



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

Tel: 01353 777189
Email: mail@suttonpc.org.uk

NOTICE OF MEETING:

Full Council

TIME:

7.30pm

DATE:

Tuesday 25th September 2018

VENUE:

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.

R Hughes
Mrs R Hughes
Clerk to Sutton Parish Council
19th September 2018

MEMBERS 15 QUORUM: 5

A G E N D A

83/18 To receive and note apologies for absence.

Mr A Marking, Mrs S Partington, Mr B Browne.

84/18 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.

85/18 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.

86/18 Mick George Ltd – Mepal Reservoir Extension

- 1) To receive letter from Mick George Ltd (Enclosed)
- 2) Mick George Ltd to explain proposals and address any queries.

87/18 John Leverfer – Hastoe Housing

- 1) To received details from Hastoe Housing regarding affordable housing for Sutton.
- 2) To address any questions from members of the council.

88/18 Matters for Information only.

- i) Cllr Inskip to report on Steve Barclay MP's Round Table event.
- iii) ECDC – Report on removal of Bring Bank sites.

89/18 To approve the minutes of the meeting of Council held on 28th August 2018 (Enclosed)

90/18 To receive County and District Councillor reports.

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

91/18 To receive and note the Resolution Action chart (Enclosed)

92/18 Planning

1. Planning Approvals

- i) Notification of planning consent notice, approval not required by ECDC. 18/01190/AGN. Site north east of Jardin Corrugated cases. – proposed detached agricultural building.

2. Planning Refusals

- i) 18/00887/FUL. 21 Painters Lane. Two storey side extension and first floor rear extension.

3. Planning Applications

- i) 18/01065/FUL. Crown Yard. Siting of 5 x storage containers. Amendment.
- ii) 18/01212/VAR. Charringtons Solid Fuel Crown Yard. Variation of condition 1 (Approved plans) of previously approved 16/01055/FUL for the erection of 9 light industrial/storage units use B1 and B8.
- iii) E/3004/18/CM. Mepal Reservoir, Land off Blaby's Drove, Sutton Gault. Construction of additional irrigation reservoir by the extraction and export of sand and gravel using existing silt settlement ponds, processing plant, weighbridge, office buildings and access onto the A141 Chatteris Road between Mepal Outdoor Centre and Hiam's Bridge. <http://planning.cambridgeshire.gov.uk/swift/apas/run/wphappcriteria.display>

4. Tree work applications and consents

- i) Consent:- 11 Sutton Park. 1 x Poplar – fell tree extensively decayed for safety.
- ii) Consent:- 7 Station Rd. 1 x Conifer – Fell.
- iii) Consent:- Sutton Cemetery. 1 x Field Maple – reduce overall to current hedge height.
NB: SPC application 1 x Ash. Overall crown reduction by up to 25% removing deadwood.

93/18 Finance

1. To approve payments

a)	Online Payments	
	September	Salary payments & expenses £5168.00
	LGSS	Pension £1,120.00
	HMRC	Tax & NIC's £3192.16
	Veolia ES (UK) Ltd	Easi-bins £102.60
	The Copier Warehouse	Photocopying £120.66
	Intouch CRM	Website £35.99
	ESPO Ltd	Office £84.13
	PKF Littlejohn	External Audit £480.00
	FCC Recycling (UK) Ltd	3 rd party funding (Wren) £6,153.48
	Ace Security	CCTV – glebe £215.06
	M A Cleaning	Window cleaning – glebe £30.00
	G & A Cornwell	Topsoil – BG + football pitch £186.00
	East Cambs Trading Co.	Play area inspection £30.00
	Truelink Ltd	Grass maintenance £536.29
	Salmons Bros	Blocked drain repair £58.80

b)	<u>Direct Debits</u>		
	ECDC	Non domestic rates	£599.00
	The Peoples Pension	Pension	£32.06
	Volkswagen Leasing	Van Lease	£242.99
	PWLB	Loan	£8,902.50
	Total Gas & Power	Gas – Glebe	£21.74
	Total Gas & Power	Gas – Pavilion	£47.79
	SSE	Electric – Glebe	£14.07
	SSE	Electric – Glebe	£124.87
	SSE	Electric – Floodlights	£14.07
c)	<u>Cheques</u>		
	Petty Cash		£150.00

94/18 Reports from Working parties and management meetings

1. Finance working Party
 - a) To receive notes from the working party held on 18th September 2018 (Enclosed)
 - b) To discuss and approve recommendation
 - i) Proposal to contract Salmons Bros and Ace Security to replace the Glebe Front door and frame, at a cost of £2,741.18, and the ACE security service maintenance contract.
 - c) To note return of Annual Return from PFK Littlejohn for YE March 2018.

95/18 LHI bid (High Street/Brook)

1. To receive a verbal report from Cllr Harker & Cllr Inskip on the meeting with CCC Highway Officer.
2. To receive details from CCC Highway Officer on alternative proposals.

96/18 Stagecoach Service Changes

- 1) To discuss service changes and any action required.

97/18 Community Gritting Scheme.

- 1) Clerk to inform council of the scheme and volunteers.
- 2) To discuss participation in the scheme.

98/18 Royal British Legion Club

- 1) i) Clerk to report on terms of the lease agreement with the RBL Club in relation to sub-letting of the upstairs flat.
- ii) To discuss and approve the sub-letting of the flat.

99/18 Flames

- 1) To discuss application to ECDC for a street trading permit for Sutton Kebab Van to extend the trading hours and site of his van for a permanent site. (Enclosed).

100/18 Correspondence

- i) Connections Bus AGM – 22nd October 2018. 7pm St Andrews Centre, Histon.

101/18 Diary Dates

- i) EPR Ely Ltd Community Liaison Meeting – Thursday 18th October 2018.

