

## Minutes of the meeting of Sutton Bridge Parish Council held 7pm Tuesday, 29 September 2020 via remote attendance.

**Present:** Councillor Simon Booth (chairman), Councillor Anne Scarlett (vice-chair), Councillor Michael Booth, Councillor Chris Brewis, Councillor Kim Davies, Councillor Rachael Goodwin, Councillor Dave Summers, Councillor Terry York, Mr Robert Smith (Clerk), Mrs Karen Croxford (Admin. Assistant.), Ms Kat Wakefield (Spalding Guardian).

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

20.151 No apologies for absence were received. All members were present

20.152 Disclosable pecuniary or other interests were declared by:

- I. Cllr S Booth declared an interest in agenda items 12 vi. & 24 as a tenant of the Parish Council
- II. Cllr M Booth declared an interest in agenda item 12vi & 24 as a close relative of a tenant.
- III. Cllr York declared an interest in agenda item 11 vi. as an organiser of the local food bank.

20.153 There was no public participation. No members of the public were present.

20.154 It was **resolved** to approve the minutes of the ordinary meeting held 28/07/20.

20.155 It was **resolved** to approve the minutes of the extraordinary meeting held 18/08/20.

20.156 It was **resolved** to approve the minutes of the extraordinary meeting held 08/09/20.

20.157 It was **resolved** to declare a vacancy on the Parish Council arising from Cllr Ebbs failure 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.

20.158 One application for co-option had been received. As the candidate was not present it was **resolved** to defer the matter to the next meeting to obtain further information.

20.159 Police matters

- I. The next PCSO drop-in session to be held on the 10-12 04/10/20 in the Police room.

20.160 Chairman's report

- I. For first part of the report see appendix 1.
- II. It was **resolved** to take the 2<sup>nd</sup> part of the report in closed session, at the end of the meeting.

20.161 Clerk's report

- I. Since access given to LCC website platform on 31/07/20, progress had been made setting up the Parish Council's website - <https://sutton-bridge.parish.lincolnshire.gov.uk>. Significant extra workload was still required to transfer information from the old site, as well as publishing documents in an accessible format, as required under the [Accessibility Regulations 2018](#). Feedback happily received.
- II. External auditors, PKF Littlejohn LLP had completed their review for the year ending 31 March 2020. The review concluded that information submitted in the Annual Governance and Accountability Return (AGAR) was in accordance with Proper Practices and no matters of concern had been raised. The required information had been published on the Parish Council's website.
- III. A meeting on community engagement was attended at Spalding Police Station run by South Holland Neighbourhood Policing Team and their partners MutualGain. An invitation for the clerk to attend an initial training event on Saturday 24 October 2020 had just been received. See late correspondence.
- IV. Bin emptying and litter picking was continuing to be undertaken by the clerk and administration assistant. Following the installation of a new waste bin at the east bank picnic site, a request had been made to LCC to finance an additional larger bin, to which a decision was awaited.
- V. Two grave burials had been arranged at the cemetery since the last meeting.
- VI. Savills were donating two aerial photos of Sutton Bridge to the Parish Council with the view to displaying them in the Curlew Centre.

20.162 To receive reports from District & County Councillors

- I. Councillor M Booth reported:
  - i Fly tipping had increased by up to 130% since the pandemic. Enquires were being undertaken to reinstate the Saturday collection to help alleviate the problem.
  - ii Devolution discussions were ongoing. Further information would be reported when available.
  - iii There had been a spate of farming equipment burglaries. Police advised everyone to remain vigilant and to keep all items securely locked away.
  - iv Hare coursing was up 20% on last year, please keep your pets safe and if you see anything report on 101 or if the crime is still in progress report on 999
  - v Progress on the Railway Lane Industrial units was still underway it was hoped work would start on them once Covid -19 was over.
  - vi The overgrown hedge on Wright's Lane would be reported to Lincolnshire County Council
  - vii Historical dates published in the Bridge Magazine were incorrect and correct dates would be provided to the editor in time for the next newsletter
- II. Councillor C Brewis reported.

- i Highways Community Works Team would be visiting the Parish in the coming weeks to undertake various work it was hoped that the hedge on Wright's Lane would be dealt with during this time.
- ii The Police room had been found unlocked. All users were advised to make sure that it was always locked and secured.
- iii An electronic copy of the bus timetable was now available. Anyone requiring a copy should contact the Clerk or Councillor Brewis.
- iv Applications for postal votes for elections could still be made. Contact South Holland District Council on 01775 761161, or [elections@sholland.gov.uk](mailto:elections@sholland.gov.uk) for further information.
- v There was a new Chairman of the Planning Committee - Councillor Avery.
- vi During the southerly gales at the beginning of the year, a tree on Bridge Road had been reported as dangerous. Subsequently a branch had fallen off during the night although when thankfully no one was about. It was hoped that such reports would be taken more seriously in the future.

