

## Minutes of the meeting of Sutton Bridge Parish Council, held 19:00hrs Tuesday, 25 October 2022, in the Curlew Centre Diamond Hall, Sutton Bridge.

**Present:** Cllr Michael Booth, Cllr Chris Brewis, Cllr David Bruch, Cllr Kim Davies, Cllr Rachael Goodwin, Cllr Ray Perkins (to 19:35hrs), Cllr Michelle Pitt, Cllr Colin Robinson, Cllr Anne Scarlett (chair), Cllr Terry York, Mr. Robert Smith (clerk), Mrs Karen Croxford (admin assistant), County Councillor Jack Tyrrell, two members of the public.

**Absent:** Cllr Simon Booth,

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

- 22.234. Apologies for non-attendance were received from Cllr S. Booth .
- 22.235. Declarations of interest were reported by Cllr Bruch and Cllr Perkins. Cllr Bruch, as a trustee of the Curlew Centre, about the approval of its payments and the matter of representation on its committee; also for his expenses. Cllr Perkins, as a member of the Mad Hatters Group, for its grant application.
- 22.236. Representations from members of the public.
01. An allotment tenant had been disappointed in the attendance by councillors at the monthly inspection at Wrights Lane, with no councillors at all attending the Westbank.
  02. Following a request for an update on the poor state on & around the roundabout by the Cross Keys Bridge, the clerk stated that this had been reported to Highways and would be chased again.
- 22.237. It was **resolved** to approve the minutes of Parish Council meeting 27 September 2022.
- 22.238. It was **resolved** to approve the minutes of extraordinary Parish Council meeting 11 October 2022.
- 22.239. Police matters.
01. The monthly newsletter had been received and published on the Council's website.
  02. The Police point of contact for the Community Speed Watch was PCSO Paul Holland.
  03. Cllr Perkins said that a court summons had been filed for the assault in the Memorial Park in May.
- 22.240. Thanks were expressed to Sutton Bridge Wombles for their continued work collecting litter around the village, also to the ladies that had re-painted the stone milestone on Bridge Road.
- 22.241. The clerk reported on matters arising 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 for application H18-0865-22 had been submitted as resolved.
  04. Planning comments for application H18-0863-22, which had been deferred at the last meeting for email comment, had unfortunately missed the SHDC deadline.
  05. The purchase of speed indicator devices for attachment to streetlight columns on Bridge Road and New Road were pending resolution of Christmas lights dispute with the County Council.
  06. The electric vehicle charge point in the car park was now active and listed on SHDC's website.
  07. It was confirmed that Parish Council meetings would in future take place in the Bridge Room. Next week's Extraordinary Parish Assembly would be held in the Diamond Hall.
  08. The notice for the Extraordinary Parish Assembly had been published and circulated.
  09. Work on the interim internal audit 2022/23 would start around 16 January 2023.
  10. The clerk had issued instructions to repair the finger posts sign in the carpark @ <£150.00.
  11. A report on the pavilion drains had found a fracture in the pipe. A quote for its repair was awaited.
- 22.242. District Council (SHDC) matters.
01. Cllr Brewis reported.
    - i. As a governor at QE11 hospital, 2,500 props had been installed to safeguard the roof. It was hoped that a bid for funding a new hospital would be considered soon.
    - ii. Homelessness in the area was putting great pressure on the District Council.
    - iii. Sutton Bridge resident Aaron Heading had won a gold medal with the GB Men's Trap team at the World Shotgun Championships in Croatia
    - iv. Construction issues had caused delays with the North Level District's IDB sluice gates at Foul Anchor.
    - v. A small plaque would soon be placed on the Propeller Memorial to record its donation by Mr Vic Day.
  02. Cllr M Booth reported.
    - i. Residents getting into any housing difficulties should contact SHDC as early as possible.
    - ii. The Bridge Hotel was to be auctioned 26 October. The new owners ought to make the building safe.
    - iii. A progress report on the first year of the South & East Tri-Council Partnership was being undertaken.
    - iv. Waste, climate change, and generating electricity from hydropower was being considered.
    - v. Complaints about cars parking on the pavement in Church Gate would be reported to the Police.
- 22.243. Following an invitation from the chair, Cllr Tyrrell reported on LCC matters.
- i. Comments in the press on Xmas Lights had been made in response to a call from a reporter.

