



**STATEMENT**

Account no.  
CB01415172

Statement Period  
24 September 2024 – 28 January  
2025

Transaction Date	Transaction Type	Debit	Credit	Balance
31 Dec 2024	Gross Interest		£1,722.50	£63,294.45
9 Jan 2025	Gross Interest		£33.29	£63,327.74
9 Jan 2025	Withdrawal by Product Switch	£63,327.74		£0.00
9 Jan 2025	Receipt by Product Switch		£63,327.74	£63,327.74

**Head office**

PO Box 232, 51-Newmarket Road, Cambridge CB5 8FF  
thecambridge@cambridgebs.co.uk  
0345 601 3344

[cambridgebs.co.uk](https://www.cambridgebs.co.uk)

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Established 1850. Incorporated 1945



**Uppingham Town Council Current Year**

**Annual Budget - By Combined Account Code (Actual YTD Month 2)**

**Note: Budget FY 23/24**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Budget Income</u></b>									
1076 Precept	172,838	172,838	201,126	201,126	0	0	0	0	0
1090 Interest	6,000	5,458	4,000	46	0	0	0	0	0
1095 Property Rent	14,083	3,372	1,850	200	0	0	0	0	0
1130 Town Hall Lettings	28,190	33,533	16,000	383	0	0	0	0	0
1150 Misc Income	0	-5,813	0	0	0	0	0	0	0
1160 Town Hall Office Rent	0	0	1,750	0	0	0	0	0	0
1165 Road Closure (Recharge RCC)	0	1,090	0	0	0	0	0	0	0
1200 Market Stall Rents	13,000	12,697	12,500	1,098	0	0	0	0	0
1205 Charity Stall Rents	0	25	0	0	0	0	0	0	0
1220 Other Events (Income)	0	51,029	0	0	0	0	0	0	0
1250 Allotment Rents	2,385	1,378	1,500	345	0	0	0	0	0
1300 Burial Fees (Income)	8,000	7,211	6,500	306	0	0	0	0	0
1350 Neighbourhood Plan (Grant)	0	6,000	0	0	0	0	0	0	0
1400 S106 & CIL Received	0	48,617	0	40,843	0	0	0	0	0
1500 Lent Fair Income	500	1,275	700	0	0	0	0	0	0
1501 Maintenance grant RCC Toilets	6,000	6,000	4,000	0	0	0	0	0	0
<b>Total Income</b>	<b>250,996</b>	<b>344,709</b>	<b>249,926</b>	<b>244,346</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Overhead Expenditure</u></b>									
4000 Salaries	62,013	49,588	66,000	4,833	0	0	0	0	0
4001 Pension Contributions	3,000	1,638	5,000	396	0	0	0	0	0
4002 HR Support & Advice	600	1,658	663	0	0	0	0	0	0
4003 Payroll admin charges	947	1,194	1,500	21	0	0	0	0	0

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**Uppingham Town Council Current Year**

**Annual Budget - By Combined Account Code (Actual YTD Month 2)**

Note: Budget FY 23/24

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4005 Training & Meetings	1,000	961	500	0	0	0	0	0	0
4010 Office Main & Equipment	746	763	500	0	0	0	0	0	0
4015 Photocopier	1,464	1,248	1,500	247	0	0	0	0	0
4020 Publications/newsletters	150	332	400	0	0	0	0	0	0
4025 Stationery	218	282	300	0	0	0	0	0	0
4026 Postage	43	21	150	0	0	0	0	0	0
4027 Advertising	0	3,944	0	0	0	0	0	0	0
4030 Subscriptions	1,640	1,566	2,000	105	0	0	0	0	0
4035 Insurance	4,295	3,513	3,513	0	0	0	0	0	0
4040 Profession Services	10,871	32,279	12,500	4,024	0	0	0	0	0
4042 Staff Expenses - Other	468	145	500	0	0	0	0	0	0
4043 Bank Charges	175	148	200	19	0	0	0	0	0
4045 Audit Fees	1,927	-565	2,000	63	0	0	0	0	0
4050 Internet	4,811	6,265	5,000	378	0	0	0	0	0
4100 Grants/Donations (Exp.)	6,000	6,108	9,000	0	0	0	0	0	0
4105 Chairman's Allowance	0	0	650	0	0	0	0	0	0
4110 Church Clock	250	0	250	0	0	0	0	0	0
4115 Elections	488	346	4,000	0	0	0	0	0	0
4120 Tourism & Publicity	1,000	562	2,000	0	0	0	0	0	0
4130 SPARE COST CODE	2,150	305	0	0	0	0	0	0	0
4135 Event Expenses	2,178	16,726	3,000	249	0	0	0	0	0
4181 Xmas Events	1,500	273	0	0	0	0	0	0	0
4182 Uppingham in Bloom	2,000	0	0	0	0	0	0	0	0
4183 Defibrillator renewal	0	0	1,500	0	0	0	0	0	0

