

SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 19th November 2019, 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr M Inskip (Chair) Mr B Browne Mr S Smith Miss B Skelham Mrs H Wales
Mr A Newton Mr B Watson Mrs J Webb Ms L Ruse

Not Present: Miss D Finn

Public: Claire Topping – Witcham Equestrian Centre Clerk: Mrs R Hughes

110/19 To receive and note apologies for absence.

Apologies were received and noted from Mr B Harker, Mrs S Partington, Mr I Dewar, Mr B Goodjohn and Mr B Collard.

111/19 To receive declarations of interest

No declarations received.

12/19 Public Participation

No public present

113/19 Claire Topping – Linked Off-Road Network Project.

1. To receive presentation on proposals for project.

The council were informed that the proposal is how to improve road safety, with the catalyst being the nasty accident with a horse and a car in Witcham. It is noted that:

- The proposals will include looking at the existing bridleways and byways within the project boundary. (22.6 square miles).
- Looking at how they can all be linked.
- CCC Highways and Rights of Way have been looking at assisting and will investigate the surfaces on the proposed Coveney link
- There is also a potential to open up for walkers and disabled users.
- Key issues to create, maintain and improve bridleways and byways will be considered.

2. To consider action required.

The parish council agreed to support the project with a watching brief at this stage. The project 'triangle' boundary is on the edge of Sutton.

114/19 Matters for Information only.

1. Report from Clerk on Climate Change Emergency.

The report was noted and this will be discussed at the December meeting.

2. Report from Clerk on Water regulation inspection at The Pavilion.

Anglian Water have carried out an inspection at The Pavilion and have made some observations on items that need replacing/repairing. The Clerk has arranged for David Frear Plumbing to carry out the required alterations.

3. Cambs & Peterborough Combined Authority – Future bus consultation

Details can be found on the Combined authority and parish council website.

4. CAPALC – Notification of intention to change the legal entity of CAPALC. - Noted.

115/19 To approve the minutes of the meeting of Council held on 22nd October 2019

The minutes of the meeting of the 22nd October 2019 were taken as read, approved as a true record of the meeting and signed by the Chairman.

116/19 To receive County and District Councillor reports.

Apologies noted from Cllr Dupre.

- a) County Council Report – Noted.
- b) District Council Report – Cllr L Dupre & Cllr Inskip – Noted.

- On checking the gates at the Business Park are being locked.
- The Climate Change Forum is going live, and residents can submit ideas.
- The policy for the waste collection on unadopted roads was approved yesterday.
- The Public and Press Protocol has been approved with a couple of changes.

117/19 To receive and note the Resolution Action chart

The resolution chart was noted.

118/19 Finance

1. To approve payments

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

a) <u>Online Payments</u>			
November	Salary payments & expenses	£6299.26	
LGSS	Pension	£1219.25	
Veolia ES (UK) Ltd	Easi-bins	£184.89	
The Copier Warehouse	Photocopying	£85.06	
IntouchCRM	Website	£35.99	
Truelink Ltd	Grass maintenance	£466.80	
ESPO Ltd	Cleaning/Admin materials	£71.04	
Haddenham Guides	Grant (GPC)	£150.00	
Groundwork UK	Unspent NP Grant	£353.66	
Briar Security Systems	Alarm & CCTV	£216.00	
SLCC Enterprises Ltd	Admin/Books	£67.63	
MA Cleaning Services	Glebe – Window cleaning	£30.00	
Rialtas Business Solutions	User licence	£57.60	
Centradata Ltd	Computer upgrade	£138.00	
Sutton PCC	Pepperpot	£100.00	
Cambridge Regional College	Tuition fee	£100.00	
b) <u>Direct Debits</u>			
Volkswagen Leasing	Van Lease	£242.99	
ECDC	Non domestic rates	£614.00	
The Peoples Pension	Pension	£68.86	
SSE	Glebe – Gas	£50.35	

2. Clerk to update the transfer of street light energy supplier and signing of bank mandate.

- i) To receive update from Clerk.

The Clerk informed the meeting that all information has been received in order to change the electric supply to the 13 street lights from the County Council. LSI have provided quotations from SSE. Three contracts will be in place to cover the 3 meters for the lights.

- ii) To approve and sign bank mandate.

It was proposed by Mr Inskip, seconded by Mr Newton and **resolved unanimously to sign the bank mandate for SSE.**

119/19 Time Banking

1. Clerk to report on successful grant application and its conditions.

The Parish Council has been offered a grant of £11039.00 from the Innovate and Cultivate Fund to employ a Timebank Coordinator for 2 years, who will manage the scheme and encourage residents to participate. There are 3 conditions to the grant:

1. Parish Council to fully engage with the support from CHS group.
2. To become a member of the Cambridgeshire Timebanking partnership and signs up to the values and principles of the group.
3. A sustainability plan is in place with includes the Parish Council to committing to funding 50% of the action costs of the Time bank for at least 2 years beyond the life of the Cultivate seed fund project.

The Council has been allocated a Service Lead from the County Council to provide guidance and support throughout the life of the funded project. The Clerk has met with the Lead member to discuss the grant and the conditions.

2. To agree to sign grant acceptance form.

It was proposed by Mr Newton, seconded by Mr Inskip and **resolved unanimously to accept the grant and the conditions attached.**

120/19 Operation London Bridge

1. To receive report from the Clerk regarding Operation London Bridge

The Clerk informed the council that training has been undertaken by Clerks nationally to assist with Councils putting in place a protocol in the event of the passing of HRH Queen Elizabeth II. The council discussed the report and protocol.

2. Parish Council to consider:

It was proposed by Mr Watson, seconded by Mrs Wales and **resolved unanimously that:**

- a) **Sutton Parish Council adopts the protocol.**
- b) **Purchases 2 books of condolence, for The Church and The Glebe.**
- c) **Flowers to be laid at either The Green, High Street, or by Village sign (dependent on season)**
- d) **The Clerk is delegated to liaise with St Andrews PCC in relation to the service.**
- e) **The Clerk is delegated to postpone any events.**

121/19 To receive reports from Committees, Management Committees and working parties.

1. To receive minutes of the Glebe Management Committee 6th November 2019 – noted.
2. To receive minutes of the HCV Joint Committee 18th September 2019 – noted.
3. Traffic & Transport working party – Suggested improvements.
 - i) To consider recommendation from the working party.

It was proposed by Mrs Wales, seconded by Mr Brown and resolved following a vote of 8 in favour and 1 abstention approve the additional 20mph repeater signs and additional roundels, as identified at item 4 on the improvements schedule. The costs estimate from the County Council is £1951.71.

122/19 Diary Dates

6pm 26th November - Code of conduct training – ECDC Offices.

123/19 Date of Next Meeting(s)

Full Council – 10th December 2019
Planning Committee – 17th December 2019
Full Council - Budget/Precept setting – 14th January 2020

The meeting closed at 8.48pm

Signed.....
Chairman

Date..... 10th December 2019.....