

Minutes of the meeting of Sutton Parish Council held at 7.30pm on Tuesday 4th May 2021, via zoom.

Present: Cllr M Inskip (Chair) Cllr B Browne Cllr B Goodjohn
Cllr H Wales Cllr B Collard Cllr B Harker
Cllr S Amner Cllr A Newton Cllr B Watson
Cllr S Smith Cllr S Partington
Cllr B Skelham Cllr L Jordan

Not Present: Cllr J Webb

Clerk: Mrs R Hughes
Assistant Clerk: Mrs M Wolland

01/21 Election of Chairman for year 2021/2022

- i) To elect a Chairman for 2021/2022.

It was proposed by Mr Browne, seconded by Mrs Wales and **resolved unanimously to elect Mr Inskip as Chairman for 2021/2022**

- ii) Chairman to sign Declaration of Acceptance of Office.

Mr Inskip signed the Declaration of Acceptance of Office and this will be delivered to the Clerk.

02/21 Appointment of Vice-Chairman for year 2021/2022

- i) To appoint a vice-chairman for year 2021/2022.

It was proposed by Mr Harker, seconded by Mr Collard and **resolved unanimously to appoint Mr Browne as Vice-Chairman for year 2021/2022.**

03/21 To receive and note apologies for absence

No Apologies received.

04/21 To receive declarations of interest

No declarations of interest to note

05/21 Public Participation

No Members of the public present

06/21 Matters for Information only

- i) To receive information from Parish Clerk on Councillor .Gov email addresses.

The clerk advised members that the .gov email addresses have been set up for all members and this is to comply with GDPR. All members will receive details of their new .gov.uk and how to set them up on the 5th May.

07/21 To appoint members on to Standing Committees and review terms of reference.

1. Personnel Committee.

- i) Review Terms of Reference of Personnel Committee.

It was proposed by Mr Inskip, seconded by Mr Newton and **resolved unanimously to approve the Terms of Reference of Personnel Committee**

- ii) To appoint members onto the Personnel Committee (4 members, plus Chair & Vice-chair)

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously to appoint Mr Inskip, Mr Browne, Mr Watson, Mrs Wales, Mr Newton and Mr Smith onto the Personnel Committee.**

2. Planning Committee.

- i) Review Terms of Reference of Planning Committee

It was proposed by Mr Inskip, seconded by Mr Watson and **resolved unanimously to approve the terms of reference of the planning committee.**

- ii) To appoint members onto the Planning Committee (9 members)

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously to appoint Mr Watson, Mrs Partington, Mrs Wales, Mr Newton, Mr Smith, Mr Goodjohn and Mr Jordan to be members of the Planning committee.**

08/21 To appoint members onto Management Committees: -

- 1. Village Hall (Brooklands) Management Team. (2 members and 1 reserve)

It was proposed by Mr Inskip, seconded by Mr Smith and **resolved unanimously to appoint Mr Collard and Mr Goodjohn as members to the Village Hall (Brooklands) Management Team with Mr Watson as a reserve member.**

- 2. The Glebe Management Team (2 members and 1 reserve)

It was proposed by Mr Inskip, seconded by Mr Newton and **resolved unanimously to appoint Mr Watson and Mr Amner as members to The Glebe Management Committee with Mrs Partington as a reserve member.**

09/21 To appoint representatives on the under mentioned bodies: -

- 1. Joint HCV Committee (3 members)

It was proposed by Mr Inskip, seconded by Mr Smith and **resolved unanimously to appoint Mr Inskip and Mr Goodjohn to the Joint HCV Committee**

- 2. Ely Power Resources. (2 members)

It was proposed by Mr Inskip, seconded by Mr Goodjohn and **resolved unanimously to appoint Mr Amner and Mr Jordan to the Ely Power Resources.**

10/21 To appoint internal control members

- 1. Finance & online banking – (4 bank signatories)

It was proposed by Mr Inskip, seconded by Mrs Wales and **resolved unanimously to appoint Mr Inskip, Mr Browne, Mr Smith and Mr Collard to be members of the finance & online banking internal controls.**

2. Bank reconciliation (2 members – not bank signatories)

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously to appoint Mr Watson and Mr Newton to be internal control members for Bank reconciliation.**

3. Health & Safety monitoring (2 members)

It was proposed by Mr Inskip, seconded by Mr Newton and **resolved unanimously to appoint Mr Collard and Mrs Partington to be internal control members for Health and Safety monitoring.**

11/21 To appoint parish council members to working parties

1. Financial Reporting & Controls

It was proposed by Mr Inskip, seconded by Mr Smith and **resolved unanimously to appoint Mr Inskip, Mr Browne, Mr Newton and Mr Goodjohn to be members of the financial reporting and controls working party.**

