

Sutton Parish Council

Minutes of Sutton Parish Council Meeting

Held on 20th November 2025 ~ 7.00pm

At Sutton Memorial Hall, Old Post Office Lane, Sutton

Present

a) Cllr. Alan McManus (Chair), Cllr. Sue Collins, Cllr. Jacki Schafer, Cllr. Ingrid Franks, 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 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. King and Cllr. Albertini.	a) Noted
b) To approve apologies	b) The apologies were accepted unanimously.	b) None

Chair's initials.....

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<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 & SCC Councillors</p>	<p>a) N/a</p> <p>b) Cllr. Mallinder recapped the contents of his report and asked if there were any questions.</p>	<p>None</p>
<p>4. To agree <u>Minutes</u> of meeting dated 30th September 2025</p>	<p>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>Clerk to post on the Website</p>
<p>5. <u>Matters Arising</u></p> <p>a) Closure of Melton Crossing</p>	<p>a) The letter drawn up by Cllr. King to Network Rail and Highways had been circulated to local parishes and endorsed by a total of ten Parish Councils. This resulted in a meeting being organised with Network Rail to express the residents' concerns. A follow up meeting by Network Rail will reflect on the way the closures were handed so that lessons can be learned.</p>	<p>a) None</p>

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<p>b) Bus Shelter Maintenance</p>	<p>b) Cllr. McManus had purchased paint with funds from the CIL budget and had painted the bus shelter by the Memorial Hall. There remains a hole to mend and the bus shelter at the end of Sutton Hall Drive to paint. This will be done in the spring when the better weather allows. Care will be taken not to disturb any birds nesting in either shelter.</p>	<p>b) Further work to be carried out in the spring</p>
<p>6. <u>Finance Matters:</u></p> <p>a) To authorise Accounts as of 31st October 2025</p> <p>b) To accept the draft budget for 2026/27</p> <p>c) To agree the precept amount for 2026/27</p> <p>d) To discuss making donations</p> <p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> i. C Cooper (Admin expenses) - £22.56 ii. C Cooper (Salary) - £192.73 iii. A McManus (Paint for the bus shelter) - £73.51 iv. CAS (Website hosting) - £66.00 	<p>a) The accounts had been sent to all and there were no questions. Cllr. Franks agreed to review the Bank Statements. The accounts were accepted as correct by all.</p> <p>b) The budget had been circulated before the meeting. Cllr. McManus asked if the budget allowed for increases in the Clerk’s salary. The clerk confirmed that it did. The budget was accepted unanimously.</p> <p>c) Following the acceptance of the budget it was agreed by all that the precept amount for 2026/27 be £4,426.98.</p> <p>d) Previously a donation had been made to the Martlesham Disability Advice Service who have helped several Sutton Residents. There had also been a request from Sutton Bowls Club for financial help. It was agreed that donations of £100 would be made to the Disability Advice Service and £50 to Sutton Bowls Club.</p> <p>e) It was unanimously agreed that the payments should be made and Cllr. McManus agreed to authorise the payments via Internet banking.</p>	<p>a) Noted</p> <p>b) Noted</p> <p>c) Clerk to request precept</p> <p>d) Bank details to be obtained and payments made in January</p> <p>e) Clerk to draw payments and Cllr. McManus to counter authorise</p>

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f) To note Payments made since last meeting: a) C Cooper (Salary) - £192.73 b) HMRC (Tax & NI) - £48.00 g) To note Payments received since last meeting: i) HMRC (VAT reclaim) - £54.00	f) Noted g) Noted	f) None g) None
7. <u>Planning Application</u> a) DC/25/3927/FUL, Change of use of land to extend domestic curtilage and the construction of a new storage/car port outbuilding - Lower Farm, Sutton Street, Sutton, Woodbridge, Suffolk IP12 3EQ	a) The following comments were made: <ul style="list-style-type: none"> • Three of the councillors had walked past to view the property • It was felt that the planned improvements were in keeping • Were the floor to ceiling windows included on the original planning application? It was agreed by all to make a comment of No Objection	a) Clerk to upload comment to Planning Portal and investigate windows
8. <u>Documents:</u> a) To adopt the IT policy (Nov 2025) b) To adopt the Grievance Policy (Nov 25)	It was agreed unanimously to adopt both the IT policy and Grievance Policy.	Clerk to upload to website
9. <u>Highways</u> a) To discuss the condition of Sutton Heath car park b) To decide what action is to be taken regarding parking at the end of Sutton Hall Drive.	a) Cllr. King has confirmed that since asking for this to be put on the agenda the pothole has been filled by ESC. b) The land concerned is owned by Mr Clarke who has given his permission for steps to be taken to stop the parking. Highways have confirmed that as it is private land, no permission is required from them to put up posts etc. Cllr. Cook confirmed that she still has the original 4 or 5 posts and it was agreed to reinstate these. A work party of councillors will carry out the works.	a) None b) Cllr. Cook to coordinate a work party

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<p>10. <u>Defibrillator</u></p> <p>a) To discuss the steps to be taken following Peter Youngs request for someone to take over responsibility for the defibrillator</p>	<p>a) It was decided by all to approach Andrew Barlow (ex-paramedic) who looks after many of the local defibrillators if he is willing to look after the one in Sutton</p>	<p>a) Clerk to contact Andrew Barlow</p>
<p>11. <u>First Responder</u></p> <p>a) To discuss a suggestion from the Shottisham Recorder for Sutton and Shottisham to have a first responder and the two parish councils pay for their training.</p>	<p>a) The Clerk had spoke to Dave Coyle the First Responder for Hollesley. He confirmed that training is provided by the Ambulance Service and is free. The kit costs between £2,500 to £3,000, but funding for this can usually be found. The main thing is to find someone who is willing to take on the post.</p>	<p>a) Cllr. Collins to put out a request on the newsletter for a volunteer</p>
<p>12. To receive agenda items and agree date of Next Meeting 27th January 2026 – in Sutton Memorial Hall</p>	<p>No agenda items. Next meeting agreed to be 27th January 2026.</p>	<p>Clerk to prepare agenda</p>

The meeting was closed at 8.15pm

Signed:
Chair

Date:

Clare Cooper
Clerk to Sutton Parish Council

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