



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 12th August 2025** at **7pm** at **Sutton Village Hall** for the purpose of transacting the following business:

C Moore, Locum Clerk 6th August 2025

- 1. To consider apologies for absence**
- 2. Declaration of interest for items on the agenda and applications for dispensation**
- 3. To consider any applications for co-option to the Council**
- 4. To confirm the minutes of the meeting held Wednesday 8th July 2025**

5. Public Forum

- a) County Councillor (N Dixon)
- b) District Councillor (M Taylor)
- c) Chairperson (L Daulby)
- d) Public

6. Planning

- a) New Applications
 - i. None.

- b) Decisions

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) **REFUSED**

PF/25/1264 Willow Barn, Hickling Road: Change of use from holiday accommodation to unrestricted occupation as a residential dwelling **APPROVED**

7. Finance

- a) To note the financial update 2025/26 and receipts since the last meeting
- b) To receive Internal Audit Reports for 2023/24 and 2024/25
- c) To agree Annual Governance Annual Return for 2023/24 including declaration of exemption from external audit
- d) To agree Annual Governance Annual Return 2024/25
- e) To agree the Statement of Internal Control 2025
- f) To note that chq 300005 (L Nash) has been voided following internal audit work, and is replaced by final payment chq below
- g) To agree payment of the following:

i. L Nash	Final Payment – backdate & unpaid	£1,152.35
ii. C Moore	Salary – June & July 2025	£511.60
iii. HMRC	PAYE – July 2025 & Arrears	£349.06
iv. Epson Hub	Ink Subscription (DD)	£1.99
v. Norfolk ALC	Website Fees	£252.00
vi. Sutton Village Hall	Hall Hire	£240.00
vii. Sarah Hunt	Internal Audit 2024/24 & 2024/25	£370.00

8. Correspondence and Consultations

- a) To note general correspondence

9. Other Matters

- a) To consider recruitment of Parish Councillors (6 vacant seats)
- b) To consider schemes to bid for 2026/27 Parish Partnership Scheme

- c) To consider whether to apply for 80% funding for Bus Shelters
- d) To consider and adopt new Standing Orders and Financial Regulations
- e) To note that the Council will need to adopt and implement an Investment Strategy when the sale of the Slipway goes through
- f) To receive information regarding mooring arrears and consider next action required
- g) To consider quote for repairs required to bank at Sutton Staithe

10. Reports from Parish Councillors (for information only)

11. Items for the next agenda

12. To confirm date of next meeting: Tuesday 9th September 2025 at 7pm at Sutton Village Hall

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

- a) To consider applications for the position of Parish Clerk; shortlist candidates; and agree interview panel and date
- b) To receive an update relating to sale of Staithe Slipway