

**Minutes of the Meeting of Sutton Parish Council held on
Tuesday 9th June 2026 at 7pm at Sutton Village Hall**

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

Also present: 1 member of the public

1. To consider accepting apologies for absence

It was **agreed** to accept the following absence:
Cllr Makepeace (work commitments)

2. Declaration of Interest for items on the agenda and applications for dispensations

None

3. Minutes of the meeting held Tuesday 12th May 2026

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

4. Public Forum

County/District Councillor (M Taylor) – Not present

- a) District
 - b) County Council
 - c) Chairperson (L Daulby)
- No reports
- d) Public

5. Action Log

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

6. Applications for Co-option

None

7. Planning

None

8. Finance

- a) The accounts to 31st May 2026 were noted, with £35,446.90 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 Watts and seconded by Cllr Stimpson
 - e) The additional payments presented after publication of the agenda were added and **approved** as part of the payments list. Proposed by Cllr McMorris and seconded by Cllr Curtis.
 - Broads Drainage Board - £200.00
 - 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

None

- h) The internal audit report for 25-26 was presented, and the findings were discussed.
- i) It was **agreed** to approve the Annual Governance Statement (section 1)
- j) It was **agreed** to approve the Annual Governance Statement (section 2)
- k) The dates for the Exercise of Public Rights were confirmed and would be published on the website and in the notice board.
- l) The S137 allowance for 26-27 was noted at £10,660.40 (£11.60 per elector x 919 electors)

9. To discuss ideas for the Community Allotment Project

Ideas relating to the creation of a 'community allotment' were discussed. It was agreed that keeping maintenance requirements minimal would be important. It was decided that the project should be completed in stages with the initial ideas of planting trees. The Clerk will investigate organisations that may be able to provide trees and will also look in to any grant funding opportunities that may be available.

ACTION: Clerk

10. Consider signing the civility and respect pledge

The council discussed signing the civility and respect pledge. The council agreed to the statements which forms part of the pledge and it was **agreed** that the council signed the civility and respect pledge.

11. Correspondence and consultations

12. Other Matters (information only)

13. Reports from Parish Councillors (for information only)

None

14. Items for next agenda

Sutton Hall update

Community Allotment Project

15. To confirm date of next meeting

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

16. To consider exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matter:

It was **agreed** that the public be excluded from the meeting in accordance with the relevant provisions of the Public Bodies (Admission to Meetings) Act 1960.

- a) The Council considered payment for the Clerk's unused annual leave accrued between 1st February and 31st March 2026 (12 hours)
- b) It was noted that HMRC mileage rates had increased at 55p a mile. Clerks contract follows HMRC rates.
- c) The Clerk signed a new contract showing the previously agreed 11 hours per week.

The meeting closed at 20.02