

SUTTON PARISH COUNCIL

DRAFT MINUTES

Tuesday 15 September 2026 at 7.00 pm

St Michael & All Angels' Church, Nene Way, Sutton

Present: Cllrs Lee (Chair), Grange, Eager and Parker
Apologies: Cllr Caskey
In attendance: Tony Henthorn (Clerk) No members of the public

26/035 Apologies for Absence

Apologies were received from Cllr Caskey.

26/036 Declarations of Interest

None.

26/037 Approval of Minutes

The minutes of 21 July 2026 were approved. Agreed that Chair-checked draft minutes will routinely be sent to Ward Cllr Gavin Elsey and Simon Scriven, clearly marked 'Draft'. The Actions Arising summary will be corrected to show his surname consistently.

26/038 Matters Arising / Clerk's Update

Banking transfer to Unity Trust Bank was substantially complete. The remaining c.£60 will be transferred from HSBC, and the old account will be closed. Adding Michael Caskey as a signatory was deferred pending clarification of internal audit/signatory arrangements. Limited website housekeeping had been completed.

26/038.1 Website, Email and Digital Services

The Clerk will discuss website arrangements with Peter Maddigan. The Parish Council site must meet accessibility and Assertion 10 requirements. The Council must retain publishing control. The Council will explore options for aligned systems or a compliant merger with Neighbourhood Plan communications. The previously proposed *Somerset Web Services* option will remain under consideration.

26/039 Governance Review Programme 2026-2028

Financial Regulations were reviewed. The Clerk will incorporate councillor comments and return a revised draft in November. Changes will include clause 1.7 'grants' to 'expenditure'; removal/amendment of monthly independent bank-reconciliation review; delegated routine expenditure up to £500 to be exercised by the Clerk/RFO in consultation with the Chair; consistent use of 'Clerk/RFO'; appropriate audit terminology; and an initial six-month review of the new Regulations. The Clerk will confirm VAT reclaim eligibility and report in November.

The Internal Control Policy & Annual Effectiveness Statement 2026 was adopted and will be published on the website.

26/040 Asset Register and Insurance Review

The draft Asset Register remains a working document. The Clerk will prepare a combined asset/insurance review for November, identifying insurance gaps, possible over-insurance and appropriate replacement/reinstatement values. Particular checks will cover the Reading Room rebuilding value, outdoor gym equipment and grant-related insurance requirements.

26/041 Recreation Field, Village Assets & Parish Habitat

- A) The Council agreed to explore, but not yet commit to, children's play equipment on the Recreation Ground. Martin, Meg and Peter Lee will progress a resident survey, equipment/location options and funding opportunities. Three quotations will be obtained before recommendations return to Council; VAT eligibility will be confirmed.
- B) The parish tree inspection (£250/day) was noted and the October playground/gym inspection (c.£160) approved.
- C) A decision on the £275 Reading Room electrical works was deferred pending confirmation of annual electricity costs.
- D) The Clerk will photograph and inventory available (Helpston) Speedwatch equipment and facilitate borrowing/training arrangements.
- E) Progress on river/bank clearance was noted

F) The Council noted proposed Park Trust boundary fencing between the meadow and the South and E boundary of the Grange. The Council prefers to retain the existing gate and continued access along the long-standing permissive route. The Council will monitor the position pending the Trust's legal advice.

26/042 Allotments, Grazing, Land and Boundary Matters

- A) The signed South Allotment tenancy, ultimately commencing on 1 September 2026, was received and will be filed.
- B) The Council rejected the Anglian Water quotation of over £14,000 for a North Allotment connection. The Clerk will request a refund of the £450 quotation fee and prepare alternative water-supply options, including a bowser, for November.
- C) The position on Plot 11A and rental of land behind No. 2 was noted. Existing agreements will be reviewed regarding animals/beekeeping on Parish land.

26/043 Highways, Traffic & A47 Matters

- A) Improved engagement with National Highways was welcomed. The Council will await its A47 proposals before participating in a multi-parish review. National Highways will also be followed up regarding progression of the existing active-travel feasibility work through designated funds.
- B) Neighbourhood Watch will become a regular agenda item, using brief written updates where possible. Cycle West/non-motorised user routes will move to the action log while awaiting further information.

26/044 Local Plan Update and Current Neighbourhood Plan Position

The Council agreed three Local Plan points for submission at the appropriate consultation stage: support for the settlement hierarchy and Sutton's zero-growth designation; support for deleting the proposed major A47 settlement; and concern about the absence of a firm commitment to new multi-faith cemetery provision. The September Neighbourhood Plan Content Group report was noted. Work continues pending greater certainty over the Peterborough Local Plan. A public-facing progress update will be prepared when the website is ready. It was noted that no formal pre-application had been submitted for any re-submission of the proposed burial-ground site adjoining Nene Way.

26/045 John Clare Countryside Project

The updated 'Explore the Countryside' material was noted, including the corrected map showing Sutton. The Village Tribune will publish a summary of the Sacrewell meeting.

26/046 Finance

The detailed budget and earmarked-funds review scheduled for September had not yet been completed. The Clerk and Cllr Grange will review the financial records and separately identified funds, with a full half-year financial and budget review to be presented in November.

26/047 Planning Applications

No applications were recorded in the information supplied for this draft.

26/048 Planning Decisions

26/002609/CTR - Lime (481244), Raithby Lodge, Manor Road: removal to ground level permitted, 14 August 2026.

26/049 Correspondence

None reported.

26/050 Village Events & Community Activities

No organiser/date was confirmed for a Harvest Festival. Sutton History Weekend is planned for 24-25 October, using Keith Garrett's archive and material offered by residents.

26/051 Public Forum

Public Forum — No members of the public were present, and no matters were raised.

26/052 Date of Next Meeting

Tuesday 17 November 2026 at 7.00 pm.