



**Parish Clerk**

Mrs R A Hughes FSLCC  
The Glebe  
4 High Street  
Sutton  
Ely  
Cambs  
CB6 2RB

Tel: 01353 777189

Email: [office@sutton-cambs-pc-gov.uk](mailto:office@sutton-cambs-pc-gov.uk)

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**NOTICE OF MEETING:** Full Council  
**TIME:** 7.30pm  
**DATE:** 22<sup>nd</sup> August 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 purpose of considering and resolving the business to be transacted at the meeting as set out below.

Mrs R Hughes  
Clerk to Sutton Parish Council  
16<sup>th</sup> August 2023

MEMBERS 15 QUORUM: 5

**A G E N D A**

**59/23 To receive and note apologies for absence.**

Mr A Newton

**60/23 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.

**70/23 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.**

**71/23 To approve the minutes of the meeting of Council held on 25<sup>th</sup> July 2023 (attached)**

**72/23 Matters for Information only**

1. Update on location and installation of dog bin.

**73/23 To receive and note the Project Chart and Action Plan (attached)**

**74/23 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)

## 75/23 Finance

### 1. To approve payments.

#### Online Payments

August	Salaries & expenses	£9248.18
August	Cambs Pension Fund	£830.13
Veolia Ltd	Easi-bins	£124.24
Centradata Ltd	IT support	£309.78
The Copier Warehouse	Photocopying	£129.48
ESPO	Cleaning/Admin	£117.54
Twenty Pence garden	Plants for planter	£41.95
Gallagher	Van Insurance	£653.96
Digital Creations	Summer newsletter	£296.00
PKF Littlejohn	External audit (YE 23)	£756.00
L Waller	Hall hire refund	£188.66
E Burton	Hall hire refund (Paid twice)	£134.76
Ikonic Lifts	Repair & Maint contract	£556.70
Briar Security	Repair to CCTV cable cover	£178.08

#### Direct Debits

ECDC	Non-domestic rates (August)	£611.00
B & CE	Peoples Pension	£337.45
Wavenet	Mobile Phones	£125.89
EDF	Pavilion electric	£342.30
EDF	Floodlights	£18.90
SSE	Street lights	£196.46
HMRC	Tax & NIC	£2721.03

### 2. PKF Littlejohn. – Annual Governance Statement and notice of conclusion of audit. (attached)

1. To note receipt of AGAR and statement. (Attached)

## 76/23 Committees and Working Parties

1. Personnel Committee – 1<sup>st</sup> August 2023
  - i) To receive and note minutes of the Personnel Committee meeting (Attached).
2. Glebe Management Committee – 31<sup>st</sup> July 2023
  - i) To receive minutes of the meeting (attached)
  - ii) To discuss maintenance issues noted.
3. Neighbourhood Plan WP – 2<sup>nd</sup> August 2023.
  - i) To receive notes from the Neighbourhood Plan working party (attached)

## 77/23 Planning

1. Approvals
  - i) 23/00515/VAR. 1 Link Lane. To vary condition 1 (Approved Plans) of previously approved 22/00752/FUL for conversion of existing garage to annexe accommodation and construction of alterations to the infrastructure.
  - ii) 23/00600/FUL. Cambridge Machinery Sales, Elean Business Park. Installation of new auction hall and the relocation of existing auction hall to be utilised for storage ancillary to the business associated works and infrastructure.
  - iii) 23/00606/FUL. 111 High Street Sutton. Demolish existing single storey flat roof extension and replace with 2 storey rear extension

- iv) 23/00641/TPO. Durnford House 7 Station Road Sutton. T1 Ash - Reduce crown by up to 3 metres, T2 Lime - Crown lift to 3m from ground level

2. Planning Applications

- i) 23/00870/RMM. Land Rear Of 30 To 40 Garden Close Sutton. Reserved Matters for Outline planning application 18/01053/OUM for 41 residential dwellings including Appearance, Layout Scale and Landscaping, along with parking and open space

**78/23 LHI weight limit application.**

- 1. East Cambs Non-Complex 23/4 LHI Schedule. (attached).  
<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/heavy-or-abnormal-loads-on-the-highway/heavy-goods-vehicle-hgv-policy>

**79/23 Brooklands Centre car park resurfacing and grant funding**

- 1. To receive quotations and approve preferred contractor.
- 2. To consider and agree obtaining grant funding

**80/23 Stirling Way Play Park Path repairs to surfacing**

- 1. To receive quotations for repairs to the surfacing of the path that runs through Stirling Way Play Park.
- 2. To consider quotations and approve preferred contractor

**81/23 Date of Next Meeting(s)**

Full Council – 26<sup>th</sup> September 2023

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