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- ii. To support residents in need over winter, from mid-November through to February, a warm space was to be provided free of charge in Long Sutton on Wednesdays & Thursdays. Cllr Perkins said similar was being undertaken in Sutton Bridge. Further details to follow.
- iii. Thanks were given to Dist. Cllrs Michael Booth & Chris Brewis for supporting the Youth Shed.
- iv. £25,000 had been donated to the Long Sutton Youth Shed to help get the group set up.

#### 22.244. Finance

01. It was **resolved** to approve the September cash book and bank reconciliation, as circulated.
02. It was **resolved** to approve payments to 25 October 2022 as below. Cllr Goodwin & Cllr York to authorise bank payments. Having declared an interest Cllr Bruch abstained from approval of the payments to the Curlew Centre and for his expenses.

Payee	Detail	Net £	VAT £	Total £
Unity Trust Bank	Bank Charges	18.00		18.00
TalkTalk	Calls & Broadband	36.50	7.30	43.80
Ridge & Partners	Interim Fee - September	4,500.00	900.00	5,400.00
The Curlew Centre	Room Hire September	105.00		105.00
The Curlew Centre	Room Hire Adjustment	22.50		22.50
Adobe Acrobat	Admin Adobe Subscription	16.64	3.33	19.97
Adobe Acrobat	Clerk Adobe Subscription	12.64	2.53	15.17
SB Foodbank	Grant application	300.00		300.00
Heronwood	Parish Grass Cutting Sept 2022	327.00		327.00
Heronwood	LCC Picnic Area Grass Cutting	25.00		25.00
Heronwood	Garden of Rest Grass Cutting	130.00		130.00
Heronwood	Highways Grass Cutting	180.00		180.00
JW Drainage	Pavilion Drain Repairs	447.50	89.50	537.00
Complete Weed Control	Garden of Rest Maintenance	470.00	94.00	564.00
SLCC	Membership Fee	234.00		234.00
Cllr D Bruch	Travel Expenses LALC AGM	48.60		48.60
Mr D Large	Repair Bench in MP	105.00		105.00
Mr D Large	Installation 5 Concrete Posts	208.00		208.00
LALC	LALC AGM 12.10.22	20.00	4.00	24.00
Mr D Borkertas	Travel Expenses	12.60		12.60
Mr D Lambert	Travel Expenses	12.87		12.87
Mr D Lambert	Boots	24.99		24.99
Mrs K Croxford	Black Bags	19.21	3.84	23.05
Mrs K Croxford	Waterproof Trousers	11.09	2.22	13.31
Mrs K Croxford	Postage	16.32		16.32
Tears of Sutton Bridge	Repairs & MOT Electric Vehicle	339.91	67.98	407.89
XBM	Photocopier 20 Sept - 18 Oct 22	36.41	7.28	43.69
Mrs K Croxford	Home Office Allowance	10.00		10.00
Mrs K Croxford	Travel Expenses	1.08		1.08
Staff	Salaries	2,351.51		2,351.51
Staff	Mobile phone allowances	20.00		20.00
Mr R Smith	Home office allowance	26.00		26.00
Mr R Smith	Travel Expenses	9.90		9.90
Lincs Pension Fund	WYPF Pension Contributions	816.82		816.82
Fenland Leisure Products	Play inspection report	110.00	22.00	132.00
<b>Total</b>		<b>11,025.09</b>	<b>1,203.98</b>	<b>12,229.07</b>

03. Delegated expenditure (excl. VAT): Outside operative PPE £36.08; Black bags £19.21.
04. Receipts since last meeting: bank interest £127.91; FBT rent £4,408.00; allotments £49.00.
05. It was **resolved** to approve the second quarter budget review, including any budget transfers.
06. It was **resolved** for the draft budget 2023/24 to be further considered at the next meeting. In the meantime any comments on the circulated draft were to be made to the clerk.
07. Information was received on the CCLA Public Sector Deposit Fund. It was **resolved** to delegate any investment decision to the Finance Committee after it had received information on market interest rates.

#### **19:21hrs Cllr Bruch & Cllr Perkins left the meeting due their interest in the next item**

08. Before a decision could be taken on its grant application, it was **resolved** that the Mad Hatters Group need to send copies of its previous years' accounts, bank statements, and risk assessments; a final decision was delegated to the Finance Committee.

