

Minutes of the meeting of Sutton Bridge Parish Council, held 19:00hrs Tuesday, 14 December 2021, in the Curlew Centre Diamond Hall, Sutton Bridge.

Present: Cllr Simon Booth (chairman), Cllr Chris Brewis, Cllr David Bruch, Cllr Kim Davies, Cllr Rachael Goodwin, Cllr Ray Perkins, Cllr Michelle Pitt, Cllr Colin Robinson, Cllr Anne Scarlett, Cllr Terry York, Mr. Robert Smith (clerk), Mrs K Croxford (admin assistant), County Councillor Jack Tyrrell, five members of the public.

Absent: Cllr M Booth.

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

21.245. Apologies were received from Cllr M Booth

21.246. Pecuniary or other interests and requests for dispensation.

01. Cllr S Booth declared an interest in the complaint made against the Parish Council to be raised under agenda item 11, in that he had a personal involvement in the decision.
02. As members of the Mad Hatters group, Cllr Perkins and Cllr Pitt declared an interest in the grant request to be raised under agenda item 9.VI.
03. As a member of the charity, Cllr York declared an interest in the authorisation of payment of grant to Sutton Bridge Community Larder to be raised under agenda item 9.I.
04. The clerk declared an interest in the grass cutting tender to be raised under agenda item 24.V. in that the current grass cutting contractor undertook private work at his home.

21.247. There were no written representations from members of the public about matters on the agenda

21.248. It was **resolved** to approve the minutes of the meeting held 26 October 2021. Cllr Pitt abstained.

21.249. Police matters.

01. It was noted that whilst the Police & Crime Commissioner had forwarded correspondence about allegations of abusive and threatening communications being made to councillors, no response had been received from the Chief Constable's Office.
02. It was **resolved** to initiate discussions with the Police and the Curlew Centre about the possibility of jointly purchasing a 'mosquito alarm' for installation at the rear of the Curlew Centre.

The chairman agreed to allow councillors to remove their face masks when speaking.

03. It was **resolved** that the Parish Council submit a grant application of up to £5,000 to the Grange Wind Farm Community Fund, with the objective of adding to a pot of £15,000 financed by Lincolnshire Pollice. The pot was intended to provide funding for local group projects as decided under a participatory budgeting process set out in the Sutton Bridge 'Building Better Bridges' project, to increase active citizenship in the community.
04. Correspondence was noted from Sgt Seb Langham (330), who had taken over responsibility for the area and was eager to work together with the Parish Council. The clerk was to send an appropriate response.

21.250. The Chairman reported:

01. Congratulations were expressed to Cllr Michelle Pitt on her success at the recent by-election. The chairman welcomed her onto the Parish Council.
02. The chairman asked councillors to keep comments made during the meeting to the point, so that the meeting could be kept as short as possible to minimise any increased risk posed by the new Omicron Covid-19 variant.

21.251. The clerk reported the following matters not otherwise covered on the agenda.

01. The clerk confirmed that Cllr Pitt had signed the Declaration of Acceptance of Office and Council's Code of Conduct. Cllr Pitt had completed a Declaration of Disclosable Pecuniary and Other Interest form. This would be sent to the District's Monitoring Officer shortly. An invoice for the cost of the election was awaited.
02. Minutes and meeting dates had been updated on the website.
03. The revised policy for communicating with the press and publishing on other media had been published on the website.
04. Lincolnshire County Council's (LCC) Information Officer had reported that the facility to receive automatic notifications when the website changed was not set up. It was on the Officer's to do list to be investigated.
05. Planning comments had been submitted, as resolved.
06. Internal bank transfers had been actioned to cover this month's payments.

