

**Minutes of the Annual Meeting of Sutton Bridge Parish Council, held 19:00hrs Tuesday, 31 May 2022, in the Curlew Centre Diamond Hall, Sutton Bridge.**

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

**Absent:** Cllr Kim Davies

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

- 22.106. Election of the chair.
  - 01. Cllr S Booth requested that votes on the chair's election were recorded.
  - 02. Cllr Scarlett was proposed by Cllr S Booth, seconded by Cllr Brewis
  - 03. Cllr Robinson was proposed by Cllr Bruch, seconded by Cllr Perkins
  - 04. On a show of hands and by a majority of six to four, Cllr Scarlett was elected as chair for the year 2022/23. For Cllr Scarlett: Cllr M Booth, Cllr S Booth, Cllr Brewis, Cllr Goodwin, Cllr Scarlett, Cllr York. For Cllr Robinson: Cllr Bruch, Cllr Perkins, Cllr Pitt, Cllr Robinson.
  - 05. Cllr Scarlett signed the acceptance of office, witnessed by the clerk.
- 22.107. On a show of hands, Cllr Goodwin was unanimously elected vice-chair for the year 2022/23. Cllr Goodwin signed the acceptance of office, witnessed by the clerk.
- 22.108. Apologies were received from Cllr Davies.
- 22.109. There were no pecuniary or other interests, or requests for dispensation
- 22.110. Two members of the public made representations on three matters not on the agenda.
  - 01. As already reported, large potholes remained in the roadway at the Wright's Lane allotment. The Parish Council was asked to address the matter. The clerk responded that a quote for repair had been received, but this had been considered too high a cost. Further quotes were to be sought. It was said that if the Council provided the materials, tenants at the allotment could fill in the potholes.
  - 02. It was reported that dog fouling in the Memorial Park had not improved.
  - 03. Insurance for the public to participate in an archery event during the Jubilee celebrations had been received at a cost of more than £300 for the day. This was too expensive to go ahead.
- 22.111. It was **resolved** to approve the minutes of the meeting held 26 April 2022.
- 22.112. Police matters.
  - 01. The April South Holland police briefing was noted and had been published on the website.
  - 02. Cllr Perkins reported that a lady had been attacked in the Memorial Park. This was now a police matter. Cllr Perkins urged everyone to remain vigilant.
  - 03. Dates and times for walk-in sessions to discuss matters with the PCSO were being posted on the police room's window.
- 22.113. There was no report from the chair.

**19:09hrs A member of the public entered the meeting.**

**19:10hrs Standing Orders were suspended to allow the member of public to speak.**

- 22.114. An offer to undertake work for the village and suggestions for the usage of the old toilets were received. It was requested that the member of the public email the clerk with the proposals.

**19:15 hrs Standing Orders were resumed**

- 22.115. The clerk reported the following matters not otherwise covered on the agenda.
  - 01. The Annual Governance & Accountability Return y/e 31 March 2022 had been sent to the external auditor. The unaudited information and the notice of public rights had been published on the website.
  - 02. Other information had been updated on the website.
  - 03. Internal bank transfers had been made to cover payments.
  - 04. Two new laptops had been purchased as resolved. The old laptops were being securely wiped before being offered to a local school.
  - 05. A letter of thanks had been sent to a Wright's Lane allotment tenant for his voluntary work keeping the area around the allotments tidy.
  - 06. Works as resolved at the last meeting had been authorised.
  - 07. The football club had been invoiced with fees for 2022/23 season.
  - 08. The installation of the SHDC electric vehicle charge point was provisionally scheduled to be installed in the Memorial Park car park w/c 27 June 2022.

Chairman's signature: .....

09. The electric utility vehicle had been serviced 31 May 2022.
- 22.116. District Council (SHDC) & County Council (LCC) matters
01. Following an invitation from the chair Cllr Tyrrell reported on LCC matters.
- The youth shed had made some benches. Suggested locations would be happily received.
  - A meeting had taken place with Boston College about finding placements for children who had already learnt important trade skills through the Youth Shed.
  - Cllr Tyrrell was sad to report the death of Mr Andrew McGee from AM Grab Services, who had undertaken the local parishes garden waste collection service. On receipt of details from Cllr Tyrrell, the clerk would write a letter of condolence on behalf of the Council. Waste collection services would be continued.
  - The London Brick Company at Peterborough had kindly agreed to sponsor the Youth Shed.
02. Cllr Brewis reported on SHDC matters.
- Cllr Brewis considered it grossly unfair that empty properties within the village were being penalised with the Long-Term Empty Premium (LTEP) surcharge whilst being renovated.
  - In 2012, under the coalition government, the District Council had been forced to take out a loan to buy back its houses. This would continue costing residents ~£11/week for the next 40 years. Cllr Brewis hoped that the current government's levelling up agenda would include a provision to write-off this loan.
  - The planning application for the development north of Nightingale Way had been withdrawn prior to it reaching the planning committee.
  - Cllr Brewis had been elected as chairman of the East Joint Public Transport Task Group
  - Mr Mark Simpson had retired from his role as monitoring officer at SHDC.
03. Cllr M Booth reported on SHDC Matters:
- It was a sad day that Mr Mark Simpson had retired. Cllr M Booth had known him for 27 years and considered him a first-class officer.
  - A community governance review had commenced. Cowbit Parish Council had requested an increase in the number of councillors from five to seven. Holbeach Parish Council had requested a decrease from eighteen to sixteen.
  - Cllr Booth had reluctantly accepted that, due to work on the tri-council partnership, a meeting to set the policy on derelict buildings would have to be delayed until July.
  - The Foodbank's increased surcharge from £40 to £400 p.a. at the Railway Lane industrial units reported at the last meeting was detailed on the agreement. The Foodbank could apply for grants for assistance.

