



## Parish Clerk

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### NOTICE OF MEETING:

TIME:

DATE:

VENUE:

Full Council

7.30pm

22<sup>nd</sup> April 2025

The Pavilion, The Brook, Sutton.

Planning applications: All applications can be viewed at [www.eastcambs.gov.uk/online-applications/](http://www.eastcambs.gov.uk/online-applications/), then putting the application number in the search bar.

Minutes of the meeting of Sutton Parish Council held on 22<sup>nd</sup> April 2025 at 7.30pm in The Pavilion, The Brook, Sutton.

**Present:** Mr M Inskip Mr B Browne Mr L Jordan Mr M Butler Mr B Goodjohn Mrs L Kirby  
Mr N Oakland

**Public:** 1 **Clerk:** Mr P Harty Deputy Clerk Mrs M Gilbert County Councillor L Dupre

### MINUTES

Meeting opened at 7.30pm

MEMBERS: 15

QUORUM: 5

Vacancies: 7

#### 001/25 To receive and note apologies for absence.

Apologies received from Mr A Newton, Mrs S Partington

#### 002/25 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.

None Declared

#### 003/25 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 Participation

#### 004/25 To approve the minutes of the meeting of Council held on 25<sup>th</sup> March 2025 (Attached)

Proposed by Cllr Browne and seconded by Cllr Inskip that the presented minutes were a true reflection of the meeting held on 25<sup>th</sup> March 2025. Four for and 3 abstentions.

#### 005/25 To receive and note the Project Chart and Action Plan (attached)

Noted

**006/25 To receive reports in relation to Sutton from:**

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

Noted

**007/25 Finance****1. To approve payments.**Online Payments

April 2025	Salaries & expenses	£8304.91
April 2025	Cambs Pension Fund	£809.19
Veolia Ltd	Easi-bins	£177.53
The Copier Warehouse	Photocopying	£107.06
SSE	Elec	£160.60
SSE	Gas	£1200.49
SLCC	Training	£184
TrueLink Ltd	Grass Cutting	£346.90
Centra Data	Computer Support/Microsoft	£274.15
Ely Skips	Skip Hire	£198
ESPO	Office/Cleaning Supplies	£25.20
MA Cleaning Services	Window Cleaning	£30
DataShredders	Disposal of Paperwork	£12
Direct 365	Sanitation	£813.22
ECDC	Glebe Licence	£180
Rialtas	Support/Maintenance	£810
ICCM	Membership	£105
G&J Peck Ltd	Oil/Funnel For Mower	£12.17
Vision ICT	Website Hosting June 25	£342

Direct Debits

ECDC	Non-domestic rates	£710.09
Lloyds	Multipay	£204.18
O2	Mobile Phones	£91.20
SSE	Street Lights	£224.97
B & CE	Peoples Pension	£186.55
HMRC	Tax & NIC	£1974.04
Savills	Agricultural Rent	£1000

Proposed by Cllr Goodjohn and Seconded by Cllr Browne to approve payments. All Cllrs agreed by show of hands.

**2. Direct Debits and Standing Orders**

To Consider and Approve Direct Debits and Standing Orders for Financial Year 2025/26

Proposed By Cllr Jordan, Seconded by Cllr Browne to approve the list of Direct Debits and Standing Orders for coming year. All present agreed by show of hands.

**3. Internal Audit 2025**

Internal Audit is due on the 23<sup>rd</sup> April. To be undertaken by CAPALC.

Noted

## 008/25 To Approve and Adopt Policies

- a. Financial Regulations 2025 – Updated  
Proposed by Cllr Inskip, Seconded by Cllr Butler to approve updated Financial Regulations 2025.  
Agreed by all present with a show of hands.  
Clerk to Update Website.
- b. Standing Orders – Updated  
Proposed by Cllr Inskip, Seconded by Cllr Jordan to approve updated Standing Orders 2025.  
Agreed by all present with a show of hands.  
Clerk to Update Website.
- c. Code of Conduct – Review and adopt for 2025/26  
Proposed by Cllr Inskip, Seconded by Cllr Goodjohn to approve Councillor Code of Conduct 2025.  
Agreed by all present with a show of hands.  
Clerk to Update Website.