102/18 Date of Next Meeting(s)

Full Council - 23rd October 2018

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



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Sutton Parish Council Clerk
Mrs R A Hughes
The Glebe
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24th July 2018

Dear Mrs Hughes,

Mepal Reservoir Extension

As you are aware, PJ Lee & Sons have been developing an irrigation reservoir on land at Sutton Gault and you may equally be aware that Frimstone Ltd have been removing mineral from the site for several years.

Mick George Ltd have recently acquired Frimstone Ltd and as such, in the future we will essentially be responsible for the mineral extraction removal from the site.

The reservoir at Sutton Gault was originally designed to irrigate root crops in the immediate area but that need has significantly increased and the importance of such facilitates to the local farming community has been further reinforced by the extreme weather conditions that have prevailed for the last month or so.

Given the above, PJ Lee's are seeking an extension to the existing on-farm irrigation facility and to that end, an application will be submitted in the near future to Cambridgeshire County Council. The site is generally remote from local communities and as this is essentially a continuation of existing operations then one would hope that any impacts will be negligible.

Mick George Ltd will be acting as agent on behalf of the landowners for the application, and we would welcome the opportunity to attend one of your forthcoming Parish Council meetings to explain the proposals and address any queries your members may have.

To that end, can you confirm if you wish us to attend one of your forthcoming meetings and if so what date(s) would be preferable?

Yours sincerely,



John Gough
Planning Director

Mick George Ltd Registered no. 2417831 (England)

Mick George Managing Director

Jon Stump Finance Director

Geoff Craven Logistics Director

Neil Johnson Technical and Waste Director

Pete Newman MSOE MIRTE (Eng-Tech) Engineering Director

Michael George Contracts Director



Sutton Parish Council

Minutes of the meeting of Sutton Parish Council held on Tuesday 28th August 2018, 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr M Inskip (Chair) Mr B Browne Mr B Harker Mr S Smith
 Mr B Collard Mr A Marking Mrs Jessica Webb Mr B Goodjohn
 Mr B Watson

Not Present: Mr I Dewar, Mr K Brownell. Clerk: Mrs R Hughes

Public: Mr Jenkins – Endurance Homes
 Cllr Lorna Dupre
 Cllr Lisa Stubbs
 12 members of public

66/18 To receive and note apologies for absence.

Apologies were received and noted from Mr Paul Percival, Miss D Finn and Mrs S Partington

67/18 To receive declarations of interest

Mr Inskip Pecuniary interest Agenda 75/8/1 Declaration No: 320/18

68/18 Public Participation

A resident asked why residents were not consulted on the ECDC Local Plan in regard to the land at the rear of Garden Close and ECDC Local Plan. It was noted that the Local Plan as a whole document has been put out for consultation by ECDC, residents have the opportunity to comment on the Parish Council Neighbourhood Plan until 10 September.

69/18 Endurance Homes – Land rear of Garden Close.

18/01053/OUM. Land rear of Garden Close. Outline planning application for the erection of up to 53 houses on land to the east of Sutton to include public open space and details relating to access.

i) Endurance Homes to present planning application.

Mr Jenkins informed the meeting that the new application is a re-submission on the same site running parallel with the appeal for the original application. Two changes have been made, 1. it addresses with the 5 year land supply issue with the current Local Plan, which is a technical exercise. 2. Better connections between the open space has been made, ability to maintain the hedge in the plan, addition of a community orchard, boundary with one resident retained.

The objections with regard to newts and drainage have all been dealt with on planning and technically, and the section 106 agreement has been negotiated with the district council.

ii) Councillors to ask questions. It was noted that:

- The road and access has been approved by the County Council highways.
- A detailed drainage plan has been submitted with the application.
- Annual management measures will be taken into account for open spaces etc.
- SUDS. Full details have been provided in the application.
- Parking within the development will be addressed within the reserved matters application.
- Endurance were hoping that the 2nd application will be determined before the original appeal.

iii) Members of the public to ask questions. It was noted that:

- The first application had three points of concern by the committee, however it was only refused on one.
- Endurance are happy to discuss any boundary concerns with the resident.

- The architects have responded to concerns by residents, hedges have been retained, views have changed, and the detail will be picked up on the reserved matters application.
- Hedge cutting has commenced on site, however it is noted that this is not by Endurance Homes.
- Experts have looked at the flood risk assessment, however residents still have concerns regarding current flooding in the area.
- No springs have been marked on the plan,
- The new development could potentially flood the rec.

Mr Jenkins informed the council and residents that Endurance had taken advice and drawn up the drainage plan with the use of experts in the field, including the Environment Agency and Anglian Water.

iv) Council to consider application

Land Rear of Garden Close. 18/01053/OUM

It was proposed by Mr Browne seconded by Mr Collard and resolved following a vote of 8 in favour and 1 against to object to the planning application with the same objections as the first application, and to include the other 2 planning related reasons that ECDC planning officer referred to in the report to the planning committee on the original application.

c. Outright refusal of the application.

- Significant development in a location not preferred by the parish council or residents
- Impact on views, development should not be above bungalow height
- Concerns regarding surface water drainage
- ECDC committee to determine the application

ECDC Planning officer.

1. The scale and form of the proposed development does not accord with draft allocation SUT:H2 in the proposed Submission Local Plan. By extending the built form further north and south and increasing the density of the scheme from that envisaged by the draft allocation it is considered that the proposal would extend the village further into the countryside, to the detriment of the character and visual amenity of the area. The scheme as proposed fails to respect its edge of settlement location and brings it into conflict with Policy ENV1 of the East Cambridgeshire Local Plan and Policy LP28 of the Proposed Submission Plan and relevant policies within the National Planning Policy Framework that seek to conserve and enhance the natural environment.
2. The proposed development includes a comprehensive scheme of mitigation for the loss of habitats and woodland features on site including the creation of a nature reserve to enhance and protect the local Great Crested Newt population. These measures can only be considered satisfactory on the basis that their long-term future is secured. The applicant has failed to provide sufficient detail in respect of the management and maintenance of the on-site biodiversity features in the long-term. In addition the applicant has failed to demonstrate that the construction of the dwellings and any necessary dewatering of the site would not cause irreparable damage to the Great Crested Newt habitats on and off the site. The proposal is therefore considered to be contrary to Policy ENV7 of the East Cambridgeshire Local Plan 2015 and Policy LP30 of the Proposed Submission Local Plan and relevant policies within the National Planning Policy Framework that seek to conserve and enhance the natural environment.

