

Sutton Bridge Parish Council

Meeting Notice & Agenda

Notice is hereby given, and all members of the Council are duly requested to attend the Annual Meeting of the Parish Council to be held 19:00hrs Tuesday, 31 May 2022 in the Diamond Hall of the Curlew Centre, Sutton Bridge

Information for councillors, staff, members of the public, & press:

For the protection of all, 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.

As indicated below, 15 minutes is set aside to allow members of the public make a short statement or ask a question. Individuals may speak for no more than 5 minutes. At this agenda item, anyone wishing to speak should raise a hand and wait to be invited 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 before the meeting and to keep comments brief and to the point.



Clerk to Sutton Bridge Parish Council

26 May 2022

clerk@suttonbridge-pc.gov.uk

AGENDA

Est. start time (Est. duration)

19:00 (5 min)

1. *To elect the chair for the year 2022/23 and for the signing of the [declaration of acceptance of office](#).*

19:05 (5 min)

2. *To elect the vice-chair for the year and for the signing of the [declaration of acceptance of office](#).*

19:10 (1 min)

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

19:11 (1 min)

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

19:12 (15 min)

5. *Public Participation.*

01. To receive representations relating to matters on the agenda.

02. To receive representations or questions on other matters.

19:27 (1 min)

6. *To approve the [minutes](#) of the meeting held on Tuesday, 26 April 2022.*

19:28 (1 min)

7. *To consider any police matters*

01. South Holland [police briefing](#).

02. Any later received matters.

19:29 (3 min)

8. *To receive the chair's report*

19:32 (3 min)

9. *To receive the clerk's report/matters arising from the last meeting.*

19:35 (6 min)

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

19:41 (5 min)

11. *Financial matters*

01. To approve the April [bank reconciliation](#) and [cash book](#).

02. To approve payments to 31 May 2022 as below, including any late payments notified by the clerk, and to note the two councillors to authorise bank payments.

Payee	Detail	Net £	VAT £	Total £
Microsoft	Office 365 Subscription x 2	225.60	45.12	270.72
Bullfinch	Jubilee Beacon	490.00	98.00	588.00
TalkTalk	Calls & Broadband	36.24	7.25	43.49
SSE	Pavilion Electricity 5/4- 10/5/22	196.92	9.84	206.76
Mr D Borkertas	Home Electric Allowance May	8.00		8.00
AM Grab Services	Green Waste Collection 30/04/22	380.00		380.00
Simply Chill	MP Pest Control	160.00		160.00
Mrs K Croxford	Travel expenses	1.62		1.62
Mrs K Croxford	May Home Allowance	10.00		10.00
Mrs K Croxford	Mobile phone contribution May	8.33	1.67	10.00
Mrs K Croxford	Adobe subscription April	12.64	2.53	15.17
Mrs K Croxford	Adobe subscription May	12.64	2.53	15.17
Mrs K Croxford	Expenses Black Bags	15.75	3.15	18.90
Mrs K Croxford	Expenses Black Bags	23.17	4.63	27.80
Mrs K Croxford	Mrs K Croxford Mouse mat	1.66	0.33	1.99
Mrs K Croxford	Mrs K Croxford Batteries	2.91	0.58	3.49
Complete Weed Control	Weed Control MP	95.00	19.00	114.00
Complete Weed Control	Weed Control Garden of Rest	90.10	18.02	108.12
Shelter Maintenance	Refurbishment of Bus Shelter	1,250.00	250.00	1,500.00
BHIB	Electric Vehicle Insurance	231.84		231.84
Heronwood	Parish Grass Cutting	244.00		244.00
Heronwood	Garden of Rest Grass Cutting	130.00		130.00
Heronwood	Highways Grass Cutting	180.00		180.00
Heronwood	LCC Picnic Area Grass Cutting	18.00		18.00
Mr R Smith	PCSpecialist Laptop	1,346.67	269.33	1,616.00
Mr R Smith	PCSpecialist Laptop	1,338.33	267.67	1,606.00
Mr R Smith	Councillor & staff ID Cards x1	8.00	1.60	9.60
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	11.70		11.70
Staff	Payroll	2,430.38		2,430.38
LCC	WYPF Pension Contributions	816.82		816.82
Whitelighting	Jubilee Pyrotechnics	2,000.00	400.00	2,400.00
Leenie Jayne	Jubilee Vocalist	300.00		300.00
NSS	Jubilee Disco	400.00	80.00	480.00
XBM LTD	Photocopier 21/04/22-17/05/22	7.78	1.56	9.34
Total		12,531.07	1,487.01	14,018.08

03. To note delegated expenditure (excl. VAT): black bags £38.92; mouse mat £1.66; batteries £2.91.
04. To note receipts: bank interest £77.30, VAT reclaim £1,730.78, garden allotment rent £364.00, farm business rent £2,731.85, burial interment £400.00, ashes interment £750.00, LCC Picnic Area reclaim £835.00. Total £6,888.93.
05. To note that payment for the green waste collection is provided in accordance with LGA 1972, s137.
06. To note that expenditure on jubilee celebrations is in accordance with LGA 1972, s145.
07. To note LGA 1972, s137 expenditure for y/e 31/03/22 of £2,400.01 was within the limit of £28,568.17.

