



Parish Clerk

Mr Philip Harty
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NOTICE OF MEETING:

TIME:

DATE:

VENUE:

Full Council

7.30pm

20th May 2025

The Pavilion, The Brook, Sutton.

Planning applications: All applications can be viewed at 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 20th May 2025 at 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr M Inskip Mr B Browne Mr B Goodjohn Mrs L Kirby Mrs S Partington
Mr N Oakland
Clerk: Mr P Harty

Public: 0

MINUTES

Meeting opened at 7.30pm

MEMBERS: 15

QUORUM: 5

Vacancies: 7

017/25 Election of Chairman for year 2025/2026

i) To elect a Chairman for 2025/2026.

It was Proposed by Cllr Browne and Seconded by Cllr Partington that Cllr Inskip be elected to Chair for 2025-26. All councillors present voted in favour by show of hands.

ii) Chairman to sign Declaration of Acceptance of Office.

Cllr Inskip signed Declaration and Clerk signed as Proper Officer.

018/25 Appointment of Vice-Chairman for year 2025/2026

i) To appoint a vice-chairman for year 2025/2026.

It was Proposed by Cllr Browne and Seconded by Cllr Oakland that Cllr Goodjohn be appointed as Vice Chair for 2025-26. 5 Councillors voted in favour by show of hands with one abstention

019/25 Confirmation of Declaration of Acceptance of Office forms for all Councillors

All Councillors re-signed in Election Year 2023 and Cllr Kirby at Co-Option in 2025.

020/25 To receive and note apologies for absence.

Apologies received from Cllr Newton, Cllr Jordan and Cllr Butler.

021/25 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.
- d) To grant any dispensations.

None Declared

022/25 To confirm Register of Interests for all Councillors.

Councillors reminded that any change in their circumstance must be reported by them to ECDC and Register of Interests updated

Noted by Council

023/25 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 Public in Attendance

024/25 To approve the minutes of the meeting of the 22nd April 2025 as a true record of that meeting.

It was Proposed by Cllr Browne and Seconded by Cllr Goodjohn that the minutes for 22nd April 2025 was a true reflection of the meeting. 5 Councillors voted in favour by show of hands with one abstention.

025/25 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

Noted by Council

026/25 Matters for Information Only

- i) AGAR Practitioners Guide – March 2025.

Noted by Council

027/25 To appoint members on to Standing Committees and review terms of reference.

1. Personnel Committee.
 - i) Review Terms of Reference of Personnel Committee.

It was Proposed by Cllr Inskip and Seconded by Cllr Browne to adopt for 2025-26 the Terms of Reference for the Personnel Committee. All Councillors present voted in favour by show of hands.
Clerk to place on Council Website.

- ii) To appoint members onto the Personnel Committee
(4 members, plus Chair & Vice-chair)

It was proposed by Cllr Inskip and Seconded by Cllr Oakland that the following 7 members make up the Personnel Committee for 2025-26: Cllrs Inskip, Newton, Browne, Jordan, Butler, Oakland, Goodjohn. All Councillors present voted in favour by show of hands.

028/25 To appoint members onto Management Committees: -

1. Village Hall (Brooklands) Management Team. (2 members and 1 reserve)

It was proposed by Cllr Goodjohn and Seconded by Cllr Browne that Cllrs Goodjohn and Oakland with Cllr Kirby as reserve sit on the Committee. It was approved by all Councillors present by show of hands to accept proposal.

2. The Glebe Management Team (2 members and 1 reserve)

It was proposed by Cllr Browne and Seconded by Cllr Kirby that Cllrs Inskip and Partington with Cllr Goodjohn as reserve sit on the Committee. It was approved by all Councillors present by show of hands to accept proposal.

029/25 To appoint representatives on the under-mentioned bodies: -

1. Joint HCV Committee (3 members)

It was decided to disband this committee as there have been no meetings called for some months. Should the meetings be called again the Council will appoint members to attend.

2. Ely Power Resources. (2 members)

It was proposed by Cllr Inskip and Seconded by Cllr Oakland that Cllrs Goodjohn and Partington represent the PC at these meetings. It was approved by all Councillors present by show of hands to accept proposal. Clerk to contact Ely Power Sources to ensure that the PC is still on the distribution list.

3. Sutton Poor's Charity (2 members)

It was proposed by Cllr Goodjohn and Seconded by Cllr Inskip that Cllrs Goodjohn and Butler represent the PC at these meetings. It was approved by all Councillors present by show of hands to accept proposal.

030/25 To appoint internal control members.

1. Finance & online banking – (4 bank signatories)

It was proposed by Cllr Inskip and Seconded by Cllr Browne that the signatories remain the same for 2025-26. It was approved by all Councillors present by show of hands to accept proposal.

2. Bank reconciliation (2 members – not bank signatories)

It was proposed by Cllr Browne and Seconded by Cllr Inskip that the Cllrs approving the Bank Reconciliations remain the same for 2025-26. It was approved by all Councillors present by show of hands to accept proposal.