70/18 Matters for Information only.

- i) Application for temporary road closure at Red Lion Lane. – noted.
- ii) ECDC Trading Company – Invitation to attend October parish council meeting. – noted.
- iii) Stagecoach service changes from 3rd September 2018. This item will be on the agenda for the September parish council meeting, in order that discussion on the matter can take place.
- iv) The Connections Bus term report. Jan – Mar 2018 and update on future provision. – noted.
- v) Mobile Kebab Van – Trading will continue from 1st September 2018 for 6 months.
- vi) Environment Agency – Ouse Washes Newsletter. – noted.
- vii) Resignation of Cllr P Bigsby. – noted.

71/18 To approve the minutes of the meeting of Council held on 24th July 2018

The minutes of the meeting on 24th July 2018 were taken as read, approved and signed as a true record of the meeting.

72/18 To receive County and District Councillor reports.

All reports are on the parish council website.

- a) County Council Report – Cllr L Dupre.

Cllr Dupre informed the meeting

- That within her report – FACT the amount should be £170,000 not £200,000, and the 55 actions should be issues and complaints.
- A site visit has been arranged with the Highway Officers relating to the parish council LHI scheme.
- The work on Mepal Bridge commenced today.

- b) District Council Report – Cllr L Dupre.

Cllr Dupre informed the meeting

- Has attended the Linden Homes appeal
- ECDC re-visiting the views received on bring bank sites.
- Garden close plan refers to route to Wilburton, this has been questioned.

- c) District Council Report – Cllr L Stubbs

Cllr Stubbs informed the meeting

- Work to Priors Field surgery is due to commence in October.
- Arrangements are being made for a visit for members to The Hive for a tour of the facilities. Any questions regarding the facility are to be sent to Cllr Stubbs.

- d) Councillor Questions. – None.

73/18 To receive and note the Resolution Action chart

The action chart was noted.

74/18 Planning

1. Planning Approvals

- i) 18/00604/FUL. 24 The Orchards. Single storey rear extension & front porch.
- ii) 18/00830/FUL. Victoria Cottage. 2 Victoria Place. Single storey side extension.

- iii) 18/00559/VAR. 39 The Row. To vary conditions 1 (plans) and 3 (materials) of previously approved planning application ref 17/00045/RMA, comprising the addition of a ground floor window within the north elevation of the dwelling and alteration to the roof design of the single storey link element to the front of the dwelling.

2. Planning Refusals

- i) 18/00729/FUL. Land adjacent 67 High Street. Pair of two bed semi-detached dwellings and demolition of outbuildings to the rear of No. 67 (Phased development)

3. Planning Applications

- i) 18/01008/FUM. IForce Ltd, Elean Business Park. Warehouse storage extension to existing building. – No concerns, ECDC to determine.

- ii) 18/01065/FUL. Crown Yard Depot, Station Road. Retrospective – Siting of 5 x storage containers.

It was proposed by Mr Browne, seconded by Mr Inskip and **resolved following a vote of 8 in favour and 1 abstention that the council has one concern that can be addressed by applying a condition to any permission.** – To restrict the hours of access in line with previous applications. Monday – Friday 8am – 6pm, Saturday 8am – 1pm, and at no other times or Sunday or Bank Holidays.

- iii) 18/01001/FUL. 4 Croftwood. Levelling of existing garden with associated retaining wall with fence. – No concerns, ECDC to determine.

4. Notice of Appeal

- i) Linden Homes. Cllr Inskip to report on informal hearing.

Cllr Inskip attended the hearing and gave a report on behalf of the parish council.

- ii) Endurance Homes. To discuss any additional written representations.

It was proposed by Mr Browne, seconded by Mr Inskip and **resolved unanimously that a letter will be sent to state that the previous comments still stand and are a concern of the parish council and residents.**

5. Tree work applications and consents

- i) 2 Mepal Road. – REFUSAL to consent.

- ii) 22 High Street. – CONSENT to reduce 1 x Lime tree.

6. Hastoe Housing

- i) To receive report from the Clerk

The clerk has met with a representative from Hastoe Housing, who wished to attend a parish council meeting to discuss a proposed rural exception site in the village to provide affordable housing.

- ii) To consider recommendation to invite Hastoe Housing to a parish council meeting.

It was proposed by Mr Watson, seconded by Mr Browne and **resolved following a vote of 8 in favour and 1 against to invite Hastoe Housing to a future meeting of the parish council.**

75/18 Finance

9.07pm Mr Inskip left the meeting, Mr Browne took the Chair for item 75/18/1.

9.07pm Mr Smith left the meeting.