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Annual Budget - By Combined Account Code (Actual YTD Month 2)

Note: Budget FY 23/24

	Last Year		Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4200 Heating (Gas)	3,811	838	4,000	184	0	0	0	0	0
4205 Electricity	20,750	25,719	12,400	1,243	0	0	0	0	0
4210 Telephone	575	384	700	32	0	0	0	0	0
4214 Maintenance Planned	65,560	33,583	27,000	2,183	0	0	0	0	0
4215 Maintenance Unplanned	11,181	54,273	8,000	3,940	0	0	0	0	0
4216 Maintenance Cleaning	8,580	9,665	23,000	1,731	0	0	0	0	0
4217 Keyholding	3,120	3,018	5,500	456	0	0	0	0	0
4220 Business Rates	4,785	-13,770	5,700	190	0	0	0	0	0
4225 Water Rates	3,245	2,974	2,600	343	0	0	0	0	0
4230 Performing Rights Licence	657	778	700	0	0	0	0	0	0
4235 Cleaning Materials	327	699	500	78	0	0	0	0	0
4245 Bin Waste Collection TH	1,586	1,612	2,000	1,755	0	0	0	0	0
4305 Tree Work	3,386	180	3,000	0	0	0	0	0	0
4310 Play Area Inspection / Repair	2,343	2,343	3,000	120	0	0	0	0	0
4315 Christmas Lights	8,623	13,322	5,000	0	0	0	0	0	0
4320 CCTV	2,343	2,370	2,500	0	0	0	0	0	0
4325 Notice Boards	0	60	0	0	0	0	0	0	0
4335 Lighting Recharge RCC	0	0	10,000	0	0	0	0	0	0
4345 Skate Park	1,758	0	500	0	0	0	0	0	0
4360 Ground Rent	2,254	0	2,500	0	0	0	0	0	0
4455 Repayment of PWLB Loan	6,178	6,179	6,200	0	0	0	0	0	0
4999 WRITE OFF	0	2,722	2,500	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>260,996</b>	<b>276,250</b>	<b>249,926</b>	<b>22,588</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**Uppingham Town Council Current Year  
Annual Budget - By Combined Account Code (Actual YTD Month 2)**

Note: Budget FY 23/24

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	250,996	344,709	249,926	244,346	0	0	0	0	0
<b>Expenditure</b>	260,996	276,250	249,926	22,588	0	0	0	0	0
<b>Net Income over Expenditure</b>	<u>-10,000</u>	<u>68,460</u>	<u>0</u>	<u>221,758</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	33,106	0	0	0	0	0	0	0
less Transfer to EMR	0	48,617	0	40,843	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(10,000)</u>	<u>52,948</u>	<u>0</u>	<u>180,915</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>



## Agenda Item

Agenda item No: 16	Meeting of: Full Council
Appendix: 16a Annual IA Audit report 16b IA EOY Report to the Chairman	Date of the meeting: 07/05/2025
Strategic Aim:	
Report Author: Clerk to the council	Title: Internal Audit
Subject : Receive Internal Audit Report	

Receive the Internal Audit Annual Return and Chairmans Report.

Proposed to note the documents as having been received:

Proposed

Seconded



# Annual Internal Audit Report 2024/25

16a.

Uppingham Town Council

ENTER PUBLIC WEBSITE OR EMAIL ADDRESS [uppinghamtowncouncil.gov.uk](http://uppinghamtowncouncil.gov.uk)

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.		No	Not applicable
			✓

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

Date(s) internal audit undertaken

DD/MM/YYYY 10/02/2025 07/04/2025

Name of person who carried out the internal audit

Mrs Victoria Clark INTERNAL AUDITOR

Signature of person who carried out the internal audit

V Clark

Date

07/04/2025

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

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



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Monday, 07 April 2025

Councillor D Ainslie BEM  
Uppingham Town Council  
Town Hall  
49 High Street East  
Uppingham  
LE15 9PY



**Subject: End of Year Internal Audit Report 2024/25**

Dear Councillor Anslie,

Thank you for the opportunity to conduct the end-of-year Internal Audit. I also thank the council for addressing the recommendations outlined in the mid-year report.