3. Health & Safety monitoring (2 members)

It was proposed by Cllr Inskip and Seconded by Cllr Goodjohn that Cllrs Partington and Goodjohn carry out the monitoring for 2025-26. It was approved by all Councillors present by show of hands to accept proposal.

031/25 Bank Mandates

1. To approve Clerk to update bank mandates with new signatories.
 - a) Unity Trust Bank
 - b) Cambridge & Counties Bank
 - c) Cambridge Building Society
 - d) CCLA

No new signatories required – see minute 030/25(1)

032/25 Working Parties

1. To review and approve the Terms of Reference for working parties

It was Proposed by Cllr Inskip and Seconded by Cllr Browne to adopt for 2025-26 the Terms of Reference for Working Parties. All Councillors present voted in favour by show of hands. Clerk to place on Council Website.

2. To appoint members onto working parties.

- a) Financial Reporting & Controls

It was Proposed by Cllr Inskip and Seconded by Cllr Browne that Cllrs Inskip, Browne, Newton and Goodjohn, along with RFO, make up the working party. All Councillors present voted in favour by show of hands.

- b) Traffic and Transport

It was Proposed by Cllr Browne and Seconded by Cllr Oakland that Cllrs Inskip, Butler, Newton, Oakland, Kirby, Partington and Goodjohn, make up the working party. All Councillors present voted in favour by show of hands.

c) Sports & Recreation

It was Proposed by Cllr Goodjohn and Seconded by Cllr Kirby that Cllrs Inskip, Butler, Newton, Oakland, Kirby, and Goodjohn, make up the working party. All Councillors present voted in favour by show of hands.

d) Neighbourhood Plan

This Working Party has been dissolved and will be reformed at the next review of the Neighbourhood Plan.

e) Climate Change

It was Proposed by Cllr Inskip and Seconded by Cllr Goodjohn that Cllrs Jordan, Newton, Inskip and Kirby make up the working party. All Councillors present voted in favour by show of hands.

f) Library Access Point

It was Proposed by Cllr Inskip and Seconded by Cllr Browne that Cllrs Newton, Partington and Goodjohn make up the working party. All Councillors present voted in favour by show of hands.

g) Youth Service and activities

It was Proposed by Cllr Oakland and Seconded by Cllr Browne that Cllrs Inskip and Kirby make up the working party. All Councillors present voted in favour by show of hands.

033/25 Review and Adoption of Statutory Documents and Policies

a) Review Health and Safety Management Policy

It was Proposed by Cllr Goodjohn and Seconded by Cllr Browne that the Health and Safety Management Policy be approved and readopted for 2025-26. All Councillors present voted in favour by show of hands. Clerk to update website.

b) Review Scheme of Delegation to the Clerk.

It was Proposed by Cllr Goodjohn and Seconded by Cllr Browne that the Scheme of Delegation to the Clerk be approved and readopted for 2025-26. All Councillors present voted in favour by show of hands. Clerk to update website.

c) Review Dispensation Policy

It was Proposed by Cllr Inskip and Seconded by Cllr Kirby that the Dispensation Policy be approved and readopted for 2025-26. All Councillors present voted in favour by show of hands. Clerk to update website.

034/25 Business Plan and Report from Parish Clerk on current projects

a) To consider and approve Business Plan for 2025/2026.

After a brief discussion it was decided that:

- a. LHI Weight Restriction be added to the Plan
- b. Neighbourhood Plan Review be removed
- c. Provision of Benches and Planters be Removed.

It was Proposed by Cllr Partington and Seconded by Cllr Kirby the Business Plan be updated as above and to approve and readopt for 2025-26. All Councillors present voted in favour by show of hands. Clerk to update Business Plan and place on website.

b) To receive and note the Project Chart and Action Plan
Noted by Council

035/25 Finance

1. To approve payments.

Online Payments

May	Salaries & expenses	£8304.71
May	Cambs Pension Fund	£809.19
Veolia Ltd	Easi-bins	£205.31
The Copier Warehouse	Photocopying	£135.65
CentraData	Website/Domain	£82.15
Cam Alarms	Service Alarm System	£235.20
Premier Education	Sports Camp	£2400
VisionICT	.gov.uk Reg Fee	£78
ESPO	Office/Cleaning Materials	£90
ROSPA	Play Parks Check	£139.20
Ely Skips	Skip Hire	£198
SSE	Gas/Elec	£1109.31
Haddenham Drainage	Rates	£440
DeFib World	Battery	£254.59

Direct Debits

ECDC	Non-domestic rates (May)	£720.47
Lloyds	Multipay	£109.03
O2	Mobile Phones	£102
SSE	Street Lights (Feb/March)	£474.05
B & CE	Peoples Pension	£186.55
HMRC	Tax & NIC	£1974.24
British Gas	Pavilion/Glebe	£373.07
Drax	Elec Glebe/Pavilion	£537.83
Drax	Street Lights	£123.01

It was Proposed by Cllr Inskip and Seconded by Cllr Browne to approve the above payments. All Councillors present voted to approve payments by show of hands.

