

Minutes of the meeting of Sutton Bridge Parish Council, held 19:00hrs Tuesday, 28 June 2022, in the Curlew Centre Diamond Hall, Sutton Bridge.

Present: Cllr Simon Booth, Cllr Chris Brewis, Cllr David Bruch, Cllr Kim Davies, Cllr Rachael Goodwin (vice-chair), Cllr Ray Perkins, Cllr Michelle Pitt, Cllr Anne Scarlett (chair), Cllr Terry York, Mr. Robert Smith (clerk), Mrs Karen Croxford (admin assistant), County Councillor Jack Tyrrell, four members of the public.

Absent: Cllr M Booth, Cllr C Robinson

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

- 22.142. Apologies were received from Cllr M Booth, Cllr Robinson.
- 22.143. There were no pecuniary or other interests, nor requests for dispensation.
- 22.144. One member of the public made representations on two matters on the agenda.
 - 01. Thanks were expressed to those who worked on the recent Jubilee event. It was requested that a similar event was held next year.
 - 02. As an allotment tenant, the speaker was shocked to learn that a rent increase of 16% was planned for September 2023. It was stated that tenants undertook their own grass cutting and pest control measures. Details of free road plannings available to repair potholes on the allotment roadway were passed to the clerk. Collection would need to be arranged.
- 22.145. One members of the public made a representation about matters not on the agenda.
 - 01. Rubbish had been collected from the corner of Church Street/Wharf Street. The District Council had been informed. It was requested that the Parish Council check that this was picked up.
- 22.146. It was **resolved** to approve the minutes of the annual meeting of the Parish Council held 31 May 2022. Cllr Davies abstained.
- 22.147. Police matters.
 - 01. Any local Police community issues to be reported to the local Suttons NPT Priority police team.
 - 02. Following a report of a person attacked in the local park, it was **resolved** for the clerk to contact the Police and enquire about the incident.

19:06hrs Standing Orders were suspended to allow a member of the public to speak.

- 03. It was reported that following a robbery at the local Co-op the PSCO had been seen patrolling the area and a security guard had now been employed at the local store.

19:08hrs Standing Orders were reinstated.

- 04. Dates and times for walk in sessions to discuss matters with the PCSO were posted on the police room's window with the next session due on Sunday 17 July 2022.
- 22.148. There was no report from the chair.
 - 22.149. The clerk reported the following matters not otherwise covered on the agenda.
 - 01. Information had been updated on the website.
 - 02. Internal bank transfers had been made to cover payments.
 - 03. The two redundant laptops had been wiped and gifted to Westmere Community Primary School.
 - 04. An updated quote had been received for two reactive speed signs and accessories @ £5,424.18. Prior to order, confirmation was awaited from the County Council about fixing to its lampposts.
 - 05. Solicitors had been informed about the need to recommence work on land registry matters but had yet to be formally reengaged.
 - 06. Following a delay, the installation date of the electric vehicle charge points was yet to be confirmed.
 - 07. An assessment of the trees in the Memorial Park @ £690.00 + VAT had been commissioned as resolved. Following the receipt of advice, it had been decided not to proceed with tagging the trees.
 - 08. As circulated to members, a response had been sent to The South & East Lincolnshire Council's Partnership (SELCP) putting forward the Parish Council's new pavilion and play equipment plans.
 - 22.150. District Council (SHDC) & County Council (LCC) matters.
 - 01. Cllr Brewis reported on SHDC matters.
 - i. There had been a delay on the installation of the electric vehicle charging points, date to be confirmed.
 - ii. The cheque had now been re-issued from Sutton Bridge Fundraisers for £ 3,180.00 for the Christmas Lights. It was **resolved** to write and thank Sutton Bridge Fundraisers for the donation.
 - iii. A sum of money from the Levelling Up Fund had been allocated to District Council leisure facilities in Spalding. It was expected that some of these funds would be spent on other facilities within the area.
 - iv. A planning application for the development north of Nightingale Way had been refused at the last District planning committee. However, it could still be appealed.
 - v. The Long- Term Empty Premium (LTEP) surcharge on empty properties was under discussion.

