

## Minutes of the meeting of Sutton Bridge Parish Council held 7pm Tuesday, 24 November 2020 via remote attendance.

**Present:** Cllr Simon Booth (chairman), Cllr Anne Scarlett (vice-chair), Cllr Michael Booth, Cllr Chris Brewis, Cllr Kim Davies, Cllr Rachael Goodwin, Cllr Ray Perkins, Cllr Terry York, Mr Robert Smith (Clerk), Mrs Karen Croxford (Admin. Assistant.), Ms Kat Wakefield (Spalding Guardian). 1 member of the public.

Cllr S Booth greeted everyone present and informed them that the meeting would be recorded.

20.205 No apologies for absence were received. Cllr Summers was not in attendance.

20.206 Disclosable pecuniary or other interests were declared by:

- I. As a tenant of the Parish Council, Cllr S Booth declared an interest for the agenda items on Farm Business Tenancies (FBTs), minute 20.214, 20.234 and 20.235 (II)
- II. As a close relative of a tenant, Cllr M Booth declared an interest for the agenda item on FBTs, minute 20.214, 20.234 and 20.235 (II)

20.207 There was no public participation.

20.208 It was **resolved** to approve the minutes of the meeting held 27/10/2020.

20.209 Police matters

- I. Cllr Perkins would report incidents of motorbikes driven around the village with riders not wearing helmets.
- II. It was reported that the police had attended incidents of display level fireworks being set off on the evening of Saturday 21 November in the Memorial Park. It was **resolved** to inform South Holland District Council (SHDC) of the matter. The chairman emphasised the importance of reporting such incidents to the police at the time they occur.

20.210 Chairman's remarks

- I. The chairman welcomed everyone.
- II. The chairman expressed his thanks to councillors who had attended the Remembrance service and laid the Parish Council's wreath in his stead.
- III. With it having been an exceptionally difficult year with the Coronavirus pandemic, it was good to see the Christmas lights going up along Bridge Road.

20.211 Clerk's report

- I. It was noted that the most recent vacancy had received a 10-electoral request form requiring an election to be called. In accordance with the Coronavirus Act 2020, this was to be held no earlier than 06/05/21.
- II. The website had been updated
- III. Planning applications comments had been submitted as resolved.
- IV. The relevant signed Farm Business Tenancy agreements had been returned to tenants. Following the issuing of rent demands, to date payment had been received from two of the three farm tenants.
- V. Machinery and a shed had been removed from the Wright's Lane farm tenancy. Wooden planks left on site were being removed this week.
- VI. The Council had signed up to LALC subsidised subscription for Zoom until 21/04/21 @ £50.
- VII. New Councillor Pecuniary Interest form had been returned to the SHDC monitoring officer
- VIII. Incidents of anti-social behaviour reported at the last meeting had been passed to the PCSO
- IX. A further meeting with MutualGain to progress a World Café event in Sutton took place yesterday. The community event likely to take place in the spring subject to Covid-19 restrictions.

20.212 To receive reports from District & County Councillors

- I. Cllr C Brewis reported:
  - i The petition regarding the closing of the branch in Long Sutton had gathered 777 names and been sent to the TSB. Any further objections to the closure all correspondence should be sent to the Chief Executive, TSB Bank plc, Henry Duncan House, 120 George Street, Edinburgh EH2 4LH
  - ii The Community Library would be open again from 9 December [dates and times confirmed by Cllr Brewis after the meeting as follows:
    - Wednesday 9 December, 14:00-16:00hrs
    - Friday 11 December, 10:00-12:00hrs
    - Wednesday 16 December, 14:00-16:00hrs
    - Friday 18 December, 14:00-16:00hrs.]
    - iii Small business grants were available. Please contact South Holland District Council for more information.
    - iv Parishioners were reminded that they could use any hospital of their choice and not just those in their local area.
- II. Cllr M Booth reported:

- i Following on from Cllr Brewis remarks on business grants, small businesses should contact SHDC for further information
- ii Fly tipping was on the increase again. The matter would be discussed at the next District meeting.

#### 20.213 Financial matters

- I. It was **resolved** to defer payment of tree works until further investigations had been made, otherwise all payments to 24 November 2020 set out in the table below were approved.
- II. Cllr Brewis & Cllr Scarlet to authorise on-line bank payments

Payee	Detail	Net £	VAT £	Total £
Talk Talk	Calls & Broadband	26.95	5.39	32.34
Fenland Leisure Products	Play Area Inspection	100.00	20.00	120.00
Complete Weed Control	Memorial Park Weed Control	80.00	16.00	96.00
Complete Weed Control	Burial Ground Maintenance	600.00	120.00	720.00
LALC	Zoom Subscription	50.00	10.00	60.00
Mr R Smith	Travel	5.40		5.40
Mr R Smith	Adobe Acrobat Subscription	12.64	2.53	15.17
Mr R Smith	Mobile Telephone - November	8.33	1.67	10.00
Mrs K Croxford	Adobe Acrobat Subscription	12.64	2.53	15.17
Mrs K Croxford	CSW Jackets	106.20	21.24	127.44
Mrs K Croxford	Mobile Telephone November	8.33	1.67	10.00
Staff Salaries	Salaries November	2,042.00		2,042.00
Lincs Pension Fund	Pension Scheme	801.81		801.81
Mr D Large	Tree work	160.00		160.00
Mr D Large	Allotment Maintenance	250.00		250.00
Mr D Large	TPO Tree works	990.00		990.00
Mr D Large	Tree work	150.00		150.00
XBM	Photocopier	2.81	0.57	3.38
<b>Total</b>		<b>5407.11</b>	<b>201.60</b>	<b>5608.71</b>

- III. The following delegated expenditure by the clerk was noted:
  - i An order had been issued for £50.00 for the removal of a pile of wood on Wright's Lane farm holding.
  - ii An order had been issued for the repair of the spring on the church clock amount still awaited
- IV. The following receipts were noted:
  - i Bank interest £117.08
  - ii Burial Ground Fees £300.00
  - iii Garden Allotments £0.50
  - iv Farm Rent £5,380.00
- V. The 2021/22 draft budget as circulated was noted. Following further minor adjustments by the clerk this was to be considered for approval at the next meeting.

#### 20.214 Recent correspondence

##### **Cllr S Booth and Cllr M Booth declared an interest in the following item concerning FBTs**

- I. A Freedom of Information (FOI) request had been received relating to Council's FBTs. It was **resolved** to implement a £10 minimum administration charge for future FOI requests, subject to the clerk contacting LALC to confirm permissibility.
- II. The clerk's response to a complaint regarding overfull Parish Council bins was noted.
- III. It was **resolved** to write to the contractor concerned about the fire on the allotment at Wrights Lane
- IV. Proposed modifications to the Cambridgeshire & Peterborough Minerals Waste Local Plan were noted.
- V. It was **resolved** to support the proposals for the bus stop clearway on Bridge Road
- VI. An email opposing any reduction in the number of seats on the Parish Council was read out. This was further considered under the relevant agenda item - minute 20.226.
- VII. Following receipt of an email on the matter, photos were now credited on the new website
- VIII. Another FOI request regarding FBTs had been received. To be considered under the agenda item on FBTs, minute 20.235 (II)

#### 20.215 The following planning applications were considered:

- I. H18-0945-20: Clear View King John Bank. Erection of garden shed – retrospective. It was **resolved** to make no comment.
- II. H18-0940-20: 122 Bridge Road. Proposed Conservatory. It was **resolved** to support application

#### 20.216 To following District Council planning decisions were noted:

- I. H18-0874-20: Land East of Chestnut Terrace. Condition compliance. Approved
- II. H18-0814-20: Land off Bridge Road, PE12 9EG. Temporary vehicular access. Approved
- III. H18-0859-20: Land North of Nightingale Way, PE12 9RG. Condition compliance. Approved

- IV. H18-0855-20: 146 Fields Farm Road, PE12 9SN. Condition compliance. Approved
- V. H18-0707-20: 154 Bridge Road, PE12 9SF. Replace flat roof with pitched roof. Approved

