

Sutton Parish Council

Minutes of Sutton Parish Council Meeting held at 7.00pm on Tuesday 11 October 2022 at Sutton Village Hall

Present Cllr J Daulby(Chair) Cllr R Cater Cllr D Curtis Cllr L Daulby Cllr J Hunt L Nash (Clerk)and 12 members of the public

The meeting commenced at 7.00pm

1. **Apologies** Received and **Approved** Cllr R Frearson (Vice Chair) Cllr I Baker Cllr S Turrell Cllr C Makepeace
2. **Declarations** of Interest - None
3. **To approve** as accurate minutes of the last meeting(August) of the council- **agreed** and signed by the Chair

4.Reports

4.1 Cllr N Dixon reported on the following.

1. Cllr Dixon attended a stakeholders Safety review meeting of the A1151/ 149 between Potter Heigham and Cats common hosted by Duncan Baker MP . The outcomes were that Grahame Bygrave Director of Highways has commissioned a new safety review of Stalham & Sutton traffic issues/A1151 & 149 which will include new data capture initiatives they will put in place. Also included will be the data, information, and issues received from local parishes and the public petition groups. A draft is expected to be completed early in 2023.
2. Cllr Dixon advised the meeting of the next phase of County Household Support Fund. An additional £6.7 million had been added to the fund and NNDC had made a further contribution £1.2 million contribution. Cllr Dixon will forward to the Clerk further details of how these funds will be allocated and can be accessed. The Clerk will forward details to the website.
3. Cllr Dixons made a request to Norfolk Fire and Rescue Service for a report to be written to build on the lessons learned from the summers extreme heat. That request has been successful, and Richard Smith has been asked by the Director of Fire, Ceri Sumner to undertake a review of the Heatwave Events of 2022, on behalf of Norfolk Fire and Rescue Service.

4.2 Cllr P Grove-Jones advised the meeting of the Warm Hubs that had been set up in Stalham the locations are 1. Library 2. Baptist Church. Cllr Grove-Jones shared with the meeting her sadness that the current economic climate had made this necessary. Cllr G-J highlighted and confirmed with members of the meeting the numerous difficulties being experienced by missed and changed bin collections. Cllr G-J shared early responses made by Serco about the difficulties they were experiencing. However, confirmed they were contracted to provide the services and related customer services function.

4.3 Cllr M Taylor reported that Serco(refuse/recycling & garden waste collections) would be reporting to the NCC Overview and Scrutiny Committee the following day(Wednesday 12 October) and it is hoped this will highlight and resolve the difficulties being experienced. Cllr Taylor highlighted the introduction of the Community Connector positions in NNDC and would be promoting the positives of working with Claire Goldwater.

5.Public Participation Session (10 minutes)- A member of the public highlighted that they had approached the clerk concerning the accumulation of water because of drainage problems in New Road. The Clerk apologised for incorrectly thinking this would be resolved following the planned works in November. Cllr L Daulby advised the meeting some drainage problems currently were unable to be resolved. The Highways Engineer has tried on several occasions to gain access to private land but had been ignored/denied access. The Parish Council has been approached by the Highways Aylsham Depot about road issues to plan work in the coming months. The Clerk will add the difficulties being experienced by the resident. *(Item 5 continues next page)*

The co-ordinators of A149 safety petition attended the meeting and reported the continuing success of the public petition together with their inclusion in and at formal discussions relating to the issues raised by their petition. The number of signatures were now more than 2000 and continuing to climb.

6.Speeding through the Village of Sutton

6.1 Sutton Speed Project

John Knowlden updated the meeting and highlighted some facts relating to team speed detection sessions and experiences for the meeting. . John K welcomed a new member to the Speedwatch Team.

The SAM2 data he provided is for the site opposite the garden centre.

John Knowlden reminded the meeting we must continue to seek and support local and wider initiatives connected to the project. Highlighting- 1. Pushing for a 20mph speed limit. He had opportunity to see villages where this had been introduced and the outcomes were positive. 2. Consider providing “ pinch points “. Whilst we know that unsafe and difficult junctions influence a commuter’s route, we should not discount the power of making Sutton a less attractive and slower option on that choice.

6.2 Community Speed watch Team Council – team has increased from 6 to 7 members

A recent morning rush hour session between 7.30am-8.30 am reported 11 vehicles travelling at 35mph + the fastest speed detected was a motorbike at 51 mph. The Speed Watch Session had raised some interesting although disappointing points about drivers’ attitude to this type of initiative. One driver acknowledging the team with a wave and then increasing their speed. The speed gun was able to capture the 44mph attained while driving away from the site! It is hoped that follow up correspondence from the Norfolk Constabulary to speeding drivers will improve their future lawful driving practice. The meeting thanked John K for his continued input, contribution, and commitment.

6.3 SAM2 data provided by J Knowlden for the unit currently opposite the Garden Centre is noted and attached to minutes. The latest data is consistent with previous data showing daily road use at that point of more than 2000 vehicles. Identifying 10-12% of that number are speeding recording speeds of 55mph+

7.Allotments

7.1 Council is advised that the revised Allotment Tenancy Agreements have been issued. Councillor Curtis has promoted effective two-way discussion and management of the Allotment Gardens. Aiming to support and protect the future enjoyment of the gardens.

7.2 Council is advised that Notice has been given to two Allotment Tenancies to vacate with effect from 30 September 2022. Council was asked to consider and agree the process of property removal. Council agreed that property left on the now vacant allotments should be removed in the most cost-effective ways. Council **agreed** reasonable expenditure costs to clear the now vacant allotments as necessary to re-let . Where possible the Clerk will pass on the costs to the outgoing tenant.

8. Pond

8.1 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 shortly and full payment (currently £36p/a) will be paid annually around April for future years by direct debit. The bin has not been delivered and Cllr Hunt agreed to assist the Clerk in discovering its location. *Cllr Hunt prior to circulating the minutes confirmed the bin has arrived and is now available for use.*

9. Planning Matters reported to and noted by Council

Council was asked to note that that the following planning matters were emailed and included in the September Agenda. The September meeting was cancelled following the sad passing of Queen Elizabeth II

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. Cllrs asked to advise Clerk if comment required. Council agreed no comment required

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. Council agreed no 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 No agenda item October

11.Sutton Staithe West Dyke Moorings

11.1 Cllr Daulby asked council to consider and approve provision and purchase of c£170 signage. The No Turning signs x2 would be placed on 2 boats that he had identified and gained the approval of the owners for siting. Boats were continuing to turn at the entrance to the Dyke which resulted in the need for increased dredging and potential loss of mooring opportunities. Council **Agreed and Approved** purchase of signage

12. Persistent Flooding Problem Staithe Road Sutton – Justin Le May advised Clerk that the remaining work would commence on 7 November 2022 for two weeks.

13. Footpaths Verges and open spaces

13.1 Council to note - Ragwort has been identified and at risk of spread to verges. The Landowner and subsequently NNDC(responsible for the verges) had been notified by Cllr L Daulby. Natural England has now taken up the issue. Cllr Cator requested the Clerk to write to the local school to advise of the risks. A member of the public volunteered to advise the school removing the need for a letter. Council thanked the Volunteer.

12.Chairmans report Cllr Cator asked the Chair if the Parish Council would be arranging a Remembrance Day wreath. The Chair and Council **agreed** they would be continuing the annual tradition and **approved** a cost of approximately £20. Cllr J Daulby **agreed** to arrange and purchase the wreath

13.Clerks report Requested support and payment for CICLA Training programme from Norfolk ALC- **Agreed and approved**. Website -clerk updated meeting on progress to date.

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

The Clerk wished to thank all those who helped assure the Parish Council met their requirements. To note Cllr J Daulby-Flag and Cllr Hunt – Proclamation and St Michaels Church.

The Clerk and the Council wished to give special thanks to St Michael's Church for opening a book of condolence and an area for laying floral tributes. The Council **agreed** the Clerk to contact the Church to offer appropriate assistance.

Bank Account Signing Arrangements the Clerk wished to update/amend the current arrangements. Cllr Daulby and Cllr Hunt offered their assistance. Clerk will arrange the necessary paperwork.

14 Correspondence

Correspondence sent via email to Councillors	Date sent
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	14.08.22*
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)	
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 31.8.22*
12 Aylsham Depot Highway Street Scene Inspectors Visit * Please see final note on minutes	26.9.22

Items marked with * not circulated to Councillors for reasons of privacy but recorded for information. Where necessary extract information relating to the enquiry may be included in a future PC Agenda or passed to Councillors for information, assistance, or comment for reply.

15.Finance- The following payments and schedules were **approved** and noted. Councillors should note that due to September's meeting being cancelled Finance payments and receipts are requested/reported for August and September

15.1 Payments for Approval	Amount
PKF External Auditors	£ 240.00
L Nash Stationary	£ 124.86
L Nash 22 Additional Hours September	£ 446.60
L Nash 22 Additional Hours September	£446.60
Norfolk ALC Training	£ 300.00
Norfolk ALC Website	£ 55.00

15.2 Regular Payment Out June 2022	Date
Clerk Salary August	30.08.22
Clerk Salary September	30.09.22

Receipts

15.3 Regular Receipts June 2022	Date
Slipway License	16.08.22
	16.09.22

15.4 Bank reconciliations- The Clerk could not print reconciliation sheets(Broken Printer) clerk will provide at next meeting or earlier if requested.

15.5 AGAR Notice of Conclusion by External Auditors and recommendations- The Clerk had the completed AGAR statement from the external auditors for review and invoice payment. Individual hard copies could not be made for the meeting(Broken Printer) but are available.

15.5 Budget review- Council agreed this item be deferred until the next meeting because of time restraints.

Any other business necessary to note

Highways Street Scene Inspectors visit to Sutton – Communication sent to all Councillors on 26 September 2022 for comment by reply for the Clerk to respond accordingly. The Clerk had received one reply to date. A member of the public reported an on-going concern and advice was given from Cllr L Daulby - 2 further additions will be made. A discussion followed on other ways to respond to the communication. It was agreed that the Clerk would hold the response for a further week to accept any further reports of identified maintenance required.

The meeting closed at 9.15pm

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