



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

NOTICE OF MEETING:

TIME:

DATE:

VENUE:

Full Council

7.30pm

19th May 2026

The Glebe, 4 High Street, Sutton.

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 20th May 2025 at 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr M Inskip Mr B Browne Mr B Goodjohn Mrs L Kirby Mrs R Brown
Mrs S Partington Mr P Barnard

Clerk: Mr P Harty **Deputy Clerk** Mrs K Hanslip
County Councillor Lorna Dupre.

Public: 0

MINUTES

Meeting opened at 7.30pm

MEMBERS: 15

QUORUM: 5

Vacancies: 2

019/26 Election of Chairman for year 2026/2027

i) To elect a Chairman for 2026/2027.

Resolved – It was proposed by Cllr Partington and seconded by Cllr Browne That Cllr M Inskip be elected as Chairman for 2026/27. All present agreed by show of hands. Cllr Inskip duly accepted.

ii) Chairman to sign Declaration of Acceptance of Office.

Resolved – Cllr Inskip signed Declaration of Office.

020/26 Appointment of Vice-Chairman for year 2026/2027

Resolved – It was proposed by Cllr Kirby and seconded by Cllr R Brown that Cllr Goodjohn be appointed as Vice Chair for 2026/27. All present agreed by show of hands.

021/26 Confirmation of Declaration of Acceptance of Office forms for all Councillors

8 Councillors re-signed in Election Year 2023 and 5 during Co-Option

Noted by Council

022/26 To receive and note apologies for absence.

Apologies received from Cllrs Owen, Newton, Butler and Cassidy.

Absent Cllr Jordan.

023/26 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.
- d) To grant any dispensations.

None Received

024/26 To confirm Register of Interests for all Councillors.

Councillors reminded that any change in their circumstance must be reported by them to ECDC and Register of Interests updated

Noted by Council

025/26 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.

No Public in Attendance

026/26 To approve the minutes of the meeting of the 21st of April 2026 as a true record of that meeting.

Resolved – It was proposed by Cllr Goodjohn and seconded by Cllr Inskip that the presented minutes of the 21st of April 2026 were a true reflection of the meeting. 5 Cllrs voted in favour with 2 abstentions.

027/26 To receive reports in relation to Sutton from:

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

Noted by Council

028/26 Matters for Information Only

- i) AGAR Practitioners Guide – March 2026.

Noted by Council

029/26 To appoint members on to Standing Committees and review terms of reference.

1. Personnel Committee.

- i) Review Terms of Reference of Personnel Committee.

Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne to adopt for 2026-27 the Terms of Reference for the Personnel Committee. All Councillors present voted in favour by show of hands.
Clerk to place on Council Website.

- ii) To appoint members onto the Personnel Committee
(4 members (minimum), plus Chair & Vice-chair)

Resolved - It was proposed by Cllr Inskip and Seconded by Cllr Goodjohn that the following 7 members make up the Personnel Committee for 2025-26: Cllrs Inskip, Newton, Browne, Jordan, Butler, Oakland, Goodjohn. All Councillors present voted in favour by show of hands.

030/26 To appoint members onto Management Committees: -

1. Village Hall (Brooklands) Management Team. (2 members and 1 reserve)

Resolved - It was proposed by Cllr Browne and Seconded by Cllr Brown that Cllrs Goodjohn and Oakland with Cllr Kirby as reserve to sit on the Committee. It was approved by all Councillors present by show of hands to accept proposal.



2. The Glebe Management Team (2 members and 1 reserve)

Resolved - It was proposed by Cllr Browne and Seconded by Cllr Goodjohn that Cllrs Inskip and Partington with Cllr Kirby as reserve to sit on the Committee. It was approved by all Councillors present by show of hands to accept proposal.

3. Review ToR for Glebe Management Team. (attached)

Resolved - It was proposed by Cllr Inskip and Seconded by Cllr Goodjohn that the ToR for the Glebe Management Committee are adopted. It was approved by all Councillors present by show of hands to adopt ToR.

031/26 To appoint representatives on the under mentioned bodies: -

1. Joint HCV Committee (3 members)

It was decided to disband this committee as there have been no meetings called for some months. Should the meetings be called again the Council will appoint members to attend.