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- vi. The Cross Keys Bridge maintenance work was nearly complete.
 - vii. Thanks were expressed to those involved in the Jubilee celebrations held in the Memorial Park. These had been a great success. It was hoped that the Parish Council could hold such an event every year.
02. Following an invitation from the chair Cllr Tyrrell reported on LCC matters.
- i. Vulnerable people were still being contacted by scammers claiming to be from the District Council. The District Council would only contact people by post.
 - ii. Residents were warned to avoid available cheap counterfeit e-cigarettes. These could be harmful.
 - iii. A list of recent street works undertaken by highways was passed to the clerk.
 - iv. The Men's Shed was building a float for the Spalding Flower Festival in 2023. Along with other local Parish Council's, Sutton Bridge was welcome to join this venture.
 - v. The Youth Shed had completed the bench for the Curlew Centre car park and the old bench would be removed. Those involved had inscribed their names on the bottom of the bench for posterity.

22.151. Finance

- 01. It was resolved to approve the May cash book and bank reconciliation.
- 02. It was **resolved** to approve the payments to 28 June 2022 as below. Cllr Goodwin and Cllr Scarlett would 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
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
Mr D Borkertas	Home Electric Allowance	8.00		8.00
Mr D Borkertas	Travel Expenses	46.80		46.80
Total		8,274.51	110.20	8,384.71

- 03. Delegated expenditure was noted (excl. VAT): stationery £28.72; postage £4.20.
- 04. Receipts were noted: 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. It was **resolved** to return the grant application form to the applicant to check and sign and then re-submit for the next meeting.

22.152. Correspondence.

- 01. It was **resolved** for the clerk to write to the resident concerning the complaint over the Parish Council's jubilee fireworks in the Memorial Park.
- 02. SHDC press release: levelling up bid

19:27hrs a member of the public left the meeting.

19:27hrs Standing Orders were suspended to allow Cllr Tyrrell to speak.

- i. Cllr Tyrrell commented that all local parishes should put in bids for project funding.

19:28hrs Standing Orders were reinstated.

- ii. Cllr Brewis reported that he had put in a bid for a Community Wood.
 - iii. Thanks were given to the clerk for submitting a survey response to the UK shared Prosperity Fund.
03. Information on local CPSL Mind events had been posted on the website.

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04. Best Start, Sutton Bridge Children's Centre Timetable would be posted on the website.
 05. East Elloe Good Neighbours posters would be posted on the website.
 06. Citizens Advice information about the Migrant Worker Helpline had been posted on the website.
 07. It was **resolved** for Cllr Pitt to take photographs of the condition of Princes Street Park to provide to SHDC for 'Love Your Parks Week 2022'.
 08. LCC Minerals & Waste Local Plan Issues and Options Consultation letter was noted.
 09. Invite to LIVES event 19 July 2022 at the Lincolnshire Showground was noted.
 10. An email about tipping of soil in the Memorial Park was noted. It had since been reported that the football club had ordered the soil to make repairs to the Memorial Park.
 11. As circulated to members, receipt of recent photos of the Sutton Bridge Solar Farm were noted.
 12. It was **resolved** to send an expression of interest about entering a float in the 2023 Flower Parade.
 13. Bollards had been installed at the end of the old A17 to replace the broken gate.
- 22.153. Planning applications.
01. H18-0626-22: King John Farm, 134 Avenue Farm Road. Proposed extension to agricultural building resubmission of H18-0416-22, it was **resolved** to support the application.
- 22.154. It was noted that under the Parish Council's Planning Policy no comment had been submitted regarding application H18-0766-21, due to an insufficient number of responses.
- 22.155. The following District Council planning decisions were noted.
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.
 03. H18-0375-22: 234 Bridge Road. Use of site as a domestic dwelling. Approved.
- 22.156. Highways & footways.
01. It was **resolved** to defer considering the installation of the village gateways to the next meeting.
 02. It was reported that overgrown hedges and vegetation at the bungalow on New Road between Princes Street and Wright's Lane had been cut.
 03. A road closure order on the East Bank 09:30-15:30hrs 04 July to 18 July 2022 was noted.
 04. It was **resolved** to reply to the LCC request for the Parish Council to cut grass on Railway Lane South, informing it that the land was its responsibility. Copies of the title deeds to be sent if needed.
 05. An overgrown laurel hedge on the corner of West Bank Road was to be reported to LCC.
 06. An overgrown hedge along Wrights Lane opposite New Road was to be reported to LCC.
 07. Trailers parking inappropriately along Millennium Way was to be reported to highways.

19:59hrs Cllr Tyrrell left the meeting.

- 22.157. Committee and Working Party reports.
01. Finance Committee.
 - i. Following Cllr Davies' resignation from the committee, it was **resolved** to leave the position unfilled.

20:00hrs Cllr Tyrrell returned to the meeting.

