

SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 22nd August 2023 at 7.30pm in The Glebe Hall, 4 High Street, Sutton.

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

Deputy Clerk: Mrs M Wolland

Clerk: Mrs R Hughes

59/23 To receive and note apologies for absence.

Apologies received and noted for Mr A Newton

60/23 To receive declarations of interest.

No declarations of interest received.

It was noted that the agenda numbers are not in the correct sequence.

70/23 Public Participation

No Members of the public present

71/23 To approve the minutes of the meeting of Council held on 25th July 2023

It was proposed by Mr Butler, 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 25th July 2023 with the following amendments agenda item 54/23/1/b/ii “and” amended to “or” and agenda item number 54/23/3/b/v add an “s” to “Mr Partington to read “Mrs Partington”.**

72/23 Matters for Information only

1. Update on location and installation of dog bin.
New location on The Row/Astley close approved by CCC Highways, awaiting response and permissions from ECDC.

73/23 To receive and note the Project Chart and Action Plan - Noted

74/23 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

Question asked about an update on the Priorsfield Doctors Surgery. It was requested that the PPG attends the next meeting to give the council an update.

75/23 Finance

1. To approve payments.

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

Online Payments

August	Salaries & expenses	£9248.18
August	Camb's Pension Fund	£830.13
Veolia Ltd	Easi-bins	£124.24
Centradata Ltd	IT support	£309.78
The Copier Warehouse	Photocopying	£129.48
ESPO	Cleaning/Admin	£117.54
Twenty Pence garden	Plants for planter	£41.95
Gallagher	Van Insurance	£653.96

Digital Creations	Summer newsletter	£296.00
PKF Littlejohn	External audit (YE 23)	£756.00
L Waller	Hall hire refund	£188.66
E Burton	Hall hire refund (Paid twice)	£134.76
Ikonic Lifts	Repair & Maint contract	£556.70
Briar Security	Repair to CCTV cable cover	£178.08

Direct Debits

ECDC	Non-domestic rates (August)	£611.00
B & CE	Peoples Pension	£337.45
Wavenet	Mobile Phones	£125.89
EDF	Pavilion electric	£342.30
EDF	Floodlights	£18.90
SSE	Street lights	£196.46
HMRC	Tax & NIC	£2721.03

2. PKF Littlejohn. – Annual Governance Statement and notice of conclusion of audit.

1. To note receipt of AGAR and statement.

The AGAR and statement were noted and a clear audit advised.

76/23 Committees and Working Parties

1. Personnel Committee – 1st August 2023

- i) To receive and note minutes of the Personnel Committee meeting - Noted

2. Glebe Management Committee – 31st July 2023

- i) To receive minutes of the meeting - Noted
- ii) To discuss maintenance issues noted.

A list of seven future maintenance requirements were noted from the meeting, 2 of these marked as urgent and 1 other identified as needing attention, these were:

Windows – External. Need cementing.

Windows – Internal, Glebe Hall (Urgent)

Kitchen – Replace oven and extractor (Urgent)

It was proposed by Mr Inskip, seconded by Mr Goodjohn and **resolved unanimously for the clerk to obtain quotations for these items and to report back to council for approval.**

3. Neighbourhood Plan WP – 2nd August 2023.

- i) To receive notes from the Neighbourhood Plan working party - Noted

77/23 Planning

1. Approvals

- i) 23/00515/VAR. 1 Link Lane. To vary condition 1 (Approved Plans) of previously approved 22/00752/FUL for conversion of existing garage to annexe accommodation and construction of alterations to the infrastructure. – Noted
- ii) 23/00600/FUL. Cambridge Machinery Sales, Elean Business Park. Installation of new auction hall and the relocation of existing auction hall to be utilised for storage ancillary to the business associated works and infrastructure. – Noted
- iii) 23/00606/FUL. 111 High Street Sutton. Demolish existing single storey flat roof extension and replace with 2 storey rear extension - Noted.
- iv) 23/00641/TPO. Durnford House 7 Station Road Sutton. T1 Ash - Reduce crown by up to 3 metres, T2 Lime - Crown lift to 3m from ground level - Noted.

2. Planning Applications

- i) 23/00870/RMM. Land Rear Of 30 To 40 Garden Close Sutton. Reserved Matters for Outline planning application 18/01053/OUM for 41 residential dwellings including Appearance, Layout Scale and Landscaping, along with parking and open space.

It was proposed by Mr Inskip, seconded by Mrs Partington and **resolved unanimously to recommend outright refusal for this application. Whilst the Parish Council notes that the applicant has made some amendments to the plans, they have not addressed the Parish Councils concerns about the insufficient drainage for the site, the housing mix and the percentage of single storey dwellings is not in line with the Sutton Neighbourhood plan policy NP5.**

78/23 LHI weight limit application.

1. East Cams Non-Complex 23/4 LHI Schedule.
<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/heavy-or-abnormal-loads-on-the-highway/heavy-goods-vehicle-hgv-policy>

No further updates from the County Council on the Councils dismissed LHI bid, despite communications being sent to the highways team and the Policy and regulations team.

It was agreed that an Agenda item will be added to September's meeting to further discuss and to request a report from Cllr Lorna Dupre to update us further.

79/23 Brooklands Centre car park resurfacing and grant funding.

1. To receive quotations and approve preferred contractor.
2. To consider and agree obtaining grant funding.

The council discussed the quotations received and reviewed the specifications as given to the contractors.

The Deputy clerk advised the Council that 5 contractors were approached and only 2 quotes received. The 2 quotes were reviewed. It was proposed by Mr Browne, seconded by Mr Inskip and **resolved unanimously to apply for the Mick George (Grantscape) grant for £15,000 and to apply for Third Party funding from ECDC. The Clerk will also obtain at least 1 other quotation to meet the grants criteria.**

80/23 Stirling Way Play Park Path repairs to surfacing.

1. To receive quotations for repairs to the surfacing of the path that runs through Stirling Way Play Park.

The footpath between Stirling Way, the Park and the Pavilion has become cracked along most of the path and in areas is becoming a safety concern. Quotations received from 2 out of 5 companies approached.

2. To consider quotations and approve preferred contractor.

The 2 quotations were reviewed, and it was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously to approve the quotation received from CB Groundworks to fill cracks with hot tar then spray path with tar and roll in surface dressing at a cost of £2896.44 plus Vat. This will be financed from the Council CIL funds.**

81/23 Date of Next Meeting(s)

Full Council – 26th September 2023

The meeting closed at 8.48pm

Signed.....
Chairman
Date.....