

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 7pm Tuesday, 29 September 2020. In accordance with [The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) (LAPCP 2020), this meeting will be held via remote attendance.

The meeting may be joined using the following link:

<https://us02web.zoom.us/j/87942409614?pwd=OEc5YmxObDg0bkkvU0Rqd05hK2V3dz09>

Telephone: 0203 901 7895 / 0131 460 1196 / 0203 051 2874 / 0203 481 5237 / 0203 481 5240

Meeting ID: 879 4240 9614, Passcode: 793379

Information for members of the public & press:

Members of the public and press are welcome. To join the meeting, click on above link 10 minutes before the time of the meeting. This can be done via computer, android/apple device, or by telephone. Late arrivals may not be admitted into the meeting.

At agenda item 3. Public Participation, 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. If you wish to speak, when invited by the chair please raise your hand (using the virtual hand raise button) and wait to be asked. A question shall not require a response nor start a debate. Unless otherwise indicated on the agenda, members of the public should not speak at any other time, and microphones should be muted.

Please note that the meeting may be recorded, and attendees' images captured.



Clerk to Sutton Bridge Parish Council
24 September 2020

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
 - i. To receive representations relating to matters on the agenda.
 - ii. To receive representations or questions on other matters.
4. Minutes of previous meetings
 - i. To approve the [minutes of the ordinary meeting held on Tuesday, 28 July 2020](#)
 - ii. To approve the [minutes of the extraordinary meeting held 18 August 2020](#)
 - iii. To approve the [minutes of the extraordinary meeting held 8 September 2020](#)
5. To declare a vacancy on the Parish Council arising from Cllr Ebbs failing to attend any meeting of the Parish Council, nor any meeting acting as a representative of the Parish Council, throughout a period of six consecutive months since his last attendance.
6. To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill a vacancy arising from the resignation of Mr P. Clery, in accordance with the [Representation of the People Act 1985](#) s.21 (2)(a), and the Parish Council's [co-option policy](#).
7. To note any police matters
8. To receive the chairman's report
9. To receive the clerk's report
10. To receive reports from District & County Councillors
11. Financial matters
 - i. To resolve to adopt, as applicable, the new [NJC National Salary Award](#).
 - ii. To approve payments to 29 September 2020 as table below and any late payments reported by the clerk, and to appoint two Council signatories to authorise bank payments.

Table 1: payments to September 2020

Payee	Detail	Type	Net	VAT	Total
TalkTalk	Calls & Broadband	DD	£ 26.95	£ 5.39	£ 32.34
XBM	Photocopier 22/7/20-21/08/20	DD	£ 0.68	£ 0.14	£ 0.82
XBM	Photocopier CN 22/07/20-21/08/20	DD	-£ 0.95	-£ 0.19	-£ 1.14
XBM	Photocopier 22/08/20 - 21/09/20	DD	£ 2.88	£ 0.58	£ 3.46
XBM	Photocopier CN 22/08/20- 21/09/20	DD	-£ 2.88	-£ 0.58	-£ 3.46
PKF Littlejohn	External Auditor	BP	£ 300.00	£ 60.00	£ 360.00
Anglian Water	Toilet Block Water Rates 16/03- 05/09	BP	£ 75.61	£ 4.51	£ 80.12
Mr D Large	Cemetery Grounds Maintenance	BP	£ 45.00		£ 45.00
Mr D Large	Cemetery Repairs & Maintenance	BP	£ 115.00		£ 115.00
Mr D Large	New bin fixing West Bank picnic area	BP	£ 30.00		£ 30.00
Mr D Large	Memorial Park tree works	BP	£ 735.00		£ 735.00
Heronwood Landscapes	PC Grass Cutting 14/08 & 28/08	BP	£ 220.00		£ 220.00

