

Minutes of the Meeting of Sutton Parish Council held on Tuesday 9th December 2025 at 7pm at Sutton Village Hall

Present: Lynne Daulby (Chair)
David Curtis
Chris Makepeace
Kim Watts
Ian McMorris
David Gladden
Matthew Stimpson
Cherrie Woods, Assistant Clerk/RFO

Also present: County Councillor Nigel Dixon and 4 members of the public

1. Apologies for Absence

None

2. Declaration of Interest for items on the agenda

Cllr Makepeace item 8b

3. Applications for Co-option

None

4. a) Minutes of the meeting held Tuesday 11th November 2025

The minutes of the meeting were **agreed**, proposed by Cllr Stimpson, seconded by Cllr Curtis, all in favour.

b) Minutes of the extra ordinary meeting held Tuesday 28th October 2025

The minutes of the meeting were **agreed**, proposed by Cllr Stimpson, seconded by Cllr Curtis, all in favour

5. Public Forum

a) County Councillor (N Dixon)

County Councillor Nigel Dixon provided an update on the Local Government Reorganisation (LGR). He reported that an election for a Mayor covering Norfolk and Suffolk has been moved back for 2 years to 2028. At present it's not clear whether there will be a County Council election. Consultations for LGR are now open.

b) District Councillor (M Taylor)

Not present

c) Chair

Cllr Daulby confirmed that the final work at the quay heading has now been completed. A working party was held to complete the fixing of chicken wire to the ground which would help prevent slips/falls.

d) Public

A member of the public raised that fast speed broadband wasn't reachable from some properties due to BT not completing works to enable the access. This falls outside of the parish council's responsibility.

Ongoing concerns were raised about speeding on 'The Street'. A member of the public had contacted the local police regarding both the increased volume of traffic and the speed of vehicles. It was noted that the lack of pavements heightens the danger for pedestrians, especially children who use this road on their way to the village school. Reference was made to the proposed development on Ingham Road in Stalham, and concerns were expressed about the additional traffic it may generate. Cllr Dixon advised referring to the safety survey carried out two years ago, which included 'The Street.' It was also confirmed that transport assessments are normally undertaken with Highways as part of any new development plan. Actions relating to this matter will be discussed under item 11c.

6. The action log was noted and circulated to all councillors

7. Planning

a) New Applications

None

b) Decisions

None

8. Finance

- a) The accounts to 31st October were **noted**, with £27,896.88 in the bank accounts. The monthly bank reconciliation was circulated to all councillors and signed by Cllr Daulby. No receipts were noted since the last meeting.
- b) It was **agreed** to pay the following, proposed by Cllr Stimpson and seconded by Cllr Watts, all in favour.
- | | | | |
|------|-----------------------|--|----------|
| i. | C Moore | Salary – Nov 2025 | £80.00 |
| ii. | HMRC | PAYE – Nov 2025 | £20.00 |
| iii. | C Woods | Asst Clerk Nov 2025
(Inc 2hrs overtime) | £843.64 |
| iv. | C Woods | Mileage & Expenses Oct 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 |
| | G & H Services | Quay Heading Repairs | £5138.40 |
- c) It was **agreed** for a retrospective payment of £25.43 to be made to Sutton Building supplies for chicken wire and heavy-duty staplers. Proposed by Cllr Stimpson and seconded by Cllr Curtis, all in favour
- d) It was **agreed** for an additional cost of £117.60 to G&H Services which was required to remove a tree stump which wasn't originally anticipated. Proposed by Cllr Watts and seconded by Cllr Curtis, all in favour
- e) It was **agreed** to subscribe to Microsoft 365 for the parish laptop currently costed at £84.99. Proposed by Cllr Stimpson and seconded by Cllr Watts, all in favour **ACTION: CW**
- f) The purchase of a replacement sign was noted for Mooring No.1 which was damaged by a reversing boat. This was at a cost of £58.00 (SR Print & Signs) authorised under delegated authority by the Clerk (C Moore).

9.

a) Budget 2026-2027

The RFO presented the final draft budget for 2026-2027 including the revised tax base rate which was now confirmed by NNDC. As proposed by Cllr Curtis and seconded by Cllr Makepeace and all in favour, it was **agreed** to accept the final draft budget.

b) Precept

It was **agreed** to request a precept of £18,500.00 for 26/27, representing a 4.6% increase. This equates to an approximate rise of £1.22 per household per annum. Proposed by Cllr Gladden and seconded by Cllr Watts.

10. Correspondence and Consultations

Correspondence from the IDB was received to inform the parish that a survey would be taking place. This notice has been placed in the notice board and in the village magazine. A letter was also received from Wells Parish Council which shared their views on LGR.

11. Other Matters

a) Grants Policy

As proposed by Cllr Curtis and seconded by Cllr Makepeace, it was **agreed** to adopt a grants policy, all in favour. **ACTION: CW**

b) Sutton Signage

The village signage was discussed, and it was recognised that some signs i.e. 'The Pottery' sign needed to be removed as it no longer existed. Highways would be contacted to request this is removed.

ACTION: CW

c) 'The Street'

Speeding concerns on 'The Street' were discussed following reports from members of the public about increased traffic and vehicle speeds as well as the implications to traffic following proposed planning developments in Stalham. The following actions were **agreed**, as proposed by Cllr McMorris and seconded by Cllr Watts.

- Request a Highways speed assessment to understand the areas for concern.
- SAM2 data reports on 'The Street' to be produced monthly and circulated to councillors ahead of each council meeting.
- A letter will be sent to residents of 'The Street' to gather their views and encourage public participation regarding the concerns raised.

ACTION: CW

- d) A request was made for a donation to 'Cuppa & Cake' group held at Sutton Village Hall. This was **deferred** as a new grants policy is in place. The relevant documents would be forwarded to the applicant.

ACTION: CW

- e) Cllr McMorris provided an update on potential improvements to the information board at The Staithe. He presented drawings and suggested materials for the parish to consider. Estimated costs were discussed, although further investigation is needed to ensure value for money. Cllr McMorris confirmed he would be able to print some of the material himself. It was **agreed** to earmark £550.00 for the project. It was also suggested that the WI may wish to contribute by proposing local walks to feature on the board. Cllr McMorris will continue developing design options, with support from the Assistant Clerk as required. Proposed by Cllr Makepeace and seconded by Cllr Watts.

ACTION: IM/CW

- f) The notice board is currently in the process of being repaired by 'The Men's Shed' which had been arranged by a member of the public as the ownership of the board was previously unknown. It's expected to return to its destination by the end of the week with all the repairs completed. The repair would fall within the agreed figure set by the parish council in the previous meeting as the noticeboard was established as a Parish Council asset.
- g) The need for a permanent sign at the Staithe was discussed for the purpose of directing the turning of boats following a recent incident where a third parties boat reversed in to boat which was privately moored despite there being a sign on the boat. The terms of the lease would be referred to understand whether there would be any restrictions.

ACTION: CW

- h) The proposed bus shelter on 'The Street' was discussed. As part of the grant application process, a letter has been sent to the residents behind the proposed site, providing them with the opportunity to ask questions or give comments and informing them of the proposal. Responses have been requested by 22nd December.

12. Reports from Parish Councillors (for information only)
None

13. Items for next agenda
'The Street' traffic concerns

14. Date of Next Meeting

The next meeting would take place on **Tuesday 13th January 2026** at 7pm at Sutton Village Hall.
Agenda items to the Clerk by Monday 5th January 2026.

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

The Slipway sale was discussed. After seeking advice from other solicitors, it was recommended for the sale to proceed through the existing solicitor due to the works already completed. It was **agreed** to earmark £500 for Watsons estate agents to produce a map which was required by the land registry. Proposed by Cllr McMorris and seconded by Cllr Watts, all in favour.

ACTION: CW

The meeting closed at 8.30pm.

