



SUTTON PARISH COUNCIL

Tel: 07450964574
Chair: Lynne Daulby

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

To Members of the Council,

You are hereby summoned to attend a meeting of Sutton Parish Council on

Tuesday 10th February 2026 at 7pm at Sutton Village Hall for the purpose of transacting the following business:

Cherrie Woods, Parish Clerk 4th February 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 13th January 2026

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

None

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 – Jan 2026	£80.00
ii. HMRC	PAYE – Jan 2026	£20.00
iii. C Woods	Asst Clerk – Dec/Jan 2025	£1,008.70
iv. C Woods	Mileage & Expenses - Dec 2025	£5.94
v. C Woods	SMARTY Sim Bundle	£8.00
vi. PKF Littlejohn	Admin fee (Oct 24)	£40.00
vii. NPTS	Assertion 10 training	£45.00
viii. Watsons	Map for land	£500.00
- c) Receive update regarding VAT position
- d) Discuss consideration of council accounting software
- e) Discuss licence fees outstanding for Boatyard Licence for 2025 and prior years and agree any actions
- f) Discuss and agree Boatyard Licence fee for 2026

- g) Receive quotation for grit bin and agree actions
- h) Receive costs noticeboard 'Sutton Parish Council' sign and agree actions

9. Discuss flooding issues within the parish

10. Agree IT Policy in line with new legislative requirements

11. Correspondence and Consultations

- a) To note general correspondence

12. Other Matters (*information only*)

- a) Receive SAM2 Data
- b) 'The Street' traffic concerns.
- c) Information board at Sutton Staithe
- d) Bus shelter

13. Reports from Parish Councillors (for information only)

14. Items for the next agenda

15. To confirm date of next meeting: Tuesday 10th March 2026 at 7pm at Sutton Village Hall

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

- a) Discuss Slipway sale and receive information from Clerk regarding disposal of assets and processes surrounding this