



Parish Clerk

Mrs R A Hughes FSLCC
The Glebe
4 High Street
Sutton
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Cambs
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Tel: 01353 777189

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NOTICE OF MEETING:

TIME:

DATE:

VENUE:

Full Council

7.30pm

Tuesday 28th May 2019

The Pavilion, The Brook Sutton

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
21st May 2019

MEMBERS

15

QUORUM:

5

A G E N D A

18/19 To receive and note apologies for absence.

Mr I Dewar

19/19 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.

20/19 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.

21/19 Matters for Information only.

- 1. Connections Bus Termly report (Enclosed)
- 2. Clerk to report on LHI 20mph scheme update.
- 3. Cllr Harker to report on EPR meeting.
- 4. Ouse Washes Newsletter May 2019 (Enclosed).
- 5. Clerk to report on notification from CCC on street light energy supply.

22/19 To approve the minutes of the annual meeting of Council held on 14th May 2019 (Enclosed)

23/19 To receive County and District Councillor reports.

- a) County Council Report – Cllr L Dupre. (Enclosed)
- b) District Council Report – Cllr L Dupre & Cllr Inskip (Enclosed)
- c) Councillor Questions.

24/19 To receive and note the Resolution Action chart (Enclosed)

25/19 Co-opt to fill 2 council vacancies

1. Clerk to report to council on procedure for filling the two vacancies
2. To receive short introduction from the applicants.
3. Members to vote on acceptance of candidate.

26/19 Planning Committee

1. To consider and approve Terms of Reference (Enclosed)
2. To appoint members onto the committee in accordance with Terms of Reference.

27/19 Planning

1. Planning Approvals

- i) 18/01768/OUT. 107 The Row. Outline planning application with all matters reserved apart from access, for the demolition of outbuildings, and erection of one dwelling, creation of a new access and associated works.
- ii) 19/00315/FUL. 8 Cherry Rise. Construction of a single storey rear extension.
- iii) 19/00239/VARM. Land adjacent 43 Mepal Road. To vary condition 2 of previously approved red: 16/01772/FUM.

2. Planning Refusals

- i) 19/00237/FUL. 3 Nunn's Way. Re-submission for one bed dwelling (Retrospective).
- ii) 19/00320/OUT. Land at rear of Whitegate Farm. Erection of up to 2 dwellings, 2 double cart lodges, access and associated works.

3. Planning Applications

- i) 19/00374/FUL. 119 The Row. Retrospective planning for infill of discussed ditch in rear garden.
- ii) 19/00483/FUL. 1a High Street. Construction of 6 dwellings. 4 x 2 bedroom 2 storey detached dwellings, 1 x 4 bedroom detached 2 storey detached dwelling and 1 x 3 bedroom 2 storey detached dwelling.
- iii) 19/00619/FUL. 122 High Street. Construction of rear single storey extension/sun room. Proposed automatic entrance gates and boundary wall to the front of the property.
- iv) PREAPP/00042/19. Site between 14 and 18 High Street. Erection of two semi-detached houses and one detached house.
- v) 19/00670/FUL. 9a Red Lion Lane. Proposed single storey extension and outbuilding for storage.

4. Street naming & Numbering

1. To consider a suitable 'theme' to put forward for street names at the Linden Homes site.

28/19 Finance

1. Finance & Reporting Working Party.
 - a) Minutes of meeting of 16th April 2019 (Enclosed)
 - b) Effectiveness of Internal Audit (Enclosed)

- c) Clerk to report on the Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements. – March 2019. (Enclosed)

2. To approve payments

a) Online Payments

| | | |
|----------------------------|-----------------------------|---------|
| May | Salary payments & expenses | £TBC |
| LGSS | Pension | £TBC |
| Veolia ES (UK) Ltd | Easi-bins | £187.90 |
| The Copier Warehouse | Photocopying | £320.49 |
| IntouchCRM | Website | £35.99 |
| Truelink Ltd | Grass maintenance | £192.00 |
| ESPO Ltd | Cleaning/Maint materials | £236.97 |
| MS Electrical | The glebe garden electrics | £144.00 |
| Centradata Ltd | IT Support | £215.70 |
| Digital Creations | NP Printing | £218.00 |
| G & A Cornwell | Burial Ground – Top soil | £42.00 |
| Haddenham Level Drainage | Drainage rates | £325.60 |
| Briar Security Systems Ltd | Glebe- intruder alarm maint | £108.00 |
| Sid Bibby Landscaping | The Glebe garden | £264.00 |
| CAPALC | Annual Fee & DPO | £697.47 |
| ACE Fire & Security | CCTV monitor | £303.13 |
| MetroRod | Drains – The Glebe | £216.00 |
| M A Cleaning Services | Glebe – window cleaning | £30.00 |
| Acacia Tree Surgery Ltd | Tree survey | £690.00 |

b) Direct Debits

| | | |
|---------------------|--------------------|---------|
| The Peoples Pension | Pension | £TBC |
| Volkswagen Leasing | Van Lease | £242.99 |
| ECDC | Non-domestic rates | £614.00 |
| SSE | Glebe – Gas | £695.64 |
| SSE | Glebe – Electric | £150.44 |
| SSE | Floodlights | £18.22 |

c) Cheques

| | | |
|------------|------|---------|
| Petty Cash | Cash | £150.00 |
|------------|------|---------|

3. Year End Annual return and year end accounts for year ending March 2019.

3.1 To approve Year End Accounts – 31st March 2019 (Enclosed)

- 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 31st March 2019 (Enclosed)

- 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.

29/19 To receive reports from Management Committees and working parties.

- 1. To receive minutes from HCV Joint Committee meeting 24th April 2019 (Enclosed)
- 2. To receive notes from Digital Communications working party (Enclosed)

1. To consider recommendations from the working party.

- i) Full Council to discuss and approve contracting Vision ICT as the new website provider
- ii) Clerk to liaise with Vision ICT to agree specification as outlined by working party.

30/19 Sutton Time Bank

- i) To receive Business Case prepared by the Clerk (Enclosed)
- ii) Recommendations:
 - 1. Full Council to consider and approve setting up of a Time Bank for Sutton.
 - 2. Full Council to approve the grant application to CCC Innovate & Cultivate Fund, and to delegate to the clerk approval to apply for additional match funding.
 - 3. Personnel committee to advertise and appoint a time bank coordinator (within Committee terms of reference), once funding has been approved.

31/19 Apprenticeship Scheme

- i) To receive report from the clerk (enclosed)
- ii) To discuss and approve the appointment of an apprentice.

32/19 Sutton Parish Council Action Plan

- i) To discuss draft Action Plan 2019/2020 (enclosed)

33/19 Summer Newsletter 2019

- i) To discuss and approve items for Summer 2019 newsletter.

34/19 Diary Dates

HCV Joint Committee 7.30pm 10th July 2019 Bluntisham Village Hall

35/19 Date of Next Meeting(s)

25th June 2019

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