

SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 27th June 2017, 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr B Browne (Chair) Mr B Collard Mr S Smith Mr P Bigsby
Mr B Harker.

Public: 5 members of public
Cllr L Stubbs

Clerk: Mrs R Hughes

32/17 To receive and note apologies for absence.

Apologies were received and noted from Mr M Inskip, Mr A Marking, Mr I Dewar, Mrs S Partington, Miss A Poulter and Mrs C Bigsby.

33/17 To receive declarations of interest

Mr S Smith	Agenda item 43/17	Personal Interest	Declaration No: 301/17
Mr S Smith	Agenda item 39/17/4/4	Pecuniary Interest	Declaration No: 302/17

34/17 Public Participation

Agenda item: 39/17/3/I The applicant gave the council details of his intentions for the work at West Lodge. Extensive renovations are taking place at the rear of the house to replace what is there. The property has had work carried out internally, as the house was in a poor state of repair.

35/17 Matters for information only

1. CCC Corporate Energy Strategy. Can be viewed at www.cambridgeshire.gov.uk - Noted.
2. General Data Protection Regulation (inforce May 2018) It was noted that both the Clerk and Assistant Clerk have recently undertaken training on the new regulations. The clerk will update the council on requirements later in the year.

36/17 To approve the minutes of the meeting of 23rd May 2017

The minutes of the meeting of the 23rd May 2017, were taken as read, approved and signed by the Chairman as a true record of the meeting.

37/17 To receive County and District Councillor reports.

Apologies were received from Cllr Dupre (CCC & EDCD). Cllr L Stubbs report will be available on the parish council website.

38/17 Resolution action chart

1. To consider items that require delegation from ex- councillors to working parties.

It was proposed by Mr Browne, seconded by Mr Smith and **resolved unanimously that the two items previously delegated to a councillor who has left the council will be delegated to the Sports and Recreation working party.**

39/17 Planning

1. Planning Approvals

- i) 17/00524/FUL. 36 St Andrews Close. Single storey rear extension. – Noted.
- ii) 17/00303/FUL. 113 High Street. Alterations and conversion of an existing outbuilding including the construction of a second floor. – Noted.

2. Planning Refusals

- i) None received.

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3. Planning Application

- i) 17/00823/FUL. West Lodge, 125 High Street. Demolition and construction of new extension, including replacement of verandah and terrace area. – It was agreed that the restoration of this house would be an asset to the village, ECDC planning officer to determine.
- ii) 17/00903/FUL. 7 Fieldgate. Construction of detached double garage. – Request a planning condition that the garage cannot be converted for residential use in the future.
- iii) 17/00927/FUL. 20 The Orchards. Proposed double garage. – Request a planning condition that the garage cannot be converted for residential use in the future.

8.01pm

Mr Smith was due to leave the meeting following the declaration of a pecuniary interest. As this would leave the council inquorate, agenda item 39/17/3/iv was not considered.

- iv) 16/01419/FUL. Land to north of the Isle of Ely Sports Club. Construction of a new 100m firing range comprising a grass topped berm with a sand filled bank and targets. – Additional information to Plan: Noise impact assessment report.

4. Tree applications & consents

- i) Consent:- 6 West Lodge Lane. 1 x Ash tree. Fell remaining stem of tree due to decay at base. – Noted.
- ii) Consent:- 5 Ash Croft. 1 x Ash tree. Reduce back low limb by maximum of 1-2 metres. – Noted.

40/17 Finance

1. Finance Working party minutes

- i) The minutes of the Finance and Controls working party -12th June 2017 were noted.
- ii) To consider recommendations from working party:
 - a) It was proposed by Mr Browne, seconded by Mr Collard and **resolved unanimously to accept the:**
 - i) **Budget Monitoring report.**
 - ii) **Bank Reconciliations**
 - iii) **Debtors record**
 - iv) **Three Year Financial forecast**
 - v) **Internal Auditor report**
 - b) To consider the appointment of Canalbs Ltd as Independent Internal Auditor for Year End 31st March 2018.

It was proposed by Mr Browne, seconded by Mr Harker and **resolved unanimously to appoint Canalbs Ltd at a cost of £39.50 per hour plus 45p per mile as the Independent Internal Auditor.**
 - c) To consider the view of the working party that it is not appropriate to purchase a residential property at this time.

The council agreed with the working party that the offer to purchase a residential property would not be considered at this time.

2. To approve payments

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

- a) Online Payments
June Salary payments & expenses £4873.02

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LGSS	Pension	£1056.19
Veolia ES (UK) Ltd	Easi-bins	£93.90
ESPO	Admin/cleaning/equipment	£92.56
The Copier Warehouse	Photocopying	£92.56
Intouch CRM	Website	£35.99
	2 yr domain name renewal	£19.18
Truelink Ltd	Grass maintenance	£554.40
CCC Sutton Primary School	Community Room electric	£44.38
CAPALC	Annual affiliation fee	£573.91
Briar Security Systems Ltd	Glebe – annual maintenance	
	CCTV & Intruder alarm	£228.00
	Pavilion – annual maintenance	
	CCTV & alarm	£204.00
SLCC Enterprises Ltd	Data protection training	£60.00
G & J Peck Ltd	Strimmer wire	£14.28
MS Electrical	Light at Pavilion	£72.00
Canalbs Ltd	Internal audit fee	£118.52
Fenland Fire Appliance LLP	Fire appliance checks	£211.08
East Cambs Trading Co Ltd	Play park inspection	£24.00
Sutton Feast Committee	Donation (Sec 137)	£1120.77
Fenland Leisure Ltd	Installation of spring rocker	£317.67

b) Direct Debits

ECDC	Non domestic rates	£582.00
The Peoples Pension	Pension	£66.24
Anglian Water	Pavilion water & sewerage	£64.35
SSE	Glebe electric	£14.07
Total gas & power	Gas – The Glebe	£244.48
Total gas & power	Pavilion – Gas	£103.43
SSE	Glebe – Electric	£13.08
SSE	Floodlights – electric	£17.72
SSE	Glebe electric	£213.99
BT	Telephone bill	£98.47

41/17 Sutton Parish Council – Policy updates.

1. Crime and Disorder Policy.

It was proposed by Mr Browne, seconded by Mr Harker and **resolved unanimously to adopt the updated Crime and Disorder Policy.**

42/17 Sutton Parish Council – New Policies

1. Driving at Work Policy

The clerk explained that the Driving at Work Policy was for staff using council and their own vehicles whilst on council business. The Drivers Handbook and Highway Code are internal documents available for staff at the council office.

It was proposed by Mr Browne, seconded by Mr Harker and **resolved unanimously to adopt the Driving at Work Policy.**

43/17 Christmas Trees

1. To receive report from Parish Clerk on Christmas Trees for 2017.

The clerk reported on the provision of Christmas Trees for 2017. Three companies have agreed to pledge money towards additional trees. The finance agreed will allow for the purchase of an additional 12 brackets and hire of trees.

It was proposed by Mr Browne, seconded by Mr Collard and **resolved unanimously that the clerk makes arrangements for the existing 20 trees and an additional 12 for the village.**

44/17 Recycling Centre.

1. To receive report from Parish Clerk on the future use of the recycling centre.

Mr Harker stated that this ought to be discussed at a future meeting when more members are present, however the clerk was asked to obtain more information on the option to sell the site to be discussed at a future meeting.

2. To consider use of part of the recycling centre area for a mobile hot food van.

The council considered the request from Flames to site a kebab van on the recycling centre. The council did not think this site appropriate due to the location being near to residential houses, recycling banks and problems relating to noise, mess, parking and smell. It was proposed by Mr Browne, seconded by Mr Bigsby and **resolved unanimously to inform the applicant that this site would not be suitable, and that the council was not able to think of a site in the village that would be appropriate for both the applicant and residents at this time.**

45/17 Sutton Young Peoples Scene – Grant application

1. To consider grant application from Sutton Young Peoples Scene.

It was proposed by Mr Browne, seconded by Mr Harker and **resolved unanimously to approve the grant application to Sutton Young Peoples Scene for hire of The Glebe at a sum of £838.20. It is noted that the numbers attending the club have dropped from last year, the council will ask the group for a termly update, and the council will consider the grant on a termly basis.**

46/17 Date of next meeting(s)

25th July 2017

The meeting closed at 8.41pm

Signed.....
Chairman

Date.....