

## SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 28<sup>th</sup> May 2019, 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr Inskip (Chair) Mr B Harker Mr B Collard Mr B Goodjohn Mrs J Webb  
Mr S Smith Mr A Newton

Not Present: Miss D Finn

Public: Cllr L Dupre Clerk: Mr R Hughes  
7 members of public

**18/19 To receive and note apologies for absence.**

Apologies were received and noted from Mr I Dewar, Mr B Watson, Mrs S Partington, Mr B Browne, Ms L Ruse

**19/19 To receive declarations of interest**

None to record.

**20/19 Public Participation**

None to record.

**21/19 Matters for Information only.**

1. Connections Bus Termly report – Noted.
2. Clerk to report on LHI 20mph scheme update.

The LHI 20mph speed limit on various roads in Sutton and the installation of speed bumps in Church Lane has been approved. – Work will commence in the summer.

3. Cllr Harker to report on EPR meeting.

Cllr Harker and Cllr Collard attended the meeting. It is noted that:

- EPR will not be pursuing the burning of wood chip following the trial, due to supply issues.
- In the event that there are problems with straw lost from bails we are advised to contact the company with dates, times, haulier name, registration and place.
- The advisory route map for haulage to avoid Sutton will be sent out.
- If requested by the parish council visits to the site could be arrange for groups of up to 12 people.
- It has been identified that the complaint of noise did not emit from the straw plant.

4. Ouse Washes Newsletter May 2019 – Noted.

5. Clerk to report on notification from CCC on street light energy supply.

The County Council has informed that they will be withdrawing services for managing street light energy for District and Parish Council owned street lamps. This will have implications for the 13 parish council owned lights. The clerk will bring this matter to the council for discussion when further information is received.

**22/19 To approve the minutes of the annual meeting of Council held on 14<sup>th</sup> May 2019**

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously that the minutes of the meeting of 14<sup>th</sup> May 2019 are taken as a true record of that meeting and signed by the Chairman.**

**23/19 To receive County and District Councillor reports.**

- a) County Council Report – Cllr L Dupre.

Cllr Dupre added

- The group leader has been elected as an MEP, so there will be some changes in roles.
- The Commercial Strategy has not yet gone to Full Council as noted in the report.
- The preferred developer for Shire Hall is Brookgate. There are no further details as yet.
- The 20mph scheme will commence on 15<sup>th</sup> July 2019.
- The Economy and Environment Committee has formed a working party to look at HCV in the diamond villages. 5 people have been appointed, all from the administration group, other parties were not invited.

b) District Council Report – Cllr L Dupre & Cllr Inskip

Cllr Dupre added

- Sutton Neighbourhood Plan will be 'made' by resolution at the District Full Council meeting this Thursday

**24/19 To receive and note the Resolution Action chart**

The resolution action chart was noted.

**25/19 Co-opt to fill 2 council vacancies**

1. Clerk to report to council on procedure for filling the two vacancies

The Clerk informed the meeting that there are two applicants to fill the two vacancies, and gave the procedure for co-opting.

2. To receive short introduction from the applicants.

Miss Beth Skelham and Mrs Helen Wales gave short introductions and spoke about their reasons for wishing to join the parish council.

3. Members to vote on acceptance of candidate.

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved unanimously to co-opt both Miss Skelham and Mrs Wales to the parish council.**

**26/19 Planning Committee**

1. To consider and approve Terms of Reference

The draft Terms of Reference were discussed. It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously to accept the draft with the addition to add a time limit for public participation up to 20 minutes or at the discretion of the Chairman, and to include 'to consider and respond to consultations'**

2. To appoint members onto the committee in accordance with Terms of Reference.

It was agreed to defer until June Full Council meeting to allow for those absent and co-opted members to be present.

**27/19 Planning**

**1. Planning Approvals**

- i) 18/01768/OUT. 107 The Row. Outline planning application with all matters reserved apart from access, for the demolition of outbuildings, and erection of one dwelling, creation of a new access and associated works. – Noted.
- ii) 19/00315/FUL. 8 Cherry Rise. Construction of a single storey rear extension. – Noted.
- iii) 19/00239/VARM. Land adjacent 43 Mepal Road. To vary condition 2 of previously approved ref: 16/01772/FUM.- Noted.

**2. Planning Refusals**

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- i) 19/00237/FUL. 3 Nunn's Way. Re-submission for one bed dwelling (Retrospective). – Noted.
- ii) 19/00320/OUT. Land at rear of Whitegate Farm. Erection of up to 2 dwellings, 2 double cart lodges, access and associated works. – Noted.

