

SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 12th December 2017, 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr M Inskip (Chair) Mr B Browne Mr B Harker Mr P Bigsby Miss A Poulter
Mr A Marking Mr B Huxley Mr B Goodjohn *Mrs. S. Partridge*

Public: 5 members of public
Cllr Lorna Dupre
Cllr Lisa Stubbs

125/17 To receive and note apologies for absence.

Apologies were received and noted from Mr S Smith, Mr K Brownell, Mr B Collard, Mr P Percival and Mrs C Bigsby.

126/17 To receive declarations of interest

None to record.

127/17 Public Participation

Agenda item 129/17/2. Mobile Kebab van. Two residents voiced their concerns regarding the siting of the mobile kebab van on The Brooklands Centre car park. Objections relate to noise, smell, litter and an increase in traffic. The residents have responded to the ECDC consultation on the licence application.

128/17 To receive details of the proposed works in The America to replace 500 meters of 4" cast iron main. Mr Lee Forster and Mr Kevin Howlett – Anglian Water Services Ltd.

Mr Forster and Mr Howlett gave the council information on the proposed works in The America. This is due to start on the 26th February 2018 until the end of March. Some preliminary works have already commenced. The cast iron water main will be replaced at a cost of £70k. The directional drilling method used will be less disruptive to residents. A two-way traffic control will be set up, however this will be run manually between 6am and 9.30am. Workman will be on site from 8am – 4pm.

129/17 Matters for information only

1. Clerk to report on Royal Mail box – Sutton Gault.

It was noted that the stolen mail box from the pillar in Sutton Gault has been reported to the police, the royal mail have informed the council that the box will be replaced.

2. Clerk to update on Mobile Kebab Van. ECDC to determine licence application.

It was noted that the Mobile Kebab Van tried to operate without the ECDC trading licence, which formed part of the agreement with the parish council. The application for the licence meant a public consultation had to take place, and residents in the immediate area received a letter from ECDC.

The consultation period ends on the 28th December, and residents have been encouraged to write to the District Council.

3. Clerk to report on Stagecoach service changes from 8th January 2018.

It is noted that there are some changes to the No. 9 service that runs through Sutton. Full details have been put on the parish council website.

4. Letter of thanks – The Pepperpot re: donation

The Editor of The Pepperpot has written to thank the parish council for the donation towards the Christmas edition, which was delivered free to every household in the village.

130/17 To approve the minutes of the meeting of 28th November 2017

The minutes of the meeting of the 28th November 2017, were taken as read, approved and signed by the Chairman as a true record of the meeting.

131/17 To receive County and District Councillor reports.

- i) County Council Report – Cllr L Dupre.

Cllr Dupre added that the County Council is reviewing its budget with a view to making considerable savings over a number of budget lines, along with increased charges for adult social care and residents parking. A decision will be made at the February Council meeting.

- ii) District Council Report – Cllr L Dupre.

Cllr Dupre noted that the licence for the Kebab Van will go to the Licensing Committee on the 10th January 2018.

- iii) District Council Report – Cllr L Stubbs

Cllr Stubbs noted that she will be attending meetings regarding Mepal Outdoor Centre, and the Elean Business Park next week, and will be in a position to update the parish council at its next meeting.

Reports will be available on the parish council website.

132/17 Planning**1. Planning Approvals – None received to date.****2. Planning Refusals – None received to date.****3. Planning Application**

- i) 17/01866/FUL. Foxgloves. 20 Pound Lane. First floor extension above existing garage. Amendment: a reduction in the size of the rear-facing first floor window serving Bed1. – No concerns, ECDC planning to determine.
- ii) 17/01996/FUL. & 17/01996/FUL.17 The Row. Proposed internal alterations and single storey extension and 17/01997/LBC. – No concerns, ECDC planning to determine.
- iii) 17/01746/FUL. 1a High Street. Construction of 6 dwellings.

The parish council has a number of concerns regarding this application:

- i) Application details have a large number of discrepancies, ie refers to Cambridge Local Plan, site address incorrect, and refers to a restaurant.
- ii) Inadequate access with a narrow entrance, onto a busy road with poor visibility.
- iii) Density of housing too high.

