

## SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held on Tuesday 22<sup>nd</sup> October 2019, 7.30pm in The Pavilion, The Brook, Sutton.

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

Not Present: Miss D Finn

Public: Cllr L Dupre

Clerk: Mrs R Hughes

**97/19 To receive and note apologies for absence.**

Apologies were received and noted from Mrs S Partington and Mr B Goodjohn.

**98/19 To receive declarations of interest**

No declarations made.

**99/19 Public Participation**

No public in attendance.

**100/19 Matters for Information only.**

1. Clerk to note resignation of a member of staff and recruitment process to fill post.

The Clerk informed the meeting that the Cleaner has resigned from his post, the position has been advertised with a closing date of the 24<sup>th</sup> October.

2. CCC Highways department Open Day – Witchford.

Members were informed of the Open Day at the Witchford Depot, 29<sup>th</sup> October, 10am – 3pm, it is a drop in session, no need to book.

3. Clerk to update on Sutton Time Bank.

The Clerk reported that the grant for the Time Bank has been approved by the CCC Committee. The clerk is meeting the CCC Lead Officer on the 11<sup>th</sup> November, and details will be provided for the November meeting in order to update the council and proceed with the project.

4. Clerk to update on Open Spaces group planting.

The Clerk has met with the Open Spaces group. The group will commence with the planting of The Green this weekend, a plan and risk assessment has been received.

5. Invitation to Cambs Local Councils Conference 2019

The Clerk requested that members inform her as soon as possible if they would like to attend the conference so bookings can be made.

**101/19 To approve the minutes of the meeting of Council held on 24<sup>th</sup> September 2019**

The minutes of the meeting of the 24<sup>th</sup> September 2019 were taken as a true record of the meeting and signed by the Chairman.

**102/19 To receive County and District Councillor reports.**

- a) County Council Report – Cllr L Dupre.

- Cllr Dupre will obtain further details regarding the proposed changes for Charging for Care.
- ECDC has not formally discussed the closure of public access to the Police Station
- The parish council can formally discuss the Bridleways applications if it wishes.
- ECDC has declared a Climate Change Emergency. A plan will emerge within 6 months.

b) District Council Report – Cllr L Dupre & Cllr Inskip

- The gates should be erected at The Elean Business Park this week.
- The shareholder meeting did take place on the 10<sup>th</sup> October, however it was not clear on the status of the meeting.
- Flooding issues in the village can be reported online on the County Council website.

**103/19 To receive and note the Resolution Action chart.**

The resolution action chart was noted.

**104/19 Finance**

**1. To note report from Finance & Reporting working party - 8<sup>th</sup> October 2019 - Noted.**

i) To consider and approve recommendation

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously to approve the Virement.**

**£200 to Election costs 4180/100 from Contingencies 4610/500**

ii) To approve payments

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

<b>a) <u>Online Payments</u></b>		
October	Salary payments & expenses	£6437.45
LGSS	Pension	£1219.25
Veolia ES (UK) Ltd	Easi-bins	£138.67
The Copier Warehouse	Photocopying	£91.20
IntouchCRM	Website	£35.99
Truelink Ltd	Grass maintenance	£1578.00
ESPO Ltd	Cleaning/Admin materials	£201.46
Centra data Ltd	Computer equip/security	£730.54
Salmons Bros	Glebe maintenance	£1101.50
Savills (UK) Ltd	Allotment land rent	£900.00
Balfour Beatty	Street light maintenance	£93.60
David Frear	Boiler replacement – Glebe	£3712.32
SLCC Enterprises	Conference/Training	£502.00
G & J Peck Ltd	Safety wear	£53.98
Vision ICT	New website set up	£1311.00
<b>b) <u>Direct Debits</u></b>		
Volkswagen Leasing	Van Lease	£242.99
ECDC	Non domestic rates	£614.00
PWLB	Loan	£8580.00
The Peoples Pension	Pension	£68.86
WAVE	Water rates – Glebe	£65.87
WAVE	Water rates –Pavilion	£135.97
SSE	Floodlights – electric	£18.23
SSE	Glebe – electric	£158.51
SSE	Glebe – electric	£18.02
<b>c) <u>Cheques</u></b>		
Petty Cash	Cash	£150.00

## 2. Grant application from Haddenham Guides

- i) To consider grant application from Haddenham Guides

Haddenham Guides have requested grant funding of £150.00 towards the cost of purchasing new equipment for the new national programme. They currently have 7 young girls who attend.

It was proposed by Mr Browne, seconded by Mr Collard and **resolved following a vote of 11 in favour and 2 abstentions to give a donation of £150.00** (Power: GPC).

## 105/19 To receive reports from Committees, Management Committees and working parties.

### 1. Planning Committee

- i) To receive and note minutes of the meeting of the 15<sup>th</sup> October 2019. – Noted.

## 106/19 Burial Ground Regulations

1. To receive report from Parish Clerk on burial ground and the burial ground regulations.

.25pm Ms Ruse left the meeting.

The parish council received the report from the clerk recommending that the Burial Ground regulations are amended to cover some of the recent concerns: Cat food left out on site, alcohol left at grave sides, memorabilia encroaching onto grass and other plots, allowing dogs to visit graves.

2. To consider changes to Burial Ground regulations.

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved following a vote of 11 for and 1 abstention, to adopt the amended changes to the Regulations, along with amendments to cover access for the disabled.**

## 107/19 Sutton Pepperpot – Christmas Issue 2019

1. Approve a second page at a cost of £50.00
2. To consider and approve a donation of £50.00 towards the printing of the free Christmas edition
3. To consider items for inclusion on second page (if agreed).

It was agreed to discuss the content for a second page first. Items for inclusion: Time bank, review of Sports & Rec consultation, 20mph zone, Traffic and Transport WP update, and the Open Space village planting.

It was proposed by Mr Inskip, seconded by Mr Smith and **resolved unanimously to give the £50 donation towards printing costs, and pay the £50.00 for the additional page.**

## 108/19 Diary Dates

5pm, 7th November 2019. ECDC Council Chamber –Community Safety Accreditation Scheme in East Cambs

## 109/19 Date of Next Meeting(s)

Planning Committee -19<sup>th</sup> November 2019  
Full Council – 19<sup>th</sup> November 2019

The meeting closed at 8.34pm

Signed.....  
Chairman

Date.....