

**Parish Clerk**

Mr Philip Harty
The Glebe
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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 28th July 2026 at 7.30pm in The Glebe, 4 High Street, Sutton.

Present: Cllr B Browne Cllr Barnard Cllr Goodjohn Cllr R Brown Cllr Butler
Cllr L Kirby Cllr Owen Cllr Oakland Cllr Inskip
Cllr Partington

Clerk: Mr P Harty **Public:** 2

MINUTES

MEMBERS: 12 **QUORUM:** 5 **Vacancies:** 3
Meeting Opened at 7.30pm

056/26 To receive and note apologies for absence.

Apologies received from Cllr Newton
Absent Cllr Jordan

057/26 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.

Cllr Brown Declared a Pecuniary Interest in Agenda Item 070/26
Cllr Oakland Declared a Prejudicial Interest in Agenda Item 066/26

058/26 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

059/26 To approve the minutes of the meeting of the 30th June 2026 as a true record of that meeting.

Resolved – It was proposed by Cllr Goodjohn and seconded by Cllr Kirby to accept the minutes as a true reflection of the meeting on 30th June 2026.
7 votes in favour with 2 abstentions.

060/26 Presentation By ECDC Youth Fusion on Engaging Young People.

Lizzi Houghton from ^{CCC}ECDC Communities Service presented a talk on engaging with young children.

Clerk to contact and go over SPC Policy and how we can look to engage more.

061/26 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

Noted by Council

062/26 Project and Action Plan

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

Noted by Council

063/26 Finance

1. To approve payments.

Online Payments

July	Salaries & expenses	£8666.41
July	Cambs Pension Fund	£765.75
Veolia Ltd	Easi-bins	£158.95
The Copier Warehouse	Photocopying	£89.83
CentraData	Website/Domain	£288.48
Glover Enviro	Grass Cutting	£1056
ESPO	Office/Cleaning Materials	£20.58 CREDIT
SoloProtect	Lone Worker Devices	£36
Cox & Kirby	Youth Club July	£450
Coalition	Cyber Insurance	£315.80
Amazon	Office/Equipment	£74.85
SLCC	Cemetery Training	£57.60
Pepperpot	Venue Advertising	£68
DL Plumbing Heating	Glebe Kitchen Raps	£154.79
Cam Alarms	Pavilion Alarm	£225
AJG Insurance	Van Insurance	£770.85

Direct Debits

ECDC	Non-domestic rates (July)	£671
Lloyds	Multipay	£113.96
O2	Mobile Phones	£112.80
B & CE	Peoples Pension	£127.26
HMRC	Tax & NIC	£1770.15
British Gas	Pavilion	£126.02 CREDIT
British Gas	Glebe	£31.86
Drax	Elec Glebe	£254.96
Drax	Elec Pavilion	£171.07
Drax	Street Lights	£91.12

Resolved – It was proposed by Cllr Browne and seconded by Cllr Goodjohn to approve the payments as listed. All Cllrs present agreed by show of hands.

2. To Note Financial Working Party Information 13th July 2026

Noted by Council

NAK

1. Planning approvals –

- a. **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 Cambridgeshire

Reference: 26/00405/VARM – Application APPROVED

Noted by Council

2. Planning Appeals/Withdrawals – NONE

3. Planning Applications/Variations –

- a. **Proposal:** 1 no. 1220mmx2800mm panel sign, 1 no. 1700mmx4000mm monolith sign, 5 no. flagpoles for the advertisement of the sales centre
Location: Land Adjacent 43 Mepal Road Sutton Cambridgeshire
Reference: 26/00755/AND – Comment by 5th August 2026. No Comments by Council
- b. **Proposal:** Ground mounted solar panel installation
Location: 17 The America Sutton Ely Cambridgeshire CB6 2NY
Reference: 26/00668/FUL – Respond By 29th July 2026. No Comments by Council
- c. **Proposal:** Installation of insulation and render to external walls
Location: 103 High Street Sutton Cambridgeshire CB6 2NW
Reference: 26/00707/FUL– Respond By 29th July 2026. No Comments by Council

4. Tree Consents –

- a. **Proposal:** T1 Gleditsia - Fell. The tree is in the front garden. Replace with a Liquidambar tree
Location: 12 Sutton Park Sutton Ely Cambridgeshire CB6 2RP
Reference: 26/00669/TRE – APPROVED. Noted by Council
- b. **Proposal:** T1 Birch (Dead) – Fell, T2,T3,T4 Birches – Fell, T5 Cherry - Fell
T6 Acacia - Fell. Cherry and Acacia are both in severe decline with over 50% dieback. Both trees are on verge opposite no10 who owns the part of verge where trees are located
Location: 10 Sutton Park Sutton Ely Cambridgeshire CB6 2RP
Reference: 26/00671/TRE- APPROVED. Noted by Council
- c. **Proposal:** G1 2 x Acer - Crown reduce by a maximum of 1 metre
Location: 4 Station Road Sutton Ely Cambridgeshire CB6 2RL
Reference: 26/00673/TRE- APPROVED. Noted by Council

Cllr Barnard left meeting at 9.00pm

065/26 To Consider and Approve Policies

1. Pension Policy

Resolved – It was proposed by Cllr Owen and seconded by Cllr Butler to approve & adopt the Pension Policy. All Cllrs present agreed by show of hands.

