

# Sutton Parish Council

Minutes of the Sutton Parish Council Meeting held at 7.00pm on Tuesday 13 June 2023 at Sutton Village Hall

Present Cllr D Curtis Cllr J Daulby(vice Chair) Cllr L Daulby(chairperson), Cllr C Makepeace L Nash Clerk and 32 members of the public

The meeting commenced at 7.00pm

1. **Apologies** were received and approved for Cllr J Hunt
2. **Declarations of Interest** none for this agenda
3. **The minutes** of the May 2023 meeting of the council were approved as accurate and true and signed by the chair
4. **Reports**
  - 4.1 County Councillor N Dixon wished to report only on the very recently published Safety Review of A149/A1151. Cllr Dixon acknowledged the late publication of the report and would welcome comments. The Chair advised that due to the late publication she wished the item to be discussed more fully at the next meeting.
  - 4.2 District Cllr M Taylor wished to report on three areas. 1 Several items had been raised concerning notifications and dates from planning applications .He had raised the application dates and detail of the methodist Church and called for a formal investigation. A member of the public passed a planning issue to Cllr Taylor at his request. 2.He was also dealing with Issues regarding wildlife waste collecting in the gutter. Cllr Dixon advised he would also contact Environmental Health. 3. Cllr Taylor wished to invite all Sutton Councillors to an event on 24 August 2023 for training on their role in Planning Applications by NNDC Planning department.
5. **Public Participation Session** John Knowlden advised the Council and public of a potential planning application for Sutton Hall to become an events venue such as a wedding venue. A separate access has already been created and tradesmen have indicated the creation of lodges or similar. Cllr Dixon advised that until planning applications have been submitted little could be done. Highways would become very involved should applications be submitted because of the associated traffic issues and complexities. Niel Bridgstock on behalf of William Slater and Jane Downing came to discuss the land known as the gravel hole owned by WS and JD (this excludes the wandering acre held in trust by SPC.) NB wished to assure the meeting no plans were currently in motion by the landowner. Three years ago, the landowner had sought potential available options with the planning department. Social Housing was an option, but no interest was shown by providers. The presentation sought the initial views of the community for a fully funded project developing and delivering a community asset and appropriate housing of between 2 and 10 dwellings. Concern was raised from the public concerning additional traffic, and the effect on the already stretched local infrastructure(surface water, drainage& sewerage). Residents most local to the site enjoyed the current vista. The Church had for some time also sought additional land. A member of the public pushed NB to be more specific on what size of development and community asset would be financially viable for them to fund. NB assured the presentation was to scope if any mutual potential ideas were out there. WS advised the meeting his family had a long history with the village. The site was there, and he was looking for a win/win situation. The meeting was advised that included within the site was "a floating acre" held in trust SPC are the trustees. No information had been made available to the clerk of the details of the trust or its governance arrangements. The clerk is making enquiries to the charities commission. Mr Cator suggested the 1965 minutes made by Mr R Kemp would hold some relevant information. The clerk wished to apologise for interrupting Mr Cator.
6. **Standing Water/Sewerage Issues**
  - 6.1 Council discussed a recent meeting Cllr L Daulby and Cllr Curtis had with an affected landowner who had recent/current communication with the relevant agencies. Several residents have supplied and agreed to be part of a joint assertion to gain a long-term solution. Cllr Taylor has agreed to advise and support action.
7. **Planning Matters** Council is asked to note the following planning applications received from North Norfolk District Council/Broads Authority for consultation prior to, or at the meeting.

## Decision Issued

NNDC Ref: PF/23/0646

Application: Householder Application

Site: Willows, Old Yarmouth Road, Sutton, Norwich, Norfolk, NR12 9QL,

Proposal: Single-storey side extension with conversion of garage and installation of

pitched roof. Cladding installed on front elevation.

Decision: Approve

Issued Date: 11th May 2023

### **Pending Consideration**

Reference PF/23/0670

Alternative Reference

Application Received Wed 22 Mar 2023

Address Sutton Methodist Church, The Street Sutton Norfolk

Proposal Change of use of former chapel to create single dwelling incorporating 1st floor side extension.

