

SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 22<sup>nd</sup> May 2018, 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr I Inskip (Chair) Mr B Collard Mr S Smith Mr K Brownell  
Mr P Bigsby Mr A Marking Mr B Goodjohn Mr B Watson

Public: Cllr L Stubbs Clerk: Mrs R A Hughes

**17/18 To receive and note apologies for absence.**

Apologies were received and noted from Mr B Browne, Mrs S Partington, Mr I Dewar, Mr P Percival and Mr B Harker.

**18/18 To receive declarations of interest**

Mr S Smith	Prejudicial Interest	Agenda item	237/18/1/ii	Dec No: 312/18
Mr S Smith	Prejudicial Interest	Agenda item	27/18/1/i	Dec No: 313/18

Mr Smith requested to speak in public participation.

## 19/18 Public Participation

Mr Smith informed the council of some of the Feast Committee activities throughout the year, and thanked the council for its continued support.

**20/18 Matters for Information only.**

1. CCC- Traffic Order – Road closure The Row, Sutton. – Noted.
2. CCC – Closure of footpaths – Sutton. - Noted
3. To receive and note the Ouse Washes Flood Risk Management Seminar report. The seminar was attended by Mr Collard, who was thanked for attending and providing a report.
4. CCC – Confirmation of dates to replace street light lanterns. – 20<sup>th</sup> August 2018.

**21/18 To approve the minutes of the meeting of the Annual Meeting of the Council held on 8<sup>th</sup> May 2018**

The minutes of the meeting of 8<sup>th</sup> May 2018, were read, approved and signed by the Chairman as a true record of the meeting.

**22/18 To receive County and District Councillor reports.**

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

Cllr Stubbs gave a verbal report, and all reports are available on the parish council website.

- d) Councillor Questions.
- a) Are there any penalty clauses on the new Ely bypass?
  - b) Why are the upgrades to the cycle path costing as much as the original installation?

**23/18 To receive and note the Resolution Action chart**

The resolution chart was noted.

**24/18 Planning**

- ## 1. Planning Approvals

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- i) 16/01645/FUL Land off A142. Construction of new convenience store and one A5 (Hot food takeaway) retail unit and associated car park. – Noted.
- ii) 18/00252/VAR. 39a The Row. To vary conditions 1 (approved plans) and 3 (Materials) of previously approved 17/00045/RMA – Noted.
- iii) 18/0027/FUL. 87 The Row. Proposed extension to existing garage and alterations to front garden/parking arrangement. - Noted
- iv) 18/00246/LBC. The Burystead, Bury Lane. Replacement of rainwater and soil goods, alterations to existing fireplace and rebuilding of chimney stack. Alterations and improvements to the basement, including new lath and plaster ceiling to basement ceiling. Re-plastering of the pantry. – Noted.

## 2. Planning Refusals

None received to date.

## 3. Planning Applications

- i) 18/00604/FUL 24 The Orchards. Single storey rear extension and front porch. – No comments, ECDC planning to determine.
- ii) 18/00559/VAR. 39 The Row. To vary conditions 1 (plans) and condition 3 (materials) of previously approved 17/00045/RMA for approval of the details for reserved matters for the access, appearance, landscaping, scale and layout of planning application 16/00320/OUT. Also, an additional window has been placed in the renovated milking shed to the north of the dwelling. The flat roof has been changed to a half roof. (Drawing – Proposed works to existing milking parlour). No comments, ECDC planning to determine.

## 4. Cambs and Peterborough Minerals and Waste Local Plan – Preliminary draft consultation – 16<sup>th</sup> May 2018 to 26<sup>th</sup> June 2018.

- i) It was proposed by Mr Inskip, seconded by Mr Smith **and resolved unanimously that the council strongly support of Policy 25.** Traffic, Highways and Rights of Way

## 25/18 Finance

### 1. To approve payments

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

#### a) Online Payments

May	Salary payments & expenses	£5747.73
LGSS	Pension	£1101.21
Veolia ES (UK) Ltd	Easi-bins	£102.60
ESPO	Admin/cleaning/equipment	£42.82
The Copier Warehouse	Photocopying	£103.14
Intouch CRM	Website	£35.99
Truelink Ltd	Tree work	£447.98
Briar Security Ltd	Maintenance charge	£240.00
Haddenham Level Drainage	Drainage rates	£325.60
Ely Skip Hire	Skip hire	£115.00
Paintbox Pre-school	Grant (Sec137)	£247.72
Sutton Garden Club	Grant (Sec137)	£235.00
Intouch CRM	GDPR website audit & report	£180.00
CAPALC	Annual Subscription	£591.17
MA Cleaning Services	Glebe – window clean	£30.00

#### b) Direct Debits

ECDC	Non domestic rates	£599.00
The Peoples Pension	Pension	£62.37
SSE	Glebe – Electric	£14.07

BT	Broadband Services	£110.52
Total Gas & Power	Pavilion – Gas	£150.34
SSE	Glebe – Electric	£14.07

**26/18 Year End Annual return and year end accounts for year ending March 2018.**

1) To approve Year End Accounts – 31<sup>st</sup> March 2018

a) To approve Year End Earmarked Reserves.

