

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, 28 June 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 remain in place:

- Please do not attend the meeting if you are feeling unwell.
- Please use hand sanitiser as provided.
- If more than 15 members of the public wish to attend the meeting, those arriving after this number has been met may 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.

Please arrive five minutes before the time of the meeting. Late arrivals may not be admitted.

As indicated below, 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.

To minimise the length of the meeting, councillors are asked to read briefing documents prior to the meeting and to keep any comments brief and to the point.



Clerk to Sutton Bridge Parish Council

23 June 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 (15 min)

3. *Public Participation.*

01. To receive representations relating to matters on the agenda.
02. To receive representations or questions on other matters.

19:17 (1 min)

4. *To approve the [minutes](#) of the annual meeting held on Tuesday, 31 May 2022.*

19:18 (5 min)

5. *Police matters.*

01. To raise any local reports or issues to be fed back to a new policing priority.
02. Any late received correspondence.

19:23 (3 min)

6. *To receive the chairman's report.*

19:26 (3 min)

7. *To receive the clerk's report.*

19:29 (9 min)

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

19:38 (3 min)

9. *Financial matters.*

01. To approve the May [cash book and bank reconciliation](#).
02. To approve payments to 28 June 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 | 36.50 | 7.30 | 43.80 |
| The Curlew Centre | Room Hire May 2022 | 30.00 | | 30.00 |
| SMC | Pavilion Legionella Control | 140.00 | 28.00 | 168.00 |

| Payee | Detail | Net £ | VAT £ | Total £ |
|--------------------|-------------------------------|-----------------|---------------|-----------------|
| Corido | Garden of Rest Bench | 263.34 | 46.66 | 310.00 |
| 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 |
| Wave | Water rates PC 6/3-5/6/22 | 40.96 | 2.43 | 43.39 |
| Wave | Water rates PC 7/3-6/6/22 | 23.29 | | 23.29 |
| Mrs K Croxford | Mobile phone Allowance | 8.33 | 1.67 | 10.00 |
| Mrs K Croxford | Home Allowance | 10.00 | | 10.00 |
| Mrs K Croxford | Adobe Subscription | 12.64 | 2.53 | 15.17 |
| Mrs K Croxford | Office Stationery | 28.72 | 5.75 | 34.47 |
| Mrs K Croxford | Postage | 4.20 | | 4.20 |
| 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 Allowance | 8.33 | 1.67 | 10.00 |
| Mr R Smith | Travel Expenses | 12.15 | | 12.15 |
| Staff | Salaries | 2,784.86 | | 2,784.86 |
| Lincs Pension Fund | WYPF Pension Contributions | 978.50 | | 978.50 |
| HMRC | Tax & NI contributions | 3,038.19 | | 3,038.19 |
| SSE | Electricity 11/5 - 10/06/22 | 174.32 | 8.71 | 183.03 |
| XBM | Photocopier 17/05 -21/06/22 | 14.74 | 2.95 | 17.69 |
| Total | | 8,219.71 | 110.20 | 8,329.91 |

03. To note delegated expenditure (excl. VAT): stationery £28.72; postage £4.20.

04. To note receipts: SHDC litter collection £1,260.00; Donation for memorial bench £250.00; Bank interest £79.83; SBUFC pavilion & pitch fees £718.87; Allotment rents £62.00.

05. To consider any grant applications.

19:41 (9 min)

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

01. [Complaint](#) about the Parish Council's jubilee fireworks in the Memorial Park.

02. SHDC [press release](#): levelling up bid.

03. [Information](#) on local CPSL Mind events.

04. Best Start – [Sutton Bridge Children's Centre Timetable](#).

05. East Elloe [Good Neighbours posters](#).

06. Citizens Advice giving [information about the Migrant Worker Helpline](#).

07. SHDC [information request](#) for 'Love Your Parks Week 2022'.

08. Any late correspondence.

19:50 (1 min)

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

01. Any late received.

19:51 (1 min)

12. To note planning comments submitted under the Parish Council's Planning Policy.

01. H18-0766-21: 8 New Road. Proposed vehicular access (dropped kerb). No comment due to an insufficient number of responses.

