

SUTTON PARISH COUNCIL

Minutes of the Annual Meeting of Sutton Parish Council held at 7.30pm on Tuesday 16th May 2023, in the Pavilion, The Brook, Sutton.

Present: Mr M Inskip Mr B Browne Mr B Goodjohn Mrs S Partington
Mr M Butler Mr N Oakland

Not Present: Mr A Newton Mr L Jordan

01/23 Election of Chairman for year 2023/2024

It was proposed by Mr Browne, seconded by Mrs Partington and **approved following a vote of for 5 for and 1 abstention to elect Mr Inskip as chairman for 2023/2024.**

Mr Inskip signed the Declaration of Acceptance of Office

02/23 Appointment of Vice-Chairman for year 2023/2024

It was proposed by Mr Inskip, seconded by Mrs Partington to **nominate Mr Browne as vice-chairman.**

A further nomination was made

It was proposed by ~~Mr Inskip~~ ^{Mr Butler}, seconded by ~~Mr Butler~~ ^{Mr Inskip} to **nominate Mr Goodjohn as Vice-chairman.**

It was **resolved following a vote of 2 for Mr Browne, 2 for Mr Goodjohn with 1 abstention.**

Mr Browne was appointed as vice-chairman for year 2023/2024 following the chairman's casting vote.

03/23 Confirmation of Declaration of Acceptance of Office forms for all Councillors

The clerk confirmed that Declaration of Acceptance of Office forms have been completed for the 6 councillors present. It was agreed that the remaining 2 councillors will be contacted to arrange completion by 23.5.2023.

04/23 To receive and note apologies for absence.

No apologies received.

05/23 To receive declarations of interest.

No declarations of interest to be received

06/23 To confirm Register of Interests for all Councillors.

The clerk advised all councillors that they should complete the new Registers of Interests form, within 28 days of the date of the Election.

07/23 Public Participation

No Members of the public present.

08/23 To approve the minutes of the meeting of the 25th April 2023 as a true record of that meeting.

It was proposed by Mr Inskip, seconded by Mr Goodjohn and **resolved following a vote of 4 for and 2 abstentions to approve the minutes of the meeting of the 25th April 2023 as a true record of that meeting with a correction at 225/23/2 "Garden**

close planning application going to planning meeting on the 26th April not March” and the addition of the vote of “It was proposed by Mr Inskip, seconded by Mr Newton and following a vote of 7 for and 2 abstentions to approve the annual insurance for £654.65” at agenda item 223/23/1

09/23 Matters for Information Only

- i) Procedure to Co-opt to fill the 7 vacancies on the Council following the election.

The clerk advised the council that the procedure is slightly different after an election and the council can look to Co-opt new members without having to contact EDC, to see if a poll is called.

The vacancies have been advertised on the council’s website, social media and in the local Pepperpot as well as on the village noticeboards.

The clerk to contact Fenscene magazine with a view to having an insert about the vacancies in Sutton with councillors input about being a councillor.

- ii) Clerk to report on eligibility to adopt the General Power of Competence.

The council held the General Power of Competence until the middle of 2022. It is no longer eligible due to not having 10 elected members on the council.

This means that any decisions made by the council will have to ensure that they are covered by a specific power.

- iii) Copies of the NALC: Good Councillor Guide to Employment 2023 were given to all members

- iv) Copies of the JPAG – March 2023 were given to all members.

10/23 To appoint members on to Standing Committees and review terms of reference.

1. Personnel Committee.

- i) Review Terms of Reference of Personnel Committee.

No amendments have been made to the Terms of Reference of the Personnel Committee.

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously to approve the Terms of Reference of Personnel Committee**

- ii) To appoint members onto the Personnel Committee (4 members, plus Chair & Vice-chair)

It was proposed by Mr Inskip, seconded by Mrs Partington and **resolved unanimously to appoint Mr Inskip, Mr Browne, Mr Newton, Mr Jordan, Mr Butler and Mr Oakland onto the Personnel Committee subject to the approval of Mr Newton and Mr Jordan who were not present at the meeting.**

11/23 To appoint members onto Management Committees: -

1. Village Hall (Brooklands) Management Team. (2 members and 1 reserve)

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved following a vote of 4 for and 2 abstentions to appoint Mr Goodjohn and Mr Oakland onto the Village Hall (Brooklands) Management Team**

2. The Glebe Management Team (2 members and 1 reserve)

It was proposed by Mrs Partington, seconded by Mr Butler and **resolved unanimously to appoint Mrs Partington , Mr Inskip and Mr Goodjohn (Reserve) onto The Glebe Management Team.**

12/23 To appoint representatives on the under mentioned bodies: -

1. Joint HCV Committee (3 members)

It was proposed by Mr Goodjohn, seconded by Mrs Partington and **resolved unanimously to appoint Mr Inskip to the Joint HCV Committee.**

2. Ely Power Resources. (2 members)

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously to appoint Mr Goodjohn and Mrs Partington on to the Ely Power Resources group**

3. Sutton Poor's Charity (2 members)

It was proposed by Mr Inskip, seconded by Mr Oakland and **resolved unanimously to appoint Mr Goodjohn and ~~Mrs Partington~~ on to the Sutton Poo's Charity.**
mr Butler.

13/23 To appoint internal control members.

