

SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 23rd January 2018 at 7.30pm in The Pavilion, The Brook, Sutton

Present: Mr M Inskip (Chair) Mr B Browne Mr S Smith Mrs S Partington Mr B Collard
Mr A Marking Mr B Goodjohn Mr P Percival Mr K Brownell

In Attendance: Cllr L Dupre Clerk: Mrs R Hughes
4 residents

149/18 To receive and note apologies for absence.

Apologies were noted from Mr B Harker, Mr P Bigsby, Mrs C Bigsby, Mr B Huxley and Mr I Dewar. Mr Dewar requested that his apologies are accepted by the council. It was proposed by Mr Smith, seconded by Mr Marking and **resolved unanimously to accept Cllr Dewar's apologies.**

150/18 To receive declarations of interest

None to declare.

151/18 Public Participation

Agenda item: 155/18/2/I. Two residents informed the meeting that they were concerned that although ECDC had refused the application at the rear of Garden Close, they were concerned that it would still be approved via the appeal process. Residents have formed a residents committee to monitor the application. The residents committee have noted that visibility splays were not considered within Garden Close.

152/18 Matters for Information only.

1. The Clerk informed the council that a resignation has been received from Miss A Poulter. ECDC electoral services have been informed, the vacancy has been advertised, if no poll is called within the legal timescale, the parish council will be informed that it can co-opt to fill the vacancy.

152/18 To approve the minutes of the meeting of 9th January 2018

The minutes of the 9th January 2018 were taken as read, approved and signed by the Chairman.

153/18 To receive County and District Councillor reports.

- a) County Council Report – Cllr L Dupre.
- b) District Council Report – Cllr L Dupre.
- c) District Council Report – Cllr L Stubbs

The reports were noted.

Cllr Dupre informed the meeting that the County Council General Purposes Committee has proposed an increase of 2.99% on its element of the council tax.

154/18 Resolution action chart

The resolution action chart was noted.

155/18 Planning

1. Planning Approvals

- i) 17/01866/FUL. Foxgloves. 20 Pound Lane. First floor extension above existing garage. - noted.
- ii) 17/02086/CLP. 3 Bury Lane. Loft Conversion including rear facing dormer window. Alterations and garage conversion. - noted.



- iii) 17/01842/FUL. 4 Mostyn Close. Proposed single storey rear extension and part car port conversion. - noted
- iv) 17/01996/FUL & 17/01997/LBC 17 The Row. Internal alterations and single storey extension. - noted.

2. Planning Refusals

- i) 17/01445/OUM Land rear of Garden Close. Outline planning application for erection of up to 53 houses to include public open space and details relating to access. – noted.

3. Tree applications & consents

- i) 3 High Street. Consent – 1 x Yew – Crown lift and 1 x conifer – reduce height.
- ii) 17 Sutton Park. Consent. (TPO). 1 x Chestnut – reduce and 1 x Sequia – reduce branch.
- iii) 5 High Street. Consent – 1 x Ash – Crown reduce.
- iv) Sutton Church Cemetery. Consent - Fell 8 assorted trees. (5 self-set & 3 dead).

156/18 Finance

1. To approve payments

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously that the following payments are approved:**

a) <u>Online Payments</u>			
January	Salary payments & expenses	£4881.12	
LGSS	Pension	£1056.19	
Veolia ES (UK) Ltd	Easi-bins	£112.68	
ESPO	Admin/cleaning/equipment	£95.15	
The Copier Warehouse	Photocopying	£85.06	
Truelink Ltd	Grass cutting & Pitch maint.	£532.80	
G & A Cornwell	Top soil (Burial ground)	£42.00	
Parish Online	Annual Subscription	£70.80	
SLCC	Clerks membership	£300.00	
East Cambs Trading Co.	Play park inspection	£24.00	
Cambs ACRE	PAYE	£135.00	
Doddington Parish Council	Councillor training	£135.00	
The Connections Bus	Youth Bus	£2525.00	
David Frear	Glebe boiler repair	£66.00	
TSO Host	NP Website domain	£14.38	
Balfour Beatty Living Places	Street light maintenance	£369.72	
Intouch CRM	Website	£107.97	
MS Electrical	Pavilion /Glebe electrics	£1416.00	
b) <u>Direct Debits</u>			
ECDC	Non domestic rates	£582.00	
The Peoples Pension	Pension	£66.24	
Volkswagen Leasing	Van lease	£242.99	
BT	Telephone	£119.17	
SSE	Glebe – Electric	£14.07	
SSE	Glebe – Electric	£198.16	
SSE	Floodlights	£17.48	
SSE	Pavilion – Electric	£219.15	
Total Gas & Power	Glebe – Gas	£197.37	
Wave	Water rates – Pavilion	£115.38	
Wave	Water rates – Glebe	£29.49	
SSE	Glebe – Electric	£14.07	
SSE	Electric- Floodlights	£14.95	
SSE	Glebe – Electric	£125.83	
BT Business	Broadband services	£110.52	
Total Gas & Power	Gas – Pavilion	£243.83	

c) Cheques

Petty Cash	Cash	£150.00
M A Cleaning Services	Window cleaning (Glebe)	£30.00
ICO	Data Protection registration	£35.00

Mr Goodjohn asked about the two website payments, and suggested that the parish council website needs some updating by way of looking at a new provider. This is something that has already been discussed between the Chairman and Clerk, and will be tabled as an agenda item in the future.

