



Parish Clerk

Mr Philip Harty
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

Tel: 01353 777189

Email: office@sutton-cambs-pc-gov.uk

NOTICE OF MEETING:

TIME:

DATE:

VENUE:

Full Council

7.30pm

20th August July 2024

The Glebe Hall, 4 High Street, Sutton.

Planning applications: All applications can be viewed at 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.

Mr Philip Harty
Clerk to Sutton Parish Council
14th August 2024

MEMBERS

15

QUORUM:

5

A G E N D A

062/24 To receive and note apologies for absence.

063/24 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.

064/24 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.**

065/24 Presentation By ACRE

066/24 To approve the minutes of the meeting of Council held on 17th July 2024 (attached)

067/24 To receive and note the Project Chart and Action Plan (attached)

068/24 To receive reports in relation to Sutton from:

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

069/24 Finance

1. To approve payments. Up to and Including 14/8/24

Online Payments

May	Salaries & expenses	£8016.89
May	Cambs Pension Fund	£629.47
CAPALC	Internal Audit	£93.80
TrueLink	Grass Cutting	£330.40
Veolia Ltd	Easi-bins	£188.57
The Copier Warehouse	Photocopying	£118.81
CentraData	Website/Domain	£78.19
Fenland Fire App	Fire Blankets	£14
ESPO	Office/Cleaning Materials	£63.78
SSE	Elec	£472.06
Nurture Landscapes	Verges	£83.16
The Sign Shed	Motorbike Signs	£17.49
SLCC	Training	£60
Open Spaces Grp	Grant	£100
Sutton PPC	Pepperpot	£60
Notice Brd Co	Glebe Notice Board	£578.38
Gallagher	Van Insurance	£659.83
R Harrison	Test for Grave Depth	£125
Acacia Tree Surgery	Annual Survey	£780
No Butts Bin Co	Picnic Tables	£1656

Direct Debits

ECDC	Non-domestic rates (August)	£645
Lloyds	Multipay	£92.02
Wavenet	Mobile Phones	£125.89
SSE	Street Lights	£TBC
B & CE	Peoples Pension	£173.61
HMRC	Tax & NIC	£1584.80
BT	Phones	£TBC

2. Approve Virement from Contingencies to Communications & PR

- a. Move £568 to allow for additional Newsletter costs

070/24 Planning

1. Planning approvals – None

2. Planning Appeals –

- a. 27 Mepal Road Sutton. 24/00585/VAR. Vary Condition 1 of 22/00663/FUL. APPROVED – for note only.

3. Planning Applications –

- a. 39 The Row, Sutton. 24/00683/FUL. Alterations to Plot and Driveway
b. Grange Farm, 83C, The Row. 24/00677/FUL. New Garage and Workshop.

4. Tree Consents –

- a. 45 High St Sutton. 24/00621/TRE. Pollard/Crown Lift trees in back garden. APPROVED – for note only.
b. 51 High Street, Sutton. 24/00622/TRE. Fell Tree. APPROVED – for note only.

071/24 Report From Finance Working Party (attached)

072/24 Report From Sports and Recreation Working Party

073/24 Defib Update

1. Clerk to Update Council

074/24 Date of Next Meeting(s)

24th September 2024
22nd October 2024
26th November 2024
10th December 2024
14th January Budget & Precept

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

SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on 23rd July 2024 at 7.30pm in The Glebe Hall, 4 High Street, Sutton.

Present: Mr M Inskip (Chair) Mr B Browne Mr A Newton
Mr L Jordan Mr N Oakland Mrs S Partington

Public: Cllr L Dupre & one member of public
Deputy Clerk: Mrs M Gilbert **Clerk:** Mr P Harty

030/24 To receive and note apologies for absence.

Apologies received and noted Mr M Bulter and Mr B Goodjohn

045/24 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.

None declared

046/24 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.**

None

047/24 To approve the minutes of the meeting of Council held on 25th June 2024 (attached)

It was proposed by Mr A Newton, seconded by Mr N Oakland and resolved following a vote of 5 for and 1 abstention to approve the minutes of the meeting of Council held on the 25th June 2024.

048/24 To receive and note the Project Chart and Action Plan (attached)

Cllr Partington asked for an update on the location for the dog bin on the action plan. Clerk to investigate location and contact Cambridge County Council and East Cambridgeshire District Council for permission to locate dog bin if suitable location found.

049/24 To receive reports in relation to Sutton from:

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

Cllr Lorna Dupre mentioned the Ely Road and the Brook roadworks was causing concerns by residents accessing their premises. The work involves screeding the whole surface of the road and is only being carried out at night. The residents will be escorted to their property and Cllr Lorna Dupre is seeking more information on access and procedures. Weed spraying has now begun by Cambridge County Council, kerb areas to be completed first, this had been held up due to weather conditions.

Cllr Mark Inskip advised there are plans for a more robust planning process to make it easier for applying,

Waste Working Party are looking in to having separate food waste weekly and changing to bins, due to go to Committee in September.

