

SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 13th December 2022 at 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr M Inskip (Chair) Mr B Goodjohn Miss B Skelham
Mrs S Partington Mr A Newton Mr B Watson

Clerk: Mrs R Hughes

Not Present: Mr Colin Stevens and Mr Luke Jordan

129/22 To receive and note apologies for absence.

Apologies were noted from Mr M Butler, Mr B Collard and Mr B Browne

130/22 To receive declarations of interest

None received.

131/22 Public Participation

No members of public present.

132/22 To approve the minutes as a true record of the meeting of Council held 22nd November 2022

It was proposed by Mr Inskip, seconded by Mr Watson and **resolved unanimously that the minutes of the meeting of 22nd November 2022, are approved as a true record of the meeting.**

133/22 Matters for Information only

1. Making Connections 2022 Consultation - Noted
2. Cambridgeshire and Peterborough Combined Authority November Update - Noted
3. Ouse Washes December Newsletter - Noted
4. Christmas Community Waste Education Newsletter - Noted
5. Letter from Editor – The Pepperpot

Letter received from the Editor of The Pepperpot thanking the Parish council for its donation of £120 towards the production of the Christmas edition which went out to all households in the village. They are also grateful for the monthly council reports they receive.

6. Meeting dates for 2023/2024 - Noted
7. TTRO 23/032 Various Roads, Sutton – Approved - Noted
8. TTRO 23/069 High Street, Sutton– Approved - Noted

134/22 To receive and note the Project Chart and Action Plan - Noted.

135/22 To receive reports in relation to Sutton from:

Apologies received from Cllr Lorna Dupre

1. Cllr Lorna Dupre – Cambridgeshire County Council - Noted.
2. Cllr Lorna Dupre & Cllr Mark Inskip – East Cambridgeshire District Council - Noted.

Updates from Cllr Mark Inskip

- Planning application 22/00507/RMM – This has been approved by the Planning committee
- Planning application for Garden Close will be going to the planning committee in February 2023

136/22 Hate Crimes

1. To receive report and details from The Clerk.

East Cambs District Council Communities and Partnership Team, in conjunction with Cambridgeshire Constabulary set up Hate Crimes Training for Parish and Town Clerks. Rosie attended the training and is now able to recognise 'Hate crime and Hate incidences', and to signpost people to report. Training also covered safeguarding and data protection. The presentation was given by Harriett Sugg ECDC, this covered: -What is hate crime, Where does it start, How to combat hate and Reporting hate.

The district council and Cambridgeshire constabulary are encouraging Town and Parish Councils to become 3rd party reporting centres. This will be to signpost residents, whether they are a victim or witness, on how to report and share information.

2. To approve that the Parish Council office becomes a 3rd party reporting Centre for Hate Crime.

It was proposed by Mr Newton, seconded by Miss Skelham and **resolved following a vote of 5 for and 1 abstention to approve that the parish council office becomes a 3rd Party reporting centre. Monday to Friday 10am to 12noon. Details would be placed on the website.**

137/22 Civility and Respect

1. To receive report from the Clerk on the Civility and Respect Pledge

Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils.

The National Association of Local Councils (NALC), One Voice Wales (OVW), the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

The Civility and Respect Project Team launched the Civility and Respect Pledge in August to help define the right behaviour within councils, prevent bullying and support councils to demonstrate high standards of conduct.

2. Sutton Parish Council considers signing the Pledge and passes a resolution to that effect.

[The pledge](#)

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

3. To consider adopting the Councillor/Officer Protocol.

It was proposed by Mr Inskip, seconded by Mr Newton and **resolved following a vote of 5 for and 1 abstention to sign the Pledge and adopt the Councillor/Officer Protocol.**

138/22 Play Park report

1. To receive report on Play Park risk assessment.

A ROSPA inspection is carried out every year to inspect the play park for structural, mechanical and other elements. The ROSPA inspection was carried out in April 2022 and there are some medium and low risks noted.

It is recommended that the Council considers repairing medium risk items within the current year budget. Low risk items will be budgeted for in 2023/2024. A number of items will need discussing by the Sports and Recreation working party, and full details will be provided to the working party.

2. To consider and approve recommendations for required maintenance.

It was proposed by Mr Inskip, seconded by Mr Watson and **resolved unanimously to approve the following recommendations**

1. Risk level medium items are budgeted for within the current financial year. Total of £150.00
2. Risk level low items are budgeted for within the 2023/2024 financial year. Total of 500.00
3. Working party to consider requirements for other risks.

139/22 Insurance – Pre Renewal Questionnaire

1. To receive Gallagher Pre- Renewal questionnaire - Noted
2. Council to consider 'Declaration' Section and to approve that the Clerk signs on behalf of the council.

It was proposed by Mr Inskip, seconded by Mr Newton and **resolved unanimously for the Clerk to sign on behalf of the council, once all councillors have confirmed they meet the declarations via email.**

140/22 Finance

1. To approve payments.

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

Online Payments

December	Salaries & expenses	£7668.66
December	Cambs Pension Fund	£860.87
Veolia Ltd	Easi-bins	£146.58
The Copier Warehouse	Photocopying	£85.06
HMRC	Tax & NIC	£1612.39
ESPO	Office/Cleaning	£110.34
Truelink Ltd	Grass maintenance	£888.58
Salmons Bros	Pavilion door repair	£171.00
SLCC	Clerk subscription	£436.00
Ely Skip Hire	Skip – Burial ground	£166.00
Salmons Bros	Pavilion – Keys	£888.92
Plantscape	Christmas Trees	£3004.80
Briar Security	Pavilion door alarms	£214.80
RBL Poppy appeal	Poppy Wreath	£30.00
Sutton Tree Services	Tree work	£1236.00
Lords Travel	Timebank coach trip	£195.00

