Minutes of the Annual Meeting of Sutton Parish Council held on

Tuesday 12th May 2026 at 7pm at Sutton Village Hall

Present:	Lynne Daulby (Chair) David Curtis (Vice-Chair) Kim Watts Ian McMorris David Gladden Mathew Stimpson Chris Makepeace Cherrie Woods, Parish Clerk/RFO
Also present:	4 members of the public

1. Election of Chair

It was proposed by Cllr McMorris and seconded by Cllr Stimpson, Cllr Daulby was elected as chair for 2026/2027. Declaration of acceptance was signed by Cllr Daulby.

2. Election of Vice-Chair

It was proposed by Cllr Gladden and seconded by Cllr Watts, Cllr Curtis was elected as vice chair for 2026/2027.

3. To consider accepting apologies for absence

None

4. Declaration of Interest for items on the agenda

None

5. Minutes of the meeting held Tuesday 14th April 2026

The minutes if the meeting were **agreed**, proposed by Cllr Curtis and seconded by Cllr Stimpson and all in favour.

6. Public Forum

County/District Councillor (M Taylor)

a) District

It was reported that Sutton Hall continues to be in breach following planning consultations.

Cllr Taylor confirmed that a Community Fund of £2,000 would be available for local projects and was expected to open within the next two weeks.

b) County Council

It was acknowledged that County Council remain in a difficult position with the administration under pressure due to the current changes leading up to the election. There was some concern around budget deficit and how this could affect the community in the future. It was noted that the County meeting will take place at the end of May. Cllr Taylor will continue to give updates on the administration and reported that the focus remains on supporting the community.

c) Chairperson (L Daulby)

No reports

d) Public

A member of the public raised ongoing concerns regarding the volume and speed of traffic on the street. The Clerk confirmed that monthly SAM2 data is being collated and that the situation continues to be monitored.

7. Action Log

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

8. Applications for Co-option

None

9. Planning

None

10. Finance

a) The accounts to 30th April were noted, with £40,259.25 in the bank accounts. The monthly bank reconciliation was circulated to all councillors and signed by Cllr Daulby.

b) Payments since the last meeting were **noted**

c) Receipts since the last meeting were **noted**

d) It was resolved to **approve** the payments list (attached). Proposed by Cllr Stimpson and seconded by Cllr Curtis.

e) The additional payments presented after publication of the agenda were added and **approved** as part of the payments list.

- NNDC Bins £1343.60
- GW Bus Shelter Solutions £380.80 (additional spend from expected amount)

f) To note payments made since the last meeting under delegated authority *(Urgent expenditure of up to £500 may be authorised by the clerk, notwithstanding any budgetary provision. Item 4 financial regulations)*

None

g) Consider grant applications received

Correspondence received from air ambulance however no application received to date

11. To consider any amendments to bank mandate

It was **agreed** to add Cllr Stimpson to the bank mandate

12. To appoint an internal control officer 2026-2027

As proposed Cllr Curtis and seconded by Cllr McMorris, it was **agreed** to appoint Cllr Watts as internal control officer for 2026-2027.

13. To discuss Boatyard Licence (June-August 26) and its terms and agree any actions

Cllr Daulby (chair) **deferred** this item to item 24.

14. To review and approve the following policies

It was **agreed** to approve the following policies.

a) Code of Conduct

b) Standing Orders

c) Financial Regulations

d) Internal controls Policy

e) General Reserves Policy

f) General Risk Assessment Policy

g) Data Protection Policy

h) FOI Publication Scheme

i) Privacy Statement

j) Retentions Policy

k) Moorings Policy

l) Abandoned Boats Policy

15. To consider adopting a co-option policy

A co-option policy was discussed. As proposed by Cllr Curtis and seconded by Cllr McMorris, it was **agreed** to adopt the policy.

The chair returned to item 6c as District/County Councillor Cllr Taylor joined the meeting.

16. To consider adopting a complaints policy

A complaints policy was discussed. As proposed by Cllr McMorris and seconded by Cllr Stimpson, it was **agreed** to adopt the policy.

17. To consider adopting an equality policy
A equality policy was discussed. As proposed by Cllr Gladded and seconded by Cllr Curtis, it was **agreed** to adopt the policy.

18. To consider adopting a training and development policy
A training and development policy was discussed. As proposed by Cllr Makepeace and seconded by Cllr McMorris, it was **agreed** to adopt the policy.

19. Correspondence and consultations
An email was received from a member of the public regarding ownership of some trees which were thought to be the responsibility of County Council. The Clerk would respond accordingly.

20. Other Matters (information only)
a) SAM2 Data was noted

21. Reports from Parish Councillors (for information only)

None

22. Items for next agenda

23. To confirm date of next meeting

The next meeting would take place on **Tuesday 9th June 2026** at 7pm at Sutton Village Hall. Agenda items to the Clerk by 1st June 2026.

24. To consider exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matter:
It was proposed by Cllr Curtis and seconded by Cllr Watts that the public be excluded from the meeting in accordance with the relevant provisions of the Public Bodies (Admission to Meetings) Act 1960.

13. (moved)
The Boatyard Licence and its terms were discussed and it was **agreed** that the licence be amended to require evidence of craft registration with the Broads Authority. It was further agreed that certain dates be amended to align with the period of the licence.
An administration fee will also apply where requested documents or information are returned late. Charges were agreed as follows: Council time at £20 per hour, £5 per letter, plus postage, mileage, and any associated fees. This will be consistent with other policies administration charges.

a) Slipway Sale

No updates.

b) To note current and historical issues with the Clerk's payroll (for information only)
The Clerk informed the Council that a new PAYE scheme is in the process of being created having discovered that the previous scheme had historically been closed. A new scheme is required to ensure payroll data is reported correctly.

The meeting closed at 8.55pm