



SUTTON PARISH COUNCIL

Tel: 07873 213683
Chair: Lynne Daulby

Email: clerk@sutton-norfolkparish.gov.uk
Assistant Clerk: Cherrie Woods

To Members of the Council,

You are hereby summoned to attend a meeting of Sutton Parish Council on **Tuesday 14th October 2025** at **7pm** at **Sutton Village Hall** for the purpose of transacting the following business:

Catherine Moore, Locum Parish Clerk 8th October 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 9th September 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

CD/25/0034 Sutton Windmill Mill Road Sutton Norwich Norfolk NR12 9RZ: Discharge of condition 9 (external lighting) of listed building consent LA/20/2015 (Conversion of former Granary Building into a seven-bedroomed dwellinghouse and two-bedroomed self-contained holiday let and associated works including landscaping and siting of temporary caravan)

- b) Consideration of the refused planning application for Sutton Hall and associated resident complaints

- c) 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 – Sept 2025	£260.00
ii. HMRC	PAYE – Sept 2025	£65.00
iii. C Woods	Asst Clerk – Sept 2025	£293.44
iv. Epsom Hub	Ink Subscription (DD)	£1.99
v. C Moore	Mileage & Expenses Sept 25	£7.14
vi. PKF Littlejohn	Ltd assurance review/AGAR	£252.00
vii. Broads Society	Annual Subscription	£25.00
viii. ABC Landscaping	Sutton Staithe Grounds Maintenance	£2150.00
- d) To agree retrospectively the correction to the payment amount of £65.00, originally recorded as £50.00, in the minutes of the meeting held in May 2025, relating to the brown waste bin for pond use.
- e) To agree Tesco mobile contract/reoccurring PAYG bundle for the Sutton Parish Council mobile phone for up to a maximum of £15.00 per month.

8. Correspondence and Consultations

- a) 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
- d) To consider and approve action plan arising from risk assessment of Allotments and Staithe
- e) To receive update on repair work to bank at Sutton Staithe
- f) 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 11th November 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 regarding the sale of Staithe Slipway and formally resolve that investigations should proceed