

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, 25 January 2022 in the Diamond Hall of the Curlew Centre, Sutton Bridge

Information for councillors, staff, 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:

- If you are intending to attend the meeting, please take a rapid lateral flow coronavirus test on the day of the meeting, prior to arrival. Free tests may be ordered from the [government website](#). Do not attend if you test positive, if you feel unwell, or if you are required to self-isolate for any other reason.
- Please arrive five minutes before the time of the meeting. Late arrivals may not be admitted.
- Facemasks must be worn within the building. They may be temporarily removed when speaking publicly at the meeting, as invited by the chairman.
- Use hand sanitiser as provided.
- If there is a large influx of members of the public which exceeds the meeting room's safe capacity to maintain social distancing guidelines, then those members of the public arriving after the safe number has been exceeded will be asked not to enter the meeting. If members of the public insist on attending the meeting, then the Parish Council will resolve on excluding all members of the public and press for the whole of the proceedings in accordance with the Public Bodies (Admission to Meetings) Act 1960 s. 1 (2), for the reason of public safety.
- All attendees should maintain social distancing guidelines where possible.
- In line with advice from the National Association of Local Councils (NALC), **no period has been set aside for public participation. Members of the public wishing to make representations to the Parish Council about matters on the agenda must submit these in writing to be received by the clerk no later than 18:00hrs Monday 24 January 2022** or defer their representation until the meeting scheduled for 22 February 2022.
- Non-members may not take part in discussions during any part of the meeting.
- Councillors are asked to read briefing documents prior to the meeting and to keep any comments brief and to the point, to minimise the length of the meeting.



Clerk to Sutton Bridge Parish Council

25 January 2022

clerk@suttonbridge-pc.gov.uk

AGENDA

Est. start time (Est. duration)

19:00 (1 min)

1. To note members' attendance and to receive apologies for absence.

19:01 (1 min)

2. To receive declarations of disclosable pecuniary or other interests and to consider any written request for dispensation.

19:02 (1 min)

3. To approve the minutes of the Parish Council meeting held on Tuesday, 14 December 2021.

19:03 (5 min)

4. To receive any written representations about matters on the agenda.

19:08 (2 min)

5. Police matters.

19:10 (3 min)

6. To receive the chairman's report.

19:13 (3 min)

7. To receive the clerk's report.

19:16 (6 min)

8. To receive reports on District (SHDC) & Lincolnshire County Council (LCC) matters.

19:22 (6 min)

9. Financial matters.

- I. To approve the December [bank reconciliation](#) and [cash book](#).

- II. To approve payments to 25 January 2022 as table below and any late payments reported by the clerk, and to note two members who will authorise bank payments.

Payee	Detail	Net £	VAT £	Total £
XBM	Photocopier payment	53.33	10.66	63.99
Unity Trust	Service Charge Oct- Dec 2021	18.00		18.00
TalkTalk	Calls & Broadband	34.00	6.80	40.80
Mad Hatters	Grant Application	500.00		500.00
SMC	Pavilion Monthly Water Monitoring	60.00	12.00	72.00
Cozens	Purchase & Supply Additional Motifs	5,985.00	1,197.00	7,182.00
Cozens	Christmas Lights call out attendance	300.00	60.00	360.00
Cozens	Installation of 21 Column Motifs	1,050.00	210.00	1,260.00
SSE	Pavilion Electricity 21/10- 30/11/21	108.33	5.41	113.74
Mrs K Croxford	Adobe Acrobat Monthly Subscription	12.64	2.53	15.17
Mrs K Croxford	Travel Expenses	1.44		1.44
Mrs K Croxford	Mobile Telephone	8.33	1.67	10.00
Mrs K Croxford	Home Allowance	10.00		10.00
Mrs K Croxford	Black Bags Outside Operative	15.66	3.13	18.79
Mrs K Croxford	Large Black Bags - Outside Operative	15.75	3.15	18.90
Mr D Borkertas	Home Electric Allowance	8.00		8.00
Staff	Salaries	2,424.20		2,424.20
LCC	WYPF Pension Scheme	801.81		801.81
Clerk	Home Office Allowance - January	26.00		26.00
Clerk	Mobile phone - January	8.33		8.33
Clerk	Travel Expenses to 19/01/22	7.65		7.65
Clerk	Adobe Acrobat monthly subscription	8.42	1.69	10.11
Total		11,456.89	1,514.04	12,970.93

- III. To note delegated expenditure included in table above: black bags £31.41 + VAT.
- IV. To note receipts: bank int. £70.63; Garden of Rest (GOR) £600.00; GOR Wayleave £193.02.
- V. To note the [3rd quarter budget review](#) and to approve the included budget transfers.
- VI. To resolve to approve the precept and [draft budget 2022-2023 rev.1](#).
- VII. To consider any grant applications.

