

Sutton Bridge & Wingland Parish Council

Minutes of the Parish Council meeting held 7pm Tuesday, 25 June 2019 in the Farmers' Room at The Curlew Centre, Sutton Bridge.

Present: Cllrs Scarlett (vice- chair), M Booth, Brewis, Clery, Cook, Davies, Ebbs, Summers, York.

Clerk: Mr R Smith Admin Assistant: Mrs K Croxford

Public: 9 present

Press: Ms Lynne Harrison, Spalding Guardian

In the absence of Cllr S.Booth, Cllr Scarlett was Chair of the meeting and greeted everyone present.

Three member of the public requested to speak during the public forum and the following items were discussed:

- The flooding in the front car park of the Curlew Centre had caused significant problems and created a mess of mud and debris. Clerk to look into works to address flooding of both the front and rear car parks. Highways would also be contacted to clear the drain on the road by the car park.
- Trees were overhanging the footpath from West Bank to High Street. Clerk to report to Highways.
- It was stated that there was a need for more dog bins at the entrance to the old A17 footpath and beside West Bank by the Marina. The Clerk stated that the District Council operated dual purpose bins for both general and dog waste and that a request for additional bins had already been made. This would be chased up, and an additional request made if required.
- Flooding outside the Church Lych gate was causing increasing problems for Church users. As the matter had already been reported, the Clerk agreed to chase up a response from Highways.

124.19 **Apologies (1)**

Apologies were received from Cllr S Booth.

125.19 **Declarations of interest and requests for dispensation (2)**

- i. Cllr York declared a pecuniary interest in agenda item 16 as the proprietor of a tree works company.
- ii. Cllr M. Booth had submitted a written request for dispensation to stand on the allotment working party in an advisory role and to be able to speak, but not vote, at Council meetings on allotment matters. Cllr M.Booth had declared an interest in allotment matters given that his son Cllr S. Booth held a farm tenancy on land owned by the Parish Council. It was **resolved** to grant Cllr M Booth this dispensation until the date of the next ordinary election due 4th May 2023.

126.19 **Signing of the minutes (3)**

It was **resolved** to approve the minutes of the meeting held 14/05/19 as an accurate record.

127.19 **Police matters (4).**

Nothing to report.

128.19 **Chair's remarks (5)**

Nothing to report.

129.19 **Clerk's report (6)**

- i. The website had been updated.
- ii. Planning comments had been submitted as resolved.
- iii. Work on the internal audit had been completed and would to be discussed under agenda Finance.
- iv. CCTV proposals had been received and would be discussed under agenda item 23.
- v. The Community Speed Watch equipment (CSW), had arrived. To expedite the delivery of this equipment, as allowed for under Financial Regulations 6.6, a cheque was authorised between meetings. Also, in order to protect the signs from theft, two bike locks were purchased @ £17.93 + VAT, by card payment on the Clerk's authority. Both of these payments were within budget and included in the schedule of payments as listed on the agenda.
- vi. The CSW sites had been agreed.
- vii. Works to install a new swing and wet pour surfaces in the children's play area were proceeding.
- viii. A letter had been written to planners regarding application for s106 fund as resolved. The response received would be raised under correspondence.
- ix. An email had been sent to the owners of the Antique Warehouse on Bridge Road. The response received was to be considered under correspondence.
- x. A letter had been written to the Managing Director of a local transport company regarding allegations of littering made against one of their drivers.
- xi. A letter had been sent to Highways to emphasise the Council's concern regarding the gate on the footpath of the old A17, as resolved. A response has been received stating that the matter would be addressed when budgets allowed.
- xii. All members of the Council's finance committee had been made signatories for the TSB account and past members removed. Payment authorities for electronic payments from the TSB account and the Unity Trust Bank were progressing.
- xiii. New bank accounts as required under the Council's Investment Policy were being progressed.
- xiv. Instructions for undertaking a 3-month trial of security patrols for the cemetery, allotments and Memorial Ground had been given. First report and invoice had just been received.

130.19 **To receive reports from County and District Councillors (7)**

Cllr M. Booth reported:

- i. Attending a meeting on the District Council's industrial units in Sutton Bridge. Parking rights had previously been sold to the Medical Centre. However, it was proposed to create additional parking on the north & south side of the units. Also, to have hard standing for storage containers at the back of the units. It was expected that works would commence as soon as the budget was finalised.
- ii. Work with Operation Peterborough was taking place to assist the promotion of, and investment in, Sutton Bridge business development.

Cllr Brewis reported:

- iii. A bad pot hole on East Bank had been reported.
- iv. The NHS Healthy Conversation 2019 consultation programme was progressing. Details on how to get involved could be found online at: <https://www.lincolnshire.nhs.uk/healthy-conversation/get-involved>.
- v. Sutton Bridge Power Station was happy for members of the Parish Council to undertake a tour of the facility. Please submit interest with preferred dates. Cllr Brewis would also look at whether tours for members of the public could be arranged.

131.19 **Financial matters (8)**

i. Schedule of Payments to 14/05/2019:

Payee	Detail	Payment	Net £	VAT £	Total £
Fenland Hygiene	CSW Equipment	CP	47.08	9.42	56.50
XBM Ltd	Photocopier	DD	6.89	1.38	8.27
BT	Calls & Broadband	DD	59.28	11.85	71.13
Tele Traffic UK	Tele Traffic Radar	CHQ 207	239.00	47.80	286.80
Cllr T York	Expenses	CHQ 208	2.14		2.14
Cllr T York	Travel Expenses	CHQ 208	39.60		39.60
The Curlew Centre	Office Rent	BP	1,000.00		1,000.00
GES -Water ltd	Water testing	BP	105.00	21.00	126.00
Mayflower Stores Ltd	Postage	CP	11.99		11.99
Amazon	CSW Equipment	CP	17.93	1.25	19.18
Protect Signs	CSW Equipment	BP	154.40	30.88	185.28
Mr D Emerson	Salary	BP			
Mr R Smith	Salary	BP			
Mrs K Croxford	Salary	BP			
Lincs Pension Fund	Pension Scheme	BP	623.82		623.82
HMRC	Tax & NI	BP	1,110.06		1,110.06
Anglian Water	Water rates Pavilion	BP	38.53		38.53
Anglian Water	Water rates PC	BP	47.71		47.71
BT	Calls & Broadband	DD	60.95	12.19	73.14
XBM Ltd	Photocopier	DD	1.23	0.24	1.47
nPower	Electricity	DD	108.61	5.43	114.04
Heronwood Landscapes	Grass Cutting	CHQ 1209	309.00		309.00
LALC	Training	CHQ 1210	27.00	5.40	32.40
Mr D Large	Tree Works	CHQ 1211	210.00		210.00

It was **resolved** to approve payments as above.

- ii. The following receipts were noted: interest £168.20; Football pitch & pavilion fees £517.21; allotment and farm tenancies £3,515.55.
- iii. It was **resolved** to accept the internal auditor's report for the year ended 31/03/19.
- iv. After considering each statement in turn, it was **resolved** to approve the annual governance statement for the year ended 31/03/19.
- v. It was **resolved** to approve the accounting statements for the annual return for the year ended 31/03/19.
- vi. In place of the Council's previous resolution noted in minute reference 90.19:
It was **resolved** that the Parish Council should rather purchase a pair of goal posts @ £1,020.79 + VAT and donate this to Sutton Bridge United Football Club (SBUFC) as allowed for under *Local Government (Miscellaneous Provisions) Act 1976, s19 (d)*”.

132.19 **Correspondence (9)**

- i. Following a request, it was **resolved** to permit SBUFC permission to site a storage container, subject to it being situated close beside the south-east side of the pavilion.
- ii. A reply received from the Antiques' Warehouse, Bridge Road was noted.
- iii. A letter of thanks from Sutton Bridge in Bloom for their was noted. Councillor expressed their thanks for the work undertaken in Sutton Bridge.
- iv. A response received from SHDC planners regarding s106 contributions request made by the Parish Council was noted. It was additionally noted that planning officers had confirmed over the telephone that a letter written on the same lines as that sent on 12th March regarding planning application H18-0120-

- 19 was sufficient to initiate the process for the Parish Council to apply for s106 funds, if put forward against a particular application. Clerk to send copy of letter to LALC for their confirmation of the position.
- v. Lincolnshire County Council - Fire safety at home.
- vi. A complaint about the condition of the Memorial Park and Commemorative Picnic area was noted.
- vii. A complaint about the condition of the No.1 footpath in Sutton Bridge was noted and that some of the footpath had now been cut.

133.19 **Planning matters (10)**

- i. New applications
 - H180599-19. It was **resolved** to support the application.
- ii. Decided applications
 - H18-0375-19: 3 Falklands Road, PE12 9XF. Extension and alterations. Approved.
 - H18-0371-19: St Matthews Church, PE12 9SD. Notice Board. Approved.
 - H18-0054-19: Land rear 9 New Road PE12 9RA. Outline application for single dwelling replacing an existing garage. Refused.
 - H18-1222-18: Adjacent Rylton House, Mill Lane, PE12 9UE. Residential development. Approved.
 - H18-0224-18: Fields Farm, PE12 9SN. Caravans for seasonal workers and out of season for storage. Appeal APP/A2525/A/04/1142470. Approved on appeal.
 - H18-0259-17: Roffe Transport Ltd, West Bank, PE12 9QH. Siting of two mobile homes. Approved.
- iii. South Holland District Council Planning Requirements Consultation, deadline 30/06/19, was noted.

134.19 **Highways & footways (11)**

- i. Update on outstanding matters
 - A request for a 'Children at Play' sign on the lane beside Princes Street Park had been submitted.
 - A response from Highways had been received regarding the damaged gate on the old A17 footpath. Highways had indicated that this had not been a priority, but that the repair should be completed by the end of August 2019.
- ii. New matters.
 - The Bridge Road zebra crossings were in urgent need of repainting. Clerk to chase.

135.19 **Working parties & committees (12)**

- i. To receive reports
 - a. Open spaces Working Party
In order to support production of inspection reports, it was **resolved** to appoint Cllr Cook.
 - b. Allotments Working Party
An allotment report had been undertaken. Action points to be raised at the next allotment working party meeting.
- ii. To consider the operation of the following committees and working parties:
 - a. Footpaths & Byways
It was **resolved** to defer this until the July meeting.
 - b. To consider the Sutton Bridge Charter of Friendship town twinning working party.
It was **resolved** to defer this until the July meeting.

136.19 **Outside bodies' representatives (13)**

- i. Cllr Cook reported on the Allens' charity.
- ii. Cllr Cook reported on the Thomas Blanks charity.

137.19 **War memorial (14)**

It was **resolved** to defer the report on the memorial tilt and condition until the July meeting.

138.19 **Propeller Memorial Service (15)**

- i. It was noted that the Propeller Service would be held 3pm Sunday 1st September 2019.
- ii. It was **resolved** to proceed @ £227.50 (35 @ £6.50 per head) for Propeller Service catering.
- iii. A quote for portable PA equipment had been passed to Cllr Brewis in his role as District Councillor.

139.19 **Open Spaces (16)**

- i. It was **resolved** to adopt the updated CCTV policy.
- ii. The following works were noted as having been authorised by the Clerk as being within budget and, due to health & safety concerns, actionable under Financial Regulation 4.5:
 - Grind down a cherry tree stump with a significant size hole @ £80.
 - Grind down a tree stump in the children's play area @ £30; and
 - Fell a rotten apple tree and grind down the stump in the children's play area @ £100.

140.19 **Garden allotments (17)**

It was **resolved** to defer this matter until the July meeting.

141.19 **Farm tenancies (18)**

It was **resolved** to defer this matter until the July meeting.

142.19 **Written Councillor resolution requests (19)**

- i. It was **resolved** for the Clerk to obtain at least two quotations for security fencing and outward

only opening gate at the rear of the Curlew Centre.

- ii. It was **resolved** to make enquiries from a previous clerk and to undertake such enquiries, with solicitors letters if necessary, in order to shed light on the location of the deeds for Parish Council owned land.
- iii. Consideration of change of use of Parish Council owned land to a sports and recreational facilities was to await the further investigations into the deeds..

143.19 **To receive requests from members for consideration at the discretion of the chair (20)**

- i. It was noted that grass at Goose Green had been completed by a third party.
- ii. Cllr Summers had requested Highways to turn off Street Light 1611 at Nene Meadows, as it had been privately enclosed.
- iii. The road drains and gulleys along Bridge Road required cleaning. Clerk to inform Highways.
- iv. It was noted that the toilets in the Curlew Centre car park had been locked over the weekend. Cllr M. Booth reported that the service contract required the toilets to be open between 8am and 3pm every day, if they were usable. Cllr Brewis stated that if they became blocked the toilets had to be kept locked for 24 hours while acid was being used. It was considered that increased inconsiderate use and misuse was reducing the toilets availability.

144.19 **Co-option of new councillor (21)**

- i. It was **resolved** to move into closed session for the reason of undertaking the selection process, which could raise confidential matters and discuss personal attributes” (by virtue of the Public Bodies (Admission to Meetings) Act 1960 s.1(2).).

9 members of the public and 1 member of the press left the meeting at 8:50 pm.

- ii. Four candidates written applications were considered. Members voted on their support for each candidate by a show of hands.
- iii. It was resolved, by an absolute majority, to co-opt Ms Rachael Goodwin onto the Parish Council.
- iv. It was resolved to move back into open session.

6 members of the public returned to the meeting at 8:58 pm.

- v. The Chairman thanked all the candidates for their applications, and declared Cllr Goodwin duly appointed.
- vi. Witnessed by the Clerk, Cllr Goodwin signed the Declaration of Acceptance of Office, and Code of Conduct.
- vii. Cllr Goodwin was given a Notification of Disclosable Pecuniary and Other Interest form for completion and return to the Clerk. Under the Localism Act 2011, the Clerk was required to lodge the completed form with the Monitoring Office at the District Council within 28 days of the co-option.
- viii. Cllr Goodwin was provided with a copy of the Council’s Standing Orders and Financial Regulations

Councillor Goodwin joined the Parish Council at 9:04pm.

145.19 **It was resolved that the meeting move into closed session to deal with confidential matters in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2). (22)**

5 members of the public left the meeting at 9.05pm

146.19 **To consider CCTV proposals (23)**

- i. The Clerk was to obtain feedback from Crowland Parish Council with regard to the installation of their own CCTV.
- ii. Wisbech Town Council and the Borough Council of King’s Lynn and West Norfolk were to be approached by the Clerk to see if they could offer a monitoring solution.

147.19 **To consider the current marketing of Parish Council owned land (24)**

It was **resolved** to accept the estate agents latest recommendation on marketing the land at Kenzie Drive.

148.19 **Staffing & administration (25)**

- i. It was **resolved** to enter into up to a 24 month agreement for the delivery of a superfast broadband service, at less than the cost of the current standard broadband and calls cost.
- ii. A verbal report was noted relating to feedback received from the Litter Picker. It was noted that 2 residents were doing voluntary litter picking in certain parts of the Village.
- iii. It was noted that the Litter Picker was now also working on behalf of LCC to undertake a weekly litter pick at the lighthouse picnic site.

There being no further business the meeting was declared closed at 9:30 pm.

Signed:
Chair - Sutton Bridge Parish Council

Date: