

Sutton Parish Council (North Norfolk District)

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/07/2026		
	Cash in Hand 01/04/2026		28,709.39
	ADD Receipts 01/04/2026 - 31/07/2026		19,075.25
	SUBTRACT Payments 01/04/2026 - 31/07/2026		47,784.64
			16,656.55
	Cash in Hand 31/07/2026 (per Cash Book)		31,128.09
B	Cash in hand per Bank Statements		
	Petty Cash 31/07/2026	0.00	
	Current T1 31/07/2026	1,284.53	
	Instant Access 31/07/2026	30,554.65	
			31,839.18
	Less unrepresented payments		711.09
			31,128.09
	Plus unrepresented receipts		
	Adjusted Bank Balance		31,128.09
	A = B Checks out OK		

Sutton Parish Council (North Norfolk District)

04 August 2026 (2026 - 2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
38	Capital Equipment	01/07/2026		Current T1		Equipment	S R Print	S	88.00	17.60	105.60
35	HMRC	03/07/2026		Current T1		HMRC/NI	HMRC/NI	X	68.65		68.65
39	Wages	05/07/2026		Current T1		Salary/Expenses	PAYE	X	1,094.88		1,094.88
39	Pension	05/07/2026		Current T1		Salary/Expenses	PAYE	X	-60.22		-60.22
39	WFH Allowance	05/07/2026		Current T1		Salary/Expenses	PAYE	X	26.00		26.00
39	Mileage Expenses	05/07/2026		Current T1		Salary/Expenses	PAYE	X	5.94		5.94
39	HMRC	05/07/2026		Current T1		Salary/Expenses	PAYE	X	-3.75		-3.75
40	HMRC	05/07/2026		Current T1		HMRC/NI	HMRC/NI	X	105.43		105.43
41	Parish Phone	05/07/2026		Current T1		Expenses	Smarty Mobile	X	8.00		8.00
43	Subscriptions & Annual Commil	06/07/2026		Current T1		Subscriptions	Scribe Accounts	S	25.00	5.00	30.00
42	Subscriptions & Annual Commil	10/07/2026		Current T1		Annual Commitments	Information Commissioner	X	47.00		47.00
44	Information Board	16/07/2026		Current T1		Equipment	Various	S	157.50	31.50	189.00
45	Information Board	16/07/2026		Current T1		Equipment	Various	Z	18.00		18.00
45	Information Board	16/07/2026		Current T1		Equipment	Various	Z	6.39		6.39
46	Information Board	16/07/2026		Current T1		Equipment	Various	S	48.00	9.60	57.60
46	Information Board	16/07/2026		Current T1		Equipment	Various	S	58.00	11.60	69.60
47	Subscriptions & Annual Commil	17/07/2026		Current T1		Annual Commitments	Norfolk Association of Loca	S	72.40	14.48	86.88
47	Subscriptions & Annual Commil	17/07/2026		Current T1		Annual Commitments	Norfolk Association of Loca	S	144.76	28.95	173.71
48	Subscriptions & Annual Commil	17/07/2026		Current T1		Annual Commitments	Norfolk Association of Loca	S	96.00	19.20	115.20
49	Slipway	27/07/2026		Current T1		Equipment	Sutton Building Supplies	S	62.83	12.57	75.40
50	Repairs & Maintenance	28/07/2026		Current T1		Equipment	Sutton Building Supplies	S	28.32	5.66	33.98
51	Stationary	29/07/2026		Current T1		Equipment	Amazon	S	4.23	0.85	5.08
52	Bank Charges	31/07/2026		Current T1		Charges	Unity Trust Bank	X	7.00		7.00
Total									2,108.36	157.01	2,265.37

Sutton Parish Council (North Norfolk District)
PAYMENTS (AWAITING AUTHORISATION) LIST

04 August 2026 (2026 - 2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
38	Capital Equipment	01/07/2026		Current T1		Equipment	S R Print	S	88.00	17.60	105.60
47	Subscriptions & Annual Commil	17/07/2026		Current T1		Annual Commitments	Norfolk Association of Loca	S	72.40	14.48	86.88
47	Subscriptions & Annual Commil	17/07/2026		Current T1		Annual Commitments	Norfolk Association of Loca	S	144.76	28.95	173.71
48	Subscriptions & Annual Commil	17/07/2026		Current T1		Annual Commitments	Norfolk Association of Loca	S	96.00	19.20	115.20
49	Slipway	27/07/2026		Current T1		Equipment	Sutton Building Supplies	S	62.83	12.57	75.40
50	Repairs & Maintenance	28/07/2026		Current T1		Equipment	Sutton Building Supplies	S	28.32	5.66	33.98
51	Stationary	29/07/2026		Current T1		Equipment	Amazon	S	4.23	0.85	5.08
Total									496.54	99.31	595.85

