

SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 27th August 2019, at 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr M Inskip (Chair) Mr B Browne Mr S Smith Mr B Goodjohn
Mr B Collard Mrs H Wales Miss B Skelham Mr A Newton

Public: 4 members of public
Cllr L Dupre

Clerk: Mrs R Hughes

67/19 To receive and note apologies for absence.

Apologies were received and noted from Mrs J Webb, Mrs S Partington, Ms L Ruse, Miss D Finn, Mr B Harker and Mr I Dewar.

68/19 To receive declarations of interest

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|-------------|---------------------|----------------------|----------------|
| Mr M Inskip | Agenda item 75/19/3 | Personal interest | Dec No: 329/19 |
| Mr A Newton | Agenda item 75/19/3 | Personal Interest | Dec No: 330/19 |
| Mr S Smith | Agenda item 75/19/3 | Prejudicial Interest | Dec No: 331/19 |

69/19 Public Participation – No public wishing to speak.

70/19 Sutton Open Spaces Group to present proposal for village planting.

Mrs Porter from Sutton Open Spaces group presented a proposal for their group to work with village organisations to plant bulbs, flowers and hanging baskets in the village. Work needs to be undertaken in the first instance to ensure that agreement has been reached with landowners. Risk assessments need to be undertaken and insurance considered.

It was agreed that the clerk will work with the group in the first instance to discuss a way forward, and a report will be made to the September parish council meeting.

71/19 Matters for Information only.

1, ECDC - Review of Polling Districts and Polling Places 2019. – Noted.

72/19 To approve the minutes of the meeting of Council held on 23rd July 2019

The minutes of the meeting of the 23rd July 2019, were taken as read, approved and signed by the Chairman as a true record of the meeting.

73/19 To receive County and District Councillor reports.

a) County Council Report – Cllr L Dupre.

Cllr Dupre noted some updates.

- The meeting with the NHS is this Thursday.
- There have been some date changes to the street works programme.
- CCC are currently discussing a policy for wildflowers and verges.

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

Cllr Inskip noted from updates.

- The meeting at the ~~Lean~~ ^{ECDC} Business Park was held today, in attendance were landowners agent, Police, ECC, CCC, and representatives from the Power Station. The Power station is happy to take charge of the gating, opening and closing between shifts to deter joy riders. ECDC will be discussing this next week.

74/19 To receive and note the Resolution Action chart

The resolution chart was noted.

75/19 Finance

1. To note report from Finance & Reporting working party - 31st July 2019

The report was noted.

To approve recommendations

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously** to approve the Virements.

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|-----------------------------|--------|----|------------------------|
| From 4045/100 PAYE | £2.00 | to | 4610/500 Contingencies |
| From 5030/520 Van Insurance | £13.00 | to | 4610/500 Contingencies |

2. To approve payments

It was proposed by Mr Inskip seconded by Mr Collard and **resolved unanimously** to approve the following payments

a) Online Payments

| | | |
|--------------------------|----------------------------|----------|
| August | Salary payments & expenses | £5854.38 |
| LGSS | Pension | £1219.25 |
| Veolia ES (UK) Ltd | Easi-bins | £115.56 |
| The Copier Warehouse | Photocopying | £85.06 |
| IntouchCRM | Website | £35.99 |
| ESPO Ltd | Cleaning/Admin materials | £124.43 |
| Lance Print | Newsletter printing | £210.00 |
| Ely Skip Hire | Burial Ground – Skip | £115.00 |
| CCC Sutton School | Community Room electric | £102.82 |
| ECDC | Uncontested election | £200.00 |
| Briar Security | Battery – Glebe | £22.20 |
| HMRC | VAT | £136.08 |
| The Connections Bus | Bus hire | £2838.00 |
| ECDC | Map printing | £11.53 |
| Rialtas Business Sol Ltd | Alpha accounts/asset reg | £459.00 |
| Truelink Ltd | Verge Maintenance | £643.20 |

b) Direct Debits

| | | |
|--------------------|------------------------|---------|
| Volkswagen Leasing | Van Lease | £242.99 |
| ECDC | Non domestic rates | £614.00 |
| SSE | Electric – Floodlights | £18.02 |
| SSE | Glebe – Electric | £142.47 |
| SSE | Glebe – Electric | £16.03 |

c) Cheques

| | | |
|--------|------------|---------|
| Cheque | Petty Cash | £150.00 |
|--------|------------|---------|

7.57pm Mr Smith left the meeting.

3. To consider grant applications

1. To consider grant application - Sutton Feast – for £502.66 to cover annual insurance.

It was proposed by Mr Goodjohn, seconded by Mrs Wales and **resolved following a vote of 6 for and 1 abstention** to approve the grant application of £502.66 towards the Feast Week insurance. (Power: General Power of Competence).

