

# Sutton Parish Council

## MINUTES FOR THE ANNUAL PARISH COUNCIL MEETING AND PARISH COUNCIL MEETING

HELD AT 7.00PM TUESDAY 10 MAY 2022 AT SUTTON VILLAGE HALL

Present Cllr Curtis Cllr Daulby (Chair) Cllr L Daulby Cllr Hunt  
Members of the public 18 including County Councillor Dixon

**1. Approval of absences**

Apologies for absences were received and accepted from Cllrs Baker, Cator Frearson, Grimmer, Grove-Jones and Taylor

**2. To Approve Minutes of the Annual Parish Council Meeting Tuesday 4 May 2021 held via Zoom**

The minutes were **agreed** as true and correct and signed by the chair. **Proposed** Cllr Curtis seconded Cllr Hunt

**3. Election of Chairman**

Cllr J Daulby was elected Chair **Proposed** Cllr Hunt seconded Cllr L Daulby

**4. Election of Vice Chairman**

Cllr Frearson was elected Vice Chair **Proposed** Cllr Curtis seconded Cllr L Daulby

**5. Elected Chairman to sign "Acceptance of Office Declaration"**

Cllr J Daulby and the Proper Officer signed the declaration

**6. Chairmans Annual Report**

Cllr J Daulby delivered his annual report.

This was the year of the covid epidemic, the wearing of face masks and the two-metre rule, the hospitals full to overflowing, isolation of those infected, the jab, the second jab and then the booster. It was also the year you elected me as your chairman. Times were difficult to put it mildly, Council meetings were held on the internet which didn't help. Then the clerk and two councillors resigned. Matters improved as the year progressed. First job was to discover how, despite the satisfactory audit, the books appeared to be adrift to the tune of £1500. Once a similar sum in unpaid mooring fees was recovered, a cloud that had persisted for more than two years was lifted and council business could proceed normally. Our new clerk settled in remarkably quickly as did two newly appointed councillors and for the first time in 30 years it looks as if the flooding in the village is finally going to be addressed, but sadly nothing has been commenced to date. The pond can't be left entirely to the WI and could do with some help from those living in the vicinity. In the coming year flooding and the speeding traffic must be our priorities and a close eye kept for the larger planning applications. The infrastructure must be prioritised ahead of any housing proposals.

**7. Annual Reports received from Village Organisations**

The Chair advised the meeting of the forthcoming retirement of PC Tom Gibbs and looked forward to meeting his successor PC Matt Pritty

No further reports were received

The Annual Parish Council meeting closed at 7.10pm

**The Parish Council meeting opened at 7.15pm**

**8. Declarations of Interest**

It was confirmed no alterations to current disclosures.

Cllr Hunt WI

**9. To approve as accurate minutes of the last meeting of the council**

The minutes of the meeting held on 12 April 2022 were **agreed** as true and correct and signed by the chair.

**Proposed** Cllr Curtis seconded Cllr Hunt

**10. Reports**

**10.1 Cllr N Dixon**

Cllr Dixon updated the meeting on item 14 of this agenda. The programme of planned works for a lasting solution was in place for both foul water and the ingress of surface water. There are however issues regarding access to private property. Cllr Dixon advised a new scheme had been introduced by Norfolk County Council for families in hardship. The scheme aims to help a much wider age range than the school meals luncheon voucher scheme and it offers significant help to those in hardship arising from the sudden rise in the cost of living. The

scheme has a total of £7.7million funding and will be back dated to April 2022 (so those families who missed out over the Easter period can back claim) running through to October 2022.

#### **10.2 Cllr P Grove-Jones**

In her absence Cllr Grove-Jones wished to convey that the £150.00 promised by government has started to be distributed by NNDC to council bands A-D directly to their bank accounts. Anyone who doesn't pay by direct debit will receive a letter telling them how they will receive their £150.00.

#### **11. Speeding through the Village of Sutton**

##### **11.1 Cllr Daulby to set out current position and seek decision on way forward**

The Chair opened the item advising of his intention to contact Cllr Martin Wilby NCC Cabinet member for Highways, Infrastructure and Transport. Cllr Daulby advised the meeting that a resident of Sutton had provided a report to him details included traffic movement and speed. At the resident's request and with his approval the report was presented to the meeting.

The Chair acknowledged and supported the residents in joining the Community Speed Watch(CSW) initiative. Several opportunities for traffic calming measures were discussed.

Cllr Dixon acknowledged the information contained in the report and the importance of evidenced based Documentation, he thanked the author. With evidence Sutton could request the option of Traffic Analysis for review. This would enable a report to be commissioned proposing traffic calming solutions and costs. He advised that established Community Speed Watch Schemes had very good feedback/results. Particularly helpful were the letters generated by the Constabulary and their resemblance to official notification of driving offences.