1. **To approve payments**

a)	<u>Online Payments</u>	
	August	Salary payments & expenses £5239.42
	LGSS	Pension £1,120.00
	Veolia ES (UK) Ltd	Easi-bins £164.16
	The Copier Warehouse	Photocopying £119.03
	Intouch CRM	Website £35.99
	Digital Creations	NP printing £238.00
	MAN Construction	Pavilion roof tiles £300.00
	Stackhouse Poland Ltd	Van Insurance £442.40
	Lance Print Ltd	Summer newsletter printing £175.00
	Ely Skip Hire Ltd	Skip hire £150.00
	The Connections Bus	Youth bus (summer term) £2,805.00
	Places4People Ltd	NP Consultant £4,029.00
	Centradata	IT Support £215.70
	Briar Security Ltd	Glebe alarm fault £91.80
	ESPO Ltd	Cleaning & office materials £396.36
	Truelink Ltd	& new shredder £400.00
	Cambs County Council	Grass maintenance £500.00
	M Inskip	PFHI fee £35.00
	ICCM	NP survey monkey reimburse £156.00
b)	<u>Direct Debits</u>	
	ECDC	Non domestic rates £599.00
	The Peoples Pension	Pension £32.06
	Volkswagen Leasing	Van Lease £242.99
	Total Gas & Power	Gas – Pavilion £46.23
	Total Gas & Power	Gas – Pavilion £227.97
	HMRC	VAT £169.71
	SSE	Electric – Glebe £14.07
	SSE	Electric – Glebe £118.73
	SSE	Electric – Floodlights £14.07

9.08pm Mr Smith returned to the meeting.

It was proposed by Mr Browne, seconded by Mr Harker and **resolved unanimously to approve all payments as listed.**

9.09pm Mr Inskip returned to the meeting.

76/18 Reports from Working parties and management meetings

1. Digital Communications

a) To receive notes from the working party held on 9th August 2018. – noted.

2. Neighbourhood Plan

a) To receive notes from the working party held on 13th August 2018 – noted.

3. Sports & Recreation

a) To receive notes from the working party held on 20th August 2018

b) To consider recommendations from the working party

i) The Clerk arranges the purchase of 4 extra litter bins to be sited at the playing fields.
Price per bin £153.23

It was proposed by Mr Browne, seconded by Mr Smith and **resolved following a vote of 8 in favour and 1 abstention that the clerk orders the 4 bins for the playing field.**

- ii) The Clerk arranges a new contract with Truelink allowing for on demand cut and collect services to be asked for at times agreed between SPC and Sutton Rangers.

It was proposed by Mr Browne, seconded by Mr Watson and **resolved following a vote of 8 in favour and 1 abstention that the clerk makes arrangements for a cut and collect cut on the playing field when necessary.**

4. Village Hall Sub-Committee meeting.

- a) To receive minutes of the meeting held on 14th August 2018.

- b) To consider actions from the meeting.

- i) Parish Council to review lease with regard to sub-letting the flat.

The clerk will look at the lease and advise the parish council accordingly.

- ii) To approve the use of the playing field on Remembrance Sunday for a giant poppy event.

It was proposed by Mr Browne, seconded by Mr Inskip and **resolved unanimously to allow the RBL to hold their giant poppy event on the playing field on Remembrance Sunday.**

- iii) It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously that the council agrees in principle for the shrub area to be changed to disabled parking at the front of The Brooklands Centre. The RBL to submit their proposals.**

77/18 New and updated Policies

1 New policy - Event Use of Inflatables

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously that the Event use of inflatables is adopted.**

2. Updated - Burial Ground regulations

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously to adopt the updated burial ground regulations.**

3. Updated - Standing Orders

It was proposed by Mr Inskip, seconded by Mr Smith and **resolved unanimously to adopt the revised standing orders.**

78/18 Christmas 2018

- i) To discuss parish council entry in St Andrews Christmas tree festival

It was agreed that the clerk can make the arrangements for the tree for the festival.

- ii) To note Christmas tree light switch on arrangements.

The tree switch on will be the 30th November, the clerk will be working with the scouts, church and feast committee to organise the events.

79/18 WW1 Commemorations

- 1. Council to consider WW1 Commemorations.

- 2. To consider replacing seat on The Brook (End of Pound Lane) with a WW1 seat.

It was proposed by Mr Browne, seconded by Mr Harker and resolved following a vote of 8 in favour and 1 abstention to order the WW1 commemorative seat at a cost of £695.00 plus delivery and vat, to replace the seat at the end of Pound Lane.

80/18 Correspondence

- i) Invitation to Cambs ACRE AGM – 25th September 2018, 2pm – 5pm – Landbeach. – Unable to attend, Clerk will send apologies.
- ii) East Cambs Community Safety Partnership – ‘Community Eyes & Ears’ 13th Sept 10am.
- iii) CAPALC – AGM. Thursday 11th October 7pm – Cottenham. – Unable to attend, Clerk will send apologies.
- iv) Parish & Town Council Round Table event. 21st Sept. March Library. Chairman and Clerk will be in attendance, and have sent in 3 areas of concern to the village 1. Speeding, HCV's, 2. Lack of police assistance, 3. Lack of public transport.

81/18 Diary Dates

- i) Neighbourhood Plan Pre-submission consultation 16th July to 10th September 2018.

82/18 Date of Next Meeting(s)

Full Council - 25th September 2018

The meeting closed at 10.07pm

Signed.....
Chairman

Date.....

Cllr Lorna Dupré

MONTHLY REPORT SEPTEMBER 2018 County Council

CA Chief Executive in surprise disappearance

To everyone's enormous surprise, the Chief Executive of the Mayor's Combined Authority Martin Whiteley came back from holiday in late August only for the news to emerge that he would no longer be in post. Even council leaders were told only that he was on 'gardening leave'.

Mr Whiteley's job is currently being undertaken by Combined Authority lawyer Kim Sawyer, with support from East Cambs district council Chief Executive John Hill. This begs further questions about the potential conflicts of interest for someone in a position of influence on the Combined Authority, the district council, and the district council's trading company—especially when the trading company may be seeking unlimited further loans from the Combined Authority.

And there's more ...

County councillor Paul Raynes from the Mayor's Soham stronghold has been appointed to a job with the Mayor's Combined Authority remunerated at up to £130,000 a year. He is the second councillor from East Cambridgeshire to be appointed to a paid position with the Combined Authority, following Ely councillor Tom Hunt who resigned his seat to join the Mayor's staff.