050/24 Finance

It was proposed by Mr M Inskip, seconded by Mr B Browne and **approved unanimously to approve the following payments.**

1. To approve payments. Up to and Including **19/7/24**

<u>Online Payments</u>		
July	Salaries & expenses	£8016.89
July	Cambs Pension Fund	£789.16
CAPALC	Locum Clerk	£312.55
Ikonic Lifts	Service Contract	£202.25
Online Playgrounds	Spares for Play Park	£22.40
TrueLink	Grass Cutting	£330.40
Ely Skips	Skip Burial Ground	£180
Veolia Ltd	Easi-bins	£177.21
The Copier Warehouse	Photocopying	£126.17
CentraData	Website/Domain	£410.13
Fenland Fire App	Fire Blankets	£70
ESPO	Office/Cleaning Materials	£92.88
SSE	Elec	£333.18
Nurture Landscapes	Verges	£929.16
<u>Direct Debits</u>		
ECDC	Non-domestic rates (July)	£645
Lloyds	Multipay	£147.28
Wavenet	Mobile Phones	£125.89
SSE	Street Lights	£249.08
B & CE	Peoples Pension	£173.61
HMRC	Tax & NIC	£1584.80
BT	Phones	£280.03

051/24 Planning

1. Planning approvals – None
2. Planning Appeals –
 - . Appeal Ref: APP/V0510/W/23/3328203
Land to the Rear of Garden Close, Sutton, Cambridgeshire CB6 2RF – APPROVED - Noted
3. Planning Applications – None
4. Tree Consents –
 - a. Proposal: T1 Malus purpurea - Remove due to shading and proximity to boundary wall
Location: Dundas House 17 High Street Sutton Ely Cambridgeshire
Reference: 24/00427/TRE – APPROVED – NOTED ONLY - Noted

052/24 Consider Renewal of Van Insurance

3 quotes sent for only 2 received back.

1. Zurich £723.54
2. Gallagher £659.83

It was proposed by Mr A Newton, seconded by Mrs S Partington and unanimously agreed by all to approve Gallagher for renewal van insurance at a cost of £659.83.

Clerk to arrange and confirm renewal of van insurance.

053/24 Affordable Homes, ACRE

1. To Note – ACRE are booked to do a presentation at August 2024 Full Council Meeting. –

Noted

054/24 Grant Application

1. To Consider Request for a Grant Application from Open Spaces Group (attached)

It was proposed by Mr B Browne, seconded by Mr L Jordan S and unanimously agreed by all to approve the grant application from Open Spaces Group.

Clerk to notify Open Spaces Group grant has been successful.

055/24 To Consider and Adopt New Financial Regs 2024

1. Consider and approve 2024 Financial Regs (attached)

It was proposed by Mrs S Partington, seconded by Mr A Newton and unanimously agreed by all to approve the new Financial Regs 2024.

056/24 To Consider and Adopt Biodiversity Policy

1. Consider and approve Biodiversity Policy (attached)

It was proposed by Mr L Jordan, seconded by Mr B Browne and unanimously agreed by all to approve the Biodiversity Policy.

057/24 Defib Update

1. Clerk to Update Council

Cllr N Oakland is to follow up with the defibrillator and report back to council as Parish Council are struggling to find a suitable location for the defib.

058/24 To Approve Christmas Trees for 2024

1. Quote for Christmas Trees to be considered for 2024 (attached)

It was proposed by Mr M Inskip seconded by Mr L Jordan and **unanimously agreed by all to approve the quote for Christmas Trees.**

Clerk to notify the residents/businesses who currently have brackets on their premises to display the solar powered Christmas trees this will be going ahead in 2024 and to write to local business for donations towards the trees.

059/24 To Consider New Picnic Bench for Glebe Garden.

1. Consider quotes for new bench for Glebe Garden (attached)

It was proposed by Mrs S Partington, seconded by Mr A Newton and **unanimously agreed by all to approve two new benches for the Glebe Garden at a cost of £1656.00**

Clerk to order chosen benches for the Glebe Garden.

060/24 Consider proposal for New Disabled Parking Bay

1. Consider new disabled bay location (attached) – No comment

061/24 Date of Next Meeting(s)

20th August 2024
24th September 2024
22nd October 2024
26th November 2024

The meeting closed at 8.12pm

Signed.....
Chairman

Date.....



PROJECT AND ACTION PLAN

Full Council – 20th August 2024



August 2024

SUTTON PARISH COUNCIL

The Glebe, 4 High Street, Sutton, Ely, Cambs

2024 – Sutton Parish Council Project and Action chart

As at: 20th August 2024

Date	Priority Level	Detail	Budget	Progress	Completed
27.10.20 Min 90/20/2/1	M	<p>Transfer of land to provide path between St Andrews Close and The Orchards</p> <ul style="list-style-type: none"> • Instruct Solicitor • Obtain all paperwork for solicitor. 		<ul style="list-style-type: none"> • Invoice received and once paid we will get the paperwork finalised (14.10) Waiting for confirmation on ownership. • Chased 11/1/2021 • Chased 19/01/2021 Solicitor should be making the final land transfer application have emailed twice to confirm no reply (24.03) • Other solicitor now querying Map, so awaiting further contact from our solicitor, the application has not been submitted to Land Registry (14.04) • Further chased on 28.06.21 as have heard nothing from the solicitors, chased again on 14/7 he is on annual leave until 19/7 – Chase if nothing by 22nd July – Chased 22.7 Chased 4/8 if not contact by Monday 9th call to speak to them • 16/08/2021 – Solicitors haven't heard from other sols and have been snowed under with other work. • 14/09/21 – Final plan received from other solicitors and will now be sent to Land Registry to transfer the land. Awaiting timescale from our solicitor • Melissa chased Solicitor for an update 14.10.21 • Solicitors have advised Land Registry are still taking almost a year to sort Transfers of Part. They have tried to prompt/chase them but unfortunately, they do not expedite unless you have an active sale. 25.04.22 	<p>Complete. To go to working party for discussion.</p>