Sutton Parish Council Bank Reconciliation

Financial year ending 31 March 2026

Bank Statement Date:

31st December 2025

Balance per bank statements as at 31st March 2026

Unity Trust Current Account	£	1,413.74	
Unity Trust Deposit Account	£	25,154.43	
			£ 26,568.17

Less: Unpresented
Payments

Net balances at 31 March 2026

	£	-
	£	<u>26,568.17</u>

Cashbook

Opening balance at 1 April 2025	£	26,414.84
Add: Receipts	£	50,431.61
Less: Payments	£	50,278.28
Closing Balance 31 March 2026	£	<u>26,568.17</u>

£ -

Sutton Parish Council
Accounts for year ending 31st March 2026

	2025/6	Budget 2025/6	2024/5
Income			
Precept	£ 18,000.00	£18,000.00	£ 16,000.00
Admin	£ -	£0.00	£ -
Interest	£ 429.79	£0.00	£ 413.65
Recycling	£ -	£0.00	£ -
Staithe	£ 3,934.02	£3,500.00	£ 3,254.50
Boatyard Licence	£ -	£4,800.00	£ 4,861.00
Allotments	£ 414.00	£360.00	£ 432.00
Grants and Donations	£ 100.00	£0.00	£ -
Miscellaneous	£ -	£0.00	£ 607.62
VAT Reclaimed	£ 3,864.79	£0.00	£ -
Total	£ 26,742.60	£ 26,660.00	£ 25,568.77
Expenditure			
Clerk Salary	£ 6,799.99	£12,000.00	£ 12,753.96
HMRC	£ 845.91	£0.00	£ 341.09
Administration and Training	£ 1,027.81	£1,000.00	£ 1,138.00
Section 137	£ 4,030.00	£500.00	£ 35.77
Staithe	£ 8,759.44	£3,800.00	£ 25,013.10
Allotments	£ 1,247.75	£500.00	£ 1,550.00
Slipway	£ 28.00	£1,000.00	£ -
Subscriptions	£ 74.00	£800.00	£ 802.87
Insurance	£ 300.00	£300.00	£ 300.00
Audit Fees	£ 580.00	£500.00	£ 40.00
Hall Hire	£ 260.00	£300.00	£ 240.00
Dog Bins	£ 988.00	£1,100.00	£ 911.60
Website	£ 210.00	£100.00	£ 222.00
Recycling	£ -	£0.00	£ 54.00
Pond	£ -	£50.00	£ -
SAM2	£ -	£500.00	£ 172.48
Road Safety	£ -	£0.00	£ -
Church	£ -	£250.00	£ 512.50
VAT	£ 1,438.37		£ 1,599.35
Contingency			
Total	£ 26,589.27	£22,700.00	£ 45,686.72
Balance B/f	£ 26,414.84		£ 46,532.79
Income	£ 26,742.60		£ 25,568.77
Expenditure	£ 26,589.27		£ 45,686.72
Balance c/f	£ 26,568.17		£ 26,414.84
Represented by			
Unity Trust Current Account	£ 1,413.74		£ 1,001.19
Unity Trust Deposit Account	£ 25,154.43		£ 25,413.65
Unpresented Cheques	£ -		£ -
	£ 26,568.17		£ 26,414.84
Difference	£ -		£ -

(no subject)

From [REDACTED]

To <clerk@sutton-norfolkparish.gov.uk>

Date 2026-01-07 13:25

Hi,

Would it be possible to be considered for a yellow grit bin in the Neville road/Hastings road area please? I live on Neville road and would be happy to help grit our road to make

Safer and passable for all of us down hear.

Many thanks

[REDACTED]

From [REDACTED]

To Sutton Parish Council <clerk@sutton-norfolkparish.gov.uk>

Date 2026-01-07 14:32

I am writing to you to complain that there is no grit bins in our village, can this be looked at as a necessity ?

Subsequently the roads on the Cul de sacs have been awful- I skidded and hit a parked car causing damage to both vehicles on the road I live in Laxfield Road.

Many thanks

[REDACTED]

Incoming: Average Hourly Volume for Week of 27/10/2025

Average Counts By Hour (27/10/2025) — Average Counts By Hour (27/10/2025)

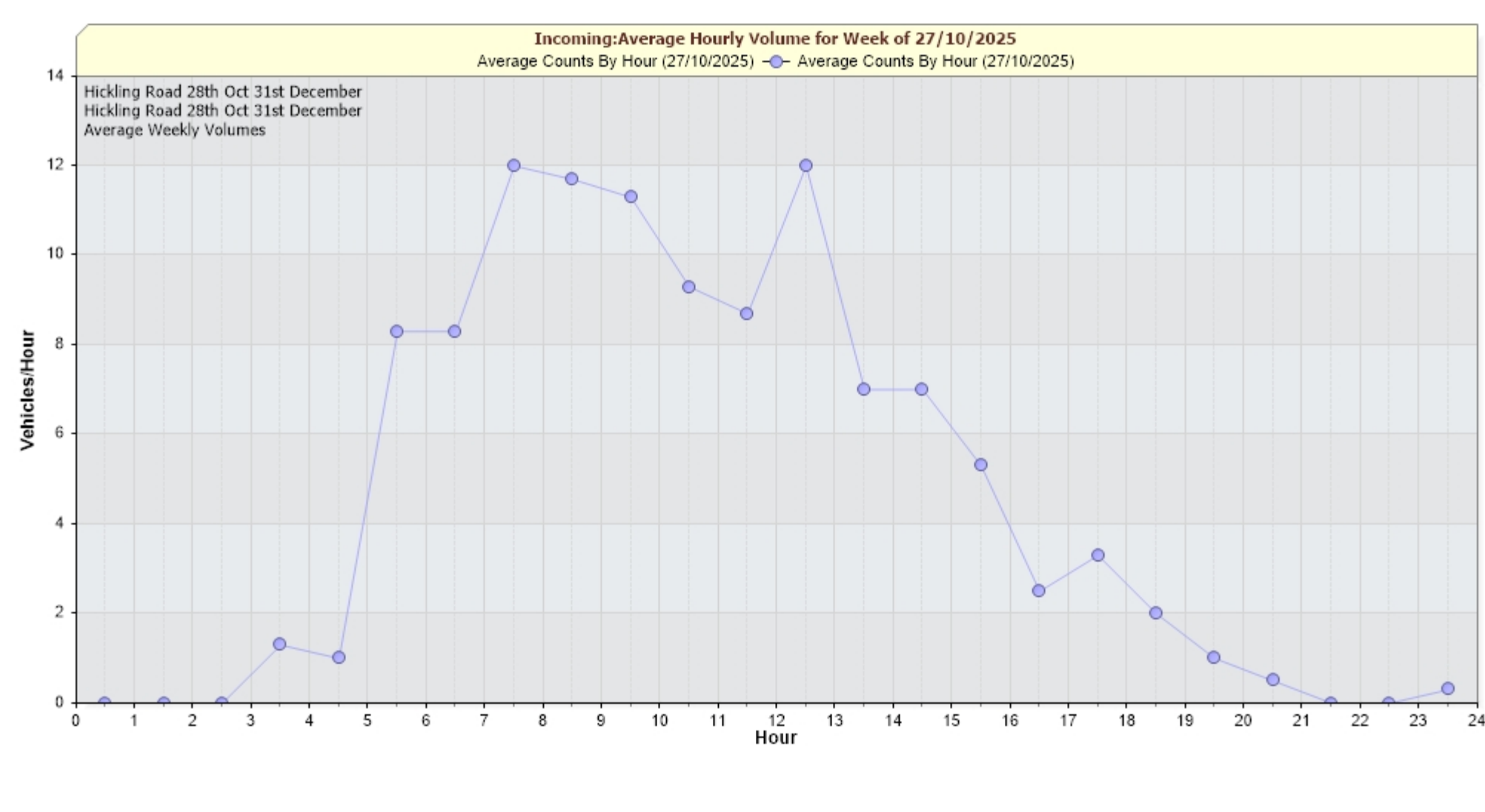
Hickling Road 28th Oct 31st December
Hickling Road 28th Oct 31st December
Average Weekly Volumes

