

**Parish Clerk**

Mr Philip Harty
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NOTICE OF MEETING:**TIME:****DATE:****VENUE:****Full Council****7.30pm****20th May 2025****The Pavilion, The Brook, Sutton.**

Planning applications: All applications can be viewed at www.eastcambs.gov.uk/online-applications/, then putting the application number in the search bar.

Minutes of the meeting of Sutton Parish Council held on 20th May 2025 at 7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr M Inskip Mr B Browne Mr B Goodjohn Mrs L Kirby Mrs S Partington
Mr N Oakland
Clerk: Mr P Harty

Public: 0**MINUTES**

Meeting opened at 7.30pm

MEMBERS: 15**QUORUM:** 5**Vacancies:** 7**017/25 Election of Chairman for year 2025/2026**

i) To elect a Chairman for 2025/2026.

It was Proposed by Cllr Browne and Seconded by Cllr Partington that Cllr Inskip be elected to Chair for 2025-26. All councillors present voted in favour by show of hands.

ii) Chairman to sign Declaration of Acceptance of Office.

Cllr Inskip signed Declaration and Clerk signed as Proper Officer.

018/25 Appointment of Vice-Chairman for year 2025/2026

i) To appoint a vice-chairman for year 2025/2026.

It was Proposed by Cllr Browne and Seconded by Cllr Oakland that Cllr Goodjohn be appointed as Vice Chair for 2025-26. 5 Councillors voted in favour by show of hands with one abstention

019/25 Confirmation of Declaration of Acceptance of Office forms for all Councillors

All Councillors re-signed in Election Year 2023 and Cllr Kirby at Co-Option in 2025.

020/25 To receive and note apologies for absence.

Apologies received from Cllr Newton, Cllr Jordan and Cllr Butler.

021/25 To receive declarations of interest.

- a) Councillors to declare any personal interest in any items on the agenda.
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.
- c) Councillors to declare any pecuniary interest in any items on the agenda.
- d) To grant any dispensations.

None Declared

022/25 To confirm Register of Interests for all Councillors.

Councillors reminded that any change in their circumstance must be reported by them to ECDC and Register of Interests updated

Noted by Council

023/25 Public Participation

To adjourn the meeting for up to 10 minutes to allow any members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting.

No Public in Attendance

024/25 To approve the minutes of the meeting of the 22nd April 2025 as a true record of that meeting.

It was Proposed by Cllr Browne and Seconded by Cllr Goodjohn that the minutes for 22nd April 2025 was a true reflection of the meeting. 5 Councillors voted in favour by show of hands with one abstention.

025/25 To receive reports in relation to Sutton from:

1. Cllr Lorna Dupre – Cambridgeshire County Council (attached)
2. Cllr Lorna Dupre & Cllr Mark Inskip – East Cambridgeshire District Council

Noted by Council

026/25 Matters for Information Only

- i) AGAR Practitioners Guide – March 2025.

Noted by Council

027/25 To appoint members on to Standing Committees and review terms of reference.

1. Personnel Committee.

- i) Review Terms of Reference of Personnel Committee.

It was Proposed by Cllr Inskip and Seconded by Cllr Browne to adopt for 2025-26 the Terms of Reference for the Personnel Committee. All Councillors present voted in favour by show of hands.
Clerk to place on Council Website.

- ii) To appoint members onto the Personnel Committee
(4 members, plus Chair & Vice-chair)

It was proposed by Cllr Inskip and Seconded by Cllr Oakland that the following 7 members make up the Personnel Committee for 2025-26: Cllrs Inskip, Newton, Browne, Jordan, Butler, Oakland, Goodjohn. All Councillors present voted in favour by show of hands.

028/25 To appoint members onto Management Committees: -

1. Village Hall (Brooklands) Management Team. (2 members and 1 reserve)

It was proposed by Cllr Goodjohn and Seconded by Cllr Browne that Cllrs Goodjohn and Oakland with Cllr Kirby as reserve sit on the Committee. It was approved by all Councillors present by show of hands to accept proposal.

2. The Glebe Management Team (2 members and 1 reserve)

It was proposed by Cllr Browne and Seconded by Cllr Kirby that Cllrs Inskip and Partington with Cllr Goodjohn as reserve sit on the Committee. It was approved by all Councillors present by show of hands to accept proposal.

029/25 To appoint representatives on the under-mentioned bodies: -

1. Joint HCV Committee (3 members)

It was decided to disband this committee as there have been no meetings called for some months. Should the meetings be called again the Council will appoint members to attend.

