

## SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 11<sup>th</sup> December 2018, 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr B Harker (Chair) Mr S Smith Mrs S Partington Mr B Watson  
Mr A Marking Mr B Goodjohn Mr K Brownell

Not Present: Mr I Dewar and Miss D Finn

Public: Cllr L Dupre Clerk: Mrs R Hughes  
2 members of Sutton Scout Troup  
3 members of public

In the absence of the Chair and Vice-Chair, Mr B Harker was unanimously elected to take the Chair for the meeting.

### **129/18 To receive and note apologies for absence.**

Apologies were received and noted from Mrs J Webb, Mr B Browne, Mr M Inskip, Mr B Collard and Mr P Percival.

### **130/18 To receive declarations of interest**

Mr S Smith Agenda item: 133/18 Personal Interest Dec No: 313/18

### **131/18 Public Participation – No public wishing to speak.**

### **132/18 Matters for Information only.**

- i) ECDC Planning Newsletter – Noted.
- ii) The clerk informed the meeting that the play park installation has commenced today, it is hoped the work will be completed before Christmas, however this is weather dependent. To comply with the grant from WREN the parish council will need to arrange an official opening in the New Year.

### **133/18 Sutton Scouts**

Mr Emerson and Miss Wells informed the council of the project to replace the Sutton Scout Hut at Sutton Gault. The facility will include a hall, changing facility, storage and outside space for activities. The committee is negotiating for additional land at present. The total project costs are estimated at £240K, at present £26K has been raised, and grants will be applied for. Local builders have agreed to undertake work at cost. It is anticipated that the shell will be put up as a 1<sup>st</sup> phase, and then completed when all the money is in place. Parking and access is still an issue that has to be addressed. The committee will be submitting the planning application to ECDC shortly. It is hoped work will start in October 2019.

### **134/18 To approve the minutes of the meeting of Council held on 27<sup>th</sup> November 2018**

It was proposed by Mr Harker, seconded by Mr Smith and **resolved unanimously that the minutes are taken as read, approved and signed as a true record of the meeting of 27<sup>th</sup> November 2018.**

### **135/18 To receive County and District Councillor reports.**

- a) County Council Report – Cllr L Dupre.

The monthly report can be found on the parish council website. Cllr Dupre added that she had attended a meeting at the County Council today where they discussed the councillor allowance over the Christmas period.

- b) District Council Report – Cllr L Dupre.

The monthly report was circulated, and can be found on the parish council website. Cllr Dupre added that the Local Plan has been found not to be sound. The Inspector will put forward modifications and

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there will be a consultation period before final adoption. The re-payment plan for the trading company has been discussed in a closed session of the council, a lot of questions have been raised.

Apologies were received from Cllr Stubbs.

## **136/18 To receive and note the Resolution Action chart**

The resolution action chart was noted.

## **137/18 Planning**

### **1. Planning Approvals**

- i) 18/01383/HEN. Hammonds Eau Farm. Construction of single storey rear extension and side extension which extends beyond the rear wall by 6.575m, has a maximum height of 3.622m and an eaves height of 3.159m. - Noted

### **2. Planning Refusals – None received to date.**

### **3. Planning Applications**

- i) 18/01600/FUL. 67 High Street. Construction of detached dwelling and demolition of outbuilding. – Concerns relating to the application: - Visibility splays need to be adequate to give safety to pedestrians on the footpath, and for vehicles leaving the property.
- ii) 18/01521/FUL. Land west of Whitegate farm. Amendment. Alteration to access. - No concerns, ECDC planning to determine.

### **4. Tree work applications and consents**

- i) Dundas House 17 High Street. Tree work consent. Work to trees & hedge. – Noted.
- ii) 2 Eastwood Close. Tree work consent. Work to a variety of trees. – Noted.

### **5. Neighbourhood Plan**

- i) Clerk to report on Neighbourhood Plan submission and time table.

The Sutton Neighbourhood Plan and supporting documents have been submitted to ECDC. ECDC has confirmed that the plan meets the statutory requirements and can now proceed to examination.

The plan will now be published for a 7 week period until 17<sup>th</sup> January 2019.

ECDC will go out to tender for the examiner, and hopefully one will be appointed before Christmas. The examination will take place at the beginning of February with the report being received mid-March. Any modifications will be made as per the examiners recommendations. It is hoped to be able to proceed to referendum late May/early June.

- ii) To discuss delegation to the Parish Clerk in liaison with Mr Poole, Planning Consultation to approve ECDC recommendation of the external examiner.

The Parish Council has some say in the appointment of the examiner, although this is not a statutory requirement. They will be appointed and financed by the District Council.

It was proposed by Mr Goodjohn, seconded by Mr Watson and **resolved unanimously that the clerk is delegated the task of liaising with Mr Ian Poole, our planning consultation to agree the suitability of the chosen examiner.**

## **138/18 Finance**

### **1. Finance Working Party to present draft budget.**

The RFO informed the meeting that the council will look at the budget in more detail and set the Precept at the January meeting.

