

**Minutes of the Meeting of Sutton Parish Council held on
Tuesday 11th November 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 4 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 was some interest by a member of the public in joining the Parish Council. The assistant clerk will contact the member with further information.

4. Minutes of the meeting held Tuesday 14th October 2025

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

5. Public Forum

a) County Councillor

County Councillor Nigel Dixon provided an update on the Local Government Reorganisation (LGR). He reported that an election for a Mayor covering Norfolk and Suffolk will take place in May 2026. This will form part of a two-year transition programme towards establishing a Combined Mayoral County Authority. It is anticipated that by April 2028, a decision will be made on whether there will be one, two, or three unitary councils responsible for all local government functions.

Cllr Dixon also informed the parish that the former Stalham First School building, which is currently unused, will be redeveloped as a school for children with Special Educational Needs and Disabilities (SEND). He explained that it will serve as an interim provision for children with immediate needs, covering the North East Norfolk area, and will support children on a part-time basis depending on their individual needs.

b) District Councillor

Not present

c) Chair

Cllr Daulby confirmed that the final work at the quay heading has now been completed. She advised that further work is required to fix chicken wire to the ground and confirmed that a working party will be arranged to complete this work.

d) Public

A member of the public asked for updates on the information board. The RFO confirmed it is a Parish Council asset, and that prices to bring it up to date will be presented to the Council. Cllr McMorris will continue to oversee this, with assistance from a member of the public who is knowledgeable about the village's places of interest.

6. Planning

a) New Applications

None

- b) Decisions
LA/20/2015 – Sutton Windmill, Mill Road, Sutton NR12 9RZ
Cllr Daulby updated the Council that there has been a discharge of Condition 9 (external lighting) relating to this planning application.

7. Finance

- a) The accounts to 31st October were **noted**, with £35,461.83 in the bank accounts. The monthly bank reconciliation was circulated to all councillors and signed by Cllr Daulby. The following receipts were noted:

- Allotments £108.00
- VAT Reclaim £325.58

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

i) C Moore	Salary – Oct 2025	£80.00
ii) HMRC	PAYE – Oct 2025	£20.00
iii) C Woods	Asst Clerk – Sept/Oct 2025 (Inc 6hrs overtime)	£843.64
iv) C Woods	Mileage & Expenses Sept 25	£40.92
v) S Pegg	Tree/Hedge Maintenance Allotments	£650.00
vi) Epson Hub	Ink Subscription (DD)	£1.99
vii) Driftwood Reclaim	Timber for Quay Heading	£1650.00
viii) Sutton Village Hall	Ad hoc Hire	£20.00
ix) G A Tallowin & Co	Hedge cutting	£150.00
x) Cllr Daulby	Expenses – (Poppy Wreath)	£30.00 (S137)

- c) VAT Review

It was **agreed** for a VAT review to be carried out by the Parkinson Partnership for £750.00
Proposed by Cllr Curtis and seconded by Cllr Stimpson, all in favour

ACTION: CW

- d) Allotment & Staithe Audit

It was **agreed** for an Allotment & Staithe audit to be carried out by Sarah Hunt (internal auditor) initially to the value of £200.00. Proposed by Cllr Stimpson and seconded by Cllr Watts, all in favour

ACTION: CW

- e) Laptop Purchase

It was **agreed** to purchase a parish owned laptop up to a value of £400.00. Proposed by Cllr McMorris and seconded by Cllr Stimpson, all in favour

ACTION: CW

- f) Full Council Training

It was agreed for the Parish Council to undertake full council training for a value of £370.00. This would be organised by the assistant clerk.

ACTION: CW

- g) Village Sign Notice Board

The ownership of the noticeboard near the village sign had previously been unknown. A member of the public had investigated the possibility of having it repaired and confirmed this could cost up to £300.00. It has since been confirmed that the Parish Council owns the noticeboard, and therefore it is the Council's responsibility to maintain it. The noticeboard will be returned to the Parish Council to explore options for repair up to the value of £300.00. Cllr Makepeace made the council aware there was some excess wood available at Sutton Building Supplies should it be helpful. Proposed by Cllr Watts and seconded by Cllr McMorris, all in favour

ACTION: CW

8.

- a) Budget 2026-2027

The RFO presented the draft budget and provided an overview of the Parish Council's financial position. She reported an approximate 9.9% increase between 2024-25 and 2025-26, significantly higher than in previous years. A two-year forecast was also provided, and the RFO noted that the 2025-26 accounts are forecasted to be over budget. The tax base was still awaiting confirmation from NNDC therefore a final draft would be produced in

December. It was proposed by Cllr Makepeace and seconded by Cllr Gladden to **agree** the initial draft budget, all in favour.

b) Earmarked Reserves

A discussion took place regarding any upcoming projects which would require money to be earmarked for. As proposed by Cllr Makepeace and seconded by Cllr Curtis, It was **agreed** to earmark the following:

- Allotment improvements £3000
- Mole control at the Staithe £1000

9. Correspondence and Consultations

A parish report from Steff Aquarone was received today and circulated to councillors

10. Other Matters

a) Retentions Policy

As proposed by Cllr Makepeace and seconded by Cllr Curtis, it was **agreed** to adopt a retentions policy, all in favour.

ACTION: CW

11. Reports from Parish Councillors (for information only)

None

12. Items for the next agenda

Information board updating
Signage issues within Sutton Parish
Final Draft Budget
Slipway sale

13. Date of Next Meeting

The next meeting would take place on **Tuesday 9th December 2025** at 7pm at Sutton Village Hall. Agenda items to the Clerk by Monday 1st December 2025.

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

- a) As proposed by Cllr Curtis and seconded by Cllr Stimpson, it was agreed to increase the Assistant Clerks and Responsible Finance Officers hours by 3 hours a week who currently holds the self-employed consultancy role.
- b) The Slipway sale was discussed and no update available. The council wish to explore changing solicitors and have asked the assistant Clerk to obtain costs and availability from other firms.

ACTION: CW

The meeting closed at 8.35pm.