02. New Pavilion Committee.
 - i. The draft minutes of the last meeting held 07 June 2022 were noted.
 - ii. It was **resolved** by a majority that a funding request letter to businesses should be sent first class post.
 - iii. Prior to sending the letters it was **resolved** that a working party consider individual tailoring of approaches to each business. Cllr Brewis, Cllr Bruch, Cllr Perkins, and Cllr York were appointed.
 - iv. It was **resolved** to approve Mr Roger Sandell's attendance at next week's Parish Meeting.
 - v. It was **resolved** to approve the raising of an interim invoice for £2,250 + VAT for services from Ridge & Partners LLP. Total cost of execution plan £6,750.
03. Garden Allotments Committee.
 - i. The draft minutes of the last meeting held 21 June 2022 were noted.
 - ii. It was **resolved** to approve the Committee's terms of reference.
 - iii. It was **resolved** to approve changes to the Allotments' rules and regulations.
 - iv. It was **resolved** to approve 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. It was noted that the last increase in rent had been in 2020 for £1.00.
04. Open spaces Working Party.
 - i. It was **resolved** to defer the matter of an unauthorised gateway in the Park to the next meeting
05. CCTV Working Party.
 - i. It was **resolved** that the working party would contact Crowland Parish Council about its CCTV.

20:31hrs Standing Orders were suspended to allow Cllr Tyrrell to speak.

Chairman's signature:

- ii. Cllr Tyrrell commented that he would investigate any new CCTV initiatives and report back.

20:32hrs Standing Orders were reinstated.

- 06. Platinum Jubilee Working Party.
 - i. Cllr Perkins reported that the Jubilee event had been well attended and was considered a great success. Many of the attendees had requested for a similar event to be held every year.
 - ii. Cllr S Booth thanked members of the working party for all work putting on such a fantastic event.
- 07. Community Speed Watch (CSW).
 - i. Cllr Perkins reported that the community Speed Watch had not been active due to the Bridge maintenance work but would resume once this had been completed. Mr P Lowe, CSW Coordinator, would attend the next meeting to report.

22.158. To receive outside body representative reports.

Cllr Bruch declared an interest in the next item as a member of the Curlew Centre and did not participate in the vote.

- 01. It was **resolved** to consider the matter of a representative to the Curlew Centre under closed session later in the meeting.
- 02. Cllr Brewis would report back after attending the next LALC meeting.
- 03. Following a request from the Allen's charity for another representative, it was **resolved** to appoint Cllr Goodwin. On receipt by the clerk, a copy of the charity's poster would be put on the website.

22.159. It was **resolved** 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.

22.160. It was **resolved** to hold the annual meeting of the Parish Council 19:00hrs Tuesday 16 May 2023.

22.161. It was noted that correspondence had been sent to SHDC about the Princes Street Park.

20:43hrs Two members of the public left the meeting.

- 22.162. To receive requests from members for items to be included on the agenda of a future meeting.
 - 01. To resolve on elevating the Open Spaces Working Party to a Committee.
 - 02. To consider the installation of village gateways on New Road.
 - 03. To consider the matter of an authorised gateway installed into the Memorial Park.
- 22.163. 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).

20:51hrs one members of the public and Cllr Tyrrell left the meeting.

22.164. Quotes for works.

- 01. It was **resolved** to proceed with repairs and MOT for the electric utility vehicle @ £124.00 + VAT.

The clerk declared an interest in the next item as the contractor undertook other work on his behalf.

- 02. It was **resolved** to proceed with repairs & annual test of the water heater in the Pavilion @ £240.00.
- 03. It was **resolved** for the Jubilee beacon canister to be returned and any deposits refunded.
- 04. It was **resolved** to install concrete posts at the Wrights Lane allotments @ £208.00. The Council would purchase the required bollards @ £170.00. It was noted that three boundary posts were to be installed first. with the remaining two posts installed after a meeting with the allotment tenants.
- 05. It was **resolved** to fix and tighten the three drop down posts at the Garden of Rest @ £35.00.
- 06. It was **resolved** to repair the bench in the Memorial Park and check the other benches @ £105.00.
- 07. It was **resolved** to purchase a pack of bird control spikes @ £7.99 to deter the pigeons from the gazebo in the Garden of Rest. Cllr S Booth would kindly install them at no cost to the council.

22.165. Staffing & administration matters

- 01. Confidential notes taken at the last Personnel Committee meeting 04 June 2022 were noted.
- 02. It was **resolved** to ratify all Committee decisions as recorded in the confidential notes.

21:14hrs Cllr Bruch left the meeting

22.166. It was **resolved** that the clerk request copies of the Curlew Centre's written constitutions.

The meeting was closed at 21:19hrs.

Chairman's signature: