

**Minutes of the Meeting of Sutton Parish Council held on  
Tuesday 13th January 2026 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:** Matthew Taylor (District Councillor) & 3 members of the public

**1. Apologies for Absence**

None

**2. Declaration of Interest for items on the agenda**

None

**3. Applications for Co-option**

None

**4. Minutes of the meeting held Tuesday 9th December 2025**

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

**5. Public Forum**

a) County Councillor (N Dixon)

Not present

b) District Councillor (M Taylor)

Cllr Taylor made comments on agenda items 7a and 7b. He reported both planning applications, noting that they were retrospective and that work had already been carried out outside the normal planning process. As a result, neither the public or relevant authorities were able to comment prior to consultation. Both Cllr Taylor and Cllr Bayes (DC, not present) will make their own comments, and their responses will remain unchanged.

The Ingham Road Development in Stalham was discussed. Cllr Taylor expressed the view that the proposed development would exacerbate issues already present, which was to be expected given the scale of the development. He confirmed that Anglian Water has currently rejected the application, bringing the development to a halt. Until the matter is resolved by either Anglian Water or Barratt Homes, the planning application will remain dormant.

Cllr Taylor provided his comments on item 13b. He updated the Council that Cllr Bayes had been working with Highways and the Police, who were assessing reports of speeding in the area and considering appropriate enforcement measures. He highlighted the importance of having consistent SAM2 data and noted that some vegetation could obstruct the camera if not properly maintained. He confirmed that he would raise this matter with Highways to ensure it is addressed.

Cllr Taylor also commented on Elmhurst Pump (item 10). He had attempted contact to address the current issues without success.

c) Chair

No reports

d) Public

A member of the public requested a grant application form. The Assistant Clerk/RFO would forward this.

**6. Action Log**

This was noted and circulated to all councillors prior to the meeting

**7. Planning**

a) PF/25/2726

Erection of outbuilding to house a borehole pump and associated infrastructure. (Retrospective) - Sutton Hall, Hall Road, Sutton Norwich Norfolk NR12 9RX

**Object**

b) 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

**Object**

c) PF/25/2793

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

**Support**

**8. Finance**

a) The accounts to 31st December were noted, with £26,568.17 in the bank accounts. The monthly bank reconciliation was circulated to all councillors and signed by Cllr Daulby. The following receipts were noted since the last meeting.

➤ £216.00 – Allotments

➤ £166.49 – Interest

b) It was **agreed** to pay the following, proposed by Cllr Stimpson and seconded by Cllr Curtis, all in favour.

|       |                          |                                   |         |
|-------|--------------------------|-----------------------------------|---------|
| 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 25         | £5.94   |
| v.    | Amazon                   | Labels & Envelopes                | £9.24   |
| vi.   | SMARTY Mobile            | Sim Bundle                        | £8.00   |
| vii.  | Stalham Mens Shed        | Notice Board Repair               | £100.00 |
| viii. | S R Print & Design       | Replacement sign Mooring no.1     | £69.60  |
| ix.   | Microsoft 365            | Annual Subscription Microsoft 365 | £84.99  |
| x.    | G & H Services           | Tree Stump Removal                | £117.60 |
| xi.   | Sutton Building Supplies | Chicken wire & staples            | £25.43  |

c) It was **agreed** to pay administration payment £48.00 to PKF Little John for invoice dated 25<sup>th</sup> October 2024. Proposed by Cllr Stimpson and seconded by Cllr Curtis, all in favour

d) It was **agreed** to ratify payment of £15.18 for Clerks expenses to include the purchase of labels and envelopes. Proposed by Cllr Watts and seconded by Cllr Curtis, all in favour

e) It was **agreed** for the Assistant Clerk/RFO to attend 'assertion 10' training at the cost of £54.00. Proposed by Cllr Gladden and seconded by Cllr McMorris, all in favour

f) The councils financial position was discussed and it was noted that the budget has been exceeded by £2,420.90. The Assistant Clerk/RFO suggested this could be down to income not being received from the Boatyard lease. It's being investigated whether this is the case. It was agreed to use general reserves of £4,500 to cover the shortfall in the budget which would be allocated accordingly. Proposed by Cllr Watts and Cllr McMorris, all in favour.

**9. Discuss current issues with unauthorised moorings**

Unauthorised moorings were discussed and the need for a moorings policy was acknowledged with the aim of including management measures to help control unauthorised moorings.

**ACTION: CW**

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

Concerns were raised regarding work being carried out by Anglian Water. The work has been undertaken during unsociable hours, causing disturbance to nearby properties, and lorries associated with the works have reportedly caused damage. Cllr Daulby and Cllr Taylor will arrange to meet with Anglian Water to raise concerns.

**ACTION: LD/MT**

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

The Parish received two emails from residents who felt there is a need for a grit bin following recent snow fall. It was mentioned there was a bin historically in the village however it was thought it was removed due to excessive wear and tear. Location of a possible grit bin was discussed. The Assistant Clerk/RFO would investigate costs and report at the next meeting.

**ACTION: CW**

**12. Correspondence and consultations**

Email received from resident relating to item 13d

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

#### **a) Receive SAM2 Data**

This was circulated to all councillors prior to the meeting and will continue to be carried out monthly

#### **b) The Street' traffic concerns**

Letters have been sent to residents of 'The Street' to give the opportunity to provide comments relating to traffic concerns. The response date is 9th March 2026.

#### **c) Information board at Sutton Staithe**

Cllr McMorris is continuing to work on drafting content for the board including the production of a digital map. He will update the council of this as it progresses.

#### **d) Noticeboard near the pond**

The noticeboard is now repaired and back in place. It was noted that there is no signage on the board to determine Sutton Parish Council as the owner. Cllr McMorris would investigate a cost for this and present to the next meeting.

**ACTION: IM**

#### **e) Bus shelter**

An email was received to object to the proposal of the bus shelter. This was circulated to the councillors at the meeting and all points were considered. The council wishes to continue with the process in having a bus shelter with the view that full consultation would be had by Highways and the Bus Shelter company to ensure the bus shelter is suitable for the area. The Assistant Clerk/RFO will respond to the resident. The closing date for the funding is the 31st January.

#### **f) Moles at the Staithe**

The moles are in the process of being treated using a pest control management plan over a 3 stage visit which should be sufficient to lessen the problem.

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

- Cllr Daulby reported that the lock near the moorings carpark had been broken. A replacement is urgently needed.
- Cllr McMorris raised visibility concerns again regarding the give way signs at the junction which had previously been rectified by NNDC.

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

### **16. To confirm date of next meeting**

The next meeting would take place on **Tuesday 10th February 2026** at 7pm at Sutton Village Hall. Agenda items to the Clerk by 29<sup>th</sup> January 2026.

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

#### **a) Update on slipway sale**

Cllr Daulby confirmed Watsons were in the process of producing their maps required by the land registry.

#### **b) Agree position of Parish Clerk**

Catherine Moore would finish her Locum role as Clerk on the 31st January 2026 and it was agreed that Cherrie Woods (Assistant Clerk/RFO) will take position of Clerk/RFO from 1st February 2026. Proposed by Cllr McMorris & seconded by Cllr Stimpson, unanimously agreed.

The meeting closed at 8.23pm