



**Parish Clerk**  
Mrs R A Hughes FSLCC  
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**NOTICE OF MEETING:** Full Council  
**TIME:** 7.30pm  
**DATE:** 23<sup>rd</sup> May 2023  
**VENUE:** The Glebe Hall, 4 High Street, Sutton.

Planning applications: All applications can be viewed at [www.eastcambs.gov.uk/online-applications/](http://www.eastcambs.gov.uk/online-applications/), then putting the application number in the search bar.

Dear Sir/Madam

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Mrs R Hughes  
Clerk to Sutton Parish Council  
17<sup>th</sup> May 2023

MEMBERS 15 QUORUM: 5

## AGENDA

**20/23 To receive and note apologies for absence.**

Mrs S Partington

**21/23 To receive declarations of interest.**

- a) Councillors to declare any personal interest in any items on the agenda
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.
- c) Councillors to declare any pecuniary interest in any items on the agenda.
- d) To consider written requests from Members for dispensations.

**22/23 To confirm declarations of acceptance of office.**

**23/23 Public Participation**

To adjourn the meeting for up to 10 minutes to allow any members of the public and Councillors declaring a prejudicial interest to address the meeting **in relation to the business to be transacted at that meeting.**

**24/23 To approve the minutes of the meeting of Council held on 16<sup>th</sup> May 2023 (attached)**

**25/23 Matters for Information only**

- i) ECDC – Asset of Community Value (Priors Field Surgery) Decision notice.

**26/23 To receive and note the Project Chart and Action Plan (attached)**

**27/23 To receive reports in relation to Sutton from:**

1. Cllr Lorna Dupre – Cambridgeshire County Council (attached)
2. Cllr Lorna Dupre & Cllr Mark Inskip – East Cambridgeshire District Council (attached)

## 28/23 Finance

### 1. To approve payments.

#### Online Payments

May	Salaries & expenses	£7091.42
May	Cambs Pension Fund	£830.12
Veolia Ltd	Easi-bins	£145.82
HMRC	Tax & NIC	£1611.79
Centradata Ltd	IT support	£73.01
The Copier Warehouse	Photocopying	£243.43
Haddenham LDB	Drainage rates	£387.20
Direct 365	Hygiene disposal	£713.19
Rialtas	Annual support/maint	£386.49
Salmons Bros. Ltd	Pavilion keys	£54.90
Sutton Feast	Grants x 2	£1154.65
Vision ICT	Doman name	£78.00
ESPO	Cleaning/Admin	£101.58
HedgehogsRus	Hedgehog highways	£157.50
ROSPA play safety	Annual play park check	£127.80
Canalbs Ltd	Internal Audit	£82.50
Truelink Ltd	Grass Cutting	£587.90

#### Direct Debits

ECDC	Non-domestic rates (May)	£611.00
B & CE	Peoples Pension	£166.07
SSE	Street lights	£196.46
Wavenet	Mobile Phones	£125.89
Volkswagen FS	Van Lease	£242.99
EDF	Pavilion Gas	£853.16
EDF	Glebe electric	£66.15
EDF	Glebe Gas	£434.75
EDF	Pavilion electric	£380.85
EDF	Floodlights	£52.12

### 2. Year End Annual return and year end accounts for year ending March 2023.

#### 1. To approve Year End Accounts – 31<sup>st</sup> March 2023 (Attached)

- a) To approve Year End Earmarked Reserves.
- b) To approve General Reserve balance.
- c) To approve Year End Accounts.

#### 2. Annual Return – Year End 31<sup>st</sup> March 2023 (Attached)

- a) Section 1 – To complete and approve the annual governance statements 1 to 9.
- b) Section 2 – To approve the statement of accounts as presented by the RFO.
- c) To note internal audit.
- d) To confirm the dates of public rights.

#### 3. Bank Mandates

- a) Clerk to confirm the requirements to complete the bank mandates.

## 29/23 Committees and Working Parties

1. To confirm additional members to Committees and Working parties.
2. To receive notes of the Neighbourhood Plan working party meetings:
  - i) 10<sup>th</sup> May 2023 (attached).

3. To receive notes of the Finance Working party meetings

- i) 15<sup>th</sup> May 2023 (attached)
- ii) To consider recommendations from the working party.
  - a) The Council has used Canalbs Ltd for several years, and a review and charges or other Internal Audit providers should be sought.

**30/23 Planning**

1. Approvals

- i) 23/00214/ARN. North Farm The Gault Sutton. Proposed change of use of agricultural building to residential unit

2. Planning Applications

- i) 23/00515/VAR. 1 Link Lane Sutton. To vary Condition 1(Approved plans) of previously approved 22/00752/FUL for conversion of existing garage to annex accommodation and construction of alterations to the infrastructure.
- ii) 23/00481/LBC. 22A High Street Sutton. Proposed alterations to 2<sup>nd</sup> floor bathroom compartment.
- iii) 23/00465/SON. Lees Packhouse, The Gault Sutton, Installation of a non-domestic 276.045kWp roof mounted solar PV system.

3. Huntingdonshire Local Plan - Issues Consultation (attached)

- a) Consider if the council wishes to respond to the consultation.

**31/23 Facilities Caretaker Position**

- a) To approve recommendation to fill post following interviews

**32/23 Diary Dates**

EPR – Community Liaison Meeting: Friday 26<sup>th</sup> May 2023 (Cllr Goodjohn and Cllr Partington)  
Neighbourhood Plan Consultation open day – 3<sup>rd</sup> June 10am – 2pm The Glebe Hall.

**33/23 Date of Next Meeting(s)**

Full Council – 27<sup>th</sup> June 2023

**Members of the public and press are welcome to attend the meeting.**