



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: 26th May 2020
VENUE: Virtual Meeting via Zoom.

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

Members of the Public and Press: - Please email the Parish Clerk for access to the meeting.

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 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
19th May 2020

MEMBERS 15 QUORUM: 5

A G E N D A

01/20 To receive and note apologies for absence.

02/20 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.

03/20 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.**

04/20 Matters for Information only.

- 1. To receive notification of Vacancy on the Parish Council
- 2. To note CCC and EDCD Councillor reports. (On SPC website)

05/20 To approve the minutes of the meeting of Council held on 25th February 2020 and 17th March 2020. (Attached)

06/20 To receive and note the Resolution Action chart (Attached)

07/20 To receive report from Parish Clerk on delegated actions taken since 17th March 2020.

1. Clerk to give report. (Attached).
 2. To approve recommendation for delegated decisions.
- i) As Parish Council meetings have moved to virtual meetings until such time face-to-face meetings can resume, the Parish Clerk will relinquish delegated powers as per resolution made on 17th March 2020, with the exception of matters relating to the Covid-19 response and grant applications.

08/20 Sutton Timebank & Covid-19 Response.

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

09/20 Finance

1. Finance Working Party – to note minutes of the meetings of 5th May 2020 (attached)
 - a) JPAG Practitioners Guide 2020 (attached)
 - b) Investment Policy (attached)
 - c) To consider and approve recommendations from those meetings.
 - i) Financial Regulations. Regulation 4.5 to increase limit from £500 to £1,000 for clerk spending on emergency work. (Attached).
 - ii) Effectiveness of the Internal Auditor. – To approve checklist. (Attached)

2. To approve payments

| | | | |
|----------------------------|----------------------------|-----------|--|
| a) <u>Online Payments</u> | | | |
| May | Salary payments & expenses | £7491.91 | |
| LGSS | Pension | £788.43 | |
| Veolia ES (UK) Ltd | Easi-bins | £115.56 | |
| IntouchCRM | Website | £35.99 | |
| Briar Security Systems Ltd | Glebe alarm maint | £108.00 | |
| Cambs County Council | LHI application | £6,237.00 | |
| Thesaurus Ltd | Brightpay connect | £40.60 | |
| Truelink Ltd | Grass cutting | £537.12 | |
| CamAlarms Ltd | Alarm maintenance | £176.40 | |
| BHMA Ltd | Covid-19 H&S for buildings | £549.10 | |
| Fenland Fire Appliance | Appliance test & maint | £111.90 | |
| Brightpay | connect fee | £40.60 | |
| b) <u>Direct Debits</u> | | | |
| Volkswagen Leasing | Van Lease | £242.99 | |
| The Peoples Pension | Pension | £125.56 | |
| ECDC | Non-domestic Rates | £567.00 | |
| SSE | Floodlights | £18.94 | |
| SSE | Glebe – Electric | £143.75 | |
| SSE | Glebe – Electric | £18.02 | |
| SSE | Pavilion – Electric | £336.35 | |
| SSE | Glebe – Gas | £492.45 | |
| SSE | Electric – Street lights | £81.06 | |
| Excell | Mobile phones | £144.34 | |
| SSE | Floodlights | £18.02 | |
| SSE | Glebe – Electric | £90.94 | |
| SSE | Glebe – Electric | £18.02 | |

10/20 To receive reports from Committees and Working Parties

1. Planning Committee – 18th February 2020.
 - i) To note minutes from the meeting of 18th February 2020 (attached).
 - ii) To note planning application approvals.

- a) 20/00218/ADN Land rear of 30 – 40 Garden Close. Sign board at entrance.
 - b) 20/00130/FUL. 162 High Street. Demolition of existing single storey side extension garage and shed and constructing a new 2 storey attached dwelling with associated parking.
 - c) 19/01665/ADI. Land adjacent 43 Mepal Road. 2 x stack signs with external uplighters, 10 flags and signage to sales garage with external uplighters.
 - d) 19/01635/FUL. 65 High Street. Continue use of shop/café with alterations and additions to form 1 x first floor flat, access, parking and site works.
- iii) Planning Applications for consideration
- a) CCC/20/027/FUL. Unit 3, Elean Business Park, Sutton.
Change of use of industrial unit to a small scale bulking up and transfer of sanitary and clinical waste (offensive, non-offensive and hazardous waste streams sanctioned under EA standard rules 2008 No.24) <http://planning.cambridgeshire.gov.uk>
- iv) Tree work applications and consents.
- a) 6 High Street. Consent: Silver birch, removal of low limb over garage. Maple, raise crown to approx. 4m over garden of no. 13. Horse chestnut, raise crown to approx. 4m over garden of no. 13.
 - b) 1 Sutton Park. Consent: Sycamore, reduce crown spread by up to 3m. Yew, reduce whole crown by up to 1m and shape. Silver birch, fell as negatively impacting on neighbouring trees and leaning stem.
 - c) 5 Yew Tree Gardens. Consent: Horse chestnut, reduce crown spread only by 3m maximum. Elm x 2, reduce crown by up to 3m to re-establish a natural crown.
2. Traffic & Transport working party – 20th April 2020.
- i) To receive the notes from the meeting (attached).
 - ii) To consider recommendation from the meeting.
- a) That this council, through its County Councillor, writes to the Coop and ECDC requesting this matter be investigated, utilising whatever funds can now be obtained.

11/20 Hastoe Housing

- 1. To receive Site Finding Report on suggested sites. (Attached)
- 2. To consider sites, and identify order of preference.

12/20 Community Capital Fund.

- 1. To discuss and approve submitting an 'Expression of Interest' application for grant funding to upgrade and improve the footpath at Bury Lane, to include outside gym equipment to be installed within the village. (Attached).

NB: This is an expression of interest, the formal grant application will be subject in full consultation in the village and be fully costed.

13/20 Date of Next Meeting(s)

Full Council - 23rd June 2020.

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