

Sutton Annual Parish Council Meeting

The Annual Sutton Parish Meeting was held on Tuesday 9 May 2023 at 6.30pm in Sutton Village Hall.

Present Cllr J Daulby (chair) Cllr D Curtis Cllr L Daulby Cllr J Hunt Cllr C Makepeace L Nash (Clerk) & 2 members of the public.

AGENDA

1. Apologies None
 2. The Minutes of the Annual Parish Meeting which took place on Tuesday 10 May 2022 were approved as accurate and signed by the chairman.
 3. Chairman's report. The Chairman reported that the previous year had seen the end of covid restrictions. He wished to give thanks for work done by the WI to Village Pond. The drainage work on Staithe Road had been completed. Most of the issues have been resolved and he hopes the remaining issues will be dealt with before next winter. Road safety had dominated the previous years agenda. With the help of the public interest group and our County Councillor North Norfolk had agreed to revisit their decision. We await their report and its outcome. Cllr Daulby thanked John Knowlden for his work on obtaining funding for traffic calming measures and setting up the Speed Watch Team in Sutton.
Cllr Daulby wished to thank Mavis Smith for organising the Coronation event at the Village Hall, the WI for providing Tea and Cakes and St Michaels Church for providing commemorative medals for the children of Sutton.
 4. To receive reports from Village Organisations. None received.
 5. Any other business None
- The meeting finished at 6.50pm

The monthly Parish Council meeting will follow this meeting.

Sutton Parish Council

Sutton Parish Council Meeting was held at 7.00pm on Tuesday 9 May 2023 at Sutton Village Hall

Present Cllr J Daulby (chair) Cllr D Curtis Cllr L Daulby Cllr J Hunt Cllr C Makepeace L Nash (Clerk) & 8 members of the public.

AGENDA

1. **Election of Chairman**
1.1 Cllr Curtis proposed Cllr L Daulby Cllr Hunt seconded the motion. The motion was unanimously agreed and Cllr L Daulby was elected Chairman and signed the "Acceptance of Office Declaration".
2. **Election of Vice Chairman**
2.1 Cllr Curtis proposed Cllr L Daulby Cllr Hunt seconded the motion. The motion was unanimously agreed and Cllr J Daulby was elected Vice chairman.
3. **Apologies** None
4. **Declarations of Interest** None
5. **To minutes of the April 2023 meeting of the council** were approved as accurate and signed by the Chair.
6. **Reports** None
7. **Public Participation Session**
One resident brought to the Councils attention an issue with the SAM 2 equipment and the point at which the unit was flashing the warning speed. This being likely to distract from the purpose of traffic calming. Council asked the clerk to organise having SAM 2 units recalibrated/overhauled. A resident highlighted unresolved drainage and raw sewerage issues. A damaged pipe near/under the pond had been identified as one part of the

problem along with flooding from Hickling. Anglian Water had accepted responsibility. Cllr M Taylor has previously been involved. No further communication since the initial recognition from Anglian Water has been forthcoming. . The resident asked the Parish Council for help and support. Other residents advised of similar problems. Council agreed to gather details of residents experiencing similar problems and liaise with Cllr Taylor to identify and contact Anglian Water for a solution. A resident highlighted that since the pop-up meeting arranged by the police earlier in the year no feedback had been received, and no evidence of any drive by presence had been experienced.

8. Planning Matters

8.1 Consultation BA/2023/0150/HOUSEH, Proposal : Replacement of current porch roof with tiled roof and sky lights. Enclosed with a conservatory. Dwarf wall at base.

Address : Broadside Cottage , Staithe Road, Sutton, Norfolk

Applicant : Mrs Caroline Cornell du Houx 1.

Council considered the planning application from The Broads Authority and agreed a no comment response.

9. All Regular items prior to the next item are suspended for one month to accommodate the newly elected Parish Council

10. Correspondence sent via email to Councilors EC/resident enquiries not for publication RE/communication council decisions CD- NOTED	11. Date Sent/Rcd + code
Resident enquiry concerning Sutton Village Coronation Event. (sent to J Daulby for response in his role as a member of an independent group)	14 April 2023
External enquiry/request to present an item to SPC on the "Gravel Hole."	17 April 2023
C24 Police Priority Setting Meeting	17 April 2023
DLUHC Consultation On Infrastructure Levy	18 April 2023
Broads Society Harnser Magazine	18 April 2023
Stalham Police Newsletter	28 April 2023
New Procedure for Register of Interests forms	28 April 2023
New Police Priorities for the Stalham SNT area	28 April 2023
Consultation BA/2023/0150/HOUSEH	28 April 2023
Resident enquiry concerning notice board announcements.	28 April 2023
Resident Enquiry re checking flow rates of surface water from Hickling causing flooding of raw sewage in Sutton for Anglian water. Resident to attend next meeting.	02 May 2023

12. Administration & Clerks report

12.1 Subscriptions Council considered and approved a payment of £426.55 to Norfolk ALC for its annual subscription/payroll/website services.

12.2 Insurance Premium Council considered and approved the renewal of the SPC policy to Zurich Insurance.

12.3 Policies for Review

12.3.1 General Reserves Policy. – Council considered the review and agreed to adopt

12.3.2 Internal Control Statement— Council considered the review and agreed to adopt.

12.3.3 Asset Register– Council considered the review and agreed to adopt.

Clerk to update the council on the following matters,

Meeting with the Broads Authority

Contact with the Sutton Staithe Hotel

Position update/report on Sutton Staithe April 2024

Position update/report on Slipway Licence April 2024

Mooring Licences/unpaid fees issued April 2023

Allotments – Quote for removal of asbestos at allotments Council agreed the quotation and the need for urgent action Council asked the clerk to investigate if Clems Skips could provide a quotation for a similar timeframe. Cllr Curtis also advised he had a quotation for hedge maintenance that was require for under £60 Council agreed this should go ahead.

Clerks Additional Hours. Clerk advised that on transferring to the new payroll method no salary/additional hours or home payments had been made for April 2023. She will investigate and resolve the new arrangements for the following month.

13. Finance

Council agreed and approved the following payments. Council also noted that Cllr Daulby reimbursement was reduced by £100 to compensate for the £100 cash paid to him for outstanding mooring fees.

13.1 Payments for Approval	Amount
Reimburse Cllr Daulby for SPC contribution to the Sutton Village Coronation event £1200 less £100 rcd by Cllr J Daulby in respect of Mr. Coles Mooring fees	
Painting competition	£30
Payments to L Nash	
Microsoft Office subscription up to 31.3.23	£107.82
Milage payment to clerk 1.4.22-31.3.23 240x.45	£108

13.1.1 Received £100 Mr Coles mooring fees

13.2 March Bank reconciliations/Bank Statements Noted and approved.

13.3 Budget Update Noted and approved.

14. Any Other Business – None

The meeting finished at 8.35pm

15. Date of Next meeting - scheduled for 13 June 2023 at 7.00pm