19:46 (8 min)

12. *To consider recent correspondence.*

01. To note [communications with LCC](#) about the works on the Cross Keys Bridge.
02. To note [communications with the Wisbech Without Incineration campaign co-ordinator](#) about evidence of insufficient consultancy provided by MVV Energie AG for the Mega Incinerator Project.
03. To consider a response to a [request from SHDC](#) for a proposal for the Parish Council to provide plans and anticipated funding arrangements for the SHDC village parks.
04. To note [temporary road closure on Pebble Close 03 June 2022](#).
05. To note the continuing Parish Council policy not to consider anonymously received communications.
06. Any late received correspondence.

19:54 (1 min)

13. *To consider planning applications.*

01. Any late received applications.

19:55 (1 min)

14. *To note District Council planning decisions.*

01. H18-0393-22: Kamarad Farm, East Bank, PE12 9YU. Replacement grain drier and associated silo and overhead conveyors. Approved

02. H18-0241-22: Adj. Rylton House, Mill Lane, PE12 9UE. Residential Development. Outline. Approved.
03. H18-0277-22: The Mill House, Mill Lane. Works to Tree Preservation Order No. 4 1985.

19:56 (4 min)

15. Highways & footways.

01. To receive update on any outstanding matters.
02. To note any new matters.

20:00 (6 min)

16. To receive Committee and Working Party reports.

01. New Pavilion Committee.
02. Open spaces Working Party.
03. CCTV Working Party
04. Platinum Jubilee Celebrations
05. Other committee or working party reports.

20:06 (4 min)

17. Terms of reference for committees and working parties.

01. To adopt the following updated terms of reference.
i. [New Pavilion Committee](#).
02. To readopt the following terms of reference:
i. [Finance Committee](#).
ii. [Personnel Committee](#).
iii. [Burial Ground Committee](#).
iv. [Open Spaces Working Party](#).
v. [Footpaths and Byways](#).
03. To resolve to elevate the [Garden Allotments Working Party](#) to a committee and for the committee to propose terms of reference at the next Parish Council meeting.

20:10 (10 min)

18. To receive & consider nominations for appointment to committees/working parties [current members].

01. Finance Committee [Cllr S Booth, Cllr Brewis, Cllr Bruch, Cllr Davies, Cllr Goodwin, Cllr Scarlett, Cllr York].
02. Personnel Committee [Cllr Brewis, Cllr Bruch, Cllr Davies, Cllr Goodwin, Cllr Scarlett, Cllr York].
03. Burial ground committee [Cllr S Booth, Cllr Brewis, Cllr Davies, Cllr Scarlett].
04. New Pavilion Committee [all Council members, Mr D. Earth (co-opted), Mr D Smith (co-opted)]. Proposed additional co-opted member: Mr David Sones (SBUFC).
05. Funding Committee [Cllr Brewis, Cllr Bruch, Cllr Perkins, Cllr Robinson, Cllr York].
06. Open Spaces Working Party [Cllr Davies, Cllr Perkins, Cllr Robinson, Cllr Scarlett].
07. Garden Allotments (Working Party) [Cllr Brewis, Cllr Davies, Cllr Goodwin].
08. Footways and Byways Working Party [Cllr C Brewis, Cllr D Bruch, Cllr Perkins].

20:20 (5 min)

19. To receive outside body representative reports.

01. Community Speed Watch
02. Sutton Bridge Solar Farm Liaison Group.
03. Any other outside body representative reports.

20:25 (10 min)

20. To receive and consider nominations for representatives on outside bodies [current representatives].

01. Community Speed Watch [Cllr Davies, Mr P Lowe (co-opted)].
02. Sutton Bridge Solar Farm Liaison Group [none appointed].
03. Allen's and Thomas Blank's charities [Cllr Scarlett, Cllr York, Mrs York (co-opted)].
04. Sutton Bridge Community Centre Fund [Cllr Scarlett].
05. King's Lynn Advisory Group, The Wash & North Norfolk Marine Partnership. [Cllr Brewis, Cllr York].
06. Voluntary car scheme [Cllr M Booth, Mr Grimwood co-opted].
07. Lincolnshire association of local councils [Cllr Brewis].
08. Sutton Bridge Power Station liaison group [Cllr Brewis, Cllr Bruch, Cllr York].
09. Suttons' emergency planning [Cllrs M Booth, Cllr York].
10. Charter of friendship group. [Mr J Grimwood (co-opted)].