2. Ely Power Resources. (2 members)

It was proposed by Cllr Inskip and Seconded by Cllr Oakland that Cllrs Goodjohn and Partington represent the PC at these meetings. It was approved by all Councillors present by show of hands to accept proposal. Clerk to contact Ely Power Sources to ensure that the PC is still on the distribution list.

3. Sutton Poor's Charity (2 members)

It was proposed by Cllr Goodjohn and Seconded by Cllr Inskip that Cllrs Goodjohn and Butler represent the PC at these meetings. It was approved by all Councillors present by show of hands to accept proposal.

030/25 To appoint internal control members.

1. Finance & online banking – (4 bank signatories)

It was proposed by Cllr Inskip and Seconded by Cllr Browne that the signatories remain the same for 2025-26. It was approved by all Councillors present by show of hands to accept proposal.

2. Bank reconciliation (2 members – not bank signatories)

It was proposed by Cllr Browne and Seconded by Cllr Inskip that the Cllrs approving the Bank Reconciliations remain the same for 2025-26. It was approved by all Councillors present by show of hands to accept proposal.

3. Health & Safety monitoring (2 members)

It was proposed by Cllr Inskip and Seconded by Cllr Goodjohn that Cllrs Partington and Goodjohn carry out the monitoring for 2025-26. It was approved by all Councillors present by show of hands to accept proposal.

031/25 Bank Mandates

1. To approve Clerk to update bank mandates with new signatories.
 - a) Unity Trust Bank
 - b) Cambridge & Counties Bank
 - c) Cambridge Building Society
 - d) CCLA

No new signatories required – see minute 030/25(1)

032/25 Working Parties

1. To review and approve the Terms of Reference for working parties

It was Proposed by Cllr Inskip and Seconded by Cllr Browne to adopt for 2025-26 the Terms of Reference for Working Parties. All Councillors present voted in favour by show of hands. Clerk to place on Council Website.

2. To appoint members onto working parties.

a) Financial Reporting & Controls

It was Proposed by Cllr Inskip and Seconded by Cllr Browne that Cllrs Inskip, Browne, Newton and Goodjohn, along with RFO, make up the working party. All Councillors present voted in favour by show of hands.

b) Traffic and Transport

It was Proposed by Cllr Browne and Seconded by Cllr Oakland that Cllrs Inskip, Butler, Newton, Oakland, Kirby, Partington and Goodjohn, make up the working party. All Councillors present voted in favour by show of hands.

c) Sports & Recreation

It was Proposed by Cllr Goodjohn and Seconded by Cllr Kirby that Cllrs Inskip, Butler, Newton, Oakland, Kirby, and Goodjohn, make up the working party. All Councillors present voted in favour by show of hands.

d) Neighbourhood Plan

This Working Party has been dissolved and will be reformed at the next review of the Neighbourhood Plan.

e) Climate Change

It was Proposed by Cllr Inskip and Seconded by Cllr Goodjohn that Cllrs Jordan, Newton, Inskip and Kirby make up the working party. All Councillors present voted in favour by show of hands.

f) Library Access Point

It was Proposed by Cllr Inskip and Seconded by Cllr Browne that Cllrs Newton, Partington and Goodjohn make up the working party. All Councillors present voted in favour by show of hands.

g) Youth Service and activities

It was Proposed by Cllr Oakland and Seconded by Cllr Browne that Cllrs Inskip and Kirby make up the working party. All Councillors present voted in favour by show of hands.

033/25 Review and Adoption of Statutory Documents and Policies

a) Review Health and Safety Management Policy

It was Proposed by Cllr Goodjohn and Seconded by Cllr Browne that the Health and Safety Management Policy be approved and readopted for 2025-26. All Councillors present voted in favour by show of hands. Clerk to update website.

b) Review Scheme of Delegation to the Clerk.

It was Proposed by Cllr Goodjohn and Seconded by Cllr Browne that the Scheme of Delegation to the Clerk be approved and readopted for 2025-26. All Councillors present voted in favour by show of hands. Clerk to update website.

c) Review Dispensation Policy

It was Proposed by Cllr Inskip and Seconded by Cllr Kirby that the Dispensation Policy be approved and readopted for 2025-26. All Councillors present voted in favour by show of hands. Clerk to update website.

034/25 Business Plan and Report from Parish Clerk on current projects

a) To consider and approve Business Plan for 2025/2026.

