

Minutes of Sutton Parish Council Meeting

which took place at Sutton Village Hall on Tuesday 14 June 2022

Present Cllr J Daulby Cllr Cator Cllr Curtis Cllr L Daulby Cllr Hunt and 11 members of the public
Clerk Lynne Nash

1. Apologies for absence were received and **approved** from Cllr Frearson Cllr Grimmer Cllr Baker and Cllr Taylor

2. Declarations of Interest Cllr Hunt WI

3. Minutes of the previous meeting The Council **approved** as accurate, and a true account of the meeting held on 10 May 2022 and were signed by the Chairman

4. Reports

4.1 Cllr N Dixon

Cllr Dixon advised the meeting of major roadworks to Wayford Bridge. The reported plan is to commence on the 12 September 2022 lasting 3-4 weeks with a complete closure of the road. Diversions would be put in place that would have a negative effect on Sutton and Catfield. Cllr Dixon and Duncan Baker MP had previously challenged Highways two years ago when the same work was originally planned. The challenge successfully changed the road closure to just single lane closure and traffic lights. Cllr Dixon is in discussion with Highways concerning the preferred single lane closure plan. Cllr Dixon reminded the meeting of the of the Norfolk Assistance Scheme (NAS) that he had previously reported. The scheme offers help to those in financial difficulty for a wide range of reasons. If eligible you can receive, emergency financial help, essential household goods and furniture and get support, guidance, and advice. Apply either online or Tel: 03448008020

4.2 Cllr P Grove-Jones

Cllr Grove Jones advised the meeting that Kathy Newman had challenged the Development Committees right to put forward two planning applications for medical centres. However, decisions are deferred because of the current hold on planning applications because of Natural England's guidance (March 2022) regarding water nutrient neutrality. Cllr G-J went on to confirm because of public interest that Wells and Blakeney were the two areas not affected by the Natural England Guidance. All other applications which include overnight accommodation will be deferred until February 2023. A challenge by judicial review has been made and a decision is awaited. Cllr G-J supported the need to challenge the proposed road closures at Wayford Bridge. Advising that the designated diversion directing HGV traffic to take route via Acle would also impact on Ludham. History also provides evidence that unofficial diversions will also be used.

5. Public Participation Session

Members of the public sought to question the proposed date of the works. This road closure could discourage tourism at a time local business was still recovering from the recent pandemic. Cllr Dixon advised that he favoured the previously agreed partial road closure, minimising the impact of increased traffic on local villages. This would however not be the preferred way for Highways as it would increase the length of time to complete the works and the cost.

Cllr Cator asked Cllr Grove-Jones about the future provision for electric cars and car charging points. Residents requiring access across the grass verges to their properties in Neville Road were currently concerned. Cllr G-J recognised the possible problems. She advised the broader current difficulty was that the power networks in Norfolk did not have the capacity to sustain the proposed future need. Cllr Cator agreed to email Cllr Grove-Jones regarding the problem at Neville Road.

Members of the public ask Council about the allocation of Affordable Housing in North Norfolk. Cllr Grove-Jones advised the meeting that the Stalham development of 63+40 properties represented the government requirement for North Norfolk. The public remain concerned about the effect on the local infrastructure. Cllr G-J advised the meeting that feedback from a similar site in Fakenham had provided positive reports and feedback which had informed the Planning Committee. Cllr G-J also responded to a member of the public concerning allocation of these affordable homes. Cllr G-J advised that various options could be offered by the developers for the sale of property like part buy/part rent, no deposit schemes and alike. Applications would need to be made

for affordable housing in North Norfolk via “Your Choice Your Home” scheme and if eligible invited to bid . There was no clarification available about the criteria for eligibility of residents in the immediate locality. Cllr Daulby raised the question about the continued use of Sutton Pottery signage on both the residential address and A149 The property had changed owners and was no longer a pottery. The general view was that the naming of a residential property did not require registering if it was not operating as a business. Cllr Cator advised of the length of time the locality signage had been missing near the junction of A149 and Old Yarmouth Road. **Clerk to report missing sign to Highways and the need to remove the signposting to the pottery.** A member of the public asked the chairman of any further information concerning the broken flashing speed activated sign ,located on entry to Sutton on the old Yarmouth Road from the A149 at the Catfield end. **Clerk to report missing sign to appropriate Highways department.**

