



Parish Clerk

Mr Philip Harty
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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 19th August 2025 at 7.30pm in The Pavilion, The Brook, Sutton.

Present: Cllr M Inskip Cllr B Browne Cllr B Goodjohn Cllr L Jordan Cllr A Newton Cllr N Oakland
Cllr L Kirby

Clerk: Mr P Harty County Councillor L Dupre

Public: 1

MINUTES

Meeting opened at 7.30pm

MEMBERS: 15

QUORUM: 5

Vacancies: 5

Minutes Meeting Opened at 7.30pm

077/25 To receive and note apologies for absence.

Apologies were received from Cllrs Butler, Partington and Cassidy.

078/25 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

079/25 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 Noted

080/25 To approve the minutes of the meeting of Council held on 22nd July 2025 (See Info Pack)

It was proposed by Cllr Inskip and seconded by Cllr Newton that the minutes for the meeting held on the 22nd July 2025 were a true reflection of the meeting.
4 Cllrs voted in favour, none against and 3 abstentions.
The Chair duly signed the minutes. Clerk to place on website.

081/25 To Consider the Co Option of One Parish Councillor

An application to join the Council had been received from Mr P Barnard to become a council member.

My Barnard attended the meeting and was invited to say a few words about himself.
It was proposed by Cllr Inskip and seconded by Cllr Jordan to accept Mr Barnard as a new member.
This was agreed unanimously with a show of hands.

082/25 To receive and note the Project Chart and Action Plan (See Info Pack)

Noted

083/25 To receive reports in relation to Sutton from: (See Info Pack)

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

Reports Received and Noted.

084/25 Finance

1. To approve payments.

Online Payments

August 2025	Salaries & expenses	£9409.40
August 2025	Cambs Pension Fund	£954.32
Veolia Ltd	Easi-bins	£123.17
ECOApproach Ltd	EPC Inspections	£1234
The Copier Warehouse	Photocopying	£88.36
Safety Signs 4 Less	Signs/Posts	£350.09
CAMEO	Glebe Curtains	£3213.60
Centra Data	Computer Support	£85.37
The Workplace Depot	Bins for Pavilion	£103.18
Gordon Ellis & Co	3 x Planters	£759.77
Stunning Landscapes	Replace Roof Tiles/Install Signs	£305
Gallagher	Van/Cyber Insurance	£917.62
Amazon Business	Kettles/Signs/CCTV	£77.45
PFK Littlejohn	External Audit	£756
MA Cleaning Services	Glebe Windows	£30
SLCC	Training	£144
Pecks	Paint	£22.78

Direct Debits

ECDC	Non-domestic rates	£717
Lloyds	Multipay	£56.81
O2	Mobile Phones	£102
DRAX	Pavilion Electric	£261.15
DRAX	Glebe Electric	£310.12
British Gas	Glebe Gas	£32.89
British Gas	Pavilion Gas	£160.17
B & CE	Peoples Pension	£242.02
HMRC	Tax & NIC	£2573.54

It was proposed by Cllr Browne and seconded by Cllr Goodjohn to accept the payments as above.
All Councillors present voted in favour by show of hands.

2. Report From Finance Working Party (See info Pack)

a. Review of Finances

Noted by Council

b. Note External Auditors Report

Noted by Council

085/25 Planning

1. Planning approvals/Refusals –

A. Proposal: To Vary Condition 1 (Approved Plans) of previously approved 23/00870/RMM dated 11 March 2024 for reserved matters for outline planning application 18/01053/OUM for 41 residential dwellings including Appearance, Layout Scale and Landscaping, along with parking and open space
Location: Land Rear Of 30 To 40 Garden Close Sutton Cambridgeshire
Reference: 24/01096/VARM: REFUSED

Noted by Council

B. 24/00747/DISA & 24/00747/DISB & 24/00340/DISC

To discharge Condition 5 Off Site Pedestrian Improvements
To Discharge Condition 27 Archaeological Excavation Report
To Discharge Condition 4 Lighting Scheme
Land Adjacent 43 Mepal Road Sutton Cambridgeshire

Noted by Council

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

After a discussion it was proposed by Cllr Inskip and seconded by Cllr Newton that this goes against the Neighbourhood Plan.

All Councillors present voted in favour, with the exception of 1 abstention.
Clerk to feedback to ECDC Planning Dept.