22.117. Finance

01. It was **resolved** to approve the April bank reconciliation and cash book.
02. It was **resolved** to approve the payments to 31 May 2022 as below. Cllr Goodwin and Cllr Scarlett agreed 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

Chairman's signature: .....

Payee	Detail	Net £	VAT £	Total £
Mr R Smith	PC Specialist Laptop	1,346.67	269.33	1,616.00
Mr R Smith	PC Specialist 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
Kwik Signs	Banners for The Queen's Jubilee	225.00	45.00	270.00
LiftSafe Ltd	Utility Vehicle Service	295.00	59.00	354.00
<b>Total</b>		<b>13,051.07</b>	<b>1,591.01</b>	<b>14,642.08</b>

03. Delegated expenditure was noted (excl. VAT): black bags £38.92; mouse mat £1.66; batteries £2.91.
04. Receipts were noted: bank interest £77.30; VAT reclaim £1,730.78; garden allotment rent £392.00 farm business rent £2,731.85; burial interment £400.00, ashes interment £950.00 LCC Picnic Area reclaim £835.00. Total £7,116.93.
05. It was noted that funding the green waste collection was in accordance with LGA 1972, s137.
06. It was noted that current expenditure on jubilee celebrations totalled £3,415.00 out of a budget of £5,000.00. The expenditure was in accordance with LGA 1972, s145.
07. It was noted that LGA 1972, s137 expenditure for y/e 31/03/22 of £2,400.01 was within the limit of £28,568.17.
08. There were no grant applications.

#### 22.118. Correspondence

01. Communications with LCC about the works on the Cross Keys Bridge were noted.
02. Communications with the Wisbech Without Incineration campaign co-ordinator about evidence of insufficient consultancy provided by MVV Energie AG for the Mega Incinerator Project was noted.
03. Regarding a request from SHDC for the Parish Council to provide proposals for operating the SHDC parks in the village, it was **resolved** to set up and delegate the formulation of proposals to a working party appointing Cllr Brewis, Cllr Bruch, Cllr Goodwin, Cllr Perkins, Cllr Pitt, Cllr Scarlett, and Cllr York as members. Clerk to arrange meeting.
04. A temporary road closure on Pebble Close 03 June 2022 was noted
05. The continuing policy of not considering anonymously received communications was noted.
06. A late update on the Cross Key Bridge works from LCC Structures Engineer was noted.
- i. Cllr Bruch commented that local businesses had lost profits and some risked closure due to the works. Cllr Bruch advised that future road closures should be considered by the County Council more wisely.

#### **19:45hrs Standing orders were suspended to allow Cllr Jack Tyrell to speak.**

- ii. Cllr Tyrell reported that the work underneath the bridge had been worse than anticipated. Remedial work had been essential. Cllr Tyrell apologised on behalf of LCC for the inconvenience this had caused.
- iii. Cllr Brewis stated that the traffic lights should remain on green longer to help improve traffic flow. As this had apparently not occurred as contracted, contractor penalty clauses should be instigated.
- iv. Cllr Tyrell said that he would take these matters up with LCC.

#### **19:50hrs Standing orders were resumed.**

22.119. There were no Planning applications.

22.120. The following District Council planning decisions were noted.

01. H18-0393-22: Kamarad Farm, East Bank, PE12 9YU. Replacement grain drier etc. Approved.
02. H18-0241-22: Adj. Rylton House, Mill Lane, PE12 9UE. Outline residential Development. Approved.
03. H18-0277-22: The Mill House, Mill Lane. Works to Tree Preservation Order No. 4 1985. Approved.

22.121. Highways & footways:

01. Outstanding matters.

Chairman's signature: .....

