

SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 23rd May 2023 at 7.30pm in The Glebe Hall, 4 High Street, Sutton.

Present: Mr M Inskip (Chair) Mr B Browne Mr A Newton
Mr B Goodjohn ~~Mrs S Partington~~ Mr N Oakland
Mr M Butler Mr L Jordan

Public: Cllr L Dupre **Clerk:** Mrs R Hughes

20/23 To receive and note apologies for absence.

Apologies received and noted for Mrs S Partington

21/23 To receive declarations of interest.

No declarations of interest received.

22/23 To confirm declarations of acceptance of office.

The clerk confirmed that Declaration of Acceptance of Office forms have been completed for all 8 members of the council.

23/23 Public Participation

No Members of the public present.

24/23 To approve the minutes of the meeting of Council held on 16th May 2023

It was proposed by Mr Inskip, seconded by Mr Browne and resolved following a vote of 5 for and 2 abstentions to approve the minutes of the meeting of Council held on 16th May 2023 with a correction at 02/23 to amend to "It was proposed by Mr Butler, seconded by Mr Inskip to nominate Mr Goodjohn as Vice-chairman." A correction at 09/23 from "lightly" to "slightly" and to amend 12/23/3 to show "Mr Goodjohn and Mr Butler be appointed to Sutton Poor's Charity."

25/23 Matters for Information only

- i) ECDC – Asset of Community Value (Priors Field Surgery) Decision notice.

The clerk advised the council that the application for Priors Field Surgery has been approved as an ECDC – Asset of Community Value. If the owner of the surgery wants to place the property for sale, they would contact ECDC to advise them, this then would start the process of allowing a 6-month period where a community bid could be placed to purchase the building.

26/23 To receive and note the Project Chart and Action Plan - Noted

27/23 To receive reports in relation to Sutton from:

1. Cllr Lorna Dupre – Cambridgeshire County Council

No updates or questions

2. Cllr Lorna Dupre & Cllr Mark Inskip – East Cambridgeshire District Council

Garden Close Planning application went to the Planning committee meeting at ECDC, and the ~~officers~~ members refused the application.

No questions

members

1. To approve payments.

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

Online Payments

May	Salaries & expenses	£7091.42
May	Cambs Pension Fund	£830.12
Veolia Ltd	Easi-bins	£145.82
HMRC	Tax & NIC	£1611.79
Centradata Ltd	IT support	£73.01
The Copier Warehouse	Photocopying	£243.43
Haddenham IDB	Drainage rates	£387.20
Direct 365	Hygiene disposal	£713.19
Rialtas	Annual support/maint	£386.49
Salmons Bros. Ltd	Pavilion keys	£54.90
Sutton Feast	Grants x 2	£1154.65
Vision ICT	Doman name	£78.00
ESPO	Cleaning/Admin	£101.58
HedgehogsRus	Hedgehog highways	£157.50
ROSPA play safety	Annual play park check	£127.80
Canalbs Ltd	Internal Audit	£82.50
Truelink Ltd	Grass Cutting	£587.90

Direct Debits

ECDC	Non-domestic rates (May)	£611.00
B & CE	Peoples Pension	£166.07
SSE	Street lights	£196.46
Wavenet	Mobile Phones	£125.89
Volkswagen FS	Van Lease	£242.99
EDF	Pavilion Gas	£853.16
EDF	Glebe electric	£66.15
EDF	Glebe Gas	£434.75
EDF	Pavilion electric	£380.85
EDF	Floodlights	£52.12

2. Year End Annual return and year end accounts for year ending March 2023.

1. To approve Year End Accounts – 31st March 2023

- a) To approve Year End Earmarked Reserves.

It was proposed by Mr Browne, seconded by Mr Newton and **resolved unanimously to approve Earmarked Reserves of £112,259.25**

- b) To approve General Reserve balance.

It was proposed by Mr Newton, seconded by Mr Goodjohn and **resolved unanimously to approve General Reserve balance of £55,881.00.**

- c) To approve Year End Accounts.

It was proposed by Mr Goodjohn, seconded by Mr Oakland and **resolved unanimously to approve Year End Accounts**

2. Annual Return – Year End 31st March 2023

- a) Section 1 – To complete and approve the annual governance statements 1 to 9.