Vehicles/Hour

14
12
10
8
6
4
2
0

Hour

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24



Incoming:Average Hourly WEEKDAY Speeds for Week of 27/10/2025

Average Hourly WEEKDAY Speeds By Hour (27/10/2025) — Average Hourly WEEKDAY Speeds By Hour (27/10/2025)

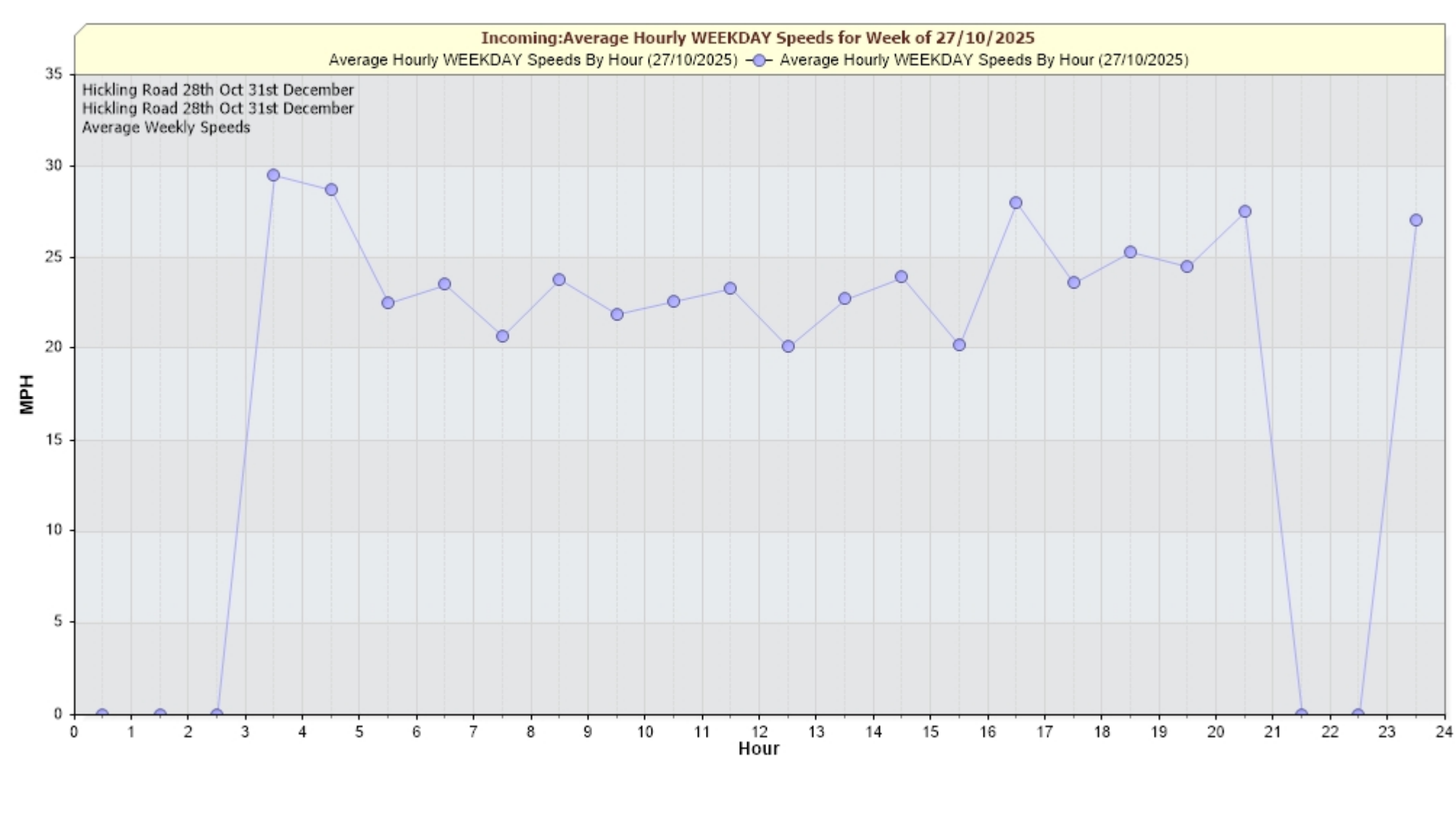
Hickling Road 28th Oct 31st December
Hickling Road 28th Oct 31st December
Average Weekly Speeds

MPH

35
30
25
20
15
10
5
0

Hour

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24



Incoming:Daily Volume for Week of 27/10/2025

Daily Vehicle Counts



Daily Vehicle Counts

Hickling Road 28th Oct 31st December
Hickling Road 28th Oct 31st December
Daily Volumes