- i. The LCC Highways Officer had indicated that they would be available for a village tour at the end of July. Prior to the visit they would respond in writing to recent Parish Council highways' resolutions and other highways' matters that had been raised.
- ii. The faulty streetlight on Royal Close had been reported again.
- iii. The sandwich board causing a pavement obstruction outside City Stores had been reported.
- iv. SHDC had confirmed that land between Granville Terrace and Withington Street was privately owned and that the owners had been written to about removing the fly tipping.
- v. LCC had indicated that the broken gate at the end of the old A17 had been scheduled for repair.

02. New matters:

- i. Fly tipping was reported at the footway near the Nene sluice. Clerk to report to SHDC
- ii. The gate near to the Nene Sluice had been forced open. Clerk to report to the Environment Agency.

22.122. To receive Committee and Working Party reports.

- 01. A New Pavilion Committee meeting with the project manager had been arranged for 18:00hrs Tuesday, 07 June 2022 in the Bridge Room of the Curlew Centre.
- 02. The CCTV Working Party would resume after the 06 June 2022.
- 03. Platinum Jubilee Celebrations were going ahead in the Memorial Park with the lighting of the Jubilee Beacon on Thursday 02 June. An official was sought to light the Beacon. On behalf of the Parish Council, Cllr S Booth expressed thanks and commended the committee for all its hard work.

**19:57 hrs a member of the public left the meeting.**

- 04. A copy of the Footways and Byways booklet was available from Cllr Brewis if any members wished to walk them and report back their findings.

22.123. Terms of reference for committees and working parties.

- 01. It was **resolved** to update the terms of reference of the New Pavilion Committee.
- 02. It was **resolved** to readopt the terms of reference of the Finance Committee.
- 03. It was **resolved** to readopt the terms of reference of the Personnel Committee.
- 04. It was **resolved** to readopt the terms of reference of the Burial Ground Committee.
- 05. It was **resolved** to readopt the terms of reference of the Open Spaces Working Party.
- 06. It was **resolved** to readopt the terms of reference of the Footways and Byways Working Party.
- 07. It was **resolved** to elevate the Garden Allotments Working Party to a committee and that the committee should propose terms of reference for the next Parish Council meeting.

**20:00hrs Cllr Tyrell left the meeting**

22.124. It was **resolved** appoint the following members to committees/working parties

- 01. Finance Committee: Cllr S Booth, Cllr Brewis, Cllr Bruch, Cllr Davies, Cllr Goodwin, Cllr Scarlett, Cllr York.

**20:02 hrs Cllr Tyrell and a member of the public returned to the meeting**

- 02. Personnel Committee: Cllr S Booth, Cllr Brewis, Cllr Bruch, Cllr Davies, Cllr Goodwin, 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), Mr D Sones (co-opted).
- 05. It was **resolved** to dissolve the Funding Committee.
- 06. Open Spaces Working Party: Cllr Davies, Cllr Perkins, Cllr Robinson, Cllr Scarlett, Cllr York.
- 07. Garden Allotments Committee: Cllr S Booth, Cllr Brewis, Cllr Davies, Cllr Goodwin, Cllr Pitt.
- 08. Footways and Byways Working Party: Cllr Brewis, Cllr Bruch, Cllr Perkins.

22.125. Outside body representative reports.

- 01. Community Speed Watch would continue once the bridge work had been completed.
- 02. An inaugural meeting of the Sutton Bridge Solar Farm Liaison Group took place 25 May. Future meetings would be held bimonthly to discuss the progress on site, as well as arrangements for a community fund of £20,000 p.a. to be granted to the Parish whilst the farm was generating electricity.

22.126. It was **resolved** to appoint the following Council representatives to outside bodies.

- 01. Community Speed Watch: Cllr Davies, Mr P Lowe (co-opted).
- 02. Sutton Bridge Solar Farm Liaison Group: Cllr Scarlett (as chair), Cllr Bruch, and Mr Smith. It was noted that Cllr M Booth, Cllr Brewis, and Cllr Tyrell, would be representatives of the District Council, with Cllr Tyrell also acting as a representative of the County Council.

Chairman's signature: .....

