

**Minutes of the Meeting of Sutton Parish Council held on
Tuesday 10th February 2026 at 7pm at Sutton Village Hall**

Present: Lynne Daulby (Chair)

David Curtis

Chris Makepeace

Kim Watts

Ian McMorris

David Gladden

Cherrie Woods, Parish Clerk/RFO

Also present: Matthew Taylor (District Councillor) & Nigel Dixon (County Councillor)

1. Apologies for Absence

Matthew Stimpson

2. Declaration of Interest for items on the agenda

None

3. Applications for Co-option

None

4. Minutes of the meeting held Tuesday 13th January 2026

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

5. Public Forum

a) County Councillor (N Dixon)

Cllr Dixon highlighted the flooding report which had been circulated to council members which he viewed as a progress report of Hickling & Sutton.

It was confirmed that elections would indeed be going ahead in May 2026. The decision on whether there would be one, two or three unitary authorities would be decided at the end of March or April.

Cllr Dixon updated members of the proposed disposal of Sydney House care home. He would expect there to be something in place to fulfil the needs

b) District Councillor (M Taylor)

Cllr Taylor reported that he had met with the NNDC planning department regarding the Ingham Road development. Objections will be put forward strongly regarding concerns about the water supply. He also advised that as of April, District Councillors hope to have a new £4,000 Local Member Fund for 'people and place' projects.

Cllr Taylor has written to Anglian Water about the Ingham Road development, raising questions about connections for smaller projects.

Discussions are ongoing regarding Sutton Hall, with the planning officer still dealing with the application. There continue to be appeals from residents, the Parish Council and North Norfolk District Council.

Cllr Taylor has contacted the pump station and is currently awaiting a response.

Stalham Green Pond has been cleared, and a maintenance programme is being put together for its upkeep. Cllr Taylor also mentioned the closure of The Factory Shop in Stalham, noting it is a significant loss to the community. He will be approaching similar businesses that may be interested in taking over the premises.

c) Chair

No reports

d) Public

6. Action Log

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

7. Planning

None

8. Finance

a) The accounts to 31st January were noted, with £29,857.03 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.

- £236.00 – Allotments
- £4816.00 – Boatyard Licence

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

i.	C Moore	Salary – Jan 2026	£80.00
ii.	HMRC	PAYE – Jan 2026	£20.00
iii.	C Woods	Asst Clerk Dec/Jan 2026	£1008.70
iv.	C Woods	Mileage & Expenses Dec/Jan 26	£5.94
v.	SMARTY Mobile	Sim Bundle	£8.00
vi.	Sutton Building Supplies	Chicken wire & staples	£25.43
vii.	PKF Little John	Admin Fee (Oct 24)	£40.00
viii.	NPTS	Assertion 10 Training	£45.00
ix.	Watsons	Map for Land	£500.00

c) Receive update regarding VAT position

The Clerk advised that the VAT review has now been completed and a report prepared setting out the Council's obligations. Sutton Parish Council will need to register for VAT as its income has gone over the threshold. The Clerk will look back over the last ten years to establish when the threshold was first exceeded and will begin the registration process. The Clerk will liaise with HMRC and the Parkinson Partnership to agree the next steps. The report will be brought back to the next meeting for further discussion. **Action: Clerk**

d) Discuss consideration of council accounting software

The need to subscribe to accounting software was discussed, as this is now required due to the Council's VAT registration. The Clerk will obtain a quotation to be discussed at the next council meeting. **Action: Clerk**

e) Discuss licence fees outstanding for Boatyard Licence 2025 and prior years and agree any actions

The boatyard licence was discussed for 2025 and prior years. It was agreed that investigations should continue to establish a clear understanding of the accounts, as the position regarding any outstanding fees has not yet been fully clarified. As proposed by Cllr Makepeace and seconded by Cllr Curtis, it was agreed that the 2025 fee included a £1,200 discount resulting in a revised total of £4,861. It was noted that £4,816 had been received due to an administrative error in the previous licence. It was further agreed that the resulting underpayment of £45 would be written off.

Action: Clerk

f) Discuss and agree Boatyard Licence fee for 2026

As proposed by Cllr Curtis and seconded by Cllr Makepeace, it was agreed that a 3.4% increase would be applied to the licence, resulting in a total of £5,026.27. It was noted that VAT may apply, depending on the effective date of the Council's VAT registration.

g) Receive quotation for Grit Bins and agree actions

It was proposed by Cllr Gladden, seconded by Cllr Curtis, and unanimously agreed to purchase two 400L grit bins. It was further agreed that one bin be placed on Staithe Road and the other at the junction of The Street & New Road.

Action: Clerk

h) Receive costs for noticeboard 'Sutton Parish Council' sign and agree actions

Cllr McMorris reported that the cost of adding a 'Sutton Parish Council' sign to the noticeboard would be approximately £20.00. It was proposed by Cllr Curtis, seconded by Cllr Watts, and unanimously agreed that a sign be purchased at a cost of up to £25.00. Cllr McMorris will proceed with the purchase.

ACTION: IM

9. Discuss flooding issues within the parish

Cllr Matthew Taylor would follow up issues regarding Elmhurst

10. Agree IT Policy in line with legislative requirements

It was proposed by Cllr Daulby, seconded by Cllr Makepeace, and unanimously agreed that the Council adopt an IT policy in line with legislative requirements.

Action: Clerk

11. Correspondence and consultations

None

12. Other Matters (for information only)

a) Receive SAM2 Data

This was circulated to all councillors prior to the meeting. No comments

b) The Street' traffic concerns

The Clerk has received 11 responses from the letters sent to residents of 'The Street'. The response date is 9th March 2026. This would be discussed at the next meeting.

c) Information board at Sutton Staithe

Cllr McMorris is continuing to work on the contents of the board and would update the council in due course.

d) Bus shelter

The Clerk confirmed that the grant had been accepted to partially fund the bus shelter. Installation is expected to take place in approximately eight weeks.

13. Reports from Parish Councillors (for information only)

None

14. Items for next agenda

15. To confirm date of next meeting

The next meeting would take place on **Tuesday 10th March 2026** at 7pm at Sutton Village Hall. Agenda items to the Clerk by 2nd March 2026.

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

a) Slipway sale

The Clerk informed the council that solicitor was currently in the process of carrying out a Common Rights check of the land with Norfolk County Council. The Clerk confirmed that the council needed to note its obligation under S127 of the Local Government Act 1972 when it comes to the sale of assets.

The meeting closed at 8.47pm