

## SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 12<sup>th</sup> December 2023, at 7.30pm in the Glebe Hall Sutton.

**Present** Mr M Inskip (Chair) Mr B Browne Mr B Goodjohn Mr Nick Oakland  
Mrs S Partington

**Not Present** Mr L Jordan

**Public** One members of public  
Cllr Lorna Dupre

### **135/23 To receive and note apologies for absence.**

Apologies were received and noted from Mr Mark Butler and Mr Andrew Newton

### **136/23 To receive declarations of interest. - None**

### **137/23 Public Participation - None**

### **138/23 To approve the minutes of the meeting of Council held on 28<sup>th</sup> November 2023**

It was proposed by Mr M Butler, seconded by Mr B Goodjohn and resolved following a vote of 3 for and 2 abstentions to approve the minutes of the meeting of Council held on 28<sup>th</sup> November 2023

### **139/23 Matters for Information only**

1. Letter of thanks from Sutton Pepperpot. - noted

### **140/23 To receive and note the Project Chart and Action Plan - noted**

### **141/23 To receive reports in relation to Sutton from:**

1. Cllr Lorna Dupre – Cambridgeshire County Council

Cllr Lorna Dupre mentioned expected balance budget in February. Two awards won, Membership Club for staff development and Heat Scheme.

Post office: Much clearer statement. One Stop will be offering a drop to collect, bill payment and pre-paid parcel service – no banking or over counter services. The Post Office service could be re-located but worried this would reduce the foot fall for One Stop.

GP Surgery – Lorna met with NHS Cambridge and PPG are putting options together and will hear the outcome in the new year.

Fire Station: Fire Service and fire authority meets 20<sup>th</sup> December to propose to close three fire stations Manea, Kimbolton and Sutton, followed by a period of in-person and online public engagements (up to June 2024). They plan to close 1/1/2025. It was discussed the current issues of staffing, recruitment difficulties and Sutton pump was only used 33 times out of 77 incidents and 40 were serious incidents. It was asked for clear information and evidence that if the Sutton Fire Station closes how quick would the response time be to the area?

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

### **142/23 Finance**

1. To approve payments.

Minutes of the Meeting of Sutton Parish Council 12<sup>th</sup> December 2023.



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

**Online Payments**

December	Salaries & expenses	£10,010.00
December	Cambs Pension Fund	£1654.38
Veolia Ltd	Easi-bins	£173.88
The Copier Warehouse	Photocopying	£88.36
ESPO	Cleaning/Admin	£49.08
Truelink Ltd	Grass maintenance	£952.80
SLCC	Subscription	£199.00
Ely Skip Hire	Skip (BG)	£180.00
Mark Allen	Window clean (Glebe)	£30.00
Fenland Leisure	Play Park parts & repair	£3225.00
Fenland Spirit Serv	Lawnmower service	£99.00

**Direct Debits**

ECDC	Non-domestic rates	£611.00
B & CE	Peoples Pension	£173.01
EDF	Floodlights	£9.45
HMRC	Tax & NIC	£2925.51
EDF	Glebe electric	£32.13
EDF	Glebe electric	£249.94
EDF	Pavilion Electric	£272.36
EDF	Glebe Gas	£72.73

**143/23 Working Parties and Committees**

1. The Glebe Management Meeting – 23<sup>rd</sup> November 2023 – Noted
2. Personnel Committee Meeting – 28<sup>th</sup> November 2023
3. Finance Working Party – 14<sup>th</sup> November 2023 - Noted

**144/23 Draft Budget and Precept 2024/2025**

1. To receive draft budget and information relating to the Precept.

The RFO circulated the draft budget and information relating to the 2024/25 budget.

2. To receive additional information from the RFO

The RFO presented the Staff salary report, EMR and CIL report and the first draft of the 2024/2025 budget.

**Staff Salary Report:** The National Joint Council for Local Government Services (NJC) has reached an agreement for the 1<sup>st</sup> April 2023. All staff will have their pay backdated to this date, and the budget reflects these changes.

**CIL/EMR:** CIL – It is anticipated that a further sum of £29,380 will be spent from CIL funds before 31<sup>st</sup> March 2023.

**EMR:** Timebank has a healthy budget of £4077 (at 31.10.23), and £5924.00 grant funds are held to pay for the 2 weeks sports project before 31<sup>st</sup> March 2023.

**Draft Budget:** Amendments to draft: 2023/2034 (current year) Add £3,500.00 for speed surveys.

2024/2025 Minor grants scheme, increase to £2,500.

**Precept:** The working party recommends a 4% increase on Band D to £132.68 (approx.), and a Precept of £192,426.00.

General Reserve Balance: The balance on 1<sup>st</sup> April 2023 was £55,881.00, and it is anticipated that the balance on 31<sup>st</sup> March 2023 will be approximately £58,599.00. This will be considered and approved at the budget and precept setting meeting in January.

#### 145/23 Planning

1. Planning approvals – None Received to Date - Noted
2. Planning Appeals – None Received to Date - Noted
3. Planning Applications
  - i) 23/01254/LBC The Old Baptist Chapel, 86 The Brook. – 6 replacement timber windows to property. ECDC planning officer to determine.
  - ii) 23/01259/FUL. Land adjacent to 107 The Row. – Lake and associated works - ECDC planning officer to determine,
4. Tree Consents – None Received to Date

#### 146/23 Modification Order to modify definitive map and statement of public rights of way.

1. Public Right of Way User Evidence Statement – Discuss obtaining residents contact details from Cllr Inskip (ECDC)

It was proposed by Mr M Inskip, seconded by Mrs S Partington and **agreed unanimously for Councillor Mark Inskip proceed with contacting the people who have responded regarding the use of the old railway line for agreement from the residents to pass on their contact details to the Councillor.**

#### 147/23 Memorial Bench – Old Recreation Field.

1. To consider proposed seat and location for a wooden bench.

It was proposed by Mr B Browne, seconded by Mr N Oakland and **resolved unanimously agreed that they are happy with the type and location of the bench.**

#### 148/23 ECDC. Bus, Cycle, Walk update from ECDC – No feedback

#### 149/23 Sutton Fire Station

1. To discuss potential closure of Sutton Fire Station. The Parish Councillor have been advised of a potential closure of 3 fire stations in Cambridgeshire which are Sutton. Manea and Kimbolton.

<sup>Inskip</sup>  
Mr M <sup>Inskip</sup>Inskip commented that he or the council have been contacted by residents on the matter. We are aware that Manea have set up a petition. The clerk informed the meeting that Radio Cambridgeshire had been in contact and Councillor Mr M <sup>Inskip</sup>Inskip has been given their details. It was suggested that the fire station could be invited to a public meeting in the village to inform residents of their proposals.

<sup>Inskip</sup>  
It was proposed by Mr M Inskip, seconded by Mr N Oakland and **unanimously agreed that a letter is sent to the Fire Authority with the Parish Council concerns and to request a public meeting and opportunity for questions.**



**150/23 Diary Dates**

1. 14<sup>th</sup> December 2023 7pm – 9pm CAPALC AGM – Councillor Mr M Skip booked in.

**151/23 Date of Next Meeting(s)**

9<sup>th</sup> January 2024 Full Council and Budget Precept Meeting  
23<sup>rd</sup> January 2024 Full Council Meeting

The meeting closed at 20.36

Signed.....  
Chairman

Date.....

*[Signature]*  
*9<sup>th</sup> January 2024*

Minutes of the Meeting of Sutton Parish Council 12<sup>th</sup> December 2023.

*[Signature]*