03. Allen's and Thomas Blank's charities: Cllr Scarlett, Cllr York, Mrs York (co-opted).
  04. The Curlew Centre Committee: Cllr Robinson.
  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. Given the closure of the Sutton Bridge Power Station, it was **resolved** to dissolve the liaison group. Should need arise, Cllr Brewis, Cllr Bruch, Cllr York were nominated to act as representatives. It was noted that Cllr Scarlett was the community representative for the Power Fund.
  09. Suttons' emergency planning: Cllr M Booth, Cllr Perkins, Cllr York.
  10. Charter of friendship group: Cllr Pitt.
- 22.127. Fees and charges:
01. It was **resolved** to review the Football Club's (SBUFC) pavilion & pitch fees 2023/24, January 2023.
  02. It was **resolved** that cemetery fees remain unchanged, as previously resolved 29/03/22, minute 22.071.
  03. It was **resolved** for the Garden Allotment Committee to review garden allotment fees prior to making a recommendation to full council.
  04. It was **resolved** to keep document fees unchanged as currently published on the website.
- 22.128. It was **resolved** to note and approve the following agreements & 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.
- Cllr S Booth declared an interest in the next item as a tenant and Cllr M Booth declared an interest as a close relative of a tenant. Neither councillor participated in the vote.**
05. Farm Business Tenancy Agreements.
  06. Garden allotment agreements.
  07. Pavilion and pitch fees agreement with SBUFC to 31/03/23.
- Cllr Bruch declared an interest in the next item as a member of the Curlew Committee and did not participate in the vote.**
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.
- 22.129. It was **resolved** to note and approve the following continuing subscriptions.
01. National Association of Local Councils (NALC) and Lincolnshire Association (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 twelve-user subscription @ £501.60 p.a.
  07. Adobe Acrobat Pro two-user subscription @ £303.36 p.a.
  08. Parish On-line Mapping @ £0.00 p.a. (included with BHIB insurance).
  09. Domain name 'suttonbridge-pc.gov.uk' @ £55.00 p.a.
  10. Domain name 'suttonbridgeparishcouncil.co.uk' @ £11.99 p.a.
- 22.130. It was **resolved** to adopt updated Standing Orders as circulated.
- 22.131. It was **resolved** to adopt updated Financial Regulations as circulated.
- 22.132. It was **resolved** to adopt an updated Risk Register as circulated.
- 22.133. It was **resolved** to readopt the following existing policies and procedures.
01. Councillors code of conduct.
  02. Complaints procedure.
  03. Freedom of Information policy.
  04. Data protection policy.
  05. Publication scheme.
  06. Document retention policy.

Chairman's signature: .....

07. Grant awarding policy.
  08. Tree policy.
  09. Councillor vacancy and co-option policy.
  10. Recordings at meetings policy.
  11. CCTV policy.
  12. Planning policy.
  13. Policy for dealing with the press/media.
  14. Sickness & absence policy.
  15. Equality policy.
  16. Disciplinary & grievance procedure.
  17. Child protection & vulnerable adults safeguarding policy.
- 22.134. It was **resolved** to approve the following dates of ordinary meetings of the Council (no meeting scheduled for August). Meetings to commence at 19:00hrs:
- Tuesday, 28 June 2022
  - Tuesday, 26 July 2022
  - Tuesday, 27 September 2022
  - Tuesday, 25 October 2022
  - Tuesday, 29 November 2022
  - Tuesday, 13 December 2022
  - Tuesday, 31 January 2023
  - Tuesday, 28 February 2023
  - Tuesday, 28 March 2023
  - Tuesday, 25 April 2023
- 22.135. The following items were to be included on the agenda of a future meeting.
01. To consider improvements to Princes Street Park and other SHDC parks in the Parish (Cllr Scarlett).
  02. To consider holding an extra Parish Meeting to discuss the plan for the Memorial Park (Cllr York)
  03. To consider terms of reference for the Garden Allotments Committee.
  04. To consider the installation of village gateways on New Road.
- 22.136. It was **resolved** to move into closed session on the grounds of confidentiality in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2).

**20:28hrs Three members of the public and Cllr Tyrell left the meeting**

- 22.137. Quotes for works.
01. It was **resolved** to purchase two battery operated reactive speed signs @ ~£2,200.00 + VAT each, with six fixing brackets. It was delegated to the clerk to purchase the required number of batteries.
  02. It was **resolved** to undertake an assessment of the trees in the Memorial Park at a cost of £690.00 + VAT and delegate authority to the clerk on whether to include fixing tags to the trees. The next two year's assessments to be undertaken by the LCC's arboricultural officer.

**20:49hrs Cllr M Booth left the meeting**

03. It was **resolved** to obtain further quotes for the repair of the roadway at the Wright's Lane allotments

**20:51hrs Cllr M Booth returned to the meeting**

- 22.138. The clerk reported that a meeting had taken place about garden allotments. Matters were **resolved** on appropriately. Members were reminded that matters raised in closed session were confidential.
- 22.139. It was **resolved** for the clerk to seek legal advice and/or advice from LALC about matters relating to unauthorised entry points into the Memorial Park.
- 22.140. Concerning a complaint received, it was noted that the matter had since been reported as a code of conduct complaint to the District's Monitoring Officer. As such, it was no longer appropriate for the Parish Council to consider the matter.
- 22.141. A Personnel Committee meeting was to be arranged.

**The meeting was closed at 21:11hrs**

Chairman's signature: .....