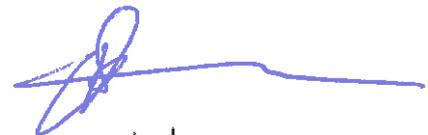




**Parish Clerk**  
Mr Philip Harty  
The Glebe  
4 High Street  
Sutton  
Ely  
Cambs  
CB6 2RB

Tel: 01353 777189  
Email: [office@sutton-cambs-pc-gov.uk](mailto:office@sutton-cambs-pc-gov.uk)

  
27/1/26

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 27<sup>th</sup> January 2026 at 7.30pm in The Glebe, 4 High Street, Sutton.

**Present:** Cllr M Inskip Cllr B Browne Cllr N Oakland Cllr Barnard Cllr Goodjohn  
Cllr L Kirby Cllr S Partington Cllr Newton Cllr Butler

**Clerk:** Mr P Harty

**Public:** 2 County Cllr L Dupre

#### MINUTES

Meeting opened at 7.30pm

MEMBERS: 15 QUORUM: 5 Vacancies: 4 Meeting Opened at 7.30pm

#### 163/26 To receive and note apologies for absence.

To consider and approve 3-month absence of Cllr Cassidy due to Personal Issues.  
It was proposed by Cllr Inskip and seconded by Cllr Goodjohn to accept the 3-month absence of Cllr Cassidy.  
All Cllrs present voted in favour.

#### 164/26 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.

Cllr Goodjohn declared an interest in 176/26  
Cllr Kirby declared an interest in 175/26

#### 165/26 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.

None

#### 166/26 To approve the minutes of the meeting of Council held on 16<sup>th</sup> December 2025 (See Info Pack)

**Resolved** - It was proposed by Cllr Inskip and seconded by Cllr Goodjohn to accept the minutes of 16<sup>th</sup> December 2025 as a true reflection of the meeting. 4 Cllrs voted in favour with 4 abstentions.

#### 167/26 To Consider the Co Option of Two Parish Councillors (See Info Pack)

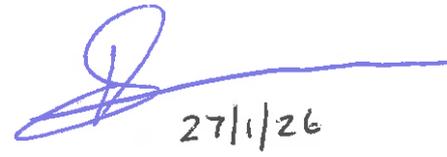
**Resolved** - It was proposed by Cllr Inskip and seconded by Cllr Goodjohn to Co Opt Mrs Ruth Brown onto Sutton Parish as a Councillor. All Cllrs present voted in favour.

**Resolved** - It was proposed by Cllr Inskip and seconded by Cllr Browne to Co Opt Mrs Joy Owen onto Sutton Parish as a Councillor. All Cllrs present voted in favour.

**168/26 To receive and note the Project Chart and Action Plan (See Info Pack)**  
Noted

**169/26 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
- Noted



27/1/26

**Cllr Jordan joined meeting at 7.45pm**

**170/26 Finance**

**1. To approve payments.**

Online Payments

January 2026	Salaries & expenses	£9218.51
January 2026	Cambs Pension Fund	£855.65
Veolia Ltd	Easi-bins	£121.97
The Copier Warehouse	Photocopying	£129.84
Centra Data	Computer Support	£276.60
TrueLink	Grass Dec	£346.90
ESPO	Office Supplies	£147.84
Sutton Brownies	Grant	£350
Open Spaces	Grant	£600
TimeBank UK	Membership	£150
Glover Enviro	Old Rec Clearance	£5994
BT	Phone/Internet	£544.55
Tracsis	Traffic Survey	£6444
Parish Online	Membership	£108
ACRE	Membership	£89.40
Sutton Trees	Tree Work	£840
Online Playgrounds	Zip wire/Spinner Repair	£2462.40
RBA Acoustics	Vibration Monitoring	£2796
Clear Councils	PC Insurance (Due Feb 26)	£4170.30

Direct Debits

ECDC	Non-domestic rates	£665
Lloyds	Multipay	£230.77
O2	Mobile Phones	£102
DRAX	Pavilion Electric	£239.47
DRAX	Glebe Electric	£298.14
DRAX UMS	Street Lights	£150.79
British Gas	Glebe Gas	£213.84
British Gas	Pavilion Gas	£302.72
B & CE	Peoples Pension	£196.44
HMRC	Tax & NIC	£2108.47
Wave	Water	£91.45

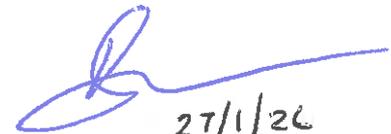
**Resolved** - It was proposed by Cllr Browne and seconded by Cllr Newton to authorize payments as above for payment. Agreed by all Cllrs present.  
Clerk to arrange payments.

**2. Financial Working Party Report (See Info Pack)**

a. Consider and Determine Action on Outstanding Hire Debt at Glebe Hall.

**Resolved** - The Clerk reported that despite several attempts to contact the debtor including calls, emails and writing no response has been received. It was reported to the office by the landlord of the property that the debtor had left with no forwarding address. It was proposed by Cllr Butler and seconded by Cllr Goodjohn to write off this debt. All Cllrs present agreed.

3. To Consider and Approve Internal Auditor for 2025/26  
a. CAPALC £40ph and £0.45p per mile travel.



27/1/26

**Resolved** – It was proposed by Cllr Newton and seconded by Cllr Jordan to appoint CAPALC as Internal Auditor for 2025/26. All Cllrs present were in favour.

4. To Review and Approve Internal Audit Checklist & ToR (See Info Pack)  
a. ToR for Internal Audit

**Resolved** – It was proposed by Cllr Inskip and seconded by Cllr Newton to adopt the ToR for Internal Audit. All Cllrs present voted in favour.

- b. Internal Audit Checklist

**Resolved** – It was proposed by Cllr Inskip and seconded by Cllr Newton to adopt the Internal Audit Checklist. All Cllrs present voted in favour.

171/26

**Planning (See Info Pack)**

1. Planning approvals/Refusals – NONE
2. Appeals/Variations –
  - a. **26/00008/ERN.** 78C High Street Sutton Ely Cambridgeshire CB6 2NW. Change of use from office to dwelling
  3. Planning Applications –
    - a. Proposal: Replacement Dwelling. **Reference: 25/01258/FUL**  
Location: Meadlands Farm The Gault Sutton Cambridgeshire CB6 2BJ  
**Noted by Council**
    - b. **F/YR25/0905/F.** Construct an extension to existing anaerobic digester plant including: 8 x digesters, 4 x post digesters with 4 x technical buildings, 2 x pump buildings and 10 x feed hoppers, 1 x gas entry unit, 2 x process gas upgrade areas, 2 x separation bunkers, 1 x straw processing building, 1 x dry digestate storage building, 2 x flare stacks, 1 x site office and 2 x balancing ponds (part retrospective) at North West Of Mepal AD Plant Iretons Way Chatteris Cambridgeshire  
**Noted by Council**
    - c. **25/00473/DISA.** Land At Ely Road Sutton Cambridgeshire To discharge Condition 2 (biodiversity improvements scheme) 4 (investigation and risk assessment of contamination) 10 (soft landscaping scheme) of decision 25/00473/FUL dated 6 October 2025 for change of Use of land to a Travelling Showpersons site for their family and storage of equipment – retrospective  
**Noted by Council**
    - d. **22/00057/DISB.** Land Rear Of Garden Close Sutton Cambridgeshire CB6 2RF. To discharge Condition 11 (piling) of decision dated 8 July 2024 for 22/00057/RMM (Appeal reference APP/V0510/W/23/332820) 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  
**Noted by Council**
  4. Tree Consents –
    - a. **25/00339/TPO.** Highfield House 15 Sutton Park Sutton Ely Cambridgeshire. T1 Cedar - Remove lower branches to 6ft (2m) from ground level. Reduce length of large western branch by 50%, remove remainder of branch between January 2032 and January 2035. Reduce remaining crown by 1/3.  
T2 Chanticleer Pear - reduce crown to provide 1.5-2m clearance from building. reduce large lower branch over footpath by up to 1m. Reduce remaining crown by 1/3  
**Noted by Council**

**172/26 Report and Recommendations from Traffic and Transport Working Party (See Info Pack)**  
Noted by Council

**173/26 Consider and Approve Grass Cutting Quotes (See Info Pack)**

Quote 1 2026 £3573, 2027 £3680.19, 2028 £3790.60

Quote 2 2026 £5280, 2027 £5544, 2028 £5821

Quote 3 2026 £8403, 2027 £9243, 2028 £10167

All three companies providing quotes have worked with us before.  
Only Quote 2 came out to site and went over work with me.

**Resolved** - After a brief discussion it was proposed by Cllr Goodjohn and seconded by Cllr Inskip to accept Quote 2. All Cllrs present voted in favour.  
The new Contractor is The Glover Group Ltd.  
Clerk to arrange with Contractor a start date.

**174/26 Consider and Approve Work to Paddock Footbridge (See Info Pack)**

**Resolved** - After discussion it was proposed by Cllr Browne and seconded by Cllr Goodjohn to purchase a new bridge made from recycled material at a cost of £8441.34 + vat. All Cllrs present voted in favour.

Clerk to arrange purchase and install.

***Cllr Kirby had declared an interest and left room taking no part in the discussions or voting for Agenda Item 175/26***

**175/26 To Consider and Approve Youth Service Provider (See Info Pack)**

**Resolved** – It was proposed by Cllr Goodjohn and seconded by Cllr Jordan to accept Quote 3 from Kirby and Cox Entertainment. 9 Cllrs voted in favour, with 1 abstention.

Clerk to arrange a presentation from Kirby and Cox in February's meeting.

*Cllr Kirby was invited back into the room*

***Cllr Goodjohn had declared an interest and left room taking no part in the discussions or voting for Agenda Item 176/26***

**176/26 Consider and Approve 1 Grant Application (See Info Pack)**

1. Sutton Feast

**Resolved** – It was proposed by Cllr Inskip and seconded by Cllr Browne to approve the grant to Sutton Feast. All Cllrs present voted in favour.

*Cllr Goodjohn was invited back into room.*

**177/26 Anti-Social Driving/Public Space Protection Order (See Info Pack)**

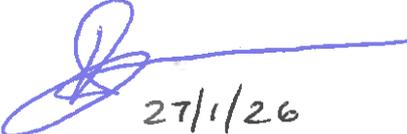
**Discuss and Comment**

**Resolved** – After a brief discussion it was proposed by Cllr Partington and seconded by Cllr Browne to support the protection order. Clerk to respond to ECDC and to advertise on Website and FaceBook. All Cllrs present voted in favour.

**178/26 Consider and Respond to Email from Ely Cycling Campaign (See Info Pack)**

**Discuss and Comment**

**Resolved** – After a brief discussion it was proposed by Cllr Inskip and seconded by Cllr Newton to respond to the campaign that although in support of a bridge over the A10 the Council would need further information regarding traffic impact if a 40mph and pedestrian crossing were to be introduced. Clerk to notify Ely Cycling. All Cllrs present voted in favour.



27/1/26

**179/26 Consider Application from Sutton Rangers FC (See Info Pack)  
Discuss and Comment**

After a discussion no decision was made regarding this. The Council would like to see how the FA respond before making a decision. Clerk to communicate back to Sutton Rangers.

**180/26 Consider and Approve Policies**

**a. Reserves Policy**

**Resolved** - It was proposed by Cllr Newton and seconded by Cllr Inskip to approve Reserves Policy. All Cllrs present voted in favour.

**b. Equality and Diversity Policy**

**Resolved** - It was proposed by Cllr Inskip and seconded by Cllr Jordan to approve Equality and Diversity Policy. All Cllrs present voted in favour.

**c. Investment Review Policy**

**Resolved** - It was proposed by Cllr Goodjohn and seconded by Cllr Inskip to approve Investment Review Policy. All Cllrs present voted in favour.

**d. Privacy Policy**

**Resolved** - It was proposed by Cllr Browne and seconded by Cllr Inskip to approve Privacy Policy. All Cllrs present voted in favour.

Clerk to update website with above Policies.

**181/26 Anti-Social Behaviour Report  
Discuss and Comment**

**Resolved** - After discussion it was proposed by Cllr Inskip and seconded by Cllr Newton that SoloProtect devices are purchased for all Lone Working Staff and that quotes are obtained to upgrade the CCTV system. The Police are to be informed of all incidents, and the Clerk is to keep chasing them for more regular patrols to be carried out. All Cllrs present voted in favour.

Clerk to report progress in February's meeting.

**182/26 Matters as Agenda Items for Future Consideration**

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

No items for next month reported at meeting.

**183/26 Date of Next Full Council Meeting(s)**

24<sup>th</sup> February 2025 - Full Council

24<sup>th</sup> March 2025 - Full Council

5<sup>th</sup> May 2026 – Annual Meeting of Electorate

19<sup>th</sup> May 2026 – Annual Parish Council Meeting and Full Council

23<sup>rd</sup> June 2026 – Full Council

28<sup>th</sup> July 2026 - Full Council

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

**Meeting closed at 8.47pm**

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