Sutton Parish Council

Allotment Policy

1. Policy and Purpose

1.1 The aims of this Policy relate to:

- The practical management of the allotment site
- The process for the management of tenancies, disputes and waiting lists.

1.2 This Policy has been adopted so that Allotment Holders, Councillors and Staff are informed about the processes. The Policy aims to be fair and consistent.

2. Responsibility

2.1 The Allotments belong to and are managed by Sutton Parish Council

3. Management Principles

3.1 Sutton Parish Council aims to:

- Provide fair and consistent treatment of all Allotment Tenants
- Undertake fair enforcement where rules are not followed
- Ensure that the Allotment site is maintained to a high standard and within the budget
- Strive to ensure that all plots are utilised and maintained

4. Application Process

4.1 People wishing to rent an allotment should apply in writing to the Parish Clerk
Email: Clerk@sutton-norfolkparish.gov.uk

4.2 A waiting list of people wishing to rent an allotment is maintained by the Parish Clerk

4.3 Allotments are allocated on a first come basis.

4.4 Allotments will only be allocated to residents or neighbouring parishes.

4.5 In the event of an Allotment Holder passing away, the allotment tenancy is deemed to have been terminated.

4.6 All Allotment Holder receives a copy of the Rules and Regulations in addition to their Tenancy Agreement. These must be followed.

4.7 A Tenancy Agreement must be signed prior to the tenancy starting. The appropriate payment must also be received.

4.8 The decision of Sutton Parish Council shall be final in any matter.

5. Allotment Termination

5.1 Should an Allotment Holder leave the village/town, they will be permitted to continue using their Allotment for the duration of the year (i.e. to end of September. Continuation of an allotment may be considered at the Council's discretion.

5.2 A tenant who wishes to terminate their tenancy or relinquish part of an allotment should write to the Parish Clerk at:
Clerk@sutton-norfolkparish.gov.uk. No refund will be given.

5.3 A Tenant who does not comply with the Tenancy and the Rules and Regulations can have their tenancy terminated. Should this take place during the year, no refund will be issued.

6. Rents

6.1 The rent for an allotment is charged annually in advance and becomes payable by 1st October each year.

6.2 Allotment Holders who wish to change or alter their plots can only do this at renewal time in September.

6.3 Allotment Holders will be issued with an invoice at the beginning of September. Rent should not be paid in cash but by cheque made out to Sutton Parish Council or BACS (invoice to include account information)

6.4 Rents are reviewed from time to time by the Council. Any decision to increase the rents will comply with the requirements of the Allotments Act 1950 and will be notified to tenants 12 months before the increase will be implemented.

7. Maintenance of the site

7.1 The income derived from allotment rents goes to Sutton Parish Council to be set against the costs of running the site

7.2 The Rules and Regulations for the Allotment site are designed to minimise unnecessary expenses for Sutton Parish Council, therefore, it is important that Plot Holders follow the Rules and Regulations.

8. Tenancy Rules

8.1 A copy of the Rules and Regulations applicable for all tenants is attached to this Policy.

8.2 The Tenant of an Allotment shall comply with the Rules and Regulations.

8.3 Rules and Regulations will be reviewed annually.

8.4 The Tenant shall pay the rent in accordance with the terms of the Tenancy.

8.5 The Tenant shall not sub-let, assign or part with possession of the Allotment Plot or any part of it.

8.6 Structures require permission, which should be requested in writing.

8.7 Inspections of plots are undertaken. No notice is given of these inspections.

9. Policy

9.1 This Policy was approved by Sutton Parish Council on 11th August 2026 and will be reviewed in May 2029 or earlier if required.