19:28 (3 min)

10. To consider recent correspondence, including any late received.

- I. [Notification](#) of by-election charge of £3,228.47.
- II. [LIVES winter newsletter](#).
- III. [Message](#) from H M Lord-Lieutenant of Lincolnshire about The Queen's Jubilee 'Big Lunch'.
- IV. Late correspondence.

19:31 (3 min)

11. Complaint

- I. To resolve on moving the following complaint against the Parish Council into closed session, to follow agenda item 24.
- II. To consider the complaint, that by not declaring a vacation of office allegedly occurring from a councillor's failure to attend meetings for a period of six months, the Parish Council did not follow legislation and/or its own procedures.

19:34 (4 min)

12. To consider planning applications, including any late received.

- I. [H18-0005-22](#): Land Adj. Nightingale Way, Granville Terrace, Withington Street & Chestnut Terrace Sutton Bridge. Residential development of 129 dwellings (including 32 affordable units), site access and associated external works - re-submission of H18-0824-20.
- II. [H18-0019-22](#): 36 Petts Lane. Re-build existing small garage/store including link to existing barn.
- III. [H18-1343-21](#): Sutton Bridge Golf Course West Bank. Proposed change of use of land from D2 (Golf Course) to B2 (General Industrial).
- IV. [H18-1344-21](#): Sutton Bridge Golf Course. Proposed Green Keepers Hut.

19:38 (1 min)

13. To note District Council planning decisions.

- I. H18-1215-21: Westmere Barn, New Road, PE12 9QD. Condition compliance. Approved.
- II. H18-1213-21: 102 Bridge Road, PE12 9SA. Change of Use from furniture showroom to domestic dwelling. Refused.
- III. H18-1179-21: 79 Princes Street, PE12 9RF. Single storey rear extension. Approved.

19:39 (4 min)

14. Highways & footways:

- I. To note the receipt of further [information from LCC Parking Services Management](#) about categorisation for parking enforcement.
- II. To receive update on outstanding matters.
- III. Reports of new matters.

19:43 (10 min)

15. To receive members' reports, or any update from the clerk.

- I. New Pavilion
 - i. To note Zoom meeting with potential project managers will take place 03 February 2022
 - ii. Any other pavilion matters.
- II. Open spaces
- III. Garden allotments
 - i. To consider [complaint](#) regarding Wright's Lane allotments
 - ii. Any other allotments matter.
- IV. CCTV Working Party
- V. Platinum Jubilee Celebrations

19:53 (3 min)

16. Outside body representative reports.

- i. To receive update on Community Speed Watch (Cllr Davies)

19:56 (6 min)

17. To consider football club pitch and pavilion charges.

20:02 (5 min)

18. To consider condition of the Parish's road surfaces and pavements (Cllr York)

20:07 (2 min)

19. If there are any remaining councillor photographs that have not been forwarded to the clerk, to resolve to exclude these and proceed with ordering all the other Parish Council IDs.

20:09 (5 min)

20. To discuss any implications arising from the change in ownership at the Port (Cllr Goodwin).

20:14 (5 min)

21. To consider safety concerns about the proposed recycling plant in Sutton Bridge. (Cllr Perkins).

20:19 (5 min)

22. To resolve on whatever else be cut from Council Meetings due to Covid, the 15 minutes normally allowed for the public to speak at meetings remain on the agenda (Cllr Robinson).

20:24 (6 min)

23. To receive requests from members for items to be included on the agenda of a future meeting.

20:30 (5 min)

24. 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).

20:35 (10 min)

25. To consider quotes received [confidential, as matters relate to commercial negotiations].

- I. To consider quotes to repair the 'Story of the Fens' sign located on the East Bank.
- II. To consider quotes for service of the electric utility vehicle
- III. To consider any late received quotes.

20:45 (6 min)

26. To receive clerk's report on matters at the Garden of Rest [confidential as sensitive].

20:51 (6 min)

27. To consider offer by Little Sutton Parish Meeting for Parish services' contributions [confidential, as matters relate to ongoing negotiations].

20:57 (3 min)

28. 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].

- i. To confirm staff appraisal arrangements.

Estimated finish time 21:00hrs