2. Ely Power Resources. (2 members)

Resolved - It was proposed by Cllr Inskip and Seconded by Cllr Browne that Cllrs Kirby and Partington represent the PC at these meetings. It was approved by all Councillors present by show of hands to accept proposal.

Clerk to contact Ely Power Sources to ensure that the PC is still on the distribution list.

3. Sutton Poor's Charity (2 members)

Resolved - It was proposed by Cllr Inskip and Seconded by Cllr Kirby that Cllrs Goodjohn and Brown represent the PC at these meetings. It was approved by all Councillors present by show of hands to accept proposal.

032/26 To appoint internal control members.

1. Finance & online banking – (4 bank signatories)

Resolved - It was proposed by Cllr Goodjohn and Seconded by Cllr Kirby that the signatories remain the same for 2026-26. It was approved by all Councillors present by show of hands to accept proposal.

2. Bank reconciliation (2 members – not bank signatories)

Resolved - It was proposed by Cllr Browne and Seconded by Cllr Kirby that the Cllrs approving the Bank Reconciliations remain the same for 2026-27. It was approved by all Councillors present by show of hands to accept proposal.

3. Health & Safety monitoring (2 members)

Resolved - It was proposed by Cllr Goodjohn and Seconded by Cllr Kirby that Cllrs Partington and Goodjohn carry out the monitoring for 2026-27. It was approved by all Councillors present by show of hands to accept proposal.

033/26 Bank Mandates

1. To approve Clerk to update bank mandates with new signatories.

- a) Unity Trust Bank
- b) Cambridge & Counties Bank
- c) Cambridge Building Society
- d) CCLA

No new signatories required – see minute 032/26(1)



034/26 Working Parties

1. To review and approve the Terms of Reference for working parties
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne to adopt for 2026-27 the Terms of Reference for Working Parties. All Councillors present voted in favour by show of hands.
Clerk to place on Council Website.
2. To appoint members onto working parties.
 - a) Financial Reporting & Controls
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that Cllrs Inskip, Browne, Newton, Cassidy, Kirby and Goodjohn, along with RFO, make up the working party. All Councillors present voted in favour by show of hands.
 - b) Traffic and Transport
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Goodjohn that Cllrs Inskip, Butler, Newton, Oakland, Kirby, Partington and Goodjohn, make up the working party. All Councillors present voted in favour by show of hands.
 - c) Sports & Recreation
Resolved - It was Proposed by Cllr Goodjohn and Seconded by Cllr Kirby that Cllrs Inskip, Butler, Newton, Oakland, Kirby, Brown, Owen and Goodjohn, make up the working party. All Councillors present voted in favour by show of hands.
 - d) Neighbourhood Plan
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that this Working Party be dissolved and will be reformed at the next review of the Neighbourhood Plan. All Councillors present voted in favour by show of hands.
 - e) Climate Change
Resolved – It was proposed by Cllr Browne and seconded by Cllr Goodjohn That this Working Party to be placed on hold until such a time it is needed. All Councillors present voted in favour by show of hands.
 - f) Library Access Point
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that Cllrs Partington, Kirby, Brown, Cassidy and Inskip make up the working party. All Councillors present voted in favour by show of hands.
 - g) Youth Service and activities
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Goodjohn that this Working Party be dissolved. All Councillors present voted in favour by show of hands.

035/26 Review and Adoption of Statutory Documents and Policies

- a) Review Health and Safety Management Policy
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that the Health and Safety Management Policy be approved and readopted for 2026-27. All Councillors present voted in favour by show of hands. Clerk to update website.
- b) Review Scheme of Delegation to the Clerk.
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that the Scheme of Delegation be approved and readopted for 2026-27. All Councillors present voted in favour by show of hands. Clerk to update website.



- c) **Review Dispensation Policy**
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that the Dispensation Policy be approved and readopted for 2026-27. All Councillors present voted in favour by show of hands. Clerk to update website.
- d) **Review and Adopt Standing Orders**
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that the Standing Orders be approved and readopted for 2026-27. All Councillors present voted in favour by show of hands. Clerk to update website.
- e) **Review and Adopt Financial Regs**
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that the Financial Regs be approved and readopted for 2026-27. All Councillors present voted in favour by show of hands. Clerk to update website.
- f) **Review and Adopt Code of Conduct Policy**
Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne that the Code of Conduct Policy be approved and readopted for 2026-27. All Councillors present voted in favour by show of hands. Clerk to update website.