140

120

100

80

60

40

20

0

Vehicles

Monday

Tuesday

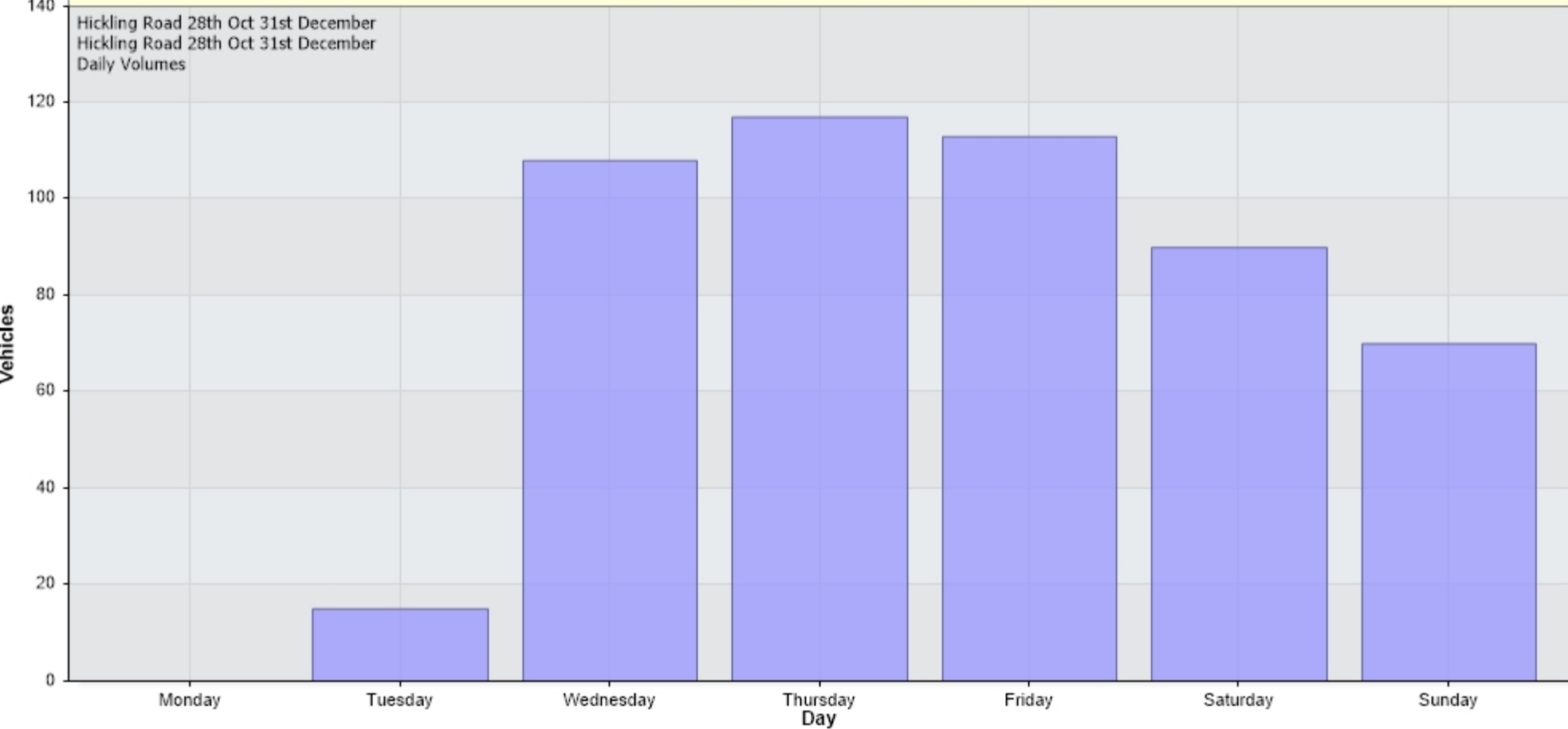
Wednesday

Thursday
Day

Friday

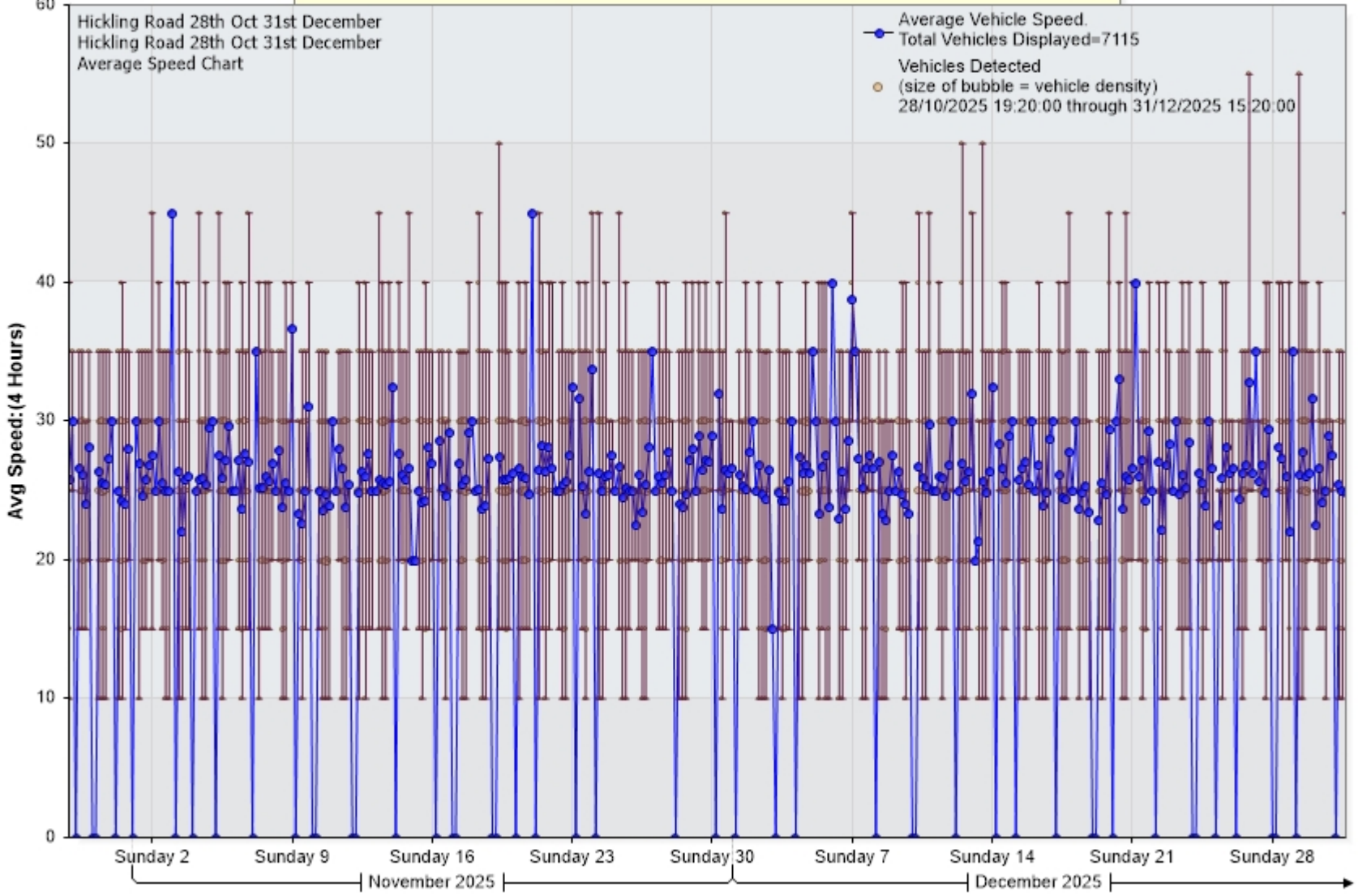
Saturday

Sunday



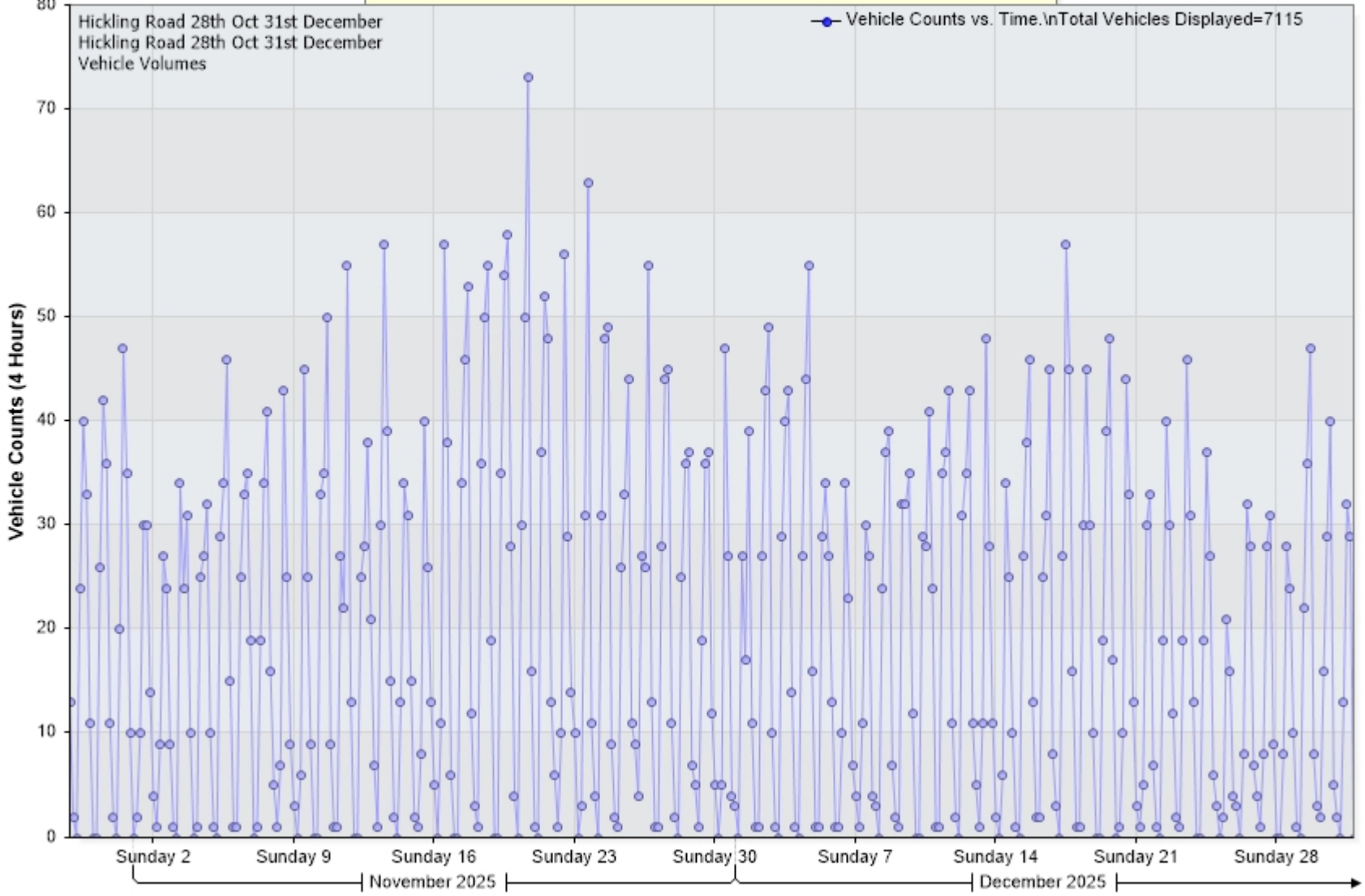
Zoom
help

Average Vehicle Speed (MPH) vs. Time [Hickling Road 28th Oct 31st December:Incoming]



