

# 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, 26 April 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:

- Please do not attend the meeting if you are feeling unwell.
- 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 more than 15 members of the public wish to attend the meeting, those arriving after this number has been met will be asked not to enter the meeting. If members of the public insist on attending the meeting, then the Parish Council may 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. Anyone wishing to speak should raise their hand and wait to be asked by the chair. A question shall not require a response nor start a debate. Unless otherwise indicated, members of the public may 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

21 April 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, 29 March 2022.

19:18 (3 min)

5. Police matters.

- I. To receive [letter](#) from Insp Waters responding to alleged abusive & threatening communications.

- II. The note receipt of the latest [newsletter](#) from The Suttons Neighbourhood Policing Team (NPT).

- III. Any late received correspondence.

19:21 (3 min)

6. To receive the chairman's report.

19:24 (3 min)

7. To receive the clerk's report.

19:27 (6 min)

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

19:33 (17 min)

9. Financial matters.

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

- II. To approve payments to 26 April 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 Ltd | Photocopier 19/10- 21/10/21 | - 15.00 | - 3.00 | - 18.00 |
| XBM Ltd | Photocopier 21/5 -22/6/21   | 15.00   | 3.00   | 18.00   |

| Payee                 | Detail                        | Net £           | VAT £         | Total £         |
|-----------------------|-------------------------------|-----------------|---------------|-----------------|
| XBM Ltd               | Photocopier 22/11-20/12/21    | 1.66            | 0.33          | 1.99            |
| XBM Ltd               | Photocopier 20/12- 21/01/22   | 1.12            | 0.22          | 1.34            |
| XBM Ltd               | Photocopier 20/01- 21/02/22   | 1.78            | 0.36          | 2.14            |
| ICCM                  | Subscription Fee              | 95.00           |               | 95.00           |
| Mr D Borkertas        | Expenses                      | 10.84           | 0.57          | 11.41           |
| The Curlew Centre     | Office Rent April - June 2022 | 1,000.00        |               | 1,000.00        |
| Mr C Hennelly         | Tree Work                     | 380.00          |               | 380.00          |
| SHIDB                 | Drainage Rates                | 724.24          |               | 724.24          |
| SSE                   | Pavilion Electricity          | 59.70           | 2.98          | 62.68           |
| Heronwood             | Parish Grass Cutting          | 110.00          |               | 110.00          |
| Heronwood             | Garden of Rest Grass Cutting  | 65.00           |               | 65.00           |
| Heronwood             | Highways Grass Cutting        | 80.00           |               | 80.00           |
| SBPCC                 | Grant                         | 2,750.00        |               | 2,750.00        |
| Mr R Tear             | Burial Refund                 | 550.00          |               | 550.00          |
| Mrs K Croxford        | Black Bags                    | 20.00           | 4.00          | 24.00           |
| Mrs K Croxford        | Expenses                      | 34.65           | 1.67          | 36.32           |
| Mr R Smith            | WD40                          | 2.58            | 0.52          | 3.10            |
| Mr R Smith            | ID Cards                      | 51.57           | 10.31         | 61.88           |
| Mr R Smith            | Adobe subscription            | 12.64           | 2.53          | 15.17           |
| Mr R Smith            | Home office allowance         | 26.00           |               | 26.00           |
| Mr R Smith            | Mobile phone contribution     | 8.33            | 1.67          | 10.00           |
| Mr R Smith            | Mileage                       | 14.40           |               | 14.40           |
| Mr R Smith            | Salary                        | 1,709.99        |               | 1,709.99        |
| Mrs K Croxford        | Salary                        | 347.14          |               | 347.14          |
| Mr D Borkertas        | Salary                        | 414.70          |               | 414.70          |
| LCC                   | WYPF Pension Contributions    | 816.82          |               | 816.82          |
| Auditing Solutions    | Auditors Fee                  | 90.00           | 18.00         | 108.00          |
| Complete Weed Control | MP Weed Control               | 390.00          | 78.00         | 468.00          |
| TalkTalk              | Calls & Broadband             | 34.00           | 6.80          | 40.80           |
| <b>Total</b>          |                               | <b>9,802.16</b> | <b>127.96</b> | <b>9,930.12</b> |

- III. To note delegated expenditure (excl. VAT): jubilee clip £2.84; WD40 £2.58; black bags for Wombles £20.00.
- IV. To note receipts: Precept £70,033.00; VAT reclaim £585.95; Garden Allotments £290.00; Fair £147.46; bank interest £64.77.
- V. To resolve to approve the year end [budget review](#) including budget transfers and the earmarked reserves to be carried forward.
- VI. To receive the [annual internal audit certificate 2021/22](#) (AGAR page 3 of 6).
- VII. To receive the detailed [internal auditor's report for 2021/22](#) and to resolve on any recommendations.
- VIII. To approve the [financial accounts for y/e 31 March 2022](#).
- IX. To approve the [bank reconciliation for the year ended 31 March 2022](#).
- X. To approve the [asset register as at 31 March 2022](#).
- XI. To approve the [period for the exercise of Public Rights](#): Monday 13 June to Friday 22 July 2022.
- XII. Considering each statement in turn, to resolve to agree and approve responses to the [annual governance statement 2021/22](#) (AGAR page 4 of 6).
- XIII. To approve the [annual accounting statements 2021/22](#) (AGAR page 5 of 6).
- XIV. To approve the [explanation of variance 2021/22](#).
- XV. To resolve to appoint Auditing Solutions Ltd as the internal auditor for the financial y/e 31/03/2023.
- XVI. To approve the Council's [annual investment strategy for 2022-23](#).
- XVII. To consider any grant applications.

