

## SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on 21<sup>st</sup> May 2024 at 7.30pm in The Glebe Hall, 4 High Street, Sutton.

**Present:** Mr M Inskip (Chair) Mr B Browne Mr A Newton  
Mr M Butler Mr B Goodjohn

**Public:** Cllr L Dupre  
**Deputy Clerk:** Mrs M Gilbert **Clerk:** Mr P Harty

The meeting started at 7.55pm due to being inquorate with only 4 members present. A fifth member arrived at 7.55pm.

**014/24** To receive and note apologies for absence.

Apologies received and noted Mrs S Partington, Mr N Oakland and Mr L Jordan.

**015/24** 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.

**016/24** 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.

**017/24** To approve the minutes of the meeting of Council held on 7<sup>th</sup> May 2024 (attached)

It was proposed by Mr M Inskip, seconded by Mr M Butler and approved unanimously to approve the minutes of the meeting of Council held on 7<sup>th</sup> May 2024.

**018/24** To receive and note the Project Chart and Action Plan (attached)


Clerk and Councillor Mr L Jordan to look at further quotes for the Environment Monitoring for the LHI Weight Restrictions.

**019/24** 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)

Sutton Post Office will be closing on the 27<sup>th</sup> June 2024 at 5.30pm and will be offering a reduced service called 'Drop & Collect' in the One Stop, starting on 6<sup>th</sup> July at 9am. This service will allow bill

Minutes of the Meeting of Sutton Parish Council 21<sup>st</sup> May 2024

  
25/2/24

payments, pre-paid parcel services and mobile top up services. The Mepal Post Office is closing temporarily for refurbishment until 29<sup>th</sup> August so there will be a two month overlap between the closure of Sutton and the re-opening of Mepal Post Office. The Post Office is exploring whether a temporary service can be provided during this time and will share further updates if this is possible. Meanwhile in the longer term, the Post Office did advertise the opportunity to run a Post Office branch from another retail outlet in Sutton, no interest from applicants has resulted.

New bus routes and improvements to existing routes are on the way. Locally these will include an additional Ely Zipper between Sutton and Ely taking in villages between. And a new service will operate between Ely and Longstanton Park & Ride, via Witchford, Sutton, Earith and Willingham.

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

## 020/24 Finance

### 1. To approve payments. Up to and including 15/5/24

| <u>Online Payments</u> |                          |          |
|------------------------|--------------------------|----------|
| May                    | Salaries & expenses      | £8016.89 |
| May                    | Camb's Pension Fund      | £789.16  |
| Veolia Ltd             | Easi-bins                | £187.20  |
| The Copier Warehouse   | Photocopying             | £96.79   |
| CentraData             | Website/Domain           | £78.19   |
| Truelink               | Grass April 24           | £330.40  |
| Direct 265             | Sanitation Bins          | £775.51  |
| Grants Application     | Sutton CC                | £1500    |
| Parish Online          | Membership               | £48.60   |
| Briar Security         | Alarm Maintenance        | £167.40  |
| MS Electrical          | Repairs to Pavilion      | £435     |
| Drainage Brd           | Allotments Drains        | £440     |
| ROSPA                  | Playground Inspection    | £136.80  |
| CAPALC                 | Membership               | £842.96  |
| ESPO                   | Cleaning Equipment       | £255.15  |
| <u>Direct Debits</u>   |                          |          |
| ECDC                   | Non-domestic rates (May) | £645     |
| Lloyds                 | Multipay                 | £175.87  |
| Wavenet                | Mobile Phones            | £125.89  |
| SSE                    | Street Lights            | £249.08  |
| B & CE                 | Peoples Pension          | £173.61  |
| HMRC                   | Tax & NIC                | £1584.60 |

It was proposed by Mr B Browne, seconded by Mr M Inskip and approved unanimously to approve the following payments.

## 021/24 Planning

1. Planning approvals – None
2. Planning Appeals – None
3. Planning Applications –
  - a) Ref 24/00370/FUL 68 Bellairs Sutton CB6 2RW – Remove existing conservatory and replace with single rear extension. – Noted no comment by Council.

Minutes of the Meeting of Sutton Parish Council 21<sup>st</sup> May 2024

4. Tree Consents – None

**22/24 Finance Working Party**

- a) To receive notes of the working party meeting – 20th May 2024. (attached) - Noted.
- b) To consider and approve recommendations from the working party.
  - i) Full Council to approve the Effectiveness of the Internal Audit Review. (attached)

It was proposed by Mr A Newton, seconded by Mr B Browne and unanimously agreed by all to approve the Effectiveness of the Internal Audit Review.

- ii) To approve the Financial and Investment Risk Assessments. (attached)

It was proposed by Mr M Inskip, seconded by Mr B Goodjohn and unanimously agreed by all to approve the Financial and Investment Risk Assessments.

**023/24 LHI Weight Restriction.**

Update by Clerk

The Clerk advised the second survey has been completed.

Clerk and Councillor Mr L Jordan to look at further quotes for the Environment Monitoring for the LHI Weight Restrictions.

**024/24 Sutton Fire Station**

Deputy Clerk has emailed the Fire Station direct – no response.

Deputy Clerk has chased the response by email and will follow up with a call.

**025/24 Bench Application for Cemetery**

Resident has contacted PC to ask if they are able to site a new bench in the Cemetery. (attached)

It was proposed by Mr M Butler, seconded by Mr B Goodjohn and unanimously agreed by all to approve the new bench in the Cemetery.

**026/24 Defib Update**

- 1. Council to Agree on type of defib and housing. (attached)

After discussion the type of defibrillator was selected (iPAD SP 1 Fully Automatic Defib and Housing), Clerk to send off application to CCC.

It was proposed by Mr M Inskip, seconded by Mr B Goodjohn and unanimously agreed by all to approve the type of defibrillator and housing to be used.

Minutes of the Meeting of Sutton Parish Council 21<sup>st</sup> May 2024

 26/06/24

**027/24 Neighbourhood Plan Update**

It was proposed by Mr M Inskip, seconded by Mr M Butler and unanimously agreed by all to accept the new proposal for the Neighbourhood Plan Replacement.

**028/24 Diary Dates**

8<sup>th</sup> June 2024 Sutton Litter Pick

**029/24 Date of Next Meeting(s)**

25<sup>th</sup> June 2024  
23<sup>rd</sup> July 2024  
20<sup>th</sup> August 2024

The meeting closed at 8.20pm

Signed.....  
Chairman

Date..... 25-06-24