9.2 This policy is supported by the Tenancy Document and a copy of the Rules and Regulations.

Sutton Parish Council Allotment Rules and Regulations

1. Rent payable

The rent shall be paid yearly in advance by the 1st October each year, and a proportionate amount of rent for any part of a year over which the tenancy may extend will be payable. New tenants shall pay a bond that will be repaid when the tenancy is terminated provided that the allotment is left in good condition. The Council may terminate the tenancy if rent is in arrears of the due date or if the tenant is not observing the rules and regulations or if the tenant dies. Should a tenant leave midyear, no refund will be given for any part of the tenancy year.

2. Food production

The tenant shall use the plot as an Allotment only for the production of vegetables, fruit and flowers and shall keep it clean and in a good state of cultivation. Livestock as permitted by **s. 12 Allotments Act 1950** – domestic chickens (but no cockerels) are permitted. Please inform the Council. No other livestock (other than rabbits) is permissible. The tenant may not use the allotment for trade or business.

3. Structures

Permission is necessary before any structure is erected. The tenant is responsible for the removal of any structure on or before the termination of the agreement. If allotment buildings are not kept in good repair, despite a written warning by the Council giving 2 months' notice, then the Council has the right to remove or dispose of dangerous structures and charge the tenant accordingly. No tenant is permitted to allow any building or structure on his land to be lived in. All non-organic waste should be removed by the tenant regularly.

4. Hedges, trees, boundaries and pathways

The tenant must be responsible for any hedges or trees adjoining his allotment, to keep them trimmed back and for keeping in good repair any fences or sheds on his/her allotment. Barbed wire should not be. No stones, rubble or debris of any sort should be left on the paths or plots. No soil or turf may be taken away. The central pathway through the site is cut by the Council and should be left clear at all times. Tenants of half plots should allow access to plots behind theirs by a shared footpath.

5. Vehicles

Vehicles should be driven and no more than 5mph. The tenant shall not keep any caravans, mobiles or vehicles on site.

6. Dogs

Dogs, if brought onto the plots by allotment holders, should be kept on a short leash at all times and no fouling is permitted or straying onto adjacent plots.

7. Vermin/Crop Disease

The tenant is responsible for ensuring their allotment plot is kept free of vermin. Effective measures must be undertaken to prevent potato or tomato blight.

8. Disputes

Any disputes must be referred to the Council whose decision is final. The Council (member or officer) shall be entitled to enter and inspect the allotments following instruction from the Council.

9. Notice

The Tenant shall give one month's written notice to terminate his tenancy. No refund shall be given if the termination is during the allotment year. The Council shall give the tenant 12 months' written notice. Tenants should advise the Council if they change their address.

10. Bonfires

Small garden waste fires are permitted only on the tenant's own plot. Any fire must be attended at all times. Garden waste fires are prohibited whenever a drought or fire ban has been declared. Fires may only be lit if there is no nuisance to neighboring properties.

11. Site Inspections

The Council or its representatives may from time to time undertake inspections of plots. No notice of this will be given to tenants. If a plot is found to be in a poor state of cultivation a letter will be issued to the tenant requesting improvement within 40 days. If improvement does not take place, then the tenancy may be terminated.

Allotment Tenancy Agreement

AN AGREEMENT made the 1st day of October 2026 BETWEEN

SUTTON PARISH COUNCIL in the County of Norfolk (hereinafter called 'the Council') by the hand of the Parish Clerk and duly authorised proper officer of the one part and

[name] of [address] ('The Tenant')

WHEREBY

1. The Council agrees to let and the Tenant agrees to take on a tenancy for the Allotment Garden Numbered (number) Allotment site at 'land lying to the West of Church Road, Sutton' at the yearly rent of ~~£36~~**£18.00** full/half each or such other rent as the Council may from time to time determine with due notice being given. Rents are payable one year in advance and by 1st October of each year. New tenants are required to pay a bond of **£100** which will be refunded when the tenancy ends, provided the allotment is left in good condition.
2. The Tenancy is subject to the Allotment Rules & Regulations (copy attached) made from time to time by the Council and the Allotments Acts 1908 to 1950 as amended. Failure to adhere to those rules may result in termination of the tenancy.

AS WITNESS the hands of the parties hereto the day and year first before written

Signed

Tenant

Signed

Parish Clerk

Witness Signature

The Council itself agrees to fulfil the following obligations:

1. To maintain existing access to the site including boundary hedging
2. To advertise immediately any vacant plots on the Parish Notice board and website.

Attached: Rules and Regulations

Please refer to our Data Protection Policy which explains how your personal information will be used