

**MINUTES OF THE SUTTON PARISH COUNCIL ANNUAL GENERAL MEETING
HELD AT 7.30 pm on 14th MAY 2024
in ST MICHAEL AND ALL ANGELS' CHURCH, NENE WAY, SUTTON**

Members of the Council Present:-

Councillors Antony Eager, Mick Grange (Chair), Peter Lee and Deirdre McCumiskey (Clerk)

In Attendance:-

Gavin Eley (PCC Ward Councillor), Four Residents

1. Election of Chairman and Vice Chairman

- a) Election of Chairman – Mick Grange as proposed by Cllr Lee and seconded by Cllr Eager
- b) Election of Vice Chairman – Peter Lee as proposed by Cllr Eager and seconded by Cllr Lee

2. Apologies

There were apologies for absence from Anne Bodily and Mike Caskey.

3. Declarations of Interest

Cllr Lee declared an interest in 8d) Planning Application 24/00567/CTR as he is a near neighbour.

4. Appointment of Officers

- a) Internal Auditor – Karen Jones of Wansford
- b) Tree Officer – this role is now merged into the Recreation Field and Parish Habitat Group

5. Appointment of Representatives to outside Bodies

- a) Friends of Sutton Church – Alison Maddigan is the Chair. This group is currently dormant but could be resurrected, if necessary, for example if a grant application was made for work in the church.
- b) CAPALC – Mick Grange
- c) Sutton Lands Trust - Simon Scriven and Anne Grange
- d) Neighbourhood Watch - Anne Bodily

6. Approval of the Minutes

The Minutes of the Meeting held on 19th March 2024 were approved.

7. Updates on Items

a) Recreation Field and Parish Habitat – Cllr Lee

- There had been a request for an Education Board to be erected at the entrance, but it was explained that, as there are over eighty-six known plants/grasses/trees in there, it was too much information to include on a board. However, a link could be put onto the website in the future. The Chair confirmed he has photographs of all the species.

- It was mooted that information about the number of insects in the Recreation Field could be included in the future. The Chair said that National Highways has done a report about the species and number of insects in there.
- Cllr Lee said that there had been an outbreak of Hemlock in the north-west corner and river side. Robbie Reid has sprayed some of it off. The Chair will ask Lee Moore, PCC Footpaths' Officer to suggest the correct chemical to use to spray off the weeds on the footpath (**Action: Chair**).
- The Chair had covered information about the Parish Habitat in his Annual Report. He said that two species of newts, as well as toads, had been found at the pond near to the former station.
- Cllr Eager asked if a bag of top soil could be left at the entrance to the Recreation Field so that passersby could take a shovelful to fill up the rabbit holes. Jane Scriven said that she had a couple of pallets that could be used to make a container for the bag of topsoil.

b) Lovers' Lane Reading Room and Village Storage

The Chair said that he had no update on this but the need for the Reading Room had been a question in the Neighbourhood Plan questionnaire and several residents had obviously not realised how much was currently stored in there (tables, chairs, crockery, tenting/cones, display materials and gazebos etc).

c) A47 Dualling

The Chair had covered information about the A47 in his Annual Report but said that pre-conditions' work such as the services is currently being undertaken.

d) Peterborough Cycle West

The Chair had no update on this but confirmed that he keeps in regular contact with the group.

e) Sutton Neighbourhood Plan

Simon Scriven gave a comprehensive update on this. A public meeting was held on 26th March 2024. Sally Jackson, a Peakirk Parish Councillor had attended and given advice on the lessons learned when Peakirk Parish Council prepared its Neighbourhood Plan. Following the meeting, the first residents' questionnaire was issued to all residents registered on the electoral roll. Of the forty-six households in the parish, 40 had returned completed questionnaires and a small number were returned anonymously. The next task for the SNPCG is to analyse the data in the questionnaire. The next meeting will take place on 22nd May 2024. A basic website is now up and running (suttonnp.co.uk) and this will be expanded as more information becomes available.

f) Neighbourhood Watch

Cllr Bodily was not in attendance and so this was not discussed.

g) Sale of two South Allotment Gardens

Cllr Lee and the Clerk had met with Will Stokes of Hegartys Solicitors to progress the sale of two South Allotment Garden Extensions. Whereas they had believed that this could now commence in light of the Field Garden Court of Appeal case and as the land is now registered with the Land Registry, Will Stokes suggested that the Parish Council needs to check the current rules and regulations with the Secretary of State. Simon Scriven offered to discuss this suggestion further with Cllr Lee (**Action: Cllr Lee and Simon Scriven**).

h) Annual Fixed Fee for the Paddocks and Contractor for the North Allotment Fence

The Chair said that the Parish Council is looking to set an annual fixed fee for the paddocks to simplify the biennial tendering process. The Chair, Cllr Lee and Cllr Bodily had met and obtained three quotes for the repair of the North Allotment Backing Fence. The Chair had drawn a map of

what is required and where, and this will be given to the two contractors who had submitted the cheaper quotes so that they can submit a final quote. Once these have been received, they will meet again, and the work will commence as soon as possible (**Action: Chair, Cllr Bodily and Cllr Lee**).