After a brief discussion it was decided that:

- a. LHI Weight Restriction be added to the Plan
- b. Neighbourhood Plan Review be removed
- c. Provision of Benches and Planters be Removed.

It was Proposed by Cllr Partington and Seconded by Cllr Kirby the Business Plan be updated as above and to approve and readopt for 2025-26. All Councillors present voted in favour by show of hands. Clerk to update Business Plan and place on website.

b) To receive and note the Project Chart and Action Plan
Noted by Council

035/25 Finance

1. To approve payments.

Online Payments

May	Salaries & expenses	£8304.71
May	Cambs Pension Fund	£809.19
Veolia Ltd	Easi-bins	£205.31
The Copier Warehouse	Photocopying	£135.65
CentraData	Website/Domain	£82.15
Cam Alarms	Service Alarm System	£235.20
Premier Education	Sports Camp	£2400
VisionICT	.gov.uk Reg Fee	£78
ESPO	Office/Cleaning Materials	£90
ROSPA	Play Parks Check	£139.20
Ely Skips	Skip Hire	£198
SSE	Gas/Elec	£1109.31
Haddenham Drainage	Rates	£440
DeFib World	Battery	£254.59

Direct Debits

ECDC	Non-domestic rates (May)	£720.47
Lloyds	Multipay	£109.03
O2	Mobile Phones	£102
SSE	Street Lights (Feb/March)	£474.05
B & CE	Peoples Pension	£186.55
HMRC	Tax & NIC	£1974.24
British Gas	Pavilion/Glebe	£373.07
Drax	Elec Glebe/Pavilion	£537.83
Drax	Street Lights	£123.01

It was Proposed by Cllr Inskip and Seconded by Cllr Browne to approve the above payments. All Councillors present voted to approve payments by show of hands.

2. Year End Annual return and year end accounts for year ending 31st March 2025.

1. To approve Year End Accounts – 31st March 2025 (Attached)

a) To approve Year End Earmarked Reserves.

It was Proposed by Cllr Inskip and Seconded by Cllr Browne to approve the earmarked Reserves as of 31st March 2025. All Councillors present voted to approve by show of hands.

b) To approve General Reserve balance.

It was Proposed by Cllr Browne and Seconded by Cllr Oakland to approve the General Reserve Balance as of 31st March 2025. All Councillors present voted to approve by show of hands.

c) To approve Year End Accounts.

It was Proposed by Cllr Browne and Seconded by Cllr Inskip to approve the Year End Accounts as of 31st March 2025. All Councillors present voted to approve by show of hands.

d) To approve Asset Register as at 31st March 2025.

It was Proposed by Cllr Goodjohn and Seconded by Cllr Inskip to approve the Year End Accounts as of 31st March 2025. All Councillors present voted to approve by show of hands.

2. To Approve IA for 2024/25

It was Proposed by Cllr Browne and Seconded by Cllr Inskip to approve the Internal Audit for 2024/25. All Councillors present voted to approve by show of hands.

- Clerk to Update Policies and bring back to Council for Approval as per IA.
- Clerk to Ensure that both Budget and Precept is minuted going forward as per IA.

3. Annual Return – Year End 31st March 2025 (Attached)

- a) Section 1 – To complete and approve the annual governance statements 1 to 9.

Cllr Inskip read out Assertions 1 – 9

Assertion 1: It was Proposed by Cllr Partington and Seconded by Cllr Goodjohn to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 2: It was Proposed by Cllr Oakland and Seconded by Cllr Goodjohn to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 3: It was Proposed by Cllr Inskip and Seconded by Cllr Kirby to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 4: It was Proposed by Cllr Browne and Seconded by Cllr Goodjohn to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 5: It was Proposed by Cllr Oakland and Seconded by Cllr Goodjohn to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 6: It was Proposed by Cllr Inskip and Seconded by Cllr Browne to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 7: It was Proposed by Cllr Browne and Seconded by Cllr Partington to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 8: It was Proposed by Cllr Goodjohn and Seconded by Cllr Oakland to record a Yes against this. All Councillors present agreed by show of hands.

Assertion 9: It was Proposed by Cllr Inskip and Seconded by Cllr Browne to record a N/A against this. All Councillors present agreed by show of hands.

The Chair and Clerk duly signed the Annual Governance Statement. Clerk to display on Website.

- b) Section 2 – To approve the statement of accounts as Presented by the RFO.

