

Sutton Parish Council

To: Members of Sutton Parish Council

You are duly requested to attend the Sutton Parish Council Meeting
to be held at 7.00pm on Tuesday 12 March 2024 at Sutton Village Hall



L Daulby

Chairperson, Sutton Parish Council

[Lynne Daulby](#)

Lynne Nash

Sutton Parish Clerk

suttonclerk@gmail.com

Public Attendance

Members of the public and press are welcome to attend. At item 5, the public will be invited to give their views/question to the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will be limited to 10 minutes duration.

AGENDA

1. **Apologies** and Approval of absences
2. **Declarations of Interest**
3. **To approve as accurate minutes of** February 2024 meeting of the council
4. **Reports**

County Councillor N Dixon

District Cllrs M Taylor/K Bayes

5. **Public Participation Session**

6. **Planning Matters**

6.1 Sutton Hall, Hall Road, Sutton Norwich Norfolk NR12 9RX

Ref. No: HN/24/0206 | Notification of intention to erect a single storey extension to rear of dwelling projecting from the original rear wall by 8.0 metres, maximum height of 3.0 metres and eaves height of 3.0 metres.

6.2 Sutton Hall, Hall Road Sutton Norwich Norfolk NR12 9RX ref. No: IS2/24/0219 | Proposed change of use to holiday let and wedding/events venue

6.3 application No: BA/2024/0042/FUL

Proposal : Replace redundant garage with an engineering workshop

Address : Sutton Staithe Boatyard Ltd, Staithe Road, Sutton, Norfolk

Applicant : Mr Robert Frearson

7. **Staithe Grass Cutting.**

7.1 Council is asked to discuss and approve the attached annual Grass Cutting contract for the Staithe. Only one quotation is brought to your attention. Derek Wakeman has been and continues to be crucial in monitoring and supplying services to overcome the problems we have and continue to have with fly tipping at the Staithe. This work because of numerous difficulties including weather continues. It will be prudent to offer the contract this year to Derek as he will often be on site, and it provides the potential to reduce overall costs. Derek is also happy to provide the H&S monitoring needed to ensure the effectiveness of our Insurance Policy at the Staithe.

8. **Slipway**

8.1 **Survey and work required quotation** The Chairperson and the clerk attended a site meeting with DRE Marine and Civils, and Rob Frearson the Lessor of the Slipway. Unfortunately, the contractor at that time was unable to carry out a complete survey. The slipway and surrounding area was flooded. We were able to outline the property our requirements and quay areas. The contractor will revisit the site when he is able to access the quay area. The second contractor has been delayed because of personal reasons. The clerk will monitor the situation appropriately.

8.2 Annual revision of slipway licence. In the knowledge of item 8.1 council is asked to discuss and approve no change and no increase for the year 24/25 pending the completion of the current negotiations

9. Correspondence from Sutton Staithe Boatyard.

9.1 Since the last meeting Sutton Staithe Boatyard has advised the Council in writing that they will be seeking registration of any land currently used as unauthorised parking. The matter was discussed last month when Council confirmed they did not own this land and its only interest was access to the slipway. An easement is in place for that purpose.

10. Annual Review of Mooring Fees .

10.1 Council is asked to consider, discuss, and approve mooring fees for April 2024- March 2025

11. Administration & Clerks report

11.1 Annual Review of Council Policies. Councillors are asked to review all the policies included in the suttonparishcouncil.norfolkparishes.gov.uk website discuss and approve any changes.

11.2 A free official portrait of the King has been ordered.

11.3 Vandalism to SAM2 equipment

11.4 Council is asked to approve a monthly standing order to Epsom Ready Print ink supply (300pages) The standing order currently is paid via the clerk's personal bank account. As the Parish do not have a debit card the reimbursement standing order will be to the Clerks personal account on or around the 26th of each month

11.5 Council is asked to consider discuss and approved further standing orders to the clerk in respect of the Microsoft Office Subscription and the equipment payment from April 2024.

12. Finance

12.1 Payments for Approval	Amount
URM (recycling Nov 2023 final payment)	£43.20
Cllr J Hunt- reimbursement of flagpole lanyard	£21.16
L Nash reimbursement of Jan & Feb 2024 Epsom ready print SO	£20.00
L Nash Equipment(telephone &computer) Payment Dec-March	£160.00
L Nash reimbursement Microsoft office subscription April 23-March 24	£71.88
G A Tallowin & co (Hedge cutting Allotments)	£114.00
Stalham Property Services- Staithe improvements	£1050.00

13. Any Other Business – any items to be noted and included on the next agenda.

14. Date of Next meeting - scheduled for 9 April 2024 at 7.00pm