



**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

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**NOTICE OF MEETING:** **Full Council**  
**TIME:** **7.30pm**  
**DATE:** **23<sup>rd</sup> June 2020**  
**VENUE:** **Virtual Meeting via Zoom.**

Councillors: - The zoom link will be sent to you via email.

Members of the public wishing to speak in public participation - Please email the Parish Clerk for access to the meeting before 5pm on the day of the meeting.

Public and Press viewing: The meeting will be live streamed on Sutton Parish Council You Tube account.  
<https://youtu.be/EOr1TvGhLs>

**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.

*Rosie Hughes*  
Mrs R Hughes  
Clerk to Sutton Parish Council  
17<sup>th</sup> June 2020

MEMBERS 15 QUORUM: 5

## A G E N D A

**14/20 To receive and note apologies for absence.**

**15/20 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.

**16/20 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**.

**17/20 Matters for Information only.**

1. Clerk to update on Communities Capital Fund – Expression of Interest.
2. To note meeting with ECDC Planning & Linden Homes re: open space proposal.

**18/20 To approve the minutes of the meeting of Council held on 26<sup>th</sup> May 2020. (Attached)**

**19/20 To receive and note the Resolution Action chart (Attached)**

**20/20 To receive reports from:**

1. Cllr Lorna Dupre – Cambridgeshire County Council. (Attached)
2. Cllr Lorna Dupre & Cllr Mark Inskip – East Cambridgeshire District Council (Attached)
3. Questions from parish councillors.

**21/20 Cambridgeshire County Council - Grass verges**

1. To receive report from the clerk on Cambridgeshire County Council grass verges. (Attached).
2. To consider recommendations for future management of grass verges.

**22/20 BT Telephone Kiosk – High Street.**

1. Receive report from Clerk on BT Telephone kiosk. (Attached)
2. To consider report and discuss way forward.

**23/20 Sutton Timebank & Covid-19 Response.**

1. To receive a verbal update from the Clerk on the Timebank and Covid-19 response.

**24/20 Finance**

1. Finance Working Party – to note minutes of the meetings of 15<sup>th</sup> June 2020 (attached)
  - a) To consider recommendations from the meeting.
    - i) Virement of £3,342 from the connections bus budget to contingencies. Due to the non-attendance of the youth bus this term. (Covid-19 lockdown).
    - ii) Informal one year extension to the van lease for the same monthly sum. This allows the council time to consider its requirements for another van.

**2. To approve payments**

a)	<u>Online Payments</u>	
	June	Salary payments & expenses £7,587.83
	HMRC	Tax & NIC £3,954.00
	LGSS	Pension £788.43
	Veolia ES (UK) Ltd	Easi-bins £138.68
	IntouchCRM	Website £35.99
	Fenland Fire Appliance	Appliance test & maint £94.92
	SLCC	Training £36.00
	Centradata Ltd	IT support and upgrade £427.20
	Fenland Leisure Products	Play equipment maint. £837.80
	The Copier Warehouse	Photocopier £60.00
	Briar Security	CCTV Maint. £216.00
	G & J Peck Ltd	Oil for mowers £20.00
	Truelink Ltd	Grass cutting £537.12
	Balfour Beatty	Street light maint. £93.60
	CAPALC	Chairman training £50.00
	Greg Blunt Decorating Ltd	The Glebe decorating £2,784.00
	Parish Online	Parish online subscription £72.00
	Alex Scott photography	Website photos £75.00
	Covid-19	Grant for food £67.34
	Sewing Daze	material for facemasks £149.00
b)	<u>Direct Debits</u>	
	Volkswagen Leasing	Van Lease £242.99
	The Peoples Pension	Pension £125.56
	ECDC	Non-domestic Rates £567.00
	Excell	Mobile phones £143.86
	WAVE	Water rates – Glebe £1.94

WAVE SSE	Water rates – Pavilion Street lights	£2.54 £82.48
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**3. Year End Annual return and year end accounts for year ending March 2020.**

- 3.1 To approve Year End Accounts – 31<sup>st</sup> March 2020 (Attached)
  - a) To approve Year End Earmarked Reserves.
  - b) To approve General Reserve balance.
  - c) To approve Year End Accounts.
- 3.2 Annual Return – Year End 31<sup>st</sup> March 2020 (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.

**25/20 Planning**

**1. Planning Approvals**

- i) 20/00209/FUL. Land at junction of A142 Ely Road Sutton. Boundary amendments to previously approved application (16/01645/FUL) including associated car park alterations
- ii) 20/00386/UL. 31 Mepal Road, Sutton. Single storey front extension to form new garage and conversion of existing garage to habitable room
- iii) 20/00440/FUL. 50 High Street Sutton. Part demolition and conversion of existing workshop/garage to form single garage plus relocation of vehicular access

**2. Planning Refusals – None Received to date**

**3. Planning Applications**

- i) 20/0177/RMM. Land Rear Of Garden Close Sutton. Reserved matters for Outline planning application 17/01445/OUM for erection of up to 53 houses to include public open space and details relating to access. Amendments received

The additional information received includes further revisions to the Arboricultural Impact Assessment and Arboricultural Method statement, detailing which trees are to be removed and requested by Councils Tree Officer. Revised Drainage Strategy. Drawing indication a cross section of the South of the site. Attached are revised drawings which address the refuse comments. Refuse collection points have been added serving plots 6-7, 8-9, & 30-31. Refuse for apartments relocated. Further amendments to boundary treatment and materials.

NB: To receive update from Clerk before discussing this application.

- ii) 20/00630/FUM. Site south and west of The Bungalow, Brick Lane, Mepal. Erection of 55 dwellings, new access, estate roads, driveways, parking areas, open space, external lighting, substation and associated infrastructure
- iii) 20/00670/FUL. 102 High Street Sutton Ely Cambridgeshire CB6 2NW. To erect log cabin in garden of dwelling to be used as an annexe

**4. Tree work applications and consents – None received to date.**

**26/20 To receive reports from Committees and Working Parties**

1. To receive notes from the Climate Change working party. - 8<sup>th</sup> June 2020.
2. To receive minutes of the HCV Joint Committee meeting – 2<sup>nd</sup> June 2020.

**27/20 Covid-19 Risk Assessment.**

1. To receive and consider covid-19 Risk assessment. (attached).

**28/20 New Parish Council website**

1. To receive update from clerk on new parish council website. (attached).

**29/20 Litter and Dog bins.**

1. To review current provision, and identify need for areas in the village not covered. (attached).

**30/20 Footpath provision to the co-op.**

1. To receive reply from county council.

**31/20 Summer Newsletter 2020.**

1. To discuss items for the summer 2020 newsletter.

**32/20 Diary Dates**

Annual meeting of the Electorate – 21<sup>st</sup> July 2020 (via Zoom).

**33/20 Date of Next Meeting(s)**

Full Council – 28<sup>th</sup> July 2020 (Via Zoom)

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