

**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 23rd September 2025 at 7.30pm in The Pavilion, The Brook, Sutton.

Present: Cllr M Inskip Cllr B Goodjohn Cllr N Oakland Cllr P Barnard
Cllr L Kirby Cllr M Butler

Clerk: Mr P Harty Deputy Clerk Mrs M Gilbert

Public: 0

MINUTES

Meeting opened at 7.30pm

MEMBERS: 15

QUORUM: 5

Vacancies: 5

Minutes Meeting Opened at 7.30pm**098/25 To receive and note apologies for absence.**

Apologies received and noted from Parish Cllrs Partington, Browne, Jordan, Newton and Cassidy.

Apologies received and noted from County Cllr Dupré.

Cllr Inskip informed Clerk that he would be approximately 30 minutes late to meeting.

099/25 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

100/25 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 Present.

101/25 To approve the minutes of the meeting of Council held on 19th August 2025 (See Info Pack)

Resolved - It was proposed by Cllr Goodjohn and seconded by Cllr Oakland to approve the minutes of the 19th August 2025 as a true reflection of the meeting. 4 councillors in favour with 1 abstention.

102/25 To receive and note the Project Chart and Action Plan (See Info Pack)

Noted by Council

103/25 To receive reports in relation to Sutton from: (See Info Pack)

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

104/25 Finance

1. To approve payments.

Online Payments

September 2025	Salaries & expenses	£8588.44
September 2025	Cambs Pension Fund	£855.65
Veolia Ltd	Easi-bins	£121.97
The Copier Warehouse	Photocopying	£115.51
Centra Data	Computer Support	£147.60
Stunning Landscapes	Glebe Fence	£687
TrueLink	Grass Jul/Aug	£693.80
SLCC	Training	£36
UKBC	Glebe Boiler	£102
Ace Fire & Security	CCTV/Intercom	£494.31
ESPO	Office Supplies	£56.40
BT	Phone/Internet	£500.39

Direct Debits

ECDC	Non-domestic rates	£717
Lloyds	Multipay	£222.17
O2	Mobile Phones	£102
DRAX	Pavilion Electric	£149.87
DRAX	Glebe Electric	£261.33
DRAX UMS	Street Lights	£292.45
British Gas	Glebe Gas	£37.13
British Gas	Pavilion Gas	£165.48
B & CE	Peoples Pension	£200.27
HMRC	Tax & NIC	£2132.69
WAVE	Water Rates	£287.67
PWLB	Loan	£6645
Savills	Rent	£1000

Resolved - It was proposed by Cllr Butler and seconded by Cllr Goodjohn to approve the payments for September 2025. 5 councillors in favour by show of hands.

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

- a. Review of Finances
Noted by Council

3. CIL Payments

£88,837.06 and will be transferred to Sutton Parish Council in October CIL payments.

Following Payments.

11 February 2026 - £88,837.06 to be paid to SPC March 2026

16 June 2026 - £133,255.59 to be paid to SPC October 2026

08 December 2026 - £133,651.09 to be paid to SPC March 2027

Noted by Council

105/25

Planning

1. Planning approvals/Refusals –

- a. Land Adjacent 43 Mepal Road Sutton Cambridgeshire

To discharge Condition 3 (noise mitigation) and 6 (hedgerow and woodland management and creation scheme) of decision 24/00340/RMM dated 6 December 2024 for 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

PAZ

- b. 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 – APPROVED. Noted by Council

2. Appeals/Variations –

- a. To vary condition 1 (Approved Plans) of previously approved 23/00512/RMA for Reserved matters of Appearance, Landscaping and Scale of previously approved 22/00525/VAR to vary condition 12 (floor area) of previously approved 21/00485/OUT for proposed residential development of nine dwellings, access road, car ports, garaging, visibility splays and associated site works

Location: Land To North Side Of Mill Field Sutton Cambridgeshire

Reference: 25/00904/VAR

Noted by Council, no comments.

3. Planning Applications –

- a. First floor extension above existing single-story element to rear

Location: 5 The Orchards Sutton Ely Cambridgeshire CB6 2PX

Reference: 25/00828/FUL

Noted by Council, no comments.

- b. Proposed two-story side extension involving the demolition of existing garage

Location: 21 Red Lion Lane Sutton Cambridgeshire CB6 2NE

Reference: 25/00930/FUL

Noted by Council, no comments.

- c. Two story side extension

Location: 6 Fieldgate Sutton Cambridgeshire CB6 2NT

Reference: 25/00787/FUL

Noted by Council, no comments.