19:50 (4 min)

10. To consider recent correspondence, including any late received.
  - I. To note receipt and publishing of contact [information for the George Clarke Scholarship](#).
  - II. To consider [request](#) to make a submission to the Planning Inspectorate about the lack of consultation made by MVV Medworth with regard to its mega incinerator proposal for Wisbech.
  - III. To note [invitation](#) to the AGM of the Spalding Good Neighbour Scheme.
  - IV. To note receipt of a [poster about the County Views highways' survey](#).
  - V. Any late correspondence.

19:54 (4 min)

11. To consider planning applications, including any late received.
  - I. [H18-0393-22](#): Kamarad Farm East Bank. Replacement grain drier and associated wet grain silo

and overhead conveyors.

- II. [H18-0416-22](#): King John Farm, 134 Avenue Farm Road. Extension to agricultural building.

19:58 (1 min)

- 12. To note District Council planning decisions.

- I. H18-1174-21: Land North of Nightingale Way. 60 dwellings and associated works (H18-1175-21). Modification of condition 3 relating to construction phase of estate road. Approved.
- II. H18-0141-22: Whitehouse Farm, Grange Road, PE34 4HQ. Single storey extension. Approved.
- III. H18-1282-21: Land Southeast National Grid Substation Walpole Bank. Underground cabling and infrastructure to connect solar development (Ref: H18-1126-20) to the Substation. Approved.
- IV. H18-0203-22: 138 New Road. Entrance gates and feature walls. Approved.

19:59 (3 min)

- 13. Highways & footways:

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

20:02 (9 min)

- 14. To receive Committee and Working Party reports.

- I. New Pavilion.
  - i. A committee meeting with the new project manager has been arranged for 18:00hrs 03 May 2022 in the Bridge Room of the Curlew Centre.
- II. Open spaces
  - i. To consider the matter of a [private gateway](#) having been installed into the Memorial Park.
  - ii. To resolve on disposal arrangements for concrete posts in the Memorial Park, so that quotes to flail the park may be obtained.
- III. CCTV Working Party
  - i. To receive working party report
  - ii. To consider [options for the installation of reactive signs](#) on Bridge Road.
- IV. Platinum Jubilee Celebrations
  - i. To receive working party report.
  - ii. To resolve to authorise [order](#) for Platinum Jubilee Beacon @ £490.00 plus VAT.

20:11 (3 min)

- 15. To receive outside body representative reports.

- I. Community Speed Watch
- II. Any other outside body representative report.

20:14 (3 min)

- 16. To resolve to increase football club pitch and pavilion fees by 10% to £341.00 for 2022-23, plus 50% charge of the pavilion's electricity and water charges

20:17 (12 min)

- 17. Proposals for improvements to roads and pavements arising from [Cllr York's report](#).

- I. To resolve to move the 'Sutton Bridge Gateway to Lincolnshire' sign near to the Cross Keys Bridge.
- II. To resolve to request LCC install a layby opposite The Anchor P/H.
- III. To resolve to request LCC impose a 20mph speed limit on Bridge Road by the School entrance.
- IV. To resolve to request LCC relocate the pole at the Bridge Road/Railway Lane North junction.
- V. To resolve to request LCC implement a no parking zone in front of Baxter's Fish & Chip shop and the pharmacy on Bridge Road.
- VI. To resolve to request LCC create a box junction at the Bridge Road/New Road junction.
- VII. To resolve to request LCC create a box junction at the Bridge Road junction to West Bank.
- VIII. To resolve to request LCC implement single yellow line parking restrictions opposite the Co-op.
- IX. To resolve to request LCC install a pedestrian crossing point on New Road.
- X. To resolve to request LCC widen and reduce the steepness of the dropped kerbs along New Road, at the King Street, Queen Street, Princes Street, and Wright's Lane junctions.
- XI. To resolve to request LCC resurface the length of the New Road footpath.
- XII. To resolve to investigate the installation of village gateways at edge of the village on New Road.

20:29 (5 min)

- 18. To consider improvements to the play equipment in Princes Street Park (Cllr Scarlett).

20:34 (5 min)

- 19. To consider the purchase of two replacement laptops and a computer monitor.

20:39 (5 min)

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

20:44 (4 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).

20:48 (4 min)

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

- I. To resolve on works for the application of herbicide to the boundary of the Memorial Park.
- II. To resolve on works for the treatment of knotweed along the old railway line in the Memorial Park.
- III. To resolve on works for the application of herbicide to the paths and yew tree borders in the Garden of Rest.
- IV. Any late received quotes.

20:52 (1 min)

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

20:53 (5 min)

24. To consider matters relating to the garden allotments. [confidential as matters relate to potential disputes].

20:58 (2 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 21:00 hrs**