

## SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 25<sup>th</sup> September 2018, 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr M Inskip (Chair) Mr B Browne Mr B Collard Mr B Goodjohn Mr B Watson  
Mr B Harker Mrs J Webb Mr S Smith

Public: 2 members of public  
Cllr L Dupre  
Mr J Gough – Mick George Ltd  
Mr J Leverfer – Hastoe Housing

Clerk: Mrs R Hughes

**83/18 To receive and note apologies for absence.**

Apologies were received and noted from Mr A Marking, Mrs S Partington, Mr K Brownell, Mr P Percival, Miss Diana Finn and Mr I Dewar.

#### 84/18 To receive declarations of interest

None to declare

## 85/18 Public Participation

No public wishing to speak.

86/18 Mick George Ltd – Mepal Reservoir Extension

1) To receive letter from Mick George Ltd

The letter from Mick George Ltd regarding an application for an extension to Mepal Reservoir was noted.

2) Mick George Ltd to explain proposals and address any queries

Mr Gough from Mick George Ltd informed the meeting that the existing reservoir scheme is owned by P Lee Ltd, the water supply to irrigate all his land is not sufficient, and the proposed extension is a field to the north of the existing site. The application has been submitted and the County Council has undertaken a screening exercise. Once open 22 aggregate lorries will leave the site per day.

It was noted that the water is more valuable to P Lee Ltd than the gravel extraction, and they have a network of pipes to move the water. The water is piped into the reservoir via the drains. A water bowser is on site at the entrance/exit to damp down the dust. If mud on road is an issue this can be reported to Mick George Ltd via their company hotline. The parish council can request a condition that lorry movements use an agreed route.

The Chairman thanked Mr Gough for his attendance

87/18 John Leverfer – Hastoë Housing

1) To received details from Hastoe Housing regarding affordable housing for Sutton.

Mr Leverfer gave the parish council details on Hastoe Housing. They specialize in rural exception sites for local people, and have been in business for 56 years and have 7,000 homes. They have been approached by a land agent as the land owner has land he wishes to put forward as a rural exception site at Sutton Park. They would conduct a Local Housing Needs Survey on behalf of the parish council. Hastoe Housing would only work with support of the parish council who will lead the project and it would have to be approved by the community. Land has been identified, however Hastoe Housing can work with the parish council to identify other sites in the parish. The site could include amenities for example allotments and shops, they have not done a burial ground before, however this could be included.



2) To address any questions from members of the council.

- Maintenance of the site is contracted out, and a schedule of works is worked to.
- Hastoe Housing is regulated by Homes England, it is a 100% charity with board members.
- Any surplus goes back into building.
- They build approximately 12 houses to the acre, however will only build what is needed.
- Rents are affordable for the local area.
- ECDC considers the housing list but the parish council can define 'local', usually it is people living/have lived or working in the village.

Mr Leverfer extended an invitation to the parish council to attend the opening of Newport housing scheme this Friday, he will send details to the clerk.

The Chairman thanked Mr Leverfer for attending the meeting. The Parish Council will discuss this in more detail at a future meeting.

**88/18 Matters for Information only.**

i) Cllr Inskip to report on Steve Barclay MP's Round Table event.

The Chairman and Clerk attended the event, in attendance was Mayor James Palmer, Leader of CCC, Leader of Fenland DC, Cambs Police & Crime Commissioner and Clerks and Chairman within Steve Barclay MP's constituency. There was not too much opportunity for discussion and it was more Fenland focused with no representative from ECDC. Notes of the meeting will be circulated once received.

iii) ECDC – Report on removal of Bring Bank sites.

ECDC has informed the parish council that the bring banks will be removed from the recycling centre at Pound Land week commencing 15<sup>th</sup> October 2018, they will be putting notices on the site. Any negative impacts for example fly tipping should be reported to ECDC who will take action. The parish council will discuss future use of the site at a later parish council meeting.

**89/18 To approve the minutes of the meeting of Council held on 28<sup>th</sup> August 2018**

The minutes of the meeting of the 28<sup>th</sup> August 2018 were taken as read, approved and signed by the Chairman as a true record of the meeting.

**90/18 To receive County and District Councillor reports.**

a) County Council Report – Cllr L Dupre.

Update from written report.

- It would appear the CA Chief executive although he resigned, may be receiving a severance package, this is being questioned.
- The £1m arts grant was refused.
- The computer access charges will be revisited in 6 months.
- Bus changes, have received further complaints, and have emailed Stagecoach East to request a meeting with them, would like to include representatives from Witchford, Mepal and Sutton.
- Highway England have applied for the A14 to be upgraded to Motorway status.

b) District Council Report – Cllr L Dupre.