Please find attached the completed **AGAR 2024/25 Form 3, Page 3 – Annual Internal Audit Report**. The signed original will be posted to the council office for official records.

This report should be shared with all council members and published in accordance with the statutory publication requirements outlined on Page 1 of the AGAR.

Based on the information provided by Adam, along with information from the council's website and accounts, I have conducted several paper trails and governance checks.

As of **31 March 2025**, I confirm that the cash in hand, as per the bank statements, stands at **£211,412.73** plus **£2,809.78 Interest** and understand that last year's figures are to be reinstated

On the council's website there is a [link](#) from Documents to Finance and Audit however the most up to date audit documentation is posted under a separate [link](#) from the home page to Finance.

The Council's Operating Structure and Scheme of Delegation [LINK](#) needs updating, as does the list of [councillors](#)

For the council to note: The **National Association of Local Councils (NALC)** has published revised **Financial Regulations** to align with updated procurement legislation, gender-neutral language, and better reflects the Code of Conduct. NALC is also expected to release amended **Standing Orders**. The council will need to review and adopt both documents to ensure compliance and relevance.

Please do not hesitate to contact me should you require any clarification or further information.

Yours sincerely

*Victoria*

Mrs Victoria Clark  
Internal Auditor

Mrs Victoria Clark, Clark's Clerical Service, 2 Frith Bank, Boston, PE22 7BA  
Mobile: 07770 927 309 Email: [clarksclericalservice@gmail.com](mailto:clarksclericalservice@gmail.com)  
Facebook: [@ClarksClericalService](https://www.facebook.com/ClarksClericalService)





**Section 1 – Annual Governance Statement 2024/25**

We acknowledge as the members of:

UPPINGHAM TOWN 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 2025, that:

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

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

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

07 05 2025

and recorded as minute reference:

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

Chair

Clerk

uppinghamtowncouncil.gov.uk



**Section 2 – Accounting Statements 2024/25 for**

**UPPINGHAM TOWN COUNCIL**  
(BASIC: Income + Expenditure)

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	201,764	160,087	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	148,428	172,838	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts <i>RESTATED</i>	94,519	171,871	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 <i>RESTATED</i>	64,315	51,226	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	6,179	6,179	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments <i>RESTATED</i>	214,130	218,844	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 <i>RESTATED</i>	160,087	228,547	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	158,045	214,223	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	974,143	1,005,305	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	58,246	54,706	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)		<input checked="" type="checkbox"/>		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)			<input checked="" type="checkbox"/>	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 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**

Date

07052025

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

07052025

as recorded in minute reference:

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



19a



# UPPINGHAM TOWN COUNCIL

Town Clerk: Sharon W Cop

Telephone: 01572 822681  
Email: [townclerk@uppinghamtowncouncil.co.uk](mailto:townclerk@uppinghamtowncouncil.co.uk)  
Website: [uppinghamtowncouncil.gov.uk](http://uppinghamtowncouncil.gov.uk)  
Twitter: @UppinghamTC

Address: Town Hall, High Street East, Uppingham, Rutland LE15 9PY

## Grant Aid Application Form

### Part 1 – Information about you or your organisation:

Name of Organisation: THE GROWERS' SHOW  
Name of Representative: DEBORAH LAWRENCE + PALLA DONALDSON  
Telephone Numbers: Main - Mobile - 07799 33 5750  
Email Address: thegrowersshow@gmail.com  
Address of Organisation: 8 TODS TERRACE, UPPINGHAM  
Address of Representative: ' ' ' ' ' '  
To whom should the grant aid cheque be made payable to? CHRISTMAS IN UPPINGHAM CIC

### Part 2 – What is your idea and reason for applying for grant aid funds from Uppingham Town Council?

TO RUN A LOCAL EVENT THAT SHOWCASES PRODUCE / CRAFTS / AND MAKES OF LOCAL RESIDENTS. THIS IS OUR FIRST YEAR AND WE NEED HELP TO GET IT STARTED.

### Part 3 – Who in the community would benefit from your project and what difference would it make?

EVERYONE - ALL AGES + ABILITIES. ITS A VERY INCLUSIVE EVENT

### Part 4 – How will you know the project has been a success having used the money requested?

THE AMOUNT OF PARTICIPANTS + VISITORS ON THE DAY.

