



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 9th September 2025** at **7pm** at **Sutton Village Hall** for the purpose of transacting the following business:

Catherine Moore, Locum Clerk 3rd September 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 12th August 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
None.
 - b) Decisions
None.
- 7. Finance**
 - a) To note the financial update 2025/26 and receipts since the last meeting
 - b) To consider and agree an action plan arising from the Internal Audit Reports
 - c) To agree payment of the following:

i. C Moore	Salary – August 2025	£862.39
ii. HMRC	PAYE – August 2025	£318.50
iii. Epson Hub	Ink Subscription (DD)	£1.99
iv. L Daulby	HP Ink Subscription	£11.24
v. C Moore	Mileage & Expenses June – Aug 25	£47.85
- 8. Correspondence and Consultations**
 - a) To note Love Norfolk Fund and consider any application to be made (KW)
 - b) To note Winter Warm Spaces Fund and consider any application to be made (KW)
 - c) To note general correspondence
- 9. Other Matters**
 - a) To consider recruitment of Parish Councillors (4 vacant seats)
 - b) To consider schemes to bid for 2026/27 Parish Partnership Scheme
 - c) To receive further prices for bus shelters and consider whether to apply for 80% funding (funding closes 31.10.2025 or when fund is exhausted)
 - d) To consider and approve risk assessments for Allotments and Staithe; and determine whether any action points arise from these documents
 - e) To receive an update on mooring arrears and consider any further action required
 - f) To consider quote for repairs required to bank at Sutton Staithe
 - g) To consider replacement of the information board map 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 14th October 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 receive an update relating to sale of Staithe Slipway
 - b) To discuss and agree next steps in appointment of Parish Clerk