Minutes of the Meeting of Sutton Parish Council held on

Tuesday 10th March 2026 at 7pm at Sutton Village Hall

Present: Lynne Daulby (Chair)
David Curtis
Kim Watts
Ian McMorris
David Gladden
Cherrie Woods, Parish Clerk/RFO

Also present: Cllr Dixon (County Councillor) & 3 members of the public

1. **Apologies for Absence**

Chris Makepeace (no apologies)

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

None

3. **Applications for Co-option**

None

4. **Minutes of the meeting held Tuesday 10th February 2026**

The minutes if 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 confirmed that he was awaiting information from Cllr Makepeace, and Cllr Dauby agreed to check this. It was noted that the County Council elections will take place on 7 May 2026 when new electoral division boundaries will come into effect. Elections for new unitary councillors are scheduled for May 2027 followed by an election relating to the Norfolk and Suffolk arrangements in May 2028 and a potential General Election in May 2029.

Regarding Sydney House in Stalham, it was reported that the sale of Norse Care remains at the due diligence stage and that a decision are still underway and would be communicated at a later date. Cllr Gladden asked whether there had been any update regarding Anglian Water issues with the new housing development scheduled in Stalham. It was noted that this matter is currently being dealt with by Cllr Taylor. Cllr Dixon confirmed that he had represented the council's position and stated that it would be a very high-risk decision to proceed with the development without the necessary water infrastructure in place. He referred to another council that had used a regular tankering service in a similar situation to manage foul water from a housing development. However, he stated that if conditional approval were suggested, he would not regard this as a reasonable solution and would not support the development proceeding on that basis.

Cllr Stimpson raised concerns about the potential environmental implications should the development go ahead. Cllr Dixon acknowledged that there could be environmental concerns, including issues relating to surface water and poor drainage. He emphasised that the development should not rely on the existing system that pumps along Mill Road to the recycling centre at Wayford and felt that a new pipe system should be installed on the north side of Stalham to meet the water demand from the proposed development and avoid future problems.

b) District Councillor (M Taylor)

Not present

c) Chair

Cllr Daulby reported that she had purchased a new lock for the Staithe costing £40.84 which had been required urgently to secure the gate at the Staithe.

d) Public

A member of the public queried the mooring fees and the additional 3ft charge. Cllr Daulby confirmed that this allowance was required to enable the shunting of boats however she confirmed that this would not apply to all moorings as some are positioned in locations where additional manoeuvring space is not necessary.

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 £28,728.39 in the bank accounts. The monthly bank reconciliation was circulated to all councillors and signed by Cllr Daulby. There had been no receipts 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 Woods	Salary – Feb 2026 (inc. 4 hours overtime)	£948.08
ii.	HMRC&NI	PAYE – Feb 2026	£79.66
iii.	C Woods	Mileage & Expenses Feb 26	£11.88
iv.	SMARTY Mobile	Sim Bundle	£8.00
v.	Village Hall	Extra Hall Hire 6th 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

The Clerk advised that the documents for the VAT registration have been received and she is now going to start the application process. She is continuing to work closely with Parkinson Partnership.

d) Agree annual subscription for Scribe Accounting software

A quote was received for Scribe Accounts and information of the package was circulated to the council before the meeting. It was proposed by Cllr McMorris and seconded by Cllr Watts to proceed with subscribing to Scribe Accounts for a cost of £25 per month with an initial cost of £199. All in favour.
Action: Clerk

e) Appoint internal auditor to audit 2025-2026 account

It was proposed by Cllr Stimpson and seconded by Cllr McMorris to appoint Sarah Hunt to audit the 25-26 accounts. All in favour.

f) Receive and agree 2026 grass cutting & maintenance contract

The Clerk confirmed only 1 quote was received from ABC Landscaping to maintain the Staithe grounds for 26-27 for a total cost of £2,450.00 It was proposed by Cllr Curtis and seconded by Cllr Gladden to proceed with this quotation, all in favour.

g) Agree earmark reserve for the purpose of allotment bonds

It was proposed by Cllr Curtis, seconded by Cllr McMorris, and unanimously agreed to create an earmark reserve for the purpose of allotment bonds/deposits which are to be refunded tenants at the end of their allotment tenancy as per the terms and conditions. All in favour.

h) Receive allotment internal audit report for 24-25 year

This was circulated to councillors prior to the meeting. The Clerk confirmed that most of the recommendations from the report had already been put in place or were in the process of being put in place.

i) Agree 26-27 Mooring Fees

The mooring fees were discussed, and it was agreed that there would be an increase of 20% to make an allowance for the tax due to be applied as advised by Parkinson Partnership. A separate VAT invoice could be sent to the mooring tenants once the VAT registration had been completed. There would be no other increase this year due to the VAT now being applicable. As proposed by Cllr Stimpson and seconded by Cllr Gladden. All in favour.

9. Receive and approve the annual information audit

The information audit was circulated to councillors prior to the meeting. The Clerk asked councillors to complete a 'Data Protection advice for councillors' form which included a personal data form for councillors to complete for the purpose of keeping the annual information audit form up to date. They were also given a form to assist them when it comes to handling data. These would be completed and handed back to the Clerk. As proposed by Cllr Watts and Cllr Stimpson and all in favour, the annual information audit was accepted.

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

It was proposed by Cllr Curtis and seconded by Cllr Stimpson that the Council adopt these policies. It was mentioned that a chain could be put in place to deter any unauthorised boats however it was raised that this could cause damage to boats therefore no amendments were made to the policies at present. This may be re-visited at a later date if unauthorised boats cause an issue. All in favour.

11. Update regarding Boatyard Licence

Cllr Daulby & Cllr Curtis confirmed that statements were still in the process of being collated to be able to confirm historic payments. The Clerk confirmed that she had been speaking with NALC who had passed the matter to their legal team in relation to updating the 26-27 licence wording. With the new licence agreement due be renewed she had been advised to issue the licence on the current terms on a 3-month term until the wording of the new licence could be determined. The payment would also be on a pro-rata basis. It was also mentioned that the licence would now be subject to VAT therefore a 20% increase to the licence would be added and a VAT invoice issued at a later date once the VAT registration had completed.
Action: Clerk

12. Correspondence and Consultations

An email was received from a resident concerning drainage issues on The Street.

13. 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 reported that approximately 17 responses had been received following the letters sent to residents of 'The Street'. This matter will be discussed further at a future meeting after the start of the new financial year when there may be greater potential to explore funding opportunities for traffic-calming measures.

14. Reports from Parish Councillors (for information only)

None

15. Items for next agenda

Permanent signage at the Staithe
Agree asset register
Cllr assigned to Allotment & Staithe Inspections

16. To confirm date of next meeting

The next meeting would take place on **Tuesday 14th April 2026** at 7pm at Sutton Village Hall. Agenda items to the Clerk by 6th March 2026.

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

There were no updates regarding the slipway sale.

It was agreed for the Clerk to receive £26 a month working from home allowance. This would be backdated to the commencement of her employment (1st February 2026). Proposed by Cllr Watts and seconded by Cllr McMorris, all in favour.

The meeting closed at 8.21pm