

Minutes of the meeting of Sutton Parish Council, held on 26th September 2023, at 7.30pm in The Glebe Hall, High Street, Sutton.

Present: Mr B Browne (Chair) Mr M Inskip (from 7.57pm Chair) Mr B Goodjohn
Mrs S Partington Mr A Newton Mr N Oakland Mr L Jordan
Mr M Butler

Public: None present Clerk: Mrs R Hughes

82/23 To receive and note apologies for absence.

All members present.

83/23 To receive declarations of interest.

None to declare.

84/23 Public Participation

No public present.

85/23 Priorsfield Surgery.

1. To receive an update from the PPG

Report received from PPG. The PPG is continuing to engage with the NHS. The current NHS plan is to invoke the option to extend the Malling Health Ltd contract out to 2025 and to extend the lease on the Priors Field premises while other options are considered.

- The PPG would like the parish council to consider using the next newsletter, or distribution facility.
- Reaffirm the previous arrangement for use of the photocopier.
- Standby to support any NHS proposal for a re-siting of the surgery within the parish boundary.

2. To receive ECDC – Decision notice – Review of decision.

ECDC has overturned the decision to list the surgery property as an ACV under the terms of the Localism Act 2011. The property will now be listed under the 'list of land nominated by unsuccessful community nominations' This is due to the application not providing enough sufficient evidence that the current and main use of the asset furthers the social wellbeing or cultural, recreational or sporting interest of the local community.

3. To consider any action required by SPC in relation to the above.

It was agreed to continue to support the PPG as per their request and ask Cllr Dupre and Cllr Inskip to lead the discussions regarding the future of the surgery on behalf of the Parish Council. Cllr Dupre and Cllr Inskip will also be asked to enquire about the definition of an ACV.

86/23 To approve the minutes of the meeting of Council held on 22nd August 2023

The minutes of the meeting were taken as read, approved and signed by the Chairman as a true record of the meeting.

87/23 Matters for Information only

1. LHI weight limit application. – notification of meeting with Highway officer.

The clerk informed the meeting that a meeting is being held on the 2nd October between Cllr Dupre, Cllr Inskip and the Highway officer to discuss the LHI weight limit application.

88/23 To receive and note the Project Chart and Action Plan - Noted

Minutes of the meeting of Sutton Parish Council – 26th September 2023.

89/23 To receive reports in relation to Sutton from:

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

90/23 Finance

1. To approve payments.

It was proposed by Mr Browne, seconded by Mrs Partington and resolved unanimously to approve the following payments.

Online Payments

September	Salaries & expenses	£6333.41
September	Camb's Pension Fund	£830.12
Veolia Ltd	Easi-bins	£167.40
Centradata Ltd	IT support	£73.01
MS Electrical	Pavilion light repairs	£372.00
ESPO	Cleaning/Admin	£166.43
Gowing & Hunt	Pavilion boiler/water service	£336.00
David Ogilvie	2 x benches	£4284.00
ACE Security	CCTV & Intercom system	£448.35
Johnson Construction	Installation of benches	£1368.00
Truelink Ltd	Grass maintenance	£1799.69

Direct Debits

ECDC	Non-domestic rates (Sept)	£611.00
B & CE	Peoples Pension	£94.62
Wavenet	Mobile Phones	£269.89
EDF	Floodlights	£20.79
EDF	Glebe electric	£439.36
EDF	Glebe electric	£68.63
EDF	Pavilion electric	£342.30
SSE	Street lights	£205.75
HMRC	Tax & NIC	£1334.68
PWLB	Loan	£7290.00
WAVE	Water rates – Glebe	£66.41
WAVE	Water rates – Pavilion	£278.86
BT	Phone/Internet	£260.68
Savills	Allotment land rent	£1,000.00

91/23 Committees and Working Parties

1. Finance and controls working party.

- a) Notes from working party meeting of 29th August 2023. – Noted.
- b) To consider and approve recommendations.

i) Recommendation to Full Council that the following virements are made.

It was proposed by Mr Goodjohn, seconded by Mr Butler and resolved unanimously to approve the following virements.