A by-election will now take place to fill Mr Raynes' vacated county council seat, with polling day set for Thursday 4 October.

Property acquisitions ...

The council's acquisitions strategy was finalised last August but may need to be revisited in the light of emerging Government guidance. Local authorities increasingly see the acquisition of shopping centres and industrial estates miles from their borders as a financial lifeline as other funding sources shrivel. The committee is desperate to close more deals as it is currently projected to achieve a considerable overspend this year through failure to meet its targets.

... and management

Officers have been asked to review arrangements for landlord inspections of leased properties, especially listed buildings, following issues at Mill Road Library in Cambridge, which was leased out to a tenant who did not keep the building maintained as required, and this was not picked up due to the lack of regular landlord inspections.

This Land EGM

County Council development company This Land will be holding an Extraordinary General Meeting in late September, to refresh the Articles of Association and Shareholder Agreement. This may also be an opportunity to interview potential non-executive directors and an independent Chair. The committee decided at its July meeting to make a place for a sitting county councillor on the Board.

Council set to refuse £1M Arts Council Grant

The administration of the council remains determined to rule out St Luke's Barn in Cambridge from consideration for use by Cambridgeshire Music as the base for a high-profile arts project of regional significance. This means rejecting a £1M Arts Council grant. The council claims that St Luke's Barn is insufficient for its 'ambitious' musical vision, but no alternative project has been proposed nor any funding identified for it.

Ely Library lift replacement

A new lift is being installed at Ely Library from Saturday 8 September to Wednesday 17 October. This work is essential to improve fire safety provision and provide accessibility for all.

The library will remain open during the works, apart from the following days: 8, 10, 11, 17, 18, 24 and 25 September and 1, 2, 8, 9, 13, 15 and 16 October. A mobile library will be parked on Ely Market on Saturday 8 September and Saturday 13 October.

The lift will be unavailable during the duration of the works, however the 'Library at Home' service is offering temporary home visits to customers unable to use the stairs and will deliver books to customers' homes. Posters and a contact number are already displayed in the library to alert customers.

The out of hours book drop on the ground floor will remain open all day while the work is carried out and a telephone number will be displayed on the ground floor that is a direct line through to the library desk on the first floor. Customers who cannot access the library and who require assisted digital help with forms such as blue badge and bus pass applications can arrange an appointment with library staff who will assist them at Ely Job Centre.

Staff are also working with the East Cambridgeshire access group to ensure they are aware of the special arrangements that are in place throughout this period. The library service is also working closely with its room hirers and partners to discuss access during closed periods to minimise any inconvenience.

Library Extra scheme

A new Library Extra scheme was launched in late August. For an annual fee of £50 (individual), £90 (couple), or £120 (family), members will have access to a range of value-added special membership benefits such as 'premium member receptions'.

Computer access charges

The new £1 per hour charge for use of computers in libraries, after an initial 30 free minutes, was introduced on 1 May. Children under 18 and some particular uses of computers were exempted from the charge. Since the introduction of the charge, the number of computer hours in use has more than halved, from nearly 40,000 hours to under 19,000 hours. The new charge has raised only £4,000 in the first three months, far less than the income predicted.

Bus changes

Significant reductions have been made to the quality of bus provision for Mepal, Sutton and Witchford. The No9 has now been renamed the No39. Buses from Mepal, Sutton and Witchford now terminate in Ely and a change of bus is required for onward travel to Cambridge. Some timings have also changed.

Only two bus journeys on this route in each direction attract public subsidy, just as before; the remainder are run on a commercial basis by Stagecoach.

Meanwhile a different No9 service is now operating in Ely, to replace the No15 circular whose funding from Sainsburys was time-limited.

FACT resignation

FACT manager Jo Philpott resigned the day after the meeting of the Audit & Accounts Committee discussed the findings of forensic accountants PKF Littlejohn on the operation of the community transport organisation.

Witcham Meadlands planning application

Mick George has submitted an application to vary conditions 9 and 10 of planning consent F/2000/17/CW to allow for the extraction of an additional 80,000m³ of clay from a 1.5ha site at Witcham Meadlands. The current consent is for 300,000 m³ of clay to be exported from the site for the building up of the Ouse Washes embankments. The application to extract the additional material is for further unspecified projects in the county for which the company is periodically invited to tender.

Sutton local highways initiative

A site meeting with highways engineers has been scheduled for the morning of Wednesday 5 September to look at plans for the proposed alterations to traffic priorities at the junction of The Brook and the High Street.

Road resurfacing

A temporary traffic regulation order has been drafted for road closures and restrictions to allow the resurfacing of Ely Road in Sutton, from the A142 to the Mepal Road roundabout. A date for this work has not yet been given but could be many months away.

Mepal bridge noise

Work has now been undertaken to install noise suppressant material to try to address the problem created by the repairs to the bridge joints last summer.

Ely Cathedral Christmas Fair

An application has been received to run a park and ride service from the Elean Business Park to Ely for the Ely Cathedral Christmas Fair, from Thursday 15 to Saturday 17 November.

Healthwatch: advocacy for people navigating health services

For anyone navigating what can be a bewildering world of health services, and coming across stumbling blocks, please do make use of Healthwatch, designed as an advocacy service for health service users. CEO Sandie Smith has said she welcomes direct contact at sandie.smith@healthwatchcambridgeshire.co.uk
More information about Healthwatch at www.healthwatchcambridgeshire.co.uk

Meet Your Councillor

- Tuesday 11 September, 6:30PM-7:30PM, Sutton, School Community Room
- Friday 21 September, 10:00AM-11:00AM, Little Downham, Book Café
- Monday 24 September, 6:30PM-7:30PM, Witchford, St Andrew's Hall

- Tuesday 9 October, 6:30PM-7:30PM, Sutton, School Community Room
- Monday 22 October, 7:00PM-8:00PM, Little Downham, Book Café
- Monday 29 October, 6:30PM-7:30PM, Witchford, St Andrew's Hall

Cllr Lorna Dupré

County Councillor for the Sutton division

Cllr Lorna Dupré

MONTHLY REPORT SEPTEMBER 2018

E.C.D.C.