Heronwood Landscapes	Highways 2 cuts	BP	£ 160.00		£ 160.00
Heronwood Landscapes	LCC Picnic Area 2 cuts	BP	£ 30.00		£ 30.00
Heronwood Landscapes	Cemetery Grass Cut 2 cuts	BP	£ 130.00		£ 130.00
The Curlew Centre	Office Rent	BP	£ 1,000.00		£ 1,000.00
Savills	Land Rent 25/03/20- 28/09/20	BP	£ 835.00		£ 835.00
Mr R Smith	Travel Expenses	BP	£ 15.30		£ 15.30
Mr R Smith	Adobe Acrobat Subscriptions	BP	£ 12.64	£ 2.53	£ 15.17
Mr R Smith	Zoom Meetings monthly subscriptions	BP	£ 11.99	£ 2.40	£ 14.39
Mr R Smith	Mobile telephone September	BP	£ 8.33	£ 1.67	£ 10.00
Mr R Smith	SLCC	BP	£ 210.75		£ 210.75
Mrs K Croxford	Travel Expenses	BP	£ 6.84		£ 6.84
Mrs K Croxford	Bin Straps	BP	£ 3.50	£ 0.70	£ 4.20
Mrs K Croxford	Refuse Bags	BP	£ 21.04	£ 4.21	£ 25.25
Mrs K Croxford	Hand Sanitiser & Masks	BP	£ 11.97		£ 11.97
Mrs K Croxford	Postage	BP	£ 21.80		£ 21.80
Mrs K Croxford	Mobile telephone September	BP	£ 8.33	£ 1.67	£ 10.00
Staff	Salaries	BP	£ 2,435.44		£ 2,435.44
Lincs Pension Fund	Pension Scheme	BP	£ 910.28		£ 910.28
HMRC	Tax & NI 06/07/20-05/10/20	BP	£ 1,732.63		£ 1,732.63
TOTAL			£ 9,113.13	£ 83.03	£ 9,196.16

- iii. To note receipts: bank interest £124.78; burial ground fees £700.00; allotment rent £36.75; Highways grass cutting payment £1,008.17.
 - iv. To note any delegated expenditure as reported by the clerk
 - v. To note the delegated decision on insurance renewal made by the chairman and clerk.
 - vi. To consider [application for grant](#) from the Food Bank, as allowable under LGA 1972 s.137.
12. To consider recent correspondence
- i. [Village parks/play areas](#).
 - ii. [Public consultation](#)
 - iii. [Antisocial behaviour](#)
 - iv. [Request for information on local COVID-19 Community Support](#)
 - v. [LALC COVID-19 Safety Poster](#)
 - vi. [Freedom of Information Request - Farm Business Tenancies](#)
 - vii. [NHS 'Test and Trace'](#)
 - viii. [LALC Training schedule update](#)
 - ix. [East Coast Community Fund - update on new Pavilion grant](#).
 - x. [Launch of NHS Citizens' Panel](#)
 - xi. [Public consultation on SHDC Licensing Policy 2021-2026](#)
 - xii. [Safety Concern, St Peter Scott Road](#) (passed to District Councillor Brewis)
13. To consider new planning applications
- i. [H18-0707-20](#): 154 Bridge Road. Removal of flat roof and replace with pitched roof.
 - ii. [H18-0713-20](#): 174 Rookery Road. Extension & alterations including detached garage.
14. To note comments on planning applications submitted under the Parish Council's planning policy.
- i. H18-0569-20: The Villa, 83 New Road. No comment.
 - ii. H18-0614-20: 136 Railway Lane South. Single storey rear and porch extensions. No comment.
15. To note District Council planning decisions.
- i. H18-0614-20: 136 Railway Lane South. Single storey rear and porch extensions. Approved.
 - ii. H18-0569-20: The Villa, 83 New Road. Approved.
 - iii. H18-0525-20: Adj. 236 Bridge Road. 2 dwellings - re-submission of H18-0191-20. Refused.
 - iv. H18-0466-20: Sutton Bridge Parish Council works to TPO No.15 1994. Approved.
 - v. H18-0333-20: 46 Bridge Road. Change of use of outbuilding to chiropractors. Approved.
 - vi. H18-0314-20: 46 Bridge Road. Conversion of outbuilding to chiropractors' studios. Approved.
16. To consider [BT consultation](#) on the removal of the following public payphones in the village:
- i. Kiosk 350425, O/S 127 Bridge Road, PE12 9SG – average calls/month 4.
 - ii. Kiosk 350401, Railway Lane South, PE12 9XA – average calls/month 0.
17. To receive a verbal report on Community Speed Watch from PC co-ordinator, or the clerk.
18. To consider the purchase of a user licence for Adobe Acrobat Pro DC @ £12.64 + VAT per month.
19. To consider quotes for the upkeep and maintenance of Parish Council assets.
20. To receive requests from members for items to be included on the agenda of a future meeting
21. To resolve on the time and location of the next ordinary Council meeting to be held on 27th October 2020.
22. To resolve on moving into closed session on the grounds of confidentiality by virtue of the Public Bodies (Admission to Meetings) Act 1960 s.1(2).
23. To consider staffing & administration matters. [CONFIDENTIAL as matters relate to staff engagement; terms of service; staff conduct; or disciplinary matters].
24. To consider matters relating to the Council's Farm Business Tenancies. [CONFIDENTIAL, as matters relate to terms of tenders, or proposals in negotiations].