#### **19:25 hrs Cllr Bruch & Cllr Perkins returned to the meeting**

#### 22.245. Correspondence.

01. A letter sent by the clerk about the unauthorised gate into the Memorial Park was noted.

#### **19:29hrs Cllr Bruch left the meeting due to an interest in the next item**

02. It was **resolved** to permit Sutton Bridge Cinema to put up advertising boards at the car park's entrance,

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subject to prior receipt of its contractor's public liability insurance; also to grant permission for the cinema to advertise for 3 months, subject to the Parish Council subsequently having control over the location.

**19:35hrs Cllr Bruch returned to the meeting**

**19:35hrs Cllr Perkins left the meeting**

03. The Government's support factsheet on the cost-of-living challenge was received.
  04. Cllr Brewis agreed to attend an extraordinary meeting of South Holland Parish Voluntary Car Service, 27 October 2022, at Pinchbeck Library.
  05. An update on the Good Cause Community Lottery was noted.
  06. Lincolnshire bus service updates were noted, a link had been added to the Parish Council website.
  07. An application for a development consent order for a proposed combined heat and power facility on land south-west of Wisbech was noted.
  08. Notice of the closure of the East Elloe Good Neighbour Scheme was noted
  09. An invitation from Fenland District Council to attend the Community Carol Service 6pm Friday 02 December had been received. Please contact the clerk for more information.
  10. Invitation to attend remote update on plans for Stage 2 of the airspace modernisation programme at East Midlands Airport had been received. Please contact the clerk for more information.
- 22.246. Planning applications.
01. H18-0898-22: Herons Path, East Bank. Modification of condition to allow occupation by persons not employed at adjoining coal yard, which had closed. Having declared an interest Cllr M Booth did not participate in the vote. It was **resolved** to support the application
  02. A pre planning consultation from Persimmon Homes, for a housing development at a site within Sutton Bridge would take place 3-7pm Tuesday 06 December 2022 at The Curlew Centre.
- 22.247. The following District Council planning decisions were noted.
01. H18-0847-22: Little Curlew Guys Head Road. High-level window in southern elevation and a door into the rear wall of the garage wall and new 1.8m boundary fence. Approved.
  02. H18-0799-22: Rear of Bridge Hotel. 2 bed semi-detached houses with access from Wharf Street. Modification of condition 2 to previously approved plans. Approved.
  03. H18-0863-22: Lavender Corner, King John Bank, Walpole St Andrew. Extension etc. Approved.
- 22.248. Highways & footways.
01. Fly-tipping previously noted north of Gunthorpe Road had been logged on the [SHDC portal](#).
  02. Cllr Scarlett would report again to SHDC continued fly- tipping near Nightingale Way.
- 22.249. Committee and working party reports.
01. New Pavilion Committee
    - i. The architect & principal designer had been appointed. They were not needed for the Parish meeting.
    - ii. Mr R Sandell would be asked to attend the Extraordinary Assembly of the Parish meeting.
  02. Garden Allotments Committee
    - i. Cllr Brewis apologised for not attending the last allotment inspection due to urgent commitments.
    - ii. Cllr Davies reported that no apologies had been received from other committee members. She had spoken with tenants at the Wright's Lane but had been unable to attend the Westbank.
    - iii. It was noted that next allotment inspection was scheduled 10:00 hrs Sunday 20 November 2022.
  03. Community Speed Watch (CSW).
    - i. CSW were still in need for volunteers and a new local organiser. Please contact the clerk for details.
    - ii. A Zoom training session would take place 7pm, 07 November 2022. Contact the clerk for details.
  04. It was noted that play inspection reports for the Princes Street Park and Memorial Park had been received. An Open Spaces Committee meeting would be held to consider the report.
  05. Cllr Bruch reported that a further CCTV Working Party meeting would be arranged shortly.
- 22.250. Reports from outside bodies
01. Cllr Brewis and Cllr Bruch had attended the LALC AGM & conference. Information collected had been passed to the clerk.
  02. Draft minutes of a Sutton Bridge Solar Farm Community Liaison Group meeting were noted
- 22.251. SHDC regarding village parks.
01. The clerk reported that after resending a reminder email 19 October 2022, this had been acknowledged by officers who stated that there were no updates to report.
  02. It was **resolved** to invite the SHDC Assistant Director of Strategic Growth & Development, Mr Matthew Hogan, to the December Council meeting to discuss a way forward.
- 22.252. Old toilet blocks & carpark garden.
01. The Bloomers group had no objections to the water supply being disconnected. Due to a lack of members, it was confirmed that the group could no longer maintain the adjacent garden.

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02. The disconnection of the water supply was in progress.
03. It was **resolved** that the Open Spaces Committee obtain quotes to demolish the old toilet block and replace with parking spaces. The New Pavilion Committee were to consider proposals for the old toilet block once the new architect was on board.

**20:14hrs Cllr Robinson left the meeting**

- 22.253. It was **resolved** to inform EDF Renewables that the Parish Council proposed undertaking its own management and administration of the EDF Sutton Bridge Solar Farm Community Benefit Fund.

**20:15hrs Cllr Robinson returned to the meeting**

- 22.254. It was **resolved** that councillors could request access to the Council's Parish Online mapping service.
- 22.255. It was **resolved** to cancel the Parish Council meeting 29 November 2022, delegating authorisation of the November payments to the Finance Committee.

**20:27hrs Cllr M Booth left the meeting**

- 22.256. Requests from members for items to be included on the agenda of a future meeting.
01. To consider offering the Sutton Bridge Foodbank an allotment plot.

**20:28hrs Cllr M Booth returned to the meeting**

- 22.257. It was **resolved** to move forward the agenda item on Christmas Lights.
- 22.258. 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).

**20:32 Two members of the public left the meeting**

**20.32 Standings orders were suspended to allow Cllr Tyrrell to participate in the next agenda item.**

- 22.259. Christmas Lights
01. The clerk gave an update on the discussions with LCC about festive attachments to its columns.
  02. It was **resolved** to accept an LCC licence fee of £350.
  03. It was **resolved** to delegate to the clerk authority to agree a seasonal unmetered supply agreement 01 December 2022 – 05 January 2023.
  04. It was **resolved** to test twenty-one LCC streetlight columns in advance of Christmas 2023.
  05. It was noted that the Parish Council were aware that there was a risk associated with the addition of the Christmas motifs to untested columns.
  06. It was **resolved** for the clerk to issue a statement to the press concerning the Christmas Lights, in consultation with the chair or vice-chair.

**21.13hrs Cllr Tyrrell left the meeting**

- 22.260. Quotes for works
01. It was **resolved** to buy a magnetic warning beacon for electric utility vehicle @ £38.99.
  02. It was **resolved** to instruct Holly Cottage to cut back the hedge in the Memorial Park @ £210.
  03. It was **resolved** to instruct JAH Gardening to cut back the hedge on St Peter Scott Road @ £180.
  04. Regarding a quote to flail /strim the edges of the Memorial Park it was **resolved** to seek further quotes. An assessment of the work required would be undertaken by Cllr York and Mrs Croxford.
  05. Regarding a quote to fit and board both gable ends to the old toilet block it was **resolved** to investigate further options on the future of the old toilet block as noted under minute 22.252.03.
  06. It was **resolved** to proceed with Legionella Hygiene Testing from SMC Ltd @ £1,427.00.
  07. Following a recent tree inspection, quotes for works had been received, it was **resolved** for the Open Spaces Committee to consider the report and to prioritise works to be undertaken.
- 22.261. It was **resolved** to defer the matter Operation London Bridge to the next meeting.
- 22.262. Regarding a village Christmas tree, it was **resolved** to seek quotes to place battery-operated lights on a Christmas tree on the village green and to hold an event for the community. The decision for approval would be delegated to the Finance committee at the November Meeting. Five votes were recorded in favour (Cllr Davies, Cllr Goodwin, Cllr Pitt, Cllr Robinson, Cllr Scarlett). Four votes were recorded against (Cllr Brewis, Cllr Bruch, Cllr Booth, Cllr York).
- 22.263. To consider staffing & administration matters.
01. It was **resolved** to approve the salaries budget 2023/24, subject to the NJC final pay offer for the year 2022/23 being confirmed.
  02. It was **resolved** to increase the electricity allowance for the outside operative from £8.00 per month to £11.00 per month effective from 01 October 2022.

**21:31hrs Cllr Bruch left the meeting, having previously declared an interest in the next item.**

- 22.264. It was **resolved** to conclude consideration of representation on the Curlew Centre Committee, with no further action to be taken.

**The chair closed the meeting at 21.37 hrs.**

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