			<ul style="list-style-type: none"> • Melissa requested an update from solicitor as nearly a year since application sent to Land registry 08.08.22 • Been advised that the solicitor has tried to prompt land registry but without a sale or other dealing they simply process in order. 10.08.22 • Chased and advised the process can take over a year, Office to look to see if we can get details and chase Land Registry ourselves. 30.11.22 • Solicitor will look to see if they can expedite the application. 02.03.23 • Transfer of land all completed and land registry confirmation received on 22nd March 2023. • Traffic and Transport working Party to review options at next working party meeting. • Survey set up online and consultation letter prepared • Survey completed and sent out with Newsletter to houses the path would be used by 18th August 2023 • Data and responses to be given to the TTWP to review once collated. • Clerk to obtain quotes and item to be added to Agenda in Feb 2024 – Awaiting site visits. • As of 13/3/24 2 quotes have been obtained. 4 Companies contacted 2 have quoted and 2 have declined. To go to WP. <p>TRAFFIC & TRANSPORT WP</p>	<p>Yes</p> <p>Yes</p>
	L	Additional Dog and litter Bins	<ul style="list-style-type: none"> • Waiting to hear from ECDC – Chased 16/12 and 11/01/2021 Darren at ECDC has confirmed they are now looking to action these requests 17.03. <p>Spoke with Darren, there was an issue with the purchase/budget for litter bins. Emailed on 17.06.21 with confirmation on locations for litter bins and dog bins (SPC have to purchase – We have 1 and ECDC to install) Maintenance team will install bin at footpath at The Row. The Litter bin as been approved, we need</p>	

		<ul style="list-style-type: none"> • to just confirm location nr the Anchor and get back to Darren – 19/7 Confirmed with Darren, they can place bin wherever they deem suitable as long as it is nr anchor and footpath 4/8. Melissa to chase 13.10.21. Chased 13.10.21 • Darren Hughes has left ECDC and Izabela has taken over. Sent further clarification of what was needed and chased several occasions. • Called on 9.3.22 and advised Izabela has left ECDC and that I should forward details to Head of the Streetscene team James Khan, he passed the details to Shaun Bradshaw – Team leader. All locations approved at meeting on 22.04.22 and advised Shaun. • Order placed for new dog bin 25.04.22, once received advise ECDC. 4/5 week delay as out of stock after ordering (17.05.22) • Change of management within ECDC Open spaces once again. New contact Luke Eilkes. 28.04.22 • ECDC team came to take bins and install and could not do so due to new location at the Row (As agreed by ECDC) is on private land and the other bin could not be installed as they need a post (Which was provided to them originally). He also stated they don't have any other bins that belong to us. (We provided them with a bin and post for Tower Road) • Deputy Clerk to speak to the Open Spaces team and try and get a new location and find our missing bin. 16/06 	
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			<ul style="list-style-type: none"> • CCC provided permission for bin to be installed on the CCC owned verges in that area (Outside 11 and 13 The Row and 6 The Row). Outside 13 deemed to be the best location, letter sent to resident to advise of potential use of the area for a new Dog Waste Bin. Resident given until 11th July to raise any concerns. 30.06 • Email received from resident 11.07 • A report to be produced to point out current litter and dog bins, locations identified and not permitted and any other potential sites – going to council 25.10.22 • 11/4/22 25th October 2022 – Current locations were reviewed and it was agreed that the Sports and Recreation Working Party will review the locations and look for new potential sites. • 25th July 2023, it was approved that the Clerk To investigate the feasibility of locating an additional dog bin near the bench east of 25 The Row on the south side of The Row and next to the Grit Bin at the beginning of Astley Close • 10th August – Deputy clerk, has had approval from CCC for the location at Astley Close as only suitable option and awaiting ECDC authorisation to install and empty moving forward. • Received Email from ECDC, they will not approve the location at Astley Close. • Proposed small area opposite Astley Close – Clerk has 	Yes
				Yes
				Yes

				<ul style="list-style-type: none"> Investigated and doubts there is enough room. SPORTS AND RECREATION WORKING PARTY 	
		•		•	
	M	Picnic Benches for open spaces and recreation ground	CIL	<ul style="list-style-type: none"> Look at options of octagonal benches for park and old rec, preferably recycled durable plastic or metal. Prices given to SRWP. More details on the costs on fixing of the picnic tables requested – We need to know where these are to be installed and onto what ground so calculations can be made. – WP need to provide more specific details. 4/8 – Asked working party for more specific info as to what benches will be purchased, if they are going to be on hard standing or grass 4/8 Clerk to get 3 quotes once WP decide Currently on Hold SPORTS & RECREATION WP 	

24 th October 2023	M	EV – Charging points <ul style="list-style-type: none"> Provide charging points for The Glebe and Pavilion. 		<ul style="list-style-type: none"> Clerk to sign Non-disclosure agreement (Believ) Clerk to contact Roger Taylor (Solicitor) Roger Taylor emailed 15/2/24 – awaiting response. Non Disclosure resigned by Clerk and emailed to Believ. 21/2/24 Currently awaiting solicitors to respond to email for help with contracts. Solicitors have responded with concerns over 20 year lease/rent. Passed to Luke for comment. Solicitors now retained. Have been instructed to look at a break clause after 10 years. 	Yes Yes
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				<ul style="list-style-type: none"> • Clerk has spoken to Believ who will now start to survey proposed locations to finalise exact locations. • Update – CCC are offering fully funded EV Charge points – Clerk to investigate – Meeting with CCC 23/4/24 • Clerk reported back to Council re CCC charge points • Solicitors instructed to talk to Believ re break clause in contract. • Currently awaiting contracts • Awaiting RBL to come back re using 4 spaces in their agreement for charge points. • Believ will go ahead with charge points at Glebe whilst awaiting RBL. • Believ have requested Deeds for relevant areas. Clerk to provide. • RBL have proposed area for Disabled Bay – area opposite entrance. Clerk to look at and report back. • Still no contract – Clerk to chase Solicitors. 	
	H	<p>Cycle Parking (CCC) at facilities</p> <ul style="list-style-type: none"> • Locations agreed. The Glebe car park, The Pavilion and The Brooklands Centre. 	CCC funded	<ul style="list-style-type: none"> • The Glebe installation 4th May 2022 • Pavilion and Brooklands installation • Awaiting bollards and mesh flooring (No date given) Chased 16/06 • Contractors came to install the bollards, however after reviewing with the parish clerk, they will be coming back when they have found a better solution for the installation taking into account the resin car park. 02.08.22, No mention of Mesh at Pavilion • No updates from CCC regarding Pavilion or Glebe, office to chase 18.10.22 • Pavilion and RBL bike stands have had the Geogrid installed and area made neat. • To chase CCC about the Glebe stands and rectifying the surrounds to the surfacing. • Clerk to look into Oct/Nov 2024 	Yes Yes

