



## Parish Clerk

Mr Philip Harty  
The Glebe  
4 High Street  
Sutton  
Ely  
Cambs  
CB6 2RB

Tel: 01353 777189

Email: [office@sutton-cambs-pc-gov.uk](mailto:office@sutton-cambs-pc-gov.uk)

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> July 2025 at 7.30pm in The Pavilion, The Brook, Sutton.

**Present:** Cllr M Inskip Cllr B Browne Cllr B Goodjohn Cllr S Partington Cllr A Newton Cllr M Butler  
Cllr P Cassidy

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

**Public:** 3

### MINUTES

Meeting opened at 7.30pm

MEMBERS: 15

QUORUM: 5

Vacancies: 5

### Minutes Meeting Opened at 7.30pm

#### 058/25 To receive and note apologies for absence.

Apologies were received from Cllr Kirby, Cllr Oakland, Cllr Jordan

#### 059/25 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

#### 060/25 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.**

1. Parking issues along Stirling Way – to go to Traffic & Transport Working Party

#### 061/25 To approve the minutes of the meeting of Council held on 24<sup>th</sup> June 2025 (Attached)

It was proposed by Cllr Newton and Seconded by Cllr Cassidy to accept the minutes as a true reflection on the meeting held on the 24<sup>th</sup> June 2025. Cllrs present voted by show of hands with 3 in agreement and 4 abstaining.

#### 062/25 To receive and note the Project Chart and Action Plan (attached)

**Noted by Council**

**063/25 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

The Reports were noted by Council.

**064/25 Finance**

**1. To approve payments.**

Online Payments

July 2025	Salaries & expenses	£8534.09
July 2025	Cambs Pension Fund	£882.30
Veolia Ltd	Easi-bins	£177.53
The Copier Warehouse	Photocopying	£124.82
Sutton Tree Services	Tree Removal - Paddock	£300
TrueLink Ltd	Grass Cutting June	£346.90
Centra Data	Computer Support	£404.40
ESPO	Office/Cleaning Supplies	£150.18
Digital Creations	Newsletter Printing	£336
Pepperpot	Advertising	£65
Scouts	Newsletter Delivery	£350
Notice Board Co	Timebank Notice Brd	£247.17
Amazon Business	Office Eqpt/MVAS Batteries	£204.96
CAPALC	Internal Audit	£253.60
CAPALC	Membership	£905.24
CAPALC	Training	£45
SSE	Final Invoices	£3540.10

Direct Debits

ECDC	Non-domestic rates	£717
Lloyds	Multipay	£354.08
O2	Mobile Phones	£102
DRAX	Pavilion Electric	£149.60
DRAX	Glebe Electric	£292.85
British Gas	Glebe Gas	£39.99
British Gas	Pavilion Gas	£245.35
B & CE	Peoples Pension	£188.12
HMRC	Tax & NIC	£2120.77

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

Clerk to arrange for payments to be made.

**2. Approve Van Insurance Renewal**

Renewal Quote for £676.82 for Parish Van 2025-26

Increase of £16.99 from 2024-25

It was proposed by Cllr Goodjohn and seconded by Cllr Newton to accept the quote. This was agreed by all Cllrs present by show of hands.

Clerk to arrange to put insurance in place.

**3. Report From Finance Working Party**

**a. Review of Quarter 1 Finances – See information Pack**

It was noted by Council that the accounts for the first quarter are in good order.

**b. CCLA – Change in Ownership. To Be Noted.**

Noted.

**065/25 Planning**

1. Planning approvals/Refusals –

2. Appeals/Variations –

To Vary Condition 1 (Approved Plans) of previously 22/00057/RMM approved at appeal APP/V0510/W/23/3328203, dated 08 July 2024 for Reserved Matters for appearance, landscaping, scale and layout for the erection of 47 homes including public open space of previously approved Outline planning application 17/01445/OUM for erection of up to 53 houses to include public open space and details relating to access  
Location: Land Rear Of 30 To 40 Garden Close Sutton Cambridgeshire  
Reference: 25/00667/VARM

Noted by Council – No Comments

3. Planning Applications –

a. Erection of hay barn for the storage of hay bales for personal usage

Location: Paddock To South Of 65A The Row Sutton Cambridgeshire  
Reference: 25/00624/FUL

Noted by Council – No Comments

b. Land Adjacent 43 Mepal Road Sutton Cambridgeshire

Non Material Amendment to previously approved 24/00340/RMM Reserved matters for layout, scale, appearance and landscaping of 164 dwellings (excludes self-build plots), internal roads, parking, open space, landscaping, sustainable urban drainage and ancillary infrastructure pursuant to 19/01707/OUM

Noted by Council – No Comments

4. Tree Consents –

T1 Sycamore - Crown Reduction of 2.5 to 4 meters, back to previous pruning points, located overlapping house No.9

T2 Sycamore - Crown Reduction of 2.5 to 4 meters, back to previous pruning points, located overlapping wall and parking area of house No.8

Location: Walsingham House 9 Sutton Park Sutton Ely Cambridgeshire  
Reference: 25/00540/TPO – Conset Given – TO BE NOTED ONLY

Noted by Council – No Comments

**066/25 EPC Certificate Registration**

Council to consider EPC Certificates for the Glebe, Pavilion, Village Hall.  
Information in pack.

It was proposed by Cllr Goodjohn and seconded by Cllr Cassidy for the Clerk to obtain other quotes and if comparable to organise EPC Certificates as required. Cheapest quote preferred. All Cllrs present agreed by show of hands.

**067/25 Review and Adopt Policies**

a. IT Policy

Proposed by Cllr Goodjohn and seconded by Cllr Inskip to adopt the IT Policy. All Cllrs present agreed by show of hands. Clerk to finalise Policy and place on Website.

b. Smoke Free Policy

Proposed by Cllr Inskip and seconded by Cllr Goodjohn to adopt the Smoke Free Policy. All Cllrs present agreed by show of hands. Clerk to finalise Policy and place on Website.

c. Community Engagement Policy

Proposed by Cllr Inskip and seconded by Cllr Browne to adopt the Community Engagement Policy. All Cllrs present agreed by show of hands. Clerk to finalise Policy and place on Website.

d. Publication Scheme

Proposed by Cllr Browne and seconded by Cllr Newton to adopt the Publication Scheme. All Cllrs present agreed by show of hands. Clerk to finalise Policy and place on Website.

**068/25 War Memorial**

Discuss Quotes and forward action.

Information in Pack

After a brief discussion it was proposed by Cllr Browne and seconded by Cllr Goodjohn to accept quote 1: £2128 from Brown & Ralph. All Cllrs agreed by show of hands

Clerk to seek grant funding from the War Memorial Trust.

**069/25 To Discuss Parish Council Attending Village Events**

After a brief discussion it was agreed that organising events this year would be difficult due to timescales.

Clerk to bring back to agenda in January 2026

**070/25 To Discuss Cyber Security Insurance**

It was recommended during the Internal Audit 2025 that the Council consider Cyber Insurance. This is not mandatory. 2 quotes obtained – see information pack for details.

Costs Ranged from £290 - £410

After a brief discussion it was proposed by Cllr Goodjohn and seconded by Cllr Cassidy to insure for Cyber Security with AJG at £290.80p per annum. This was approved by all Cllrs present with show of hands.

Clerk to arrange cover.

**071/25 Additional Play Park Signage**

To discuss and approve 2 new warning signs for play park area.

Attached in information Pack. Cost £355.24

It was proposed by Cllr Butler and seconded by Cllr Inskip to purchase signs, posts and install at locations shown in information pack.

Clerk to arrange purchase and installation.

**072/25 Glebe Curtains Quote**

To discuss and consider making good the curtains in the Glebe Hall

2 Quotes attained:

1. Remove Curtains, install new lining, fireproof curtains, reinstall £2180

2. Install new lining, fireproof curtains. Removal and refit not included £2761.56

After a brief discussion it was proposed by Cllr Inskip and seconded by Cllr Butler to approve quote 1 of £2180 from Cameo Curtains. This is a specialist company who deal with theatre curtains who can manage the Glebe curtains due to their height and weight. All Cllrs in attendance voted yes with a show of hands.

Clerk to arrange for curtains to be refurbished.

**073/25 Discuss Provision of 3 new Planters**

Discuss and approve provision of 3 Planters.

Council to buy direct or Open Spaces to apply through Grant Scheme.

Total Cost for Planters, Compost, Plants: £930

It was proposed by Cllr Inskip and seconded by Cllr Browne to purchase 3 new planters directly. Agreed by all Cllrs Present by show of hands.

Clerk to order planters and liaise with the Open Spaces Group.

**074/25 St Andrews to The Orchards Footpath**

To discuss and approve new Contractor to undertake work.

Approved contractor has pulled out.

Council to decide if to go ahead with next nearest quote of £9622.80.

Work to be undertaken in October.

After a brief discussion it was proposed by Cllr Inskip and seconded by Cllr Cassidy to approve CB Groundworks to now undertake this work.

Clerk to liaise with Contractor and inform of residents of intended work date.

#### **075/25 Matters as Agenda Items for Future Consideration**

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

1. EV Chargers
2. Local Government Reorganisation
3. Traffic & Transport Working Party/Weight Restriction

Any items for consideration for next Full Council Meeting to be sent to Clerk by the 13<sup>th</sup> August 2025

#### **076/25 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  
16<sup>th</sup> December 2025 - Full Council & Budget/Precept

**Members of the public and press are welcome to attend the meetings.**

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