

SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 25th June 2019, 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr Inskip (Chair) Mr B Harker Mr B Collard Mr B Watson Mrs J Webb
Mr S Smith Mr A Newton Mrs S Partington Mrs H Wales Ms L Ruse
Mr B Browne

Not Present: Miss D Finn

Public: Cllr L Dupre Clerk: Mrs R Hughes
Sgt Rabel Assistant Clerk: Mrs M Wolland

1 member of public

36/19 To receive and note apologies for absence.

Apologies were received and noted from Mr I Dewar and Miss B Skelham.

37/19 To receive declarations of interest

Ms L Ruse	Prejudicial Interest	Agenda 45/19/3/v	Declaration No 323/19 – Request to speak in public participation
Mr A Newton	Personal Interest	Agenda 45/19/3/v	Declaration No 324/19
Mr S Smith	Prejudicial Interest	Agenda 45/19/3/v	Declaration No 325/19
Mr S Smith	Prejudicial Interest	Agenda 45/19/3/iv	Declaration No 326/19
Mr S Smith	Prejudicial Interest	Agenda 46/19/5/b	Declaration No 327/19

38/19 Public Participation

Cllr Ruse wanted to express concerns on Agenda Item 45/19/3/v – Planning application for the Scout Hut Concerns regarding continued parking on verges and in laybys at events, no car sharing and near misses

39/19 Sgt Rabel – Report on Current crime trends, local issues, and short questions and answers.

Sgt Rabel has been in Cambridgeshire Police since 2001. Since being transferred to East Cambs he has been visiting parishes to get to know the villages and local councils.

Sgt Rabel gave a breakdown of calls to 999 or 101 in a year in Cambridgeshire

- East Cambs - 12,000, South Cambs – 23,000, Cambridge City – 31,000 and Huntingdonshire – 35,000
- Out of those smaller to medium villages receive on average 300 calls, Littleport/Soham 1500 calls and Sutton and average of 350 calls.
- Calls to Sutton around 60 relating to Elean Business park, 12 Burglaries, 12 Road Traffic Collision

At present on a typical day there are 7/8 officers on patrol (4 response officers, 2 investigators and PCSO's) currently, there is only 1 PCSO covering East Cambs.

Some points raised by Sgt Rabel about Sutton Specifically:-

- Parking Issues – Unfortunately these are a low priority due to low resources of officers. Ideally East Cambs district Council could decriminalise this and have their own enforcement teams to help with this issue.
- Traveller Encampments – Currently only 3 Caravans on site at Elean Business Park, the police are aware of the petty theft from the local shop, other incidents within the village and at the Business Park.

The land owner of the Elean Business Park has been issued with a Community Protection Notice which means they have 14 days to evict the caravans and then ensure the site is protected from future encampments. This would mean putting up concrete barriers/making ditches and restricting access to the site. Failure to do so could result in £20,000 fine

Sgt Rabel urged everyone to make sure they report any suspicious behavior or crimes via 101 or Online reporting on the Cambs Police Website. Without the separate reports from individuals action is not always possible as a case needs to be built to obtain warrants etc.
Please remember if there is a danger to life always use 999

40/19 Matters for Information only.

1. Clerk to report on Tree survey and maintenance plan.

The clerk reported that the Tree Survey has been undertaken and a maintenance plan has been established. Quotes for urgent works will be brought to full council in due course.

41/19 To approve the minutes of the meeting of Council held on 28th May 2019

It was proposed by Mr Inskip, seconded by Mr Smith and **resolved following a vote of 8 for and 3 abstentions that the minutes of the meeting of 28th May 2019 are taken as a true record of that meeting and signed by the Chairman**

42/19 To receive County and District Councillor reports.

- a) County Council Report – Cllr L Dupre.

Cllr Dupre added

- Road resurfacing in Sutton – Feedback has been received regarding the signage issues and CCC have passed this on to Skanska. Stagecoach will aim to improve notifications in the future
- Climate Change – A huge amount of effort is being placed on this with many projects in the pipeline
- Drainage at Garden Close – Clarification on where the drainage falls was given and that the riparian landowners will have to complete the other work involved

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

Cllr Dupre added

- Affordable Housing on MOD site in Ely – Following on from the ECDC annual council meeting where the motion noted in Cllr Dupres report was passed. An Extra-Ordinary meeting was called on the 19th June on this subject and the motion was rescinded. This means that only 15 houses will be social houses and none will be for rent.
- A142 Co-op planning application – Cllr Dupre has a line of communication with them but is unsure whether there will be further delays with the work starting
- Linden Homes – The local floods authority and Linden Homes have surveyed the site and made a small channel to help with the flooding issues.