### Part 5 – What is the total cost of your project or idea? (please enclose any quotes you have received)

Attached are quotes for:

£1,500.00 - £2,000.00

**Part 6** – How much are you applying for?

£500.00

**Part 7** – Have you applied for funding elsewhere and if so to please provide details?

NOT YET BUT ARE LOOKING AT APPLYING  
TO ARB4RUTLAND

**Part 8** – Please give a description and breakdown of how you will spend the money including the date when it is needed?

ITS NEEDED BEFORE 10<sup>TH</sup> AUGUST 2025.

TOWN HALL COST / PLI / PUBLICITY / TABLE CLOTHS / PRIZES /  
REFRESHMENT / RAFFLE LICENCE + TICKETS.

**Part 9** – If your application is unsuccessful do you have other funds available to ensure your project or idea progresses?

Please give details.

SELF FUN RAISING IN MARKET PLACE WITH A CAKE STALL  
AND LOCAL SHOP KEEPERS + BUSINESS SUPPORT.

**Part 10** – You will need to supply the most recent set of accounts for your organisation including a balance sheet where available or applicable. Please state the date of the accounts and attach a copy.

OUR FIRST YEAR

**Part 11** – Please confirm by attaching a letter of authority for this application to be made on behalf of the organisation or alternatively a set of formal minutes signed by the Chairman where a decision has been agreed to apply.

Please find attached: Approved minutes / letter or email of authority (delete as appropriate)

**Part 12** – Please confirm the following information if you are sports club or organisation:

A Does your organisation include participation by children under the age of 18?  Yes  No

B If 'yes' to A above do you have a safeguarding policy in place and operational? (if so please attach a copy)  Yes  No

C Does your organisation include participation by both able and disabled individuals?  Yes  No

**Part 13 – Please confirm the following:**

- A Do you agree to allow members of council inspect the project for the grant aid monies have been applied for?  Yes  No
- B Do you agree to confirm that the funds have been used for the specific purposes set out in this application?  Yes  No
- C Do you consent to provide an update for the annual town meeting held in May each year if requested to do so?  Yes  No

**Part 14 – Emergency funding application:**

Please explain why this is an emergency funding application (only complete if this application needs to be granted outside of the months of May and November):

PAULA DONALDSON

P. Donaldson

Full Name: DEBORAH  
LAWRENCE

Signature: 

Date:

15/4/25

Please return the form and enclose a set of accounts (if applicable) to:

Sharon Coe, (Town Clerk)

Uppingham Town Council, 49 High Street East, Uppingham,  
Rutland LE15 9PY

Uppingham Town Council Grant Application

Reviewed and Adopted 17<sup>th</sup> May 2023







# Rutland County Council

Rutland County Council  
Catmose  
Oakham  
Rutland  
LE15 6HP

20a-  
telephone: 01572 722 577  
email: [planning@rutland.gov.uk](mailto:planning@rutland.gov.uk)  
web: [www.rutland.gov.uk](http://www.rutland.gov.uk)

Uppingham Town Council  
Uppingham Town Hall  
49 High Street East  
Uppingham  
Rutland  
LE15 9PY

Reference: 2025/0395/FUL  
Case Officer: Eloise Brett  
Case Officer Tel: 01572 758386

Date: 4 April 2025

Dear Adam Lowe

Town and Country Planning Act 1990

Town & Country Planning (Development Management Procedure) (England) Order 2015

**PROPOSAL: Proposed side and rear extensions with additional habitable accommodation in roof space, including a dormer window to the rear elevation and rooflights to the front elevation. Various internal and external alterations.**

8 Cedar Close Uppingham Rutland LE15 9PT

An application for the above proposal has been received by the Local Planning Authority and you are invited to submit your comments by **27 April 2025**. The details of the application are available to view on our website <https://publicaccess.rutland.gov.uk/online-applications/> by entering the reference number above.

If you use our Consultee Access service please submit your comment by this method. If you do not, please email any comments you wish to make to [planning@rutland.gov.uk](mailto:planning@rutland.gov.uk).

**Please note that under the Planning Guarantee Local Planning Authorities are required to pay back the application fee if the application is not determined within the relevant statutory time period.**

**Given this, if we don't receive a response to this consultation request the Local Planning Authority will take it that you have no objection to the application and will proceed to determination on that basis.**

**It is therefore imperative that you respond within the statutory consultation time period or agree a revised time period for the submission of your comments with the Case Officer.**

Yours sincerely

**Eloise Brett**





Apprentice Planning Officer

