

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 11 October 2022 at Sutton Village Hall

J M Daulby
Chairman, Sutton Parish Council
johndaulby@aol.com

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**
3. **To approve as accurate minutes of the last meeting of the council**
4. **Reports**
 - Cllr N Dixon
 - Cllr P Grove-Jones
 - Cllr M Taylor
5. **Public Participation Session (10 minutes)-**
6. **Speeding through the Village of Sutton- update- John Knowlden**
7. **Allotments**
 - 7.1 Council is advised that the revised Allotment Tenancy Agreements have been issued. Cllr Curtis has spent a lot of time with existing tenants. Councillor Curtis has promoted effective two-way discussion to assure tenants changes have been implemented to protect their future enjoyment of the Allotment Gardens.
 - 7.2 Council is advised that Notice has been given to two Allotment Tenancies to vacate with effect from 30 September 2022. Council is asked to consider and agree the process of property removal and agree in advance the costs if not initially billed to the outgoing tenant that may be associated with removal of goods and returning the plot suitable to re-let.
8. **Pond**

Council is advised a Brown bin has been ordered for the pond and part payment for the remainder of the current 22/23 year will be paid by shortly and full payment will be paid annually around April for future years by direct debit. The bin has not been delivered and the Clerk is identifying the reason for non-delivery
9. **Planning Matters**
 - 9.1 NNDC Ref: PF/22/1976
Date: 31st August 2022
Sent to Sutton Parish Councillors 31.8.22
Comments to be received by NNDC 21.9.22
Proposal: Erection of a Storage Building (B8 Use)
Location: Catfield Industrial Estate, Sutton Road, Catfield, Norfolk
 - 9.2 NNDC Ref: PF/22/1871
Date: 11th August 2022
Sent to Sutton Parish Councillors 15 August 2022
Comments to be received by 1.9.22 Cllrs asked to advise Clerk if comment required
Proposal: Change of use of garden land to dog walking paddock; creation of new parking area using existing access gates to Mill Road and erection of 1.8m fence
Location: Manor House, Church Road, Sutton, Norwich, Norfolk, NR12 9SA
10. **Water Management Alliance and a piece of Land at Sutton Staithe and the IDB Lease**
11. **Sutton Staithe West Dyke Moorings**

Council is asked to agree provision of signage.
12. **Persistent Flooding Problem Staithe Road Sutton – update from Justin Le May**

13. Footpaths Verges and open spaces

13.1 Ragwort has been identified and at risk of spread to verges. The Landowner and NNDC(responsible for the verges) have been notified. Heritage England has taken up the issue Cllr L Daulby to update the meeting

14. Correspondence sent via email to Councilors

Date

1.Enquiry to Clerk re PF/22/1871 (included on agenda for reference) clerk responded NFA required or requested. Further enquiry 2.9.22 Clerk responded NFA at this stage	14.8.22 *
2.Enquiry to Clerk re Road Signage clerk responded NFA required or requested	16.8.22 *
3.Enquiry to Clerk re Dog fouling/ car parking on Neville road greens clerk responded NFA required or requested. Cllrs advised for information 19.8.22	16.8.22 *
4.TRO HICKLING - Temporary closure of C409 Sutton Road because of manhole cover repair works	19.8.22
5.Average Speed Camera Offence Detections - A149 Smallburgh to Potter Heigham	19.8.22
6.Enquiry to Clerk from resident Concerning Traffic at Old Yarmouth Road just before the corner coming up to Moor Road. Increasingly traffic is speeding up as they pass the Old Post Office. By the time they reach the corner their speed is way above 30mph. Clerk responded 4.9.22 NFA	23.8.22*
7.Enquiry from Hickling Parish Council regarding contractors used for Sutton Pond Clerk responded NFA	24.8.22
8.Correspondence from WLMA (discussed at Aug PC meeting) sent to all Cllrs as agreed	24.8.22
9.TRO closure of C407 Heath Road in the parish of Hickling - AW new connection works (NTRO5562)	27.8.22
10.PF/22/1976 - Sutton - Catfield Industrial Estate, Sutton Road, (included in this agenda)	31.8.22
11.Enquiry to Clerk initially about grass cutting responsibilities at Sutton Staithe Green latest email advised individual had suffered a broken ankle on 8 August 2022 Clerk responded accepting no liability, describing variables.	31.8.22*

Items marked with * not circulated to Councilors. Where necessary information relating to the enquiry may be included in a future PC Agenda or passed to Councilors for information, assistance, or comment for reply.

15. Chairmans report

16. Clerks report

Training CICLA

Website update

Events/recommendations following the passing of Queen Elizabeth II and the proclamation of King Charles II

Bank Account Signing Arrangements

17. Finance

15.1 Payments for Approval

Amount

L Nash Stationary total	£ 124.86
Colour print ink x 2	£37.14
Black Print Ink x 2	£26.30
Print Paper x 2	£11.00
Stamps 15 x.95	£14.25
Laminating	£22.99
Punched pockets	£5.27
Black Armbands arrangements	£7.91
L Nash 22 Additional Hours August	£446.60
L Nash additional hours 22 September	£446.60
NALC Website	£55
NALC Training	£300
PFK External Auditors	£240

15.2 Regular Payment Out	Date
Clerk Salary August	31.08.22
Clerk Salary September	30.09.22

Receipts

15.3 Regular Receipts June 2022	Date
Slipway License	15.08.22
Slipway License	15.09.22

15.4 Bank reconciliations

15.5 AGAR Notice of Conclusion by External Auditors and recommendations

15.5 Budget review

18. Date of Next meeting - scheduled for 8 November 2022 at 7.00pm