



**Parish Clerk**

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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 24<sup>th</sup> June 2025 at 7.30pm in The Pavilion, The Brook, Sutton.

**Present:** Mr M Inskip Mr L Jordan Mr B Goodjohn Mrs L Kirby Mr A Newton Mr N Oakland

**Clerk:** Mr P Harty County Councillor L Dupre

**Public:** 1

**MINUTES**

Meeting opened at 7.30pm

**MEMBERS:** 15

**QUORUM:** 5

**Vacancies:** 6

**Minutes Meeting Opened at 7.30pm**

**042/25 To receive and note apologies for absence.**

Apologies received from Cllr Butler, Cllr Partington and Cllr Browne

**043/25 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

**044/25 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 Participation.

**045/25 To approve the minutes of the meeting of Council held on 20<sup>th</sup> May 2025 (Attached)**

It was proposed by Cllr Inskip and seconded by Cllr Oakland that the minutes were a true reflection of the meeting held on the 20<sup>th</sup> May 2025. All Cllrs present agreed by show of hands with one abstention. The Chair duly signed the minutes. Clerk to publish on website.

**046/25 To Consider the Co Option of One Parish Councillor**

Mr Patrick Cassidy applied to join the Council and gave a short presentation about himself and why he would like to join the Council.

It was proposed by Mr M Inskip and seconded by Mr A Newton and resolved unanimously to co-opt Mr Patrick Cassidy to the Council.

Clerk to arrange for Councillor email and training.

**047/25 To receive and note the Project Chart and Action Plan (attached)**

Noted by Council

**048/25 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

Reports Noted by Council

**049/25 Finance**

**1. To approve payments.**

Online Payments

June 2025	Salaries & expenses	£8276.17
June 2025	Cambs Pension Fund	£809.19
Veolia Ltd	Easi-bins	£182.95
The Copier Warehouse	Photocopying	£134.01
Briar Security	Alarm Maintenance	£407.40
Sutton Tree Services	Tree Removal - Paddock	£480
SLCC	Training	£99.83
TrueLink Ltd	Grass Cutting April/May	£693.80
Centra Data	Computer Support/Microsoft	£76.68
Daniel Lawrence	Community Room Taps	£451.68
ESPO	Office/Cleaning Supplies	£55.56
BT	Quarterly Invoice	£544.49
Fenland Fire Appliance	Fire Extinguishers	£324.42
MS Electrical	Emergency Lights	£552
Twin Motor Co.	Van Service/MOT	£161.65
PolyGlaze	Replace Pavilion Window	£102
Ikonic Lifts	Service	£202.25
Finding Fitness	Climbing Wall	£8580

Direct Debits

ECDC	Non-domestic rates	£717
Lloyds	Multipay	£277.51
O2	Mobile Phones	£102
DRAX	Street Lights	£127.13
DRAX	Pavilion Electric	£122.80
DRAX	Glebe Electric	£333.60
British Gas	Glebe Gas	£31.11
British Gas	Pavilion Gas	£233.32
B & CE	Peoples Pension	£286.37
HMRC	Tax & NIC	£1974.24
Wave	Water Rates Glebe/Pavilion	£322.59

It was proposed by Cllr Inskip and seconded by Cllr Goodjohn to approve payments as above. It was agreed by all Cllrs present by show of hands.

**051/25 Sports and Recreation Working Party**

Noted By Council

**052/25 Planning**

1. Planning approvals/Refusals –  
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

*1142*

Reference: 25/00075/FUL – REFUSED – Noted by Council

2. Appeals/Variations – None

3. Planning Applications – None

4. Tree Consents –

Proposal: T1 Conifer - Crown lift over driveway of number 4 to approximately 3-3.5 metres from ground level

Location: Rathmore 2 Station Road Sutton Ely Cambridgeshire

Reference: 25/00486/TRE – GRANTED – Noted by Council

**053/25**

**S106 Agreement for Land Adjacent to 43 Mepal Road**

Discuss options with S106 agreement and other offers from Developers.

After discussion it was proposed that the PC accept the S106 agreement as already put forward. Vistry had also approached the Council to take on the new play park and open spaces including SUDs (drainage). After discussion it was suggested the Council take on the play park only and not the Open Spaces or SUDs.

It was proposed by Cllr Inskip and seconded by Cllr Newton to accept the above proposals. It was agreed by all Cllrs present by show of hands.

Cllr Inskip to contact Vistry re Play Park.

**054/25**

**Signage for Awareness of Horses**

To Consider new signage to make highway users aware of horses

- a. Provision of signs – Purchase or obtained free if possible.
- b. Location of signs – along High St and Bury Lane.
- c. Maintenance and relocating signs – Parish Staff or Volunteers.

After discussion it was suggested that the Council would be happy to go ahead with the above on the provision that free signs can be sourced. This was proposed by Cllr Inskip and seconded by Cllr Goodjohn. All Cllrs present agreed by show of hands.

It was Proposed by Cllr Inskip and Seconded by Cllr Jordan to suspend the meeting to carry out 055/25. This was agreed by all present by show of hands.

The member of Public was invited to leave the room.

**055/25 It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at agenda items 055/25/a and 055/25/b it is advisable in the public interest that the public and press be temporarily excluded from this meeting and are herewith instructed to withdraw.**

- a. To discuss and approve the end of the Probationary Period for Facilities Caretaker  
The Clerk report that the new caretaker had performed very well in his role and had no issues. It was proposed by Cllr Goodjohn and seconded by Cllr Kirby to resolve unanimously that Scott Robinson has successfully reached the end of his probation period. This was agreed by all Cllrs present by show of hands.

At this point the Clerk was asked to leave the room.

- b. To discuss and approve pay band rise for Clerk in line with contract and completion of CiLCA.  
After discussion it was proposed by Cllr Inskip and seconded by Cllr Goodjohn that having attained CiLCA the Clerk should be moved to the next pay band, SCP 38, inline with his contract. This was agreed by all present by show of hands.

Meeting was then resumed with Clerk and Member of Public invited back in.

At this point Cllr Jordan left the meeting.

**056/25 Matters as Agenda Items for Future Consideration**

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

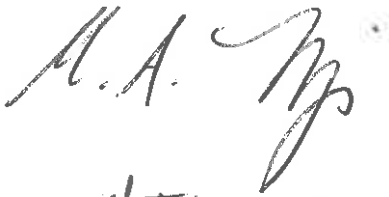
Any items for consideration for next Full Council Meeting to be sent to Clerk by the 15<sup>th</sup> July 2025

LHI Bid – Weight Restriction  
War Memorial

**057/25 Date of Next Full Council Meeting(s)**

19<sup>th</sup> August 2025 - Full Council  
23<sup>rd</sup> September 2025 – Full Council  
21<sup>st</sup> October 2025 - Full Council  
25<sup>th</sup> November 2025 – Full Council

Meeting Closed at 8.39pm.

  
22<sup>nd</sup> July 2025

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