	H	LHI Scheme – 20mph speed reduction <ul style="list-style-type: none"> Application to be made for speed reductions on The Row, Painters Lane, West Lodge Lane and Mepal Road. Scheme to also include Ely Rd, Brooklands, High Street. 	CIL	<ul style="list-style-type: none"> Application form submitted 25th April 2022 CCC Has allocated an Engineer to work with SPC. CCC Engineer emailed to give info on CCC 20mph reduction scheme. SPC to consider if it wishes to continue with application. SPC agreed to hold the application until its receipt of CCC 20mph policy. It will be discussed again at this point. (24.5.22) Been advised by Highways officer at CCC that further information on the application process, specific requirements and timelines will be provided in due course after their meeting in December 2022 Email sent to CCC Highways for an update on the scheme. Application forms have been received, and data being collected to make the application. Consultations letters sent to residents in the area. Application form completed. Pending decision 20mph Scheme fully funded reopens 15/2/24 https://www.cambridgeshire.gov.uk/residents/travel-the-local-highway/20mph-funding - Clerk has reapplied to the scheme. Clerk to produce survey re 20mph from A142 Roundabout through to the America. This part to be PFHI. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>
10 th May 2022		Library Access Point		<ul style="list-style-type: none"> New working party formed to discuss project 23rd May 2023 – Working party membership agreed and date to be set for the meeting Councillor Newton to arrange meeting of WP <p>LIBRARY ACCESS POINT WP</p>	Yes
10 th May		Provision for Young People		<ul style="list-style-type: none"> New working party formed to discuss project 	Yes

2022				<ul style="list-style-type: none"> • 23rd May 2023 – Council agreed to discuss this group again in September • Currently placed on hold – May 2024 <p>YOUTH SERVICES AND ACTIVITIES WP</p> <ul style="list-style-type: none"> • Obtain specialist advice as to what work is required. I.e., cleaning and/or re-letting, re-pointing etc. • Clerk to take pics of wording etc. • Obtain a Church Faculty (Planning permission), as it is in the Churchyard and apply for Conservation Consent. • Obtain quotations from specialist companies. • Obtain Funding – Application to the War Memorial Trust. • Clerk/Deputy Clerk to action in 2024 – Deputy Clerk currently obtaining inspections. 	
28 th June 2022		War Memorial			
		War Memorial			
24 th January 2023		LHI 23/24 Application Weight restriction on B1381	CIL	<ul style="list-style-type: none"> • Submit application to CCC • Application submitted • LHI application Dismissed and not reviewed as part on the complex or non-complex application. • Recommendation 25th July 2023. To approve that an item is included on the next full council agenda to enable the parish council to discuss the latest status and if necessary to formally raise concerns about the handling of the LHI application to the county council. Added to 22nd August 2023 Agenda • Meeting arranged with Highway Officer, Cllr Dupre and SPC – 2nd October 2023 • Clerk to arrange for traffic surveys up to a sum of £1,000. – To go back to November FC meeting, as 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

			<ul style="list-style-type: none"> • quotations over £1,000. • Clerk delegated a spend of £2,000 for one set of surveys in 3 locations. • Order placed with Tracsis – survey January 2024 • Tracsis have now had approval from CCC for survey to be undertaken. Due January 24. • Clerk to have funding approved for 2nd survey before March 24 • Tracsis to need locations and duration to give quote for March survey. • Further information required by CCC regarding impact on people • Online survey ready to go out once approved by W/P. • Next traffic survey to be carried out on w/c 15th April 2024 • Note – additional fee of £330 for licences from CCC not included in original quote. • Online survey went live 4th March 2024. • Local PC'S and Police have been contacted. • Clerk currently organising Particulate testing. One cost estimate received approx. £3600+vat to comply with CCC testing requirements. • Presentation with CCC Clerk and Chair to attend 22/4/24. • Enviro testing sent to Council. Councillor Jordan to look into other companies. • Decision from CCC will now be September 2024 • Traffic and Transport W/P 	Yes
25 th July 2023	<p>Definitive Map Modification Order</p> <p>To make a formal Definitive Map Modification Order application for the old railway track bed between Sutton and Haddenham using the evidence supplied to Cllr Inskip</p>		<ul style="list-style-type: none"> • Deferred to meeting on the 22nd August 2023 until Cllr Inskip is in attendance to give more of a background to the application. • To be tabled at December 2023 meeting • Mark Inskip to determine how forms to be distributed to people by PC 	
25 th July	<p>ECDC – Pride of Place, Nature Recovery Plans,</p>		<ul style="list-style-type: none"> • Approved to make an application for this grant for the 	

