

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, 27 September 2022 in the Diamond Hall of the Curlew Centre, Sutton Bridge

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

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.

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 papers before the meeting and to keep comments brief and to the point.



Clerk to Sutton Bridge Parish Council

22 September 2022

clerk@suttonbridge-pc.gov.uk

AGENDA

1. *To note members' attendance and to receive apologies for absence.*
2. *To receive declarations of disclosable pecuniary or other interests and to consider any written request for dispensation.*
3. *Public Participation.*
 01. To receive representations relating to matters on the agenda.
 02. To receive representations or questions on other matters.
4. *To approve the [minutes](#) of the Parish Council meeting held Tuesday, 26 July 2022.*
5. *Police matters.*
 01. To receive [police response](#) to CCTV evidence of arson of carpark bin.
 02. To receive [communication](#) on PCSO changes
 03. Any late received correspondence.
6. *To receive the chairman's report.*
7. *To receive the clerk's report.*
8. *To receive reports on District (SHDC) & Lincolnshire County Council (LCC) matters.*
9. *Financial matters.*
 01. To resolve to ratify payments as approved by the Finance Committee to 30 August 2022 as table below. Noting that payment of Parish Council grant to the South Holland Voluntary Car Service (SHVCS) is allowable by virtue of the Local Government and Ratings Act 1997, s.26.

Payee	Detail	Net £	VAT £	Total £
TalkTalk	Calls & Broadband	36.50	7.30	43.80
Bridge Hardware	Combination Padlock	25.00	5.00	30.00
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
Adobe Acrobat	Adobe Acrobat Subscription	12.64	2.53	15.17
Adobe Acrobat	Adobe Acrobat Subscription	12.64	2.53	15.17
Microsoft	Email Subscriptions	594.00	118.80	712.80
Mrs K Croxford	Blacks Bags	17.01	3.40	20.41
Mrs K Croxford	Concrete Posts	99.45	19.89	119.34
Mrs K Croxford	Poppy Wreaths	51.00		51.00
Mrs K Croxford	Postage	32.64		32.64
Mr D Borkertas	Home Electric Allowance	8.00		8.00

Payee	Detail	Net £	VAT £	Total £
PKF Littlejohn	External Audit	400.00	80.00	480.00
The Curlew Centre	Room Hire 5th & 12th July	60.00		60.00
Mrs K Croxford	Home Office Allowance	10.00		10.00
APJ Electrical Ltd	Pavilion Water Heater	200.00		200.00
SSE	Electricity 09 July-08 August 2022	174.32	8.71	183.03
Mrs K Croxford	Fence Wall Spikes	5.82	1.17	6.99
H M Land Registry	Tom's Wood Title Register	3.00		3.00
ICO	Data Protection Fee	35.00		35.00
Staff	Salaries	2,479.14		2,479.14
Lincs Pension Fund	WYPF Pension Contributions	816.82		816.82
XBM	Photocopier 19/07/22 - 09/08/22	7.38	3.48	20.86
Mr R Smith	Home Office Allowance	26.00		26.00
Mr R Smith	Travel Expenses	6.75		6.75
Savills	Land Rent	835.00		835.00
SHPVCS	Parish Voluntary Car Scheme	1,249.00		1,249.00
Total		7,761.11	252.81	8,013.92

02. To approve the August [cash book and bank reconciliation](#).
03. To approve payments to 27 September 2022 as table below with any late payments as reported by the clerk, and to note the two members authorising bank payments.