Recycling 'bring banks' to be removed

The council's Regulatory Services Committee decided at its meeting on 10 September to retain only the five highest-performing recycling 'bring banks' (Option 2 in the recent consultation). These are at Tesco Ely, Waitrose Ely, Fountains Lane Soham, and the high streets in Cheveley and Chippenham. The remainder, including the one at the top of Pound Lane in Sutton, will be removed in the week commencing 15 October.

This does not include textile banks which the council will be discussing with parish councils separately.

Tree Strategy

The council's Regulatory Services Committee has also approved a Tree Strategy. The strategy aims to fulfil six objectives:

1. To protect trees in East Cambridgeshire District.
2. To encourage and ensure high standards of management of trees—privately or Council owned.
3. To ensure continuity of trees in our landscape—planting schemes.
4. To engage with the community/public and other parties in protecting, valuing and enhancing the treescape.
5. To ensure sustainability of existing and new trees is considered in development within the district.
6. To manage risks associated with trees.

http://www.eastcambs.gov.uk/sites/default/files/agendas/rs100918_T89%20Ap.pdf

Local highways initiative: change of priorities

I met onsite with parish councillors Inskip and Harker and two highways engineers to discuss the parish council's request to change the traffic priorities at the junction of The Brook and the High Street.

The engineers concluded that there was insufficient space at the junction to allow two HCVs to pass each other safely on the corner of what would be the new priority route. However, they would be happy to work with the parish council to develop a scheme to help address the key issues underlying the original application.

Black sacks

Sutton residents are due to receive their black sacks in the week commencing Monday 24 September. Residents who have not received their black sacks by Monday 1 October should contact the council on 01353 665555 or customerservices@eastcambs.gov.uk The last date to claim non-delivery of black sacks in Sutton is Friday 26 October.

I have received a number of complaints about the quality of the black sacks used from across this part of the district where the sacks have already been delivered. I have reported these complaints to the district council, who have expressed surprise but have asked me to keep them informed of any further complaints.

Scout hut

On Wednesday 12 September I attended a meeting of those interested in the ambitious plans to fundraise for a new scout hut. The meeting was well attended and plans were presented to find the necessary funds from a wide variety of sources.

Hive leisure centre

All East Cambridgeshire district councillors recently received a letter signed by over 250 residents, including 14 from Sutton, expressing their disappointment at the swimming provision for children and young families at the council's new leisure centre on the A10. The letter asks:

1. What can be done to provide young families in East Cambs with adequate opportunities to swim?
2. How will the councillors ensure that the needs of young families are better represented in future decision making?

I have written to the council's leisure officer to seek his comments on the first question. The council's Community Services Committee received a progress report on The Hive at its meeting on Wednesday 12 September, where my colleague Cllr Christine Whelan asked about the letter and what the council proposed to do to address the issue. Cllr Whelan reports that the meeting heard that the programming of pool times for training and toddlers was being reviewed, and that sessions with inflatables were being considered to try to build children's water confidence. Sunday sessions in August had been popular, as had the 10:30AM sessions in the summer holidays.

It was admitted that increasing the pool size and putting in extras would be problematic due to the structure of the pool, and moving the walls although not impossible would be costly but something to consider for the future.

The council has delayed its draft Community Engagement Strategy (see below) but this needs to ensure that the voice of young families is heard in future.

Community engagement strategy 2018-2023

Consideration of this item, which should have been adopted at the meeting of the council's Community Services Committee on Wednesday 12 October, has been delayed until the next meeting.

Dog fouling

The proposed Public Space Protection Order on dog fouling, on which residents and parish councils were consulted over the summer, was approved by the Community Services Committee on Wednesday 12 October. It includes more areas of land across the district in which residents can be penalised for allowing their dogs to foul, and establishes a clearer system of penalties. £1,000 has been budgeted for signs on bins and for increasing awareness on how to report dog fouling.

£500 charge to speak to highways engineers

I have raised with the district council's Chief Executive the barrier that is presented by the decision of the County Council to charge £500 to meet a highways engineer. This is an obstacle in the way of progressing discussions about a number of problems across the county, including the anti-social driving issues at the Elean Business Park, where the input of highways engineers is needed but there is no obvious body to pay the fee. I am continuing to seek ways to overcome this obstacle to sensible dialogue.

Parliamentary boundary changes

The Boundary Commission has published its final report on new parliamentary boundaries. The proposals put Littleport into a new Thetford & Downham Market seat, but Sutton and the Downham Villages will remain in North East Cambridgeshire constituency. (The constituency proposals were developed based on the current council ward boundaries, which in East Cambridgeshire will all be changed at the May 2019 elections).

This is the Boundary Commission's final report. It will now be laid before Parliament, and a draft Order will be made for Parliament to approve (or reject). After the Order has been made, the next General Election will take place on the new boundaries. Any parliamentary by-elections in the meantime will take place on existing boundaries.

<https://www.bce2018.org.uk/node/6484>

Universal Credit

Universal Credit arrives in Ely Jobcentre Plus this month. In East Cambridgeshire, there are 3,700 families (including 6,600 children) claiming tax credits, so a similar number of families are likely to be claiming universal credit when the roll-out is complete. In East Cambridgeshire 2,677 children—15 per cent of all children in the district—are living in poverty (figures from the End Child Poverty Coalition).

The new benefit replaces the following benefits and tax credits for people of working age: income support, income-based jobseeker's allowance, income-related employment and support allowance, housing benefit, child tax credit and working tax credit. It can be claimed by people in or out of work. Everyone who receives universal credit must agree to a *claimant commitment*, and may be subject to sanctions if they don't meet that commitment.