2023		Climate and Nature Actions		<ul style="list-style-type: none"> Orchards, to clear drainage and restore areas to grass Placed on hold – May 2024 	
25 th July 2023		Biodiversity Policy		<ul style="list-style-type: none"> The Clerk to provide a draft biodiversity policy to be approved at Full Council Clerk has written Policy – to be presented to Council July 2024 Approved July 2024 – will now be removed from list Salmons Bros, contacted for an assessment on the windows. Clerk has arranged for a quote on replacement oven/extractor. Awaiting quotes 21/2/24 Clerk has spoken to contractor to quote for work on windows. Contractor has now declined to quote – new contractors contacted. Ray Langley coming out 28/5/24 to look at work. Still chasing contractors to quote for windows. 	
22 nd August 2023		Maintenance to The Glebe: 1) External windows – need cementing. 2) Window Hall Internal – need attention 3) Replace oven and extractor			
26 th September 2023		Request for memorial seat at Recreation Ground		<ul style="list-style-type: none"> Clerk to correspond with resident for more details. Clerk to make request with Sutton Poores Land Waiting for further details from resident. Information received for December 2023 meeting. Approved at Council – Clerk to arrange with Resident to install. Awaiting response from resident 13/3/24 Clerk met with resident to determine location of bench. Now awaiting purchase/install of bench 	

28 th November 2023		Sutton Post Office – Proposed closure/change of service		<ul style="list-style-type: none"> • SPC to write to One-stop and Post Office to express concerns • Post Office to close 27th June 2024 with pick up and drop service only starting 6th July. • Investigate with County Councillor having a pop up community ran post office. 	
March 2024		Fire Station – Proposed Closure		<ul style="list-style-type: none"> • Clerk has arranged for a Public Consultation to take place on the 5th March 2024. • Consultation completed – to be discussed at next Full Council Meeting on 26th March 24. • Clerk emailed Fire Services with offers to help with recruitment in any way possible. Fire Services response to be discussed at next FC Meeting in April. • Clerk has now written directly to Fire Station offering help – no response as of May 2024 • Fire Services have notified PC that no decision will be made before summer 2025. 	
March 2024		Bowis Club Access and footpath around green		<ul style="list-style-type: none"> • Site visit by Clerk 6/3/24 – report sent to Sports and Rec WP for discussion. • Clerk obtaining quotes and will seek funding if possible. • 3 quotes obtained and passed to Cllr Inskip– refer to Sports and Rec WP. • Sports and Rec WP 	
Feb 2024		Donation for new Defib		<ul style="list-style-type: none"> • Council agreed to place defib on The Row at Junction with Painters Lane. To be placed on CCC Street Light. • Clerk to fill out paperwork and contact CCC 	

				<ul style="list-style-type: none"> Type of Defib and housing to be agreed for application. CCC need to know size, weight etc. 21st May 2024 Council agreed Zoll AED. 22nd May 2024 Application sent to CCC. CCC Declined stating they do not allow Defibs to be attached to streetlights. PC to determine new location and if use of an insulated box is suitable. Sutton Feast have contacted the PC regarding another potential donation for another Defib. No response from resident regarding location/donation etc. 	
August 2024	L	Wildflower Project		<ul style="list-style-type: none"> Working Party to consider project Sports and Rec WP 	
August 2024	L	Monkey Challenge Climbing Wall		<ul style="list-style-type: none"> Working Party to Consider Project Sports and Rec WP 	
				<ul style="list-style-type: none"> 	
				<ul style="list-style-type: none"> 	

Cllr Lorna Dupré

MONTHLY REPORT AUGUST 2024

Apologies for the absence of a report for July. I was extremely busy with the General Election campaign, and many meetings were cancelled reducing the amount of business to report on.

ASSETS & PROCUREMENT

Old Shire Hall

The County Council's Assets & Procurement Committee has agreed to enter into an exclusivity arrangement with a preferred bidder for a freehold sale of the old Shire Hall building in Cambridge. The move comes after the previous preferred bidder pulled out of a proposal for a leasehold arrangement, and a new marketing exercise was undertaken. The Committee also agreed to make arrangements in the event that contracts are not exchanged by 9 October.

Council-owned companies

The Committee has also agreed to establish arrangements for strengthened oversight of companies in which the council has an interest as owner, and to recommend the council's Constitution & Ethics Committee to establish a shareholder sub-committee to consider how this should be done.

COMMUNITIES, SOCIAL MOBILITY & INCLUSION (COSMIC)

Household Support Fund

The Household Support Fund in Cambridgeshire closed to new applications on 26 July as the national scheme finishes at the end of September. The July closure is to ensure demand is managed and the fund does not overspend.

In April 2024, Cambridgeshire County Council was awarded over £3,580,000 to support households in need and help with the rising cost of living. The scheme has experienced significant demand, with large numbers of applications being submitted every day both directly and through partners.

The council's Household Advice and Support Team will continue to process applications, with the current processing time being approximately three weeks. If funds remain after all outstanding applications have been processed, the scheme will briefly reopen for new applications.

Although the scheme is being discontinued, advice is still available to those struggling with the cost of living. Help with utility bills, housing support, emergencies and benefits, and the Holiday Activities and Food (HAF) programme from Cambridgeshire County Council can be found on the council's website.

www.cambridgeshire.gov.uk/council/communities/support-with-the-cost-of-living

The Government offers help and advice with living costs, childcare and maternity costs, managing money and debt and guidance for those over 60 or those who have a disability or health condition.

www.gov.uk/cost-of-living

The closure of the Household Support Fund does not affect the holiday supermarket voucher scheme for families in receipt of free school meals.

ENVIRONMENT & GREEN INVESTMENT

Wisbech incinerator

Fenland District Council's application requesting judicial review of the Government's decision to grant planning permission was unsuccessful.

Sunnica

The outgoing Government delayed four times making a decision on the Sunnica solar farm application. The incoming Government approved the application in its first few days, despite the recommendation of the Examining Authority that it should be refused. The objector group and the 'host authorities' (Suffolk and Cambridgeshire counties, West Suffolk and East Cambridgeshire districts) have been considering their responses.

HIGHWAYS & TRANSPORT

Weed treatment

The County Council's chemical weed treatment programme is under way, within built-up areas in villages and towns with a 40MPH limit or below. Treatment will take place twice a year as a minimum.

