



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 March 2026 at 7pm at Sutton Village Hall for the purpose of transacting the following business:

Cherrie Woods, Parish Clerk 5th March 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 10th February 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 Woods	Salary – Feb 2026	£948.08
ii.	HMRC & NI	PAYE – Feb 2026	£79.66
iii.	C Woods	Mileage & Expenses - Feb 2026	£11.88
iv.	C Woods	SMARTY Sim Bundle	£8.00
v.	Village Hall	Extra Hall Hire 6 th Jan	£20.00
vi.	St. Michaels Church	Grass Cutting 50% S137	£157.50
vii.	S Hunt	Allotment Internal Audit 24-25	£85.00

- c) Receive update regarding VAT position
- d) Agree annual subscription for Scribe accounting software
- e) Appoint internal auditor to audit 2025-2026 accounts
- f) Receive and agree 2026 grass cutting & maintenance contract
- g) Agree earmark reserve for allotment bonds
- h) Receive Allotment internal audit report for the year 24-25
- i) Agree mooring fees for 2026-2027

9. Receive and approve the annual information audit

10. Agree Moorings Policy & Abandoned Boats Policy including any suggested amendments agreed by the council

11. Update regarding Boatyard Licence

12. Correspondence and Consultations

a) To note general correspondence

13. Other Matters (information only)

a) Receive SAM2 Data

b) 'The Street' traffic concerns.

14. Reports from Parish Councillors (for information only)

15. Items for the next agenda

16. To confirm date of next meeting: Tuesday 14th April 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:

Slipway Sale

Agree £26 per month 'Working from home allowance' for Parish Clerk