

# Sutton Parish Council Meeting Minutes

## 22nd July 2025 at 7.00 p.m. at Sutton Memorial Hall

<b>Attendance</b> Chair Alan McManus, Nigel Albertini, Sue Collins, David Gunson, Mary-Jane King, Jacki Schafer, Linda Gunson, Ingrid Franks	
1.	<b>Welcome By Chairman</b> The Chairman opened the meeting and welcomed councillors and one member of the public
2.	<b>Apologies For Absence</b> Helen Cook
3.	<b>Public Session</b> One member of the public in attendance
4.	<b>Declarations of Interest</b> None
5	<b>Report From Andrew Reid</b> None received
6	<b>Report From James Mallinder</b> None received
7.	<b>To Approve Minutes of Annual Parish Council Meeting held 16<sup>th</sup> May 2024</b> Approved with alterations below requested.
8.	<b>Matters Arising</b>  Councillor Schafer surname spelt incorrectly Clerk's wages incorrectly stated at £174.00 instead of £233.88 Council agreed unanimously for the Clerk to pay JCG Services invoices in respect of grass cutting for £40 immediately upon receipt for a total of 4 payments.
9	<b>Planning Applications</b> No new applications received
10	<b>Finance as at 22nd July 2025</b>  <b>Payments received</b>  Interest - £18.77 Interest - £4.51 (Common Rights Fund)  <b>Payments Made Since Last Meeting</b>

	<p>Clerk's Wages - £233.88 Clerk's Wages £233.88</p> <p><b>Payments authorised to be paid</b></p> <p>JCG Services £40.00 SALC Membership £203.26</p> <p>Balance of Accounts as at 22nd July 2025</p> <p>Current Account - £659.88 Business Premium - £7808.29 Common Rights - £1362.07</p> <p>Council agreed to transfer £500 from reserves to the current account to meet short/medium term commitments.</p>
11	<p><b>To Review Internal Audit</b></p> <p>The Internal Audit was undertaken by SALC and the areas requiring attention were discussed;</p> <ul style="list-style-type: none"> <li>- Evidence the budget was discussed - minutes need to be clearer and the budget displayed on the website (now completed)</li> <li>- Asset Register to be reviewed annually - this had been reviewed but needed to be posted on the website - now completed.</li> <li>- Notice of Public Rights was not undertaken in 2023/24. Rectified for 2024/25 it has been placed on noticeboards and the website.</li> </ul>
12	<p><b>Noise From Woodhall Manor</b></p> <p>Residents have reported a live music nuisance from Woodhall Manor when holding functions. It is believed their licence contains a 'no noise to carry beyond their boundary' clause which is being transgressed. The council requested the Clerk write to East Suffolk Environmental Health to raise the issue and clarify if there are any time limits.</p> <p><b>Public Perception</b></p> <p>A Councillor visited Hollesley Fete and was surprised to see a banner which displayed 'Meet Your Council' with a list of parishes underneath including Sutton and for there to be no representative from Sutton PC. It was believed the sign was misleading.</p> <p>The Clerk reported the sign had been made and paid for jointly by the councils listed some time ago with the intention it would be used at all the Village Fetes.</p>
13	<p><b>To receive an update on the Joint Parish Council Meeting Letters</b></p> <p>The letters re Highways and Telephone Signal have been agreed by all Councils and sent to the appropriate parties. No response has been received from either at the time of the meeting. M King will liaise with James Mallinder to discuss the way forward.</p>

14	<b>To receive an update on the Joint Parish Transport Initiative</b> No report
15	<b>Change Of Parish Clerk</b>  After almost 2 years in the post Mike Peates is standing down and the position of Clerk and RFO is being taken up by Clare Cooper with effect from 1st August 2025
16	<b>Date Of Next Meeting</b>  30th September 2025 at 7pm - Sutton Memorial Hall
Minutes agreed  Signed ..... (Chair)      Date .....	