036/26 Project and Action Plan

- a. To receive and note the Project Chart and Action Plan
 Noted by Council

037/26 Finance

1. To approve payments.

Online Payments

May	Salaries & expenses	£8340.58
May	Cambs Pension Fund	£765.76
Veolia Ltd	Easi-bins	£137.52
The Copier Warehouse	Photocopying	£112.78
CentraData	Website/Domain	£97.90
Cam Alarms	Service Alarm Pavilion	£113.40
Glover Enviro	Grass Cutting	£1584
ESPO	Office/Cleaning Materials	£61.26
ROSPA	Play Parks Check	£142.80
SoloProtect	Lone Worker Devices	£36
Cox & Kirby	Youth Club	£675
Amazon	Memory Sticks CCTV	£22.38
CAPALC	Training	£35
Briar Security	Intruder Alarms	£186.84
Cam Alarms	Glebe Fire Alarm	£127.20
Gowing	Pav Maint Toilets	£300

Direct Debits

ECDC	Non-domestic rates (May)	£671
Lloyds	Multipay	£236.86
O2	Mobile Phones	£112.80
B & CE	Peoples Pension	£127.26
HMRC	Tax & NIC	£2502.54
British Gas	Pavilion	£29.90
British Gas	Glebe	£131.27
Drax	Elec Glebe	£296.30
Drax	Elec Pavilion	£197.33
Drax	Street Lights	£108.48

Resolved - It was Proposed by Cllr Browne and Seconded by Cllr Kirby to approve the above payments. All Councillors present voted to approve payments by show of hands.

2. Year End Annual return for year ending 31st March 2026.

a. To Approve IA for 2026/27

It was Proposed by Cllr Goodjohn and Seconded by Cllr Inskip to approve the Internal Audit for 2025/26. All Councillors present voted to approve by show of hands.

b. Annual Return – Year End 31st March 2026

a) Section 1 – To complete and approve the annual governance statements 1 to 10.

Cllr Inskip read out Assertions 1 – 10

Resolved -

Assertion 1: It was Proposed by Cllr Inskip and Seconded by Cllr Browne to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 2: It was Proposed by Cllr Browne and Seconded by Cllr Goodjohn to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 3: It was Proposed by Cllr Inskip and Seconded by Cllr Kirby to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 4: It was Proposed by Cllr Browne and Seconded by Cllr Goodjohn to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 5: It was Proposed by Cllr Inskip and Seconded by Cllr Goodjohn to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 6: It was Proposed by Cllr Inskip and Seconded by Cllr Browne to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 7: It was Proposed by Cllr Browne and Seconded by Cllr Partington to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 8: It was Proposed by Cllr Goodjohn and Seconded by Cllr Kirby to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 9: It was Proposed by Cllr Inskip and Seconded by Cllr Browne to record a N/A against this. All Councillors present agreed by show of hands.

Assertion 10: It was Proposed by Cllr Browne and Seconded by Cllr Partington to record a Yes against this. All Councillors present agreed by show of hands.

The Chair and Clerk duly signed the Annual Governance Statement. Clerk to display on Website.

b) Section 2 – To approve the statement of accounts as Presented by the RFO.

Resolved - It was Proposed by Cllr Browne and Seconded by Cllr Kirby to accept the Statement of Accounts as Presented by RFO. All Councillors present agreed by show of hands.

Clerk to display on Website.

c) To confirm the dates of public rights.

Resolved - It was proposed by Cllr Inskip and seconded by Cllr Goodjohn to approve the dates for Public Rights as presented by the Clerk. All Councillors present agreed by show of hands.

Clerk to place on website as required.

d) To Discuss and Approve Internal Auditor for 2026/27

Resolved - It was Proposed by Cllr Inskip and Seconded by Cllr Browne to approve CAPALC as the Internal Auditor for 2026-27. All Councillors present voted to approve by show of hands. Clerk to contact CAPALC.