Direct Debits

B & CE	Peoples Pension	£166.07
Volkswagen FS	Van lease	£242.99
ECDC	Non-domestic Rates	£595.00
Positive Energy	Glebe – Electric	£131.69
Positive Energy	Floodlights	£12.73
Positive Energy	Glebe Electric	£13.20

141/22 Finance and Reporting working party

1. To receive the notes of meeting of 29th November 2022 – Noted
2. To receive recommendations from the working party
 - i) To accept the three-year valuation from the Cambridgeshire Pension Fund = at 20.5%

It was proposed by Mr Inskip, seconded by Mr Newton and **resolved unanimously to accept the three-year valuation from the Cambridgeshire Pension Fund = at 20.5%**

142/22 Budget and Precept 2023/2024

1. To receive draft budget and information relating to the Precept.

The clerk updated the council with the draft budget information and precept information for 2023/2024.

In the current year. (22/23)

- Utilities – Veolia are increasing costs from 1st January 2023 which will have an implication for existing budget
- Salary increases have already been approved and budgeted for
- Play park expenditure agreed at this meeting 138/22 of £150 to come from CIL money
- Sutton Feast Committee will be submitting a grant application for their insurance costs which is estimated to be £1200 to come from this years budget if agreed.

2023/2024

- 2023/2024 Salary increases expected to be 5% this is however an estimate
- Pension reduction has been added
- May Elections estimated £2000 in costs
- Increase of Hire charges will be in line with CPI November figures not yet published, Octobers were 11.2%.
- Play Park Repairs £500 as agreed at this meeting 138/22 to be taken from CIL If possible
- Open Spaces Group – Funding request for the CCC land at the corner with the Co-Op, they would like this area to be planted with wild flowers and maintained to a specific maintenance plan. A guide for costs received at the beginning of the year £650, our existing contractor would not be able to maintain this area.
- Van Lease – After discussions within the Finance Working Party it has been agreed to look at options to buy the existing van off the finance company, this was estimated to be £5200. The council currently pays over £3000 a year to lease the vehicle. Allowances would need to be made for the servicing and maintenance of the van If it was to be purchased
- Sutton Feast Committee have advised the clerk that they will be approaching the Parish council for funding for their plans for The Kings Coronation in 2023
- Precept - For 2023/2024 the estimated band D properties is £1,429.30 and each £1.00 on the council tax will generate £1,429.30.

2. To receive additional information from the RFO.

Utility Costs 2023

All current energy contracts come to an end on the 31st December 2022. Quotations have been sourced through Utility Aid and the new contracts have high increases.

Street Lights – Currently with SSE paying approx £1,200, the predicted increase is a further £1,302. Maintenance for these lights is on a 3-year contract which has 2 years left to run and is with the John Henry Group.

Gas – The Pavilion and The Glebe have Gas for water and heating and the current spending is £3,132, the predicted increase is a further £11,945.

Electricity – The Pavilion and The Glebe have 4 meters in total and the current spending is £3,174, the predicted increase is a further £8,033

The council has some budget left for the remaining financial year to help cover some of the costs. The current contracts with Pozitive energy will need to be terminated with 30 days' notice and Utility Aid would set up the new contracts.

It is important to note the quotations and rates received are changing on a daily basis, therefore it is recommended for the Clerk to have delegated powers to sign and approve the new contracts

It was proposed by Mr Inskip, seconded by Mr Watson and **resolved following a vote of 5 for and 1 abstention to go with a new 1 year contract unless a 2 year contract has a significant saving.**

143/22 Planning

1. Approvals

- i) 22/00580/RMM. Land South Of Straw Burning Plant Elean Business Park Sutton. Reserved matters of previously approved 12/00301/VAR (To vary conditions 1,4,5,7,8,9,12 & 13 of 12/00301/VAR, for Outline planning permission for data centre buildings (Class B1) up to 65,000 sqm together with associated services, offices, infrastructure, car parking and landscaping at the Elean Business Park to enable phased development of the site) An amended plan/additional information has been received for this application on 18th November 2022. The amendment involves a change to the description of development to refer to the latest Outline planning permission ref: 12/00301/VAR, previously referred only to as 11/00452/OUM - Noted

2. Planning Applications

- i) 22/00945/FUL. Rathless 1 Church Lane Sutton. Replacement flat roof with a pitch roof and garage conversion – ECDC to determine

3. Tree Applications

- i) 22/01135/TPO. 3 Station Road Sutton. T1 Sycamore - Remove bottom three limbs - to allow some light into vegetable patch T2 Sycamore - Remove bottom three limbs - to allow some light into vegetable patch – Approved - Noted

4. Planning Appeals

- i) 22/00457/FUL. 68 Bellairs Sutton. Proposed ground floor rear and side extension. - Noted

5. Planning Committee

- i) 22/00507/RMM. Land adjacent 43 Mepal Road Sutton. Reserved Matters. Reserved matters for layout, scale, appearance and landscaping of 164 dwellings (excludes self-build plots), internal roads, parking, open space, landscaping, sustainable urban drainage and ancillary infrastructure pursuant to 19/01707/OUM – This is now approved and noted.

144/22 Date of Next Meeting(s)

Full Council – (Budget & Precept meeting) – 10th January 2023

Full Council – 24th January 2023

The meeting closed at 8.45pm

Signed.....
Chairman

Date.....

APPROVED