

**Minutes of Sutton Parish Council Meeting**

Held on 27th January 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 and Cllr. Linda Gunson.

Clare Cooper (Clerk) One Member 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 member of the public had attended in relation to the planning application that was to be discussed. They were unsure exactly what the intention was for the change of use, and hoped to gain some clarity from listening to the councillors’ discussions. The application for flexible commercial use could entail anything from retail, offices, cafés and restaurants, to storage, industrial or hotel use. They were concerned that this application could be a short hop to other things and may avoid the need to apply for permitted development. They had concerns around the noise, traffic and odour implications.

b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Andrew Reid  
Cllr. Reid gave his apologies but had sent a report prior to the meeting which had been circulated.
- East Suffolk Council – Cllr. Mallinder  
Cllr. Mallinder attended and had sent a report prior to the meeting which had been circulated.

Agenda Item	Resolution / Agreement / Fact	Action
1. <u>Apologies for Absence</u> a) To receive apologies	a) Apologies were received from Cllr. Cook and Cllr. David Gunson	a) Noted

*Chair’s initials.....*

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b) To approve apologies	b) The apologies were accepted unanimously.	b) None
2. <u>To receive any</u> 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	a) None  b) Cllr. Franks declared an interest in the Planning Application in 7 a)  c) None  d) None  e) The Parish Council had received emails regarding the planning application in 7 a) from members of the public which had been circulated to all	a) None  b) Cllr. Franks will take no part in the discussion or decision  c) None  d) None  e) Noted
3. <u>Public Session</u> a) Members of the public b) ESC & SCC Councillors	a) See above b) Cllr. Mallinder recapped the contents of his report and asked if there were any questions.	None
4. a) To agree <u>Minutes</u> of meeting dated 18 <sup>th</sup> November 2025 b) To agree Minutes of Planning Meeting dated 9 <sup>th</sup> December 2025	a) The minutes had been circulated to all. The Councillors who were present at the meeting were all in agreement, that they were correct. b) Some councillors had not seen the minutes, and it was agreed to resend these and review at the next meeting.	a) Clerk to post on the Website b) Clerk to resend minutes
5. <u>Matters Arising</u> a) Parking at the end of Sutton Hall Drive	a) Cllr. Cook has found the original bollards, and these are to be replaced by Cllr. McManus with help from Cllr. Cook's gardeners.	a) None

Chair's initials.....



Agenda Item	Resolution / Agreement / Fact	Action
<p>c) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>a) C Cooper (Salary) - <b>£192.73</b></li> <li>b) P Youngs (Defib pads) - <b>£103.19</b></li> <li>c) HMRC (Tax &amp; NI) - <b>£144.60</b></li> </ul> <p>d) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i) HMRC (VAT reclaim) - <b>£121.91</b></li> <li>ii) Barclays (Compensation) - <b>£75.00</b></li> <li>iii) Barclays (Interest) - <b>£22.89</b></li> </ul>	<p>c) Noted</p> <p>d) Noted</p>	<p>c) None</p> <p>d) None</p>
<p>7. <u>Planning Application</u></p> <p>a) DC/25/4981/P3R, Prior Approval (Agricultural to Flexible Commercial) – Change of use of Barn A to flexible commercial use – Barn A, Church Farm, B1083, Sutton, Woodbridge, Suffolk</p>	<p>a) The following comments were made:</p> <ul style="list-style-type: none"> <li>• Three of the councillors had arranged a site visit with the owner</li> <li>• The owner had no knowledge as to why the term rehearsals had been included in the application and confirmed that the plan was to use the barn for storage.</li> <li>• He was fully aware of the sensitivity of any noise disturbance with the barn being so close to the church. The only noise would be vehicles loading and unloading.</li> <li>• He was also unaware of any potential asbestos which may form part of the roof and sides of the barn.</li> <li>• There are no material changes planned for the structure of the barn. If these were required a further planning application would be needed.</li> <li>• One of the consultees had submitted a comment of no objection subject to certain conditions.</li> </ul> <p>It was agreed by all to make a comment of No Objection subject to conditions with regards to noise, hours of use, traffic and odour.</p>	<p>a) Clerk to upload comment to Planning Portal</p>

Agenda Item	Resolution / Agreement / Fact	Action
8. <u>Litter Pick</u> a) To agree the date for the Litter Pick	a) It was agreed that the date of the Litter Pick would be Saturday 21 <sup>st</sup> March 2025	a) Clerk to order 15 hoops, pickers, hi vis vests and bags from ESC.
9. <u>Meeting dates</u> a) To agree the Parish Council meeting dates for 2026/27	a) It was agreed that the dates would be as previously circulated by the clerk	a) Clerk to upload to website
10. <u>Deben Ward Meeting</u> a) To decide whether to host the next joint parishes meeting	a) Cllr. Mallinder had approached Cllr. King and asked her to host the next joint parishes meeting, due to changes in councillors and clerks in other parishes. Cllr. King was happy to arrange the agenda and communications with the other parishes. The clerk advised that Cllr. King would need to create a new councillor email in order to comply with Assertion 10.	a) Cllr. King to set up new email and arrange the meeting.
11. To receive agenda items and agree date of Next Meeting 31 <sup>st</sup> March 2026 – in Sutton Memorial Hall	No agenda items. Next meeting agreed to be 31 <sup>st</sup> March 2026.	Clerk to prepare agenda

The meeting was closed at 8.05pm

Signed: .....  
 Chair

Date: .....

*Clare Cooper*  
 Clerk to Sutton Parish Council

Chair's initials.....