Chemical weed treatment is applied directly to any weeds in the gullies of roads and at the back of footways abutting a building, wall, or fence line. A period of about three to five weeks is typically required for the weed treatment to take effect. After this, road sweepers are deployed to remove dead weeds. A second programme of treatment will take place in October. This will help to get the weeds under control before the next growing season.

Seven areas of the county have confirmed that they do not wish to be part of the chemical weed treatment programme, so they have been excluded. The County Council is working with these areas—Cambridge, Caxton, Duxford, Lolworth, Morborne, Burwell, and Girton—to appropriately support their alternative treatment regimes.

Ely Road and The Brook Sutton

The County Council has been replacing drain covers and ironworks along the main route through Sutton with more durable covers. The Council has also been carrying out crack sealing of the road surface, to stop water pooling and freezing in the cracks in winter and further splitting the road to create more potholes.

20MPH schemes

The Highways & Transport Committee has agreed to proceed with a 20MPH scheme for parts of Huntingdon, and to review the impacts of the 20MPH schemes in twenty-four months.

Maintenance work on old A14

Important maintenance work is beginning on the A1307, known locally as the old A14, between Swavesey and Huntingdon.

Since the County Council took over responsibility for the road from National Highways in February, there has been a temporary 40MPH speed limit in place between Fenstanton and St Ives due to safety concerns. The road has been inspected and drainage works are needed here. From 29 July one lane will be closed in each direction for these works. They are expected to take four weeks and the lane closures will be in place 24/7 on both the eastbound and westbound carriageway. Once this is complete at the end of August, if the work has been successful, the 40MPH speed limit on this section will be removed.

Meanwhile the Godmanchester to Huntingdon section is currently restricted to a temporary 40MPH speed limit due to safety concerns with the barriers. The council expects to start work on the barriers on Sunday 15 September. This will also involve lane closures in both directions and the work is expected to take three months to complete. In the meantime, the 40MPH speed limit will remain in place for safety reasons.

Road resurfacing works will also be taking place overnight along the A1307 from 27 August onwards, for a period of three weeks, weather permitting, in a variety of locations. Road closures will be necessary, and signed diversion routes will be in place. All this work is being co-ordinated, and will be done together wherever possible to minimise disruption.

PLANNING

Pymoor enforcement update

Following an extensive investigation, on 16 November 2023 an Enforcement Notice was served on the owners of the land behind Corkers Crisps in relation to the importation, depositing, processing and exporting of inert waste materials and the raising of the land with waste without planning permission.

An appeal was then lodged, and on 14 February 2024 the Planning Inspectorate confirmed the start date of the appeal. County Council officers have submitted all relevant information required and await further information on the appointment of an Inspector and the next steps.

Since then, a number of local residents have raised with me the daily convoys of FDS lorries from the site along Black Bank and out towards Welney. The County Council's enforcement team is aware of these movements.

Meanwhile on the Combined Authority

The Combined Authority Board has decided to proceed with proposals for a bus franchising scheme, in the hope of improving bus services in Cambridgeshire.

The Combined Authority has been advised that more further education provision is needed in the present FE 'cold spot' of East Cambridgeshire especially in sectors including health and care. Current activity should be scaled up and existing facilities expanded.

MEET YOUR COUNCILLORS

- **Sutton:** Cllr Mark Inskip and I will be in the school Community Room on Monday 5 August and Monday 2 September 6:30-7:30PM.

Please note that these dates may be subject to change.

I will try to attend some of the various coffee mornings in Sutton, Witchford, and Coveney, and the Book Café in Little Downham, but this will be subject to summer holiday plans as they develop.

I can also be contacted

- by email at lorna@lornadupre.org.uk
- on Facebook
- by phone on 07930 337596

Best wishes to all residents of the Sutton division for the remainder of the summer.

Cllr Lorna Dupré

County Councillor for the Sutton division

Cllrs Lorna Dupré and Mark Inskip

MONTHLY REPORT AUGUST 2024

FULL COUNCIL

The Full Council meeting took place on Thursday 25 July.

Corporate Plan action plan

We joined the rest of our political group on the Council in abstaining on the administration's proposed Corporate Plan action plan. There were some elements we supported, such as the work on inclusive play, which we had initiated. But some elements did not go far enough, some were unevidenced, and some such as the Mepal crematorium we continue to oppose.

We know from experience that the present administration's corporate plan cannot be trusted, after they deliberately hid a massively unpopular and unwanted multi-million pound crematorium from their Corporate Plan so that it could spend money on it in secret.

- The Plan said the council would be 'engaging' with the Combined Authority's ongoing bus reform work—just days after the Leader of the Council had abstained on it at a Combined Authority Board meeting.
- The promised 'improvements' to the BP roundabout to make it safe for pedestrians and cyclists are necessary only as a result of the utter refusal of some senior councillors to implement those vital safety measures at the same time as encouraging more cars more quickly round that dangerous junction.
- And the 'Road Safety Volunteer Scheme' that Conservative councillors have pressed the police into taking on was mooted in the autumn of 2021 and three years later there is nothing to show for it.

It was not clear what the Action Plan would do to address the challenges the report identified such as the cost of living, and recruitment and retention of staff. Meanwhile it fretted about priority and capacity concerns at the Combined Authority, but not those at East Cambridgeshire District Council for which it was directly responsible.

Neighbourhood Plans

We both spoke to welcome the two Neighbourhood Plans presented to the Council to be 'made'—Mepal and Sutton. Both were supported at referendum by a substantial majority of their respective communities.

Neighbourhood Plans play a vital role in the planning process, giving local communities genuine opportunities to shape their place. In Sutton this was

nowhere more obvious than the long-running planning battle over development at Garden Close. The half-hearted defence put up by the council of its refusal of the reserved matters application for Garden Close in April 2023 means that the developers now have a choice of two unsatisfactory schemes to implement. But at least the Neighbourhood Plan came to the fore in reducing to some extent the level of over-development first proposed by the developer.

