

SUTTON PARISH COUNCIL

Ms Clare Cooper, Clerk to the Council
34 Swallows Close, Hollesley, Woodbridge Suffolk IP12 3RW

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NOTICE OF THE SUTTON PARISH COUNCIL MEETING TO BE HELD ON TUESDAY 18th November 2025 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. To agree Minutes of meeting dated 30TH September 2025
5. Matters arising:
 - a) Closure of Melton Crossing
 - b) Bus shelter maintenance
6. Finance Matters:
 - a) To receive and accept Accounts as of 31st October 2025
 - b) To accept the draft budget for 2026/27
 - c) To authorise the precept amount for 2026/27
 - d) To discuss making donations
 - e) To authorise the following Invoices for Payments:
 - i. C Cooper (Anti-virus protection and postage) £22.56
 - ii. C Cooper (Salary) £192.73
 - iii. A McManus (Paint for bus shelter) £73.51
 - iv. Community Action Suffolk (Website hosting) £66.00
 - v. Any other invoice forthcoming

Please be aware that recording of meetings is possible

- f) To note Payments made since last meeting as standing order, direct debit or under Clerk's delegated authority:
- | | |
|----------------------|---------|
| i. C Cooper (Salary) | £192.73 |
| ii. HMRC (Tax & NI) | £48.00 |
- g) To note Payments received since last meeting:
- | | |
|-----------------------|--------|
| i. HMRC (VAT reclaim) | £54.00 |
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7. Planning Applications

- a) DC/25/3927/FUL, Change of use of land to extend domestic curtilage and the construction of a new storage/car port outbuilding - Lower Farm, Sutton Street, Sutton, Woodbridge, Suffolk IP12 3EQ
- b) Any other Planning Application forthcoming

8. Documents

- a) To adopt the IT policy (Nov 25)
- b) To adopt the Grievance Policy (Nov 25)

9. Highways

- a) To discuss the condition of Sutton Heath car park
- b) To decide what action is to be taken regarding parking at the end of Sutton Hall Drive

10. Defibrillator

- a) To discuss the steps to be taken following Peter Youngs request for someone to take over responsibility for the defibrillator

11. First Responder

- a) To discuss a suggestion from the Shottisham Recorder for Sutton and Shottisham to have a first responder and the two parish councils pay for their training.

12. To receive agenda items and agree date of Next Meeting 27th January 2025 – In Sutton Village Hall

Clare Cooper ~ Clerk to the Parish Council (11th November 2025)