

## SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 23<sup>rd</sup> May 2017, 7.30pm in The Pavilion, The Brook, Sutton.

**Present:** Mr M Inskip (Chair) Mrs S Partington Mr P Bigsby Mrs C Bigsby  
Mr B Collard Miss A Poulter Mr S Smith

**Members of Public:** 29 members of public  
Cllr L Dupre  
4 representatives from Endurance Homes.

**Not Present:** Mr I Dewar

**15/17 To receive and note apologies for absence.**

Mr B Browne, Mr A Marking and Mr B Harker.

**16/17 To receive declarations of interest**

Mrs S Partington Personal Interest Agenda item: 23/17/3/ii Dec No: 299/17  
Mr S Smith Prejudicial Interest Agenda item: 26/17. Dec No: 300/17  
Cllr Smith indicated that he wished to speak on this item during public participation.

**17/17 Public Participation**

It was noted that the majority of public were in attendance in relation to agenda item 18/17, the Chairman proposed that public be allowed a participation session following agenda item 18/17/2.

Mr Smith – Agenda item 26/17. Would like recognition of the amount of work undertaken by members of the Feast Week recorded, and noted that Mr Stacey would give more details on Feast Week activities.

**18/17 Endurance Homes – Land adjacent to Garden Close.**

1. The Chairman invited Endurance Homes to make their presentation and short video on proposals for the land adjacent to Garden Close. The video presentation did not have sound, therefore a representative from Endurance gave information. It is noted that the video will be available on their website [www.landeastofsutton.co.uk](http://www.landeastofsutton.co.uk)

Endurance have received over 60 responses since the consultation event and held a design workshop with neighbouring residents. Amendments have been made to the proposed scheme, these include:

- Lowering the height of the dwellings that are adjacent to bungalows.
- Adding in a hedge line screen, which will be maintained by the existing properties, they will then maintain the hedge, the red line on the plans will be moved to allow for this. Endurance will be writing to all properties involved.
- A pre-application meeting has been held with ECDC, and their comments have been taken on board.
- Allowance has been made for more parking on each plot to alleviate parking on the road.
- The master plan has been changed to allow for more public open space, reducing the number of dwellings from 60 to 54.
- A full planning application will be submitted to ECDC sometime during the summer.

2. Parish Council consider and ask questions on the proposals.

A number of questions were asked and it is noted that:

- There will still be a number of dwellings through the middle of the development that will be 2 ½ storey.
- Updated plans are not yet available.



- The design of the junction at Lawn Lane/High Street has been tweaked, and this is going through the County Councils safety audit team.
- A request will be made to Endurance Head Office that further information is placed on the website prior to the submission of the full planning application, and if necessary the need for a further public consultation.

Public comments and questions.

- There will be no impact on existing biodiversity and conservation areas, this has all been looked at by experts, it has been agreed that the area of the newt habitat will not form part of the public open space.
- Further comments can be submitted now to Endurance Homes, and once the planning application has been submitted, there is then a further opportunity to comment.
- Request to the parish council that on receipt of the application for consultation, that they recommend to ECDC that it goes to a full planning committee to be determined.
- A flood risk assessment has been carried out, this will be submitted with the planning application.
- During the pre-application stage the ECDC and CCC calculators were used to determine how infrastructure is provided within their policies.
- The developer is confident that traffic can be accommodated, and it has all been approved by the County Council under their transport assessment.
- Resident felt it was more acceptable that the whole site was bungalows, this is more in keeping with the area.
- A detailed plan for drainage, storage and discharge will be submitted as part of reserved matters.
- Anglian Water have confirmed that there is capacity, a new pump has been fitted.

#### 19/17 Matters for information only

1. Police and Crime Commissioners Newsletter. - Noted.
2. Letter from Triangle Day Centre re: grant application.
3. Clerk to report on work at the recycling centre.

Triangle Day centre thanked the parish council for the grant, however they no longer need this as a local business has agreed to financially support the purchase of the wheelchairs. They will still require short term storage.

4. CCC 2017/18 TDP Structures Schemes within Fenland and East Cambridgeshire affecting A142. – Noted.

#### 20/17 To approve the minutes of the meeting of 9<sup>th</sup> May 2017

The minutes of the meeting of the 9<sup>th</sup> May 2017 were taken as read, approved and signed by the Chairman as a true record of the meeting.

#### 21/17 To receive County and District Councillor reports.

Cllr Lisa Stubbs (ECDC) sent apologies.

Cllr Lorna Dupre gave a report on behalf of the County Council and District Council. Full reports will be available on the parish council website.



## 22/17 Resolution action chart

The resolution chart was noted.

## 23/17 Planning

### 1. Planning Approvals

- i) 17/00335/FUL 5 The America. Demolition of bungalow and development of 1 x detached 4 bedroom dwelling for open market in its place and additional 2 x detached bungalows. – Noted.
- ii) 17/00333/FUL. Broadmead Kennels, Witcham Road. Change of use from the kennels with house to a dwelling with no kennels. – Noted.
- iii) 17/00469/FUL. 36 The Row. Two storey rear extension. – Noted.
- iv) 17/00108/FUL. 1 Bury Lane. Construction of single storey log cabin style annex. – Noted.

### 2. Planning Refusals

- i) 17/00294/FUL. Cambria House, 19 High Street. Part ground floor demolition at 19a, second storey extension above existing single storey at 19a and 19b to form 4 bedroom dwelling. Demolition of workshop and store and replace with car port and deck over. – Noted.
- ii) 17/00295/LBC. Cambria House, 19 High Street. Part ground floor demolition at 19a, second storey extension above existing single storey at 19a and 19b to form 4 bedroom dwelling. Demolition of workshop and store and replace with car port and deck over. – Noted.