Neighbourhood Plans are not just means to forestall inappropriate development though. They give an opportunity for local people to consider and discuss what makes their community work, what is needed to meet the challenges of the future, what most needs protecting and enhancing, and where appropriate development can provide the right sort of housing and amenities for current and future residents.

We both thanked and congratulated the respective parish councils of Mepal and Sutton, and the members of both communities who engaged with the process of these two plans during their respective stages.

ECSS extension

The Council has agreed to extend its Memorandum of Agreement with its wholly owned company East Cambs Street Scene for a further year from 31 March 2025 to 31 March 2026. This is to ensure there will be no break in service between now and the implementation of the new waste collection services—including weekly food waste collection—which will take effect in April 2026.

CHANGES TO NATIONAL PLANNING POLICY FRAMEWORK

The Government has launched a consultation on plans to amend the National Planning Policy Framework and other planning reforms ([link below](#)).

Many of the changes will primarily affect district councils as local planning authorities in their local plan and development management functions.

Some of the main changes proposed are as follows.

1. Housing targets will be mandatory using a new Standard Method which better reflects the urgency of supply in individual local authority areas.
2. The new method will include a stronger affordability ratio driver and the removal of the clause about previous oversupply in an area – meaning a combined target of 370,000 new homes per year.
3. There will be a requirement placed on councils to review their green belts when insufficient brownfield land for homes is available, with 'grey belt' land coming first.
4. Green and grey belt sites coming forward will require 50 per cent affordable housing and infrastructure.

5. A definition of what constitutes grey belt land will be published.
6. The need for councils, housing associations and other providers to deliver genuinely affordable homes—changes will be delivered through increased Government investment, changes to borrowing rules and rent stability.
7. Homes England’s funding will be made more flexible to support housing delivery.
8. All authorities will need to have a Local Plan in place—there will be an end to changes to planning policy which have stalled Plan making and a commitment to the Government stepping in where authorities fail to deliver.
9. Transitional arrangements will be consulted on but will reflect the point each authority has reached in the Local Plan process.
10. Easier means to deliver major infrastructure.
11. 13-week Ministerial decision-making target to be measured.

This will have obvious implications for East Cambridgeshire, whose Local Plan is now nine years old, and where the building of affordable homes has been below what is needed for many years. (4,548 dwellings have been completed in the last twelve years, of which fewer than eighteen per cent have been affordable.)

Background information:

[Written statements - Written questions, answers and statements - UK Parliament](#)

[Proposed reforms to the National Planning Policy Framework and other changes to the planning system - GOV.UK \(www.gov.uk\)](#)

SUTTON FIRE STATION

An update to councillors from the Assistant Chief Fire Officer on proposals for the fire stations at Manea, Kimbolton and Sutton.

“Since initially opening the discussions at the end of last year, we have met to talk through our ideas and listened to your concerns. We have taken a lot of learning from these discussions, in particular the concerns around understanding the vital role of an on-call firefighter and how we can recruit more people from the community. We have taken this on board and will be implementing a plan to try and further educate communities about the role of an on-call firefighter and how we rely on local people to crew the fire engine, which will hopefully inspire more people to join.

We are currently working on how we can provide data, including the local crew’s availability, the number of 999 calls in a particular area, where the fire engines come from if the local crew is not available, and how many firefighters are at a station on a monthly basis on our website for you and others to access. We are hoping we can get the web pages up and running

with current data very soon. I will let you know when this has been done and where to find it. We are hoping to set it up as something you can subscribe to, so it automatically emails you when it has been updated each month.

Last month we started a trial to have two additional fire engines available at weekends using on-call firefighters, so we can prove the concept of our initial proposal. We will evaluate the trial at stages along the way, but we would like to run this trial for a year before making any concrete decisions about relocating resources.

Therefore, we are unlikely to make any final decision about the future until at least the summer of 2025.

In the interim, we will continue our recruitment drives to try and boost numbers further, we will communicate wider across the county the challenges we are facing with the on-call duty system so people have a greater understanding of how we operate, and we will hold public drop in surgery events locally at the three fire stations we have been looking at so local residents can have a greater understanding of the issues and impact. We hope to run these in the new year once we have six months of data from the trial we have just started.”

MEET YOUR COUNCILLORS

Our next surgeries will take place on

- Monday 2 September, 6:30-7:30PM
- Monday 7 October, 6:30-7:30PM

in the Community Room at Sutton School. Between surgeries, residents can continue to contact us by email, Facebook, or phone.

Lorna also hopes to be at the Sutton Timebank coffee morning on Tuesday 20 August 10:00-11:00 and Nellie's on Friday 30 August 12:30-1:30PM.

Cllr Lorna Dupré

Cllr Mark Inskip

District Councillors for the Sutton ward



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE

Telephone: Ely (01353) 665555
www.eastcambs.gov.uk

Mr Philip Harty
Clerk to Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

This matter is being dealt with by:

Cassy Paterson

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 24/00585/VAR
Your ref

29th July 2024

Dear Clerk

Proposal: To vary condition 1 of previously approved 22/00663/FUL dated 01/08/2022 for raised height of dwelling, installation of new first floor windows, single storey rear extension, reposition of garage and a front porch

Location: 27 Mepal Road Sutton Ely Cambridgeshire CB6 2PZ

Reference: 24/00585/VAR

I am writing to inform you that the above proposal has been considered and it was resolved to approve the application.

In considering this application your comments were taken into consideration. You are able to view the officer/committee report using public access <http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SEV87QGGMPF00>.

If you wish to discuss this matter further please contact the case officer Cassy Paterson on 01353 665555.

