



SUTTON PARISH COUNCIL

Tel: 01493 253041;
Chair: Lynne Daulby

Email: suttonclerk@gmail.com
Locum Clerk: Catherine Moore

To Members of the Council,

You are hereby summoned to attend a meeting of Sutton Parish Council on **Tuesday 8th July 2025** at **7pm** at **Sutton Village Hall** for the purpose of transacting the following business:

C Moore, Locum Clerk 2nd July 2025

1. To consider apologies for absence
2. Declaration of interest for items on the agenda and applications for dispensation
3. To note resignation of Councillors John Daulby and Julie Hunt; and that one vacancy is currently in the period of advertising where an election can be called
4. To consider any applications for co-option to the Council
5. To confirm the minutes of the meeting held Wednesday 7th May 2025
6. Public Forum
 - a) County Councillor (N Dixon)
 - b) District Councillor (M Taylor)
 - c) Chairperson (L Daulby)
 - d) Public
7. Planning
 - a) New Applications
 - i. [PF/24/2338 Sutton Hall Hall Road](#): Change of use from dwellinghouse (Class C3) to holiday let (no specified use class) including upgrade of an existing access surface and installation of a tennis court (retrospective)
 - ii. [PF/25/0956 Granny Annexe Ellon House Church Road](#): Change of use from holiday let to annexe to Ellon House
 - iii. [PF/25/1264 Willow Barn Hickling Road](#): Change of use from holiday accommodation to unrestricted occupation as a residential dwelling
 - iv. [PF/25/0715 Land To The South Of Three Gables Sutton Road Catfield](#): Fomation of new 8m access track from Plumsgate Road with a hardcore gated access and grass track.
8. Finance
 - a) To note the financial update 2025/26 and receipts since the last meeting
 - b) To note current position with financial records and work to be undertaken for audit
 - c) To agree appointment of Internal Auditor
 - d) To note extension for submission of Annual Governance Annual Return for 2024/25
 - e) To agree payment of the following:

i. L Nash	Salary – May 2025	£906.00
ii. HMRC	PAYE – May 2025	£73.35
iii. L Nash	Salary – June 2025	£577.50
iv. HMRC	PAYE – June 2025	£0.00
v. Sutton Building Supplies	Various: Allotments & New Road	£429.05
vi. Information Commissioner	Annual Subscription	£47.00
vii. Epson Hub	Ink Subscription (L Nash)	£9.99
9. Correspondence and Consultations
 - a) To consider invitation to bid for 2026/27 Parish Partnership Scheme
 - b) To consider funding available for Bus Shelters
 - c) To consider complaint regarding ragwort at Gravel Pit

- d) To note general correspondence

10. Other Matters

- a) To consider recruitment of Parish Councillors (7 vacant seats)

11. Reports from Parish Councillors (for information only)

12. Items for the next agenda

13. To confirm date of next meeting: Tuesday 12th August 2025 at 7pm at Sutton Village Hall

14. Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matter:

- a) To consider an application for the position of Parish Clerk and agree interview panel; or agree whether the position will be advertised
- b) To consider correspondence relating to sale of Staithe Slipway