

SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 27th February 2018 at 7.30pm in The Pavilion, The Brook, Sutton

Present: Mr B Browne (Chair) Mr S Smith Mrs S Partington Mr B Collard
Mr P Bigsby Mr B Goodjohn Mr K Brownell Mr I Dewar
Mr M Inskip arrived at 7:34pm

In Attendance: Cllr L Dupre Cllr Lisa Stubbs Assistant Clerk: Mrs M Wolland
No members of the Public

163/18 To receive and note apologies for absence.

Apologies were noted from Mr B Harker, Mr P Percival, Mrs C Bigsby and Mr A Marking

164/18 To receive declarations of interest

Mr B Huxley Agenda item 176/18/2 Prejudicial interest Dec No: 310/18

165/18 Public Participation

No members of the public present however Cllr B Huxley gave more information on Agenda Item 176/18/2 and his request to use a metal detector on Parish Council land.

166/18 Matters for Information only.

1. The Chairman updated the council on the mobile kebab van that will start trading on Thursday 1st March 2018 as the council have received the signed agreement and lease fee. This is for a trial period of 6 months up to the 31st August 2018.
2. The Connections Bus – termly report. Sept to Dec 2017 – Noted
3. Meeting dates for Civic year 2018/2019 – Noted
4. Clerk to report on donation of Gavel and Block – Noted
5. The Chairman reported to council that it can now co-opt to fill the vacancy of Parish Councillor.
6. The Assistant Clerk reported on arrangements for Sutton Spring Clean on Saturday 3rd March from 10am to 3pm. The collection/meeting point is the Community rooms on the Brook. Due to current wintry conditions it was noted that the event may have to be postponed. The Clerk will determine this and notify relevant parties.

167/18 To approve the minutes of the meeting of 23rd January 2018

The minutes of the 23rd January 2018 were taken as read, approved and signed by the Chairman

168/18 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 council that Cambridgeshire County Council has decided to cease their agreement with CCS who provide school dinners and cleaners to schools in the Area. A timescale or date for this has not been determined and this means schools will have to find their own replacements, potentially at an increased cost.

Apologies received from Cllr L Stubbs for delay in her District report, this will be sent to the Clerk and added to the website.

Cllr Stubbs updated the council that East Cambs District Council have approved their budget and it is another balanced budget, meaning that ECDC will not be increasing the Council Tax Tariffs for the 5th year in a row.

Cllr Stubbs also asked the Council to consider putting forward Priorsfield Doctors Surgery for the Interest for projects on the Council's CIL Regulation 123 List when it is discussed at Agenda item 170/18/5. The surgery needs extra funding to go ahead with plans to extend and renovate existing buildings.

169/18 Resolution action chart

The resolution action chart was noted.

170/18 Planning

1. Planning Approvals

- i) 16/01419/FUL. Isle of Ely Sports Club. Construction of a new 100m firing range comprising a grass topped berm with a sand filled bank and targets - Noted

2. Planning Refusals

- i) 17/01800/OUT. 123 High Street. Erection of 9 x 2 storey dwellings, garages and associated works following the demolition of the existing bungalow - Noted

3. Planning Applications

- i) 18/00079/FUL. 8 Tower Road. Erection of a single storey porch on the front of the property and a single storey rear extension. Demolition of single storey rear extension – ECDC to determine
- ii) 18/00157/FUL. 57 The Row. Single storey rear extension - ECDC to determine
- iii) 18/00133/FUL. Charringtons Solid Fuel Crown Yard Depot, Station Road. Change of use B1-B8 Commercial unit to D2 Gym - ECDC to determine

4. Tree applications & consents

- i) 16 Sutton Park – Consent 1x Horse chestnut – 30% crown reduction 2 x Conifers Fell - Noted

5. ECDC Expressions of Interest for projects on the Council's CIL Regulation 123 List.

- 1. To consider and submit infrastructure projects that could benefit from CIL funding.