Status Pending Consideration **Comment date has now been extended and will include additional considerations.**

### **Decision issued.**

NNDC Ref: CD/22/2566

Application: Discharge of Condition

Site: Sutton Windmill, Mill Road, Sutton, Norwich, Norfolk, NR12 9RZ,

Proposal: Discharge of Conditions 9 (windows/doors schedule), 10 (window details), 12 (Paint or stain), 13 (external lighting) & 15 (vehicular access) of planning permission PF/20/2014

Decision: Condition Discharge Reply

Issued Date: 19th May 2023

## **8. Annual Governance and Accountability Return 2022/24**

8.1 It was RESOLVED to declare that Sutton Parish Council is an exempt authority as neither the gross income nor, gross expenditure exceeds £25,000 for the 2022/23 Financial Year. The Certificate of Exemption was SIGNED by the Chair and Clerk. PROPOSED Cllr Curtis, Seconded Cllr Makepeace.

8.2 It was RESOLVED to approve Section 1 of the AGAR, the Annual Governance Statement, as presented. PROPOSED Cllr Curtis, seconded Cllr Makepeace. This was SIGNED by the Chair and Clerk.

8.3 It was RESOLVED to approve Section 2 of the AGAR, the Accounting Statements. PROPOSED Cllr Curtis, seconded Cllr Makepeace. This was SIGNED by the Chair and Clerk.

8.4 The meeting received and noted the Internal Audit report.

8.5 The meeting received and noted the analysis of variances.

8.6 The meeting received the bank reconciliation as at 31.3.23.

8.7 The meeting noted the period for the exercise of public rights.

8.8 The meeting noted the notice of public rights and publication.

| 9. Correspondence sent via email to Councilors EC/resident enquiries not for publication RE/communication council decisions CD | Noted           | Date Sent/Rcd + code |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|
| NNDC Decision issued re. CD/22/2566                                                                                            | Sutton Windmill | 22.5.23 EC           |
| Changes to the Mobile Library Service                                                                                          |                 | 08.6.23 EC           |
| Speeding on new road                                                                                                           |                 | 08.6.23 RE           |

## **9. Allotments**

9.1 Council discussed approved and agreed that 1. general maintenance low-cost maintenance could be carried out and reported to the next meeting by Cllr Curtis as required. 2. The asbestos removal and associated costs were approved.

9.2 Council considered agreed and approved the need for signage and a notice board for the allotment gardens. Cllr Curtis and Cllr L Daulby will source the best options available.

9.3 An enquiry had been made about Bee Keeping at the Allotments. Cllr Curtis had sought advice on the matter. As a result, he was unable to recommend the suitability of the site and to confirm Councils ability to manage the introduction and the ongoing regulation required. Council discussed and agreed.

**10 Sponsoring a Fairy at the Open Garden event on 9<sup>th</sup> July 2023** Council agreed a donation at £12 for 1 fairy at the local charity event.

**11. Administration & Clerks report**

11.1 Insurance Premium the clerk has approached Zurich Municipal to confirm adequate insurance is in place.

11.2 Barclays Bank accounts The clerk is awaiting confirmation of the revised arrangements.

11.3 Tower Mint Coronation medals paid for by the Parish will be recovered from St Michael's church.

11.4 Data Protection fee - Direct debit £35.

11.5 Clerks Additional Hours. The clerk had not been able to receive monies in respect of the new payroll arrangements. It was hoped when the change of "chair" details were completed with Barclays bank this would be resolved.

**12.Finance Payments approved and noted.**

| 12.1 Payments for Approval                       | Amount  |
|--------------------------------------------------|---------|
| Zurich Insurance                                 | £300    |
| L Nash Equipment Allowance<br>(April May & June) | £120    |
| Stationary                                       | £98.62  |
| S Hunt Internal Audit                            | £185    |
| Tower Mint                                       | £424.62 |
| Fairy Charity Donation                           | £12     |

**13. Any Other Business** – The publication of the A149/A1151 Safety review

**14. In accordance with the Public Bodies (Admission to meetings) Act 1960 the meeting**

**RESOLVED to exclude the press and public during the following items due to the confidential nature**

**14.1** The Lease on the Staithe The lease was discussed Cllr J Daulby asserted he had additional documentary evidence/information that can be shared with the WMA to achieve an enhanced lease arrangement.

The meeting closed at 9.25pm

**15. Date of Next meeting** - scheduled for 11 July 2023 at 7.00pm