

Minutes of the meeting of Sutton Bridge Parish Council, held 19:00hrs Tuesday, 29 June 2021, in the Diamond Hall at the Curlew Centre, Sutton Bridge.

Present: Cllr Simon Booth (chairman), Cllr Anne Scarlett (vice-chair), Cllr Michael Booth BEM, Cllr Chris Brewis, Cllr David Bruch, Cllr Kim Davies, Cllr Ray Perkins, Cllr Colin Robinson, Cllr Terry York, Mr Robert Smith (Clerk), Mrs Karen Croxford (Admin Assistant), Eight members of the public, Ms Kat Wakefield (Spalding Guardian)

Absent: Cllr Rachael Goodwin, Cllr David Summers.

Unless otherwise stated, actions to be undertaken by the clerk.

21.122 Apologies were received from Cllr Goodwin and Cllr Summers.

21.123 Disclosable pecuniary interests

01 As a member of Jelly's and Jolly's Cllr Davies & Cllr Scarlett declared an interest on the agenda item (min ref 21.130.04.I)

02 Cllr Bruch declared an interest on agenda item (min ref 21.130.01 I) as a member of the Curlew Centre committee, it was agreed for a dispensation to be granted.

21.124 Public Participation

01 There were no representations relating to matters on the agenda.

02 Two members of the public made representation on other matters.

I A member of the public asked about the current Parish Council Farm Business Tenancy (FBT) agreement with the chairman of the Parish Council and its relation to a previous agricultural holding which had been farmed by the current tenant since 1991.

i It was asked whether the earlier agreement had been valid.

ii It was asked why the Parish Council or individual members of the Council had not asked for a copy of this agreement when the new agreements were being drawn up.

iii It was asked why the rent was settled at £200 per acre per annum, when it had originally been resolved to be £220.

iv It was asked why additional land had been added to the tenancy, which the member of the public alleged conferred an advantage to the chairman over other tenants.

v The member of the public referred to a complaint made to the District Council's monitoring officer about the chairman's right to occupy the land concerned and spoke critically about the monitoring officer's decision that the chairman did not need to provide evidence of any agreement.

vi The member of public called for the chairman's resignation.

II The chairman responded to the member of public's representation including the following points:

i The new agreement had been amended to include drainage rates which were equivalent to over £10 per acre p.a. on the base rent compared to the previous agreement.

ii The decision notice that the member of public referred to had found that he had committed no breach and had determined that the previous farming agreement was a private matter between him and the Parish Council, agreed before he had become a member of the Parish Council.

03 A member of the public reported that a complaint had been made to the South Holland District Council's Monitoring office about councillor behaviour at the April Council meeting.

21.125 It was **resolved** to approve the minutes of the annual Parish Council meeting held on 25 May 2021

21.126 Police matters.

01 Following a meeting between the clerk, the Police, and the Curlew Centre chairman, the Police have decided that they did not require use of the Parish Office. They would just be using the Police room.

02 Cllr Perkins reported that a gang of youths had caused problems in the Memorial Park, and he opined that anti-social behaviour was on the increase.

03 Cllr M Booth advised everyone to report incidents straight away on 999, whilst the crime was still taking place.

21.127 Chairman's report

01 The chairman read out his report (see appendix 1).

02 After permission being granted by the chairman, Cllr Scarlett made a statement to the Council (see appendix 2).

03 Cllr M Booth asked the chairman if he could read out a statement to the Council which included a motion to be considered by the Parish Council (see appendix 3).

04 Short statements were also made by Cllr York and Cllr Davis.

05 Cllr Robinson spoke against the motion, saying that it was a matter to be dealt with by the individual councillors affected.

06 Points of order were raised by Cllr Robinson about the order and relevance of statements in relation to Cllr M Booth's proposal, also that he had been improperly interrupted. This was noted by the chairman.

Chairman's signature:

- 07 The motion proposed by Cllr M Booth was seconded by Cllr Brewis.
- 08 Cllr M. Booth requested that the vote of each councillor on the matter be recorded.
- 09 It was **resolved** for the clerk to request that the Police investigate the receipt by several councillors of what have been described as abusive and threatening communications. Six votes were recorded in favour (Cllr S Booth, Cllr M Booth, Cllr Brewis, Cllr Davies, Cllr Scarlett, Cllr York), two votes were recorded against (Cllr Bruch, Cllr Robinson). There was one abstention (Cllr Perkins).

19:42hrs Cllr Robinson left the meeting.

21.128 The clerk reported the following matters.

- 01 The website had been updated.

19:44hrs Cllr Robinson returned to the meeting.