6. Speeding through the Village of Sutton

6.1 Council noted the correspondence(15.10) and the further invitation from J Le-May for a site meeting. It was agreed Cllr Daulby, Cllr Dixon and J Knowlden would attend the meeting on 24 June 2022.

6.2 The Sutton Community Speed Watch Team of 6 residents led by John Knowlden had now had their DBS checks completed and met with the police and agreed two suitable locations. 1. Verge at the front of the Methodist Church and 2. The grass verge at the junction of Rectory Road and Old Yarmouth Road. Training would now take place and it is anticipated completed within six weeks. The Clerk had confirmed to her that the Police had organised risk assessments and would check if any disclaimer was required by the Parish Council Insurance.

6.3 Council to continue discussion on the operation of SAM2 data and its collection publication and how it links into the proposed use of data collection.

7. Allotments

Cllr Curtis advised that because of recent changes allotment rental was being offered from the waiting list. Some allotments needed maintenance in order not to have a detrimental effect on other allotment holders. He and the clerk would initially address concerns informally.

8. Pond Upkeep/maintenance see correspondence item 15.5

8.1 As a result of recent correspondence to the Council the Council discussed the upkeep and maintenance of the pond. The Council had spent a large amount of money in previous financial year refurbishing the pond. Unfortunately, no maintenance programme had subsequently been put in place. The WI had contributed to its enhancement the Council had paid for some ad hoc necessary work and some voluntary maintenance work had been carried out. Cllr Daulby advised that Cllr Baker has requested funding to carry out some necessary emergency work. It was **agreed** that Cllr Baker will provide the next meeting with details and a quotation of proposed cost. It was **agreed** that at a future meeting a longer-term plan would be discussed, to include possible provision and costs of maintenance and how this could be funded. The Council discussed who owned the pond. Rural Estates, Highways, and Riparian Rights formed part of the discussion. No conclusive information was available, and it was agreed further investigation was required. The clerk had been unable to locate any related information or documents in the parish records.

9. Queens Platinum Jubilee

9.1 QPJ medals-Cllr L Daulby has attached a note from Sutton PC and delivered them to Sutton Pre School. Council **approved** a \$137 payment of £144.82 Cllr L Daulby conveyed the message of thanks from the Manager of the pre-school.

10. Planning Matters-to received from NNDC prior to the meeting

None received at agenda publication

10.1 Council **noted** correspondence item 15.1 The Norfolk County Council Local List for Validation of Planning Applications Consultation Draft, 2022: Invitation to respond(period ends 11 July 2022) -Council **agreed** no response required.

11. Water Management Alliance and a piece of Land at Sutton Staithe and the IDB Lease

11.1 The second payment of £50 will become payable in October 2022 Council and paid automatically via direct debit on 1 October 2022 from the Parish Community account. Council discussed discontinuing/ceasing this payment. The clerk was obliged to advise caution in relation to lack of evidence confirming or relating to ownership/leaseholder status/leaseholder obligations. Advice from our membership of NALC advises to proceed

with caution and seek professional guidance. It was agreed that as Cllr Daulby had spoken with a representative of WLMA since the meeting(and forwarded a piece of documentary evidence he had in his possession). It was **agreed** the Clerk should write a follow up letter to WLMA. **Agreed Clerk to suggest a response requesting how the WLMA wish to proceed for Councillors to agree via email and send to WMLA**

12. Persistent Flooding Problem Staithe Road Sutton

12.1 Council discussed requesting formal update from Justin Le May of plan for work and timing. A member of the public informed the meeting that he had accurate and reliable information that gave a solution to the problem. It was **agreed** that this would be shared with J Le May on 24 June 2022

13. Parish Insurance renewal/change of provider

13.1 Council **approved** the new insurance policy and provider Zurich Municipal. The Clerk advised that the insurance was adequate and based on the parish documents she had available to her. Work was still required on The Asset register, HMRC, and the Risk Assessment Policy. Dependant upon the creation/completion of the Asset Register additional cover may be required.

