

Sutton Parish Council
Minutes of Sutton Parish Council Meeting

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Held on 12th May 2026 ~ 7.00pm

At Sutton Memorial Hall, Old Post Office Lane, Sutton

Present

- a) Cllr. Alan McManus (Chair), Cllr. Mary-Jane King, Cllr. Sue Collins, Cllr. Jacki Schafer, Cllr. Ingrid Franks, Cllr. Nigel Albertini, Cllr David Gunson, Cllr Helen Cook and Cllr. Linda Gunson.

Clare Cooper (Clerk) Two Members of the Public

The Chair welcomed everyone to the meeting

Record of Public Session:

- a) Reports or comment from any member of the public or any other village organisation (notes only):

The members of the public are neighbours of the property concerned with the planning application in item 11. They wished to convey their concerns regarding the application. Their property is a converted chapel and the kitchen, which is very close to the boundary and the next-door annexe, is on a mezzanine level and therefore at a higher level to that of the annexe. In particular they have concerns regarding noise levels and potential increased light pollution. Increased traffic and the lack of parking is a further worry. They intend to make their own comment via the ESC Planning Portal.

- b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Jonathan Ramsey
Cllr. Ramsey was only elected on 8th May and as no contact details have been supplied, he had not been invited to the meeting.
- East Suffolk Council – Cllr. Mallinder
Cllr. Mallinder attended the meeting gave his report which is available on the website.

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
1. To elect a Chair of the Council for 2026/27 and signing of the Declaration of Acceptance of Office	Cllr. McManus was willing to stand as chair for a further year and there were no more nominations. All were in favour of Cllr. McManus continuing as Chair for 2026/27. The Declaration of office was signed.	None
2. <u>Apologies for Absence</u>		
a) To receive apologies	a) None	a) None
b) To approve apologies	b) N/a	b) None
3. <u>To receive any</u>		
a) Declarations of Pecuniary Interest	a) None	a) None
b) Declarations of Non-Pecuniary Interest	b) None	b) None
c) Applications for Dispensation on Agenda Items	c) None	c) None
d) Declarations of Gifts or Hospitality received over the value of £50.00	d) None	d) None
e) Notifications of Lobbying with reference to any Planning Application to be discussed	e) None	e) None
4. <u>Public Session</u>		
a) Members of the public	a) See record above	None
b) ESC & SCC Councillors	b) See website	
5. To elect a Vice-Chair of the Council for 2026/27 and signing of the Declaration of Acceptance of Office	Cllr. King was willing to stand as vice-chair for a further year and there were no more nominations. All were in favour of Cllr. King continuing as Vice-Chair for 2026/27. The Declaration of office was signed.	None

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
6. a) To agree <u>Minutes</u> of meeting dated 31 st March 2026	a) The minutes had been circulated to all. The Councillors who were present at the meeting were all in agreement, that they were correct.	a) Clerk to post on the Website
7. <u>To confirm the following appointments:</u> a) Internal Auditor (<i>currently Trevor Brown</i>) b) JPTI representative (<i>currently Cllr. Cook</i>) c) Responsible Finance Officer (<i>currently the Clerk</i>)	a), b) & c) All were confirmed as reappointed for the year 2026/27	None
8. To remind Councillors to review their Register of Interests entry on the ESC system and the Councillors Code of Conduct	Prior to the meeting the Councillor Code of Conduct and guidance for the Register of Interests had been sent out. The Chair reminder all present to review these.	All councillors to review their Register of Interest and the Councillor Code of Conduct
9. <u>Matters Arising</u> a) Change of bank accounts to Unity Trust bank	a) Since the March meeting, Cllr. King had had second thoughts and asked that she was not added as a signatory. Cllr. Collins had also asked not to be included on the new account. Those to be included in the new application are therefore Cllr. McManus, Cllr. Albertini, Cllr. Cook and the Clerk. The Clerk had completed the application online and all signed the application form which will now be sent to Unity Trust for their opening procedures.	a) Clerk to send the application to Unity Trust
10. <u>Finance Matters:</u> a) To receive and accept the end of year Accounts as of 31 st March 2026 b) To receive and accept the Accounts as of 30 th April 2026 c) To accept the annual CIL Statement for 2026/26	a) The end of year accounts had been sent to all and there were no questions. Cllr. Gunson agreed to review the Bank Statements. The accounts were accepted as correct by all. b) The accounts had been sent to all and there were no questions. Cllr. Gunson agreed to review the Bank Statements. The accounts were accepted as correct by all. c) The CIL report had been circulated prior to the meeting and all agreed that this was correct.	a) Clerk to upload to website b) Clerk to upload to website c) Clerk to upload to website

Chair's initials.....

Agenda Item	Resolution / Agreement / Fact	Action
d) To confirm all Standing Orders and Direct Debits presently set up for the Council	d) There are currently two direct debits in place to the ICO and HMRC. All agreed that these should remain.	d) None
e) To accept Internal Auditor's Report for 2025/26 and Annual Audit Report within the Annual Governance and Accountability Return 2025/26	e) The report had been circulated to all, and the Clerk recapped the recommendations regarding the required policies and website checking. All recommendations will be carried out during 2026/27.	e) Clerk to upload to the website and ensure recommendations are carried out
f) To agree and complete Section 1 of the Annual Governance and Accountability Return 2025/26	f) This had been circulated prior to the meeting and was agreed by all. The Chair and Clerk signed the declarations.	f) Clerk to upload to website
g) To agree and complete Section 2 of the Annual Governance and Accountability Return 2025/26	g) This had been circulated prior to the meeting and was agreed by all. The Chair and Clerk signed the declarations.	g) Clerk to upload to website
h) To agree and complete the Certificate of Exemption Form 2 of the Annual Governance and Accountability Return 2025/26	h) This had been circulated prior to the meeting and was agreed by all. The Chair and Clerk signed the declarations.	h) Clerk to upload to website and send to the external auditor
i) To authorise the following Invoices for Payments: i. SALC (Subscription) - £212.56 ii. C Cooper (Salary) - £192.73	i) It was unanimously agreed that the payments should be made and Cllr. McManus agreed to authorise the payments via Internet banking.	i) Clerk to set up the payments and Cllr. McManus to authorise
j) To note Payments made since last meeting: a) C Cooper (Salary) - £192.73 b) Barclays (Bank charges) - £8.50 c) HMRC (Tax & NI) - £144.60	j) Noted	j) None
k) To note Payments received since last meeting: i) ESC (Precept) - £4,426.98	k) Noted	k) None

Agenda Item	Resolution / Agreement / Fact	Action
11. <u>Planning Application</u> a) DC/26/1363/FUL – Conversion of existing domestic annexe to self-contained holiday let, Martinsell House, Main Road, Sutton Woodbridge IP12 3DU	a) The Planning Committee wish to visit the property to carry out a visual inspection and will have a separate Planning Meeting before submitting their comments.	a) Clerk to ask for an extension and arrange meeting date
12. <u>Documents</u> To agree and adopt a) Financial Regulations 2026 b) Standing Orders 2026 c) Internal Control Statement for 2025/26	All the documents had been sent for review by email on 6 th May. It was agreed that these all be adopted.	Clerk to upload to the website
13. To receive agenda items and agree date of Next Meeting 21st July 2026 – in Sutton Memorial Hall	No agenda items. Next meeting agreed to be 21 st July 2026.	Clerk to prepare agenda

The meeting was closed at 8.10pm

Signed:

Chair

Date:

Clare Cooper

Clerk to Sutton Parish Council

Chair's initials.....