

*Sutton Parish Council*  
**Minutes of Sutton Parish Council Meeting**

Held on 31<sup>st</sup> March 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)    No 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):  
 None

b) Reports or comment from ESC and SCC Councillors:

- Suffolk County Council – Cllr. Andrew Reid  
 Cllr. Reid had not given his apologies or sent a report prior to the meeting.
- East Suffolk Council – Cllr. Mallinder  
 Cllr. Mallinder gave his apologies 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) None	a) None
b) To approve apologies	b) N/a	b) None

*Chair's initials.....*

Agenda Item	Resolution / Agreement / Fact	Action
<p>2. <u>To receive any</u></p> <p>a) Declarations of Pecuniary Interest</p> <p>b) Declarations of Non-Pecuniary Interest</p> <p>c) Applications for Dispensation on Agenda Items</p> <p>d) Declarations of Gifts or Hospitality received over the value of £50.00</p> <p>e) Notifications of Lobbying with reference to any Planning Application to be discussed</p>	<p>a) None</p> <p>b) None</p> <p>c) None</p> <p>d) None</p> <p>e) None</p>	<p>a) None</p> <p>b) None</p> <p>c) None</p> <p>d) None</p> <p>e) None</p>
<p>3. <u>Public Session</u></p> <p>a) Members of the public</p> <p>b) ESC &amp; SCC Councillors</p>	<p>a) N/a</p> <p>b) N/a</p>	<p>None</p>
<p>4. a) To agree <u>Minutes</u> of meeting dated 27<sup>th</sup> January 2026</p> <p>b) To agree Minutes of Planning Meeting dated 9<sup>th</sup> December 2025</p>	<p>a) The minutes had been circulated to all. The Councillors who were present at the meeting were all in agreement, that they were correct.</p> <p>b) The minutes had been circulated to all. The Councillors who were present at the meeting were all in agreement, that they were correct.</p>	<p>a) Clerk to post on the Website</p> <p>b) Clerk to post to the website</p>
<p>5. <u>Matters Arising</u></p> <p>a) 2026 Litter Pick</p>	<p>a) 11 volunteers took part, collecting a lot less litter than in 2025. ESC has been contacted to collect debris from car accidents that were too big to collect on the day. Next year the suggestion was that this be at least two weeks earlier as the growth along the roadsides made it difficult to collect the litter.</p>	<p>a) None</p>

Agenda Item	Resolution / Agreement / Fact	Action
b) Deben Ward Meeting	b) James has asked that this be delayed until after the County Council Elections in May.	b) Noted
6. <u>Finance Matters:</u>		
a) To authorise Accounts as of 28 <sup>th</sup> February 2026	a) The accounts had been sent to all and there were no questions. Cllr. King agreed to review the Bank Statements. The accounts were accepted as correct by all.	a) Noted
b) To decide whether to change from Barclays Bank to a new banking provider	<p>b) The Clerk had asked for recommendation from other clerks via SALC. There are a limited number of alternatives due to dual signing. Nat West was seen to have a online banking service which was not al all user friendly. The other two options were Lloyds and Unity Trust Bank. An analysis of charges and savings interest rates showed that the best value was offered by Unity Trust. Many other clerks praised their service and said it was fairly easy to switch.</p> <p>It was decided by all to switch to Unity Trust. Cllr. Schafer asked to be removed as a signatory and Cllr. King agreed to replace her.</p>	b) Clerk to arrange to switch to Unity Trust Bank
c) To authorise the following Invoices for Payments: i. C Cooper (Admin expenses) - <b>£84.99</b> ii. SALC (Training) - <b>£39.60</b>	c) It was unanimously agreed that the payments should be made and Cllr. McManus agreed to authorise the payments via Internet banking.	c) Clerk to draw payments and Cllr. McManus to counter authorise
d) To note Payments made since last meeting: a) C Cooper (Salary) - <b>£192.73</b> b) ICO (Subscription) - <b>£47.00</b> c) C Cooper (Salary) - <b>£192.73</b>	d) Noted	d) None
e) To note Payments received since last meeting: i) Barclays (Compensation) - <b>£50.00</b> ii) Barclays (Interest) - <b>£17.03</b>	e) Noted	e) None

Chair's initials.....



Agenda Item	Resolution / Agreement / Fact	Action
10. <u>Documents</u> a) To review the Financial Risk Assessment (2026) b) To review the Non-Financial Risk Assessment (2026) c) To review the Emergency Plan (2026) d) To review the Asset Register (2026)	All the documents had been sent for review by email on 11 <sup>th</sup> March. It was agreed that these all be adopted.	Clerk to upload to the website
11. To receive agenda items and agree date of Next Meeting 12 <sup>th</sup> May 2026 – in Sutton Memorial Hall	No agenda items. Next meeting agreed to be 12 <sup>th</sup> May 2026.	Clerk to prepare agenda

The meeting was closed at 8.10pm

Signed: .....  
 Chair

Date: .....

*Clare Cooper*  
 Clerk to Sutton Parish Council

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Chair's initials.....