Update from written report.

- Received complaints regarding the quality of the bin bags.
- Attended the local plan hearing for large villages – which included Sutton.

c) District Council Report – Apologies received from Cllr L Stubbs

All reports can be found on the parish council website.



## 91/18 To receive and note the Resolution Action chart

The resolution action chart was noted. The clerk reported that an email has been sent directly to Kenford Developments regarding the land transfer.

## 92/18 Planning

### 1. Planning Approvals

- i) Notification of planning consent notice, approval not required by ECDC. 18/01190/AGN. Site north east of Jardin Corrugated cases. – proposed detached agricultural building.

### 2. Planning Refusals

- i) 18/00887/FUL. 21 Painters Lane. Two storey side extension and first floor rear extension.

### 3. Planning Applications

- i) 18/01065/FUL. Crown Yard. Siting of 5 x storage containers. Amendment. – No concerns ECDC to determine.
- ii) 18/01212/VAR. Charringtons Solid Fuel Crown Yard. Variation of condition 1 (Approved plans) of previously approved 16/01055/FUL for the erection of 9 light industrial/storage units use B1 and B8. – No concerns ECDC to determine.
- iii) E/3004/18/CM. Mepal Reservoir, Land off Blaby's Drove, Sutton Gault. Construction of 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 A141 Chatteris Road between Mepal Outdoor Centre and Hiam's Bridge. <http://planning.cambridgeshire.gov.uk/swift/apas/run/wphappcriteria.display>

#### Comments:

1. HCV routing agreement to be in place to keep HCV's on a freight advisory route.
2. Existing hours of operation to be complied with.
3. Existing noise restrictions to be complied with.
4. Appropriate steps to be taken to avoid mud on the A142.

8.50pm Mr Smith left the meeting.

### 4. Tree work applications and consents

- i) Consent:- 11 Sutton Park. 1 x Poplar – fell tree extensively decayed for safety.
- ii) Consent:- 7 Station Rd. 1 x Conifer – Fell.
- iii) Application:- Sutton Cemetery. 1 x Field Maple – reduce overall to current hedge height. NB: SPC application 1 x Ash. Overall crown reduction by up to 25% removing deadwood.

8.52pm Mr Smith returned to the meeting.

## 93/18 Finance

### 1. To approve payments

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

a)	<u>Online Payments</u>		
	September	Salary payments & expenses	£5168.00
	LGSS	Pension	£1,120.00
	HMRC	Tax & NIC's	£3192.16
	Veolia ES (UK) Ltd	Easi-bins	£102.60
	The Copier Warehouse	Photocopying	£120.66
	Intouch CRM	Website	£35.99
	ESPO Ltd	Office	£84.13
	PKF Littlejohn	External Audit	£480.00



<b>FCC Recycling (UK) Ltd</b>	<b>3<sup>rd</sup> party funding (Wren)</b>	<b>£6,153.48</b>
<b>Ace Security</b>	<b>CCTV – glebe</b>	<b>£215.06</b>
<b>M A Cleaning</b>	<b>Window cleaning – glebe</b>	<b>£30.00</b>
<b>G &amp; A Cornwell</b>	<b>Topsoil – BG + football pitch</b>	<b>£186.00</b>
<b>East Cambs Trading Co.</b>	<b>Play area inspection</b>	<b>£30.00</b>
<b>Truelink Ltd</b>	<b>Grass maintenance</b>	<b>£536.29</b>
<b>Salmons Bros</b>	<b>Blocked drain repair</b>	<b>£58.80</b>

b) Direct Debits

<b>ECDC</b>	<b>Non domestic rates</b>	<b>£599.00</b>
<b>The Peoples Pension</b>	<b>Pension</b>	<b>£32.06</b>
<b>Volkswagen Leasing</b>	<b>Van Lease</b>	<b>£242.99</b>
<b>PWLB</b>	<b>Loan</b>	<b>£8,902.50</b>
<b>Total Gas &amp; Power</b>	<b>Gas – Glebe</b>	<b>£21.74</b>
<b>Total Gas &amp; Power</b>	<b>Gas – Pavilion</b>	<b>£47.79</b>
<b>SSE</b>	<b>Electric – Glebe</b>	<b>£14.07</b>
<b>SSE</b>	<b>Electric – Glebe</b>	<b>£124.87</b>
<b>SSE</b>	<b>Electric – Floodlights</b>	<b>£14.07</b>

c) Cheques

<b>Petty Cash</b>	<b>£150.00</b>
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**94/18 Reports from Working parties and management meetings**

1. Finance working Party

- a) To receive notes from the working party held on 18<sup>th</sup> September 2018
- b) To discuss and approve recommendation
  - i) Proposal to contract Salmons Bros and Ace Security to replace the Glebe front door and frame, at a cost of £2,741.18, and the ACE security service maintenance contract.

