

SUTTON PARISH COUNCIL

Ms Clare Cooper, Clerk to the Council
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NOTICE OF THE SUTTON ANNUAL PARISH COUNCIL MEETING TO BE HELD ON TUESDAY 21st JULY 2026 AT 7.00PM SUTTON MEMORIAL HALL (SMALL HALL), OLD POST OFFICE LANE, SUTTON

All Parish Councillors are summoned to attend a meeting of the Parish Council as detailed above.
All public and press are also cordially invited.

Agenda

1. Apologies for Absence:
 - a) To receive apologies
 - b) To approve Apologies
2. To receive any...
 - a) Declarations of Pecuniary Interest
 - b) Declarations of Non-Pecuniary Interest
 - c) Applications for Dispensation on Agenda Items.
 - d) Declarations of Gifts or Hospitality Received over the value of £50.00
 - e) Notifications of Lobbying with reference to any Planning Application to be discussed.
3. Public Session (15 mins max):
 - a) Reports or comment from any member of the public or from any other village organisation
 - b) Reports or comment from ESC Councillor and SCC Councillor
4. Minutes:
 - a) To agree Minutes of meeting dated 12th May 2026
 - b) To agree Minutes of Planning Committee meeting dated 21st May 2026
5. Matters arising:
 - a) Deer signs
6. Finance Matters
 - a) To receive and accept the accounts as of 30th June 2026
 - b) To review the Reserve levels as of 30th June 2026
 - c) To authorise the following Invoices for Payments:

i. C Cooper (Salary)	£223.33
ii. C Cooper expenses (Deer Signs)	£20.00
iii. J Collins (Grass cutting)	£40.00
iv. T Brown (Internal Audit)	£128.00
v. Any other invoice forthcoming	

- d) To note Payments made since last meeting as standing order, direct debit or under Clerk's delegated authority:
 - i. C Cooper (Salary) £223.33
 - ii. Barclays (Bank Charges) £8.50
 - iii. Unity Trust (Bank Charges) £1.36
- e) To note Payments received since last meeting:
 - i. Barclays (Interest) £21.56
 - ii. Unity Trust (Interest) £7.92

7. Planning Applications

- a) DC/26/0822/FUL, To install a 10.5m x 5.5m shelter into the outdoor education area, Woodland North Of Visitor Centre, Sutton Hoo, Sutton, Suffolk
- b) Any other planning application received

8. To discuss safety improvements at B1083 and Heath Road crossroads

- a) Speed reduction: Extending the 40 mph limit well past the turnoff
- b) Long-term solution: Assessing the feasibility of a roundabout
- c) Immediate fixes: clearing overgrown verges to improve visibility and better signing

9. Bin collections

- a) To consider concerns raised by residents regarding bin collections within the parish and to determine whether the Parish Council wishes to take any action

10. Joint Parish Meeting

- a) To invite and consider suggestions from councillors and parishioners for discussion at the forthcoming Joint Parish Council Meeting and to agree the items Sutton Parish Council wishes to put forward

11. Documentation – To agree and adopt the following sent by email:

- a) Freedom of Information Policy (July 2026)
- b) Data Protection Policy (July 2026)
- c) Publication Scheme (July 2026)
- d) Retention of Documents and Records Policy (July 2026)
- e) Planning Committee Terms of Reference (July 2026)

12. Review of Clerk's performance and salary grade

13. To receive agenda items and agree date of Next Meeting 22nd September 2026 – In Sutton Village Hall

Clare Cooper ~ Clerk to the Parish Council (14th July 2026)