- 02 The Annual Governance and Accountability Return (AGAR) had been submitted to the external auditors and published on the website along with the dates for public rights.
- 03 Standing orders as published on the website had been updated.
- 04 A freedom of information request relating to the Council's Farm Business Tenancies (FBT) had been responded to. The requested fee had been paid and the release of redacted documents would take place in due course.
- 05 New councillor training had been undertaken by three councillors. Finance for councillor training had been undertaken by one councillor.
- 06 It was hoped to complete the lease agreement with the district council for the electrical vehicle charge points within the next few weeks.
- 07 Cllr S Booth and Cllr M Booth had kindly offered to cut the overgrown grass access strip to the southeast corner of the Wright's Lane holding and the overgrown allotments. The access strip would later need to be considered under the Parish Council's grass cutting regime.
- 08 Time constraints and software issues with Microsoft 365 had meant that subscriptions had yet to be taken out for new councillor email addresses, which would be set up within the Office 365 account. This matter was to be prioritised for completion by the clerk ready for the next Parish Council meeting.
- 09 The manhole cover near to the pavilion had been replaced with a proper fitting.
- 10 The gully grate in the car park had been replaced with an appropriate gully cover.
- 11 Adult exercise equipment had been repaired, although the handles had been vandalised shortly afterwards. Alternative solutions were being investigated.
- 12 The fence around the oak tree in the Curlew Centre car park had been repositioned.
- 13 Two new trees planted in the Commemorative Wood area of the Memorial Park had been stolen shortly after planting. The matter had been reported to the Police.
- 14 Marking out of new allotments was awaiting a response from Savills.
- 15 An invoice for monitoring and treatment of Japanese Knotweed had been included in this month payment as previously resolved. One patch of new growth had been treated this year.
- 16 Bank transfers had been undertaken to cover the monthly payments.

21.129 The following reports on District and County Council matters were received:

- 01 Cllr Brewis reported
 - I Potholes had been reported from White House Farm to Garner's Lane.
 - II TSB Bank pop-up to deal with account matters operating on Tuesdays in the Market House, Long Sutton 9:30- 16:30.
 - III The library in the Curlew Centre was open on Monday 10am -12pm, Wednesday 2-4pm and Saturday 10am-12pm.

19:50hrs Four members of the public left the meeting.

- IV The cross keys bridge was due to be re-painted.
- V A stall was being held at the Market in Long Sutton on 16 July 2021 for the public consultation review of the draft market regulations handbook and the proposed 67% increase in fees. Members were encouraged to go along and support the market.
- VI Cllr Brewis would update the clerk with further training courses in the district once they were available.
- 02 Cllr M Booth reported.
 - I Midwest Polychem Ltd were planning a recycling plant at a site near the Power Station at Wingland which could create up to 600 jobs. The company had recently opened another plant on a small site in Holbeach which had created around 60 jobs.
 - II Cllr Booth had been pleased to hear that the Bridge Hotel had received interest from two developers. Unfortunately, at present the property remained in probate. Any further updates on the situation would be

Chairman's signature:

reported back.

- III There was to be a nighttime road closure between A17 and Bridge Road B1359 from 02 August and 20 August 2021.

19.51hrs One member of the public left the meeting

21.130 Finance

- 01 It was resolved to approve payments to 29 June 2021 as below. Cllr Scarlett and Cllr York agreed to authorise bank payments.

Payee	Detail	Net £	VAT £	Total £
Anglian Water (WAVE)	Water rates old toilets 6/3 - 5/6	39.93	2.40	42.33
TalkTalk	Calls & Broadband	28.95	5.79	34.74
E.on	Electricity Pavilion	141.18	7.06	148.24
Mr D Large	Tree works MP	330.00		330.00
The Curlew Centre	Office Rent	1,000.00		1,000.00
Mr D Borkertas	Home Electric Allowance	16.00		16.00
Heronwood	Parish Grass Cutting	295.00		295.00
Heronwood	Garden of Rest Grass Cutting	130.00		130.00
Heronwood	LCC Picnic Area Grass Cutting	15.00		15.00
Heronwood	Highways Grass Cutting	160.00		160.00
Portapack Engineering	Outdoor Exercise Equip Repair	180.00	36.00	216.00
Anglian Water (WAVE)	Water Rates Pavilion 7/03 -6/06	16.43		16.43
BHIB	Electric Vehicle Insurance	216.16		216.16
Mrs K Croxford	Expenses	61.97	7.14	69.11
Complete Weed Control	Memorial Park Weed Control	360.00	72.00	432.00
Staff	Salaries	2,420.90		2,420.90
Mr R Smith	Expenses	51.75	3.36	55.11
HMRC	PAYE 1st quarter	2,645.49		2,645.49
LCC	WYPF Pension Scheme	801.81		801.81
JW Drainage Services	Drain Maintenance MP	450.00		450.00
Total		9,360.57	133.75	9,494.32

- 02 As reported by the clerk, the following delegated expenditure was included in the above payments.

