

## SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on 25<sup>th</sup> June 2024 at 7.30pm in The Glebe Hall, 4 High Street, Sutton.

**Present:** Mr B Browne (Chair) Mr A Newton Mr B Goodjohn  
Mr N Oakland Mrs S Partington

**Public:** None **Clerk:** Mr P Harty  
**Deputy Clerk:** Mrs M Gilbert

030/24 To receive and note apologies for absence.

Apologies received and noted Mr M Inskip, Mr M Butler and Mr L Jordan.

**031/24 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 consider written requests from Members for dispensations.

None declared

**032/24 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.**

None

**033/24 To approve the minutes of the meeting of Council held on 21st May 2024 (attached)**

It was proposed by **Mr B Browne, seconded by Mr A Newton and resolved following a vote of 3 for and 2 abstentions to approve the minutes of the meeting of Council held on 21<sup>st</sup> May 2024.**

**034/24 To receive and note the Project Chart and Action Plan (attached)**

Noted

**035/24 To receive reports in relation to Sutton from:**

1. Cllr Lorna Dupre – Cambridgeshire County Council (attached)
2. Cllr Lorna Dupre & Cllr Mark Inskip – East Cambridgeshire District Council (attached)

It was raised by Cllr Mr A Newton a motion setting out plans for an accessibility audit of play areas, and a strategy to make them more inclusive. The Clerk awaits further news.

Cambridgeshire County Council and East District Council have given reports to Parish Council which will be displayed on the website.

Minutes of the Meeting of Sutton Parish Council 25<sup>th</sup> June 2024

## 036/24 Finance

### 1. To approve payments. Up to and Including 19/6/24

It was proposed by Mr A Newton, seconded by Mr N Oakland and approved unanimously to approve the following payments.

<u>Online Payments</u>		
May	Salaries & expenses	£8559.56
May	Cambs Pension Fund	£789.16
Veolia Ltd	Easi-bins	£163.76
The Copier Warehouse	Photocopying	£105.99
CentraData	Website/Domain	£78.19
Briar Security	Service Alarm System	£240
Tracsis	Traffic Survey	£2190
Fenland Fire App	Annual Check	£222.24
ESPO	Office/Cleaning Materials	£224.91
Digital Creations	Newsletter	£478
UKBoilercare	Glebe Service	£138
Twin Motor Company	Van MOT/Service	£161.45
SLCC	CILCA Registration	£450
Mark Allen	Window Cleaner	£30
SSE	Gas/Elec	£4569.21
<u>Direct Debits</u>		
ECDC	Non-domestic rates (June)	£645
Lloyds	Multipay	£253.86
Wavenet	Mobile Phones	£125.89
SSE	Street Lights	£241.04
B & CE	Peoples Pension	£173.61
HMRC	Tax & NIC	£1584.60
Wave	Water Rates	£178.48

### 2. Year End Annual return and year end accounts for year ending 31st March

2024.

#### 1. To approve Year End Accounts – 31<sup>st</sup> March 2024 (Attached)

- a) To approve Year End Earmarked Reserves.

It was proposed by Mr B Browne, seconded by Mr A Newton and unanimously agreed by all to approve the Year End Earmarked Reserves.

- b) To approve General Reserve balance.

It was proposed by Mr B Browne, seconded by Mr A Newton and unanimously agreed by all to approve the General Reserve balance.

- c) To approve Year End Accounts.

It was proposed by Mr B Browne, seconded by Mr A Newton and unanimously agreed by all to approve the Year End Accounts.

2. Annual Return – Year End 31<sup>st</sup> March 2023 (Attached)

- a) Section 1 – To complete and approve the annual governance statements 1 to 9.

The Annual Governance Statement has been completed and each statement read out and considered for approval. The Annual statement will be on the website to view.

Question one of the Annual Governance Statement was proposed by Mr B Browne, seconded by Mr A Newton and unanimously agreed by all present as correct.

Question two of the Annual Governance Statement was proposed by Mr B Browne, seconded by Mr B Goodjohn and unanimously agreed by all present as correct.

Question three of the Annual Governance Statement was proposed by Mr B Browne, seconded by Mr A Newton and unanimously agreed by all present as correct.

Question four of the Annual Governance Statement was proposed by Mr B Browne, seconded by Mr A Newton and unanimously agreed by all present as correct.

Question five of the Annual Governance Statement was proposed by Mr B Browne, seconded by Mr B Goodjohn and unanimously agreed by all present as correct.

Question six of the Annual Governance Statement was proposed by Mr B Browne, seconded by Mr A Newton and unanimously agreed by all present as correct.

Question seven of the Annual Governance Statement was proposed by Mr B Browne, seconded Mrs S Partington and unanimously agreed by all present as correct.

Question eight of the Annual Governance Statement was proposed by Mr B Browne, seconded by Mr N Oakland and unanimously agreed by all present as correct.

Question nine of the Annual Governance Statement was not applicable.

- b) Section 2 – To approve the statement of accounts as presented by the RFO.

It was proposed by Mr B Browne, seconded by Mr A Newton and unanimously agreed by all to approve the statement of accounts as presented by the RFO.

- c) To note internal audit. - Noted  
d) To confirm the dates of public rights - Noted

3. To Approve IA for 2024/25

Consider CAPALC as IA for 24/25

It was proposed by Mr B Browne, seconded by Mr B Goodjohn and unanimously agreed by all to go ahead with CAPALC as IA for 24/25.

**037/24 Planning**

1. Planning approvals –
  - a. To retain the temporary Portakabin buildings on site (approved under 21/01726/FUL) used as temporary welfare facilities – Noted  
Location: Faerch Plast Uk Ltd Elean Business Park Sutton Ely Cambridgeshire  
Reference: 24/00347/FUL – APPROVED (Noted Only)
  - b. Removal of existing conservatory and replace with single story rear extension  
Location: 68 Bellairs Sutton Ely Cambridgeshire CB6 2RW  
Reference: 24/00370/FUL – APPROVED (Noted Only)

2. Planning Appeals – NONE

2. Planning Applications –  
Proposed lake and associated works  
Location: Land Adjacent To 107 The Row Sutton Ely Cambridgeshire CB6 2PB  
Reference: PREAPP/00080/24 – To be Discussed - Noted

3. Tree Consents –  
Reference: 24/00478/TRE  
T1 Rowan Crown - Reduce by up to 2 metres due to phone wires/prune to clear wires by 1m. T2 Silver Birch - Fell due to poor condition. T3 Silver Birch - Fell due to poor condition  
Location: Durnford House 7 Station Road Sutton Ely Cambridgeshire – APPROVED (Noted Only)

**038/24 Affordable Homes, ACRE**

To discuss and review email. (attached)

Clerk to invite ACRE to the next Full Council meeting to discuss affordable homes and give a presentation.

**039/24 Sutton Fire Station**

Fire Services have informed PC that no action is likely to be decided before Summer 2025 at earliest - Noted

**040/24 To Approve Asset Register as of 31<sup>st</sup> March 2024.**

1. Consider and approve Asset Register (attached)

It was proposed by Mr B Browne, seconded by Mr A Newton and unanimously agreed by all to approve the Asset Register as of 31<sup>st</sup> March 2024.

**041/24 Defib Update**

1. CCC have refused permission to attach and connect to Street Light
2. The Council have been offered another donation towards the purchase of a Defib

Other possible locations were discussed, Clerk to report back once options looked at.

Noted other donation offered and awaits further details from them about where location will be.

**042/24 Neighbourhood Plan Update**

1. The referendum is set for 4<sup>th</sup> July 2024. Leaflet advising all Residents of this has been delivered to homes. It has also been advertised on website, noticeboards and Facebook -  
Noted

**043/24 Diary Dates**

Referendum for Neighbourhood Plan and General Election on 4<sup>th</sup> July 2024 – Noted

**044/24 Date of Next Meeting(s)**

23<sup>rd</sup> July 2024  
20<sup>th</sup> August 2024  
24<sup>th</sup> September 2024  
22<sup>nd</sup> October 2024

The meeting closed at 8.15pm

Signed.....  
Chairman

Date.....  
23<sup>rd</sup> July 2024