Yours faithfully

Cassy Paterson
Planning Officer



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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4 High Street
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Ely
Cambs
CB6 2RB

This matter is being dealt with by:

Cassy Paterson

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 24/00683/FUL
Your ref

25th July 2024

Dear Sir/Madam

Proposal: Driveway and alterations to the plot
Location: 39 The Row Sutton Ely Cambridgeshire CB6 2PD
Reference: 24/00683/FUL

An application been received by this Authority for the development described above.

Please complete and return the attached sheet with any comments and/or observations your Council may have by 15th August 2024. You can view the application and supporting information on our Public Access page

<http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SGCJZTGG0CT00>. Any such comments will, under the Local Government (Access to Information) Act 1985, be available to the general public.

If we do not receive a response from you by 15th August 2024, it will be assumed that your Council does not wish to make any comments on this application unless you advise us otherwise.

If you would like to discuss this application further, please contact Cassy Paterson on 01353 665555.

Yours faithfully

Cassy Paterson
Planning Officer

EXTENDED TO 29/8/24



**EAST CAMBRIDGESHIRE
DISTRICT COUNCIL**
THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE
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Mr Philip Harty
Clerk to Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

This matter is being dealt with by:

Cassy Paterson

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 24/00677/FUL
Your ref

23rd July 2024

Dear Sir/Madam

Proposal: New garage and workshop, including garden room and storage
Location: Grange Farm 83C The Row Sutton Ely Cambridgeshire
Reference: 24/00677/FUL

An application been received by this Authority for the development described above.

Please complete and return the attached sheet with any comments and/or observations your Council may have by 13th August 2024. You can view the application and supporting information on our Public Access page (<http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SG5BOGGGGFD00>). Any such comments will, under the Local Government (Access to Information) Act 1985, be available to the general public.

If we do not receive a response from you by 13th August 2024, it will be assumed that your Council does not wish to make any comments on this application unless you advise us otherwise.

If you would like to discuss this application further, please contact Cassy Paterson on 01353 665555.

Yours faithfully

Cassy Paterson
Planning Officer

EXTENDED TO 29/8/24
FC MEETING



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE

Telephone: Ely (01353) 665555
www.eastcambs.gov.uk

Mr Philip Harty
Clerk to Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

This matter is being dealt with by:

Kevin Drane

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 24/00621/TRE
Your ref

19th July 2024

Dear Clerk

Proposal: T1 Sycamore - Re Pollard to previous cuts.
T2 Prunus - Crown reduce by a maximum of 1-2 metres.
T3 Prunus - Crown reduce by a maximum of 1-2 metres. All trees in back garden.

Location: 45 High Street Sutton Ely Cambridgeshire CB6 2RA

Reference: 24/00621/TRE

I am writing to inform you that the above proposal has been considered and it was resolved to allow the above works to be carried out.

In considering this application your comments were taken into consideration. You are able to view the officer/committee report using public access <http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SFBCRAGGFQ00>.

If you wish to discuss this matter further please contact the case officer Kevin Drane on 01353 665555.

Yours faithfully

Kevin Drane
Trees Officer

APPROVED - NOTE ONLY



**EAST CAMBRIDGESHIRE
DISTRICT COUNCIL**
THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE
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Mr Philip Harty
Clerk to Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

This matter is being dealt with by:

Kevin Drane

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 24/00622/TRE
Your ref

19th July 2024

Dear Clerk

Proposal: T1 Small Sequoia - Fell due to growing into neighbouring garden with little growth on no 51 side due to proximity to other trees. Tree best viewed from garden of no.45
Location: 51 High Street Sutton Ely Cambridgeshire CB6 2RA
Reference: 24/00622/TRE

I am writing to inform you that the above proposal has been considered and it was resolved to allow the above works to be carried out.

In considering this application your comments were taken into consideration. You are able to view the officer/committee report using public access <http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SFBCS8GGFFS00>.

If you wish to discuss this matter further please contact the case officer Kevin Drane on 01353 665555.

Yours faithfully

Kevin Drane
Trees Officer

APPROVED
NOTE ONLY

Sutton Parish Council

Finance Working Party held on Tuesday 13th August 2024 at 7.30pm, Via Zoom.

Present: Cllr M Inskip (Lead Member), Cllr B Browne, Cllr Andrew Newton, Cllr B Goodjohn, Philip Harty (Clerk & RFO).

1. Apologies

Cllr Newton and Cllr Goodjohn

2. Bank Reconciliations and Statements.

Presented by Clerk. They will be checked and signed by Cllr Newton and Cllr Butler.

Noted

3. The RFO gave details of the bank balances. (As 7/8/24)

Balances:	Unity current	Account	£14101.32
	Unity deposit	Account	£43681.50
	Cambs & Counties Bank		£63354.51
	CCLA		£80000
	Cambridge Building Society		£ 1,023.21

Noted

4. Debtors Record

The debtor's record for invoices outstanding over 30 days is a total of £711.66 net, Those not yet due a total of £988.04 net. (As of 7/8/24).

Noted – Clerk to chase as required.

5. Budget

Income and Expenditure V Budget (attached)

Actions – Adjust payments coded wrongly and put on FC Agenda a virement approval.

6. Grants

No applications this month

7. Information Only

AGAR completed and signed off at FC in June.

Sent to external auditors on 27/6/24

External auditors have logged AGAR and must complete audit by end of September 2024.

Notice of Public Rights Ended on 9/8/24

Unity Trust Bank as from 22/9/24 account fees will be charged monthly. £6 pm rather than £18 per quarter.

Noted

Sutton Parish Council

8. To Consider Pay Grade Rise for Staff From April 2025.

Details of costing and staff considered attached.

To be considered for approval by Personnel Committee – Clerk to arrange.

9. Date of next meeting.

Scheduled for Tuesday 17th September 7.30 via Zoom