

**Minutes of the Meeting of Sutton Parish Council held on
Tuesday 8th July 2025 at 7pm at Sutton Village Hall**

Present: Lynne Daulby (Chairman)
David Curtis
Chris Makepeace
Mathew Stimpson
Kim Watts (from item 4)
Catherine Moore, Locum Clerk

Also present: County Councillor Nigel Dixon and 3 members of the public.

1. Apologies for Absence

There were no apologies for absence.

2. Declaration of Interest for items on the agenda

Chris Makepeace declared an interest in item 8e as he worked for Sutton Building Supplies.

3. Resignations

It was noted that John Daulby and Julie Hunt had resigned from the Council. Julie's position was in the statutory period to advertise the vacancy, however all other vacancies could be co-opted to.

4. Applications for Co-option

It was **agreed** to co-opt Kim Watts to the Council, proposed by David Curtis, seconded by Mathew Stimpson, all in favour. The Declaration of Acceptance of Office was signed and Kim took her seat for the remainder of the meeting.

ACTION: Clerk

5. Minutes of the meeting held Wednesday 7th May 2025

The minutes of the meeting were **agreed**, proposed by David Curtis, seconded by Mathew Stimpson, all in favour.

6. Public Forum

a) County Councillor

Nigel Dixon noted that he was saddened by the passing of Parish Clerk Lynne Nash, who he had always found to be professional and easy to deal with.

Nigel reported on Local Government Reform, noting that the District Council was seeking three unitaries to cover the whole county. The district did not support the single unitary council model, and had not worked on proposals for a two council model. Nigel felt that this was a flawed process, and that there was a lack of transparency.

The County Council had a different process and position, all of which had been explored. The boundaries had been explored, together with costs and practicalities. The transition costs would be significant, and the single unitary model would recoup these most quickly. Neither the county or district council had looked at bridging the gap between unitary and parish councils.

Nigel noted that there was funding available for improvements to bus services and bus stops, it was noted that there was one brick built shelter with no room for shelters at the others. It was suggested that a shelter could be located a little way away from the stop.

Flash flooding was discussed, and it was noted that Mathew Stimpson was the flood liaison councillor.

b) District Councillor
Not present.

c) Chairman
Lynne Daulby reported that Lynne Nash's funeral would be on Thursday, and Lynne Daulby had bought a basket of flowers on behalf of the parish council.

d) Public
David Curtis reported that there had been an accident on pond corner, it was felt that there was a lot of traffic from Stalham and that people thought Moor Road and Staithe Road were one way. The road markings were worn and there were no Give Way signs, the Clerk would raise this with the Highways Engineer. **ACTION: Clerk**
It was noted that the hedging boundary treatment needed to be kept as it protected vehicles from going into the pond, this needed to be trimmed.
David Curtis noted that there was a car on the verge preventing the grass from being cut. It was noted that this could not be moved on while it was road legal.

7. **Planning**

a) New Applications

PF/24/2338 Sutton Hall, Hall Road: Change of use from dwellinghouse (Class C3) to holiday let (no specified class of use) including upgrade of an existing access surface and installation of a tennis court (retrospective).

It was noted that the Chairman had sent a response to this application, and a response had been received requesting any extra information, which had been done.

PF/25/0956 Granny Annexe, Ellon House, Church Road: Change of use from holiday let to annexe to Ellon House.

It was noted that this application had not been responded to and had already been determined. There were no objections to this application.

PF/25/1264 Willow Barn, Hickling Road: Change of use from holiday accommodation to unrestricted occupation as a residential dwelling.

There were no objections to this application.

ACTION: Clerk

PF/25/0715 Land to the south of Three Gable, Sutton Road, Catfield: Formation of new 8M access track from Plumsgate Road with a hardcore gated access and grass track.

There were no objections to this application.

ACTION: Clerk

8. **Finance**

a) Finances 2025/26 To Date

The accounts were being brought up to date and would be reported at the next meeting.

b) Audit 2023/24 and 2024/25

It was noted that the 2023/24 accounts had not been audited, and that the 2024/25 accounts had not been prepared. The Locum Clerk was working on bringing these up to date.

c) Appointment of Internal Auditor

It was **agreed** to appoint Sarah Hunt at a cost of £185 per financial year, to carry out the two audits, proposed by Lynne Daulby, seconded by David Curtis, all in favour.

d) Extension for submission of Annual Return

The Locum Clerk reported that she had agreed a submission extension to 12th August 2025.

e) Payments

It was **agreed** to pay the following, proposed by Lynne Daulby, seconded by Chris Makepeace, all in favour:-

L Nash	Salary May 2025	£906.00
HMRC	PAYE May 2025	£73.35
L Nash	Salary June 2025	£724.80
HMRC	PAYE June 2025	£46.17
Sutton Building Supplies	Allotment Costs	£70.06
Information Commissioner	Subscription	£47.00
Epson Ink	Ink Subscription (L Nash)	£9.99
North Norfolk District Council	Dog Bins	£1,185.60
GA Tallowin & Co	Cultivation	£90.00

9. Correspondence

a) 2026/27 Parish Partnership Fund

The Clerk reported that the Parish Partnership 50/50 funding was open for applications for small highways works. Councillors were asked to consider any schemes they would like to apply for and bring these to the next meeting.

ACTION: ALL

b) Funding for Bus Shelters

The Clerk reported that 80% funding was available for replacement bus shelters. It was **agreed** to look at cantilevered bus shelters which would be fitted from the kerb, or look at the hedge adjacent to the highway boundary. The Clerk was asked to get some prices for supply and installation.

ACTION: Clerk

c) Complaint regarding ragwort at Gravel Pit

A complaint had been received regarding ragwort at the Gravel Pit. It was noted that this was private land, and the correspondent had been advised of this. The emails would be passed to Mr Slater, who could choose whether to reply.

d) General Correspondence

None.

10. Other Matters

a) Recruitment of Parish Councillors

One person was interested, but had problems with Tuesdays.

11. Reports from Parish Councillors (for information only)

The allotments were being maintained. There had been no complaints about footpaths. It was noted that the village green at Staithe Road had not been cut for months, and was about two feet high. It was noted that this was on Highways land. (village sign to Laxfield Road).

A member of the public noted that the hedges were very overgrown, with the worse being Sutton Street / Hickling Road.

12. Items for the next agenda

Flood Liaison report (M Stimpson).

Moorings – prospective new moorer.

13. Date of Next Meeting

The next meeting would take place on **Tuesday 12th August 2025** at 7pm at Sutton Village Hall. Agenda items to the Clerk by Monday 4th August 2025.

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

- a) To consider an application for the position of Parish Clerk and agree interview panel; or agree whether the position will be advertised

It was **agreed** that the position would be advertised at 8 hours per week, SCP24 – 28. The closing date would be timed so that applications could be sifted at the August meeting, with a view to interviewing at the end of August for a 1st September 2025 start.

ACTION: Clerk

- b) To consider correspondence relating to sale of Staithe Slipway

The report from Watsons had been accepted and Lynne Daulby would communicate with the solicitors. The Deeds needed to be pulled out and potentially registered with the Land Registry.

ACTION: LD

The meeting closed at 8.20pm.

CHAIRMAN