Payee	Detail	Net £	VAT £	Total £
Adobe Acrobat	Adobe Acrobat Subscription	12.64	2.53	15.17
TalkTalk	Calls & Broadband	36.50	7.30	43.80
BHIB	Insurance	1,615.07		1,615.07
SMC	Pavilion Legionella Control	507.00	101.40	608.40
The Curlew Centre	Room Hire 9th August 2022	22.50		22.50
Andrew Belson	Tree Report	690.00	138.00	828.00
Adobe Acrobat	Adobe Acrobat Subscription	12.64	2.53	15.17
Mrs K Croxford	Memorial Service Refreshments	12.55		12.55
Mrs K Croxford	Postage	48.06		48.06
Mrs K Croxford	Black Bags	18.29	3.66	21.95
Mr D Borkertas	Travel Expenses	31.50		31.50
Wave	Water Rates PC 6th June - 5th Sept	41.34	2.44	43.78
Wave	Water Rates Pavilion 7th June - 6th Sept	43.14		43.14
Mr C Hennelly	Tree works	120.00		120.00
Heronwood	Parish Grass Cutting 31/08/22	105.00		105.00
Heronwood	Garden of Rest Grass Cutting	65.00		65.00
SMC LTD	Pavilion Monthly Legionella Control	60.00	12.00	72.00
SSE	Electricity Pavilion 05/04/22 - 06/09/22	372.42	18.59	391.01
SSE	Electricity Pavilion C/N 05/04/22 – 08/08/22	-706.26	-35.29	-741.55
The Anchor Inn	Memorial Service Refreshments	348.75	69.75	418.50
XBM Ltd	Photocopier 9/8 - 20/09/22	18.86	3.77	22.63
123 Reg	Domain Subscription	11.99	2.40	14.39
Mr R Smith	Home Office Allowance	26.00		26.00
Mr R Smith	Travel Expenses	15.75		15.75
Mrs K Croxford	Home Office Allowance	10.00		10.00
Mrs K Croxford	Travel Expenses	3.24		3.24
Tracey's Flowers	Wreath for Queen Elizabeth II	100.00		100.00
Staff	Salaries	2,416.04		2,416.04
HMRC	Tax & NI contributions	2,711.95		2,711.95
Lincs Pension Fund	WYPF Pension Contributions	816.82		816.82
The Curlew Centre	Office Hire Oct - Dec 2022	1,000.00		1,000.00
Total		10,586.79	329.08	10,915.87

04. To note delegated expenditure (excl. VAT): postage £48.06; black bags £18.29
05. To note receipts since July meeting: bank interest £276.28; Garden of Rest receipts £400.00; allotment receipts £78.00
06. To note that the [notice of conclusion of audit](#) and [external auditor's report and certificate](#) for y/e 31 March 2022 has been published on the Parish Council's website. There were no matters raised by the external auditors giving cause for concern