3. Planning Applications – NONE

4. Tree Consents –

25/00846/TRE: 58 High Street Sutton Ely Cambridgeshire CB6 2RA
T1 - Holly - Reduce height by approximately 2-3 metres.
T2 - Bay - Reduce height by 3 metres.
T3 - Apple - Crown reduce by approximately 2 metres.
T4 - Apple - Crown reduce by approximately 1 metre. All trees in back garden

Noted by Council

086/25 To Discuss Local Government Reorganisation (See Info Pack)

After a discussion by Councillors it was proposed by Cllr Inskip and seconded by Cllr Jordan that the Parish of Sutton would be best served being aligned with South Cambs and City (Proposal A Unitary 2).

5 Cllrs in favour and 2 abstentions.

Clerk to notify ECDC and Chief Executive of CCC of the Councils preference.

087/25 Review and Adopt Policies

a. Press & Media Policy

It was proposed by Cllr Inskip and seconded by Cllr Goodjohn to approve the Press & Media Policy.
All Councillors Present agreed by show of hands

BC

b. Complaints Procedure Code of Conduct

It was proposed by Cllr Inskip and seconded by Cllr Newton to approve the Press & Media Policy. Agreed unanimously.

088/25 To discuss AGAR 2025 Assertion 10 - Digital and data compliance (See info Pack)

a. Training

Clerk to look at suitable training providers and bring costs back to Council.

b. Ensure PC meets requirements

Clerk reported that the PC currently meet all mandatory requirements. Noted by Council.

089/25 To Discuss Witcham Neighbourhood Plan (See Info Pack)

After a brief discussion the Council had no comments.

090/25 To Approve Replacement Fence at The Glebe (See Info Pack)

Rear Fence at the Glebe is damaged and rotten.
Quote to Replace £687

It was proposed by Cllr Newton and seconded by Cllr Goodjohn to accept the quote.
All Councillors present voted in favour by show of hands.
Clerk to arrange for work to be carried out.

091/25 Clerks Report

- a. Play Park Signage Now in Place
- b. Vandalism at the Pavilion
 - 1. Windows – small holes from a sling shot device.
 - 2. Graffiti on Climbing Wall.
- c. EPC Certificate to be Completed in September
- d. War Memorial – Grant applied for and PCC Contacted.
- e. The Glebe curtains are now being refurbished – expected date back September 2025.

Noted by Council

092/25 Nature Recovery Strategy (See Info Pack)

After a brief discussion no comments were made by Council.

093/25 To Discuss EV Chargers

a. Contract with Believ

Councillors discussed contract and recommended Solicitors advice as below.

It was proposed by Cllr Inskip and seconded by Cllr Jordan that the Clerk should return to Solicitors to ratify points in b. as below.
This was approved by all Councillors present by show of hands

b. Solicitors' Recommendations

Council have asked Clerk to go back to Solicitors and engage with Believ regarding:

- a. Clause Break in Contract
- b. Schedule of payments
- c. Non-Payment of lease regarding EV Chargers downtime outside of PC hands.

094/25 To Discuss and Approve Traffic and Transport Working Party Meeting. (See Info Pack)

To Discuss and Approve Recommendations:

a. LHI Bid Weight Restriction

Recommendation to full council: To proceed with stage 1, including:

1. Approval for the Clerk to initiate a 7 day origin and destination survey, 7 day vibration monitoring and NOX monitoring as advised by the county council
2. Clerk to engage with local businesses on the weight limit proposal and to explore potential covenant arrangements with HGV operators
3. To work with the county council on funding for additional HGV advisory signage
4. To work with the county council on possible schemes for additional traffic management to reduce the impact of HGV traffic

It was proposed by Cllr Inskip and seconded by Cllr Newton that the Clerk will:

- Contact relevant companies to source costings for item 1.
- Prepare a letter to local companies as detailed in item 2.
- Contact CCC and gather further information on items 3 & 4.

This was agreed unanimously.

095/25 To Note Outcome of Personnel Committee Meeting on the 19th August 2025.

Council noted outcome of meeting and Clerk to publish minutes of Personnel Committee on website.

096/25 Matters as Agenda Items for Future Consideration

- a. Vandalism and ASB in Sutton
- b. Land at Top of Mepal Road


Any items for consideration for next Full Council Meeting to be sent to the Clerk by the 17th September 2025

097/25 Date of Next Full Council Meeting(s)

23rd September 2025 – Full Council
21st October 2025 - Full Council
25th November 2025 - Full Council
16th December 2025 - Full Council & Budget/Precept
27th January 2025 - Full Council

Meeting Closed at 9.15pm.

Members of the public and press are welcome to attend the meeting.



27/9/25