2. Recruitment Policy

Resolved – It was proposed by Cllr Browne and seconded by Cllr Goodjohn to approve & adopt the Recruitment Policy. All Cllrs present agreed by show of hands.

3. Training Policy

Resolved – It was proposed by Cllr Goodjohn and seconded by Cllr Owen to approve & adopt the Pension Policy. All Cllrs present agreed by show of hands.

066/26 To Consider Witchford Archers Request to Site Storage Container at Brooklands Carpark

Resolved - After a brief discussion it was Proposed by Cllr Butler and seconded by Cllr Goodjohn to allow the siting of a container for storage purposes of archery equipment by Witchford Archers with an annual lease of space set at £100 per annum. 7 Cllrs in favour with 3 abstentions

Cllr Oakland took no part in the discussions or voting on the above item.

067/26 To Consider and Approve Purchase of New MVAS

Resolved - Proposed by Cllr Butler and seconded by Cllr Inskip to purchase the new MVAS and brackets at a cost of £2454.52. All Cllrs Present agreed by show of hands.

068/26 To Note and Approve Recommendations from Sports and Recreation Working Party & Discuss Grass Cutting at Co-Op.

1. No report was received from the Sports and recreation WP – Deferred.
2. The clerk reported that he had a quote from Glover Environmental to cut the grass alongside the Co-Op. £200 initial cut and then £15pm maintenance cut.

Resolved – It was proposed by Cllr Goodjohn and seconded by Cllr Browne to accept this quote and that the Clerk should carry on contacting CCC to have this section of grass added to the payment for the verge cutting from CCC. All present agreed in favour.

069/26 To Discuss and Make Recommendations Relating to Volunteer Groups.

After some discussion no decision was reached and item is be deferred to another meeting.

Cllr Brown left the room during the following item

070/26 To Approve Grant Application

1. Open Spaces Group

Resolved – It was proposed by Cllr Browne and seconded by Cllr Butler to refuse this application and to use monies from Council Budget to pay for items to be used on PC land/assets and so save the grant pot for other local clubs. All Cllrs present agreed.

Cllr Brown rejoined meeting

071/26 To Discuss and Make Recommendations for Memorial Headstone at Parish Cemetery

Resolved – It was proposed By Cllr Browne and seconded by Cllr Butler to approve the Memorial application. All Cllrs present agreed.

072/26 To Discuss and Make Recommendations to Provide a Cold Space

The clerk reported that a quote to provide aircon had been received an that a report was coming regarding loft insulation.

The Clerk was asked to get some more quotes for aircon and to investigate planning permission. Clerk to report back.

Cllr Brown left meeting at 9.15pm

**073/26 To Discuss and Make Recommendations for Hot Water System at Pavilion
Previously Discussed under Minute Ref:016/26**

Resolved – It was proposed by Cllr Oakland and seconded by Cllr Browne that we should get more quotes on a like for like basis and allow the Clerk dispensation to authorize best quote. All Cllrs Present agreed.

074/26 To Discuss and Make Recommendations for a Legionella Risk Assessment at The Pavilion, Glebe and Community Room.

The Clerk reported that it is recommended that we have a professional Legionella Risk Assessment carried out. The cost would be £1200 and include a programme of testing required. The Contractor is Dee Thornton who has helped 400 parishes and is the trainer for SLCC on this matter.

Resolved - After a brief discussion it was proposed by Cllr Browne and seconded by Cllr Inskip that due to the complexity of the water systems in buildings managed by the Council to accept the quote. All Cllrs present agreed.

075/26 To Discuss Supporting the Fen Flag

Resolved – It was proposed by Cllr Browne and seconded by Cllr Inskip to support the Fen Flag. 9 Cllrs in favour with one abstention.

076/26 Matters as Agenda Items for Future Consideration

None put forward

No Decision can be Made Under This Item¹

Any items for consideration for next Full Council Meeting to be sent to Clerk by the 19th August 2026

077/26 Date of next meetings/Events

25th August 2026 – Full Council

22nd Sept 2026 – Full Council

27th October – Full Council

24th November - Full Council

15th December 2026 - Full Council

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

M.A. Zi
25th August 2026