

# 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, 22 February 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.
- Please use hand sanitiser as provided.
- The continued use of facemasks is requested.
- Attendees are asked to maintain Covid-19 social distancing guidelines.
- 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.
- 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, please raise your hand and wait to be asked by the chair. 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.
- 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

17 February 2022

[clerk@suttonbridge-pc.gov.uk](mailto: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 (15 min)

3. Public Participation.

- I. To receive representations relating to matters on the agenda.
- II. To receive representations or questions on other matters.

19:17 (1 min)

4. To approve the [minutes](#) of the Parish Council meeting held on Tuesday, 25 January 2022.

19:18 (2 min)

5. Police matters.

- I. To note any response from the Chief Constable's office and to resolve appropriately.
- II. To receive any other Police correspondence.

19:20 (3 min)

6. To receive the chairman's report.

19:23 (3 min)

7. To receive the clerk's report.

19:26 (6 min)

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

19:32 (6 min)

9. Financial matters.

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

- II. To approve payments to 22 February 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 £
TalkTalk	Calls & Broadband	£34.00	£6.80	£40.80
SMC Ltd	Pavilion Water Monitoring	£60.00	£12.00	£72.00
SSE	Electricity Pavilion	£97.66	£4.88	£102.54
Mr D Borkertas	Home Electric Allowance	£8.00		£8.00
Mrs K Croxford	Travel Expenses	£1.53		£1.53
Mrs K Croxford	Mobile Telephone February	£8.33	£1.67	£10.00
Mrs K Croxford	Home Allowance	£10.00		£10.00
Mrs K Croxford	Litter Bin - Curlew Car Park	£289.43	£57.88	£347.31
Mrs K Croxford	Adobe Acrobat	£12.64	£2.53	£15.17
Mr R Collingwood Smith	Adobe Acrobat - October	£8.42	£1.69	£10.11
Mr R Collingwood Smith	Adobe Acrobat	£8.42	£1.69	£10.11
LALC	Annual Subscription 2022-23	£754.47		£754.47
Staff	Salaries	2,371.25		£328.25
Mr R Collingwood Smith	Home Office Allowance	£26.00		£26.00
Mr R Collingwood Smith	Mobile phone	£8.33	£1.67	£10.00
Mr R Collingwood Smith	Travel	£7.20		£7.20
<b>Total</b>		<b>3,705.68</b>	<b>£90.81</b>	<b>£3,796.49</b>

- III. To note delegated expenditure included in table above: none.
- IV. To note receipts: bank interest. £68.17; Garden of Rest receipts £890.00.
- V. To resolve not to renew Zoom remote meetings subscription saving ~£100 p.a. instead to rely on Microsoft Teams meetings for remote meetings, as included with Microsoft 365 subscription.
- VI. To resolve on approving a revised [Employer's Pension Discretion Statement](#) in line with [Guide to LGPS Employer Discretions](#).
- VII. To consider any grant applications.

19:38 (15 min)

10. To consider recent correspondence, including any late received.
- I. A17 Cross Keys Swing Bridge – [Maintenance Painting Scheme 2022](#)
  - II. [Complaint](#) about car parked on verge in village.
  - III. [Offer](#) to add Sutton Bridge as a location for the Rock School Bus.
  - IV. [Great British Spring Clean 2022](#).
  - V. Great British Spring Clean 2022 Lincolnshire Co-op [suggested co-operation](#).
  - VI. [Information](#) on Lincolnshire Co-op's Community Champions Fund.
  - VII. Local Listing [briefing note](#).
  - VIII. [LALC e news](#) as previously circulated to councillors.
  - IX. NALC Civility and Respect Campaign [update](#).
  - X. NALC [CEO Bulletin](#).
  - XI. Any late correspondence.

19:53 (9 min)

11. To consider planning applications, including any late received.
- I. [H18-0082-22](#): 31 Wright's Lane. Front single storey extension, garage conversion and internal alterations.
  - II. [H18-0141-22](#): Whitehouse Farm, Grange Road. Single storey rear extension, conversion of garage to bedroom and construction of detached cart shed.
  - III. [H18-0059-22](#): The Villa 83, New Road. Proposed swimming pool building (previously approved under H18-0569-20), garage and plant room

20:02 (1 min)

12. To note District Council planning decisions.
- I. H18-1175-21: Land North of Nightingale Way. Erection of 60 dwellings and associated works approved under H18-1167-19. Removal of Conditions 2 & 5 relating to construction management plan & surface water drainage scheme. Approved.
  - II. H18-1328-21: 338 Bridge Road, PE12 9SH. Details of external materials (Condition 4 of H18-0991-21) 22-12-21. Approved.
  - III. H18-1329-21: 340 Bridge Road, PE12 9SH. Details of external materials (Condition 4 of H18-

0992-21). Approved.

20:03 (6 min)

13. Highways & footways:

- I. To receive update on any outstanding matters.
- II. To note any new matters.

20:09 (15 min)

14. To receive Committee and Working Party reports.

- I. New Pavilion (project management proposals for new build to be discussed in closed session).
- II. Open spaces
- III. Garden allotments
- IV. CCTV Working Party
- V. Platinum Jubilee Celebrations
  - i. To receive Working Party update.
  - ii. To consider Working Party [application](#) to hold event in the Memorial Park 04 June 2022.

20:24 (5 min)

15. To receive outside body representative reports.

- I. Community Speed Watch (Cllr Davies)
- II. Any other outside body representative report.

20:29 (6 min)

16. To resolve on requests for publications/link to be added to the Parish Council's website & noticeboard.

- I. Sutton Bridge News [poster](#).
- II. Cllr Jack Tyrrell's [newsletter](#)
- III. LCC Fix our funds to fix our roads [poster](#).

20:35 (3 min)

17. To consider football club pitch and pavilion charges (x3).

20:38 (8 min)

18. To consider condition of the Parish's road surfaces and pavements (Cllr York) (x2)

20:46 (5 min)

19. To confirm future meeting Covid-19 mitigation measures.

20:51 (6 min)

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

20:57 (5 min)

21. 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).

21:02 (6 min)

22. To consider quotes for works [confidential, as matters relate to commercial negotiations].

- I. Further quote for mole work in the Memorial Park.
- II. Any late received quotes.

21:08 (6 min)

23. To resolve on appointing a project management provider for the new pavilion build [confidential, as matters relate to commercial negotiations].

21:14 (10 min)

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

21:24 (6 min)

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].

**Estimated finish time 21:30 hrs**