20:35 (5 min)

21. Annual review of the Council's fees and charges.

01. Football Club (SBUFC) pavilion and pitch fees 2023/24 – to be reviewed January 2023.
02. [Cemetery Fees](#) – as resolved 29/03/22 minute 22.071.
03. [Garden allotment fees](#)

04. [Document Fees.](#)

20:40 (2 min)

22. *To note agreements and arrangements with outside bodies.*

01. Agreement to April 2023 with LCC to maintain the East Bank picnic site.
02. Agreement to April 2023 to undertake highways verge grass cutting on behalf of LCC.
03. Ongoing agreement to provide agency litter picking on behalf of SHDC.
04. Grass cutting agreement to 31/12/22 with Heronwood Landscapes.
05. Farm Business Tenancy Agreements.
06. Garden allotment agreements.
07. Pavilion and pitch fees agreement with SBUFC to 31/03/23.
08. Rolling 12-month agreement with the Curlew Centre for the use of the Parish Council office.
09. Long-term insurance undertaking with BHIB to 29/09/23.

20:42 (3 min)

23. *To note and approve continuing subscriptions.*

01. National and Lincolnshire Association of Local Councils (NALC & LALC) @ £754.47 p.a.
02. The Society of Local Council Clerks (SLCC) on behalf of the clerk @ £289.00 p.a.
03. Institute of Cemetery and Crematorium Management (ICCM) @ £95.00 p.a.
04. Information Commissioner's Office Data Protection Registration @ £35.00 p.a.
05. Microsoft 365 Business Standard two-user subscription @ £225.60 p.a.
06. Microsoft 365 Business Basic eleven-user subscription @ £501.60 p.a.
07. Adobe Acrobat Pro two-user subscription @ £303.36 p.a.
08. Parish On-line Mapping @ £0.00 (included with BHIB insurance).
09. Domain – suttonbridge-pc.gov.uk @ £55.00 p.a.
10. Domain - suttonbridgeparishcouncil.co.uk @ £11.99 p.a.

20:45 (10 min)

24. *Council policies and procedures.*

01. To adopt updated policies and procedures
 - i. [Standing Orders.](#)
 - ii. [Financial Regulations.](#)
 - iii. [Risk Register.](#)
02. To readopt existing policies and procedures.
 - i. [Councillors code of conduct.](#)
 - ii. [Complaints procedure.](#)
 - iii. [Freedom of Information policy.](#)
 - iv. [Data protection policy.](#)
 - v. [Publication scheme.](#)
 - vi. [Document retention policy.](#)
 - vii. [Grant awarding policy.](#)
 - viii. [Tree policy.](#)
 - ix. [Councillor vacancy and co-option policy.](#)
 - x. [Recordings at meetings policy.](#)
 - xi. [CCTV policy.](#)
 - xii. [Planning policy.](#)
 - xiii. [Policy for dealing with the press/media.](#)
 - xiv. [Sickness & absence policy.](#)
 - xv. [Equality policy.](#)
 - xvi. [Disciplinary & grievance procedure.](#)
 - xvii. [Child protection & vulnerable adults safeguarding policy.](#)

20:55 (2 min)

25. *To approve the dates of ordinary meetings of the Council for the year, to start at 19:00hrs.*

01. Tuesday, 28 June 2022
02. Tuesday, 26 July 2022
03. No meeting is scheduled for August.
04. Tuesday, 27 September 2022
05. Tuesday, 25 October 2022
06. Tuesday, 29 November 2022
07. Tuesday, 13 December 2022

08. Tuesday, 31 January 2023
09. Tuesday, 28 February 2023
10. Tuesday, 28 March 2023
11. Tuesday, 25 April 2023
12. Tuesday, 30 May 2023 – Annual meeting of the Parish Council.

20:57 (5 min)

26. *Items to be included on the agenda of a future meeting.*

01. Previously agreed items:
 - i. To consider improvements to Princes Street Park and other SHDC parks in the Parish (Cllr Scarlett).
 - ii. To consider a comprehensive plan for the Memorial Park (Cllr York).
02. To propose new items.

21:02 (3 min)

27. ***To resolve to move into closed session on the grounds of confidentiality in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2)***

21:05 (9 min)

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

01. The supply of battery-operated speed indicator devices in accordance with the Highways Act 1980, s274A.
02. To undertake an assessment of the trees in the Memorial Park.
03. To repair of the roadway at the Wright's Lane allotments
04. Any late received quotations.

21:14 (10 min)

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

21:24 (3 min)

30. *To consider matters relating to an unauthorised entry point into the Memorial Park [confidential as matters relate to potential disputes].*

21:27 (3 min)

31. *To consider a complaint relating to whether certain works undertaken within the Memorial Park were properly authorised.*

21:30 (3 min)

32. *To consider any staffing & administration matters [confidential as matters relate to conditions of employment, pending grievance or disciplinary proceedings, or other personal matters].*