



Parish Clerk

Mrs R A Hughes FSLCC
The Glebe
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Sutton
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NOTICE OF MEETING: Full Council
TIME: 7.30pm
DATE: 23rd March 2021
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/r36CKF0q8lc>

Planning applications: All applications can be viewed at www.eastcambes.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
17th March 2021

MEMBERS 15 QUORUM: 5

A G E N D A

171/21 To receive and note apologies for absence.

172/21 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.

173/21 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.**

174/21 Matters for Information only.

1. Clerk to update on meeting legislation and dates for meetings.
2. Sutton Annual Litter pick. – 12th June 2021
3. Update on upgrade of LED street lights.

4. Connections Bus Newsletter (attached)

175/21 To approve the minutes of the meeting of Council held 16th February 2021. (attached)

176/21 To receive and note the Resolution Action chart (attached)

177/21 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)
3. Questions from parish councillors.

178/21 To Fill Casual Vacancy

1. To hear short report from candidate
2. To approve the filling of the casual vacancy.
3. Clerk to explain the arrangements for the signing of the declaration of office.

179/21 Finance

1. To approve payments

a) Online Payments

March	Salary payments & expenses	£8191.65
LGSS	Pension	£810.27
HMRC	Tax & NIC's	£4382.22
Centradata Ltd	Microsoft exchange	£14.40
Fenland Spirit Services	Lawnmower service	£79.00
The Copier Warehouse	Photocopying	£120.00
Truelink Ltd	Grass maintenance	£869.40
Veolia Ltd	Easi-bins	£254.23
People4places	NP Consultant	£957.60
BHMA Ltd	NP banners	£101.94
SLCC	Annual Subscription (MW)	£166.00
CamAlarms Ltd	Fire Alarm system fault repair	£246.13
Canalbs Ltd	Internal Audit	£193.37
BT	Telephone/Internet	£208.80

b) Direct Debits

Volkswagen Leasing	Van Lease	£242.99
The Peoples Pension	Pension	£151.33
Pozitive Energy	Pavilion – Gas	£291.50
Pozitive Energy	Glebe – Gas	£235.99
Pozitive Energy	Glebe – Electric	£88.26
Pozitive Energy	Pavilion – Electric	£79.44
Pozitive Energy	Glebe – Electric	£13.24
Pozitive Energy	Floodlights	£13.28
Excell Ltd	Mobile Phones (Feb)	£143.86
Excell Ltd	Mobile Phones (Mar)	£143.86
SSE	Glebe electric (final bill)	£126.22
SSE	Floodlights (final bill)	£18.17
SSE	Street lights (Feb)	£90.06
SSE	Street lights (Mar)	£90.06
PWLB	Loan payment	£TBC

2. Cambridgeshire & Peterborough Association of Local Councils (CAPALC) annual affiliation.

1. To consider and approve affiliation to CAPALC for 2021/22 £795.40 (includes Data protection Officer membership).

180/21 Planning

1. Planning Approvals

- i) 20/01611/FUL. Meadlands Farm The Gault Sutton. Replacement dwelling

2. Planning Refusals – None received

3. Planning Applications

- i) 20/00507/RMA. 107 The Row Sutton. Approval of the details for reserved matters for Appearance, Landscaping, Layout and Scale of previously approved 18/01768/OUT for the demolition of outbuildings, and erection of one dwelling, creation of a new access, and associated works - The amendment involves amended plans to reduce size and scale of the dwelling house and include hatch and driveway position
- ii) 21/00220/FUL. 65 High Street Sutton. Change of Use of Existing Cafe to Sui Generis (Hot Food Takeaway) in Conjunction with Alterations & Additions to form 1 No. First Floor Flat, Access, Parking & Site Works (approved & extant permission - Ref. No. 19/01635/FUL).
- iii) CCC/21/011/VAR. Sutton Primary School, The Brook, Sutton. Retention of 7-bay mobile classroom for temporary period Informative: - Section 73 application to develop land without complying with condition 2 of planning permission E/3001/14/CC to extend the temporary period until 31 August 2024
- iv) 21/00030/FUL. 35 St Andrews Close Sutton. Proposed loft conversion with rear dormer window and four rooflights to front elevation to form habitable accommodation within existing roof space – Retrospective – Amendment
The amendment involves a change in the windows serving the dormer. The windows serving the dormer are demonstrated to be fixed shut 1.7 metres below finished floor level and obscure glazed. High-level openings would be at least 1.7 metres from finished floor level and top hung. – **Extension not possible – SPC previous comments still stand**
- v) 21/00304/FUL. 8 The Brook Sutton. Demolition of existing conservatory & construction of new two storey and single storey rear extensions, along with internal additions & alterations
- vi) 21/00305/FUL. Land North West Of The Scout Hut The Gault Sutton. Revised replacement dwelling (as previously permitted under 09/00121/FUL)
- vii) 21/00074/FUL. 10 Ely Road Sutton. Erection of a double garage. The amendment involves :The amended drawings include the removal of the first-floor annex and its change to only a double garage. The proposal has changed to the following: Erection of a double garage

