

## SUTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on 7<sup>th</sup> May 2024 at 7.30pm in The Glebe Hall, 4 High Street, Sutton.

**Present:** Mr M Inskip (Chair) Mr A Newton Mr M Butler  
Mr N Oakland Mr B Goodjohn Mrs S Partington  
Mr L Jordan (Arrived at 8:15pm)

**Not Present:** Mr B Browne **Clerk:** Mr P Harty  
Deputy Clerk: Mrs M Gilbert

### **01/23 Election of Chairman for year 2024/2025**

It was proposed by Mr A Newton, seconded by Mr M Butler and **approved unanimously by all those present to elect Mr M Inskip as chairman for 2024/2025.**

Mr M Inskip signed the Declaration of Acceptance of Office.

### **02/23 Appointment of Vice-Chairman for year 2024/2025**

- i) To appoint a vice-chairman for year 2024/2025.

It was proposed by Mrs S Partington, seconded by Mr M Butler and **approved unanimously by all those present to appoint Mr B Browne as Vice Chairman.**

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

All Councillors re-signed the Declaration of Acceptance of Office in the election year 2023.

### **04/23 To receive and note apologies for absence.**

Apologies received and noted Mr B Browne.

### **05/23 To receive declarations of interest.**

- a) Councillors to declare any personal interest in any items on the agenda.
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.
- c) Councillors to declare any pecuniary interest in any items on the agenda.
- d) To grant any dispensations.

No declarations of interest to be received.

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

The Clerk reminded all Councillors that they should check the Register of Interest with ECDC is valid and if not to inform them.

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**07/23 Public Participation**

To adjourn the meeting for up to 10 minutes to allow any members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting.

No members of the public were present.

**08/23 To approve the minutes of the meeting of the 23<sup>rd</sup> April 2024 as a true record of that meeting. (attached).**

It was proposed by Mr M Inskip, seconded by Mr A Newton and resolved following a vote of 3 for and 2 abstentions to approve the minutes of the meeting for 23<sup>rd</sup> April 2024 as a true record of that meeting with a correction at 005/24 with amendment to 'prioritise' and the positioning of 'It was proposed by Mr Inskip, seconded by Mr Newton and resolved unanimously by all those present to approve the following payments' to be moved underneath 007/24 and not shown above it.

**09/23 Matters for Information Only**

- i) JPAG – March 2024. (attached) - Noted

**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. (attached)

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

It was proposed by Mr M Inskip, seconded by Mr M Butler and resolved unanimously by all those present to approve the Terms of Reference of the Personal Committee.

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

It was proposed by Mr M Inskip, seconded by Mr A Newton and resolved unanimously by all those present to keep the Personnel Committee with the same members.

**11/23 To appoint members onto Management Committees: -**

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

It was proposed by Mr A Newton, seconded by Mr M Inskip and resolved unanimously by all those present to keep the Village Hall (Brooklands) Management Team Committee with the same members.

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

It was proposed by Mr A Newman, seconded by Mr M Inskip and resolved unanimously by all those present to keep the Glebe Management Team with the same members.

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

1. Joint HCV Committee (3 members)

No Councilors are on the committee.

2. Ely Power Resources. (2 members)

It was proposed by Mr M Inskip, seconded by Mr A Newton and **resolved unanimously by all those present to take Mr B Goodjohn off as a member and to add Mr N Oakland on as a member of the Ely Power Resources.**

3. Sutton Poor's Charity (2 members)

It was proposed by Mr M Butler, seconded by Mr A Newton and **resolved unanimously by all those present to keep the Sutton Poor's Charity with the same members.**

Clerk to contact Sutton Poor's Charity to advise them of no change in membership.

**13/23 To appoint internal control members.**

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

It was proposed by Mr M Inskip, seconded by Mr M Butler and **resolved unanimously by all those present to keep Finance & online banking with the same members.**

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

It was proposed by Mr M Inskip, seconded by Mr B Goodjohn and **resolved unanimously by all those present to keep the Bank reconciliation with the same members.**

3. Health & Safety monitoring (2 members)

It was proposed by Mr M Inskip, seconded by Mr N Oakland and **resolved unanimously by all those present to keep the Health & Safety monitoring with the same members.**

**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

All the above noted due to no changes.