It was Proposed by Cllr Inskip and Seconded by Cllr Browne to accept the Statement of Accounts as Presented by RFO. All Councillors present agreed by show of hands.

Clerk to display on Website.

- c) To confirm the dates of public rights.

Noted by Council. Clerk to display on website.

4. Consider CAPALC as IA for 25/26

It was Proposed by Cllr Inskip and Seconded by Cllr Kirby to approve CAPALC as the Internal Auditor for 2025-26. All Councillors present voted to approve by show of hands. Clerk to contact CAPALC.

036/25 Planning

1. Planning approvals –

2. Planning Appeals –

3. Planning Applications – Proposal: Change of Use of land to a Travelling Show persons site for their family and storage of equipment - **retrospective**
Location: Land At Ely Road Sutton Cambridgeshire
Reference: 25/00473/FUL
NOTED

4. Tree Consents –

T1 Horse Chestnut – Reduce Crown, 16 Sutton Park, Sutton, CB6 2RP – 25/00028/TPO - Consent Given
NOTED

037/25 Summer Newsletter

1. To consider items for the Summer Newsletter:
 - a) Venue Hire.
 - b) Councillor vacancies.
 - c) Projects/Achievements
 - d) Chair and Timebank Report

Noted by Council.

038/25 Local Council Award Scheme

To consider and approve applying for the Bronze Award Scheme.

Clerk to investigate feasibility of applying for silver or gold depending on criteria and report back to Council.

039/25 Items to Be Noted

1. Litter Pick 7th June 2025 10am – 1pm at Pavilion
2. Climbing Wall – Install due on 4th June 2025

Noted by Council

040/25 Matters as Agenda Items for Future Consideration

1. Discuss Library Access Point
2. Discuss signs for Horses
3. Review Information for Local Council Award Scheme
4. Clerk to look into Cyber Attack Insurance

No Decision can be Made Under This Item¹

Any items for consideration for next Full Council Meeting to be sent to Clerk by the 18th June 2025

041/25 Date of next meeting

29th May 2025 – Annual Electorate Meeting
24th June 2025 – Full Council
22nd July 2025 – Full Council
19th August 2025 – Full Council
23rd Sept 2025 – Full Council

Meeting Closed at 21.10.

¹ Local Government Act 1972, s12 10(2) (b)



PROJECT AND ACTION PLAN

Full Council – 24th June 2025



June 2025
SUTTON PARISH COUNCIL
The Glebe, 4 High Street, Sutton, Ely, Cambs

2025 – Sutton Parish Council Project and Action chart

As at: 24th June 2025

Date	Priority Level	Detail	Budget	Progress	Completed
27.10.20 Min 90/20/2/i	M	<p>Transfer of land to provide path between St Andrews Close and The Orchards</p> <ul style="list-style-type: none"> • Instruct Solicitor • Obtain all paperwork for solicitor. 		<ul style="list-style-type: none"> • Invoice received and once paid we will get the paperwork finalised (14.10) Waiting for confirmation on ownership. • Chased 11/1/2021 • Chased 19/01/2021 Solicitor should be making the final land transfer application have emailed twice to confirm no reply (24.03) • Other solicitor now querying Map, so awaiting further contact from our solicitor, the application has not been submitted to Land Registry (14.04) • Further chased on 28.06.21 as have heard nothing from the solicitors, chased again on 14/7 he is on annual leave until 19/7 – Chase if nothing by 22nd July – Chased 22.7 Chased 4/8 if not contact by Monday 9th call to speak to them • 16/08/2021 – Solicitors haven't heard from other solis and have been snowed under with other work. • 14/09/21 – Final plan received from other solicitors and will now be sent to Land Registry to transfer the land. Awaiting timescale from our solicitor • Melissa chased Solicitor for an update 14.10.21 • Solicitors have advised Land Registry are still taking almost a year to sort Transfers of Part. They have tried to prompt/chase them but unfortunately, they do not expedite unless you have an active sale. 25.04.22 	Complete. To go to working party for discussion.

