

## SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council, held on Tuesday 24th October 2023 at 7.30pm in The Glebe Hall, High Street, Sutton.

**Present:** Mr M Inskip (Chair) Mr B Browne Mr N Oakland Mr B Goodjohn  
Mr L Jordan

**Public:** Cllr L Dupre Clerk: Mrs R Hughes  
2 members of public

### 99/23 To receive and note apologies for absence.

Apologies were received from Mrs S Partington, Mr M Butler and Mr A Newton.

### 100/23 To receive declarations of interest.

None received.

### 101/23 Public Participation

The Chairman allowed a member of public to speak regarding an item that was not on the agenda.

The member of public introduced himself and gave details on how he could help with contacting organisations regarding the recent flooding in Mepal Road.

The Clerk introduced Melanie Gilbert, Deputy Clerk, who will commence in post on Monday.

### 102/23 To approve the minutes of the meeting of Council held on 22<sup>nd</sup> August 2023

It was proposed by Mr Jordan, seconded by Mr N Oakland and resolved unanimously to approve the minutes as a true record of the meeting, the minutes were signed by the Chairman.

### 103/23 Matters for Information only

1. CCC Temporary Traffic Order application – Footpath Stirling Way. – Noted.

2. Re-advertising of Clerk/RFO position

The applicant who the position was offered to has decline to accept the role, this has now been re-advertised.

3. Clerk to update on location of Dog Bin – The Row.

ECDC has not approved the proposed location of the dog bin in The Row, this will be discussed again by the traffic and transport working party.

4. White Ribbon Campaign – Noted.

### 104/23 To receive and note the Project Chart and Action Plan – Noted.

### 105/23 To receive reports in relation to Sutton from:

1. Cllr Lorna Dupre – Cambridgeshire County Council

Cllr Dupre reported on the flooding in Mepal Road that had occurred over the last weekend. The Flood and water team at the county council have been informed, and the highway officer has agreed to undertake a full clear of the drains and put a camera down. It was suggested that ECDC planning enforcement department should be asked to assess the design and build of the Linden Homes estate, given the concerns at the planning stage.

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

It was noted that the ECDC Cremation Report will now go to the January 2024 meeting.

**106/23 To receive and note report from Sutton Timebank – Noted.**

**107/23 Finance**

**1. To approve payments.**

Online Payments

October	Salaries & expenses	£6381.51
October	Cambs Pension Fund	£830.12
Veolia Ltd	Easi-bins	£179.90
Centradata Ltd	IT support	£265.01
Online Playgrounds	Wet pour repair kit	£78.80
The Copier Warehouse	Photocopying	£106.81
RBL Poppy Appeal	Wreath	£30.00
Sutton Poors Charity	Lease to YE 29.09.24	£235.49
Ely Skip Hire	Skip (Burial)	£180.00
MS Electrical	PAT and Fixed wire testing	£810.00

The spending for the payment to the garden centre was not approved by the parish council (or clerk). The garden centre has been informed that they should not allow anyone to purchase on behalf of the council without authorisation and official order. The group who made the purchase did so in good faith to purchase plants for the planter on Ely Road, they have now been informed of procedure.

Twenty Pence Garden Centre Plants £18.00

Direct Debits

ECDC	Non-domestic rates (Sept)	£611.00
B & CE	Peoples Pension	£94.62
Wavenet	Mobile Phones	£125.89
EDF	Floodlights	£10.37
SSE	Street lights	£205.75
HMRC	Tax & NIC	£1334.28

It was proposed by Mr Inskip, seconded by Mr Goodjohn and **resolved unanimously that all payments are approved for payment.**

**108/23 Committees and Working Parties**

**1. Climate Working Party.**

**1. EV Charge points (Glebe and Pavilion)**

i) Cllr Jordan gave a report on the research and proposals of the working party. This would be a fully funded scheme to install and operate 2 x EV fast charge points at The Glebe, and 2 x Rapid charge points at The Pavilion and consider recommendations.

**Recommendation:**

a) To use Believ (trading name of Liberty Charge Ltd) for the provision of EV Charging points at The Glebe Community Centre and The Pavilion, The Brook, Sutton as per the EV Charge Point Proposal August 2023.

It was proposed by Mr Inskip, seconded by Mr Jordan and **resolved unanimously to use Believe for the provision of the Charge points.**

b) To consider and sign the Mutual Non-Disclosure Agreement, to allow for EVCo and the supplier wish to disclose confidential information in accordance with the

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provisions of the agreement. This allows the Council to discuss and negotiate Heads of Terms.

**It was proposed by Mr Inskip seconded by Mr Jordan and resolved unanimously that the Clerk will sign the Mutual Non-Disclosure Agreement on behalf of the council.**

c) To allow the Clerk to obtain information about suitable Legal representation (Solicitor) for the council to enter into a lease agreement from Wellers Law Group.