Proposed by Cllr Inskip and Seconded by Cllr Goodjohn to adopt Financial and Investment Risk Assessment. All Cllrs agreed by show of hands.

## 009/25 Planning

1. Planning approvals –
  - a. Proposal: Outline application with all matters reserved except access and scale for the erection of two dwellings (re-submission of 22/01044/OUT)  
Location: 44 The Row Sutton Ely Cambridgeshire CB6 2PD  
Reference: 24/01345/OUT.  
Noted. No Comments
2. Appeals/Variations – NONE
3. Planning Applications –
  - a. Proposal: Extensions to front and side, garage conversion, new windows and doors, internal and external alterations  
Location: The Bungalow 1 The Close Sutton Ely Cambridgeshire  
Reference: 25/00075/FUL  
Noted. No Comments
4. Tree Consents – To Be Noted Only
  - a. Proposal: T1 Silver Birch - Reduce crown spread by up to 2m. Prune to raise crown clearance to 3m from ground level, punning tertiary branches only and prune to clear dwelling and garage by up to 1m.  
Location: Trinity Farm 39 The Row Sutton Ely Cambridgeshire  
Reference: 25/00106/TPO  
Noted. No Comments
  - b. Proposal: G1 2x Lime trees - Thin whole crown by 25%  
Location: 1 Yew Tree Gardens Sutton Cambridgeshire CB6 2ND  
Reference: 25/00340/TPO  
Noted. No Comments
5. Consider and Comment on Name Put Forward for STNN/24/109 - Land Adjacent 43 Mepal Road, Sutton

Consider `Stirling Cross` – “Our marketing team is going to market the site as “Stirling Cross”. The name “Stirling” honours the area's rich history with the RAF and aircraft industry, referring to the first aircraft - the Short Stirling, which was one of the first planes to be used by 75 Squadron, this name captures the spirit of the early days of RAF Mepal”

After a brief discussion Council had no comments regarding name. Clerk to inform Planning.

**010/25 Litter Pick 2025**

Clerk to provide dates for possible litter pick to Council.

**011/25 Defib at the Chequers.**

Update – Defib now adopted and has been added to Council Inspections and Registered on The Circuit

Noted

**012/25 Climbing Wall**

To Note – Funding now received and installation due in June 2025

Noted

**013/25 Update on quotes for footpath between St Andrews Close and the Orchards.**

Still awaiting contractors to confirm costing for offset pedestrian barrier.

Quote 1 - £7320 + VAT

Quote 2 - £8475.20 + VAT

After discussion it was Proposed by Cllr Inskip and Seconded by Cllr Butler to accept quote 1 if still the lowest quote after quotes come back. 6 in favour by show of hands and 1 abstention.

**014/25 Signage for Awareness of Horses**

To Consider new signage to make highway users aware of horses

After discussion it was decided to try and source signage from a cheaper source.  
Clerk and Cllr Butler to investigate.

**015/25 Matters as Agenda Items for Future Consideration**

No Decision can be Made Under This Item<sup>1</sup>

None

**016/25 Date of Next Meeting(s)**

20<sup>th</sup> May 2025 – Full Council and Annual Parish Council Meeting

29<sup>th</sup> May 2025 – Meeting of Electorate – PLEASE NOTE DATE CHANGE

24<sup>th</sup> June 2025 - Full Council

22<sup>nd</sup> July 2025 - Full Council

19<sup>th</sup> August 2025 - Full Council

Meeting Closed at 8.20pm

Please have any items you wish to be considered for the next agenda to the Clerk by the 13<sup>th</sup> May 2025.

Signed.....  
Chairman

Date.....

<sup>1</sup> Local Government Act 1972, s12 10(2) (b)