2. Year End Annual return and year end accounts for year ending 31st March 2025.

1. To approve Year End Accounts – 31st March 2025 (Attached)

a) To approve Year End Earmarked Reserves.

It was Proposed by Cllr Inskip and Seconded by Cllr Browne to approve the earmarked Reserves as of 31st March 2025. All Councillors present voted to approve by show of hands.

b) To approve General Reserve balance.

It was Proposed by Cllr Browne and Seconded by Cllr Oakland to approve the General Reserve Balance as of 31st March 2025. All Councillors present voted to approve by show of hands.

c) To approve Year End Accounts.

It was Proposed by Cllr Browne and Seconded by Cllr Inskip to approve the Year End Accounts as of 31st March 2025. All Councillors present voted to approve by show of hands.

d) To approve Asset Register as at 31st March 2025.

It was Proposed by Cllr Goodjohn and Seconded by Cllr Inskip to approve the Year End Accounts as of 31st March 2025. All Councillors present voted to approve by show of hands.

2. To Approve IA for 2024/25

It was Proposed by Cllr Browne and Seconded by Cllr Inskip to approve the Internal Audit for 2024/25. All Councillors present voted to approve by show of hands.

- Clerk to Update Policies and bring back to Council for Approval as per IA.
- Clerk to Ensure that both Budget and Precept is minuted going forward as per IA.

3. Annual Return – Year End 31st March 2025 (Attached)

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

Cllr Inskip read out Assertions 1 – 9

Assertion 1: It was Proposed by Cllr Partington and Seconded by Cllr Goodjohn to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 2: It was Proposed by Cllr Oakland and Seconded by Cllr Goodjohn to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 3: It was Proposed by Cllr Inskip and Seconded by Cllr Kirby to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 4: It was Proposed by Cllr Browne and Seconded by Cllr Goodjohn to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 5: It was Proposed by Cllr Oakland and Seconded by Cllr Goodjohn to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 6: It was Proposed by Cllr Inskip and Seconded by Cllr Browne to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 7: It was Proposed by Cllr Browne and Seconded by Cllr Partington to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 8: It was Proposed by Cllr Goodjohn and Seconded by Cllr Oakland to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 9: It was Proposed by Cllr Inskip and Seconded by Cllr Browne to record a N/A against this. All Councillors present agreed by show of hands.

The Chair and Clerk duly signed the Annual Governance Statement. Clerk to display on Website.

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

It was Proposed by Cllr Inskip and Seconded by Cllr Browne to accept the Statement of Accounts as Presented by RFO. All Councillors present agreed by show of hands.

Clerk to display on Website.

- c) To confirm the dates of public rights.

Noted by Council. Clerk to display on website.

4. Consider CAPALC as IA for 25/26

It was Proposed by Cllr Inskip and Seconded by Cllr Kirby to approve CAPALC as the Internal Auditor for 2025-26. All Councillors present voted to approve by show of hands. Clerk to contact CAPALC.

036/25 Planning

1. Planning approvals –
2. Planning Appeals –
3. Planning Applications – Proposal: Change of Use of land to a Travelling Show persons site for their family and storage of equipment - **retrospective**
Location: Land At Ely Road Sutton Cambridgeshire
Reference: 25/00473/FUL
NOTED
4. Tree Consents –
T1 Horse Chestnut – Reduce Crown, 16 Sutton Park, Sutton, CB6 2RP – 25/00028/TPO - Consent Given
NOTED

037/25 Summer Newsletter

1. To consider items for the Summer Newsletter:

- a) Venue Hire.
- b) Councillor vacancies.
- c) Projects/Achievements
- d) Chair and Timebank Report

Noted by Council.

038/25 Local Council Award Scheme

To consider and approve applying for the Bronze Award Scheme.

Clerk to investigate feasibility of applying for silver or gold depending on criteria and report back to Council.

039/25 Items to Be Noted

1. Litter Pick 7th June 2025 10am – 1pm at Pavilion
2. Climbing Wall – Install due on 4th June 2025

Noted by Council

040/25 Matters as Agenda Items for Future Consideration

1. Discuss Library Access Point
2. Discuss signs for Horses
3. Review Information for Local Council Award Scheme
4. Clerk to look into Cyber Attack Insurance

No Decision can be Made Under This Item¹

Any items for consideration for next Full Council Meeting to be sent to Clerk by the 18th June 2025

041/25 Date of next meeting

29th May 2025 – Annual Electorate Meeting
24th June 2025 – Full Council
22nd July 2025 – Full Council
19th August 2025 – Full Council
23rd Sept 2025 – Full Council

Meeting Closed at 21.10.

¹ Local Government Act 1972, s12 10(2) (b)