14. Annual Governance and Accountability Return 21/22

The adoption of an earmarked and General Reserves policy was **Approved** for adoption .Completed relevant documents including internal auditors report were **approved** and Signed by the Chairman. Publication of exercise of public rights and the AGAR 21/22 return was **approved** and submission to PFK the appointed external auditors of the AGAR 2021/2022 **Agreed**.

15. Correspondence – provided from Clerk by email

Email	Forwarded
1.The Norfolk County Council Local List for Validation of Planning Applications Consultation Draft, 2022: Invitation to respond(A)	17.05.22
2.Continuation of temporary closure of A1062 Norwich Road in the Parish of Horning because of stud removal/surface dressing/road markings & stud replacement (NTRO5220) (A)	16.05.22
3.Resident enquiry re Grass Verges(C)	15.05.22
4.Norwich Western Link (DC)	16.05.22
5.Enquiry concerning upkeep/maintenance of Pond area and link with Village Facebook(C)	28.05.22
6.Extra Help with Waste and Rubbish(A)	27.05.22
7.Changes in Communication from Norfolk Constabulary(A)	27.05.22
8.Norfolk ALC Survey(A)	27.05.22
9.Draft Broad Plans(A)	27.05.22
10.NCC Justin Le May Road Safety Sutton St(C)	31.05.22
11.Uncut Verge Laxfield Road (Cllr DC)	31.05.22
12.Response from J Le May to item 11(Cllr DC)	01.06.22
13. Norfolk Wellbeing-Get your Green Fingers working(A)	07.06.22

Council noted all items of correspondence and **agreed** no formal response to all consultation invitations. Enquiries submitted from Sutton residents have been answered /referred to within the minutes. Outstanding or ongoing items are noted within the minutes.

16. Footpaths- No update available

17. Chairmans Report

Cllr J Daulby advised the meeting that he had challenged the Planning Committee following his attendance and representation and their subsequent approval of the Stalham development plans. Following an untimely inadequate response, he has entered the complaints procedure. The complaints procedure response also was inadequate, and Cllr Daulby has moved his complaint to the next level which has again not been responded to and he was now to initiate the next level of the procedure.

18. Clerks Report

The Clerk advised parish records indicated the thatched Notice Board at Staithe was a parish asset. A discussion advised that it had been recently modified and noted its information could be out of date

The clerk advised that Village Facebook page had offered an opportunity to share information from the Parish Council. Council agreed this would be beneficial for everyone. Clerk to liaise with the manager of the page regarding any necessary terms of reference.

19. Finance

19,1 Council **approved** payment to Information Commissioners Office as an annual direct debit payment to reduce £35

Payments

Payee	Amount
Tower Mint	£144.82
Zurich Municipal	£300.00
L Nash Printer Ink (3)	£ 39.45
NALC invoice 465 Clerks Induction	£ 96.00
ICO Data Protection Fee renewal	£ 40.00
L Nash Additional 23 Hours for May	£488.75

Council **Agreed** payments presented

Regular Payment Out May 2022	Date
Clerk Salary May	31.05.22
Clerk Salary April	03.05.22

Council to note Clerks salary date change May 22 to last day in each month.

Regular Payments In May 2022	Date
Slipway License	16.05.22

Council **Noted** regular payment and receipts for May

The meeting closed at 9.45pm

20. Date of Next meeting

To confirm the date of the next Parish Council meeting scheduled for 12 July 2022 at 7.00pm