#### 20.163 Financial matters

- I. It was **resolved** to adopt and implement the new NJC National Salary Award applicable to the clerk and administration assistant
- II. It was **resolved** to approve payments to 29 September 2020 as table below, and for Cllr Brewis & Cllr Scarlet to authorise on-line bank payments
- III. While Mr Jack Tyrrell was both director/shareholder of Tyrrell Contractors Ltd and a South Holland District councillor, it was confirmed that fellow District councillors Cllr Brewis and Cllr M. Booth had no financial interest in the payments made to Tyrrell Contractors Ltd.

*Table: Payments to 29/09/2020*

Pavee	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
Anqian 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
BHIB Ltd	Council Insurance	BP	1,547.20		1,547.20
Npower	Pavilion Electricity	DD	106.48	5.32	111.80
Tyrrell Contractors Ltd	Car park drainage works	BP	5,000.00	1,000.00	6,000.00
<b>TOTAL</b>			<b>15,766.81</b>	<b>1,088.35</b>	<b>16,855.16</b>

- IV. The following receipts since the last meeting were noted:
  - i bank interest £124.78
  - ii burial ground fees £1,150
  - iii allotment rent £36.75
  - iv Highways grass cutting payment £1,008.17
- V. The following delegated expenditure by the clerk was noted.
  - i Storm damage tree work in the Memorial Park at £735.00
- VI. It was noted that the chairman in consultation with the clerk had appointed new insurance brokers BHIB who had arranged a 3-year agreement with Aviva providing a saving of the order of 20% on other quotes received.

**Councillor York declared an interest in the following agenda item and abstained from any vote.**

- VII. Following a recommendation from the Finance Committee it was **resolved** to approve a [grant application from the Food bank](#) for £1,000 subject to receipt of details regarding the geography of its expenditure.

20.164 Recent correspondence

- I. Letter from a member of the public had been received concerning the condition of the children play area at Princes Street item to be further discussed under agenda item 20.
- II. A letter from former councillors had been received regarding a stated public consultation for the future expenditure of money received from the sale of Kenzie Drive. It was noted that this was not in a form recognised by the Parish Council.
- III. A report of loud music in the Memorial Park made to the Police and Anti-Social Behaviour Team was noted
- IV. A request for information on local COVID-19 Community Support had been received
- V. Poster for COVID-19 Safety Measures was noted.
- VI. A freedom of information request had been received regarding Farm Business Tenancies to be further discussed under agenda item 24
- VII. Information received from NHS Track and Trace was noted
- VIII. Receipt of an updated LALC training schedule was noted
- IX. An update had been circulated regarding the East Coast Community Fund, the provisional grant award had been extended and would be reviewed again in the Spring 2021
- X. Health Watch Lincolnshire online Citizens Panel with a £250 prize draw further information can be found on <http://www.hwlincs.co.uk/citizenspanel>
- XI. A public consultation has been launched on the draft statement of Licencing Policy 2021-2026. This began on 11 September 2020 for a period of six weeks and would close on Friday 23 October 2020. The district council would like to hear from anyone who may be affected by the draft policy or has an interest in the draft policy. Full details of the consultation can be found on the District Council website [www.sholland.gov.uk/article/5254/Public-Notices](http://www.sholland.gov.uk/article/5254/Public-Notices). If you do not have access to the internet, the draft policy can also be inspected online at Libraries in South Holland, please contact the library to make an appointment to access a computer.
- XII. Details of parked cars causing a safety concern along St Peter Scott Road had been received and passed to District Councillor Brewis.
- XIII. It was **resolved** for the clerk to attend an initial training event organised by South Holland Neighbourhood Policing Team and Mutual Gain on 24 October 2020 at the Curlew Centre.

20.165 To consider new planning applications

- I. H18-0707-20: 154 Bridge Road. Removal of flat roof and replace with pitched roof. It was **resolved** to support improvement of property

**Cllr S. Booth and Cllr M. Booth declared an interest in the following application as neighbours of the applicant and did not participate in discussions.**

- II. H18-0713-20: 174 Rookery Road. Extension & alterations including detached garage. It was **resolved** to support improvement of existing property.

20.166 The following comments had been 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.

20.167 To note 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.

- 20.168 It was **resolved** for the clerk to write to BT direct and respond to the link provided and strongly object to the removal of the BT kiosks located outside 127 Bridge Road, PE12 9SG and Railway Lane South on the grounds that there was essential public need for them in the event of an emergency. Consultation notices had been placed on the relevant payphones, the consultation would last for 90 days and closes on the 12th December 2020.

**19:40pm Councillor Kim Davies left the meeting**

**19:42pm Councillor Kim Davies returned to the meeting**

20.169 Community Speed Watch (CSW)

- I. A training event was attended last Thursday by the Parish Council's CSW coordinator Craig Jackson and another local volunteer.

- II. A minimum operating team of 3 was required to undertake a CSW event. Cllr S. Booth, Cllr Davies, and Cllr York confirmed that they were still willing to volunteer as participants. It was also stated that Mrs. J. York was also still interested.
  - III. It had come to light that the Hi-Vis short sleeve jackets previously purchased by the Parish Council were not suitable and new long-sleeve jackets will need to be procured before and CSW event can take place. It was **resolved** to authorise the clerk to purchase new long-sleeved jackets.
- 20.170 It was **resolved** to purchase a user licence for Adobe Acrobat Pro DC @ £12.64 + VAT per month.
- 20.171 It was **resolved** to approve Play Inspection Report @ £100 + VAT, as recommended by the Finance Committee.
- 20.172 It was **resolved** to appoint GES Water @ £560 + VAT, as recommended by the Finance Committee.
- 20.173 It was **resolved** to approve quote for £375 + VAT for the Sports Pavilion legionella risk assessment, as recommended by the Finance Committee
- 20.174 It was **resolved** to approve quote to tidy up two storm damage trees in the Memorial Park for £160.00, as recommended by the Finance Committee.
- 20.175 Requests from members for items to be included on the agenda of a future meeting
- I. It was **resolved** that the clerk request the following information from LCC and that a written report of the response be provided at the next Council meeting:
    - i Total cost of the Cross Keys marina.
    - ii A breakdown of the amounts and sources of the funding, including details of S106 funds and/or planning clause release funds used.
    - iii Details of how the decision-making process was undertaken, particularly regarding the use of S106 money and/or planning clause release funds
    - iv A summary, with source references, to rules/limits/restrictions relating to the use of S106 or planning clause release funds, if used for expenditure on the Cross Keys Marina.
  - II. Request from Councillor York to include improvement of Princes Street play area. It was **resolved** to defer the matter to the spring.
- 20.176 It was **resolved** that the next ordinary Council meeting would be held 7pm on 27 October 2020, via remote attendance.
- 20.177 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)
- 20.178 The chairman continued his report.
- I. It was **resolved** for the clerk to draft an email concerning questions raised on Parish Council documents. Draft to be approved by the Chairman.
- 20.179 Staffing & administration matters.
- I. It was **resolved** for the clerk to write to Mr Derek Emerson to thank him for all his hard work during his time with the Parish Council as litter picker.
  - II. It was **resolved** to advertise for a new 'outside operative' @ £9.45 per hour, 10 hours a week
- Having declared an interest in the next item Cllr M. Booth & Cllr.S. Booth left the meeting at 20.17pm.**
- 20.180 Farm Business Tenancies
- I. The clerk updated the Council on the current progress of the Farm Tenancies. An extraordinary meeting would be called to finalise matters.
  - II. It was **resolved** for the clerk to draft a response to a member of the public concerning questions raised on farm tenancies. To be approved by the vice-chair and chair of the allotment working party.
- 20.181 There being no further business the meeting was declared closed at 20.42 pm.

Signed: .....

Date: .....

Chairman - Sutton Bridge Parish Council

## **APPENDIX 1: CHAIRMAN'S REPORT**

Good evening all. Welcome to the September meeting of the Parish Council. After holding two extraordinary meetings it doesn't really feel as if we have had a summer break anyhow.

Firstly, I would like to thank Karen for organising the two memorial services this last month, both the one at the propeller and the Battle of Britain service at the Church. Also, thanks to Anne for laying the wreath at the Church service which I was unable to attend.

The need to remember the sacrifices of all in the 1st and 2nd World Wars was made all the more apparent after talking to Sir John Hayes and his son, and the realisation that now a generation is growing up without the contact with people who have fought or lived through those wars. It is really good that we keep this tradition going and remember those who sacrificed.

The next thing I wanted to say was that we should express our thanks to our litter picker who has stood down from his role now. He has certainly made a difference to the Village and I am sure we all want to put our thanks to him for the work he has done.

I have got another part to the Chairman's report, but I would ask the council to allow me to take this into closed session, due to its sensitive nature and due to the fact that information has come to light that may trigger an investigation of Council documents.

Therefore, I propose that I take the rest of the Chairman's report into closed session at the end of the meeting.

Cllr. Simon Booth  
Chairman