

**Minutes of the Meeting of Sutton Parish Council held on
Tuesday 14th October 2025 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: County Councillor Nigel Dixon and 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

There had been no applications for co-option.

4. Minutes of the meeting held Tuesday 9th September 2025

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

5. Public Forum

a) County Councillor

County Councillor Nigel Dixon informed the parish about a new funding initiative, the *Norfolk Community Fund*, which has been available since June. The scheme is open to community groups within the parish and the Parish Council, supporting a wide variety of projects and events. The application form and information leaflet have been provided to the Assistant Clerk, who will distribute them to the councillors.

A meeting will be held on Thursday with the County Council to make a decision regarding devolution. The matter will then be passed to central government for consideration. A consultation is expected to launch early next year, followed by a decision on the number of unitary authorities. It is anticipated that a final decision will be made by April, in preparation for the mayoral election in May.

A member of the public asked whether there would be additional staffing costs. Councillor Dixon confirmed that decisions are still being made, and the potential impacts are yet to be determined. Cllr Makepeace questioned the advantages of having either one or three unitary authorities and sought clarification on the potential benefits of each option.

ACTION: CW

b) District Councillor

Not present.

c) Chairman

No other updates

d) Public

A member of the public raised concerns about speeding and parked vehicles on 'The Street', which have become problematic by causing visibility obstruction and creating a dangerous situation for residents exiting their properties. The possibility of installing a mirror was discussed however, Cllr Dixon explained that this arrangement would require the agreement of the residents of the properties where the mirror would be placed. The Assistant Clerk will raise the matter with Highways and aim to arrange a site visit, with Cllr Dixon offering to attend.

ACTION: CW

Cllr McMorris reported ongoing visibility and safety concerns at the Church Road, Mill Road and New Road. Cllr Stimpson raised concerns that the white lines on Old Yarmouth Road near Nicolson's Garage had faded, raising safety concerns for residents, particularly elderly pedestrians. It was noted that there was some overgrowth of hedging near the Village Pond as well as some surface water flooding opposite the pond on Staithe Road. Cllr Daulby confirmed that the overgrowth is usually maintained by the farmer and that it is expected to be cut in due course. Additionally, it was reported that two traffic cameras are not currently working. The Assistant Clerk will investigate further.

ACTION: CW

A member of the public enquired whether they remained on the Moorings waiting list. LD to confirm the expected timescales, as some work is currently being undertaken in relation to this.

ACTION: LD

6. Planning

a) New Applications

(CD/25/0034 Sutton Windmill Mill Road Sutton Norwich Norfolk NR12 9RZ)

Further information on previous applications was required before the Parish Council could make any comments.

b) Sutton Hall

It was noted that members of the public remain concerned about the activities taking place at Sutton Hall following the refusal of a recent planning application. The activity continues to be monitored and is currently being addressed by the planning authorities. Sutton Parish Council continues to receive updates and will monitor the situation accordingly.

c) Decisions

None

7. Finance

a) Finances 2025/26 To Date

The accounts to 31st September 2025 were **noted**, with £39,627.82 in the bank accounts. The monthly bank reconciliation was circulated to all councillors and signed by Cllr Daulby. The budget vs actual spend to date was also circulated to all councillors.

- Interest - £127.88
- Precept (second instalment) - £9,000
- Allotments £90.00
- Donation of £100 from allotment holder to go towards allotment maintenance

b) Action Plan from Audit Reports

The Assistant Clerk suggested that it would be beneficial to arrange a separate meeting to discuss the financial audit reports and the actions arising from them. Cllr Daulby agreed and would call an extraordinary meeting will be arranged within the next two weeks.

ACTION: CW

c) Payments

It was **agreed** to pay the following, proposed by Cllr Stimpson, seconded by Cllr Watts, all in favour: -

i. C Moore	Salary – Sept 2025	£260.00
ii. HMRC	PAYE – Sept 2025	£65.00
iii. C Woods	Asst Clerk – Sept 2025	£293.44
iv. Epsom Hub	Ink Subscription (DD)	£1.99
v. C Moore	Mileage & Expenses Sept 25	£7.14
vi. PKF Littlejohn	Ltd assurance review/AGAR	£252.00
vii. Broads Society	Annual Subscription	£25.00
viii. ABC Landscaping	Sutton Staithe Grounds Maintenance	£2150.00

d) It was **agreed** to retrospectively correct payment amount of £65.00, originally recorded as £50.00, in the minutes of the meeting held in May 2025, relating to the brown waste bin for pond use, proposed by Cllr Gladden and seconded by Cllr McMorris, all in favour.

e) It was **agreed** to authorise a Tesco mobile contract/reoccurring PAYG bundle for the Sutton Parish Council mobile phone for up to a maximum of £15.00 per month. It was proposed by Cllr Makepeace and seconded by Cllr Watts, all in favour.

ACTION: CW

8. Correspondence

a) A letter was received from an allotment holder querying the wording in the most recent updated tenancy agreement concerning driving on the allotment land during wet weather. It was discussed that, as the tenancy for 2025/2026 has already commenced, the wording cannot be amended at this stage. However, clarification can be added when the tenancy agreement is reviewed for 2026/2027. A response will be sent to the allotment holder confirming this.

ACTION: CW

9. Other Matters

a) Recruitment of Parish Councillors

It was noted that there were four vacancies, and councillors needed to recruit councillors.

b) Parish Partnership Scheme 2026/27

The prices for roundels were investigated, and it was confirmed that these were not available under the Parish Partnership Scheme. No further action to be taken.

c) Bus Shelter Funding

Initial checks had been carried out for a new bus shelter opposite Sutton Building Supplies. Providing the site is suitable, it was agreed to proceed with applying for Bus Shelter Funding, accepting a quotation from G W Shelter Solutions for £5,170.00 it was proposed by Cllr Stimpson and seconded by Cllr Curtis and all in favour.

ACTION: CW

d) Risk Assessments for Allotments & Staithe

The actions following the risk assessments were discussed and it was confirmed that all allotment actions had now been completed. The maintenance at the Staithe is due to take place at the end of October.

e) Staithe Repair work

Cllr Daulby confirmed work was due to take place at the end of October

f) Replacement of Information Board at Sutton Staithe

It was noted that the prices previously obtained for a replacement information board were only estimates. Final quotations will be gathered once the design and content requirements have been agreed. Funding options were discussed, including an application to the new Norfolk Community Fund and potential joint funding with local community groups and the Parish Council. Cllr McMorris will investigate pricing and proposed content, working alongside a member of the public involved with local community organisations.

ACTION: IM

10. Reports from Parish Councillors (for information only)

Nothing further.

11. Items for the next agenda

None.

12. Date of Next Meeting

The next meeting would take place on **Tuesday 11th November 2025** at 7pm at Sutton Village Hall. Agenda items to the Clerk by Monday 3rd November 2025.

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

It was **agreed** to exclude the Press and Public, proposed by Cllr Daulby, seconded by Cllr Makepeace, all in favour.

a) To receive and update relating to sale of Staithe Slipway

Cllr Daulby updated the council regarding recent investigations of the slip way noting she had been liaising with solicitors. As proposed by Cllr Curtis and seconded by Cllr Makepeace, all in favour, it was **agreed** for formal investigations to take place in relation to the sale of the slipway.

ACTION: CW/LD

The meeting closed at 8.55pm.

CHAIRMAN