4610/500 Contingency to 4200/200 newsletter £106.00

4610/500 Contingency to 4310/250 grants £500.00

4610/500 Contingency to 4210/200 website £100.00

ii) Recommendation. To increase the card single transaction from £100.00 to £200.00

Minutes of the meeting of Sutton Parish Council – 26th September 2023.

It was proposed by Mrs Partington, seconded by Mr Newton and **resolved unanimously to increase the card single transaction to £200.00.**

7.57pm Cllr Inskip arrived and took the chair.

2. Neighbourhood Plan working party.

- a) A verbal report was given from working party meeting of 6th September 2023 and receive Responses to Consultation and Responses to comments and proposed changes
- b) To consider recommendations

It was proposed by Mr Inskip, seconded by Mr Browne, and **resolved unanimously to:**

- i) Note the comments received**
- ii) Agree the response to the comments and the schedule of Proposed Modifications**
- iii) Approve the submission of the Replacement Neighbourhood Plan to East Cambridgeshire District Council**

92/23 Planning

1. Refusals

- i) 23/00415/FUL. 68 Bellairs. Proposed ground floor rear and side extension. – Noted.

2. Planning Applications

- i) 23/01022/FUL. 1 Tramar Drive, First floor extension over existing garage. – No comment, ECDC to determine.

3. Neighbourhood Plans

- i) Consultation on Cheveley Neighbourhood Plan – Pre submission consultation. – Noted, no comments.

93/23 Request for a memorial seat at the Recreation Ground (Lawn Lane)

- 1. The Clerk gave details of a request from a resident for a memorial bench on the Recreation ground at Lawn Lane.
- 2. To consider giving permission for a seat, following confirmation from Sutton Poor's Charity.

It was proposed by Mr Browne, seconded by Mr Butler and **resolved unanimously that this was permitted in principle, but permission is required from Sutton Poor's Charity. The resident will be required to inform the council of the specification of the seat, cover the cost of purchase, installation and future maintenance themselves.**

94/23 Sutton Play Park – Repairs

- 1. To receive the report and quotations to carry out the necessary repairs following the Annual ROSPA inspection.
- 2. Two quotations have been received to purchase the necessary parts and repair. Online Playgrounds £2922.40 and Sutcliffe Play £403.74.

It was proposed by Mr Jordan, seconded by Mr A Newton and **resolved unanimously to place the order, this will be financed by CIL Monies.**

The Sports and Recreation working party will discuss the wooden steppingstones, and train tracks, as they require attention.

Minutes of the meeting of Sutton Parish Council – 26th September 2023.



95/23 Brooklands Centre car park resurfacing and grant funding.

1. Clerk to update on quotations received

Four quotations have now been received; the meeting discussed the specification in some detail. It was proposed by Mr Jordan, seconded by Mr Browne and resolved unanimously that the clerk will go back to one of the contractors to clarify the depth of the top coating to ensure that the quotations are like for like.

The Clerk confirmed that the expression of interest has been sent for Mick George Funding.

96/23 Correspondence

1. Email Cllr Steve Count - Noted
2. CCC Details of weed spraying policy – Noted
3. To consider any response.

It was agreed to wait for the additional details from the County Council prior to making any response.

97/23 It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at agenda items 97/23/a and 97/23/b it is advisable in the public interest that the public and press be temporarily excluded from this meeting and are herewith instructed to withdraw.

- a) To receive report from Interview Panel and to approve recommendations for the appointment of Parish Clerk/RFO and Deputy Clerk.

It was proposed by Mr Newton, seconded by Mr Inskip and resolved unanimously that the position of Clerk/RFO (30 hours per week) is approved to appoint Mrs Louise Clowery, SCP 37, Cambridgeshire Pension Fund. The SCP will be reviewed on completion of CILA.

Deputy Clerk post is approved to appoint Melanie Gilbert, SCP 18, Auto enrolment pension fund.

- b) To consider interim support to the Clerk until commencement of new Clerk and Deputy Clerk.

It was proposed by Mr Newton, seconded by Mr Butler and resolved unanimously that Melissa Wolland will undertake some work for the council, on a zero hour contract, this will be added to the pay award pending due, until the office is back at full capacity.

98/23 Date of Next Meeting(s)

Full Council – 24th October 2023

The meeting closed at 8.52pm

Signed.....
Chairman

Date.....

24 October 2023