

Sutton Parish Council

To: Members of Sutton Parish Council

You are duly requested to attend the Sutton Parish Council Meeting to be held at 7.00pm on Tuesday 13 June 2023 at Sutton Village Hall

L Daulby

Chairperson, Sutton Parish Council

[Lynne Daulby](#)

Lynne Nash

Sutton Parish Clerk

suttonclerk@gmail.com

Public Attendance

Members of the public and press are welcome to attend. At item 5, the public will be invited to give their views/question to the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 10 minutes duration.

AGENDA

1. **Apologies** and Approval of absences
2. **Declarations of Interest** for items on the agenda and applications for dispensations
3. **To approve as accurate minutes** of the May 2023 meeting of the council
4. **Reports**
 - County Councillor N Dixon
 - District Cllr M Taylor
 - District Cllr K Bayes
5. **Public Participation Session**
6. **Standing Water/Sewerage Issues**
 - 6.1 Council to discuss current position.
7. **Planning Matters** To consider planning applications received from North Norfolk District Council/Broads Authority for consultation prior to, or at the meeting

Decision Issued

NNDC Ref: PF/23/0646

Application: Householder Application

Site: Willows, Old Yarmouth Road, Sutton, Norwich, Norfolk, NR12 9QL,

Proposal: Single-storey side extension with conversion of garage and installation of pitched roof. Cladding installed on front elevation.

Decision: Approve

Issued Date: 11th May 2023

Pending Consideration

Reference PF/23/0670

Alternative Reference

Application Received Wed 22 Mar 2023

Address Sutton Methodist Church The Street Sutton Norfolk

Proposal Change of use of former chapel to create single dwelling incorporating 1st floor side extension.

Status Pending Consideration **Comment date extended until 14 June 2023 via Parish Council**

Decision issued

NNDC Ref: CD/22/2566

Application: Discharge of Condition

Site: Sutton Windmill, Mill Road, Sutton, Norwich, Norfolk, NR12 9RZ,

Proposal: Discharge of Conditions 9 (windows/doors schedule), 10 (window details), 12 (Paint or stain), 13 (external lighting) & 15 (vehicular access) of planning

permission PF/20/2014

Decision: Condition Discharge Reply

Issued Date: 19th May 2023

8. Annual Governance and Accountability Return 2022/24

8.1 To resolve to declare that Sutton Parish Council is an exempt authority as neither the gross income or gross expenditure exceeds £25,000 for the 2022/23 Financial Year. To sign the Certificate of Exemption

8.2 To approve Section 1 of the AGAR, the Annual Governance Statement.

8.3 To approve Section 2 of the AGAR, the Accounting Statements.

8.4 To receive and discuss the Internal Audit report.

8.5 To receive the analysis of variances.

8.6 To receive the bank reconciliation as at 31.3.23.

8.7 To note the period for the exercise of public rights.

8.8 To note the notice of public rights and publication.

9. Correspondence sent via email to Councillors EC/resident enquiries not for publication RE/communication council decisions CD	10. Date Sent/Rcd + code
NNDC Decision issued re. CD/22/2566 Sutton Windmill	22.5.23 EC
Changes to the Mobile Library Service	08.6.23 EC
Speeding on new road	08.6.23 RE

9. Allotments

9.1 To agree general maintenance and asbestos removal costs.

9.2 To consider and agree signage and a notice board for the allotment gardens.

9.3 To discuss Bee Keeping at the Allotments

10 Sponsoring a Fairy at the Open Garden event on 9th July 2023

10.1 Council is asked to discuss and agree a donation at £12 per fairy.

11. Administration & Clerks report

11.1 Insurance Premium

11.2 Barclays Bank

11.3 Tower Mint

11.4 Data Protection fee - Reminder to renew Direct debit £35.

11.5 Clerks Additional Hours

12. Finance

12.1 Payments for Approval	Amount
Zurich Insurance	£300
L Nash Equipment Allowance (April May & June)	£120
Stationary	TBC
S Hunt Internal Audit	£185
Tower Mint	£424.62

13. Any Other Business – any items to be noted and included on the next agenda.

14. In accordance with the Public Bodies (Admission to meetings) Act 1960 the meeting RESOLVED to exclude the press and public during the following items due to the confidential nature

14.1 The Lease on the Staithe

15. Date of Next meeting - scheduled for 11 July 2023 at 7.00pm