It was proposed by Mr Inskip, seconded by Mr Goodjohn and **resolved unanimously to approve the quotation for the work to The Glebe door and security system.**
- c) To note return of Annual Return from PKF Littlejohn for YE March 2018.

The RFO reported that PKF Littlejohn has certified that they have completed the review of sections 1 and 2 of the Annual Governance and Accountability Return, and discharged their responsibilities under the Local Audit and Accountability Act 201 for the year ended 31<sup>st</sup> March 2018.

**95/18 LHI bid (High Street/Brook)**

1. To receive a verbal report from Cllr Harker & Cllr Inskip on the meeting with CCC Highway Officer.

Mr Harker reported that concerns were raised during the meeting that HCV's passing each other on the Brook junction could potentially cause an accident. The highway officers fully understood the parish councils concerns with rat runners.

2. To receive details from CCC Highway Officer on alternative proposals.

Information has been received from the Highway Officer for alternative proposals, this includes signage and raised cushions. It was agreed that the traffic and transport working party will meet to look at the proposals in more details. The Highway officer will be invited to attend the working party meeting.

**96/18 Stagecoach Service Changes**

- 1) It was noted that this had formed part of the discussion at the Steve Barclay MP round table meeting, and Cllr Dupre was arranging a meeting with Stagecoach East to discuss the lack of public transport.



Details had also been received from the CambsAreaBus Users group, who have also invited the parish council to attend their meetings. These details will be given to Cllr Dupre. Chatteris is also on the bus route, and their Town Council has similar concerns.

It was agreed to accept Cllr Dupre's offer to attend the meeting when arranged.

9.35pm Mrs Webb left the meeting.

#### 97/18 Community Gritting Scheme.

- 1) Clerk to inform council of the scheme and volunteers.

Two volunteers from the village have come forward willing to be trained to undertake the scheme.

9.37 Mrs Webb returned to the meeting.

- 2) To discuss participation in the scheme.

Following a discussion based on the requirements from the county council to undertake the scheme, it was agreed that the scheme for the village would not be viable with only two volunteers. The two people will be thanked for showing an interest.

#### 98/18 Royal British Legion Club

- 1) i) Clerk to report on terms of the lease agreement with the RBL Club in relation to sub-letting of the upstairs flat.

The Clerk informed the meeting that the lease refers to the 'demised premises', this is the whole building and some surrounding land and car parking places. Any changes to the demised premises or sub-letting any area have to be agreed with the parish council in the first instance.

The parish council has received notification from the RBL Club that it has sub-let the flat without prior approval.

- ii) To discuss and approve the sub-letting of the flat.

It was proposed by Mr Harker, seconded by Mr Browne and **resolved following a vote of 6 in favour and 1 against that the clerk writes to the RBL Club to inform them that they are in breach of the lease. The parish council will grant them retrospective permission to continue with the sub-let for the 6 month period, and they are to give the parish council details of the tenancy agreement. The parish council will request notification of the RBL intentions for the flat prior to the last 2 months of the tenancy agreement.**

#### 99/18 Flames Kebab Van

- 1) To discuss application to ECDC for a street trading permit for Sutton Kebab Van to extend the trading hours and site of his van for a permanent site.

The parish council has recently agreed a new short-term tenancy agreement for three evenings per week.

It was proposed by Mr Browne, seconded by Mr Smith and **resolved unanimously that the parish council objects to the application to ECDC for a street trading permit for additional days and hours, and the siting of the permanent van. The short term tenancy agreement is to be adhered to until the 28<sup>th</sup> February 2019, at which time it will be reviewed.**

#### 100/18 Correspondence

- i) Connections Bus AGM – 22<sup>nd</sup> October 2018. 7pm St Andrews Centre, Histon. – Noted.

#### 101/18 Diary Dates

- i) EPR Ely Ltd Community Liaison Meeting – Thursday 18<sup>th</sup> October 2018. – Cllr Harker will attend.

Minutes of the meeting of Sutton Parish Council - 25<sup>th</sup> September 2018



102/18 Date of Next Meeting(s)

Full Council - 23<sup>rd</sup> October 2018

The meeting closed at 10.02pm.

Signed.....  
Chairman

Date.....  
23-10-18

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