

**Minutes of the Meeting of Sutton Parish Council held on
Tuesday 11th August 2026 at 7pm at Sutton Village Hall**

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

Also present: 1 member of the public

1. To consider accepting apologies for absence

Mathew Stimpson (work commitments)
David Gladden (family emergency)
It was agreed to **accept** each apology

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

Cllr Makepeace 8d
Cllr Curtis 9c

3. Minutes of the meeting held Tuesday 14th July 2026

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

4. Public Forum

County/District Councillor (M Taylor) (Items a & b)

Cllr Taylor gave an update regarding Community Grants. £1500 have been granted (£1000 flooring for the village hall & £500 for the baby group held at the church to provide new toys and equipment). £500 remains in the budget for the benefit of Sutton.

An update was also provided regarding the flashing speed signs in Sutton regarding them not working. Cllr Taylor confirmed they are owned by County Council. After contacting them, the response was that they are aware that several speed signs aren't working but currently there are no plans on next steps.

The Hickling Flood meeting has been re-organised for end of September. The IBD, Anglian Water, Environment Agency and Norfolk Strategic Flood Authority will be in attendance.

Cllr Taylor reported there are improvements due to be made for the A149 at the Stalham junction. There are plans for a crossing to be installed, traffic light controls and path improvements. The works will begin on 1st March 2027. He hopes this will have a positive affect on the traffic on 'the street'. The SAM2 data will be a good way to monitor this. A councillor raised his concerns of the current width of the road and whether this would cause a further problem for HGVs and safety of drivers and pedestrians. Cllr Taylor will take this comment forward to highways for the attention of the design engineer.

Ingham parish council were due to have a SAM2 machine installed however they now wish to explore the possibility of borrowing one of them from the Parish. Cllr Daulby requested this is formally requested in writing for the Parish to consider.

Cllr Taylor updated the Parish on the new planning process which will take effect from October. Under the new arrangements, the influence of representatives will be reduced, with planning decisions ultimately resting with the Planning Director.

A Councillor also raised the dyke on the A149 (parallel with the boat shed) has still not been cleaned out. Cllr Taylor will look in to this.

c) Chairperson (L Daulby)

None

d) Public

A member of the public raised concerns regarding traffic and parking on Neville Road, highlighting the large number of parked vehicles despite properties having access to their own garages. Concerns were also raised about vehicles parking on the green and the potential difficulty this could cause for emergency vehicles trying to pass through. The resident suggested that barriers could be installed to reduce the issue. The resident also raised the local desire for a play area within the village, noting that the nearest facilities were still a considerable distance for children to travel to. Councillors advised that this had been considered historically but there was no suitable location identified where a play area could be positioned. Councillors also noted the additional obligations and insurance requirements associated

with providing and maintaining a play area. Cllr Daulby agreed to speak with Cllr Taylor (District and County Councillor) regarding the concerns.

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. Finances

- a) The accounts to 31st July 2026 were noted, with £31,839.18 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 Curtis and seconded by Cllr Watts
- e) Additional payments presented after publication of the agenda
None
- 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

9. Allotments

a) Allotment Policy

It was proposed by Cllr McMorris & Cllr Makepeace to adopt an allotment policy

b) Tenancy Agreement & Rules and Regulations

It was proposed by Cllr Curtis & Cllr Makepeace to accept changes to the tenancy agreement and rules and regulations and **agree** the changes.

c) Allotment Fees 26-27 & 28-29

The 26-27 allotment fees were discussed, and it was agreed that there would be no change as this would not provide tenants with the sufficient notice required under the Allotments Act 1950. A discussion also took place regarding the hedge-cutting requirements and their short and long term maintenance. It was noted that allotment fees had not been increased for some time. It was therefore **agreed** that from 27-28, the allotment fees would increase to £20 for a half plot and £40 for a full plot. Proposed by Cllr Watts and seconded by Cllr McMorris.

d) Topping of plots 14 & 15

It was noted that a new allotment holder had volunteered to top plots 14 & 15. He has already made some progress with this.

e) Allotment Speed & Hazard Signs on the public footpath

The needs for a 5mph speed limited on the allotment footpath were discussed together with a slip hazard warning sign. It was proposed by Cllr Daulby and seconded by Cllr Curtis that both be installed.

f) Public footpath improvements

It was discussed how wet weather impacts the public footpath. Consideration was given to whether to see the winter through for another year or obtain quotations to improve the path particularly as the budget setting period is approaching. Cllr Makepeace will assist with obtaining a quotation which would include levelling the ground and installing gravel grids and shingle.

Action: CM

10. Restoration/Treatment of bench near the pond (deferred item)

The Clerk updated the council that the cost was in fact £60 which was lower than first anticipated, it was **agreed** to continue with treating the bench. The work would be carried out by the Men's Shed. Proposed by Cllr Curtis & seconded by Cllr Makepeace

11. Correspondence and consultations

An email was noted from NNDC regarding a survey about mobile signal. The link to the survey is on the Parish Council website.

A request for a memorial plaque was also noted however no further information has been received.

12. Other Matters (information only)

- a) The Clerk informed that a resident has raised concerns regarding the ducklings at the pond due to the dry weather which led to the pond water being low. The resident voluntarily paid for the pond to be filled with 30,000ltrs of water. The resident is interested in the upkeep of the pond. Details will be passed to the resident regarding the 'friends of Sutton Pond' group which is part of the WI.
- b) The Clerk informed the council that the application for trees has been successful and 30 trees would be delivered in November for the purpose of the allotment project

13. Reports from Parish Councillors (for information only)

Cllr Makepeace had found some information on bee keeping and wondered whether this could be a suggestion for the allotment project.

14. Items for next agenda

- Allotment Project including design and potential beekeeping

15. To confirm date of next meeting

The next meeting would take place on **Tuesday 8th September 2026** at 7pm at Sutton Village Hall. Agenda items to the Clerk by 1st September 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 sale of the slipway was discussed. It was **agreed** to stop any further work with Chamberlin's Solicitors and to proceed with HCR Law Norwich due to the complexity of the transaction which was more than first anticipated as well as the councillors concerns about the service received.

Action: Clerk

b) The boatyard licence for September-November was discussed, and it was **agreed** to re-issue the licence including minor amendments.

The meeting closed at 9.18pm