**Sutton Annual Parish Meeting**

The Annual Sutton Parish Meeting was held on Tuesday 9 May 2023 at 6.30pm in Sutton Village Hall.

Present Cllr J Daulby (chair) Cllr D Curtis Cllr L Daulby Cllr J Hunt Cllr C Makepeace L Nash (Clerk) & 2 members of the public.

AGENDA

1. Apologies None

2. The Minutes of the Annual Parish Meeting which took place on Tuesday 10 May 2022 were approved as accurate and signed by the chairman.

3. Chairman’s report. The Chairman reported that the previous year had seen the end of covid restrictions. He wished to give thanks for work done by the WI to Village Pond. The drainage work on Staithe Road had been completed. Most of the issues have been resolved and he hopes the remaining issues will be dealt with before next winter. Road safety had dominated the previous years agenda. With the help of the public interest group and our County Councillor North Norfolk had agreed to revisit their decision. We await their report and its outcome. Cllr Daulby thanked John Knowlden for his work on obtaining funding for traffic calming measures and setting up the Speed Watch Team in Sutton.

Cllr Daulby wished to thank Mavis Smith for organising the Coronation event at the Village Hall, the WI for providing Tea and Cakes and St Michaels Church for providing commemorative medals for the children of Sutton.

4. To receive reports from Village Organisations. None received.

5. Any other business None

The meeting finished at 6.50pm

The monthly Parish Council meeting will follow this meeting.

**Sutton Parish Council**

Sutton Parish Council Meeting was held at 7.00pm on Tuesday 9 May 2023 at Sutton Village Hall

Present Cllr J Daulby (chair) Cllr D Curtis Cllr L Daulby Cllr J Hunt Cllr C Makepeace L Nash (Clerk) & 8 members of the public.

The meeting commenced at 7.00pm

1. **Election of Chairman**

1.1 Cllr Curtis proposed Cllr L Daulby Cllr Hunt seconded the motion. The motion was unanimously agreed and Cllr L Daulby was elected Chairman and signed the “Acceptance of Office Declaration”.

1. **Election of Vice Chairman**

2. 1 Cllr Curtis proposed Cllr L Daulby Cllr Hunt seconded the motion. The motion was unanimously agreed and Cllr J Daulby was elected Vice chairman.

1. **Apologies** None
2. **Declarations of Interest** None
3. **To minutes of the April 2023 meeting of the council** were approved as accurate and signed by the Chair.
4. **Reports** None
5. **Public Participation Session**

One resident brought to the Councils attention an issue with the SAM 2 equipment and the point at which the unit was flashing the warning speed. This being likely to distract from the purpose of traffic calming. Council asked the clerk to organise having SAM 2 units recalibrated/overhauled. A resident highlighted unresolved drainage and raw sewerage issues. A damaged pipe near/under the pond had been identified as one part of the problem along with flooding from Hickling. Anglian Water had accepted responsibility. Cllr M Taylor has previously been involved. No further communication since the initial recognition from Anglian Water has been forthcoming. . The resident asked the Parish Council for help and support. Other residents advised of similar problems. Council agreed to gather details of residents experiencing similar problems and liaise with Cllr Taylor to identify and contact Anglian Water for a solution. A resident highlighted that since the pop-up meeting arranged by the police earlier in the year no feedback had been received, and no evidence of any drive by presence had been experienced.

1. **Planning Matters**

8.1 Consultation BA/2023/0150/HOUSEH, Proposal : Replacement of current porch roof with tiled roof and sky lights. Enclosed with a conservatory. Dwarf wall at base.

 Address : Broadside Cottage , Staithe Road, Sutton, Norfolk

 Applicant : Mrs Caroline Cornell du Houx 1.

 Council considered the planning application from The Broads Authority and agreed a no comment response.

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| 1. Correspondence sent via email to Councilors EC/resident enquiries not for publication RE/communication council decisions CD- NOTED
 | 1. Date Sent/Rcd + code
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| Resident enquiry concerning Sutton Village Coronation Event. (sent to J Daulby for response in his role as a member of an independent group)External enquiry/request to present an item to SPC on the “Gravel Hole.”C24 Police Priority Setting MeetingDLUHC Consultation On Infrastructure LevyBroads Society Harnser MagazineStalham Police NewsletterNew Procedure for Register of Interests formsNew Police Priorities for the Stalham SNT areaConsultation BA/2023/0150/HOUSEHResident enquiry concerning notice board announcements.Resident Enquiry re checking flow rates of surface water from Hickling causing flooding of raw sewage in Sutton for Anglian water. Resident to attend next meeting. | 14 April 202317 April 202317 April 202318 April 202318 April 202328 April 202328 April 202328 April 202328 April 202328 April 202302 May 2023 |
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1. **Administration & Clerks report**

**10.1 Subscriptions** Council considered and approved a payment of £426.55 to Norfolk ALC for its annual subscription/payroll/website services.

**10.2 Insurance Premium** Council considered and approved the renewal of the SPC policy to Zurich Insurance.

**10.3 Policies for Review**

10.3.1 General Reserves Policy. – Council considered the review and agreed to adopt

10.3.2 Internal Control Statement-– Council considered the review and agreed to adopt.

10.3.3 Asset Register– Council considered the review and agreed to adopt.

 Clerk updated the council on the following matters,

Allotments – Quote for removal of asbestos at allotments Council agreed the quotation and the need for urgent action Council asked the clerk to investigate if Clems Skips could provide a quotation for a similar timeframe. Cllr Curtis also advised he had a quotation for hedge maintenance that was require for under £60 Council agreed this should go ahead.

Clerks Additional Hours. Clerk advised that on transferring to the new payroll method no salary/additional hours or home payments had been made for April 2023. She will investigate and resolve the new arrangements for the following month.

1. **Finance**

Council agreed and approved the following payments. Council also noted that Cllr Daulby reimbursement was reduced by £100 to compensate for the £100 cash paid to him for outstanding mooring fees.

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| 11.1 Payments for Approval | Amount  |
| Reimburse Cllr Daulby for SPC contribution to theSutton Village Coronation eventPainting competitionCawdrons ButchersPayments to L NashMicrosoft Office subscription up to 31.3.23Milage payment to clerk 1.4.22-31.3.23 240x.45  | £30£1200 £107.82 £108 |
|  |  |

**11.2 March Bank reconciliations/Bank Statements** Noted and approved.

**11.3 Budget Update**  Noted and approved.

**12. Any Other Business** – None

**13.Date of Next meeting** - scheduled for 13 June 2023 at 7.00pm

The meeting finished at 8.35pm