A number of issues have arisen in those parts of the country where Universal Credit has already been rolled out. These include

- difficulties making a claim, which must be done online or by phone, and in some cases has 'disappeared into the system'
- inaccurate real-time information about claimants' earnings which can suddenly and dramatically affect entitlement
- the wait of at least five weeks or more for the first payment, which forces many families into debt or onto food banks (an advance payment of up to one month's entitlement is available and is repayable interest-free)
- important elements being omitted from calculations, including sometimes housing costs where claimants have mistakenly assumed support with their rent would continue to be paid directly to the landlord
- reductions in entitlements for some people with long term health conditions

Citizens Advice Rural Cambs can offer advice on Universal Credit queries.
<http://www.citizensadiceruralcambs.org.uk/advice/benefits-tax-credits-advice/>

Reports online

A reminder that my council reports are online at www.tinyurl.com/lornasreports

Meet your councillor

- Tuesday 9 October, 6:30PM-7:30PM, Sutton, School Community Room
- Tuesday 13 November, 6:30PM-7:30PM, Sutton, School Community Room

Cllr Lorna Dupré

District Councillor for the Sutton ward

Agenda No: A1118

Date of meeting	Agenda item	Resolution	Actioned by	Action taken & Date	Pending	Date followed up	Date complete
25th July 2017	58/17	Footpath link - obtain quotations with measures to stop motorcycles	Clerk		Yes	Loud transfer with solicitor/Kentford developments. Waiting to hear from Solicitor.	
26th Sept 2017	93/17	Obtain details of facilities for older children	Asst Clerk		Yes	Sports & Rec WP	
12th December 2017	139/17	Emergency Plan - make amendment, purchase equipment	Asst Clerk		Yes	Equipment purchased. Clerk to arrange meeting with EP/WP.	
22nd May 2018	30/18	Obtain quotations for boilers	Asst Clerk	Quotation requests sent	Yes		
26th June 2018	42/18	Use of EMR for play park extension (3rd party funding)	RFO	Pending grant	Yes		
24th July 2018	57/18/4	Letter to Police re. parking	Clerk	Email sent. No response received.			
24th July 2018	57/18/4	Letter to CCC regarding the payment of £500	Clerk	Email sent. Cllr Dunne following up			
28th August 2018	76/18/3/i	Order 4 x litter bins	Clerk			Ordered	
28th August 2018	76/18/ii	Trulink Ltd Cut & Collect arrangements for pitch	Clerk		Yes		
28th August 2018	76/18/4/b/i	Sub-leasing of flat - check lease	Clerk			Complete	
28th August 2018	76/18/4/b/ii	Inform RBL of use of field for giant poppy	Clerk			Complete	
28th August 2018	76/18/4/b/iii	Inform RBL of disable parking proposal	Clerk			Complete	
28th August 2018	76/18	Order WW1 bench	Asst Clerk	28th August 2018	Yes	Ordered	

Finance & reporting Working Party
Held on Tuesday 18th August 2018, Parish Council Office.

Present: Mrs R Hughes (RFO), Mr M Inskip, Mr B Harker, Mr B Goodjohn.

Apologies: Mr A Marking and Mr B Browne.

1. Bank Reconciliations

The bank reconciliation was signed by Cllr Harker, Cllr Marking will be asked to sign at a later date.

2. Debtors Record

The debtor's record was noted, with an outstanding amount of £2,117.11.
The RFO has chased the outstanding debtors.

3. Budget Monitoring.

The monthly budget monitoring report was reviewed.

1. Youth service expenditure £10,000.00 – Youth service income £2500 is in the current year budget. The council has now agreed to use the connections bus.

It was agreed to move the £7,500 surplus expenditure to a new code for The Connections Bus.

- 2) A new code has been established for the PFHI scheme, and the £500 expenditure to date will be from EMR.

The RFO will make the necessary adjustments with the cost centre codes to reflect these two items of expenditure.

4. Grant application – play park

It is noted that the council has been given the grant of £57,000 towards the play park extensions. There are a number of conditions which the clerk is addressing.

The 3rd party funding will be paid at the September meeting, in the event the grant is not successful this will be returned to the council in full.

5. Annual Return YE March 2018 – Completion of Audit

The YE March 2018 annual return has been received back from PFK Littlejohn. It is certified that they have completed the review of sections 1 & 2 of the

Annual Governance and Accountability Return, and discharged their responsibilities under the Local Audit and Accountability Act 2014.

6. Upgrade to Photocopier

The Clerk reported that the photocopier needs replacing, Costs obtained are:

Ineo – includes stapler option
The Copier Warehouse. (Current provider)
£50 per month (No fixed term)
Black: 0042p per copy
Colour: 042p per copy

ASL –Bar Hill
TASKalfa – includes stapler option.
£60 per month – 5 year fixed term.
Black: 0035p per copy
Colour 035p per copy
Costs increase by 5% each year for 5 years.

It was agreed that the clerk will make arrangements with The Copier Warehouse to change the copier to the Ineo.

7. The Glebe front door replacement/security.

The clerk has obtained costs to replace the front door at the glebe, this is due to it leaking water and also problems with the lock/security access. The two companies will work together to complete the work without compromising security to the building

Salmons Bros – Replace door and frame £1,951.18 + VAT
(Included building regulations application)

Ace Security - £790 + VAT
£160pa service/maintenance contract.

1. Recommendation to accept the two quotations for The Glebe front door replacement/security system.

8. Website upgrade

The working party discussed costs involved with a website upgrade and Brendan will looking into other providers and discuss this in more detail with the Digital Communications working party.