### 3. Planning Applications

- i) 19/00374/FUL. 119 The Row. Retrospective planning for infill of disused ditch in rear garden. It was proposed by Mr Harker, seconded by Mr Smith and **resolved following a vote of 6 in favour and 1 abstention that the parish council has concerns regarding the consultation being in complete, as it appears the County Council has not been consulted. Concerns are also for neighbours and their rights. Cllr Inskip (District Councillor) will discuss this with the planning officer.**
- ii) 19/00483/FUL. 1a High Street. Construction of 6 dwellings. 4 x 2 bedroom 2 storey detached dwellings, 1 x 4 bedroom detached 2 storey detached dwelling and 1 x 3 bedroom 2 storey detached dwelling. It was proposed by Mr Harker, seconded by Mr Inskip and **resolved following a vote of 6 in favour and 1 abstention that the parish council has concerns relating the access onto the High Street, Design & Density (Over-development), drainage and agrees with the conservation officers concern as the site is opposite the Church.**
- iii) 19/00619/FUL. 122 High Street. Construction of rear single storey extension/sun room. Proposed automatic entrance gates and boundary wall to the front of the property. No concerns – ECDC to determine.
- iv) PREAPP/00042/19. Site between 14 and 18 High Street. Erection of two semi-detached houses and one detached house. – Unable to view application online. – No comments.
- v) 19/00670/FUL. 9a Red Lion Lane. Proposed single storey extension and outbuilding for storage. – No concerns, ECDC to determine.

### 4. Street naming & Numbering

- 1. To consider a suitable 'theme' to put forward for street names at the Linden Homes site. It was felt that residents should have an opportunity to make suggestions for the 'theme', it was noted that the consultation on street names would be carried out within ECDC policy. It was proposed by Mrs Webb, seconded by Mr Goodjohn and **resolved unanimously that members bring a list to the next meeting and this is discussed for a suitable suggestion.**

### 28/19 Finance

- 1. Finance & Reporting Working Party.
  - a) Minutes of meeting of 16<sup>th</sup> April 2019
 

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved following a vote of 6 for and 1 abstention that the minutes are noted.**
  - b) Effectiveness of Internal Audit
 

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved unanimously that the report on the Effectiveness of Internal Audit is approved by the council.**
  - c) Clerk to report on the Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements. – March 2019.
 

The clerk reported that a copy of the 'Guide to Proper Practices' has been circulated to all member, and informed members that they form the basis of council financial governance.

2. To approve payments

It was proposed by Mr Inskip, seconded by Mr Smith and **resolved unanimously that the following payments will be made:**

a)	<u>Online Payments</u>	
	May	Salary payments & expenses £5875.69
	LGSS	Pension £1219.25
	Veolia ES (UK) Ltd	Easi-bins £184.90
	The Copier Warehouse	Photocopying £320.49
	IntouchCRM	Website £35.99
	Truelink Ltd	Grass maintenance £192.00
	ESPO Ltd	Cleaning/Maint materials £236.97
	MS Electrical	The glebe garden electrics £144.00
	Centradata Ltd	IT Support £215.70
	Digital Creations	NP Printing £218.00
	G & A Cornwell	Burial Ground – Top soil £42.00
	Haddenham Level Drainage	Drainage rates £325.60
	Briar Security Systems Ltd	Glebe- intruder alarm maint £108.00
	Sid Bibby Landscaping	The Glebe garden £264.00
	CAPALC	Annual Fee & DPO £697.47
	ACE Fire & Security	CCTV monitor £303.13
	MetroRod	Drains – The Glebe £216.00
	M A Cleaning Services	Glebe – window cleaning £30.00
	Acacia Tree Surgery Ltd	Tree survey £690.00
b)	<u>Direct Debits</u>	
	The Peoples Pension	Pension £33.37
	Volkswagen Leasing	Van Lease £242.99
	ECDC	Non-domestic rates £614.00
	SSE	Glebe – Gas £695.64
	SSE	Glebe – Electric £150.44
	SSE	Floodlights £18.22
c)	<u>Cheques</u>	
	Petty Cash	Cash £150.00

3. Year End Annual return and year end accounts for year ending March 2019.

1) To approve Year End Accounts – 31<sup>st</sup> March 2019

a) To approve Year End Earmarked Reserves.

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved unanimously to approve the Earmarked Reserves at £20,656.45**

b) To approve General Reserve balance.

It was proposed by Mr Inskip, seconded by Harker and **resolved unanimously to approve the General Balance Reserve at £97,874.00**

c) To approve Year End Accounts.