Zoom
help

Vehicle Counts vs. Time [Hickling Road 28th Oct 31st December: Incoming]

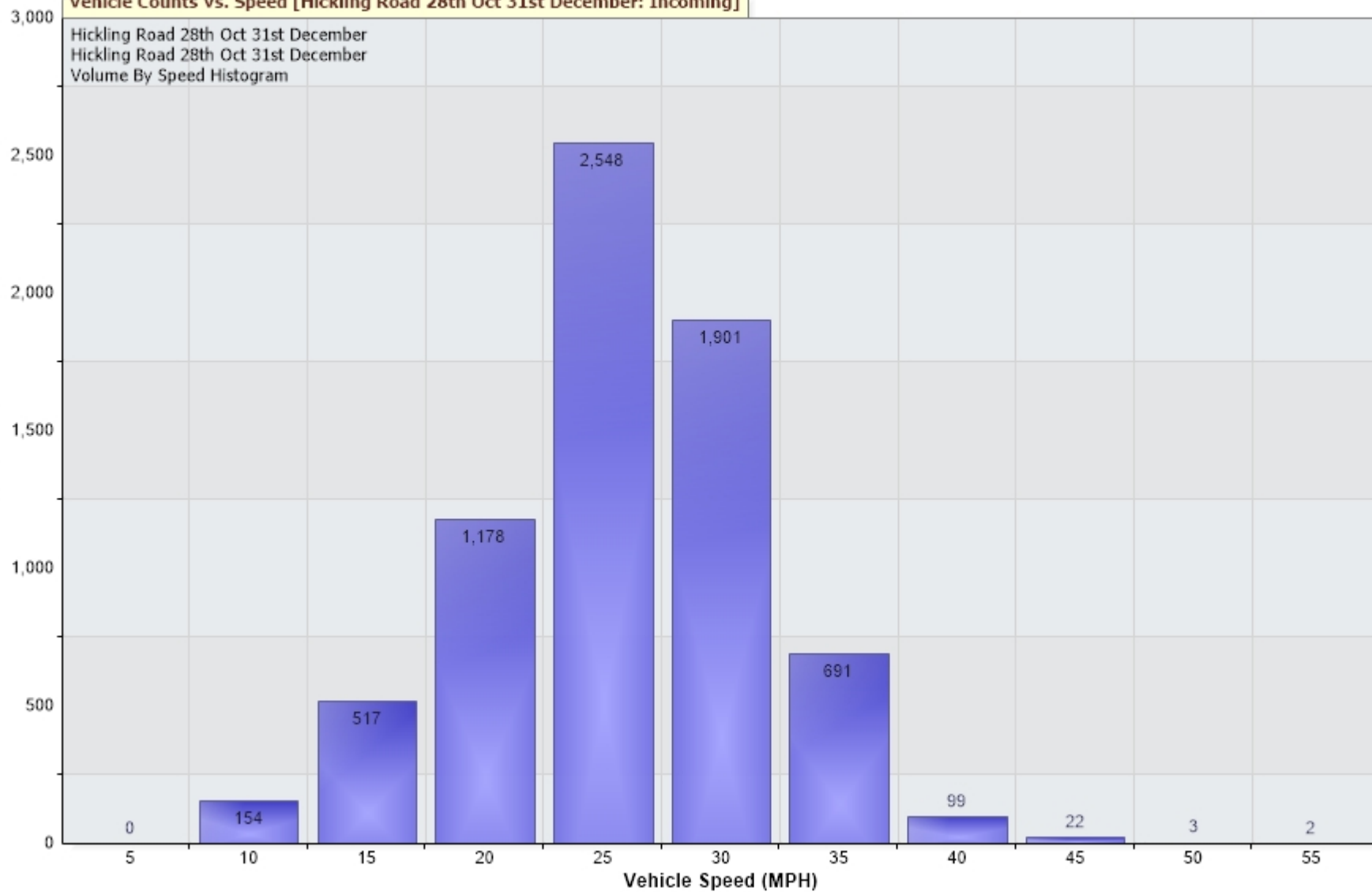


Vehicle Counts Vs. Speed [Hickling Road 28th Oct 31st December: Incoming]

Hickling Road 28th Oct 31st December
Hickling Road 28th Oct 31st December
Volume By Speed Histogram

7,115 Counts

Vehicle Counts



Percentile Counts Vs. Speed for [Hickling Road 28th Oct 31st December: Incoming]

Hickling Road 28th Oct 31st December
Hickling Road 28th Oct 31st December
85th Pct Speed=29.3 MPH
Vehicles in data=7115
28/10/2025 15:00:00 to 31/12/2025 14:59:59

29.3(MPH)