19:52 (1 min)

13. To note District Council planning decisions.

01. H18-0428-22: Petts Lane. Tree Preservation Order No 12 1991. Approved.

02. H18-0416-22: King John Farm 134 Avenue Farm. Extension to Agricultural Building. Approved.

19:53 (6 min)

14. Highways & footways:

01. To resolve to approve the installation of village gateways on New Road.

02. To receive update on any outstanding matters.

03. New matters.

i. To note [road closure order](#) East Bank 09:30-15:30hrs 04 July to 18 July 2022.

ii. To resolve appropriately given [report](#) of complaint from LCC about grass cutting on Railway Lane South.

iii. Any further reports.

19:49 (16 min)

15. To receive committee and working party reports.

01. New Pavilion Committee

i. To note the [draft minutes](#) of the last meeting held 07 June 2022.

ii. To note that as resolved by the New Pavilion Committee and in accordance with LGA 1972 Part

II s.15 (1)(a), the chair of the Parish Council has convened a Parish Meeting to be held 18:00hrs Tuesday 05 July 2022 in the Diamond Hall of the Curlew Centre, to discuss plans for a new sports pavilion in the Memorial Park and plans for the other parks in the Village.

- iii. To resolve to approve letter to local businesses.
- iv. To receive any additional reports.

02. Garden Allotments Committee

- i. To note the [draft minutes](#) of the last meeting held 21 June 2022.
- ii. To approve the Committee's [terms & reference](#), including levels of delegated expenditure and other authority, as recommended by the Committee
- iii. To approve changes to allotment rules and regulations, as recommended by the committee.
- iv. To resolve a rent increase for 1/8-acre allotment from £28.00 p.a. to £32.50 from 29 September 2023 and for the allotment deposit to be set at the same level as the annual rent, as recommended by the Committee.
- v. To **resolve** to ratify all other matters as resolved by Committee at its last meeting as recorded in the draft minutes.

03. Open spaces Committee

04. CCTV Working Party

05. Platinum Jubilee Working Party

06. Community Speed Watch

20:05 (5 min)

16. To receive outside body representative reports.

- 01. To consider the position of Parish Council representative to the Curlew Centre.
- 02. Any other outside body representative report.

20:10 (2 min)

17. To resolve to approve [revision to the Council's Financial Regulations](#) allowing contract tenders >£25,000 to be submitted by email in pdf format to the clerk.

20:12 (1 min)

18. To resolve that in accordance with LGA 1972 Sch.12 (Part II) s.7(2), in 2023, a year of ordinary elections, the annual meeting of the Parish Council will be held 19:00hrs Tuesday 16 May 2023.

20:13 (5 min)

19. To consider improvements to the play equipment in Princes Street Park.

- 01. To note [correspondence](#) sent to SHDC officers as agreed by the Village Parks Working Party.
- 02. To receive any additional reports.

20:18 (5 min)

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

20:23 (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).

20:28 (5 min)

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

- 01. To consider repairs and the MOT test for the electric utility vehicle
- 02. To consider the repairs and the annual test for the water heater in the Pavilion
- 03. To consider the purchase of a gas locker for the Jubilee beacon canister as requested by insurers.
- 04. To consider the installation of concrete posts at the Wright's Lane allotments.
- 05. To consider quotes for road planings to fill path at Wright's Lane allotment.
- 06. Any late received quotes.

20:33 (5 min)

23. To consider the matter of a private gateway having been installed into the Memorial Park.

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

- 01. To receive confidential notes taken at the last Personnel Committee meeting held 04 June 2022.
- 02. To resolve on matters appropriately.

Estimated finish time 20:38 hrs