It was proposed by Mr Browne, seconded by Mr Harker and **resolved unanimously to recommend to ECDC that this application is refused for the reasons as stated above.**

4. Tree applications & consents

- i) 9 Eastwood Close. Consent for works to Willow, Thuja and crab apple. - Noted.
- ii) 6 Eastwood Close. Consent for works to Willow. – Noted.
- iii) St Andrews Church yard. 5 x lime trees. Cyclical programme of re-pollarding and removal of basal suckers on a 3 – 4 yearly cycle. – Noted.

5. Mepal Parish Council.

1. Clerk to report on correspondence from Mepal Parish Council regarding ECDC Local Plan and land at Brick Lane, Mepal.

It was agreed that before a meeting is held with Mepal Parish Council, the Clerk will obtain advice on the legalities of spending CIL monies that have been allocated to the parish council. This will be discussed at the January parish council meeting, and then a meeting set up with Mepal Parish Council.

133/17 To receive report from Cllr Bob Harker regarding the A142 presentation.

Mr Harker had attended the A142 presentation that was held at the CCC Highways Depot at Witchford. It is noted that:

- 99 accidents have been logged during 2011 -2017, which is nowhere near the statistics for the top 20 of roads in Cambridgeshire.
- Fatalities have increased rather than injuries.
- There ^{are} no specific black spots between Ely and Chatteris.
- There is a high proportion of accidents involving motorcycles.
- 95% of accidents are a measure of driver error.
- Euroap, which is a software tool has been used to video the road, and looks at signage, road markings and trees and analyses the road.

Mr Harker praised the work undertaken by the County Council Highway Officers and Engineers, as the survey has been extensive and thorough. The report and presentation will be put on the parish council website.

8.35pm Mr Harker left the meeting.

134/17 Finance

1. To approve payments

It was proposed by Mr Inskip, seconded by Mr Browne, and **resolved unanimously that the following payments are approved.**

a) <u>Online Payments</u>			
December	Salary payments & expenses	£4856.82	
LGSS	Pension	£1,056.19	
HMRC	Tax & NIC	£3018.78	
Veolia ES (UK) Ltd	Easi-bins	£112.68	
The Copier Warehouse	Photocopying	£85.06	
Ely Skip Hire	Skip – burial ground	£150.00	
Plantscape Ltd	Solar powered xmas trees	£1782.00	
Cambs ACRE	Annual subscription	£55.00	
Bryan Lely	Dishwasher repair (Pavilion)	£65.00	
ACE Fire & Security	CCTV Glebe annual maint	£208.80	
ACE Fire & Security	CCTV supply & install (Glebe)	£1741.20	
G & J Peck	Light bulb/gloves	£7.98	
b) <u>Direct Debits</u>			
ECDC	Non domestic rates	£582.00	
The Peoples Pension	Pension	£66.24	
Volkswagen Leasing	Van lease	£242.99	
Total Gas & Power	Glebe – Gas	£230.42	

135/17 Youth provision report

- 1 To receive business plan from Parish Clerk/RFO
(Previous report enclosed for reference – Min 72/17)

The Clerk informed the meeting that currently the youth provision in the village is The Connections Bus, which visits the village on Tuesdays 7pm – 9pm term time only. This caters for 30 young people aged 11-16. However up to 60 young people have arrived at the bus some weeks, and activities have extended onto the football field in order to cater for them. The parish council covers the full cost of the bus which is approximately £10,000 per annum. The bus is contracted until July 2018.

The Council has previously discussed looking at alternative provision for young people, and the clerk was requested to provide further details regarding setting up a youth club that would be run by the parish council.

The Clerk has visited Somersham Parish Council and spoken with their Clerk, as they have a parish council run youth service in place. It is envisaged that the clubs will run on a Wednesday evening (term time) and would cover ages 9 – 12 and 13 to 18, with an option of ages 12 and 13 to attend either club. The clubs will be staffed by qualified youth workers employed by the parish council. An entry fee will be charged to the young people. The total annual expenditure for staff would be approximately £9,834.00. The report covered the risks attached to setting up a youth club, and this will be fully in place at the commencement of any service.