Chairman's signature:

07. The planning for the installation of the Curlew Centre electric vehicle charging point should commence shortly. The finalised lease was still awaiting return from the District Council's solicitors.
08. The repaired Garden of Rest bench had been installed in the children's area.
09. The old notice board on the East Bank was awaiting removal as volunteered by Cllr York.
10. Permission had been granted to allow the Church to hold a drive through carol service in the carpark on 12 December.
11. Several councillors still needed to return signed copies of the Parish Council's revised Code of Conduct to the clerk.
12. It was intended to imminently switch to the new councillor's official email addresses. Any councillors needing help to add an account to their mail servers should contact the clerk urgently.
13. Since the last meeting, no further photographs had been received from councillors for identity cards. Without photographs, the purchase of IDs cannot go ahead. Councillors who had yet to forward photographs were requested to do so at their earliest convenience.
14. Following receipt of confirmatory advice from Lincolnshire Association of Local Councils (LALC) that the Parish Council had no authority to consider complaints made against individual councillors, complainants had again been informed that they must refer any such complaints to the District Council's Monitoring Officer.
15. Unfortunately, there had been a significant delay on the installation of the six new Christmas lights, primarily due to shipping issues. The contractor had now stated that these would be installed on Thursday 16 December. Faults on two existing lights had also been reported and these should also be addressed on Thursday.
16. The school had been contacted on behalf of Cllr Bruch with a view to arranging a meeting about the Queen's Platinum Jubilee celebrations.
17. Following the receipt of advice from LALC, a freedom of information request for a copy of the chairman's statement, made 28 September 2021 in response to a complaint made against him, was acceded to with some redaction.

21.252. Cllr Brewis reported on South Holland District Council (SHDC) matters:

01. The LCC highways team had been working in the Parish recently and had done a good job.
02. Cllr J Tyrell and Cllr C Brewis had attended a meeting at the District Council. Despite the Performance Monitoring Panel unanimously voting to drop the extra charges, unfortunately the district had stuck to their decision to increase stall fees for Long Sutton market traders.
03. Two cottages on Bridge Road near the 40mph sign had been approved by the District Planning Committee for modernisation.
04. A tree had blown over in Nene Meadows near a private dwelling and was being investigated
05. The conversion of red diesel to white diesel would significantly increase costs for the Internal Drainage Board.

21.253. County Councillor Tyrrell reported on LCC matters:

01. Talks of opening the waste recycling centre in Spalding again on Wednesdays and Thursdays were being investigated due to large volumes of garden waste going through the centre.
02. After speaking with the portfolio holder for highways Cllr Richard Davies, it was suggested that the Parish encourage an annual visit from the Highways Officer.
03. A 'Youth Shed' was to be trialled providing for up to six children aged between 11 – 15 years from the University Academy of Long Sutton. They would work alongside the 'Men's Shed' to learn new skills. The school would provide transport.

21.254. Finance

01. It was **resolved** to approve the November bank reconciliation and cash book.
02. Due to ongoing discussions about the Parish Office lease, it was **resolved** to consider payment to the Curlew Centre of £1,000.00 for office rent under closed session (see minute 21.279.01). It was **resolved** to approve the remaining payments to 14 December 2021 as below. Cllr Goodwin and Cllr Scarlett to authorise bank payments.

Payee	Detail	Net £	VAT £	Total £
TalkTalk	Calls & Broadband November	£34.00	£6.80	£40.80
Staff	Salaries - November	£2,383.84		£2,383.84
LCC	WYPF Pension Scheme	£801.81		£801.81

Chairman's signature:

Payee	Detail	Net £	VAT £	Total £
Talk Talk	Calls & Broadband December	£34.00	£6.80	£40.80
A J Electrical	Pavilion Electrical Report	£180.00		£180.00
SB Community Larder	Grant Application	£1,000.00		£1,000.00
Mrs K Croxford	Adobe Acrobat Monthly Subscription	£12.64	£2.53	£15.17
Mrs K Croxford	Black Bags Outside Operative	£14.99	£3.00	£17.99
The Curlew Centre	Room Hire October 2021	£22.00		£22.00
Mr D Borkertas	Home Electric Nov Allowance	£8.00		£8.00
Mrs K Croxford	Travel Expenses	£2.34		£2.34
Mrs K Croxford	Mobile Phone	£8.33	£1.67	£10.00
Mrs K Croxford	Home Allowance	£10.00		£10.00
Lincs CM	Tree Work in Memorial Park	£515.00	£103.00	£618.00
Lincs CM	Fence & Target Wall Repairs	£1,270.00	£254.00	£1,524.00
Lincs CM	Garden of Rest Maintenance	£230.00	£46.00	£276.00
RBL Poppy Appeal	Poppy Wreaths	£51.00		£51.00
Mr D Large	Parish Sites Maintenance	£470.00		£470.00
SMC Consultants	Legionella Testing Pavilion	£140.00	£28.00	£168.00
Wave	Water Rates - 6/10- 5/12 - Old toilets	£39.59	£2.38	£41.97
Heronwood	Garden of Rest Cutting	£65.00		£65.00
Heronwood	Parish Cutting	£110.00		£110.00
Heronwood	Highways	£80.00		£80.00
Heronwood	Picnic Area	£15.00		£15.00
XBM	Photocopier	£4.06	£0.81	£4.87
Mr D Borkertas	Home Electric Dec Allowance	£8.00		£8.00
Mrs K Croxford	Expenses December	£18.33	£1.67	£20.00
Mrs K Croxford	Adobe Acrobat Monthly Subscription	£12.64	£2.53	£15.17
HMRC	Tax & NI Contributions	£2,571.89		£2,571.89
Staff	Salaries - December	£2,449.10		£2,449.10
LCC	WYPF Pension Scheme	£801.81		£801.81
Mr R Smith	Expenses November	£34.33	£1.67	£36.00
Mr R Smith	Expenses December	£36.58	£1.67	£38.25
Mr R Smith	Adobe Acrobat Monthly Subscription	£8.42	£1.69	£10.11
EON	Electricity 1/9- 30/12 Pavilion	£184.55	£9.22	£193.77
Heronwood	Garden of Rest Cutting 1/11/21	65.00		65.00
Heronwood	Highways Cutting 1/11/21	80.00		80.00
Heronwood	Parish Grass Cutting	15.00		15.00
Wave	Water Rates Pavilion	22.38		22.38
The Curlew Centre	Office Rent Jan – March 2022	1000.00		1000.00
Total		£14,809.63	£473.44	£15,283.07

03. There was no delegated expenditure.

21.255. The following receipts were noted: bank interest £143.41 (November & December), Farm Business Rent £1745.00, Garden Allotment Rent £20.00, VAT Reclaim £909.66, Burial receipts £350.00

21.256. After consideration it was **resolved** to defer the decision on the draft budget 2022-2023 until the January meeting if however, the January meeting was cancelled due to current circumstances the approval of the budget would be delegated to the Chairman and Vice Chairman in consultation with the clerk.

21.257. Grant Application

Cllr Perkins & Cllr Pitt declared an interest in the following agenda item as members of the Mad Hatters and did not participate in the vote

01. Following confirmation that there were sufficient funds in the budget, it was **resolved** to approve a grant application of £500 to the Mad Hatters for gifts for Father Christmas to give out locally, as allowable under LGA 1972 s.137. It was noted that as the group had only just formed no audited accounts were available. Any future grant application should be submitted with a full copy of the accounts. Cllr Davies abstained.

21.258. It was **resolved** to note the receipt of the following correspondence.

Cllr S Booth declared an interest in the following agenda item and did not participate in the vote. Cllr

Chairman's signature:

Scarlett took over as chair of the meeting.

01. Following the Parish Council's resolution for the clerk to seek advice from LALC about moving into closed session, the response received was noted.

Cllr S Booth took over as Chair of the meeting

02. The clerk was to attend a meeting next week with the District Council to discuss the Welcome Back Fund.
03. Ørsted's Community Benefit Funds - Autumn 2021 Newsletter was noted
04. Information on Anglian Water Priority Services Register details would be submitted on the website.
05. LALC News, previously circulated to Councillors, was noted.
06. The receipt of Christmas bus operating hours and timetables was noted.

21.259. Complaint

01. It was **resolved** to consider a complaint that the Parish Council was in deliberate breach of its Standing Orders when at its meeting 29 June 2021 the Council resolved to report allegations of abusive and threatening communications to the Police in closed session (see *minute 21.271*)

21.260. Planning applications, including any late received.

01. H18-1213-21: 102 Bridge Road. Change of Use from furniture showroom to domestic dwelling. It was **resolved** to support the application. Cllr S Booth, Cllr Davies, & Cllr York abstained.
02. H18-1179-21: 79 Princes Street, PE12 9RF. Single storey rear extension. It was **resolved** to support the application.