2. Traffic and Transport

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously to appoint Mr Inskip, Miss Skelham, Mrs Partington, Mr Goodjohn, Mr Smith and Mr Newton to be members of the Traffic and Transport working party.**

3. Sports & Recreation

It was proposed by Mr Inskip, seconded by Mr Watson and **resolved unanimously to appoint Mr Inskip, Mr Smith, Mr Newton, Miss Skelham and Mr Goodjohn to be members of the Sports and Recreation working party.**

4. Neighbourhood Plan

It was proposed by Mr Inskip, seconded by Mr Newton and **resolved unanimously to appoint Mr Inskip, Mrs Partington and Mr Smith to be members of the Neighbourhood plan working party.**

5. Public Open Spaces

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously to appoint Mr Watson and Mr Collard to be members of the Public Open Spaces working party.**

6. Climate Change

It was proposed by Mr Inskip, seconded by Miss Skelham and **resolved unanimously to appoint Miss Skelham, Mr Jordan, Mr Newton, Mrs Partington, Mr Watson, Mr Smith and Mr Inskip to be members of the Climate Change working party.**

12/21 Review of Policies

1. To review and adopt Standing Orders

The council reviewed the changes to the standing orders in line with the NALC amendments.

It was proposed by Mr Inskip, seconded by Mr Watson and **resolved unanimously to adopt Standing orders**

2. To review and adopt Financial Regulations

The Financial Regulations were reviewed and noted.

13/21 Planning Application

- i) 20/01011/FUM. Faerch Plast Ltd Elean Business Park Sutton. Additional 6 No. Material storage Silos, Plant Enclosure extension, new loading area canopy and Pallet storage enclosure.
An amendment has been received for the development described above. The amendment involves Removal of the proposed silos and grinding Machine – ECDC to determine

14/21 Neighbourhood Plan Working Party.

- i) To receive notes from the working party – 26th April 2021 - Noted
- ii) To consider and approve recommendation from working party.
 - a) To formally write to East Cambs District Council to request that the updated Neighbourhood Plan be based on the revised Sutton Parish Boundaries.

It was proposed by Mr Inskip, seconded by Mrs Partington and **resolved unanimously to formally write to East Cambs District Council to request that the updated Neighbourhood Plan be based on the revised Sutton Parish Boundaries.**

15/21 Report from the Clerk on legislation for virtual meetings.

- i) To receive report from the clerk
The clerk reported on the legislation for virtual meetings.
- ii) To receive verbal update on legislation & court case.
During the coronavirus pandemic, the Government temporarily removed the legal requirement for local authorities to hold public meetings in person. This means that councils have powers to hold public meetings virtually by using video or telephone conferencing technology. The Parish Council has been working under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. (SI 2020/392), made under section 78 of the *Coronavirus Act 2020*.
This legislation is only in effect until 7th May 2021, and following this date the Parish Council would legally be required to revert back to face-to-face meetings. However, the Government roadmap does not allow for this to happen until 21st June 2021 at the earliest.

A claim seeking a declaratory judgement from the High Court was lodged on the 17th March 2021 by ADSO (Association of Democratic Services Officers), LLG (Lawyers in Local Government) and Hertfordshire County Council. The claimants are seeking a declaration from the court that uses of the word 'meeting' in local government legislation can be read as referring to virtual meetings as well as in-person meetings.
The critical legislation is schedule 12 of the Local Government Act 1972, which contains the core legal provisions concerning local authority meetings.

There is nothing in Schedule 12 that explicitly states that a 'meeting' must take place in person. The regulations made under the Coronavirus Act 2020 merely state that a 'meeting' may also be virtual. If the court declares in

favour of the claimants, it will be possible for council meetings to be held remotely in the future.

The High Court sat on the 21st April 2021, and the claim was dismissed and all councils must now return to holding physical meetings from the 7th May 2021.

- iii) To consider options based on legislation to continue with virtual meetings or instigate delegated powers.

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously at the annual meeting of the parish council the clerk is given delegated powers (as per the first lockdown) until the Full Council meeting scheduled for 22nd June, providing the Government road map allows, or the scheduled July 2021 Full Council meeting.**

The Parish Council risk management would take effect on the first face-to-face meeting.

In the event that it is not possible to convene a virtual or face-to-face meeting, the Parish Clerk will have delegated authority to make decisions on behalf of the Parish Council where such a decision cannot be reasonably deferred or must be made in order to comply with commercial or statutory deadline. This will be carried out where possible in consultation with the Chairman and/or Vice-Chairman.

Any decision made under this delegation must be recorded in writing by the Clerk and reported to the next convened meeting of Full Council.

The delegation authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.

16/21 Date of next meeting

To be advised.

The meeting closed at 8:32pm.

Signed.....
Chairman

Date.....