### 3. Planning Application

- i) 17/00303/FUL. 113 High Street. Amendment: a reduction to the first floor element of the proposed extension and alterations to window positions. - No comments, ECDC to determine.
- ii) 17/00765/FUL 10 Oates Lane. Construction of a replacement dwelling, with associated landscaping and parking. – No comments, ECDC to determine.
- iii) 17/00709/AND. Land Parcel West of Elean Business Park. Site marketing board comprising Camro logo and agent contact details. – It was proposed by Mr Inskip, seconded by Mr Collard and **resolved following a vote of 6 in favour and 1 abstention that ECDC will be informed that the council has concerns regarding size of the sign, and distraction it would cause to passing vehicles.** – Recommend for refusal.

### 4. Tree applications & consents

- i) Consent: 58 High Street. Fell 1 x willow. – Noted.
- ii) Consent: 6a High Street. 1 x Eucalyptus – Pollard to previous reductions points.  
2 x Conifers - Fell  
1 x Cherry – Overall crown reduction by up to 30%  
- Noted
- iii) Consent: 1 Yew Tree Gardens. T1 & T2 – Lime – Crown reduce by 2 metres in height and spread to reduce wind loading on pollard head. Remove epicormics growth from stem up to pollard – Noted.

## 24/17 Finance

### 1. To approve payments

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



a)	<u>Online Payments</u>	
	May	Salary payments & expenses £4899.33
	LGSS	Pension £1056.19
	Veolia ES (UK) Ltd	Easi-bins £206.58
	ESPO	Admin/cleaning/equipment £100.25
	The Copier Warehouse	Photocopying £114.51
	Intouch CRM	Website £35.99
	Centradata	IT support £394.20
	Salmons Bros Ltd	Glebe – keys/lock repairs £176.16
	Playsafety Ltd	ROSPA play area inspection £105.00
	Briar Security Ltd	CCTV – Glebe £185.40
	G A Cornwell	Top soil –Burial Ground £42.00
	Haddenham LDB	Drainage rates £325.60
	Sutton Garden Club	Grant (S137) £185.00
	Wizzle Ltd	Staff clothing £50.33
	Truelink Ltd	Grass maintenance £601.20
b)	<u>Direct Debits</u>	
	ECDC	Non domestic rates £582.67
	The Peoples Pension	Pension £66.24
	Total Gas & Power	Gas – Pavilion £150.91
	Anglian Water	Glebe £47.91
	SSE	Electric – Floodlights £29.78
	SSE	Glebe – Electric £286.30
c)	<u>Cheques</u>	
	Petty Cash	Cash £150.00

**25/17 Year End Annual return and year end accounts for year ending March 2017.**

1) To approve Year End Accounts – 31<sup>st</sup> March 2017

The RFO presented the Year End Accounts and explained the sections that have to be submitted as part of the Accounts and Audit Regulations.

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 balance of £34,780.39.**

b) To approve General Reserve balance.

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously to approve the general reserve balance of £85,031.00.**

c) To approve Year End Accounts.

It was proposed by Mr Inskip, seconded by Mrs Bigsby and **resolved unanimously to approve the Year End Accounts – 31<sup>st</sup> March 2017.**

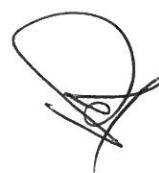
The Chairman thanked the RFO for putting the accounts together and appreciated the amount of work involved.

2) Annual Return – Year End 31<sup>st</sup> March 2017

The RFO explained the sections of the Annual Return, and those that have to be completed by Full Council.

a) Section 1 – To complete and approve the annual governance statements 1 to 9.

Minutes of the meeting of Sutton Parish Council – 23<sup>rd</sup> May 2017



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 2017 that:

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

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

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

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

**Statement 5 - Yes -** **Proposed by Mr Inskip, 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 Mrs Partington and resolved unanimously.**

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

**9.15pm Mr Smith left the meeting.**

#### **26/17 Grant Applications**

The Chairman invited Mr Stacey – Sutton Feast Committee to present the application to the council.

Mr Stacey informed the council of the activities undertaken during 2016, and the proposals for 2017. The grant application is to cover the cost of the annual insurance, which will enable the committee to concentrate on the organisation of events.

The council agreed that the work of the committee is totally inclusive to all residents, and extremely good value, the Feast Committee were thanked for their hard work and the tremendous activities and events for the village during the year.

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously that the council approves the grant towards insurance up to the sum of £1400.00. (LGA 1972 s137 expenditure).**

**9.23pm Mr Smith re-joined the meeting.**

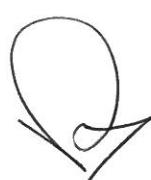
#### **27/17 Letter from RBL re: request to install 18" poppies on parish council lampposts.**

It was proposed by Mr Smith, seconded by Mr Inskip and **resolved unanimously to approve that the RBL place the poppies on the parish council lamp posts.**

#### **28/17 Reports from Working parties and management meetings**

1. HCV Joint Committee minutes – 12<sup>th</sup> April 2017

Minutes of the meeting of Sutton Parish Council – 23<sup>rd</sup> May 2017



The minutes of the meeting were noted.

**29/17 Annual meeting of the electorate 2017. Request from meeting.**

1. Council to discuss how to facilitate engagement between village organisations and groups.

Councillors discussed ways to facilitate the engagement between organisations and groups in the village, the clerk informed the council of a number of suggestions. It was agreed that the clerk would produce a more detailed proposal for the council.

**30/17 Publications**

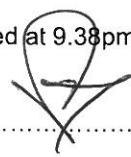
- i) War memorial bulletin – May 2017.

**31/17 Date of next meeting(s)**

27<sup>th</sup> June 2017

The meeting closed at 9.38pm.

Signed .....  
Chairman

  
27-06-17

Date.....