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously to approve the Earmarked Reserves at £32,740.46**

b) To approve General Reserve balance.

It was proposed by Mr Inskip, seconded by Mr Watson and **resolved unanimously to approve the General Balance Reserve at £82,739.00**

c) To approve Year End Accounts.

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

2) Annual Return – Year End 31<sup>st</sup> March 2018

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 statement, and confirm that to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31<sup>st</sup> March 2018 that:

**Statement 1 - Yes - Proposed by Mr Watson, seconded by Mr Collard and Resolved unanimously.**

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

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

**Statement 4 - Yes– Proposed by Inskip, seconded by Mr Collard and resolved unanimously.**

**Statement 5 - Yes – Proposed by Mr Watson, seconded by Mr Smith and resolved unanimously.**

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

**Statement 7 - Yes - Proposed by Mr Inskip, seconded by Mr Goodjohn and resolved unanimously.**

**Statement 8 - Yes – Proposed by Mr Inskip, seconded by Mr Collard 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 Collard, seconded by Mr Smith and **resolved unanimously to approve the statement of accounts – section 2, as presented by the RFO.**

8.20pm Mr Smith left the meeting

## 27/18 Grant applications

### 1. To consider grant applications:-

#### i) Sutton Rainbows

It was proposed by Mr Collard, seconded by Mr Inskip and **resolved unanimously to grant the sum of £276.00 to Sutton Rainbows towards their hall hire costs. (Local Government Act (Misc Prov) 1976 s19 (3)).**

#### ii) Sutton Feast Committee

The clerk informed the meeting that the application is for a sum of £1,389.26 to cover the Feast annual insurance. The Feast Committee has today received a new quote to a sum of £629.38, however they need time to check that this covers all they require.

It was proposed by Mr Goodjohn, seconded by Mr Collard and **resolved unanimously to grant a sum up to £1389.26, the committee will confirm the amount with the clerk for payment in June. (Local Government Act 1972 s137).**

8.30pm Mr Smith returned to the meeting

## 28/18 Finance and Controls Working Party

### a) To receive notes from the working party held on 14<sup>th</sup> May 2018 – noted.

### b) To discuss recommendations from the working party.

#### i) To approve the Effectiveness of the Internal Auditor report.

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously to approve the Effectiveness of the Internal Auditor report.**

## 29/18 General Data Protection Regulation

### 1. To adopt updated Records Management Policy.

The Clerk informed the meeting that the Policy has been updated to reflect the GDPR Regulations. It was proposed by Mr Inskip, seconded by Mr Smith and **resolved unanimously to approve and adopt the Documents and Records Management Policy.**

### 2. To adopt Privacy Policy

The Clerk informed the meeting that the draft Privacy Policy is the model policy provided by the Association of Local Councils (NALC). Two additions have been made under 'Other data controllers the council works with', HMRS and PAYE and Pension Providers.

It was proposed by Mr Collard, seconded by Mr Inskip and **resolved unanimously to adopt the Privacy Policy.**

## 30/18 Reports from Working parties and management meetings

### 1. Neighbourhood Plan

#### a) To receive notes from the working party held on 9<sup>th</sup> May 2018 – Noted.

### 2. Traffic & Transport

#### a) To receive notes from the working party held on 30<sup>th</sup> April 2018 – Noted.

#### i) To obtain quotations to place wooden bollards along the edge of the grass in Stirling Way to prevent vehicles parking on the grass.

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It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously to obtain quotations for wooden bollards for Stirling Way.**

**31/18 Correspondence**

1. ECDC – Health and Wellbeing Strategy 2018 -2021. Consultation – Noted
2. ECDC – Provision of Bring Bank sites in East Cambridgeshire consultation
  - i) To discuss proposed options for Bring Sites, and respond to survey.

It was proposed by Mr Inskip, seconded by Mr Marking and **resolved following a vote for 7 in favour and 1 abstention to approve option 2: To retain a reduced number of bring bank sites at the higher performing locations for recyclates, the sites being Tesco, Ely; Waitrose, Ely; Littleport; Soham; Chippenham and Cheveley. The Parish Council approved not to make a financial contribution to retaining a bring bank site in the parish.**

**32/18 Diary Dates**

Priors Field Surgery PPG AGM 24<sup>th</sup> May 2018. Presentation on The Future of Sutton Surgery.

**33/18 Date of Next Meeting(s)**

Full Council - 26<sup>th</sup> June 2018

The meeting closed at 8.52pm

Signed.....  
Chairman

Date.....

  
26<sup>th</sup> June 2018