2. To discuss provision of youth service for Sutton and budget requirements.

The council discussed the provision of a youth service run by the council and it was proposed by Mr Browne, seconded by Mr Marking and **resolved unanimously that the parish council plans to set up its own youth club commencing summer 2018. The Clerk will now work on the job descriptions and person specifications, which will be discussed and approved by the Personnel Committee.**

136/17 Report on Draft 2018/2019 Budget – Finance Working Party.

1. To consider spending plans for the 2018/2019 budget

The RFO presented the draft budget for 2018/2019 in order that the council could discuss any alterations to its spending plans.

2. To consider Earmarked reserves for 2018/2019.

The RFO provided details on the current years earmarked reserve spend, and the proposals for the earmarked reserves for the next financial year.

The full presentation on the budget proposals and setting of the precept will be held at a full council meeting on Tuesday 9th January 2018.

137/17 Sutton Neighbourhood Plan

1. To approve submission of grant application for final stage of project plan.

It was noted that 3 grant applications can be made to Locality for the production of the Neighbourhood Plan, two have already been made, and the third has to be in by January, and the money spent by the 31st March 2018.

2. To consider the appointment of Consultant.

It is recommended by the Neighbourhood Plan working party that Mr Poole from Places 4 People is contracted to assist with the drafting of the plan and the public event day in March. His costs will form part of the grant application.

3. To agree date for public event

It is recommended by the Neighbourhood Plan working party that the launch event of the plan is held on the 24th March 2018, the plan will then commence on the 6 week public consultation.

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously that the grant application is made by the Clerk to include costs for the consultant and the event date. Mr Poole at Places 4 People will be contracted to undertake the work with the working party, and the launch date is confirmed as 24th March 2018.**

138/17 St Andrews Way/The Orchards – Re-opening of path.

1. Clerk to inform the meeting of correspondence with Kenford Developments.

The Clerk has been in correspondence with Kenford Developments to set up an agreement to have a right of way over the land to form the footpath link. Kenford Developments were concerned with the future liabilities, and during the correspondence they have agreed that the best way forward would be for Kenford Developments to transfer the land to the Parish Council.

The Clerk has obtained a quotation from Pooley, Bendall, Watson Solicitors to undertake the transfer work at a cost of approximately £300.00

2. To consider the transfer of land.

It was proposed by Mr Browne, seconded by Mr Marking and **resolved unanimously that the Clerk make the necessary arrangements to transfer the land to the parish council.**

139/17 Sutton Parish Council - Emergency Plan

1. To consider the draft emergency plan from the working party.

The clerk presented the draft emergency plan on behalf of the working party.

It was proposed by Mr Browne, seconded by Mr Inskip and **resolved unanimously that the plan is adopted with the addition in the Risk Assessment of 'Aviation Accident – Low risk, high impact. The Clerk will purchase the equipment for the boxes and the plan will be lodged with the necessary authorities.**

140/17 Email from - Sutton Squiggles

1. Clerk to report on request from Sutton Squiggles for reduction in hall hire costs and erection of a shed at The Glebe.

The clerk read the details of the email to the parish council and it was proposed by Mr Browne, seconded by Mr Marking and **resolved unanimously that the clerk should work with Sutton Squiggles to assist them with external grant funding towards their equipment they wish to purchase. They will also be informed that the council is not able to provide space for a shed at The Glebe, as it does not have the space available, this would also make an obligation to provide storage space for all groups, and this is not viable.**

141/17 Working parties and management meetings

1. To appoint a member onto the HCV Joint Committee.

Mr Huxley was appointed onto the HCV Joint Committee.

2. To appoint members onto:

- a) Traffic & Transport working party

Mr Goodjohn was appointed onto the Traffic & Transport working party.

- b) Sports & Recreation working party.

Mr Goodjohn, Mr Huxley and Mr Percival were appointed onto the Sports & Recreation working party.

142/17 Date of next meeting(s)

9th January 2018 – Budget and Precept meeting.
23rd January 2018 – Full Council meeting.

The meeting closed at 9.44pm

Signed.....
Chairman

Date.....