43/19 To receive and note the Resolution Action chart

The resolution action chart was noted.

44/19 Planning Committee

1. To appoint members onto the committee in accordance with Terms of Reference. (9 members)

The following members were appointed onto the committee

Mr B Browne	Mr B Harker	Mr B Goodjohn	Mr S Smith	Mr A Newton	Mrs S Partington
Ms L Ruse	Mrs H Wales	Mr B Watson			

45/19 Planning

1. **Planning Approvals** – None received
2. **Planning Refusals** – None received

3. Planning Applications

- i) 18/01579/FUL. 1 Windmill Lane. Removal of wood panel and replacement with new UPVC window - No concerns, ECDC to determine
- ii) 19/00747/FUL. 66 St Andrews Close. Internal first floor alterations and external elevation changes - No concerns, ECDC to determine
- iii) 19/00374/FUL. 119 The Row: Amendment: Ditch infill details - No concerns, ECDC to determine

Mr Smith left the room at 8:30pm

- iv) 19/00734/FUL. Site West of Crown Yard Depot. Proposed eight containers and yards. It was proposed by Mr Inskip, seconded by Mr Collard and **resolved following a vote of 10 in favour and 1 abstention that the parish council request conditions to restrict operating hours to be the same as existing units on the site at Three Pillars.**

Ms Ruse left the room at 8:33pm

- v) 19/00364/FUL. Replacement scout hut. Amendment. Additional information includes an additional planning statement to address concerns - No concerns, ECDC to determine

Mr Smith and Ms Ruse returned at 8:35pm

- vi) 19/00197/VARM. Site North West of Mepal outdoor centre. To vary conditions of previously approved 14/00204/FUM. Amendment: Additional information includes a flood risk assessment - No concerns, ECDC to determine
- vii) E/3004/18/CM Mepal Reservoir, Land of Blaby's Drove, Sutton Gault.
Application available at:
<http://planning.cambridgeshire.gov.uk/swift/apas/run/whappcriterial.display>

Construction of an additional irrigation reservoir by the extraction and export of sand and gravel using existing silt settlement ponds, processing plant, weighbridge. Office buildings and access onto the A142 Chatteris Road between Mepal Outdoor Centre and Hiam's Bridge
No response needed – Application already determined
- viii) Clerk to inform on submitted comments relating to: 18/01815/OUT. Site south of 9 – 13 The Row. Amendment: Additional information received includes amended site location plan, ownership certificates and access design
It was advised that the Parish council's original comments remain –
 - Site outside of development envelope.
 - Poor access and no footpaths
 - Increase traffic on narrow part of The Row
 - Impact on landscape
 - Agricultural land.
 - Historic building close by
 - Support residents concerns

4. Withdrawn Planning Applications

- i) 18/0817/OUM. Land opposite 142 The Row - Noted
- ii) 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 - Noted

5. Street naming & Numbering

1. To consider a suitable 'theme' to put forward for street names at the Linden Homes site.

The clerk advised that the council can put forward between 2 and 4 'Themes' for the Linden Homes site.

It was proposed by Mr Inskip, seconded by Ms Ruse and **resolved following a vote of 9 in favour, 1 against and 1 abstention that the parish council put forward a New Zealand theme after the New Zealand Squadron that were based at the Mepal Airfield**

It was also proposed by Mrs Webb, seconded by Mr Harker and **resolved following a vote of 10 in favour and 1 abstention that the parish council put forward a Sutton Heroes theme.**

It was proposed by Mrs Partington, seconded by Mr Newton and **resolved following a vote of 8 in favour, 1 against and 2 abstentions that the parish council put forward a Sutton History theme to incorporate old business proprietors – shops/pubs etc**

6. Tree work applications

1. 2 Eastwood Close. Consent for 1 x Silver birch – Fell - Noted

46/19 Finance

1. Finance & Reporting Working Party.

- a) Minutes of meeting of 4th June 2019 - Noted
- b) To consider and approve recommendations from the meeting.
 - i) To approve the following Virements

£5.00 to Code 4175/100 ICCM from 4610/500 contingency
 £75.00 to Code 5040/310 from 4610/500 contingency
 £24.00 to Code 4610/500 Contingency 4505/340 Drainage rates

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved following a vote of 10 in favour and 1 abstention to approve the Virements.**

2. To approve payments

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

a) Online Payments

June	Salary payments & expenses	£5810.37
LGSS	Pension	£1219.25
HMRC	Tax & NIC	£3356.19
Veolia ES (UK) Ltd	Easi-bins	£115.56
The Copier Warehouse	Photocopying	£103.68
IntouchCRM	Website & domain	£64.77
Truelink Ltd	Grass maintenance	£192.00
ESPO Ltd	Cleaning/Maint materials	£81.66
G & J Peck Ltd	Lengthsman supplies	£17.41
Fenland Fire Appliance	Fire appliance checks	£138.84
East Cambs D C	NP printing	£60.00
Canalbs Ltd	Internal Audit	£116.15
CamAlarms Ltd	Fire alarm maintenance	£94.80
Ely Skip Hire	Skip hire	£115.00
David Frear Service & Main	Boiler servicing	£144.00

b) Direct Debits

The Peoples Pension	Pension	£109.89
Volkswagen Leasing	Van Lease	£242.99
ECDC	Non-domestic rates	£614.00
BT	Phone & Internet	£299.76
SSE	Electric – The Glebe	£18.02
SSE	Electric – Flood-lights	£18.02
SSE	Electric – The Glebe	£156.69
Wave	Water & Sewerage Pavilion	£407.01

3. **To receive Internal Audit Report for Year End March 2019**

- a) To receive and consider Internal Audit Report.

The Internal Audit report was noted

4. **To appoint Internal Audit for Financial year 2019/2020.**

- a) To consider and approve the appointment of Canalbs Ltd.

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved unanimously to approve the appointment of Canalbs Ltd at £42.50 per hour and 45p per mile.**

5. **Grant applications**

- a) To consider and approve grant application to Sutton Garden Club

Mr B Watson declared a Personal Interest Agenda 46/19/5/a Declaration No 328/19

It was proposed by Mr Inskip, seconded by Mr Smith and **resolved following a vote of 9 in favour and 2 abstentions to approve the grant application of £190.00 to Sutton Garden Club**

Mr Smith left the room at 9:03pm

- b) To consider and approve grant application to Sutton Rainbows

It was proposed by Mrs Webb, seconded by Mr Inskip and **resolved unanimously to approve the grant application for £282.40 to Sutton Rainbows**

Mr Smith returned at 9:05pm

6. **Clerk to report on a request for free use of Glebe Hall**

- a) To consider and approve free use of the Glebe Hall for training purposes.

A request was made by Magpas for a free let of the glebe hall for defibrillator and CPR training. It was proposed by Mr Inskip, seconded by Mrs Webb and **resolved unanimously to approve 2 x 1 and a half hours free let of the glebe hall.**

47/19 **To receive reports from Management Committees and working parties.**

1. **Sports and Recreation working party.**

- a) Minutes of the meeting of the 5th June 2019 - Noted

- b) To consider and approve recommendations from the working party.

- i) To organise a drop-in Parish Council Open Forum to consult on ideas for new and improved sports and recreation facilities. Date to be agreed by the Clerk. The consultation and the event to be publicised in the Parish Council Summer Newsletter.

It was proposed by Mr Inskip, seconded by Mr Watson and **resolved unanimously to approve the 28th September for a drop-in Parish Council Open Forum at the Pavilion. The date and event will be advertised in the summer newsletter and the working party to finalise at the next working party meeting.**

48/19 **Sutton Kebab Van licence.**

1. To hear report from Clerk on current licence and renewal of licence to a new tenant

The clerk reported that a new tenant would like to take over the licence for the Kebab van. All previous terms agreed for location and hours

2. To discuss and approve terms of licence and fee payment.

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MS

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved following a vote of 10 in favour and 1 abstention to approve the original licence and fee payment of £2000 for the year.**

49/19 Assets of Community Value

1. To discuss nomination for Asset of Community Value.

It was proposed by Mr Inskip, seconded by Mr Harker and **resolved following a vote of 10 in favour and 1 abstention to approve the clerk to review the process for future nominations for Assets of Community Value.**

50/19 Allotment land rent

1. To receive notification from Savills on behalf of Church Commissioners to increase rent of land at Chain Causeway.

It was proposed by Mr Watson, seconded by Mrs Webb and **resolved unanimously to approve the increase rent of the land at Chain Causeway from £1800 to £1900 with effect from 11.10.2019.**

51/19 Sutton Parish Council Action Plan

1. To discuss draft Action Plan 2019/2020

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously to approve the following amendments to the Action Plan:-**

- **Remove Multi-use play area from List**
- **Add Community Room – Re-purposing**
- **Action plan to be updated to include Neighbourhood Plan Community actions**

52/19 Diary Dates

28th September 2019 – Sports & Recreation WP community event.

53/19 Date of Next Meeting(s)

16th July 2019 – Planning Committee
23rd July 2019 - Full Council
6th August 2019 – Personnel Committee

The meeting closed at 9.49pm

Signed.....
Chairman

Date.....