4. Tree Consents –

- a. Location: 40 High Street Sutton Ely Cambridgeshire CB6 2RB

Reference: 25/00752/TRE – APPROVED. Noted by Council

- b. Location: 58 High Street Sutton Ely Cambridgeshire CB6 2RA

Reference: 25/00846/TRE – APPROVED. Noted by Council

- c. Reference 25/00918/TRE

T1 Robina – Remove deadwood and reduce Crown – APPROVED. Noted by Council

106/25 To Discuss and Make recommendations for Area at Top of Mepal Road (See Info Pack)
Clerk to investigate ownership and report back to Council.

107/25 Review and Adopt Policies

- a. Documents and Record Management Policy

Resolved - It was proposed by Cllr Butler and seconded by Cllr Oakland to approve and adopt the Policy. 5 councillors in favour by show of hands.

108/25 To Approve and Make Recommendations Regarding Increase in Land Rent Savills (See Info Pack)
Resolved - It was proposed by Cllr Oakland and seconded by Cllr Butler to approve the rent increase of £100. 5 councillors in favour by show of hands.

Cllr Inskip Entered Meeting at 7.48pm.

109/25 Review and Make Recommendations re: EV Chargers Lease (See Info Pack)

Resolved - It was proposed by Cllr Goodjohn and seconded by Cllr Oakland to approve the Lease between Sutton PC and Believ. 5 councillors in favour, 1 abstention, by show of hands.

110/25 Clerks Report (See Info Pack)

- a. ACRE Meeting

Acre in conjunction with Hastoe Housing will investigate sites for affordable housing and report back

- b. Sports Day Funding National Lottery
Deputy Clerk has secured funding of £6000 for the School Sports Days

111/25 Consider Planning for New Cemetery

After discussion the Clerk was asked to investigate costs and options of layout, type of utilities, approximate costings. Once received Clerk to report back.

112/25 To Discuss Anti-Social Behaviour

After a brief discussion the Clerk was asked to report incidents to the Police and build up a picture ASB in the Village for further consideration.

113/25 To Discuss and Recommend Quotes for Cemetery Hedge Work (See Info Pack)

Quote 1 £900

Quote 2 £650

Resolved - After discussion by Council it was proposed by Cllr Inskip and seconded by Cllr Goodjohn that Quote 2 be accepted. 6 Councillors in favour by show of hands.
Clerk to arrange work.

114/25 To Discuss and Recommend Quote for Ditch Work at Old Rec (See Info Pack)

Quote £4995

The Clerk reported on scope of works to be undertaken and that 5 contractors had been approached to undertake work. 2 contractors never kept appointments and 2 contractors refused to quote due to scope of works. This had been on going since September 2024.

Resolved - It was proposed by Cllr Goodjohn and seconded by Cllr Butler to accept the quote as above. 6 Councillors in favour by show of hands.
Clerk to arrange work.

115/25 To Discuss and Recommend Quote for Environmental Testing for Weight Restriction Bid (See Info Pack)

Quote 1 Nox Testing £3015

Quote 2 Vibration Monitoring £2330

Quote 3 Vehicle Entry/Exit Survey £5,495

Resolved - It was proposed by Cllr Inskip and seconded by Cllr Butler to accept the Quotes as above. 6 Councillors in favour by show of hands.
Clerk to arrange work.

116/25 To Discuss and Recommend Quotes for Play Park Repair

Quote 1 £402.75

Quote 2 £1572

Quote 3 £1932

Clerk reported to Council that Quote 1 was for parts only and Quotes 2 & 3 were for supply & fit.

Resolved – After a brief discussion it was decided that due to the nature of the equipment it would be better to have these professionally fitted. It was proposed by Cllr Inskip and seconded by Cllr Goodjohn to accept the quote 2 as above.
6 Councillors in favour by show of hands.
Clerk to arrange work.

117/25 To Discuss and Recommend Grant Applications

Grant Application 1 MAGPAS £250

Resolved - It was proposed by Cllr Inskip and seconded by Cllr Goodjohn to accept the Grant Application. 6 Councillors in favour by show of hands.
Clerk to arrange payment.

1147

Grant Application 2 Ely Foodbank £750

Resolved - It was proposed by Cllr Goodjohn and seconded by Cllr Inskip to accept both Grant applications.

6 Councillors in favour by show of hands.

Clerk to arrange payment.

118/25 Matters as Agenda Items for Future Consideration

No Decision can be Made Under This Item¹

1. Community Library.

Any items for consideration for next Full Council Meeting to be sent to the Clerk by the 14th October 2025

119/25 Date of Next Full Council Meeting(s)

21st October 2025 - Full Council

25th November 2025 - Full Council

16th December 2025 - Full Council & Budget/Precept

27th January 2025 - Full Council

24th February 2025 - Full Council

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


21st October 2025

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