1. Finance & online banking – (4 bank signatories)

It was proposed by Mr Inskip, seconded by Mr Butler and **resolved unanimously to appoint Mr Inskip, Mr Browne, Mr Oakland and Mr Goodjohn as bank signatories and online banking.**

2. Bank reconciliation (2 members – not bank signatories)

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously to appoint Mr Newton and Mr Butler as members for Bank reconciliation subject to the agreement of Mr Newton who was not present at the meeting.**

3. Health & Safety monitoring (2 members)

It was proposed by Mr Inskip, seconded by Mr Oakland and **resolved unanimously to appoint Mrs Partington and Mr Goodjohn as members for Health & Safety monitoring.**

14/23 Bank Mandates

1. To approve Clerk to update bank mandates with new signatories.
 - a) Unity Trust Bank
 - b) Cambridge & Counties Bank
 - c) Cambridge Building Society
 - d) CCLA

It was proposed by Mr Inskip, seconded by Mr Butler and **resolved unanimously to approve the Clerk to update bank mandates with new signatories.**

15/23 Working Parties

1. To consider and approve the Terms of Reference for working parties

It was proposed by Mr Inskip, seconded by Mr Goodjohn and **resolved unanimously to approve the Terms of Reference for working parties**

2. To appoint members onto working parties.

a) Financial Reporting & Controls

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously to appoint Mr Goodjohn, Mr Inskip, Mr Newton and Mr Browne on to the Financial Reporting & Controls working party.**

b) Traffic and Transport

c) It was proposed by Mr Inskip, seconded by Mr Oakland and **resolved unanimously to appoint Mr Goodjohn, Mr Inskip, Mr Butler, Mr Newton and Mr Oakland on to the Traffic and Transport working party.**

d) Sports & Recreation

It was proposed by Mr Inskip, seconded by Mr Goodjohn and **resolved unanimously to appoint Mr Goodjohn, Mr Inskip, Mr Butler, Mrs Partington and Mr Oakland on to the Sports & Recreation working party.**

e) Neighbourhood Plan

It was proposed by Mr Inskip, seconded by Mr Butler and **resolved unanimously to appoint Mr Inskip, Mrs Partington and Mr Oakland on to the Neighbourhood Plan working party along with Mr Watson, Mr Harker and Mrs Dupre as members of the public.**

f) Climate Change

g) Library Access Point

h) Youth Service and activities

i) Emergency Plan

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously to defer appointing members to the Climate Change, Library Access Point and Youth Service and activities working parties until the next full council meeting when more members are available and for the Emergency plan working party to be removed and actions given back to the Clerk. Once the emergency plan is updated it can then be brought back as a report in a future meeting.**

16/23 Review and Adoption of Statutory Documents and Policies

a) To review, approve and adopt updated Standing Orders

It was proposed by Mr Butler, seconded by Mr Browne and **resolved unanimously to adopt the NALC Standing Orders**

b) To review, approve and adopt updated Financial Regulations

It was proposed by Mr Butler, seconded by Mr Inskip and **resolved unanimously to adopt the NALC Financial regulations.**

c) To review, approve and adopt the adopting the Local Government Association Model Code of Conduct in line with East Cambridgeshire District Council.

It was proposed by Mr Inskip, seconded by Mrs Partington and **resolved unanimously to approve and adopt the adopting the Local Government Association Model Code of Conduct in line with East Cambridgeshire District Council.**

d) Review Health and Safety Management Policy

It was proposed by Mr Inskip, seconded by Mrs Partington and **resolved unanimously to approve the Health and Safety Management Policy.**

e) Review Scheme of Delegation to the Clerk.

It was proposed by Mr Butler, seconded by Mr Browne and **resolved unanimously to approve the Review Scheme of Delegation to the Clerk**

e) Approve Dispensation Policy

It was proposed by Mr Browne, seconded by Mr Inskip and **resolved unanimously to approve the Dispensation Policy.**

17/23 Business Plan and Report from Parish Clerk on current projects

1. To consider and approve Business Plan for 2023/2024.

The Business Plan sets out the work of Sutton Parish Council, its day-to-day work, projects and strategic planning. The Council's work is based on Proper Practices and legislation of which the council has a duty to abide. The Council set the budget for 2023-2024 in January 2023, of which the objectives are linked.

It was proposed by Mr Inskip, seconded by Mr Oakland and **resolved unanimously to approve Business Plan for 2023/2024 with amendments to add in the Parish Council Amenities the Old Recreation ground and that the council maintains this area. To remove Warm Hubs, Electric Van and Provision of benches and planters off the Action list. To amend wording of the PFLHI Scheme objective to LHI - 20mph Limit Scheme.**

18/23 Summer Newsletter

1. To consider items for the Summer Newsletter:

- a) Neighbourhood Plan
- b) Councillor vacancies.

The council considered additional items to add to the newsletter to include

- a) Next steps of the Neighbourhood plan
- b) Councillor vacancies
- c) Timebank News
- d) PPG Update on Doctors Surgery
- e) Projects completed during the year
- f) Telephone kiosk update

19/23 Date of next meeting

23rd May 2023 – Full Council

The meeting closed at 8.37pm.

Signed.....
Chairman

Date.....

[Handwritten Signature]
23 May 2023

[Handwritten Initials]

