

Sutton Bridge Parish Council

Meeting Notice & Agenda

Notice is hereby given, and all members of the Council are duly requested to attend, a meeting of the Parish Council to be held 19:00hrs Tuesday, 28 September 2021 in the Diamond Hall of the Curlew Centre, Sutton Bridge

Information for members of the public & press:

For the protection of the public, Council members, and staff, the following COVID-19 risk mitigation measures will be in place:

- Please use hand sanitiser as provided.
- Attendees are asked to maintain social distancing guidelines where possible.
- Use of facemasks is a matter of personal choice.
- At agenda item 3. Public Participation, 15 minutes is set aside when a short statement may be made, or a question asked, individual members of the public may speak for a maximum of 5 minutes. If you wish to speak, when invited by the chair please raise your hand and wait to be asked. A question shall not require a response nor start a debate. Unless otherwise indicated on the agenda, members of the public should not speak at any other time.



Clerk to Sutton Bridge Parish Council

23 September 2021

clerk@suttonbridge-pc.gov.uk

AGENDA

1. To note members' attendance and to receive apologies for absence.
2. To receive declarations of disclosable pecuniary or other interests and to consider any written request for dispensation.
3. Public Participation.
 - I. To receive representations relating to matters on the agenda.
 - II. To receive representations or questions on other matters.
4. To approve the [minutes](#) of the Parish Council meeting held on Tuesday, 27 July 2021.
5. To note any police matters.
 - I. To consider the [Police audit of the Memorial Park](#).
 - II. Latest priority – road safety (parking & speeding) around schools (reported via [nextdoor.co.uk](#)).
 - III. World café event took place 11 September 2021. Coding and analysis of feedback taking place.
6. To receive the chairman's report.
7. To receive the clerk's report.
8. To receive reports on District & County Council matters.
9. Financial matters.
 - I. To approve the August [bank reconciliation](#).
 - II. To confirm renewal of insurance agreement with BHIB insurance brokers in accordance with the long-term agreement terminating 1 October 2023.
 - III. To note the new electrical supply agreement for the pavilion commencing 19 September 2021
 - IV. To approve payments to 28 September 2021 as table below and any late payments reported by the clerk, and to note the two members who will authorise bank payments.

Payee	Detail	Net £	VAT £	Total £
E-ON	Pavilion Electricity	108.43	5.42	113.85
Talk Talk	Calls & Broadband	34.00	6.80	40.80
Wave	Water rates 6/6- 5/9 Old toilet block	40.02	2.41	42.43
CCAP Ltd	Pest removal	75.00		75.00
Anchor Inn	Propeller Service Refreshments	341.43	17.07	358.50
Complete Weed Control	Weed Control MP & Garden of Rest	170.00	34.00	204.00
Heronwood	Parish Cutting	295.00		295.00
Heronwood	Garden of Rest Cutting	130.00		130.00
Heronwood	Highways Cutting	160.00		160.00
Heronwood	Picnic Area	15.00		15.00
The Curlew Centre	Office Rent	1,000.00		1,000.00

Payee	Detail	Net £	VAT £	Total £
The Curlew Centre	Room hire 24th August 2021	22.00		22.00
Mr D Borkertas	Home Allowance - Electric	8.00		8.00
Mrs K Croxford	Expenses	32.41	4.20	36.61
LCC Pension Fund	Underpayment August WYPF Pension	0.80		0.80
LCC Pension Fund	September WYPF Pension Fund	801.81		801.81
Staff	Payroll	2,579.93		2,579.93
HMRC	Tax & NI Contributions	2,518.89		2,518.89
Mr R Smith	123 Reg domain Subscription 1 year	11.99	2.40	14.39
Mr R Smith	Microsoft Cllr Emails 1 year x 11	454.75	90.95	545.70
Mr R Smith	Adobe Acrobat monthly subscription	8.42	1.69	10.11
Mr R Smith	Home Allowance	26.00		26.00
Mr R Smith	Mobile Phone	8.33	1.67	10.00
Mr R Smith	Travel Expenses	13.50		13.50
Mr R Smith	SLCC (75%)	216.75		216.75
XBM LTD	Photocopier 17/08 - 21/09/21	1.76	0.35	2.11
Mrs K Croxford	Propeller Service Refreshments	6.32	1.26	7.58
Mrs K Croxford	Postage stamps & Postage	15.45		15.45
BHIB	Council insurance	1,585.89		1,585.89
HM Land Registry	Wright's Lane enquiry	9.00	-	9.00
ICO	Data Protection Fee	35.00	-	35.00
Total		10,725.88	168.22	10,894.10

- V. To note any delegated expenditure as reported by the clerk.
- VI. To note receipts: bank interest £76.14; LCC East Bank Lighthouse agency litter picking £700.00; SHDC agency litter picking £1,260.00; Garden Allotment rent £49.00; Land registry refund £3.00.
- VII. To note the [conclusion of audit](#) and receipt of the [external auditor's report and certificate](#) with no matters raised giving cause for concern.
- VIII. To consider any applications for grants.
10. To consider recent correspondence, including any late received.
- I. [Surface water flooding](#) on Anchor Road
 - II. [Request](#) for improved facilities at the Garden of Rest.
 - III. [Complaint](#) to the chairman relating to his farm tenancy and "police motion".
 - IV. [Update](#) on next year's planned Pilgrim Cross.
 - V. [Response](#) from LCC to the Parish Council's request for meeting about the marina.
 - VI. [Thanks](#) for King's Street garden waste collection.
 - VII. [Concerns](#) about camping near the East Bank Lighthouse
 - VIII. Citizen's Advice [invitation](#) to meeting.
 - IX. [Investigation](#) into flooding at the Boat House in September 2019.
 - X. [Information](#) on Community Speed Watch, Project Edward.
 - XI. Cross Keys Bridge – [maintenance painting scheme 2022](#)
 - XII. [Thanks](#) for removal of East Bank bus shelter.
 - XIII. Late correspondence.
11. To consider planning applications, including any late received.
- I. None.
12. To note District Council planning decisions.
- I. H18-0622-21: 26 Wrights Lane. Proposed extensions & alterations & boundary wall. Approved.
 - II. H18-0645-21: Leeson's Garage Railway Lane North, PE12 9XD. Change of use of domestic garden to staff car parking. Approved.
 - III. H18-0749-21: Avenue Farm House, Avenue Farm Road, PE12 9QF. Replace existing playhouse. Approved.
 - IV. H18-0774-21: 4 Longdon Close, PE12 9QX. Proposed garage conversion to create new living room, single storey link extension and detached timber store in rear garden. Approved.
 - V. H18-0808-21: The Barn, Grange Farm, Hospital Road, Wingland, PE12 9YR. Conversion of existing agricultural building into dwelling. Approved.
 - VI. H18-0881-21: 46 New Road, PE12 9RQ. Proposed internal alterations & extension to the rear to form kitchen, dining & living area. Nonmaterial amendment. Approved.
13. Highways & footways:
- I. Update on outstanding matters.

- II. To report any new matters.
- 14. Committee and Working Party Reports
 - I. Pavilion
 - II. Open spaces
 - III. Garden allotments
- 15. Outside body representative reports.
- 16. To consider the purchase of new Christmas lights
- 17. To consider other Christmas event arrangements (Cllr Perkins)
- 18. To consider report from the meeting with Enso Energy about the Gunthorpe Road Solar Farm (Cllr Brewis, Cllr Bruch, Cllr York)
- 19. To consider working party progress on proposals for a new CCTV system. (Cllr Bruch, Cllr Davies, Cllr Perkins)
- 20. To consider working party progress on the planting of a community wood (Cllr M Booth, Cllr Brewis, Cllr York).
- 21. To receive report back regarding Community Infrastructure Levy (Cllr M. Booth).
- 22. To receive requests from members for items to be included on the agenda of a future meeting.
- 23. To resolve on moving into closed session on the grounds of confidentiality in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2).
- 24. To consider quotes relating to the Parish Council activities. [confidential, as matters relate to commercial negotiations].
 - I. Pavilion electrical testing.
 - II. ID card proposals.
 - III. Any late received quotations.
- 25. 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].