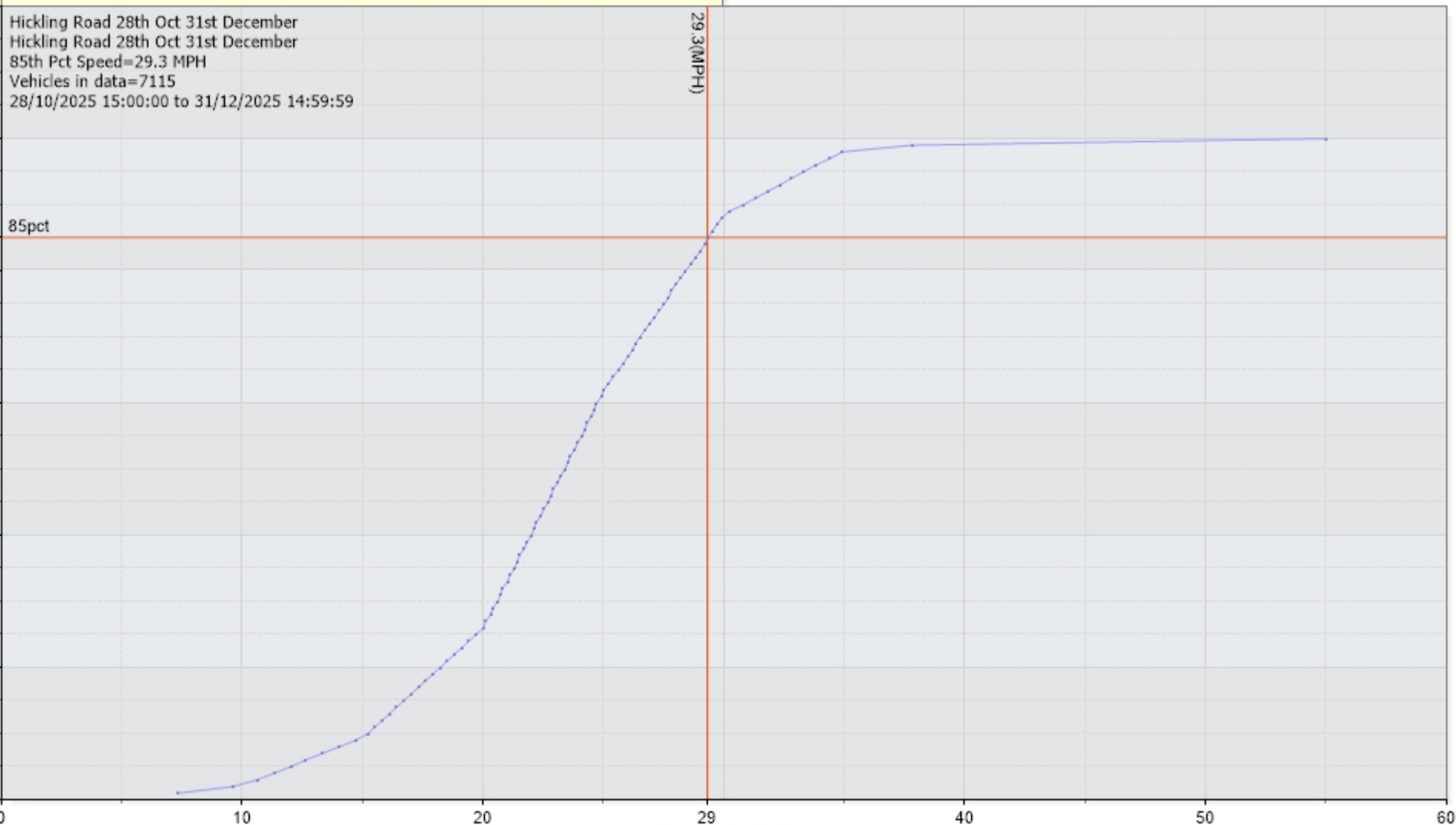
85pct

Percentile Counts

120
100
85
80
60
40
20
0

Speed (MPH)

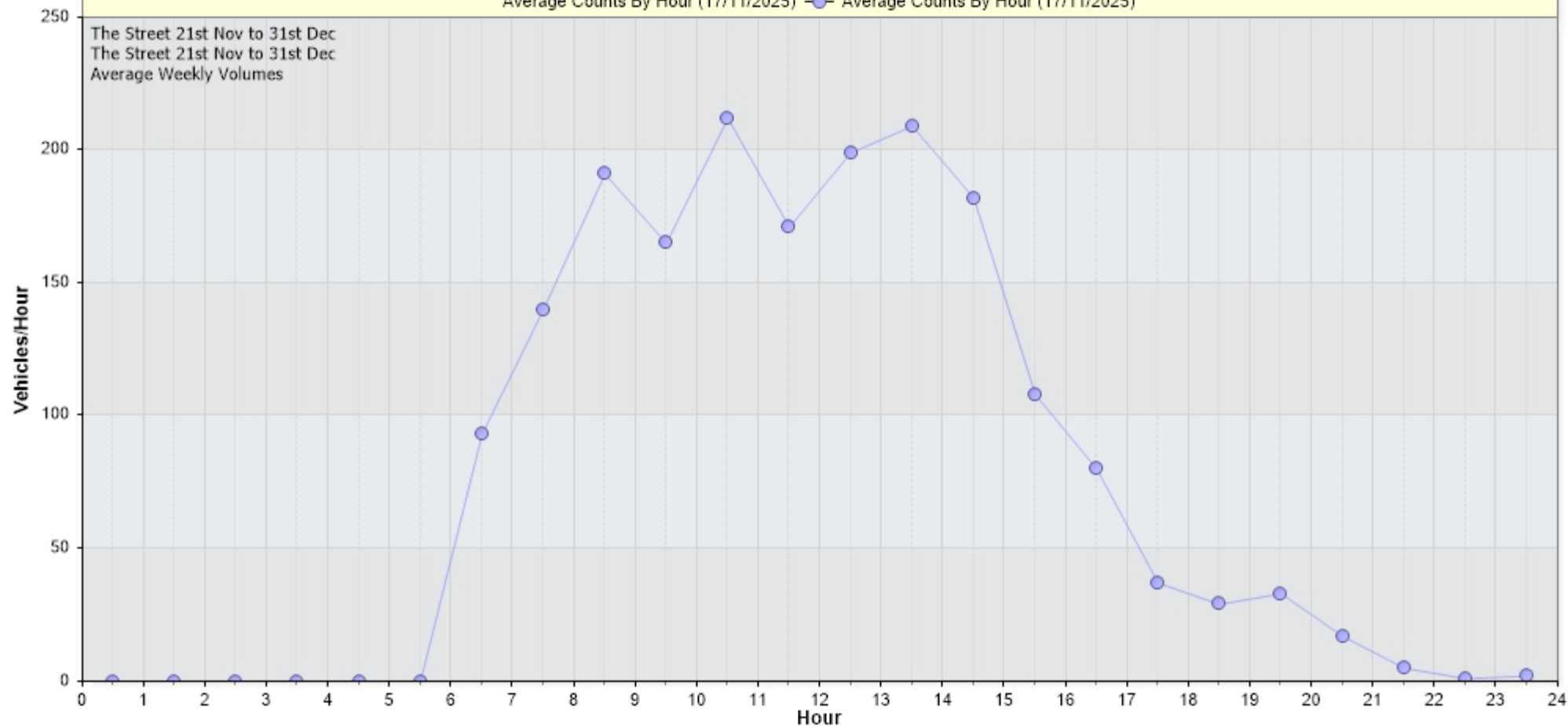
0 10 20 29 40 50 60



Incoming:Average Hourly Volume for Week of 17/11/2025

Average Counts By Hour (17/11/2025) — Average Counts By Hour (17/11/2025)

The Street 21st Nov to 31st Dec
The Street 21st Nov to 31st Dec
Average Weekly Volumes