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved unanimously to approve the year end accounts.**

2) Annual Return – Year End 31<sup>st</sup> March 20189

a) Section 1 – To complete and approve the annual governance statements 1 to 9.

Members acknowledged their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements, and confirm that to

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the best of their knowledge and belief, with respect to the accounting statements for the year ended 31<sup>st</sup> March 2019 that:

**Statement 1 - Yes -** **Proposed by Mr Inskip, seconded by Mr Harker and Resolved following a vote of 6 in favour and 1 abstention.**

**Statement 2 - Yes -** **Proposed by Mr Inskip, seconded by Mr Harker and resolved unanimously.**

**Statement 3 - Yes -** **Proposed by Mr Inskip, seconded by Mr Harker and resolved unanimously.**

**Statement 4 - Yes -** **Proposed by Inskip, seconded by Mr Harker and resolved following a vote of 6 in favour and 1 abstention.**

**Statement 5 - Yes -** **Proposed by Mr Inskip, seconded by Mr Harker and resolved unanimously.**

**Statement 6 - Yes -** **Proposed by Mr Inskip, seconded by Mr Harker and resolved unanimously.**

**Statement 7 - Yes -** **Proposed by Mr Inskip, seconded by Mr Harker and resolved following a vote of 6 in favour and 1 abstention.**

**Statement 8 - Yes -** **Proposed by Mr Inskip, seconded by Mr Harker and resolved unanimously.**

**Statement 9 -** **Not applicable.**

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

It was proposed by Mr Harker, seconded by Mr Goodjohn and **resolved unanimously to approve the statement of accounts – section 2, as presented by the RFO.**

#### **29/19 To receive reports from Management Committees and working parties.**

1. To receive minutes from HCV Joint Committee meeting 24<sup>th</sup> April 2019 – Noted.
2. To receive notes from Digital Communications working party
  1. To consider recommendations from the working party.
    - i) Full Council to discuss and approve contracting Vision ICT as the new website provider.

Mr Goodjohn explained the reasoning for the working party recommendation.

The cost to set up the website, including training, hosting, email accounts is £2300.00.

- ii) Clerk to liaise with Vision ICT to agree specification as outlined by working party.

It was proposed by Mr Harker, seconded by Mrs Webb and **resolved unanimously that the quotation is accepted from Vision ICT. The clerk will make contact with Vision ICT to commence the process.**

#### **30/19 Sutton Time Bank**

- i) To receive Business Case prepared by the Clerk

The clerk presented the report and answered questions relating to the setting up of the time bank for Sutton.
- ii) Recommendations:

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1. Full Council to consider and approve setting up of a Time Bank for Sutton.
2. Full Council to approve the grant application to CCC Innovate & Cultivate Fund, and to delegate to the clerk approval to apply for additional match funding.
3. Personnel committee to advertise and appoint a time bank coordinator (within Committee terms of reference), once funding has been approved.

It was proposed by Mr Inskip, seconded by Mr Goodjohn and **resolved following a vote of 6 in favour and 1 abstention to accept all three recommendations, and to appoint a coordinator on a 2 year fixed term contract.**

### 31/19 Apprenticeship Scheme

- i) To receive report from the clerk

The clerk informed the meeting of the apprenticeship scheme and the two options, Business Administration or Customer Service.

- ii) To discuss and approve the appointment of an apprentice.

It was proposed by Mrs Webb, seconded by Mr Newton and resolved **unanimously to set up the apprenticeship scheme for the Business Administration Level 2 course.**

10pm Mr Smith and Mr Harker left the meeting.

### 32/19 Sutton Parish Council Action Plan

- i) To discuss draft Action Plan 2019/2020

It was proposed by Mr Inskip, seconded by Mr Goodjohn and **resolved unanimously to add the carried forward actions to the proposed actions for the year, and bring back for discussion.**

### 33/19 Summer Newsletter 2019

- i) To discuss and approve items for summer 2019 newsletter.

Suggested items included:

Information on the use and access of the Defibrillator.  
 New website  
 Time-banking  
 EPR Straw burning plant visit  
 HCV  
 Councillor updates

### 34/19 Diary Dates

HCV Joint Committee 7.30pm 10<sup>th</sup> July 2019 Bluntisham Village Hall

### 35/19 Date of Next Meeting(s)

Full Council 25<sup>th</sup> June 2019

The meeting closed at 10.25pm

Signed.....  
 Chairman.....

Date.....  
 25<sup>th</sup> June 2019