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The draft budget produced by the RFO has been discussed at the Finance working party meeting, and they will give a presentation in January. The council will need to consider its current year spending and reserves, its future spending plans, levels of income, contingencies and earmarked reserves and the set the precept.

It was proposed by Mr Harker, seconded by Mr Goodjohn and **resolved unanimously to approve all payments as listed.**

2. **To approve payments**

a)	<u>Online Payments</u>	
	December	Salary payments & expenses £5548.81
	LGSS	Pension £1120.00
	Veolia ES (UK) Ltd	Easi-bins £123.12
	The Copier Warehouse	Photocopying £85.06
	ESPO Ltd	Cleaning/Office £88.29
	ESPO Ltd	Dishwasher (Glebe) £226.80
	SLCC	Subscription (Clerk) £327.00
	Plantscape Ltd	Xmas trees £2407.20
	Sutton School	Community Room electric £48.59
	CamAlarms Ltd	Fire alarm maintenance £176.40
	Briar Security	CCTV & alarm maintenance £216.00
	N & C Glass	Pavilion window repair £502.34
	People4Places	NP Consultant £1746.60
	Truelink Ltd	Grass maintenance £172.24
b)	<u>Direct Debits</u>	
	The Peoples Pension	Pension £32.06
	Volkswagen Leasing	Van Lease £242.99
	SSE	Glebe – electric £14.07

139/18 ECDC Trading Licence for Mobile Kebab Van

1) Clerk to report on ECDC decision for the trading licence.

Following the consultation period for the licence application, ECDC Licensing committee has met, and they have approved the trading consent licence for the kebab van with some amendments:

- The Consent will be for 6 days a week from Monday to Saturday;
- The hours will be 18:00 to 22:00 each day;
- The Duration of the Consent will be 6 months;
- The unit must be removed from the location daily;
- The unit must be moved to a location decided by the Licensing Authority and marked on a plan to be provided to the Applicant, away from residential properties;
- The Applicant must use a low noise generator, or Whisper noise generator, to the satisfaction of the Senior Licensing Officer; and
- All other standard conditions.

It was noted that one letter was received in support of the application and two against it, from residents during the ECDC consultation period.

2) Council to consider and approve conditions attached to the licence.

The council discussed the new location and use of the generator. It was noted that the Licensing Officer will be making checks at the site, and any complaints or concerns will be addressed by them.

It was proposed by Mr Harker, seconded by Mr Watson and **approved unanimously to accept the conditions for the Trading Licence.**

3) Council to consider and approve amendment to the Short Term Licence.

The short term licence will be amended to reflect the terms of the trading licence, the clerk will obtain the commencement of the 6 month period from ECDC.

## 140/18 Time – Banking for Sutton.

- 1) To receive report from Clerk regarding the setting up of a Time Bank for Sutton.

The clerk has met with Officers from ECDC and Ely and Littleport Time Bank. The meeting involved a discussion on 'what is a Timebank', its benefits to the community, how the scheme is funded, and the costs involved if Sutton facilitated a time bank.

There are a number of stages to setting up a Timebank, the first being the parish council consulting with the village to see if a need exists. The parish council would then need to appoint a coordinator, make grant applications. It is recommended by the clerk that this is a topic for the annual meeting of the electorate.

- 2) To consider if the parish council wishes to consult with the village on setting up a scheme.

It was proposed by Mr Harker, seconded by Mr Watson and **resolved unanimously that the parish council will consult with the village in the first instance.** The clerk will make arrangements for the promotion of the scheme, and discuss the annual meeting with the chairman.

## 141/18 Sutton Parish Council Discretions Policy

- 1) To receive report from Clerk on LGPS Pension and Discretion Policy.

The clerk explained that the Discretions Policy has been updated in line with current legislation. Training had been provided by the LGSS, which the clerk attended. The updated policy has been looked at by the LGSS to ensure it is compliant, and they have confirmed that it is.

- 2) To consider and approve Pension Discretion Policy

It was proposed by Mr Goodjohn, seconded by Mr Harker and **resolved following a vote of 5 in favor and 2 abstentions to approve and adopt the policy.**

**It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at agenda items 142/18 it is advisable in the public interest that the public and press be temporarily excluded from this meeting and are herewith instructed to withdraw.**

## 142/18 To receive a formal complaint

- 1) The Clerk informed the Council of the nature of the complaint from a resident.
- 2) It was proposed by Mr Watson, seconded by Mr Harker and **resolved unanimously that the clerk writes to the resident to explain the council procedure and update them on the topic relating to the complaint.**

## 143/18 Date of Next Meeting(s)

Full Council - 8<sup>th</sup> January 2019 – Budget & Precept setting.  
22<sup>nd</sup> January 2019

The meeting closed at 9.31pm

Signed.....  
Chairman

Date.....