

**Minutes of the meeting of Sutton Bridge Parish Council, held 19:00hrs Tuesday, 27 September 2022, in the Curlew Centre Diamond Hall, Sutton Bridge.**

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

**Absent:** Cllr Rachael Goodwin, Cllr Michelle Pitt.

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

- 22.193. Apologies for nonattendance were received from Cllr Goodwin and Cllr Pitt.
- 22.194. As a trustee of the Curlew Centre, Cllr Bruch declared an interest in the approval of payments to them.
- 22.195. Cllr York stated that he had been appointed to the District Council's Independent Remuneration Panel.
- 22.196. Representations from members of the public.
01. Compliments were expressed on the look of the Cross Keys Bridge following its repainting. It was asked if anything could be done to tidy up the roundabout.
  02. Following a request for marker posts at the allotments, the clerk reported that concrete posts had just been installed. These marked the allotment boundary and a parallel three-foot path.
- 22.197. It was **resolved** to approve the minutes of Parish Council meeting 26 July 2022.
- 22.198. Police matters.
01. Receipt of the police response to CCTV evidence of arson to the carpark bin was noted.
  02. Receipt of communication on PCSO changes was noted.
- 22.199. The chair expressed her thanks to Cllr Bruch & Cllr Perkins for arrangements made during the mourning period following the death of Her Majesty Queen Elizabeth II.
- 22.200. The clerk reported on 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. Planning comments had been submitted as resolved.
  04. Approval had been granted by LCC for putting speed indicator devices on its streetlight columns on Bridge Road and New Road. Purchase of devices to proceed.
  05. As resolved, the hedges in the Garden of Rest had been cut back.
  06. As resolved, the twitch grass in the Garden of Rest had been treated.
  07. As resolved, the repair to the bench near the pavilion in the Memorial Park had been completed.
  08. Works on the pavilion's foul sewer were due to be completed 30 September 2022.
- 22.201. District Council (SHDC) matters.
01. Cllr Brewis reported.
    - i. He would be raising the issue of the Long-Term Empty Premium surcharge at the next SHDC meeting.
    - ii. He was astonished to find that SHDC budget for all play equipment in the district was only £2,000.
    - iii. At the QEII hospital where he was a governor: a modern endoscopy unit had been opened; the hospital had approximately 1,500 props supporting its roof; it was hoped that plans for a new multi-storey car park would help the hospital's case for more government funding.

**19:11hrs Cllr S Booth left the meeting to deal with a disturbance outside**

- iv. A meeting at the Knights Hill Hotel, Kings Lynn, 08 November 2022 would discuss living with dementia.

**19:20hrs Cllr S Booth returned to the meeting**

02. Cllr M Booth reported.
    - i. He was sad to hear of the death of Cllr Angela Newton, SHDC Independent Councillor. The funeral for Cllr Newton would be held 18 October 2022 at St John's the Baptist Church, Spalding.
    - ii. The SHDC Policy Development Panel, of which he was a member, had finalised its policy for dealing with untidy sites. This had gone through cabinet and would be circulated to its district partners.
- 22.202. Following an invitation from the chair, Cllr Tyrrell reported on LCC matters.
- i. Anglian water had confirmed the location of a proposed reservoir between Scredington and Helpringham, near Sleaford. This would supply 160 million litres of water a day.
  - ii. A new garden waste provider had been appointed. It was hoped that collections would improve.
  - iii. The Youth Shed had made its bench for Long Sutton. The car park bench would be done soon.
  - iv. He had been saddened by the news of the passing of Cllr Angela Newton and would be happy to fulfil her wish for him to join the National Association of British Market Authorities (NABMA).
  - v. Three-way traffic signals would be put in place and one lane closed over the Cross Keys bridge 19:00hrs to 06:00hrs 26 - 29 September 2022, to allow for the removal of scaffolding.

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## 22.203. Finance

01. It was **resolved** to approve the August cash book and bank reconciliation, as circulated.
02. It was **resolved** to ratify payments approved by the Finance Committee to 30 August 2022 as table below. It was noted that payment of the grant to the South Holland Voluntary Car Service (SHVCS) was in accordance with 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
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
<b>Total</b>		<b>7,761.11</b>	<b>252.81</b>	<b>8,013.92</b>

03. It was **resolved** to approve payments to 27 September 2022 as below. Cllr Scarlett & Cllr York to authorise bank payments. Following advice received, it was noted that staff mobile phone allowances, being subject to Class 1 National Insurance contributions, were made through payroll.

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

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Payee	Detail	Net £	VAT £	Total £
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
Mr D Large	Repair bench in Memorial Park	105.00		105.00
<b>Total</b>		<b>10,691.79</b>	<b>329.08</b>	<b>11,020.87</b>

04. Delegated expenditure (excl. VAT): postage £48.06; black bags £18.29, tree works £120.00.
05. Receipts: bank interest £276.28; Garden of Rest £450.00; allotments £78.00.
06. It was noted that the notice of conclusion of audit & external auditor's report & certificate for y/e 31 March 2022 had been received and that there were no matters raised by the external auditors giving cause for concern. The notice and reports had been published on the Council's website.
07. It was **resolved** to continue with the Smaller Authorities' Audit Appointments arrangements for the next five-year period.
08. It was **resolved** to approve audit proposals for 2022-23 from Auditing Solutions Ltd.
09. The automatic renewal of the Parish Council's long term insurance policy was noted.

**19:21hrs Cllr York left the meeting due to his interest in the next item.**

- 22.204. It was **resolved** to approve a £300 grant to Sutton Bridge Community Larder.

**19:22hrs Cllr York returned to the meeting**

- 22.205. Correspondence.

01. Correspondence on West Bank rights of way was noted
02. Correspondence about wheelchair accessibility in the village was noted.
03. A request for a volunteer Poppy Appeal district co-ordinator would be published on the website.
04. A briefing pack on Anglian Water's proposed new reservoirs was noted.
05. Citizen's Advice's response to a request for a return to face-to-face services was noted. It was **resolved** to inform them of grants available from the Sutton Bridge Power Station fund.
06. Further communication from LCC about urban grass cutting was noted.
07. A request from RECOUP's Pledge2Clean Nene project would be published on the website.
08. The Sutton Bridge Cinema's newsletter would be published on the website.
09. Receipt of an update on the EDF Sutton Bridge Solar Farm was noted. The next meeting of the Solar Farm liaison group had been rescheduled to take place 10am Tuesday 11 October 2022.

**19:40hrs standing orders were suspended to allow Cllr Tyrrell to speak on the agenda item**

10. Sutton Bridge Making scheme
  - i. Cllr Tyrrell reported that a £100,000 art and infrastructure project would be considered by County next week. This was hoped to be used to improve pedestrian access to the Marina and encourage tourism.

**19:42hrs standing orders were resumed.**

- ii. Response given by the clerk to press query about the Sutton Bridge Place Making Scheme was noted.
11. Information on the launch of a new community lottery was noted

**19:58hrs Cllr Robinson left the meeting**

12. An SHDC consultation on charitable collections policy would run until 5pm Wednesday 05 October 2022. Anyone who wished to comment should do so by emailing [licensing@sholland.gov.uk](mailto:licensing@sholland.gov.uk).

**20:03hrs Cllr M Booth left the meeting and Cllr Robinson returned to the meeting**

13. Fenland District Council consultation on draft local plan would take place 25 August - 19 October 2022. Full details were available on its website.

**20:04hrs Cllr M Booth returned to the meeting**

14. LCC request to support the promotion of the older person's bus pass was noted.
15. Christmas Lights
  - i. The clerk reported on an email from LCC Streetlighting Engineer about charges demanded for licences to put up the Christmas Lights on its streetlight columns.
  - ii. Councillors expressed shock on the proposed charges, which would be a double taxation on electors.
  - iii. It was **resolved** that the clerk reply expressing the Parish Council's dissatisfaction with the proposed

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charges. It was further **resolved** to instruct the clerk, in consultation with the chair, to release the letter to the press with an appropriate statement.

**20:34hrs Cllr Tyrrell left the meeting**

22.206. Planning applications.

01. [H18-0863-22](#): Lavender Corner King John Bank. Extension & alterations. It was **resolved** to defer this matter to an email consultation, in accordance with the Parish Council's Planning Policy.

**20:36hrs Cllr Tyrrell returned to the meeting**

02. [H18-0865-22](#): Rear of 2 Wharf Street Sutton Bridge Spalding PE12 9UF. Dwelling & Garage. It was **resolved** to make the following comments on the application (as a member of SHDC Planning Committee, Cllr M Booth abstained):

- i. The access road for the property between Wharf Street and Lime Street was considered unsuitable.
- ii. Due to height requirements for flood mitigation, the development would have an adverse impact on the visual amenity of the area.

22.207. The submission by the clerk of the Parish Council's representation relating to planning appeal for the Gunthorpe Road Solar Farm ref: APP/A2525/W/22/3295140 was noted.

22.208. Planning comments submitted under the Parish Council's Planning Policy were noted as below.

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.

22.209. The following District Council planning decisions were noted.

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.
03. H18-0626-22: King John Farm, 134 Avenue Farm Road. Proposed extension to agricultural building - re-submission of H18-0416-22. Approved.

22.210. Highways & footways.

01. Outstanding matters.

- i. It was noted that SHDC had replied to fencing off Gas House Lane by veterinary practice, stating that there was no right of way through the car park. Cllr Brewis said he would be making a private objection.
- ii. Highways officers had been written to, thanking them for their time attending the meeting 26 July 2022.
- iii. A response the clerk sent to the LCC Structures Engineer about works on the Cross Keys Bridge 19:00hrs-06:00hrs 26 -29 September 2022 was noted.

02. New matters.

- i. Information from LCC on Cross Keys swing bridge overnight lane closures was noted
- ii. The receipt of action plan and correspondence following meeting with highways' officers was noted.
- iii. Highways had kindly added hardcore to the parking at the customs station by the west bank lighthouse.
- iv. Fly-tipping North of Gunthorpe Road to be reported.

22.211. Committee and working party reports.

01. New Pavilion Committee

- i. Receipt of the draft minutes of the last meeting held 09 August 2022 were noted.
- ii. It was **resolved** to defer the appointment of a contractor for the design of the new pavilion until after the interviews that were to be held from 18:00hrs Tuesday 04 October 2022.
- iii. It was **resolved** for the Parish Council chair to call an extraordinary Parish Council meeting 18:00hrs Tuesday 11 October 2022 to consider the appointment of a design contractor.
- iv. It was **resolved** for the Parish Council chair to call an extraordinary Parish Assembly 18:00hrs Tuesday 1st November 2022 to update electors on New Pavilion construction developments.
- v. The clerk reported that a few responses had been received from organisations asked by the Parish Council to support the New Pavilion build. Copies of responses to be forwarded to Councillors.

02. The next meeting of the Personnel committee had been rescheduled 18:00hrs 18 October 2022.

**20:49hrs Cllr Robinson left the meeting**

03. Garden Allotments Committee

- i. Notes taken of a meeting with allotment tenants held 06 September 2022 were received.

**20:50hrs Cllr Robinson returned to the meeting**

- ii. Receipt of the draft minutes of the last committee meeting held 06 September 2022 were noted.
- iii. Cllr Brewis provided a report following the recent inspection at the allotments.

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- iv. The clerk confirmed installation of boundary & footpath marker posts at the Wright's Lane allotments.
- 04. Open Spaces Committee.
  - i. It was **resolved** to approve the new committee's terms of reference as circulated.
  - ii. Cllr S Booth & Cllr York kindly offered to clear the felled tree stump in the Memorial Park.
  - iii. A new combination lock had been fitted to the Memorial Park gate. Cllr York had been given the combination to allow for access for the emergency services.
- 05. Cllr Bruch reported that a further meeting of the CCTV working party would be arranged shortly.
- 06. The resignation of the Community Speed Watch organiser was noted. An advert was to be put on the website.

22.212. Cllrs Brewis & Cllr Bruch would be attending the next LALC AGM 12 October 2022.

22.213. It was **resolved** for the clerk to chase up SHDC for an update on the village parks.

22.214. It was **resolved** to approve the addition of a small plaque on the propeller memorial acknowledging its donation by Mr Vic Day. Plaque would be provided by Cllr Brewis.

22.215. It was **resolved** to apply for a Battle of Britain Memorial Flight fly pass for next year's propeller memorial service.

22.216. It was **resolved** to include £5,000 in the draft budget 2022-23, for the anticipated celebrations of the coronation of His Majesty King Charles III. Plans would be based around those made for The Queen's Platinum Jubilee celebrations.

22.217. Cllr Perkins reported that the Santa Sledge had been finished. He hoped that this would be used for an event at Christmas. Cllr Perkins would forward a grant application to Council for consideration at next month's meeting.

22.218. It was **resolved** to get quotes to provide some weather proofing for the old toilet block.

22.219. It was **resolved** to disconnect the old toilet block's water supply. Sutton Bridge in Bloom were to be informed

22.220. Requests from members for items to be included on the agenda of a future meeting.

01. To consider the future of the old toilet block.

02. To consider quotes to correct the position of the finger signpost near the Curlew Centre.

22.221. **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).**

**21:19hrs Cllr Tyrrell and three members of the public left the meeting**

22.222. Quotes for works

01. It was **resolved** to proceed with a play inspection report @ £110 plus VAT.

02. It was **resolved** to proceed with the repair to the bench in the Memorial Park @ £105.00.

03. It was **resolved** to refer the removal of a small concrete post to the Allotments Committee.

04. It was **resolved** to seek further quote to cut back the hedge near the Churchyard and flail back the boundary in the Memorial Park.

05. It was **resolved** to seek further quote for the overgrown vegetation along the Sir Peter Scott Road.

22.223. It was **resolved** for the insurance company to be contacted for advice about the unauthorised private gateway in the Memorial Park.

**21:30hrs Cllr S Booth left the meeting**

22.224. Operation London Bridge.

01. Thanks were expressed to Cllr Bruch and Cllr Perkins for their work in making local arrangements to mourn the death of Her Majesty Queen Elizabeth II.

02. The chair was thanked for providing £100.00 for the wreath from the chair's allowance.

**21:32hrs Cllr S Booth returned to the meeting**

03. New draft procedures were to be drawn up by the clerk.

22.225. Staffing & administration matters

01. It was **resolved** to appoint a new Outside Operative, as proposed by the interview working party.

02. It was **resolved** that the clerk write a letter of thanks to the retiring Outside Operative.

**21:42hrs Cllr Bruch left the meeting, having previously declared an interest in the next item.**

22.226. It was **resolved** to send a copy of The Curlew Centre's constitution to all members and defer the matter of Parish Council representation on the committee until the next meeting.

**The chair closed the meeting at 21:58 hrs.**