- I Extra-large bin bags for the East Bank picnic area £13.08 plus VAT.
II Bucket & Sponge for the Outside Operative £1.57 plus VAT

- 03 The following receipts were noted: bank interest £79.64; garden allotment rent £14.00; Garden of Rest receipts £50.00; Freedom of Information request payment £12.50; donation to Council £2.50.

- 04 Application for grants

Cllrs Davies & Scarlett declared an interest in the following agenda item.

- I It was **resolved** to approve the grant application for £500 to Jelly's & Jolly's to buy Christmas presents for children at Westmere Primary School who were otherwise unlikely to receive a gift. (LGA 1972, s.137).

21.131 The following correspondence was noted.

- 01 A response had been received from the County Council stating that there were no confirmed plans to carry out any improvements between the village and the marina and no problems had been caused by the silting up of the river in the described location. It was **resolved** to write back to the County Council expressing the Parish Council's disappointment with the response, and for an onsite meeting to be arranged with the County Council to discuss the matter further. Copy to County Cllr J Tyrell.
- 02 A response from the District Council following concerns reported about the Bridge Hotel was noted.
- 03 Letters between the Rt Hon Sir John Hayes MP and the Environment Agency's regarding the River Nene jetty at the West Bank lighthouse was noted. Cllr M Booth reported that the jetty had now been removed.
- 04 A request had been received that the Parish Council's bus shelter on the East Bank be demolished. As quotes were still awaited, it was **resolved** to consider these at the next meeting.
- 05 A letter from LIVES first responders was noted. It was remarked that they did an extraordinary job.
- 06 Response from the District Council regarding public toilets opening times were noted. The toilets had been found to be closed by midday and in a terrible state. Cllr M Booth would continue to mention this at District. It was **resolved** to write to SHDC about the toilets and request a sign be put up informing the public of the District Council contact details, and correct opening times.
- 07 It was **resolved** to support SHDC offer to hold a pop-up picnic in the Memorial Park. Discussions took place about the Parish Council using this as an opportunity to consult with parishioners by having the Council's own stall. It was thought that youth groups might be invited. Further suggestions and ideas to be discussed at the July meeting.

Chairman's signature:

- 08 A District Council consultation on its draft Market Regulations Handbook and its fees and charges would close at 17.00hrs Friday 30 July 2021. Comments could be submitted to markets@sholland.gov.uk. It was **resolved** to comment on the consultation that the Parish Council highly value and support the market, and that excessive charges for the market traders could affect the viability of the market.

20.31hrs Cllr M Booth left the meeting

- 09 A road closure notice for patching work on King John's Bank (between French Road and A17), 22/07/21-06/08/21 was noted.

20.33hrs Cllr M Booth returned to the meeting

- 10 Information about the consultation on proposed parliamentary constituency boundary changes were noted.
- 11 It was **resolved** to permit a request for a memorial bench to be placed in the Garden of Rest subject to agreement on the bench's design and its location, further details to be submitted at the next meeting.
- 12 A request had been made for the grass to be cut on those parts of Footpath No.1 passing over Parish Council land. Cllr M Booth and Cllr S Booth kindly offered to cut the areas in question.
- 13 An exchange of emails had been forwarded from Cllr Goodwin regarding the unauthorised release of her email address to a parishioner by an unidentified councillor in breach of General Data Protection Regulations. Councillors were reminded of their data protection responsibilities, and that any complaints could be made under the Parish Council Complaint policy, which if not considered satisfactory could be followed up by a complaint to the Information Commissioner's Office (ICO). As previously noted, the clerk would expedite the setting up of official Council email addresses.
- 14 A road closure notice was reported on Bridge Road between A17 & B1359 for resurfacing work for the period 02 August to 20 August 2021 for one night as and when required during this period. Signage detailing accurate dates and times would be displayed in advance. Further information could be provided in map form from <https://one.network/>.

20.32hrs One member of the public left the meeting.

- 15 It was reported that a request had been received from a parishioner for a public meeting to be held with the Police Commissioner, a member of the District Council (SHDC), SHDC Anti-Social Behaviour (AS) representative, Parish Council and County Council about antisocial behaviour, littering, criminal damage, arson, and trespass which is occurring on a regular basis in the Parish. It was **resolved** to invite Inspector Waters to a future meeting of Parish Council.
- 16 An email received from a parishioner expressing concerns about the proposed Gunthorpe Road Solar Farm was noted. Cllr Brewis commented that once the planning application had been lodged with the neighbouring district council's the parishioners concerned, together with the Parish Council should make their comments to the respective planning departments.

21.132 Planning applications

Cllr Brewis, Cllr M Booth, and Cllr S Booth declared an interest in the following planning application as customers of the business.

- 01 H18-0645-21: Leeson's Garage, Railway Lane North, PE12 9XD. Change of use of domestic garden to staff car parking. It was **resolved** to approve because it supported local business.
- 02 H18-0622-21: 26 Wrights Lane. PE12 9RH. Proposed extensions & alterations & boundary wall. It was **resolved** to approve subject as it was in keeping with the street scene.
- 03 H18-0588-21: The Boat House 46 Bridge Road. Siting of Meter Box. Listed building consent. It was **resolved** to support because it was an unobtrusive necessity.

21.02hrs Cllr S Booth left the meeting and Cllr Scarlett took over the meeting.

21.133 The following Parish Council comments made under its planning policy were noted.

- 01 H18-0450-21: 37 Wrights Lane, PE12 9RH. Extension & Alterations. Support because the application was in keeping with the street scene.
- 02 H18-0446-21: 45 Stanley Drive, PE12 9XQ. Single storey extension to rear of bungalow. Support because the application was in keeping with the street scene.
- 03 H18-0523-21: Greenbank 13 Falklands Road, PE12 9XF. Extension to Kitchen. Support because the application was in keeping with the street scene.
- 04 H18-0535-21: La Triste 9 Wrights Lane, PE12 9RH. Extension of existing 2 metre fencing. Support because the application was in keeping with the residential nature of the area.
- 05 H18-0583-21: 48 New Road, PE12 9RQ. Demolition of existing garden store and erection of extension. Support because the application was in keeping with the street scene.

21.134 The following District planning decisions were noted.

- 01 H18-0552-21: 61 Stanley Drive, PE12 9XQ. Extension & alterations. Non-material amendment. Approved.

Chairman's signature:

- 02 H18-0446-21: 45 Stanley Drive, PE12 9XQ. Single storey extension to rear of bungalow. Approved.
- 03 H18-0450-21: 37 Wrights Lane, PE12 9RH. Extension & alterations. Approved.
- 04 H18-0387-21: East Lighthouse, East Bank, PE12 9YT. Alterations. Approved.
- 05 H18-0388-21: East Lighthouse, East Bank, PE12 9YT. Alterations to listed building. Approved.
- 06 H18-0382-21: 4 Grange Farm, Cocklehole Road, PE34 4HH. Extensions & Alterations. Approved.
- 07 H18-0181-21: Sundown, 20 Railway Lane North, PE12 9UY. Replace fence with wall to front elevation and children's play structure to rear (retrospective). Approved.

21.135 Highways & footways

- 01 There were no outstanding previous matters.
- 02 Cllr York reported an overgrown hedge on Wrights Lane and New Road. Clerk to report.

21.05hrs Cllr S Booth returned to the meeting and resumed chairing the meeting.

21.136 Committee and working party reports.

- 01 New pavilion
 - I The committee chairman, Cllr Brewis, reported that matters were moving forward, further information had been sent out by the clerk to bring all members up to date.
 - II The committee terms of reference would be discussed at the next meeting.
 - III The clerk would circulate to all members the link for Sport England.

02 An Open Spaces Working Party meeting was to be arranged before the next Council meeting to discuss the following:

- I The implementation of the current pavilion water monitoring
- II Play area fencing and children's play area equipment.
- III Signage and other matters.

03 Garden allotments

- I It was noted that a response was awaited from Savills regarding boundary issues on the northern edge of the Wright's Lane allotments.
- II Thanks were expressed to Cllr M Booth & Cllr S Booth for cutting back the access strip from Wright's Lane.
- III A garden allotment plot was not being properly cultivated, a meeting of the working party to investigate would be arranged to discuss the matter.

21.137 Outside body representative reports.

- 01 Community Speed Watch (CSW)
 - I New training dates had been received from the South Holland co-ordinator. These had been forwarded to the Parish Council CSW co-ordinator
 - II Cllr York would forward details to the clerk of residents who would like to volunteer.
 - III A report from the Parish Council's co-opted Community Speed Watch co-ordinator was noted. It was **resolved** that the Parish Council would send a representative to attend a meeting with the Director of Highways and Sir John Hayes once a confirmed date had been arranged.

21.138 It was **resolved** to adopt the information Commissioners Office latest publication scheme.

21.139 It was **resolved** to re-adopt the Council's co-option policy.

21.140 It was **resolved** to adopt the children & vulnerable adults' policy as circulated by the clerk.

21.141 It was **resolved** to defer the decision to hold a Parish Meeting until the next Parish Council meeting.

21.142 With regards to the introduction of identification cards/lanyards for staff and councillors, it was **resolved** that this was approved in principle and for detailed proposals to be prepared for the next meeting.

21.143 It was **resolved** to defer a date for a meeting with the County Highways Officer to the next meeting.

21.144 An email had been received about an overgrown hedge on Bridge Road, it was **resolved** to report the matter to highways.

21.145 It was **resolved** for a meeting to be set up with Enso Energy to negotiate a community fund for the Parish (Cllr Brewis, Cllr Bruch & Cllr York to attend).

21.42hrs Two members of the public left the meeting

21.146 It was **resolved** to defer the consideration of planting of a community wood to the next meeting.

21.48hrs Cllr K Davies left the meeting

21.147 Cllr Robinson stated that he would provide a proposal for a new CCTV system to Council at the next meeting. The clerk would forward details of past correspondence relating to this to Cllr Robinson.

21.148 Due to time constraints, it was **resolved** to defer the following items to the next meeting.

Chairman's signature:

- 01 To review the rules and signage in the Memorial Park. (Cllr Robinson)
 - 02 To resolve to employ a Parish Council Warden to patrol the Parish's parks and open spaces (Cllr Robinson)
 - 03 To resolve on approaching the District Council on the building of a roller-skate/basketball/netball/volleyball court in one of their parks. (Cllr Robinson)
- 21.149 The following items were to be included on the agenda of a future meeting.
- 01. To consider the office lease with the Curlew Centre.
 - 02. Ideas for community engagement at the pop-up picnic event
 - 03. To consider catering arrangements for the Propeller Service on Sunday 05 September 2021.
 - 04. To consider areas and dates for a meeting with the County Highways Officer.
 - 05. To consider date for a Parish Meeting (Cllr Robinson).
 - 06. To consider the introductions of identification cards/lanyards for staff and councillors (Cllr Perkins).
 - 07. To consider the planting of a community wood, noting availability of government grants.
 - 08. To consider the installation of a new CCTV system (Cllr Robinson)
 - 09. To review the rules and signage applicable to the Memorial Park (Cllr Robinson)
 - 10. To resolve to employ a Parish Council Warden to patrol the Parish's parks and open spaces (Cllr Robinson)
 - 11. To consider on approaching the District Council on the building of a roller-skate/basketball/netball/Volleyball court in one of their parks (Cllr Robinson)
 - 12. To consider the District Council introduce the Community Infrastructure Levy (CIL) (Cllr Bruch)
 - 13. To consider adopting the Local Government Association's code of conduct (Cllr Scarlett)
 - 14. To review the Parish Council's Press and media policy (Cllr Scarlett & Cllr Goodwin)
 - 15. To consider proposals for a new Parish Council website (Cllr Robinson)
 - 16. SBUFC pitch and pavilion fees for 2022/23 to be considered at the September meeting.
 - 17. Grass cutting agreement for 2022 to be considered at the October meeting.
- 21.150 In accordance with the Public Bodies (Admission to meeting) Act 1960 s 1(2), it was **resolved** to move into closed session.

21.55hrs Cllr Robinson and a member of the press left the meeting

21.58hrs Cllr Robinson returned to the meeting

- 21.151 To consider quotes for the upkeep and maintenance of Parish Council assets. [confidential, as matters relate to commercial negotiations]
- 01 It was **resolved** to proceed with the weed control in the Memorial Park @ £475 plus VAT and in the Garden of Rest @ £ 85 plus VAT
 - 02 It was **resolved** to delegate repairs of the fence in the children's play area to the Open Spaces Working Party of up to £300, subject to the clerk being in receipt of a valid quotation.
 - 03 Quotes received for the water monitoring of the pavilion would be discussed at the next meeting of the Open Spaces Working Party
 - 04 The Propeller service was scheduled for 15:00hrs Sunday 05 September, catering arrangements and costs to be provided for the July meeting.
- 21.152 To report on and to consider any staffing & administration matters. [confidential as matters relate to conditions of employment, pending grievance or disciplinary proceedings, or other personal matters].
- 01 It was **resolved** to delegate authority to the clerk and chair of the Personnel Committee to undertake a staff probationary review.

The chairman closed the meeting at 22.00hrs.