

## SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 28<sup>th</sup> November 2023, at 7.30pm in The Glebe Hall, Sutton.

**Present**      Mr M Inskip (Chair)      Mr B Browne      Mr M Butler      Mr B Goodjohn  
                    Mr L Jordan

### 120/23 To receive and note apologies for absence.

Apologies were received and noted from Mr A Newton, Mrs S Partington and Mr N Oakland.

### 121/23 To receive declarations of interest. - None

### 122/23 Public Participation

Cllr Dupre spoke in relation to Agenda item: 130/23. The Post Office has formally given notice of the temporary closure of the post office and is offering a drop and collect service. This has caused considerable concern for village residents, both for the closure and the treatment of staff during the process. The Post Office is inviting expressions of interest with other businesses to find a willing host. Cllr Dupre is collating evidence of need and will be writing to both the Post Office and One-Stop.

### 123/23 To approve the minutes of the meeting of Council held on 24<sup>th</sup> October 2023 and 14<sup>th</sup> November 2023

It was proposed by Mr Browne, seconded by Mr Goodjohn and resolved unanimously to approve the minutes of the meeting of the 24<sup>th</sup> October 2023 as a true record of the meeting.

It was proposed by Mr Butler, seconded by Mr Inskip and resolved unanimously to approve the minutes of the meeting of the 14<sup>th</sup> November 2023 as a true record of the meeting.

### 124/23 Matters for Information only

1. Cambs Fire & Rescue – Information regarding redistribution of resources. – noted and to be discussed at 12<sup>th</sup> December 2023 meeting.
2. Ouse Washes Section 10 works – noted.
3. ECDC – Road Safety Volunteer Scheme update – noted.
4. ECDC – Waste Service update – noted.

### 125/23 To receive and note the Project Chart and Action Plan – noted.

### 126/23 To receive reports in relation to Sutton from:

1. Cllr Lorna Dupre – Cambridgeshire County Council

Cllr Dupre added that she will be chairing the meeting of the Fire Authority on the 8<sup>th</sup> December.

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

Cllr Inskip gave additional information relating to the ECDC Volunteer Scheme. They are now considering using Special Constables.

Cllr Dupre expressed her concerns regarding the poor conditions that some Sanctuary Housing residents are living in. Windows taped up and cracks in walls, Sanctuary seem to be struggling and it is very worrying.

### 127/23 Finance

1. To approve payments.

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

Minutes of the Meeting of Sutton Parish Council – 28<sup>th</sup> November 2023.

AGL

**Online Payments**

November	Salaries & expenses	£11,101.45
November	Cambs Pension Fund	£1110.92
Veolia Ltd	Easi-bins	£146.90
Centradata Ltd	IT support	£60.84
The Copier Warehouse	Photocopying	£90.91
ESPO	Cleaning/Admin	£113.28
Truelink Ltd	Grass maintenance	£703.01
Premier Education	Sports holiday club	£2400.00
St Andrews PPC	Xmas Pepperpot	£120.00
TSO Host	Website domain	£19.08

**Direct Debits**

ECDC	Non-domestic rates (Sept)	£611.00
B & CE	Peoples Pension	£270.66
Wavenet	Mobile Phones	£125.89
EDF	Floodlights	£20.44
SSE	Street lights	£201.38
HMRC	Tax & NIC	£3340.72
EDF	Glebe electric	£24.76
EDF	Pavilion Electric	£278.79

**128/23 Brooklands Centre car park resurfacing and grant funding.**

1. Clerk to update on Grant Funding for the project.

The Clerk reported that the grant application for the Mick George Fund has been approved for £15,000. To confirm the acceptance of the grant the 3<sup>rd</sup> party funding needs to be in place. Two applications for CIL and Sec106 funding have been sent to ECDC, and we are waiting for a decision as to the eligibility of the application.

2. To consider funding in the event the 3<sup>rd</sup> party funding application is not granted.

If the applications to ECDC are not approved, it was proposed by Mr Browne, seconded by Mr Butler and **resolved unanimously, that the parish council will fund the £1674.00 from its general fund.**

**129/23 Traffic Surveys**

1. Clerk to update on Traffic Survey specification and quotations.

The Clerk obtained quotations for the surveys; however, they have come in over the £1,000 delegated spend. The Clerk has also spoken to Josh Rutherford at CCC Highways regarding the specification for the surveys and he has indicated that the survey should cover all 3 entrances/exits to the village.