#### **12. Public Participation Session (10 minutes)**

As previously noted, Item 11 was introduced and outlined by Cllr Daulby before moving into item 12.

Other items raised included the Chair's letter to Andrew Proctor- The Leader of NCC. Cllr Daulby reported that no written response had been received. He intends to progress to complaint/press in 7 days if no response is received. Parish Council methods of communication were confirmed as the Village notice board and Sutton(Norfolk parishes) website. The website is available and in its early construction. The need for the installation of signage relating to the Turning Point at the Staithe was raised and the effects on the Staithe of not having it. An update on the planned dredging of the Staithe was requested. Cllr Daulby advised he was aware of the problems related to Signage. He contacted the Broads Authority who were unable to assist on signage. The dredging is planned for July 2022 no confirmation of a start date has been received.

#### **13. Footpaths-** A footpath has been brought to the attention of the Chair. The Chair is taking advice as Parish records are limited.

#### **14. Persistent Flooding Problem Staithe Road Sutton** – current position confirmed in Cllr Dixon's report item 10.1

#### **15. Water Management Alliance and a piece of Land at Sutton Staithe** – Cllr Daulby confirmed the statement to WMLA by himself and Cllr Cator on 27 April 2022

#### **16. Allotments**

**16.1** Cllr Curtis advised 1. to remove the outstanding proportion of payment due of allotment fee(£18). The allotment holder has provided his services to assist in the general maintenance needed at the allotment site. These services would have otherwise been commissioned by the Parish Council. The allotment has been returned to the council and when available will be re-let from the waiting list. **Agreed and Proposed** Cllr Hunt seconded Cllr Daulby

**16.2** The Clerk to write to 2 allotment holders concerning obligations of their lease. **Agreed and Proposed** Cllr Hunt seconded Cllr Daulby

The Clerk to take the necessary action to update contact details for allotment holders.

#### **17. Queens Platinum Jubilee**

**17.1** The purchase of Queens Platinum Jubilee Commemorative medals for Sutton Pre School. Cllr L Daulby will discuss with the pre school

**17.2** The Flagpole was installed on 5 May 2022 by Cllrs Baker. The Council wish to convey their sincere thanks to Cllr Baker

#### **18. Village Notice Board**

**18.1** The Council understood the current site was adequate and appreciated opinions on other possible sites. Based on costs from its relatively recent acquisition this could be considered in a future year's budget.

#### **19. Planning Matters**

**19.1** A Planning Application PF/22/0845 Alderley The Street Sutton  
Agreed and **Proposed** Cllr Curtis seconded Cllr Hunt

#### **20. Matters arising from the last meeting not covered elsewhere on the agenda** none

#### **21. Policies for Review**

**21.1** Standing Orders, Financial Regulations, Code of Conduct, Publication Scheme, Data Protection.

Further Policies recommended for Council to review and adopt.

Privacy Statements Staff and Councillors, General Privacy Statement, Systems of Internal Control

Model Publications Policy General Reserves Policy. Agreed to adopt **Proposed** Cllr Hunt seconded Cllr Daulby

The Clerk to personalise and publish.

**22. Chairmans Report**

Cllr Daulby discussed the need for maintenance at Parish moorings. He would be submitting a report to progress this matter. He advised the meeting that the Maud Wherry visit to Sutton Staithe this month may have to be abandoned because of low water in the Broad. Cllr Daulby advised the meeting that he had been approached by an ice cream seller wishing to sell ice cream at the Staithe. Following the discussions Cllr Daulby agreed to get details of the seller's proposal to review terms and conditions if applicable and report back to Council.

**23. Clerks Report**

The Clerk reported the PC insurance renewal was 1 June 2022 and that she would review and revise appropriately.

The Clerk reported she had now been able to secure her 4 sessions of induction training over the coming months

**24. Finance**

Regular payment to clerk for salary	£ 385.00
Re issue Swallow Tails Federation	£ 187.39
Lynne Nash reimbursement for Ink/Stationary/sundries	£ 70.85
L Dawson Locum Clerk April 2022	£ 86.20
Sutton Village Hall Annual Hire Agreement	£ 240.00
Lynne Nash ( 15 additional hours April )	£ 281.25

The payments were AGREED **Proposed** Cllr J Daulby seconded Cllr Curtis

The meeting closed at 9.05pm

**25. Date of Next meeting**

To confirm the date of the **Annual Parish Council meeting scheduled for 14 June 2022 at 7.00pm**