8. To Consider the Following Planning Matters

- a) 24/00398/HHFUL For Single storey extension to garage at front of property at 16 Graeme Road, Sutton - Support
- b) 24/00464/CTR Mature cherry (T1) reduce by 25%, deadwood removed, crown thinned, balanced and shaped at 3 Manor Farm, Manor Road, Sutton – Approved 14/05/24
- c) 24/00470/PRIOR The proposed installation of a shareable telecommunications base station installation comprising a 25m lattice tower supporting 6 no antennas and 2 no dishes on a headframe, together with 5 no ground-based cabinets, 1 no meter cabinet and ancillary development thereto including compound fencing and boundary planting at land at Peterborough Road, Sutton - Support
- d) 24/00567/CTR 1 x Red Maple (Acer) Tree -reduction by up to 30% of the crown to give a uniform and aesthetically pleasing shape at 1 The Drift, Sutton - Support

To Note the Following Planning Matters

- a) 24/00201/CTR - light reduction of large copper beech back to size established by previously approved reduction work (1.5m max reduction) at 15 Manor Road, Sutton – Approved
- b) 24/00133/FUL - Demolition of former station building 'Wansford Road' and relocation to Railworld to create new visitor facilities, alongside the demolition of the existing Railworld Station Building and the erection of a new building, boundary treatments and soft landscaping at Railworld, Oundle Road, Woodston, Peterborough – Application Withdrawn
- c) 24/00345/CTR - Reduce Ash tree in the front garden down to 2.5m. Reduce Cherry tree by 25% to form an aesthetically pleasing shape and re-reduce tree in the rear garden back to the old cuts at 1 The Drift, Sutton – Approved

9. Finance

- a) Annual Return for Year Ending 31 March 2024
 - i) Section 1 Statement of Accounts
 - ii) Section 2 Annual Governance Statement
 - iii) Section 4 Internal Audit & ReportThe Parish Councillors approved the above.

- b) Accounts for Payment:
 - Clerk's Salary & HMRC £210.00 (April)
 - Nurture Landscapes Ltd £513.60 (£428.00 Net)
 - CAPALC £105.03
 - Vision ICT £48.00 (£40.00 Net)
 - Peterborough Printing Services £640.80 (£534.00 Net)
 - Bank Charges £8.00 (March)
 - Corash (Pergola) £3,686.52

Cllr Eager questioned some aspects of the financial information, and the Clerk will send him copies of the Precept Forms and look at spreading the financial statements over two pages to allow for more space to itemise the receipts and payments more clearly (**Action: Clerk**).

Approval of Arthur Gallagher Insurance Quote of £1,131.62. This was approved by the Parish Councillors, but additional quotes will be sought by the Clerk next year (**Action: Clerk**).

c) Grants: Spreadsheet

The Chair went through the spreadsheet. There is £5,633.10 left in the Nature Plan 'pot,' £83.13 left in the Neighbourhood Plan 'pot' and £683.44 in the Gazebo 'pot', the latter to be used towards the cost of seating in the gazebo (see 12b below).

10. Correspondence

- a) Various CAPALC emails

11. Village Events

There are no village events planned at present.

12. Matters for Consideration

- a) Village Broadband – it was noted that there are variable speeds through the village. Currently engineers are installing fibre connection boxes on to posts to try and improve this.
- b) Seating in the Recreation Field Shelter (Gazebo) – National Highways are sending a plaque 'Sponsored by National Highways' to be put onto the Gazebo. The Chair agreed to obtain quotes for internal seating in the Gazebo, this is likely to be in the region of £900. Gavin Elsey will send an application form to apply for a grant towards this cost from his Community Leadership Fund. **(Action: Chair and Gavin Elsey).**
- c) Gavin Elsey gave an update on the administration of Peterborough City Council following the recent election on 2nd May 2024 which had resulted in no party having overall control but Labour being the largest party by a small majority.

13. Date of Next Meeting

7.30 pm on 16th July 2024 in St Michael & All Angels' Church.