

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 THURSDAY 30th September 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 17TH July 2025
5. Matters arising:
 - a) Noise from Woodhall
 - b) Deben Ward Banner
 - c) Change of Parish Clerk
6. Finance Matters:
 - a) To receive and accept Accounts as of 31st August 2025
 - b) To review quotation for the insurance renewal due 1st October 2025
 - c) To agree signatories for Barclays bank accounts
 - d) To agree to domain host for the next year
 - e) To authorise the following Invoices for Payments:
 - i. C Cooper (Admin Expenses) £3.50
 - ii. A McManus (Clerk's replacement laptop) £319.99
 - iii. SALC (Internal Audit) £148.80
 - iv. HMRC (Tax & NI) £48.00
 - 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. | M Peates (Salary) | £233.88 |
| ii. | C Cooper (Salary) | £192.93 |
| iii. | C Cooper (Salary) | £192.93 |
| iv. | J Collins (Grass cutting) | £40.00 |
| v. | Zurich (Insurance) | £214.00 |
| vi. | Suffolk Preservation Society (Subscription) | £30.00 |
- g) To note Payments received since last meeting:
- | | | |
|-----|---|--------|
| i. | Barclays Business Saver (Interest) | £25.73 |
| ii. | Barclays Common Rights Account (Interest) | £4.52 |

7. Planning Applications

- a) AP/25/0029/REFUSE, Appeal Under Section 78 of DC/23/3374/FUL- Paws For Thought Therapy Hare House, Wood Hall Drive, Sutton, Woodbridge, Suffolk, IP12 3EQ

8. Documents

- a) To adopt the Terms of Reference (Sep 25) for the Planning Committee
b) To adopt the revised Standing Orders (Sep 25)

9. Planning Committee

- a) To appoint members and a Chair for the Planning Committee

10. Highways

- a) To discuss roadworks
b) Bus shelter maintenance

11. Admin

- a) To decide on an appropriate Anti-Virus Provider

12. To receive agenda items and agree date of Next Meeting 18th November 2025 – In Sutton Village Hall

Clare Cooper ~ Clerk to the Parish Council (15th September 2025)