			<ul style="list-style-type: none"> • Melissa requested an update from solicitor as nearly a year since application sent to Land registry 08.08.22 • Been advised that the solicitor has tried to prompt land registry but without a sale or other dealing they simply process in order. 10.08.22 • Chased and advised the process can take over a year, Office to look to see if we can get details and chase Land Registry ourselves. 30.11.22 • Solicitor will look to see if they can expedite the application. 02.03.23 • Transfer of land all completed and land registry confirmation received on 22nd March 2023. • Traffic and Transport working Party to review options at next working party meeting. • Survey set up online and consultation letter prepared • Survey completed and sent out with Newsletter to houses the path would be used by 18th August 2023 • Data and responses to be given to the TTWP to review once collated. • Clerk to obtain quotes and item to be added to Agenda in Feb 2024 – Awaiting site visits. • As of 13/3/24 2 quotes have been obtained. 4 Companies contacted 2 have quoted and 2 have declined. To go to WP. • TRAFFIC & TRANSPORT WP Next meeting 20/2/24 – to report back at March 25 meeting • Full Council to decide on quote and Clerk to engage with residents • Clerk still awaiting requote from 1 company to include install of offset pedestrian barriers. • 2 quotes received – Lowest quote to be engaged as per meeting April 2025 • Letters sent out to residents warning of work going ahead. Awaiting contractor to confirm date. 	<p>Yes</p> <p>Yes</p>
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	M	<ul style="list-style-type: none"> Picnic Benches for open spaces and recreation ground 	CIL	<ul style="list-style-type: none"> Look at options of octagonal benches for park and old rec, preferably recycled durable plastic or metal. Prices given to SRWP. More details on the costs on fixing of the picnic tables requested – We need to know where these are to be installed and onto what ground so calculations can be made. – WP need to provide more specific details. 4/8 – Asked working party for more specific info as to what benches will be purchased, if they are going to be on hard standing or grass 4/8 Clerk to get 3 quotes once WP decide Currently on Hold WP to investigate overlay of concrete pad and addition of 2 concrete picnic benches and a table tennis table. SPORTS & RECREATION WP 	
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24 th October 2023	M	EV – Charging points <ul style="list-style-type: none"> Provide charging points for The Glebe and Pavilion. 		<ul style="list-style-type: none"> Clerk to sign Non-disclosure agreement (Believ) Clerk to contact Roger Taylor (Solicitor) Roger Taylor emailed 15/2/24 – awaiting response. Non Disclosure resigned by Clerk and emailed to Believ. 21/2/24 Currently awaiting solicitors to respond to email for help with contracts. Solicitors have responded with concerns over 20 year lease/rent. Passed to Luke for comment. Solicitors now retained. Have been instructed to look at a break clause after 10 years. Clerk has spoken to Believ who will now start to survey proposed locations to finalise exact locations. 	Yes Yes
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				<ul style="list-style-type: none"> • Update – CCC are offering fully funded EV Charge points – Clerk to investigate – Meeting with CCC 23/4/24 • Clerk reported back to Council re CCC charge points • Solicitors instructed to talk to Believ re break clause in contract. • Currently awaiting contracts • Awaiting RBL to come back re using 4 spaces in their agreement for charge points. • Believ will go ahead with charge points at Glebe whilst awaiting RBL. • Believ have requested Deeds for relevant areas. Clerk to provide. • RBL have proposed area for Disabled Bay – area opposite entrance. Clerk to look at and report back. • Still no contract – Clerk to chase Solicitors. • RBL have suggested locating 2 to 3 disabled bays in front of the building on the grass area. • To go to Full Council. • Awaiting Minutes from Meeting held 30/9/24 • Believ have contacted the PC saying they will not currently be going ahead with the Chargers at RBL but will be at the Glebe – if suitable demand will revisit RBL location • Clerk to obtain full detailed plan for installation and bring back to PC • Clerk to contact Believ and make sure the bike racks moving will be at their cost. Confirmed by Believ they will pay for racks. • Full Council to approve lease and plan. • Awaiting Believ to come back with full contract • Chased several times still awaiting contract • Currently Solicitors are reviewing contract • The Glebe installation 4th May 2022 	Yes
	H	Cycle Parking (CCC) at facilities	CCC		