**It was proposed by Mr Inskip and seconded by Mr Jordan and resolved unanimously that the Clerk makes contact with Wellers Law Group for legal representation.**

## 2. Traffic & Transport

i) Cllr Inskip report on meeting with Josh Rutherford – CCC Highways. Regarding Weight Limit Reduction and a new LHI bid.

- The next round for applications is January 2024.
- The application can be revised once it has been submitted.
- Suggests that SPC finances 50% of the costs.
- Evidence required:
  - i) Evidence of HCV movements, which requires data over 2 weeks in the autumn and again in February.
  - ii) Impact of quality of life, with up-to-date information and consultation with residents.
  - iii) More information on pollution, noise and vibration.
  - iv) Review of accident data on lorries
  - v) Consult local businesses.
  - vi) Consult police on enforcement.

ii) To consider obtaining a traffic survey for more data on lorry movements.

**It was proposed by Mr Goodjohn, seconded by Mr Browne and resolved unanimously that the Clerk will obtain costs of the surveys from the approved supplies (CCC), and to arrange for a survey for 2 weeks as soon as possible, and 2 weeks in February, on High Street/America, up to a cost of £1,000, to be financed from the contingency budget.**

## 3. Finance and Reporting Working Party – 16<sup>th</sup> October 2023. – Noted

### 109/23 Planning

#### 1. Planning Applications

i) 23/00882/FUL. 44 Bellairs. Car port, first floor and front extension, and garage conversion. – No comments, ECDC to determine.

ii) Amendment: 23/00327/FUL. 34 Saffron Piece. Proposed timber outhouse for use as a dog grooming facility. Amended block plan showing the exact location of the cabin and the extension of the existing driveway to provide an additional parking space. – No comments, ECDC to determine.

#### 2. Tree Consent

i) Land east of 13 Church Lane. T5 Sycamore – crown lift from ground to max of 3m. T6 3 x Sycamores – Crown lift from ground to max 3m. – Noted.

#### 3. Street Naming and Numbering.

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- i) Addition of new property. Libra House, 93 The Row. – Noted.

#### 110/23 Brooklands Centre car park resurfacing and grant funding.

1. To receive update report on:

- a) Clarification of depth of tarmac.

The clerk confirmed that all quotations are like for like with 40mm dep tarmac.

- b) Recommendation of contractor.

After reviewing the 4 quotations received, It was proposed by Mr Inskip, seconded by Mr Oakland and **resolved unanimously to give the contract to CB Groundworks at a sum of £26,030.89.**

- c) Update on grant applications

The clerk informed the meeting that due to the delay with the discussions over the specification the grant application had to be submitted before the deadline. The application has been submitted using the quotation of £26,030.89, and the sum applied for is £15,000. The shortfall will be made by the parish council. If the council does not wish to proceed with this, it can be withdrawn.

Applications can be made to ECDC for Sec 106 and CIL funding for the ENTRUST 3<sup>rd</sup> party funding.

- d) Council to consider and approve the action of the Clerk.

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously to approve the action of the clerk in getting the grant application submitted before the deadline.**

It was proposed by Mr Inskip, seconded by Mr Oakland and **resolved unanimously that the two applications are now made to ECDC for Sec 106 and CIL Funding for the ENTRUST 3<sup>rd</sup> party funding.**

#### 111/23 Sutton Primary School Use of Community Room.

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously to approve the arrangements within the agreement for the school use of the community room until July 2024.**

#### 112/23 Correspondence:

1. ECDC. Email regarding Rough Sleeper Estimate. 23<sup>rd</sup> Nov/24<sup>th</sup> Nov. – Noted.

2. Sutton Christmas Pepperpot. Request for grant funding £60.00 and council to consider an additional page at a cost of £60.00 (Total £120).

It was proposed by Mr Inskip, seconded by Mr Goodjohn and **resolved unanimously to approve the grant of £60 (Section 137), and to pay the additional £60 for the second page.**

3. Sutton Conservation Society – Planting of Willow Trees at The Orchards.

It was agreed to grant Sutton Conservation Society's request to plant willow trees that have been donated by Liz Rhodes parents. This was due to happen on the 20<sup>th</sup> October but has been delayed due to the weather.

4. ECDC: Invitation to the East Cambs Parish Council Conference, 2<sup>nd</sup> November 10am – 3pm in Burwell. Cllr Jordan, the Clerk and Deputy Clerk will attend.

#### 113/23 Diary Dates

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1. Friday 1<sup>st</sup> December 2023 6pm – Xmas lights switch on.
2. 14<sup>th</sup> December 2023 7pm – 9pm CAPALC AGM. (Online – need to book in).  
Cllr Inskip will attend.

**114/23 Date of Next Meeting(s)**

Personnel Committee Meeting – 28<sup>th</sup> November 2023  
Full Council Meeting. – 28<sup>th</sup> November 2023

The meeting closed at 9.06pm.

Signed.....  
Chairman

Date..... 28<sup>th</sup> November 2023

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