**15/23 Working Parties**

1. To review and approve the Terms of Reference for working parties (attached)

It was proposed by Mr M Inskip, seconded by Mr B Goodjohn and **resolved unanimously by all those present to approve the Terms of Reference for working parties.**

2. To appoint members onto working parties.

- a) Financial Reporting & Controls

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It was proposed by Mr M Inskip, seconded by Mr M Butler and **resolved unanimously by all those present to keep the Financial Reporting & Controls with the same members.**

b) Traffic and Transport

It was proposed by Mr A Newton, seconded by Mr M Butler and **resolved unanimously by all those present to take Mr N Oakland off as a member and to add Mrs S Partington on as a member.**

c) Sports & Recreation

It was proposed by Mr B Goodjohn, seconded by Mr M Butler and **resolved unanimously by all those present to take Mr A Newton off as a member and keep the other members the same.**

d) Neighbourhood Plan

It was proposed by Mr M Inskip, seconded by Mrs S Partington and **resolved unanimously by all those present to keep the Neighbourhood Plan with the same members.**

Clerk to notify Members of Public in the group who are current members.

e) Climate Change

It was proposed by Mr A Newton, seconded by Mr B Goodjohn and **resolved unanimously by all those present to keep Climate Change with the same members.**

f) Library Access Point

It was proposed by Mr M Inskip, seconded by Mr M Butler and **resolved unanimously by all those present to appoint Cllr Dupre and to keep all other members the same for the Library Access Point.**

Clerk to notify Cllr Dupre she has been appointed to the Library Access Point.

g) Youth Service and activities

The Clerk has been advised to review the Youth Service and activities at a later date.

h) Emergency Plan

It was proposed by Mr M Inskip, seconded by Mr A Newton and **resolved unanimously by all those present to disband the Emergency Plan Working Party.**

**16/23 Review and Adoption of Statutory Documents and Policies**

a) To review and approve updated Standing Orders (attached)

It was proposed by Mr M Inskip, seconded by Mrs S Partington and **resolved unanimously by all those present to approve the updated Standing Orders.**

b) To review and approve Financial Regulations (Attached)  
NOTE – New Regs due out May 2024.

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*GAZ*

It was proposed by Mr M Inskip, seconded by Mrs S Partington and resolved unanimously by all those present to approve the current Financial Regulations and to review and approve updated Financial Regulations later in the year.

- c) To review the Local Government Association Model Code of Conduct in line with East Cambridgeshire District Council. (attached)

It was proposed by Mr M Inskip, seconded by Mrs S Partington and resolved unanimously by all those present to approve the Local Government Association Model Code of Conduct in line with East Cambridgeshire Council.

- e) Review Health and Safety Management Policy (attached)

It was proposed by Mr M Inskip, seconded by Mrs S Partington and resolved unanimously by all those present to approve the Health and Safety Management Policy.

- f) Review Scheme of Delegation to the Clerk. (attached)

It was proposed by Mr M Inskip, seconded by Mrs S Partington and resolved unanimously by all those present to approve the Scheme of Delegation to the Clerk.

- g) Review Dispensation Policy (attached)

It was proposed by Mr M Inskip, seconded by Mrs S Partington and resolved unanimously by all those present 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 2024/2025. (attached)

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 the legislation by which the council has a duty to abide.

After discussion, it was decided to look at the objectives of the Business Plan and remove any actions no longer required.

It was proposed by Mr M Inskip, seconded by Mr B Goodjohn and resolved unanimously by all those present to approve Business Plan for 2024/2025 with amendments to remove Warm Hubs, Local Council Award Scheme, Electric Van and Office Alterations.

#### **18/23 Summer Newsletter**

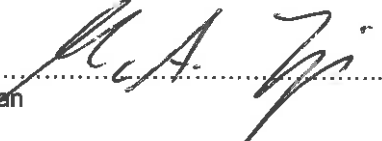
- 1. To consider items for the Summer Newsletter:
  - a) Neighbourhood Plan
  - b) Councillor vacancies.

The council considered additional items to add to the newsletter to include the Neighbourhood Plan, Councillor Vacancies, Timebank News, Projects completed during the year, Projects that are being worked on i.e. EV charging points. Clerk to start processing and look at distribution.

**19/23 Date of next meeting**

21st May 2024 – Full Council – Noted

The meeting closed at 8.16pm

Signed.....  
Chairman

Date..... 21 May 2024