		<ul style="list-style-type: none">Locations agreed. The Glebe car park, The Pavilion and The Brooklands Centre.	funded	<ul style="list-style-type: none">Pavilion and Brooklands installationAwaiting bollards and mesh flooring (No date given) Chased 16/06Contractors came to install the bollards, however after reviewing with the parish clerk, they will be coming back when they have found a better solution for the installation taking into account the resin car park. 02.08.22, No mention of Mesh at PavilionNo updates from CCC regarding Pavilion or Glebe, office to chase 18.10.22Pavilion and RBL bike stands have had the Geogrid installed and area made neat.To chase CCC about the Glebe stands and rectifying the surrounds to the surfacing.Clerk to look into Oct/Nov 2024Bike Stands to be moved	Yes
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			<ul style="list-style-type: none">• Pending decision• 20mph Scheme fully funded reopens 15/2/24 https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway/20mph-funding - Clerk has reapplied to the scheme.• Clerk to produce survey re 20mph from A142 Roundabout through to the America. This part to be PFHI.• Funding for the scheme has now been allocated and Sutton was unsuccessful. Council to decide if we should reapply next year.• Clerk to reapply – produce residents survey to support application – January 2025• Survey active now – once complete to go to Working Party. Survey now closed.• Traffic and Transport Working Party WP Next meeting 20/2/24 – to report back at March 25 meeting• Full Council to decide on what areas to apply for in 20mph Scheme at March 25 Meeting• Clerk has now applied for Mepal Road, The Row, Painters Lane and West Lodge Lane	Yes
10 th May 2022	Library Access Point		<ul style="list-style-type: none">• New working party formed to discuss project• 23rd May 2023 – Working party membership agreed and date to be set for the meeting• Councillor Newton to arrange meeting of WP LIBRARY ACCESS POINT WP	Yes
10 th May 2022	Provision for Young People		<ul style="list-style-type: none">• New working party formed to discuss project• 23rd May 2023 – Council agreed to discuss this group again in September• Currently placed on hold – May 2024• Clerk is investigating the Fire and Chill group to see	Yes

				<ul style="list-style-type: none"> about a group for Sutton. Meeting with group 21/10/24 – Costs to be approx. £9k pa.  Clerk to produce Youth Policy and WP party to be established in 2025 YOUTH SERVICES AND ACTIVITIES WP 	
28 th June 2022		War Memorial		<ul style="list-style-type: none"> Obtain specialist advice as to what work is required. I.e., cleaning and/or re-lettering, re-pointing etc. Clerk to take pics of wording etc. Obtain a Church Faculty (Planning permission), as it is in the Churchyard and apply for Conservation Consent. Obtain quotations from specialist companies. Obtain Funding – Application to the War Memorial Trust. Clerk/Deputy Clerk to action in 2024 – Deputy Clerk currently obtaining inspections.  3 Quotes received. Will added to Agenda for July 2025 	
		War Memorial			
24 th January 2023		LHI 23/24 Application Weight restriction on B1381	CIL	<ul style="list-style-type: none"> Submit application to CCC Application submitted LHI application Dismissed and not reviewed as part on the complex or non-complex application. Recommendation 25th July 2023. To approve that an item is included on the next full council agenda to enable the parish council to discuss the latest status and if necessary to formally raise concerns about the handling of the LHI application to the county council. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>

			<ul style="list-style-type: none"> Added to 22nd August 2023 Agenda Meeting arranged with Highway Officer, Cllr Dupre and SPC – 2nd October 2023 Clerk to arrange for traffic surveys up to a sum of £1,000. – To go back to November FC meeting, as quotations over £1,000. Clerk delegated a spend of £2,000 for one set of surveys in 3 locations. Order placed with Tracsis – survey January 2024 Tracsis have now had approval from CCC for survey to be undertaken. Due January 24. Clerk to have funding approved for 2nd survey before March 24 Tracsis to need locations and duration to give quote for March survey. Further information required by CCC regarding impact on people Online survey ready to go out once approved by WP. Next traffic survey to be carried out on w/c 15th April 2024 Note – additional fee of £330 for licences from CCC not included in original quote. Online survey went live 4th March 2024. Local PC'S and Police have been contacted. Clerk currently organising Particulate testing. One cost estimate received approx. £3600+vat to comply with CCC testing requirements. • Presentation with CCC Clerk and Chair to attend 22/4/24. Enviro testing sent to Council. Councillor Jordan to look into other companies. Decision from CCC will now be September 2024 Unsuccessful – Council to decide how to proceed Clerk to continue with application in 2025 Letter to Business in area Ask Lorna/Joshua with help/ideas Environmental survey Application Submitted January 2025 • CCC have advised we look at doing this in 3 stages. Clerk to explore further on 20th June at LHI Panel. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>
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25 th July 2023		Definitive Map Modification Order To make a formal Definitive Map Modification Order application for the old railway track bed between Sutton and Haddenham using the evidence supplied to Cllr Inskip		<ul style="list-style-type: none"> • Traffic and Transport WP • Deferred to meeting on the 22nd August 2023 until Cllr Inskip is in attendance to give more of a background to the application. • To be tabled at December 2023 meeting • Mark Inskip to determine how forms to be distributed to people by PC 	
25 th July 2023		ECDC – Pride of Place, Nature Recovery Plans, Climate and Nature Actions		<ul style="list-style-type: none"> • Approved to make an application for this grant for the Orchards, to clear drainage and restore areas to grass • Placed on hold – May 2024 • Seek grant to help with ditch clearance in Old Rec/The Orchard. • Still awaiting prices from Contractors 	
22 nd August 2023		Maintenance to The Glebe: 1) External windows – need cementing. 2) Window Hall Internal – need attention 3) Replace oven and extractor		<ul style="list-style-type: none"> • Salmons Bros, contacted for an assessment on the windows. • Clerk has arranged for a quote on replacement oven/extractor. Awaiting quotes 21/2/24 • Clerk has spoken to contractor to quote for work on windows. • Contractor has now declined to quote – new contractors contacted. Ray Langley coming out 28/5/24 to look at work. • Still chasing contractors to quote for windows. • Salmon Bros have quoted £5635+vat for painting of windows. Does not include any remedial work. • Clerk to keep trying to obtain more quotes 	