2. To consider and approve quotation.

It was proposed by Mr Inskip seconded by Mr Browne and **resolved unanimously that the clerk places the order for 1 x survey in 3 locations to take place as soon as possible up to a sum of £2,000. The survey for the Spring will be ordered at a later date.**

**130/23 Sutton Post-Office (One-Stop Shop).**

1. To consider a response to the closure of Sutton Post Office.

The Council has received a letter regarding the proposal to close the post office, this is still in a consultation phase. It was proposed by Mr Inskip, seconded by Mr Jordan and **resolved unanimously that the council writes to both the Post Office and One-Stop to express the disappointment that One-Stop feels the need to remove this facility from the village, which is an essential service in an expanding village, and one that is used by many village residents.**

**131/23 Planning**

1. Planning approvals

Minutes of the Meeting of Sutton Parish Council – 28<sup>th</sup> November 2023.



i) 23/00327/FUL 34 Saffron Piece – proposed timber outhouse for use as dog grooming facility.  
- Noted.

2. Planning Appeals

i) APP/V0510/W/23/3328203 (appeal reference 22/00057/RMM Land rear of Garden Close - Reserved matters for appearance, landscaping, scale and layout for the erection of 47 homes including public open space of previously approved outline planning application 17/01445/OUM for erection of up to 53 houses to include public open space and details relating to access. – Noted.

3. Planning Applications – None received to date.

4. Tree Consents

i) 23/01042/TRE Durnford House, 7 Station Rd.  
T1 Walnut tree- fell and replant with a silver birch about 4 meters further back so in line with the tree line at rear of garden and other silver birches. – Noted.

ii) 23/01042/TRE Durnford House 7 Station Road  
T1 Walnut tree – Fell and replant with a Silver Birch about 4 metre further back so in line with the tree line at rear of garden and other Silver Birches. – Noted.

iii) 23/01066/TRE 10 Sutton Park  
T1 Hornbeam – Crown reduce by a maximum of 1 metre. – Noted.

iv) 23/01067/TPO 10 Sutton Park  
T1 Oak – Crown reduce by 1-1.5 metres maximum and crown thin epicormic growth by 20%. Works to be carried out to maintain the tree for the future and not outgrow its space while creating more light in the garden. – Noted.

v) 23/01064/TRE 4 Station Road  
T1 and T2 – Acers – Crown reduce by a maximum of 1 metre. T3 – Apricot – Fell. – Noted.

vi) 23/01058/TRE Mostyn 76 High Street  
T1 Sycamore – Re pollard to maintain size appropriately 2m of regrowth. T2 self set Sycamore growing against barn – remove due to proximity and potential to damage building. T3 Weeping Willow – remove due to species related risk and building damage. T4 Elders – removed species related to risk and building damage. T5 Elders – removed species related risk and building damage. T6 Ash Tree – reduce crown spread by approximately 3m-3.5m and shape accordingly. – Noted.

5. Email from resident re: Highway concerns – application 121/3 High Street.

1. To consider a response to the comments.

**It was proposed by Mr Inskip, seconded by Mr Browne and resolved following a vote of 4 in favour and 1 abstention, to pass on the comments raised by the resident to the ECDC planning officer. The comments are in relation to Highway concerns.**

6. Mepal Neighbourhood Plan – Noted.

7. Sutton Revised Neighbourhood Plan – Proposal modification to paragraph 3.5.

1. To consider and approve the amendment to the revised Neighbourhood Plan.

**It was proposed by Mr Inskip, seconded by Mr Goodjohn and resolved unanimously to adopt the proposed modification to the revised Sutton Neighbourhood Plan paragraph 3.5.**

8. **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 131/23/8 it is advisable in the public**

Minutes of the Meeting of Sutton Parish Council – 28<sup>th</sup> November 2023.



interest that the public and press be temporarily excluded from this meeting and are herewith instructed to withdraw.

1. ECDC -Notification of pre-application advice. – Noted.

**132/23 Correspondence:**

1. Sutton Open Spaces group – email regarding bulb and tree planting.

1. To consider and approve planting on Sutton PC land.

The Open Spaces Group had made a request to plant bulbs on the Stirling Way play area but organised the planting day before the parish council meeting. The Clerk advised them that if they were to go ahead without permission, maybe to plant at the base of trees and on the edge of the grass area. To allow for the continuation of the grass maintenance.

**133/23 Diary Dates**

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).

**134/23 Date of Next Meeting(s)**

Full Council – 12<sup>th</sup> December 2023  
2024/2025 Dates circulated.

The meeting closed at 20.59.

Signed.....  
Chairman.....

Date.....  
12<sup>th</sup> December 2023

Minutes of the Meeting of Sutton Parish Council – 28<sup>th</sup> November 2023.