9. Date of next meeting.

16th October 2018 7.30pm

Recommendation:

- 1. Proposal to contract Salmons Bros and Ace Security to replace the Glebe Front door and frame, at a cost of £2,741.18, and the ACE security service maintenance contract.**

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Sutton Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

26/05/18

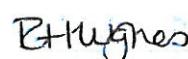
22/05/18

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman



Clerk



Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.sutton-pc.co.uk

Section 2 – Accounting Statements 2017/18 for

Sutton Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	114,315	119,811	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
2. (+) Precept or Rates and Levies	125,422	128,376	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	128,892	47,695	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	74,843	84,664	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	18,934	18,289	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	155,041	77,450	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	119,811	115,479	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	118,312	124,852	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,020,594	1,021,467	<i>The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	120,000	108,000	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

R. Hughes

Date

16/05/2018

I confirm that these Accounting Statements were approved by this authority on this date:

22/05/18

and recorded as minute reference:

26/18/2/b

Signed by Chairman of the meeting where approval of the Accounting Statements is given

R. A. J.

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Sutton Parish Council (CA0244)

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

25/08/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Rosie Hughes

From: [REDACTED] Stewart.Broome@eastcambs.gov.uk
Sent: 18 September 2018 15:41
To: Stewart Broome
Subject: Application for a street trading permit for Sutton Kebab Van Brooklands Centre Car Park The Brook Sutton CB6 2QQ

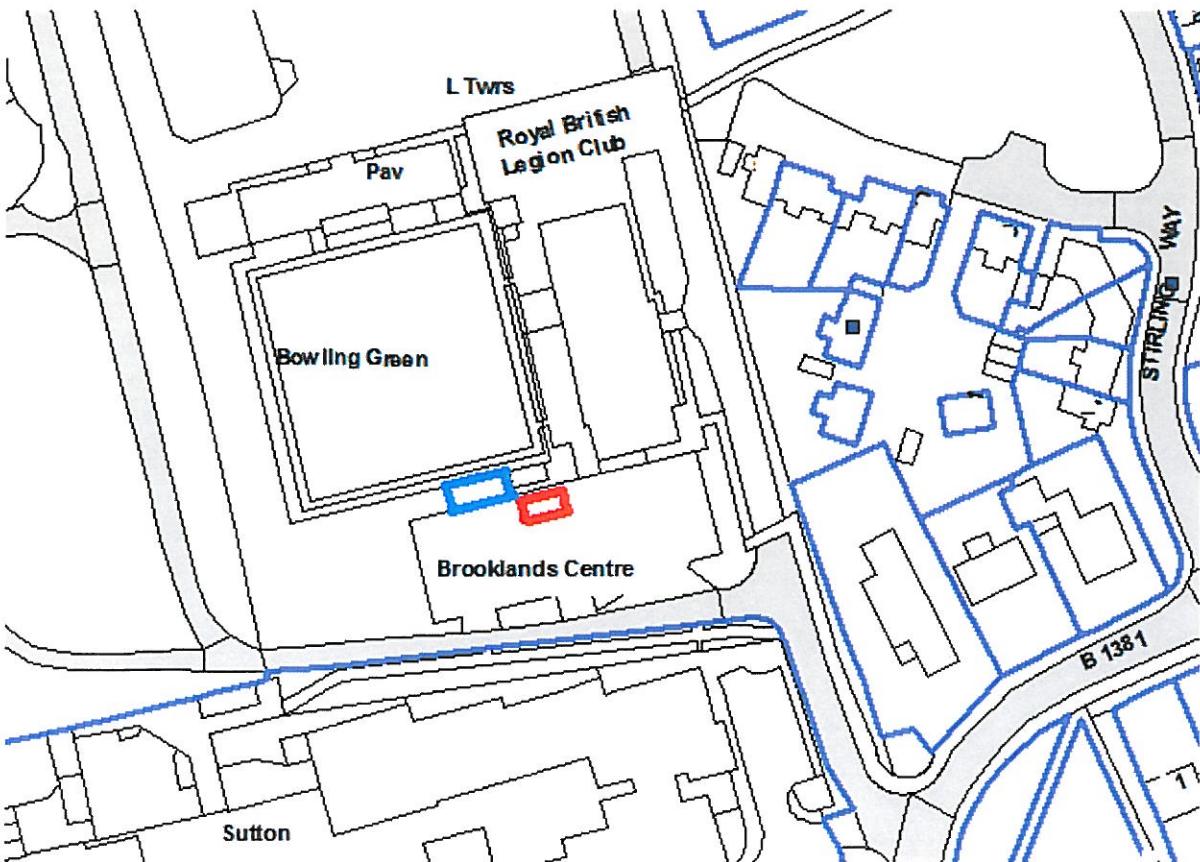
Good afternoon

I write further to receiving a request from Mr Yasan who has run the Sutton Kebab Van on the Brooklands Centre Car Park, The Brook, Sutton, CB6 2QQ since being given permission in 2017. Mr Yasan is currently permitted to trade Thursday to Saturday 6pm until 10pm, New Year's Eve 6pm until 1am, and Christmas Eve 6pm until midnight.

Mr Yasan has applied for a new application to request his trading hours be extended to the following:

Monday to Sunday 5pm until 10:30pm

Mr Yasan's current trading position is marked by the red box on the image below, and he is required to remove the unit daily. Mr Yasan has requested the right to site his trading unit permanently in the area indicated by the turquoise box on the image below, but has also indicated that if this is unsuccessful he would like to continue on his existing location removing his unit daily.



The actual unit is shown in the image below



Should you wish to comment on whether this application should be granted or not, please email licensing@eastcambs.gov.uk or write to:

The Licensing Authority
East Cambs District Council
Nutholt Lane
Ely
CB7 4EE

I would ask that you submit any comment you wish us to consider by Sunday 14 October 2018.

Following this date, all responses will be considered when determining the application.

Stewart.

Stewart Broome
Senior Licensing Officer
East Cambs District Council
The Grange
Nutholt Lane
Ely
CB7 4EE

Pay, report, apply online 24 hours a day

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