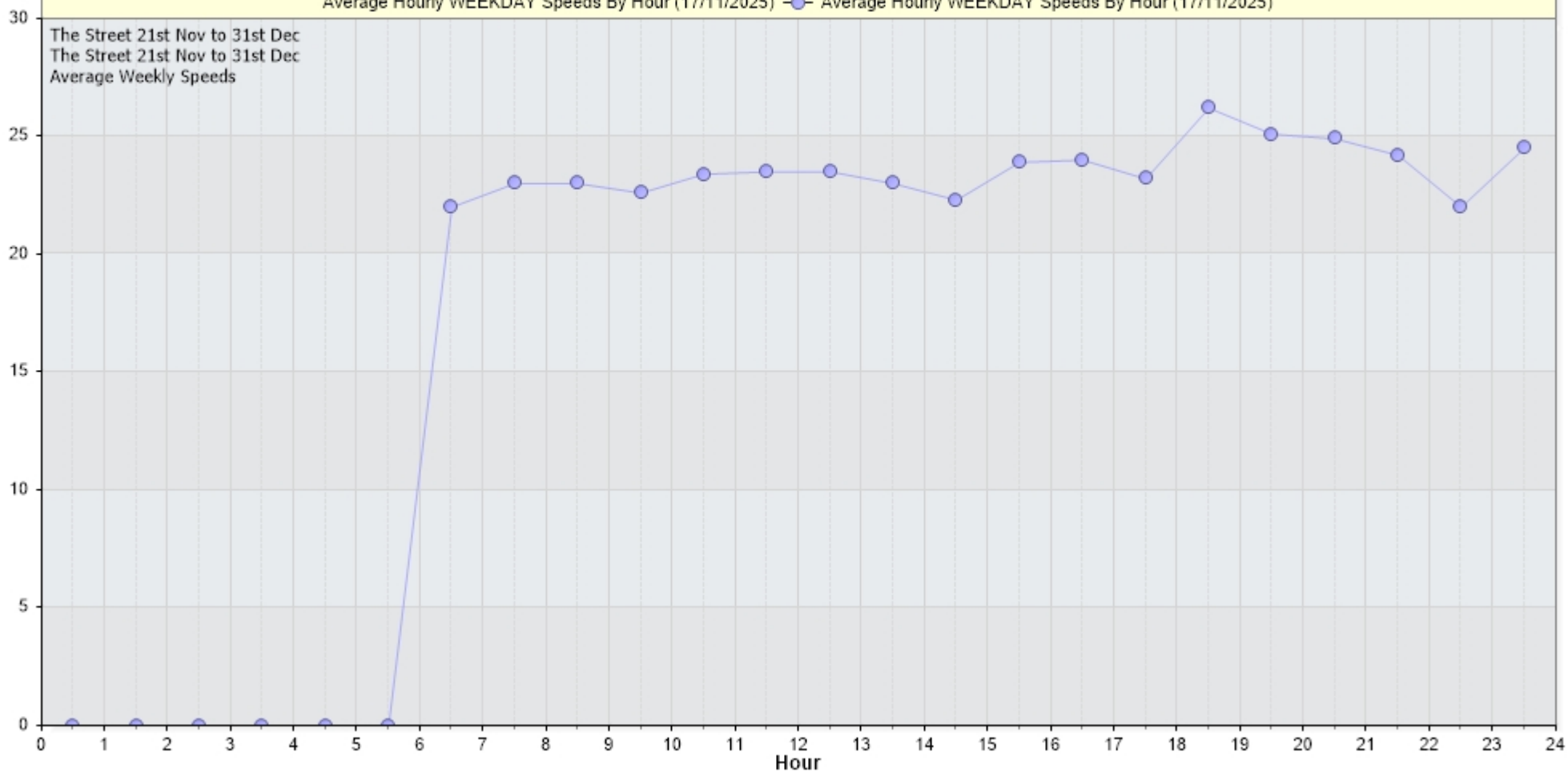


Incoming:Average Hourly WEEKDAY Speeds for Week of 17/11/2025

Average Hourly WEEKDAY Speeds By Hour (17/11/2025) — Average Hourly WEEKDAY Speeds By Hour (17/11/2025)

The Street 21st Nov to 31st Dec
The Street 21st Nov to 31st Dec
Average Weekly Speeds