07. To resolve to continue as part of the [Smaller Authorities' Audit Appointments \(SAAA\) arrangements](#) for the next five-year appointing period.
 08. To resolve to agree to continue with [remote internal audit review proposals for 2022-23](#) from Auditing Solutions Ltd, subject to a maximum fee of £360.00 (2021/22 £310.00).
 09. To note the automatic renewal of the Parish Council's long term [insurance policy](#) with BHIB ending 01 October 2023 at a cost for the year of £1,615.07 (+1.8% yr./yr.).
 10. To consider any grant applications.
- 10. To consider recent correspondence, including any late received.**
01. [Query](#) on West Bank rights of way.
 02. [Request](#) about wheelchair accessibility in the village.
 03. [Request](#) for volunteer Poppy Appeal district co-ordinator.
 04. [Briefing pack](#) on Anglian Water's proposed new reservoirs.
 05. [Response](#) from Citizen's Advice following request of a return to face-to-face services.
 06. [Response](#) from LCC about urban grass cutting.
 07. [Request](#) for help from RECOUP's Pledge2Clean Nene project.
 08. [Newsletter and communications](#) from Sutton Bridge Cinema.
 09. [Update](#) on the EDF Sutton Bridge Solar Farm.
 10. [Response](#) given by the clerk to press query about the Sutton Bridge Place Making Scheme.
 11. [Information](#) on launch of new community lottery.
 12. [SHDC consultation](#) on charitable collections policy.
 13. [Fenland District Council consultation](#) on draft local plan.
 14. [LCC request](#) to support the promotion of the older person's bus pass.
 15. Any late correspondence.
- 11. To consider planning applications, including any late received.**
01. H18-0863-22: Lavender Corner King John Bank. Extension & alterations.
 02. Any late received.
- 12. To note the [Parish Council's representation](#) relating to planning appeal for the Gunthorpe Road Solar Farm ref: APP/A2525/W/22/3295140**
- 13. To note planning comments submitted under the Parish Council's Planning Policy.**
01. H18-0847-22: Little Curlew, Guy's Head Road. High-level window, door into the rear wall of garage wall and new 1.8m boundary fence. No comment due to insufficient response.
 02. H18-0799-22: Rear of Bridge Hotel Bridge Road. Modification to previously approved plans. No comment due to insufficient response.
 03. H18-0758-22: Fenacre Farm, 92 Peters Point Road. Side and rear extension, internal alterations and rendering of existing dwelling. No comment due to insufficient response.
- 14. To note District Council planning decisions.**
01. H18-0722-22: 2 New Road. 2 Semi-Detached Houses (re-submission H18-0189-22). Approved.
 02. H18-0758-22: Fenacre Farm, 92 Peters Point Road. Side and rear extension, internal alterations and rendering of existing. Approved.
- 15. Highways & footways:**
01. To receive update on any outstanding matters.
 - i. [SHDC response](#) to fencing off Gas House Lane by veterinary practice.
 - ii. [Email](#) sent to LCC Structures Engineer regarding the works on the Cross Keys bridge.
 02. New matters.
 - i. [Information](#) from LCC on Cross Keys swing bridge overnight lane closures.
 - ii. [Action plan and associated correspondence](#) following meeting with LCC highways' officer.
 - iii. Any other reports.
- 16. To receive committee and working party reports.**
01. New Pavilion Committee
 - i. To note the draft [minutes](#) of the last meeting held 09 August 2022.
 - ii. To resolve on the appointment of a contractor for the design of the new pavilion.

- iii. To receive any additional reports.
02. Garden Allotments Committee
 - i. To receive [notes](#) taken of a meeting with allotment tenants held 06 September 2022.
 - ii. To note the draft [minutes](#) of the last meeting held 06 September 2022..
 03. Open Spaces Committee.
 - i. To approve new committee's [terms of reference](#).
 - ii. To consider the matter of a felled tree stump in the Memorial Park.
 04. CCTV Working Party.
 - i. To receive report.
 05. Community Speed Watch (CSW).
 - i. To note the resignation of the co-opted CSW organiser.
 - ii. To receive report.
17. *To receive any outside body representative reports.*
 18. *To consider update in discussions with SHDC regarding village parks.*
 19. *To resolve to approve the addition of a small plaque on the propeller memorial acknowledging the memorial's donation by Mr Vic Day. Plaque to be provided by Cllr Brewis.*
 20. *To resolve send [application](#) for a Battle of Britain Memorial Flight fly pass at next year's propeller memorial service.*
 21. *To consider planning for the coronation of His Majesty King Charles III.*
 22. *To consider events for Christmas 2022 (Cllr Perkins).*
 23. *To consider weather proofing improvements to the old toilet block (Cllr S. Booth, Cllr Bruch).*
 24. *To resolve on whether to disconnect the water supply to the old toilet block.*
 25. *To receive requests from members for items to be included on the agenda of a future meeting.*
 26. ***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).***
 27. *To consider quotes for works [confidential, commercial negotiations].*
 28. *To consider the matter of a private gateway having been installed into the Memorial Park [confidential, matters relate to potential dispute].*
 29. *To review Operation London Bridge procedures.*
 30. *To consider staffing & administration matters [confidential as matters relate to conditions of employment, pending grievance or disciplinary proceedings, or other personal matters].*
 - 01. To approve the appointment of a new Outside Operative.
 31. *To consider matters relating to representation on the Curlew Centre committee [confidential, commercial negotiations].*