

## Sutton Parish Council

Minutes of the meeting of Sutton Parish Council held on Tuesday 26<sup>th</sup> September 2017, in the Pavilion, The Brook, Sutton.

<b>Present:</b>	Mr M Inskip (Chairman) Mr I Dewar	Mr B Browne Miss A Poulter	Mr B Harker Mr A Marking
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<b>Public:</b>	5 members of public Cllr L Dupre Cllr L Stubbs
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**78/17 To receive and note apologies for absence.**

Apologies were received and noted from Mr S Smith, Mrs S Partington, Mr P Bigsby and Mrs C Bigsby.

**79/17 To receive declarations of interest - None to record.**

**80/17 Public Participation**

Agenda item: 85/17. Mrs Evans explained the reasons for her email to the council regarding future developments in the village.

**81/17 To receive presentation from Laura Wilson – Carbon Smart.**

Moved to later in the meeting.

**82/17 Matters for information only**

1. Ouse Washes Newsletter – August 2017 – Noted.
2. CCC. Notification of road closures – Noted.
3. Change to No 9 bus service – details of new journey/stop at Princess of Wales Hospital.
4. CCC. Road Safety Route Study: A142 Chatteris to Ely. – Noted and awaiting further details.
5. CCC – Briefing – A New Deal for Counties: Our Plan for Government. – Noted.
6. ECDC – Rural Settlement List 2018/19 Consultation – Noted.

**83/17 To approve the minutes of the meeting of 22<sup>nd</sup> August 2017**

The minutes of the meeting were taken as read, approved and signed by the Chairman.

**84/17 To receive County and District Councillor reports.**

<b>84/17/i</b>	County Council Report – Cllr L Dupre.
<b>84/17/ii</b>	District Council Report – Cllr L Dupre.
<b>84/17/iii</b>	District Council Report – Cllr L Stubbs

All reports were noted, and are available on the parish council website.

**84/17/iv Councillor Questions.**

- A142 safety study will be presented to parish councils and stakeholders, and a full consultation will follow.
- A petition was submitted today regarding the children's centre, Cambridgeshire County Council will discuss this in October, and over 3000 responses were received.
- The Ely by-pass is due to open in summer 2018, further traffic monitoring will take place following the opening.
- ECDC have met with Priors Surgery regarding the shortfall in funds to proceed with the planned extension.
- An ECDC working party will be meeting to review the applications for the Mepal Outdoor Centre, all options will be considered.



**85/17 Report from Mrs Evans Re: Review of Ely Power Resources (Power Station) and future developments in the village.**

Mrs Evans has undertaken a review to understand how a development, from its initial presentation to public to its present state, has been processed, in the light of anticipated future large developments in the village.

Members considered the report, and agreed that the clerk will contact EPR Ltd to see if any further meetings are planned. The Council will bear in mind the concerns regarding future new developments, and the Neighbourhood Plan will provide some substance for future development proposals.

**86/17 Resolution action chart**

The resolution action chart was noted.

**Agenda 81/17 To receive presentation from Laura Wilson – Carbon Smart.**

Laura Wilson from Carbon Smart informed the Council that they are eligible to apply for grant funding to assess a feasibility of a local, renewable energy supply for the area. Carbon Smart can work with Parish Councils to facilitate the applying for the funding, and to deliver the feasibility study.

The village would have the opportunity to explore local, renewable energy supply which would benefit residents, contributing to the long-term future of the community.

The Chairman thanked Laura for her presentation, the council will consider the project at a future meeting.

**87/17 Co-option to Fill 4 casual vacancies.**

1. Clerk to report to council on procedure for filling the vacancies.

The Clerk informed the meeting that two applicants have applied for two of the four vacant seats. There will not be a requirement to vote to fill the seats. The council will hear the presentations then vote to resolve to accept the candidates.

2. To receive short introduction from two applicants.

Mr Keith Brownell and Mr Paul Percival both gave short presentations informing the council why they would like to be a councillor.

3. Members to vote on acceptance of candidates.

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously to co-opt Mr Brownell and Mr Percival to the parish council.** The Clerk will make the arrangements to sign the declaration of acceptance of office, and they will attend the October Full Council meeting.

**88/17 Burial Ground Memorial Seat.**

1. Clerk to update on provision of new memorial seat. (Min: 56/17)

The clerk has advertised the provision of a new memorial seat to see if any residents wish to purchase one. The clerk has not received any responses.

2. Members to consider provision of new seat.

It was proposed by Mr Collard, seconded by Mr Inskip and **resolved following a vote of 5 in favour and 2 abstentions that a new recycled plastic seat will be purchased from ESPO at a cost of £337.00.**

**89/17 Local Highway Improvement Scheme 2018/2019.**

1. To discuss village highway scheme for 2018/2019 application.

Two potential schemes were discussed a) a revised scheme for speeding on The America and western end of the village, or b) a scheme to change the priority of High Street/The Brook junction to deter rat-running along Church Lane and the High St.

MTZ

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved following a vote of 6 in favour and 1 abstention that the bid will be made for the change of priority at the High St/The Brook junction. The clerk will make the application by the deadline date of 15<sup>th</sup> October, Cllr Harker will meet with the clerk to provide data to submit with the application.**

## 90/17 Planning

### 1. Planning Approvals

- i) 17/01123/FUL. 63 The Row. Change of use from paddock to Manege.
- ii) 17/01299/HEN. 29 Vermuyden Gardens. Construction of a single storey rear extension. NB: Determination by the Local Planning Authority is not required for this development.
- iii) 17/00284/OUT. Land to north side of Millfield. Residential development with all matters reserved.
- iv) 17/01413/FUL. 21 The Row. Dormer window to front and replacement of existing single storey rear extension with two storey rear extension.

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

### 3. Planning Application

- i) 17/01363/FUL. Whitegate Farm, Witcham Road, Mepal. Proposed 3 bedroom detached dwelling. (Replacing mobile home). – No comments, ECDC to determine.
- ii) 17/01529/FUL. 15a Stewards Lane. Side extension and part garage conversion. – No comments, ECDC to determine.

### 4. Tree applications & consents

- i) 42 High St. Consent to Crown reduce by maximum of 30%. 1 x Ash tree.
- ii) 9 Sutton Park. Consent to crown reduce by maximum of 30% 2 x Sycamore.
- iii) 36 High St. Consent to remove 1 x Cypress. Work to 3 additional trees.

## 91/17 Finance

### 1. To receive notes of Finance & Controls working party – 19<sup>th</sup> September 2017 – Noted.

- a) To consider recommendations from working party
- i) That the Bright Pay PAYE system will be purchased in the current financial year at a cost of £148.00 plus VAT. (Code: 4045/100) This will allow the RFO time to set up the system in readiness for April 2018.

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously that the Bright Pay PAYE system can be order in readiness for April 2018.**

- ii) To appoint a new member of staff for cleaning facilities, for 10 – 12 hours per week, the costs would be in the region of £4,000.00. The post will be advertised in the current financial year, with a commencement date the first week in January. The costs for Jan – Mar would be within the current financial year.

It was proposed by Mr Collard, seconded by Mr Harker and **resolved unanimously that the Clerk can make the arrangements to appoint a cleaner to commence January 2018. The Finance working party will discuss financing overtime undertaken by all staff.**

### 2. To approve payments

- a) Online Payments



September	Salary payments & expenses	£4886.07
HMRC	Tax & NIC	£2941.38
LGSS	Pension	£1056.19
Veolia ES (UK) Ltd	Easi-bins	£112.68
ESPO	Admin/cleaning/equipment	£122.19
Truelink Ltd	Grass maintenance	£756.00
PKF Littlejohn LLP	External Auditor	£720.00
The Copier Warehouse	Photocopying	£85.06
Sutton Rainbows	Sec 137. Grant	£159.08
Sutton Squiggles	Sec 137. Grant	£250.00
SLCC Enterprises Ltd	Regional training seminar	£177.60
Plantscape Ltd	Hanging basket brackets	£377.28
East Cambs Trading Co Ltd	Play area inspection	£24.00
Briar Security Ltd	Intruder alarm maintenance	£96.00
Sutton Primary School	Electric – Community Room	£33.84
Sutcliffe Play	Parts for play area	£62.49

b) Direct Debits

ECDC	Non domestic rates	£582.00
The Peoples Pension	Pension	£66.24
PWLB	Loan payment	£9225.00
Volkswagan Group leasing	Van Lease	£485.98
SSE	Electric – Glebe	£14.49
Total Gas & Power	Gas – Glebe	£19.80
SSE	Electric – Glebe	£14.00
Total Gas & Power	Gas- Pavilion	£44.06
SSE	Electric Flood lights & Glebe	£140.19

**92/17 Personnel committee**

1. To receive minutes of the Personnel Committee- 4<sup>th</sup> September 2017
2. To consider recommendation:
  - i) To confirm the appointment of Mr G Thomas, Village Lengthsman following a successful completion of the probationary period.

It was proposed by Mr Harker, seconded by Mr Inskip and **resolved unanimously to confirm the end of the probationary period for Mr Thomas.**

**93/17 Reports from Working parties and management meetings**

1. Neighbourhood Plan
  - a) To receive notes from meeting of 29<sup>th</sup> August 2017 – Noted.
2. Sports and Recreation
  - a) To receive notes from meeting of 11<sup>th</sup> September 2017
  - b) Recommendations from the working party.
    - i) The Clerk and Assistant Clerk should be asked to obtain firm quotations for the provision of the proposed new play equipment to be installed at the same time as resurfacing the current play park and also to look for potential sources of funding.

It was proposed by Mr Browne, seconded by Mr Collard and **resolved unanimously that the Clerk will obtain quotations and details of funding sources.**

    - ii) The Clerk should arrange for the disposal of the slide by selling it, offering it to any other interested organisations or having it taken away as scrap. This disposal should be done as soon as reasonably possible.



It was proposed by Mr Browne, seconded by Mr Harker and **resolved unanimously that the clerk is to make arrangements for the disposal of the slide.**

iii) That the Clerk be asked to contact other local parishes to determine what any facilities they provide for older teenagers and any problems with these.

It was proposed by Mr Browne, seconded by Mr Harker and **resolved unanimously that the Clerk will provide details of provision of facilities for older teenagers.**

#### 94/17 Correspondence

1. East Cambs Parish Council Conference. Tuesday 10<sup>th</sup> October 2017. 12noon – Littleport Leisure Centre.
2. Cambridgeshire Parish Council Conference. Friday 17<sup>th</sup> November 2017. 9am – 1.30pm Burgess Hall, St Ives.
3. Connections Bus AGM. Monday 23<sup>rd</sup> October 2017. 7 – 9pm Histon.
4. Cambs Highways Depot Open Day. Monday 9<sup>th</sup> October 10am – 4pm Witchford Depot.

#### 95/17 Publications

1. ICCM Journal – Autumn 2017.
2. War memorial Trust August 2017.

#### 96/17 Date of next meeting(s)

Full Council – 24<sup>th</sup> October 2017

The meeting closed at 9.25pm

Signed.....  
Chairman.....

Date.....  
24<sup>th</sup> October 2017.....