4. Appeals

- i) APP/V0510/W/20/3259143 Meadlands Farm and Cottage, The Gault, Sutton – Appeal Dismissed

5. Tree work applications and consent

- i) 21/00049/TPO. 3 Station Road Sutton.
 - 1 Sycamore - Remove ivy, Remove Dead Wood.
 - 2 Maple - Remove Dead Wood.
 - 3 Sycamore - Remove Dead Wood and reduce canopy to last cut.
 - 4 Sycamore- Remove Dead Wood, Reduce Canopy and remove lower dangerous branches
 - 5 Ash - Fell - To allow more light to aid tree No 4, also getting close to ours and the neighbour's house. – Consent Given

181/21 Sutton Pools Land draft lease for the Recreation ground at Lawn Lane. (attached)

- i) To discuss and approve the amendments by Sutton Pools Land Trustees.

182/21 Cambridgeshire County Council Grass Verge Maintenance

1. To receive verbal details from Parish Clerk on agreement, and the County Councils new protocol.
2. Council to discuss details of the protocol, and consider how to undertake a way forward with the grass verge maintenance.

183/21 Committees and Working Parties

1. Village Hall Management committee
 - a) To receive the minutes from the Committee – 2nd March 2021 (attached)
2. Finance & Controls Working party – 2nd February 2021.
 - a) To receive notes from the meeting (attached)
 - b) To consider and approve recommendations from the working party.
 - i) To adopt the Reserves Policy
 - ii) To receive the Internal Auditor Report
3. Traffic & Transport working party – 18th February 2021
 - a. To receive notes from the meeting (attached)
 - b. To consider and approve recommendations from the working party.
 - i) Subject to clarification above it is recommended that the Clerk purchases a new MVAS at a cost not to exceed £4000. Cost to be met by CIL.
 - ii) The Clerk to contact CCC re the non slip boarding used at Sutton Gault footbridge and purchase enough material, up to £1k, to cover the footbridge between the Old Rec and The Paddock. The Lengthsman to install. Costs to be met by CIL.
4. Climate Working Party – 11th February 2021.
 - a) To receive notes from the meeting (attached)
5. Sports & Recreation Working Party – 4th March 2021
 - a) To receive notes from the meeting (attached)
 - b) To consider and approve recommendations from the working party.
 - i) To discuss experimenting with locked gates in the evening and overnight at the MUGA, along with regular cleaning of the area.
6. Public Spaces working party – 11th March 2021
 - a) To receive notes from the meeting and a list of notifications (attached)
 - b) To consider and approve recommendations from the working party.
 - i) request for use of Community Infrastructure Levy (CIL money) to be used to purchase and install 3 picnic tables. 2 to be sited on the concrete base where the old pavilion stood on the Old Recreation Ground. 1 to be sited outside the fenced children's play area on Stirling Way.

Our preferred option is the use of recycled plastic "wood" which is durable and vandal proof (as used at Wicken Fen) There is a really good offer here of three for £1000 : [Standard Picnic Table | Made from Recycled Plastic \(recycledfurniture.co.uk\).](http://Standard Picnic Table | Made from Recycled Plastic (recycledfurniture.co.uk).)

- ii) request for a litter bin to be sited on Bury Lane. Suggestion it is sited near the seat.
- iii) request that where possible dog bins could be moved away from seating and put on the edge of the pavement as on the corner of Mepal Road/ Ely Road. It is felt there is a need for 2 dog bins along The Row, one on the corner near the end of Footpath 2 and one near the end of Painters Lane { but not near the seat) and also one on Link Lane in the nook leading to Footpath 2 opposite the end of Stewards Lane.
- iv) Notification of a request to organize a big village litter clear up to coincide with the Great British Spring Clean in late May/early June and request to borrow any PC litter picking equipment.
- v) Request for this area be included in revised grass cutting scheme – Brook roundabout to be cut only twice- one cut in August and one cut in October. After the October cut the cuttings will need to be removed.

5 Neighbourhood Plan working party - 22nd March 2021

- 1. To receive a verbal update.

184/21 Diary Dates

EPR Joint meeting – 1pm 15th April 2021.
Annual Meeting of the Electorate – 29th April 2021

185/21 Date of Next Meeting(s)

Personnel Committee meeting – 30th March 2021
Full Council - 27th April 2021
Annual Meeting of the parish council – 4th May 2021

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