

# 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, 15 December 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/89174568437?pwd=a2pxdy83Y0cyY291bHlJOWVEeUlqZz09>

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

Meeting ID: 891 7456 8437, Passcode: 947158

### **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  
10 December 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. To approve the minutes of the ordinary meeting held on Tuesday, 24 November 2020
5. To note any police matters
  - i. The Suttons Neighbourhood Policing Team [newsletter](#)
  - ii. Local policing now using and recommending [nextdoor app](#)
6. To receive the chairman's report
7. To receive the clerk's report
8. To receive reports from District & County Councillors
9. Financial matters
  - i. To approve payments to 15 December 2020 as table below and any late payments reported by the clerk, and to appoint two Council signatories to authorise bank payments.

| Payee                | Detail                                   | Net £    | VAT £  | Total £  |
|----------------------|--|----------|--------|----------|
| Longstaff            | FBT agreements                           | 760.00   | 152.00 | 912.00   |
| S H Everitt Ltd      | Smoke detectors x 6/ Water heater checks | 669.52   | 133.90 | 669.52   |
| Mr D Large           | Clear site Wright's Lane Farm Tenancy    | 300.00   | -      | 300.00   |
| Mr D Large           | Removal & replacement of dead tree at BG | 53.50    | -      | 53.50    |
| Mr D Large           | Notice board repair                      | 90.00    | -      | 90.00    |
| Heronwood            | Parish Grass Cutting 05/10 & 20/10       | 220.00   | -      | 220.00   |
| Heronwood            | Highways Grass Cut                       | 160.00   | -      | 160.00   |
| Heronwood            | LCC Picnic Area Grass Cut                | 30.00    | -      | 30.00    |
| Heronwood            | Cemetery Grass Cut                       | 130.00   | -      | 130.00   |
| Brian A Watson & Son | Parish clock repair                      | 255.00   | -      | 255.00   |
| Anglian Water WAVE   | Water charges old toilet block           | 39.28    | 2.37   | 41.65    |
| The Curlew Centre    | Office Rent                              | 1,000.00 | -      | 1,000.00 |
| Mr R Smith           | Travel                                   | 2.25     | -      | 2.25     |
| Mr R Smith           | Home Office Allowance (9 months)         | 234.00   | -      | 234.00   |
| Mr R Smith           | Adobe Acrobat monthly subscription       | 12.64    | 2.53   | 15.17    |
| Mr R Smith           | Mobile telephone                         | 8.33     | 1.67   | 10.00    |
| Mrs K Croxford       | Travel                                   | 13.95    | -      | 13.95    |
| Mrs K Croxford       | Home Office Allowance (9 months)         | 234.00   | -      | 234.00   |

|                    |                                    |                 |               |                 |
|--------------------|------------------------------------|-----------------|---------------|-----------------|
| Mrs K Croxford     | Adobe Acrobat monthly subscription | 12.64           | 2.53          | 15.17           |
| Mrs K Croxford     | Mobile telephone                   | 8.33            | 1.67          | 10.00           |
| Staff              | Salaries                           | 2,042.00        | -             | 2,042.00        |
| Lincs Pension Fund | Pension Scheme                     | 801.81          | -             | 801.81          |
| HMRC               | PAYE                               | 1,675.23        | -             | 1,675.23        |
| <b>Total</b>       |                                    | <b>8,752.48</b> | <b>296.67</b> | <b>9,049.15</b> |

- ii. To note any delegated expenditure as reported by the clerk
- iii. To note receipts: farm rents £746.80; burial ground £50.00.
- iv. To consider the [draft budget 2021/22 \(rev.1\)](#)
10. To consider recent correspondence, including any late received.
  - i. Proposals for [improved access to the coast from Hunstanton to Sutton Bridge](#)
  - ii. Cancellation of [Student Cross pilgrimage Easter 2021](#)
  - iii. [Letter regarding the Sail the Wash Project](#)
  - iv. [Communication regarding the Council's farm business tenancies](#)
  - v. [Missing panels at the bus stop adjacent to The Birches, Bridge Road](#)
  - vi. [Christmas & New Year refuse & recycling collections](#)
  - vii. [Christmas & New Year garden waste & Christmas tree collections](#)
  - viii. [Complaint regarding Pat's Garden on Harriet's Chase and fireworks in the Memorial Park](#)
  - ix. [Comment on proposed reduction in number of councillors and interest in becoming a councillor](#)
  - x. [Complaint to LCC copied to the Parish Council regarding Sutton Bridge public bridleway #11](#)
  - xi. [Consultation on local government ethical standards](#)
11. To consider planning applications, including any late received.
  - i. [H18-0998-20](#): Adj. 236 Bridge Road. 2 dwellings - re-submission of H18-0191-20 and H18-0525-20
  - ii. [H18-1099-20](#): Land at Kenzie Drive. 2 dwellings - approved H18-1028-19. Non-material amendment
  - iii. [H18-1073-20](#): 10 Falklands Road, PE12 9XF. Single storey rear extension and alterations
12. To note District Council planning decisions.
  - i. H18-0882-20: 146 Fields Farm, Bridge Road, PE12 9SN. Condition compliance. Approved
  - ii. H18-0883-20: Rear of Bridge Hotel. Pair of 2 bed semi-detached houses with access from Wharf Street. Continuation. Approved.
  - iii. H18-0884-20: Rear of Bridge Hotel Bridge. Condition compliance. Approved.
  - iv. H18-0867-20: Land North of Withington Street. Condition compliance. Approved.
  - v. H18-0826-20 258 Bridge Road, PE12 9SH. Extension & Alterations. Appealed.
13. Highways & footways:
  - i. Update on outstanding matters.
  - ii. To report any new matters.
14. Committee and Working Party Reports
15. Outside body representative reports
16. To consider a reduction in the number of seats on the Parish Council
17. To consider County Council response to the Parish Council's query about the Cross Keys marina.
18. To consider the [Council's publication scheme](#)
19. To consider [Highways' grass cutting agreement 2021-22](#)
20. To consider the lack of footway lighting on Nightingale Way and the Falklands Estate (Cllr Scarlett).
21. To receive requests from members for items to be included on the agenda of a future meeting
22. To consider [meeting dates for 2021](#).
23. To resolve the date, time, and location of the next ordinary Council meeting.
24. **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).**
25. To consider quotes for the upkeep and maintenance of Parish Council assets.
26. To consider the appointment of a consultant to assist with the implementation of the proposed sport's pavilion [confidential, as matters relate to commercial negotiations]
27. To consider the LCC picnic area maintenance agreement 2021 [confidential, as matters relate to commercial negotiations]
28. To consider matters relating to the release of confidential Parish Council information [confidential, as matters potentially involve legal proceedings].
29. To consider staffing & administration matters. [confidential as matters relate to conditions of employment, pending grievance or disciplinary proceedings, or other personal matters,].
  - i. To resolve that pending the approval of an appropriate IT policy and subject to the otherwise use of its equipment not being detrimental to Sutton Bridge Parish Council, to confirm permission for the clerk and admin. assistant to utilise Parish Council IT devices for reasonable personal use, and in the case of the clerk to allow their use for work pertaining to another Parish Council.
  - ii. To consider applications for the position of outside operative.