21.261. The planning appeal on application H18-0535-21 (Appeal ref: APP/A2525/D/21/3280845) was noted. This related to the refusal by the District Council to allow an extension of existing two metre fencing at La Triste 9 Wrights Lane, because the fencing would reduce vehicle visibility and was incongruous in its setting. The Parish Council's previous support for the application would stand.

21.262. The following District Council planning decisions were noted:

01. H18-1040-21: Land to the south of Centenary Way, PE12 9TF. Condition compliance. Approved.
02. H18-1033-21: 55 New Road, PE12 9RQ. Extensions and Alterations. Approved.
03. H18-0991-21: 338 Bridge Road, PE12 9SH. Two storey extension & alterations. Approved.
04. H18-0992-21: 340 Bridge Road. PE12 9SH. Two storey extension & alterations. Approved.

21.263. Highways & footways

01. Update on outstanding matters.
 - i. The notes from the meeting held 25 November 2021 with LCC Highways were noted. It was **resolved** that prior to a visit next year by the Highways' Officer, the Parish Council draw up items that it wished addressed. Cllr Davies & Cllr S Booth abstained.
 - ii. Following information received from LCC car parking enforcement officer, it was **resolved** to contact the officer concerned to find out the details of category C enforcement.
 - iii. Details had been received from LCC Road Safety adviser about the purchase and operation of reactive speed signs. It was **resolved** to delegate investigation of this matter to the CCTV working party.
02. Reports of new matters.
 - i. The consultation for the LCC Local Transport Plan expired 01 December 2021. The clerk would contact request an extension, if any councillor wished to make a comment within the next 7 days.
 - ii. It was **resolved** to renew the LCC Parish agreement 2022-23 for urban highways grass cutting as recommended by the Finance Committee
 - iii. A road closure notice on King John Bank 21 December 2021 was noted
 - iv. It was **resolved** to seek quotes to repair the 'Story of the Fens' sign located on the East Bank. Cllr Perkins abstained.

21.264. Committee and Working Party Reports

01. New Pavilion
 - i. It was **resolved** to defer the review of the membership of the pavilion committee for three months and to appoint Cllr Pitt to the committee.
 - ii. Quotations for the provision of project management services had been received and were to be considered under closed session as matters related to commercial negotiations (min ref 21.277).

Chairman's signature:

02. Open spaces
 - i. Cllr Bruch & Cllr Davies had attended a very informative meeting on CCTV equipment. The clerk was to confirm with Cllr Bruch any requirement for quotations as set out in the Council's Financial Regulations.
03. Garden allotments
 - i. An allotment meeting was to be arranged shortly.
 - ii. It was **resolved** to inform the allotment tenant that alleged damage caused to his chicken pen should be dealt with as a civil matter between the parties concerned. Cllr Davies abstained.
 - iii. It was noted that a rent review was still pending.
04. Garden of Rest
 - i. It was **resolved** to approve the application for an elaborate headstone design in the Garden of Rest.
- 21.265. Outside body representative reports.
 01. Cllr Davies reported that the Community Speed Watch equipment had been returned to the Parish office. A small group of people were interested in completing the training, further training dates were awaited from the Community Speed Watch co-ordinator Jan Whitbourn
 02. An email had been sent to Westmere Community Primary School to arrange a meeting regarding the Queens Platinum Jubilee celebrations no response had been received. Cllr Pitt would contact the school for an update and the clerk would send a follow up email.
 03. Following the resignation of Mike Barton from the Sutton Bridge Power Fund, it was **resolved** to appoint Cllr Scarlett as representative for his replacement. Five votes were recorded in favour of Cllr Bruch (Cllr Bruch, Cllr Perkins, Cllr Pitt, Cllr Robinson, Cllr York) and five votes were recorded for Cllr Scarlett (Cllr Brewis, Cllr Booth, Cllr Davies, Cllr Goodwin, Cllr Scarlett). The chairman's casting vote was in favour of Cllr Scarlett.
- 21.266. It was **resolved** that in the event of a future contested by-election the Parish Council would well publicise, including on its website, that it was the Parish Council's policy not to requisition poll cards from the District Council. Six votes were recorded in favour of the resolution (Cllr Brewis, Cllr Davies, Cllr Goodwin, Cllr Pitt, Cllr Scarlett, Cllr York) and two votes were recorded against the resolution (Cllr Bruch, Cllr Robinson). Cllr S Booth and Cllr Perkins abstained.
- 21.267. It was **resolved** for the clerk to contact the football club to enquire how many members of the club reside in the Parish. Pitch and pavilion charges were to be discussed at the next meeting.
- 21.268. It was **resolved** to record on the agenda how many months any repeated item had been carried forward. Six votes in favour of the resolution were recorded (Cllr Brewis, Cllr Bruch, Cllr Perkins, Cllr Pitt, Cllr Robinson, Cllr York) and three votes recorded against the resolution (Cllr Davies, Cllr Goodwin, Cllr Scarlett). Cllr S Booth abstained.
- 21.269. It was **resolved** to join Long Sutton, Lutton, and Tydd St Mary parish councils in the garden waste collection scheme for two loads per annum @ £380 per load. Cllr Scarlett abstained.
- 21.270. Items to be included on the agenda of a future meeting.
 01. Football club pitch and pavilion charges.
 02. To resolve that if some photographs from councillors have not been received for their ID cards by the next meeting, the purchase of IDs and lanyards should proceed in any event (Cllr Robinson)
 03. To discuss the new ownership of Sutton Bridge Port (Cllr Goodwin).
 04. Cllr Perkins requested more information about the owners of the proposed recycling plant in Sutton Bridge.

Standing orders were suspended to allow County Cllr Tyrell to inform Council on the matter.

Cllr Tyrell stated that the company, Midwest Polychem, had a facility in Fleet, which Cllr Perkins could visit. Cllr Tyrrell stated that he would liaise with Cllr Perkins on the matter.

05. To consider proposals for the removal of molehills from the Memorial Park (Cllr Scarlett)
06. To consider conditions of the Parish's road surfaces and pavements (Cllr York)
- 21.271. 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).

20.57hrs Five members of the public and County Cllr Tyrrell left the meeting

- 21.272. Seconded by Cllr Bruch, Cllr Robinson proposed that the Parish Council was in deliberate breach of its standing orders, when at its meeting 29 June 2021 (minute ref 21.127.09), it resolved to report

Chairman's signature:

allegations of abusive and threatening communications to the Police. The proposal was **rejected**.
[In favour: Cllr Bruch, Cllr Perkins, Cllr Robinson; Against: Cllr S Booth, Cllr Brewis, Cllr Davies, Cllr Goodwin, Cllr Scarlett, Cllr York; Abstention Cllr Pitt).

- 21.273. It was **resolved** to approve a quote to reinstate the 'Gateway to Sutton Bridge' sign on Bridge Road @ £55.00.
- 21.274. It was **resolved** to cut back trees and hedges on Parish Council land both sides of Sir Peter Scott Road @ £200.00.
- 21.275. It was **resolved** to replace the vandalised rubbish bin in the car park up the value of £600, including installation.
- 21.276. It was **resolved** to defer consideration of a survey and peg out of the Wright's Lane allotments until further quotes had been received.
- 21.277. After considering three quotes for the provision of project management services for the new Pavilion build, it was **resolved** to short-list two of the companies to attend a meeting in January with councillors, to discuss their proposals in more detail. The clerk was also to request references in relation to similar work the companies had undertaken.
- 21.278. Following a discussion on the quotes received, it was **resolved** to appoint Heronwood Landscapes to undertake the Parish grass cutting in 2022, with the provision of an additional two cuts for the football pitches.

21.07hrs Having declared a prior interest in the matter of the Parish Office being a member on the Curlew Centre Committee, Cllr Bruch left the meeting.

- 21.279. Parish office lease
 - 01. It was **resolved** to approve payment for £1,000.00 for office rent to the Curlew Centre as scheduled in the list of payments
 - 02. With regards the Parish office lease, it was **resolved** to agree with the Curlew Centre an extension of the office lease on a rolling twelve-month basis, with three months' notice for both parties.
- 21.280. 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 record an expression of thanks from the Parish Council to the clerk and admin assistant for their good work over the course of another difficult year.
 - 02. It was **resolved** to approve such staff holidays as were requested for two weeks over the Christmas period from the week commencing 20 December 2021 to 04 January 2022.

The chairman closed the meeting at 21.25hrs.