**A member of the Public left the meeting at 7.45 pm.**

- 20.217 As recommended by the Personnel Committee, it was **resolved** to approve the closure of the parish office for two weeks over the Christmas period. The last day of staff working in 2020 would be Friday 18th December, and then returning in the New Year on Monday 4<sup>th</sup> January 2021
- 20.218 As possible and within the agreed budget, it was **resolved** to add to the installation of the Christmas Lights in consultation with Highways and relevant parties.
- 20.219 It was **resolved** to write and thank Simon Wright of Lincolnshire County Council for his response concerning questions raised on the Cross Keys Marina. However, it was **resolved** to determine from him, the actual cost for building the marina, as opposed to the 'projected cost' given.
- 20.220 It was **resolved** to write to the Environment Agency objecting to the removal of the Nene jetty at West Bank Lighthouse and to contact the local MP to advise him of the situation and seek his support on this matter.
- 20.221 The Community Speed Watch jackets had now arrived and were to be distributed to the Speed watch Co -Ordinator. Copies of risk assessments & indemnity forms were to be obtained for Council records.
- 20.222 It was **resolved** for the clerk and Cllr M Booth to investigate options to find a facilitator to help initiate the Sports Pavilion project and report back at the next meeting.
- 20.223 It was **resolved** to approve details concerning the electric charging point in the Curlew Centre Car park subject to the installation of a sub-meter at the District Council's expense.
- 20.224 It was **resolved** to write to SHDC stating that the Council would like to see the toilets open again as soon as possible [information since received toilets would reopen 8am – 2pm from 2 December.]
- 20.225 It was **resolved** to approve quote for the camera investigation for the drain near the Pavilion @ £250.00
- 20.226 Cllr M Booth explained his reasoning for wishing to consider a reduction in the number of seats on the Parish Council. In response to correspondence on the matter, he stated that in no way did he wish to undermine democracy. There had been insufficient councillors at the last election and so the ten councillors nominated had all been elected unopposed. There had also been an apparent lack of interest in standing for subsequent Council vacancies. A reduction in the number of seats could therefore effectively increase the democratic nature of the Council. Other Parishes had reduced their numbers for this same reason. Cllr Brewis indicated that the Parish Council's election costs for the two outstanding vacancies could be in the region of £5,000. It was **resolved** to approach South Holland District Council to ask for reduction in number of seats from 11 to 9, stating a lack of public interest in becoming a councillor as the reason.

**Cllr Perkins abstained from voting, citing himself as a new member on the Parish Council**

- 20.227 It was resolved to appoint the following Councillors on to the Committees and Working Parties
  - I. Cllr K Davies to the Personnel Committee
  - II. Cllr R Perkins to the Allotments Working Party
  - III. Cllr R Perkins to the Parks and Open Spaces Working Party
- 20.228 It was **resolved** to approve changes to the Personnel Committee's Terms of Reference as circulated.
- 20.229 It was **resolved** to approve changes to the Garden Allotments Rules & Regulations.
- 20.230 The following matters were raised by members:
  - I. Large amount of waste frequently left on pavement at Chapel Court/Allenby's Chase - Cllr Brewis to raise with SHDC. Clerk to report.
  - II. Gulleys require cleaning along Bridge Road from Hospital Drove to Sutton Bridge. Clerk to report
  - III. Gulleys require cleaning along A17. Clerk to report.
  - IV. Lamppost laying on the side of Bridge Road. Clerk to report
  - V. Lack of footway lighting on Nightingale and Falkland Estate. To be included for consideration on the next agenda (Cllr Scarlett)
  - VI. Comments were made regarding the signage at the new One Stop shop. Cllr M. Booth was to take up with planning enforcement
  - VII. Advertising 'sails' had been placed on footpath outside the One Stop shop causing an obstruction. Cllr Perkins to report any reoccurrence to Highways.
- 20.231 Next Meeting
  - I. It was **resolved** that the next ordinary Council meeting would be held 7pm on Tuesday, 15 December 2020, via remote attendance.
- 20.232 It was **resolved** to move into closed session on the grounds of confidentiality by virtue of the Public Bodies (Admission to Meetings) Act 1960 s.1(2)

**Ms Wakefield left the meeting 9.02 pm**

20.233 As advice was awaited from the Lincolnshire Association of Local Councils (LALC), matters relating to the release of Parish Council confidential information was deferred until the December meeting

20.234 To improve GDPR compliance, it was agreed to investigate the use of Parish Council email addresses for every councillor. To trial an appropriate provider, it was **resolved** to purchase an email address for use by the chairman @ £3 per month.

**Cllr S Booth and Cllr M Booth declared an interest in the following items and did not participate in discussions. Cllr Scarlett took over the chair of the meeting**

20.235 The clerk reported that while a Council farm tenant had made a request for assistance to forestall a potential boundary dispute, the matter looked to have been resolved at no cost to the Council. The clerk had notified the land agent responsible for the neighbouring land about the matter.

20.236 It was **resolved** for the clerk to make an appropriate response regarding further FOI requests on the Council's FBTs.

**Cllr S. Booth took back the chair of the meeting**

20.237 To consider staffing & administration matters:

- I. It was **resolved** to approve payment of a home allowance for the clerk and admin assistant as recommended by the Personnel and Finance Committee
- II. It was **resolved** to accept the draft salaries budget as recommended by the Personnel and Finance Committees.

There being no further business the meeting was declared closed at 9.19 pm.

Signed: .....

Date: .....

Chairman - Sutton Bridge Parish Council