



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

Catherine Moore, Locum Parish Clerk 2nd December 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. a) To confirm the minutes of the meeting held Tuesday 11th November 2025
b) To confirm the minutes of the extraordinary meeting held Tuesday 28th October 2025

5. Public Forum

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

As per standing order item 20c, Public Participation time shall not exceed 15 minutes and no one person shall speak for more than 3 minutes, in both cases unless directed otherwise by the chair. Questions do not require a response (item20d)

6. Action Log

Receive action log

7. Planning

- a) New Applications
- b) Decisions

8. Finance

- a) To note the financial update 2025/26 and receipts since the last meeting
- b) To agree payment of the following:

i. C Moore	Salary – Nov 2025	£80.00
ii. HMRC	PAYE – Nov 2025	£20.00
iii. C Woods	Asst Clerk – Nov 2025 (inc 2 hours over time)	£843.64
iv. C Woods	Mileage & Expenses Sept 25	£5.94
v. C Woods	Amazon/Laptop	£316.66
vi. C Woods	SMARTY Sim Bundle	£8.00
vii. Broads Draining Board	2025/2026 Rent	£200.00
viii. G & H Services	Quay Heading Repairs	£5138.40
- c) To agree retrospective payment of £25.43 to Sutton Building Supplies for chicken wire & heavy-duty staplers used to complete Quay Heading

- d) To agree additional cost of £117.60 to G & H Services which was required to remove a tree stump which wasn't originally anticipated
- e) To agree annual subscription for Microsoft 365 for £84.99 for the parish laptop
- f) To note replacement sign for Mooring No. 1 (damaged by reversing boat) ordered for £58.00 + VAT (S R Print & Signs) under Clerk's delegated authority.

9. Budget 2026-2027

- a) To discuss and agree final draft budget for 2026-2027
- b) To agree the precept for 2026-2027

10. Correspondence and Consultations

- a) To note general correspondence

11. Other Matters

- a) To consider and agree grants policy
- b) Discuss signage in Sutton
- c) To discuss speeding concerns in 'The Street' and agree any actions
- d) To consider donation to 'Cuppa & Cake' group held at the village hall
- e) Receive an update regarding the information board at Sutton Staithe and agree any actions
- f) Receive an update regarding the notice board near the pond
- g) Consider and agree permanent signage at the staithe to direct the turning of boats
- h) Receive update regarding the bus shelter

12. Reports from Parish Councillors (for information only)

13. Items for the next agenda

14. To confirm date of next meeting: Tuesday 13th January 2026 at 7pm at Sutton Village Hall

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

- a) Update on sale of slipway