157/18 To receive Grass maintenance quotations and report from The Clerk

1. To discuss and approve contractor for the County Council Grass Verges for 2018/2019.

The parish council cuts the grass verges on behalf of the County Council, the County Council provides a sum of money each year to the parish council to undertake the contract.

The clerk informed the meeting that 4 companies had been asked to provide quotations for the verge cutting, 2 companies have submitted quotations for a 1 year and 3 year contract.

Truelink Ltd £156.00 per cut for a one year contract, with prices rising in year 2 and 3 in line with RPI for a 3 year contract.

Hamill Landscaping £155.00 per cut for a one year contract, and £150.00 per cut for a 3 year contract.

It was proposed by Mr Smith and seconded by Mr Collard that the contract be offered to Truelink Ltd for a 3 year contract. Mr Browne proposed an amendment that the contract be offered to Truelink for a 1 year contract, this was seconded by Mr Inskip. The vote on the amendment was not carried with 4 in favour and 5 against.

It was resolved following a vote of 7 for and 2 abstentions that the contract will be offered to Truelink Ltd for a 3 year contract, on the conditions that the council is satisfied with the quality of work, and the funding is in place each year from the County Council.

158/18 To discuss and approve consent for Mobile Kebab Van.

1. To receive report from the Clerk.

The Clerk informed the meeting on the background of the application to the district council for the trading consent. The district council has granted consent with its standard conditions and some additions, including the 6 month trial period that the parish council stated.

2. To consider items as listed in report:

- a) To discuss and approve procedure for clearing the car-park of litter.

It was agreed that the parish council would request that Flames provide a waste bin which is removed from site each evening, and the rubbish taken away.

- b) To discuss and approve a request to the RBL Branch for details of the electricity feed, and copy of the risk assessment.

It was agreed that the clerk requests a risk assessment from the RBL for the electric feed.

- c) To discuss and approve procedure for car park space allocation.

It was agreed that the Clerk will ask the RBL to cone off the car park bays each evening they are on site, to ensure the bays are available for them.

- d) To discuss and approve monitoring of the use of the site for the 6 month period.

The Clerk requested that councillors inform the office of any complaints on litter, noise, parking problems and such like, in order it can be recorded.

- e) To discuss and approve a start date to commence the 6 months trading.

The Clerk is delegated to arrange a start date with Flames, RBL and ECDC not before the 8th February.

- f) Given the reduction in evenings, to discuss the hire charge for the use of the car-park.

It was agreed that the consent is for the peak trading nights, and therefore £1,000 for the first 6 months, with payment upfront would be requested.

It was proposed by Mr Browne, seconded by Mr Collard and **resolved unanimously that the above details are approved.**

159/18 To discuss and approve insurance for 2018/2019

1. To receive report from Clerk

The report from the Clerk was noted. The Clerk will obtain costs for the valuation of parish council buildings.

2. To agree term of insurance (one year or three year).
3. To approve Insurance provider.

It was proposed by Mr Inskip, seconded by Mrs Partington and **resolved unanimously that the Insurance is provided by Came & Co – Inspire AXA for a 3 year contract, at a sum of £4411.75 per annum plus the £50 admin fee.**

160/18 Sutton Poors Land – Old Recreation Ground.

1. To receive report from the meeting with Sutton Poors Land representatives.

Cllr Browne and the Clerk met with representatives from Sutton Poors Land to discuss the future of the recreation field (Station Rd/Lawn Lane). The parish council leased the field for a number of years, this expired in 1994, and a year on year rent was charged and paid.

Sutton Poors Land wish to now make a more formal lease arrangement with the parish council, and will draft the initial document, they will also consider the rental charge.

The Clerk will provide additional information relating to tree planting, utilities still on site, and details of any outstanding invoices.

Further details will be provided to the parish council via the Sports and Recreation working party once the parish council receives the draft terms of the lease from the Poors Land.

161/18 Reports from Working parties and management meetings

1. Neighbourhood Plan

- a) To receive notes from meeting of 3rd January 2018 and 16th January 2018

The reports from the meetings were noted. The Clerk informed the meeting that the grant application was successful and the working party will now be planning the event day on the 24th March, and working with Ian Poole the consultant and Ed Dade from ECDC to formulate the Neighbourhood Plan.

2. HCV Joint Committee.

- a) To receive the minutes from the meeting of 14th December 2017.

The minutes of the meeting are noted.

162/18 Date of next meeting(s)

Full Council - 27th February 2018

Personnel Committee meeting – 5th February 2018

The meeting closed at 9.05pm

Signed.....
Chairman

Date..... 27-02-18