8pm Mr Smith returned to the meeting.

76/19 To receive reports from Committees, Management Committees and working parties.

1. Personnel Committee

- a) To receive and note minutes of the Personnel Committee held on 6th August 2019.

The minutes of the Personnel Committee were received and noted.

- b) To fill vacancy on the Personnel Committee

It was proposed by Mr Browne that Mr Newton is nominated to the Personnel Committee, this was seconded by Mr Smith and **resolved following a vote of 7 for and 1 abstention to elect Mr Newton to the Personnel Committee.**

2. HCV Joint Committee

- a) To note minutes of the meeting held on 10th July 2019

The minutes of the meeting were received and noted.

3. Village Hall Committee

- a) To note minutes of the meeting held on 13th August 2019

The minutes of the meeting were received and noted.

4. Sports and Recreation working party

- a) To receive and note the report from the working party held on 7th August 2019.

The notes of the meeting were received and noted.

- b) To update on and consider 'Sports for All' open afternoon, and budget for refreshments.

The event will be held on Saturday 28th September 2019, 2pm to 4pm. It was proposed by Mr Browne seconded by Mr Collard and **resolved unanimously that up to £100 is budgeted for refreshments on the day.**

77/19 The Glebe external decorating.

1. Clerk to present quotations for external decorating.

Three quotations have been received from decorating companies to prepare wood and paint external doors and windows.

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|-----------|-----------|-----------|-----------|-----------|-----------|
| Company 1 | £2,800.00 | Company 2 | £2,799.15 | Company 3 | £2,320.00 |
|-----------|-----------|-----------|-----------|-----------|-----------|

It was proposed by Mr Browne, seconded by Mr Inskip and **resolved following a vote of 7 for and 1 abstention to offer the contract to Company 3 at a cost of £2,320.00.** Budget: Glebe Maintenance CIL.

78/19 The Glebe patio

1. Clerk to present quotations for work to the patio area.

Three quotations have been received from companies who can upgrade the patio at The Glebe, to include lifting the existing paving, replacing base and new slabs.

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|-----------|-----------|-----------|-----------|-----------|-----------|
| Company 1 | £3,167.00 | Company 2 | £4,050.00 | Company 3 | £6,429.17 |
|-----------|-----------|-----------|-----------|-----------|-----------|

It was proposed by Mrs Wales, seconded by Mr Goodjohn and **resolved unanimously to offer the contract to Company 2, as this was a company who has previously undertaken work at The Glebe garden.** Budget: Unallocated CIL.

79/19 Tree maintenance

1. Clerk to present quotations for required tree work.

Three quotations have been received from companies who can undertake the required work on trees in the village, in accordance with the council's tree maintenance survey and programme.

Company 1 £2,835.00

Company 2 £1,355.00

Company 3 £2,230.00

It was proposed by Mr Goodjohn, seconded by Mrs Wales and **resolved following a vote of 7 for and 1 abstention to offer the contract to company 2.** Budget: Tree maintenance and contingencies.

80/19 Priors Field Surgery – request for use of The Glebe.

- 1. Clerk to inform the council of details of the request.

The PPG has been working with the Peterborough and Cambridge NHS foundation trust to organise a Type 2 Diabetes awareness/testing event. They would like to offer a venue in Sutton, and have requested a free let of The Glebe. There are no details on dates and times at the moment.

It was proposed by Mr Browne, seconded by Mr Goodjohn and **resolved unanimously that the council would support this in principle, dates and times would have to be negotiated with the office.**

81/19 Apprentice Administration Assistant.

- 1. Clerk to update on interview and proposal to appoint applicant.

Cllr Webb and the Clerk undertook the interviews for the Apprentice Admin Assistant and recommend the appointment of Jacob Bartholomew. The post is for 30 hours per week and undertaking the Level 2 Business and Admin qualification with Cambridge Regional College, for a 2 year contract. The hourly rate of pay for the first year is minimum of £3.90 per hour and in the second year £8.21 (Current rate), as Jacob is over the age of 19.

- 2. Council to approve appointment.

It was proposed by Mr Browne, seconded by Mr Collard and **resolved unanimously to appoint Jacob Bartholomew to the post on a rate of £3.90 per hour which will be reviewed after 3 months.** The clerk will make the arrangements for the enrolment at the college and a commencement date.

82/19 Diary Dates

18th September 2019 – HCV group meeting – Bluntisham Village Hall
28th September 2019 – Sports & Recreation WP community event.

83/19 Date of Next Meeting(s)

Planning Committee – 17th September 2019
Full Council – 24th September 2019

The meeting closed at 8.48pm

Signed.....
Chairman

Date..... 24 September 2019