



# SUTTON PARISH COUNCIL

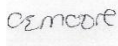
Tel: 07450964574  
Chair: Lynne Daulby

Email: [clerk@sutton-norfolkparish.gov.uk](mailto: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 13<sup>th</sup> January 2026 at 7pm at Sutton Village Hall** for the purpose of transacting the following business:

**Catherine Moore, Locum Parish Clerk 7th January 2026** 

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 Tuesday 9<sup>th</sup> December 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

### PF/25/2726

Erection of outbuilding to house a borehole pump and associated infrastructure.

(Retrospective) - Sutton Hall, Hall Road, Sutton Norwich Norfolk NR12 9RX

### PF/25/2727

Erection of an outbuilding for office and storage use, associated pedestrian paths and hardstanding. (Retrospective) - Sutton Hall, Hall Road, Sutton Norwich Norfolk NR12 9RX

### PF/25/2793

To erect a new double storey side extension and new porch - 17 Ingham Road, Sutton Norwich Norfolk NR12 9SD

## 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 – Dec 2025             | £100.00 |
| ii.  | HMRC              | PAYE – Dec 2025               | £25.00  |
| iii. | C Woods           | Asst Clerk – Dec 2025         | £812.90 |
| iv.  | C Woods           | Mileage & Expenses - Dec 2025 | £5.94   |
| v.   | Amazon            | Envelopes & labels            | £9.24   |
| vi.  | C Woods           | SMARTY Sim Bundle             | £8.00   |
| vii. | Stalham Mens Shed | Noticeboard repair            | £100.00 |

|                              |                        |         |
|------------------------------|------------------------|---------|
| viii. S R Print & Design     | Mooring Sign           | £69.60  |
| ix. Microsoft                | Microsoft 365          | £84.99  |
| x. G & H Services            | Tree stump removal     | £117.60 |
| xi. Sutton Building Supplies | Chicken Wire & Staples | £25.43  |

- c) To agree administration fee payment of £48.00 to PKF Littlejohn for invoice dated 25<sup>th</sup> October 2024
- d) To ratify payment of £15.18 for Clerks Expenses including the purchase of envelopes and labels.
- e) To agree payment of £54.00 for Assistant Clerk/RFO to attend 'Assertion 10' Training by NPTS.
- f) To agree funds from general reserves to cover running costs/contingency until April 2026 to cover the current shortfall in budget.

## **9. Discuss current issues with unauthorised Moorings**

## **10. Discuss issues surrounding Elmhurst Pump House**

## **11. Consider the purchase of a grit bin for residential use and agree any actions**

## **12. Correspondence and Consultations**

- a) To note general correspondence

## **13. Other Matters (*information only*)**

- a) Receive SAM2 Data
- b) 'The Street' traffic concerns.
- c) Information board at Sutton Staithe
- d) Noticeboard near the pond
- e) Bus shelter
- f) Moles at the Staithe

## **14. Reports from Parish Councillors (for information only)**

## **15. Items for the next agenda**

## **16. To confirm date of next meeting: Tuesday 10<sup>th</sup> February 2026 at 7pm at Sutton Village Hall**

## **17. 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
- b) Agree position of Parish Clerk