide)
- Elm (village-wide)
- Bottisham (village-wide)
- Little Paxton (village-wide)
- Earith (majority of village)
- Swavesey (majority of village)
- Steeple Morden (central area of village)

Applications which were unsuccessful this time included Sutton's application for The Row, Painter's Lane, West Lodge Lane, and Mepal Road; Witchford and Wilburton's applications for the whole of their respective villages; and the A10 through Stretham.

A petition is being brought to the County Council's Highways & Transport Committee on Tuesday 1 October against the 20MPH installation in Ely.

## Witchford cycle path

I am continuing to work with County Council officers to seek a solution to the *impasse* over the project to create a cycle path from the eastern end of the village to Lancaster Way business park.

The funding for the scheme awarded to the Parish Council by East Cambridgeshire District Council derives from Cambridgeshire Horizons, which requires the money to be spent by May 2027. The County Council says it can build the scheme in the summer of 2026, but will not guarantee that the work will not overrun past the deadline for the money to be spent—leaving the Parish Council holding a very expensive baby. I have asked County Council officers once more how they can resolve this, and am awaiting further information.

### Witcham to Mepal pedestrian route

Following a request from Witcham Parish Council to reinstate a pedestrian route between Witcham and Mepal, I approached officers to ask what could be done. They agreed they could certainly make a difference by cutting back the overgrowth and creating a safer walking environment for pedestrians, and are pursuing this with contractors now that the nesting season is at an end.

Our Local Highways Officer Neal Stevens has also been doing a lot of work to address issues on Headleys Lane Witcham.

### Little Downham sink hole

The local IDB approached me about a sink hole at the entrance to a farm off Ely Road. This followed the collapse of the culvert under Ely Road which receives flow from the Middle Fen and Mere IDB drain. I was able to impress the urgency of the matter on to the Council, and officers instructed their contractor to attend and make safe as an emergency. They are now seeking a permanent resolution to the issue.

### Byway 12 Wardy Hill

The work to clear Byway 12 at Wardy Hill was not completed as expected. I took this up following a report from the parish council, and the Rights of Way officer noted that while contractors were sometimes held up by bad weather and other commitments, he expected the work to be finished by the end of September.

### Stile at Sutton Gault

I received more than one report about the partial repairs to the stile leading to the walk from Sutton Gault down to Earith. A number of horizontal planks had been put in place filling the gap between the metal gate and the stile, through which less agile walkers—and their dogs—had previously been able to cut. Meanwhile the stile was left with just one high step, making it hard for some pedestrians to negotiate. This is an Environment Agency responsibility, and the Rights of Way officer has taken this up with the EA at my request.

### Mill Road (Cambridge) closure

A special meeting of the Highways & Transport Committee takes place on Friday 4 October to determine afresh the application for a Traffic Regulation Order. This would restrict traffic over the bridge by motor vehicles, except local buses, taxis, Private Hire Vehicles, blue badge holders' registered vehicles, and other authorised vehicles. Access would be maintained for cyclists and pedestrians.

The Mill Road decision quashed by the court in August, and the statutory consultation relating to it, is not being taken into account, and the matter is being determined by a different group of councillors.



### Meanwhile on the Combined Authority

The Cambridgeshire and Peterborough Combined Authority has now been released from the 'Best Value Notice' placed on it in January 2023 as the Government has recognised the improvement in the organisation.

The Authority's Transport & Infrastructure Committee is recommending that the Board allow older people and those with disabilities to use their bus passes before the current 9:30AM start.

The new Tiger Pass offers bus travel for £1 per journey for those aged up to 25. Details of how to apply for the new pass can be found at <https://cambridgeshirepeterborough-ca.gov.uk/onepoundbusfare/>

I was pleased to see that the Vision Zero road safety project is being revived. Its aims are to reduce the numbers of people killed or seriously injured on our roads and the social and financial impact of this, and to develop financially sustainable models of road safety activity. The original prospectus in 2020 aimed for zero killed or seriously injured by 2040 though this seems unlikely to be met.

A reminder that the Combined Authority's consultation on bus franchising continues until 20 November. Short and long questionnaires can be found at <https://cpca-yourvoice.co.uk/bus-franchising-consultation/>

### MEET YOUR COUNCILLORS

- **Sutton:** Cllr Mark Inskip and I will be in the school Community Room on Monday 7 October and Monday 4 November at 6:30-7:30PM.

I hope to attend

- **Witchford** coffee morning Wednesday 2 October 10:30
- **Sutton** Timebank coffee morning Tuesday 8 October 10:00
- **Coveney** soup lunch Wednesday 16 October 10:30
- **Little Downham** book café Friday 11 October 10:00

Please note that these dates may be subject to change.

I can also be contacted

- by email at [lorna@lornadupre.org.uk](mailto:lorna@lornadupre.org.uk)
- on Facebook
- by phone on 07930 337596

**Cllr Lorna Dupré**

County Councillor for the Sutton division

