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**DRAFT MINUTES OF LUTTON PARISH COUNCIL MEETING HELD IN LUTTON VILLAGE HALL ON MONDAY  
1ST SEPTEMBER 2025 COMMENCING AT 7:00 PM**

**PRESENT:** Councillors Karl Brace, Chris Cowdery (Chair), Jill Eaton, Julie Lane, Terry Waites

**IN ATTENDANCE:** Kerry Rew, Clerk; one member of the public

25.57	<b>APOLOGIES:</b> Apologies received from Cllrs David and Wendy Brackenbury
25.58	<b>DECLARATIONS OF INTEREST:</b> none
25.59	<b>PUBLIC FORUM:</b> There were no comments from members of the public
25.60	<b>WARD COUNCILLORS' UPDATES:</b> None present
25.61	<b>MINUTES OF MEETING 9TH JULY 2025:</b> APPROVED as a true record.
25.62	<b>FINANCE:</b> <ol style="list-style-type: none"> <li>1. The September update to the accounts was prepared by the Clerk and circulated prior to the meeting.</li> <li>2. There were four payments presented for authorisation per the schedule below*. <b>RESOLVED.</b> Six pre-authorised payments were made since the last meeting: Clerk's salary for July and August by standing order, two grass cuts in July and August, and bank charges for July and August.</li> <li>3. New Councillor online training from NCALC was recommended for Cllrs Brace and Waites. Cost of £53 per person <b>RESOLVED.</b> Clerk to provide details and councillors to advise availability so bookings can be made.</li> </ol>
25.63	<b>PLANNING &amp; PLANNING APPLICATIONS:</b> <ol style="list-style-type: none"> <li>1. Approval notice received 10th July for works to Thatched Cottage, Main Street – <b>Ref NE/24/00254/LBC.</b></li> </ol>
25.64	<b>CORRESPONDENCE:</b> <ol style="list-style-type: none"> <li>1. The upcoming NCALC Annual Conference is scheduled for Saturday, 4th October, Moulton Community Centre. Cllr Cowdery available to attend.</li> <li>2. It was noted that free trees are available from NNC for planting commencing November; also, the <i>Branching Out</i> fund available from The Tree Council, and <i>Stobart Sustainability</i> fund for community environmental projects. Unlikely to take advantage of tree offer, as no suitable planting locations. Details of Stobart fund to be passed on to other village organisations.</li> </ol>
25.65	<b>CLERK'S REPORT:</b> <ol style="list-style-type: none"> <li>1. Clerk working on funding application to Office of Police, Fire, and Crime Commissioner <i>Road Safety Community Fund</i> for the purchase of a solar-powered sign. Will submit following Chair and Clerk meeting with NNC Highways and Kier on 8th September to agree locations of posts and to obtain quotes for purchase and installation. Cllr Cowdery has recruited volunteers to run the day to day operation of the device. Those available will also attend the meeting.</li> </ol>

	2. The formal contract issued to RJC Countryside Management for the grass cutting of the playing field, has not been signed and returned, despite requests from the Clerk. Two further grass cuts have been carried out, and invoices paid. It was agreed that quotes will be sought afresh for the contract next year, and signature and acceptance of terms will be essential prior to commencement.
25.66	<p>REPORTS FROM COUNCILLORS:</p> <ol style="list-style-type: none"> <li>1. Cllr Cowdery reported that the two new picnic benches were installed on the playing field with assistance from Cllrs Brace and Waites, and they have been painted with paint supplied by Cllr Lane.</li> <li>2. It was noted there will be a 24 hr permanent closure of Bullock Road between 6th and 17th October for Cambridgeshire Highways to carry out culvert repairs. Cllr Cowdery to circulate reminder to residents nearer the start date.</li> <li>3. No other Highways or street reports to note.</li> </ol>
25.67	<p>DATE OF NEXT PARISH COUNCIL MEETING:</p> <p><b>Monday, 27th October 2025</b></p> <p>Thereafter the first Monday of every second month: 5th January 2026, 2nd March 2026</p>

The meeting closed at 7:38 pm

**\* Payments for authorisation 01/09/25**

Ms K Rew - Clerk's expenses Jul & Aug 25	£20.10
Ms K Rew - back pay Apr - Jun 25 statutory pay increase	£10.89
Cllr Cowdery - domain name registration	£23.99
Cllr Cowdery - 2 x picnic benches + delivery	£192.00