038/26 Planning

<https://eastcamb.gov.uk/services/planning-and-building-control/planning>

1. Planning approvals –

- a. Proposal: Outline planning permission for the demolition of existing garage and erection of 5 dwellings. All matters reserved except for access
Location: 104 High Street Sutton Ely Cambridgeshire CB6 2NW
Reference: 25/01016/OUT – **APPROVED**
Noted by Council
- b. Proposal: Two storey side/front extension, following demolition of garage. New single storey porch and additional external works
Location: 3 Victoria Place Sutton Ely Cambridgeshire CB6 2NP
Reference: 26/00324/FUL – **APPROVED**
Noted by Council
- c. Proposal: Ground floor internal alterations and addition of window
Location: 22A High Street Sutton Ely Cambridgeshire CB6 2RB
Reference: 26/00248/LBC – **APPROVED**
Noted by Council
- d. Proposal: Proposed lake and associated works
Location: Land South East Of 107 The Row Sutton Cambridgeshire
Reference: 25/00114/FUL – **APPROVED**
Noted by Council
- e. Proposal: Demolish existing single storey store and part boundary wall, construct replacement single storey store, extend existing drop kerb to provide two offstreet parking spaces
Location: 35 High Street Sutton Ely Cambridgeshire CB6 2RB
Reference: 26/00214/FUL – **APPROVED**
Noted by Council

2. Planning Appeals/Withdrawals –

- a. Proposal: Single storey extension to side and rear, with external alterations including removal of chimneys
Location: 15 Painters Lane Sutton Ely CB6 2NS
Reference: 26/00352/FUL – **WITHDRAWN**
Noted by Council

3. Planning Applications/Variations –

- a. Proposal: Remedial works to curtilage-listed barn, including partial demolition and rebuilding of north elevation
Location: Mostyn 76 High Street Sutton Ely
Reference: 26/00163/LBC
Noted by Council
- b. Proposal: To vary conditions 1 (Approved Plans), 5 (Off-site Pedestrian Improvement Work), 6 (Roundabout Upgrade), 7 (Priority junction Upgrade), 8 (Access construction) and 18 (Construction Environmental Management Plan) of previously approved 24/00747/VARM to Vary Condition 4 (Assessment of Ground Conditions) of previously approved 19/01707/OUM, dated 12 April 2022 for outline planning application for the demolition of existing buildings and erection of up to 173 dwellings and provision of land for community facilities (sports pitches and burial ground), including access (not internal roads), open space, sustainable urban drainage systems and associated landscaping. All matters reserved apart from access
Location: Land Adjacent 43 Mepal Road Sutton
Reference: 26/00405/VARM
Noted by Council

4. Tree Consents –

- a. Tree Preservation Order TPO/E/07/25 – **CONFIRMED**
- b. Proposal: T1 Eucalyptus - Remove overhanging branches back to the vertical boundary
T2 Cherry - Remove overhanging branches back to the vertical boundary
T3 Horse Chestnut - Remove overhanging branches back to the vertical boundary
Location: 2 Eastwood Close Sutton Ely CB6 2RH
Reference: 26/00316/TRE – **APPROVED**
- c. Proposal: T1 Sycamore - Crown lift over neighbours shed by approximately 1.5 metres.
T2 - Sycamore - Crown lift lowest section of branches to approximately 3-4 metres from the ground. Both trees in back garden. T2 is on the rear boundary
Location: 3 Station Road Sutton Ely Cambridgeshire CB6 2RL
Reference: 26/00362/TPO - **APPROVED**

039/26 Update From Clerk

1. Area at Top of Mepal Road
Clerk reported that Cambs County Council had been contacted regarding ownership and was awaiting reply. **Noted by Council**
2. CCTV/Pavilion Windows
Clerk reported that the new CCTV system is in place and working well. Quotes for replacement windows would now be sort and reported back to Council. **Noted by Council**
3. Youth Club
Clerk reported that the Youth Club was continuing to attract numbers with current numbers around the 15 mark. **Noted by Council**

040/25 Matters as Agenda Items for Future Consideration

For Junes Agenda:

1. Financial WP to Discuss use of CIL Money and report Back
2. Sports and Recreation WP to meet and report back
3. Report to be made from EPR Committee

No Decision can be Made Under This Item¹

Any items for consideration for next Full Council Meeting to be sent to Clerk by the 17th June 2026

041/25 Date of next meetings/Events

23rd June 2026 – Full Council
27th June 2026 Litter Pick – Community Room
End June 2026 Summer Newsletter
28th July 2026 – Full Council
25th August 2026 – Full Council
22nd Sept 2026 – Full Council
27th October – Full Council

Meeting Closed at 8.40PM

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



30th June 2026