March 2024	Fire Station – Proposed Closure		<ul style="list-style-type: none"> • Clerk has arranged for a Public Consultation to take place on the 5th March 2024. • Consultation completed – to be discussed at next Full Council Meeting on 26th March 24. • Clerk emailed Fire Services with offers to help with recruitment in any way possible. Fire Services response to be discussed at next FC Meeting in April. • Clerk has now written directly to Fire Station offering help – no response as of May 2024 • Fire Services have notified PC that no decision will be made before summer 2025. • Fire Services have extended decision time into 2026. 	
March 2024	Bowls Club Access and footpath around green		<ul style="list-style-type: none"> • Site visit by Clerk 6/3/24 – report sent to Sports and Rec WP for discussion. • Clerk obtaining quotes and will seek funding if possible. • 3 quotes obtained and passed to Cllr Inskip– refer to Sports and Rec WP. • Clerk to have quote for 30mm asphalt top be increased to 50mm • Awaiting Minutes from meeting 30/9/24 • Quotes to go to FC • Nov 24 – Clerk to source matched funding for project. • Dec 24 PC approved FC Construction to undertake work 	

				<ul style="list-style-type: none"> • Awaiting update on grant application • Grant application to EDC was unsuccessful. Clerk to carry on seeking funding. • Clerk has applied to Sport England for Grant. • Sports England have awarded a grant of £6k. Currently awaiting dates from contractor. • Sports and Rec WP 	
August 2024	L	Wildflower Project		<ul style="list-style-type: none"> • Working Party to consider project • Clerk to provide more info. • Sports and Rec WP 	

Sports and Recreation Working Party

Report from meeting on 3 June 2025.

Present: Mark Inskip, Brendan Goodjohn, Mark Butler, Linda Kirby

Apologies: Ruth Brown, Andrew Newton, Nick Oakland

Dog Bin on eastern end of The Row

Previous Action: Clerk to investigate whether a dog bin could be sited on the verge to the left of the private road

This provide not to be possible. Various locations have now been proposed and rejected. Agreed that it was not worthwhile to pursue this further.

Bowls Club Footways

Previous Action: Clerk to obtain a new third quotation for the Bowls Green footways for 50mm surfacing

Quotations had been obtained and reviewed by full council. The preferred quotation was selected. It was agreed that the Clerk should investigate grant funding for the work with any remaining costs to come from CIL funds.

The Clerk subsequently made a grant application to East Cambs District Council for a Sports Facilities Improvements Grant by this was rejected because the facility was not multi-functional. The Clerk has now approached Sport England to see whether they could provide a grant.

Monkey Challenge Climbing Wall

Previous Action: Clerk to obtain further details to assess the feasibility of installing the Monkey Challenge in front of the MUGA
Done

Previous Action: Clerk to consult with the football club to understand whether their activities would be impacted by the installation of the Monkey Challenge next to the MUGA
Done

The Monkey Challenge Climbing Wall is due to be installed alongside the MUGA on Thursday 5 June.

Next steps for old Recreation Ground (concrete pad and path)

There were still open questions about utilities available at the concrete pad which would help determine what options could be considered.

Action: Clerk to investigate whether there is a mains water to the site which could be reinstated if needed

This would for example enable a water fountain to be installed, maybe including drinking water for dogs.

Action: Clerk to investigate whether electric power still available or could be easily reinstated

The working party had previously considered installing concrete picnic table style seating and had also considered a metal and concrete table tennis table. However before anything is placed on the concrete pad it was agreed that it needs a new surface.

Action Brendan to explore surfacing options and share suggestions with the Clerk for further investigation.

Wildflower Project

The idea of creating a wild flower meadow on part of the old recreation ground was discussed. The Clerk had already informally raised this with Sutton Pools Land as landowners to see whether they would have any concerns and in principle they supported the proposal which would help improve biodiversity.

It was agreed to progress a proposal for a wildflower meadow strip running north-south on the western edge of the old Rec.

Action: Clerk to investigate possible funding and further details of what would be needed

Action: Clerk to share the proposal with Sutton Conservation Society

MUGA Refurbishment

As part of the Section 106 agreement with Vistry for the second phase of their development off Mepal Road they are due to provide £210,000 to the Parish Council for the re-development of the MUGA.

The agreement specifically states that there will be an "Outdoor Sports Contribution" which means an index linked sum of £210,000 to be used for to upgrade the MUGA. This becomes due for payment when 70% of the dwellings are occupied.

The play fields and the burial ground land are due to be handed over once 75% of the dwellings are occupied. It is expected significant work will be needed to complete these facilities once they have been handed over and this will need to be funded using some of the CIL payments received from the development. In due course once the Parish Council has the specifications for these facilities it will need to determine the additional work needed and to consult on what residents and village sports groups would like to see included.

The working party agree to start the propose of determining how the money to fund the upgrade of the MUGA should be used.

Originally the MUGA was intended to be used for a range of sports activities however in practise it has only been used for informal activities such as football kick about area and basketball.

The Parish Council will need to determine how to use the MUGA in future. Possibilities include football, tennis, basketball, hockey and netball.

Access will also need to be determined. The working party's general view was that it should be locked when not in use to avoid vandalism and misuse. This could be done using a lock with a digital code which could be provided to users who had booked the facility. This would mean a caretaker was not required to unlock and lock the facility.

The question of charging for use was also considered. If a caretaker was not required for locking and unlocking it should be possible to keep charges low as there would be minimal costs to recover.

As a next step it was agreed that working party members undertake research on MUGA facilities run by other parish councils to understand the type of surface they have, how they are used and associated facilities that are provided.

Action: Working Party members to research and share examples of MUGAs being used by other parish councils (surface, facilities, sports uses)

Will aim to complete this action of the next two months before holding a further working party meeting.

Topics for Future Meetings

1. Next steps for concrete pad on old rec.
2. Play area safety and accessibility report
3. Wild flower project follow-up
4. Topics raised by the Conservation Society
5. MUGA refurbishment

Mark Inskip 3 June 2025



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE

Telephone: Ely (01353) 665555
www.eastcambs.gov.uk

Mr Philip Harty
Clerk to Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

This matter is being dealt with by:

Cassy Paterson

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 25/00075/FUL
Your ref

11th June 2025

Dear Clerk

Proposal: Extensions to front and side, garage conversion, new windows and doors,
internal and external alterations
Location: The Bungalow 1 The Close Sutton Ely Cambridgeshire
Reference: 25/00075/FUL

I am writing to inform you that the above proposal has been considered and it was resolved to refuse the application.

In considering this application your comments were taken into consideration. You are able to view the officer/committee report using public access <http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=STGWOMGG0FA00>.

If you wish to discuss this matter further please contact the case officer Cassy Paterson on 01353 665555.

Yours faithfully

Cassy Paterson
Planning Officer



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ELY, CAMBRIDGESHIRE CB7 4EE

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Mr Philip Harty
Clerk to Sutton Parish Council
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

This matter is being dealt with by:

Kevin Drane

Telephone: 01353 665555
E-mail: plservices@eastcambs.gov.uk
My Ref: 25/00486/TRE
Your ref

6th June 2025

Dear Clerk

Proposal: T1 Conifer - Crown lift over driveway of number 4 to approximately 3-3.5 metres from ground level
Location: Rathmore 2 Station Road Sutton Ely Cambridgeshire
Reference: 25/00486/TRE

I am writing to inform you that the above proposal has been considered and it was resolved to allow the above works to be carried out.

In considering this application your comments were taken into consideration. You are able to view the officer/committee report using public access <http://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SVULNLGGICV00>.

If you wish to discuss this matter further please contact the case officer Kevin Drane on 01353 665555.

Yours faithfully

Kevin Drane
Trees Officer