Members acknowledged their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements, and confirm that to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31st March 2023 that:

Statement 1 - Yes -	Proposed by Mr Browne, seconded by Mr Newton and resolved following a vote of 6 for and 1 abstention.
Statement 2 - Yes -	Proposed by Mr Goodjohn, seconded by Mr Butler and resolved following a vote of 6 for and 1 abstention.
Statement 3 - Yes -	Proposed by Mr Jordan, seconded by Mr Goodjohn and resolved following a vote of 6 for and 1 abstention.
Statement 4 - Yes-	Proposed by Mr Newton, seconded by Mr Butler and resolved following a vote of 6 for and 1 abstention.
Statement 5 - Yes -	Proposed by Mr Butler, seconded by Mr Goodjohn and resolved following a vote of 6 for and 1 abstention.
Statement 6 - Yes -	Proposed by Mr Jordan, seconded by Mr Browne and resolved following a vote of 6 for and 1 abstention.
Statement 7 - Yes -	Proposed by Mr Inskip, seconded by Mr Newton and resolved following a vote of 6 for and 1 abstention.
Statement 8 - Yes -	Proposed by Mr Inskip, seconded by Mr Butler and resolved following a vote of 6 for and 1 abstention.
Statement 9 -	Not applicable.

b) Section 2 – To approve the statement of accounts as presented by the RFO.

It was proposed by Mr Goodjohn, seconded by Mr Browne and resolved following a vote of 6 for a 1 abstention to approve the statement of accounts as presented by the RFO.

b) To note internal audit.

It was proposed by Mr Inskip, seconded by Mr Browne and resolved following a vote of 6 for a 1 abstention to Note the internal audit report.

c) To confirm the dates of public rights.

It was proposed by Mr Inskip, seconded by Mr Butler and resolved unanimously to confirm the dates of public rights to be 5th June 2022 to the 14th July 2022.

3. Bank Mandates

a) Clerk to confirm the requirements to complete the bank mandates.

The clerk informed the council that when changing the bank mandates Cambridge Building society requires those signatories being removed to sign the mandate form.

Due to the passing of the Late Colin Stevens, we are noting that he is unable to sign this mandate.

29/23 Committees and Working Parties

1. To confirm additional members to Committees and Working parties.

Mr Newton and Mr Jordan are happy to be added to the Committees and Working Parties that they were appointed to at the Annual Meeting of the Parish on the 16th May 2023.

The additional members for the following working parties are: -

Library Access Point Working Party

It was proposed by Mr Inskip, seconded by Mr Oakland and resolved unanimously that Mr Newton, Mrs Partington and Mr Goodjohn be appointed as members.

Climate Change Working Party

It was proposed by Mr Inskip, seconded by Mr Browne and resolved unanimously that Mr Jordan, Mrs Newton and Mr Inskip be appointed as members.

The Youth working party will be discussed again in September.

2. To receive notes of the Neighbourhood Plan working party meetings:

i) 10th May 2023 - Noted

3. To receive notes of the Finance Working party meetings

- i) 15th May 2023 - Noted
- ii) To consider recommendations from the working party.
 - a) The Council has used Canalbs Ltd for several years, and a review and charges or other Internal Audit providers should be sought.

It was proposed by Mr Browne seconded by Mr Newton and **resolved unanimously for the clerk to look at other options and bring a report back to council with the recommendations.**

30/23 Planning

1. Approvals

- i) 23/00214/ARN. North Farm The Gault Sutton. Proposed change of use of agricultural building to residential unit - Noted

2. Planning Applications

- i) 23/00515/VAR. 1 Link Lane Sutton. To vary Condition 1(Approved plans) of previously approved 22/00752/FUL for conversion of existing garage to annex accommodation and construction of alterations to the infrastructure. – ECDC to determine.
- ii) 23/00481/LBC. 22A High Street Sutton. Proposed alterations to 2nd floor bathroom compartment. – ECDC to determine.
- iii) 23/00465/SON. Lees Packhouse, The Gault Sutton, Installation of a non-domestic 276.045kWp roof mounted solar PV system. – ECDC to determine.

3. Huntingdonshire Local Plan - Issues Consultation

- a) Consider if the council wishes to respond to the consultation. – No comments

31/23 Facilities Caretaker Position

- a) To approve recommendation to fill post following interviews.

It was proposed by Mr Browne seconded by Mr Inskip and **resolved unanimously to appoint Daniel Walmsley as Facilities Caretaker. 10 hours per week, SCP 3.**

32/23 Diary Dates

EPR – Community Liaison Meeting: Friday 26th May 2023 (Cllr Goodjohn and Cllr Partington) - Noted
Neighbourhood Plan Consultation open day – 3rd June 10am – 2pm The Glebe Hall. - Noted

33/23 Date of Next Meeting(s)

Full Council – 27th June 2023

The meeting closed at 8.36pm

Signed.....
Chairman

Date..... 27th June 2023

MA2