

# Sutton Parish Council

Minutes of the meeting of Sutton Parish Council held on Tuesday 12<sup>th</sup> January 2021, 7.30pm via Zoom Video Conferencing

<b>Present:</b>	Mr M Inskip (Chair)	Mr S Smith	Mrs H Wales	Mr B Watson
	Mr B Goodjohn	Mr A Newton	Mrs S Partington	Mrs J Webb
	Mr S Amner	Mr B Harker	Mr B Collard	

<b>Parish Clerk:</b>	Mrs R Hughes	<b>Assistant Clerk:</b>	Mrs M Wolland
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## 131/21 To receive and note apologies for absence.

Apologies received and noted from Miss B Skelham and Mr Bob Browne

## 132/21 To receive declarations of interest

No declarations of interest received

## 133/21 Public Participation

No members of the Public Present

## 134/21 To approve the minutes of the meeting of Council held 8<sup>th</sup> December 2020.

It was proposed by Mr Watson, seconded by Mrs Wales and **resolved following a vote of 10 for and 1 abstention to approve the minutes of the 8<sup>th</sup> December 2020 as a true record of the meeting.**

## 135/21 Matters for Information only.

1. Meeting schedule and change of date of February Full Council meeting.

The February meeting of the Parish Council has been moved to a week earlier than usual to accommodate the Chairmans schedule

## 136/21 Planning

### 1. Planning Applications

- i) 20/01611/FUL. Meadlands Farm The Gault Sutton. Replacement dwelling – ECDC to determine

### 2. Planning Appeals

- i) APP/V0510/W/20/3259143. Application 19/01535/ARN. Meadlands Farm The Gault Sutton. To convert existing agricultural unit to 2no dwelling houses, including any associated building works and demolition of a shed – No comments

### 3. Planning Refusals

- i) 20/01169/RMM. Land To The 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 – Noted

## 137/21 Finance

1. To approve payments.

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved unanimously to approve the following payments:**  
Direct Debits

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SSE	Street lights electric	£79.63
Excell	Mobile phones	£144.34
Wave	Pavilion – Water	£189.06
Wave	Glebe – Water	£39.74
SSE	Floodlights	£16.39
SSE	Glebe – Electric	£114.25
SSE	Glebe – Electric	£18.02
BT	Phone & Internet	£203.76

2. Finance and Reporting Working Party

- i) To note minutes of meeting of 4<sup>th</sup> January 2021. - Noted
- ii) To consider recommendations
  - a) To accept quotation from Hiscox via Came and Co for Parish Council insurance for a 3 year contract at a sum of £3985.49 per year.

The Clerk obtained 3 quotations from insurance providers for the local government sector for a 1 year and 3 year contract. Comparisons were made to ensure cover was provided for all elements of the policy including buildings, employment, legal and finance.

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved unanimously to accept the quotation from Hiscox via Came and Co for Parish Council insurance for a 3 year contract at a sum of £3985.49 per year.**

138/21 **Budget and Precept 2021/2022.**

- 1. To receive presentation on 2021/2022 Budget and the Precept.

Mr Inskip explained the budget and precept setting process. The Finance WP reviewed the draft budget prepared by the RFO at its meeting on the 4<sup>th</sup> January 2021. The Council needs to agree the budget for the next financial year and then agree the precept, earmarked reserves and general reserves.

Mr Watson Left the meeting at 8:03pm

- 2. To consider and approve budget for 2021/2022, including Earmarked Reserves and General Reserves.

It is noted that the council started 2020/21 with a healthy level of Reserves. There has been massive COVID-19 impact on the Facilities Income. In 2019/20 a total income of £27,016 was achieved, in 2020/21 the actual plus forecast is just £550 for the full year, a decrease of £26,446.

Need to avoid dropping General Reserve below 25% of Net Revenue Expenditure  
Based on guidance from Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide March 2020

Key Budget Changes 2021/22

- Maximising use of Community Infrastructure Levy
  - Using for highways improvements, facilities improvements and maintenance in accordance with spending rules
- Continuing to support Time Bank Co-ordinator
  - New role appointed in February 2020 which proved invaluable during first COVID-19 lockdown
- Adjusting expected income from Facilities
  - Assuming hiring resumes in late spring as restrictions ease
  - Budgeting for roughly 50% usual occupancy of Glebe and 67% use of the Pavilion and the Community Room
- Reductions in two budget headings proposed
  - Removal of budget for Connections Bus service (£10,027), not run at all in 2020/21 due to COVID-19 restrictions
  - Removal of Grants budget previously £2,250 (only £50 spent on 2020/21)

Total income forecast at £13,426 (£27,016 in 2019/20)

Earmarked Reserves:	
CIL Glebe maintenance	£1,222.67
CIL Pavilion maintenance	£2,140.00
CIL Community Room maintenance	£2,000.00
CIL Brooklands Centre maintenance	£1,000.00
CIL Office alterations	£3,500.00
CIL LHI/PFLHI	£2,463.00
Unallocated CIL (previous years)	£14,022.60
CIL 20/21 unallocated	£106,724.21

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved unanimously to approve the budget for 2021/2022, including Earmarked Reserves and General Reserves.**

3. To consider and approve Precept for 2021/2022

The Proposal for 2021-2022 is a 4% increase in the Precept from **£138,775 to £144,326 (Band D £107.72 approx.).**

It was proposed by Mr Inskip, seconded by Mr Smith and **following a vote of 9 for and 1 abstention to approve the increase of the precept from £138,775 to £144,326 (Band D £107.72 approx.).**

**139/21 Date of Next Meeting(s)**

26<sup>th</sup> January 2021 – Full Council

The meeting closed at 8:32pm

Signed.....  
Chairman

Date.....