It was proposed by Mr Inskip, seconded by Mr Goodjohn and **resolved unanimously that Priorsfield Doctors Surgery be nominated for ECDC Expressions of Interest for projects on the Council's CIL Regulation 123 List.**

171/18 Finance

1. To approve payments

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

a)	<u>Online Payments</u>		
	February	Salary payments & expenses	£4864.92
	LGSS	Pension	£1056.19
	Veolia ES (UK) Ltd	Easi-bins	£184.68
	ESPO	Admin/cleaning/equipment	£79.14
	The Copier Warehouse	Photocopying	£92.82
	Intouch CRM	Website	£35.99
	Came & Co	Insurance	£4461.75
	TSO Host	Annual host fee	£41.99
	Sutton CE (VC) Primary School	Community Room electric	£45.81
	Ely Skip Hire	Burial ground skip	£115.00
	Madingley Mulch	Gravel – Burial Ground	£49.05

Norris & Fisher	Building valuations	£300.00
SLCC Enterprises Ltd	Conference	£346.80
Centradata	IT support/maintenance	£215.70

b) Direct Debits

The Peoples Pension	Pension	£66.24
Volkswagen Leasing	Van lease	£242.99
Total Gas & Power	Pavilion – Gas	£263.51
SSE	Glebe – Electric	£14.07
SSE	Glebe – Electric	£186.58
SSE	Flood-lights electric	£12.91

172/18 To receive minutes from Personnel Committee – 5th February 2018

The minutes from the Personnel committee were noted.

173/18 Appointment of Cleaner Vacancy.

1. Clerk to report on interview and recommendation from the panel to appoint to fill the vacancy.

The Clerk and Cllr B Browne reported that they interviewed 1 good candidate for the cleaner vacancy and it was recommended that the position be offered to the candidate.

It was proposed by Mr Browne, seconded by Mr Smith and **resolved unanimously for the position be offered to Mrs Shelley Spalding subject to satisfactory reference for 10 hours per week, SCP7 and a 6 month probationary period.**

174/18 Royal Mail – Replacement mail box – Sutton Gault.

1. Clerk to report on replacement mail box at Sutton Gault.
2. Council to confirm their acceptance of the replacement.

It was proposed by Mr Browne, seconded by Mr Collard and **resolved unanimously to accept the replacement mail box from Royal mail that has already been installed.**

175/18 Reports from Working parties and management meetings

1. Finance & Controls working party

- a) To receive notes from meeting of 8th January 2018 and 12th February 2018 - Noted

- 1) Recommendations:

- i) To note receipt of internal auditor report with no actions - Noted

- ii) To approve virement - £350 from code 350/4525 (Cleaning materials) to 350/4520 (Sanitation)

It was proposed by Mr Browne, seconded by Mr Inskip and **resolved unanimously to approve virement - £350 from code 350/4525 (Cleaning materials) to 350/4520 (Sanitation)**

- ii) To approve and adopt the Financial Risk Report from 2017/2018

It was proposed by Mr Browne, seconded by Mr Collard and **resolved unanimously to approve and adopt the Financial Risk Report from 2017/2018**

- iii) To approve full payment of the outstanding invoices to Sutton Poors Land Charity a total of £774.78

It was proposed by Mr Browne, seconded by Mr Dewar and **resolved following a vote of 9 for and 1 Abstention to approve full payment of outstanding invoices to Sutton Poors Land Charity a total of £774.78**

2. Neighbourhood Plan

MZ

- a) To receive notes from meeting of 19th February 2018 –
The notes from the meeting were reported to council and Chairman Mark Inskip advised the council of the date for the next Neighbourhood plan event to be held at the Glebe on the 24th March.

176/18 Correspondence

1. Request from a resident for financial assistance to set up a community newsletter.

The council noted the request for financial assistance and it was agreed that the Clerk will contact the resident to arrange an appointment to see them to discuss grant funding from the council.

Cllr Huxley left the room at 8.26pm

2. Request from Cllr Huxley to use a metal detector on parish council land.

It was proposed by Mr Browne, seconded by Mr Dewar and **resolved unanimously to request that Mr Huxley makes an appointment with the Clerk to establish areas of land owned by the parish council. It was also noted that the areas that are owned would not be suitable for metal detecting.**

Cllr Huxley returned to the room at 8.30pm

3. CAPALC re: NALC – Lobby Day – 20th March 2018

The information on the Lobby day was noted by the council and Cllr Goodjohn would like to attend. The Clerk will inform the relevant parties of the attendance.

177/18 Date of next meeting(s)

Extra-ordinary Full Council meeting – 20th March 2018 - Noted
Full Council – 27th March 2018 - Noted

The meeting closed at 20.34pm

Signed.....
Chairman

Date.....
20th March 2018