MPH



Incoming:Daily Volume for Week of 17/11/2025

Daily Vehicle Counts

Daily Vehicle Counts

The Street 21st Nov to 31st Dec
The Street 21st Nov to 31st Dec
Daily Volumes

Vehicles

2,000
1,800
1,600
1,400
1,200
1,000
800
600
400
200
0

Monday

Tuesday

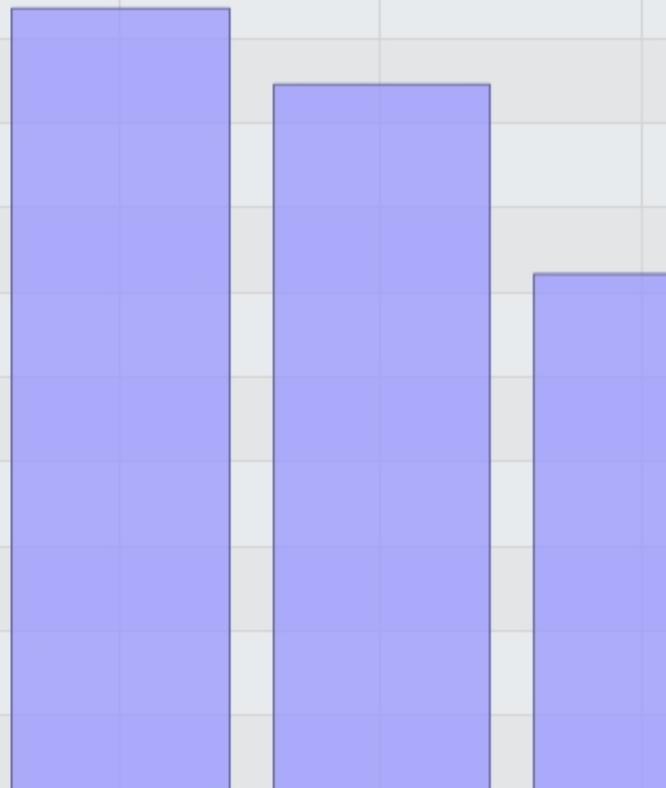
Wednesday

Thursday
Day

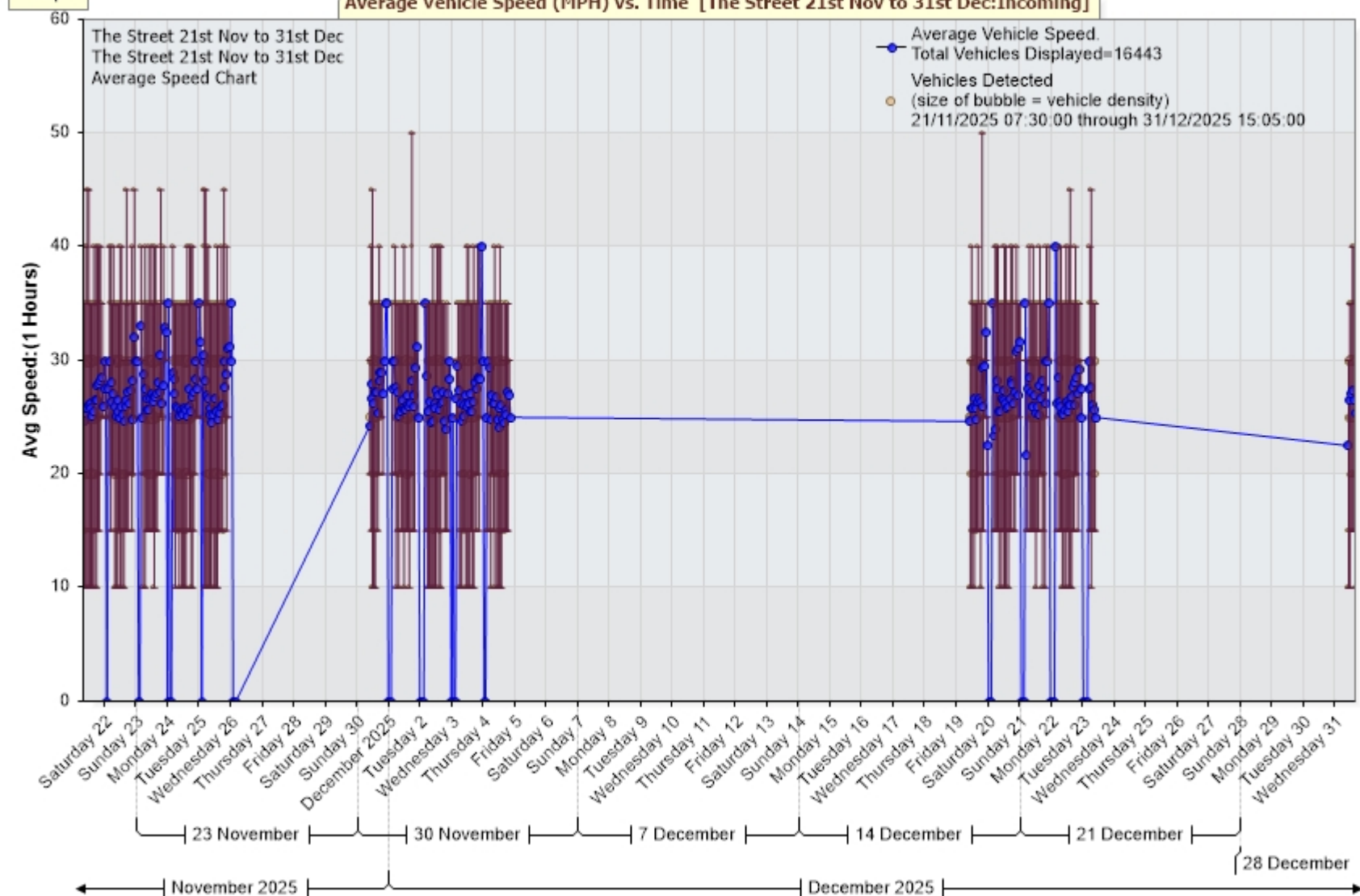
Friday

Saturday

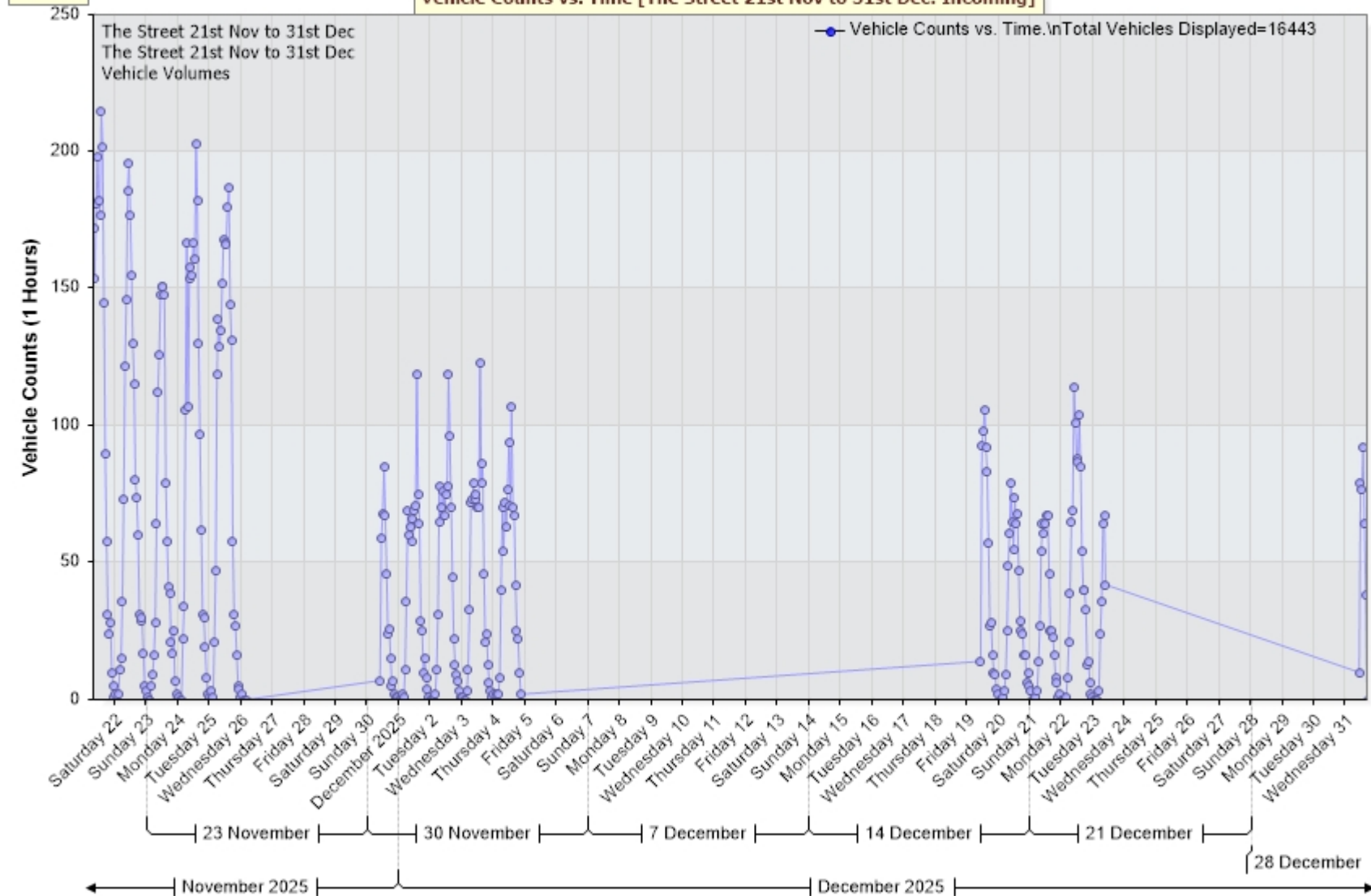
Sunday



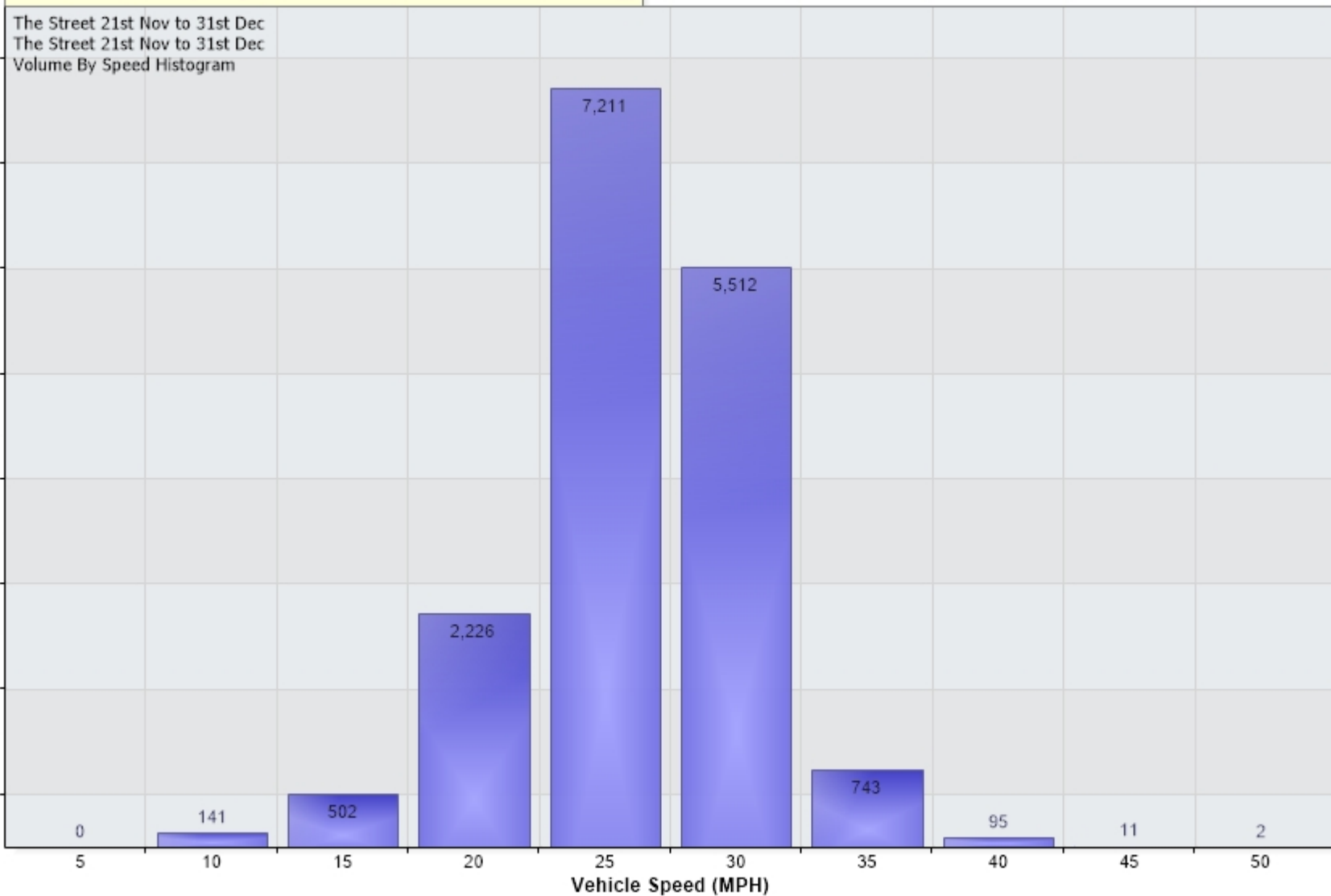
Average Vehicle Speed (MPH) vs. Time [The Street 21st Nov to 31st Dec:Incoming]



Vehicle Counts vs. Time [The Street 21st Nov to 31st Dec: Incoming]



Vehicle Counts Vs. Speed [The Street 21st Nov to 31st Dec: Incoming]



16,443 Counts

Percentile Counts Vs. Speed for [The Street 21st Nov to 31st Dec: Incoming]

The Street 21st Nov to 31st Dec
The Street 21st Nov to 31st Dec
85th Pct Speed=28.5 MPH
Vehicles in data=16443
21/11/2025 06:00:00 to 31/12/2025 14:59:59

Percentile Counts

