

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

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Held on 30<sup>th</sup> September 2025 ~ 7.00pm

At Sutton Memorial Hall, Old Post Office Lane, Sutton

**Present**

a) Cllr. Alan McManus (Chair), Cllr Mary-Jane King, Cllr. Nigel Albertini, 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 gave his apologies but 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.....*

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2. <u>To receive any</u>		
a) Declarations of Pecuniary Interest	a) None	a) None
b) Declarations of Non-Pecuniary Interest	b) Cllrs. King and Cook declared an interest in the Planning Application	b) Cllrs. King and Cook will not take part in the planning discussion
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
3. <u>Public Session</u>	N/a	None
4. To agree <u>Minutes</u> of meeting dated 22nd July 2025	The minutes had been circulated to all. The Councillors who were present at the meeting were all in agreement, that they were correct.	Clerk to post on the Website
5. <u>Matters Arising</u>		
a) Noise from Woodhall	a) The previous Clerk had contacted ESC and their response included a copy of the licence conditions. It has been decided to record instances of noise once the wedding season starts in 2026. The results will be sent to Environmental Health.	a) Cllrs. King and Cook to monitor noise levels

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b) Deben Ward Banner	b) The Clerk confirmed that the banner has been purchased jointly by the Deben Ward Parish Councils and was available to be used if required.	b) None
c) Change of Parish Clerk	<p>c) Cllr. McManus apologised for omitting to thank the previous clerk at the last meeting and extended his thanks to Mike Peates for the work he had done during his two years as clerk.</p> <p>The Clerk confirmed that she hoped that by making some changes, the Parish Council would benefit and that she was very happy to work towards solutions that were acceptable to all.</p> <p>She also confirmed that she has applied for the first VAT reclaim since 2021 of £54.00.</p>	c) None
6. <u>Finance Matters:</u>		
a) To authorise Accounts as of 31st August 2025	a) The accounts had been sent to all and there were no questions. Cllr. Cook agreed to review the Bank Statements.	a) None
b) To accept a quotation for the insurance renewal due 1 <sup>st</sup> October 2025	b) As the renewal came in after the last meeting and the renewal date was so close, the Clerk has discussed the quote with Cllr. McManus. It was agreed to proceed with the Zurich renewal rather than obtaining other quotes.	b) None, payment has been made
c) To agree signatories for Barclays Bank Account	c) Following changes made to the mandate, the signatories now remaining are Cllr. McManus, Cllr. Albertini, Cllr. Schafer and Cllr. Collins. Whilst Cllr. Collins currently does not have online access it was agreed that the current signatories are sufficient.	c) None
d) To agree a domain host for the next year	d) Originally three Parish Council email addresses were set up as .gov.uk. The renewal cost for these is £60.00. However, as the <a href="mailto:councillors@suttonparish.gov.uk">councillors@suttonparish.gov.uk</a> has not been used, it was agreed to reduce the number to two and renew at a cost of £48.00	d) Clerk to confirm to CAS and payment to be authorised

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<p>e) To authorise the following Invoices for Payments:</p> <ul style="list-style-type: none"> <li>i. C Cooper (Admin expenses) - <b>£3.50</b></li> <li>ii. Cllr. McManus (Laptop) - <b>£319.99</b></li> <li>iii. SALC (Internal Audit) - <b>£148.80</b></li> <li>iv. HMRC (Tax &amp; NI) - <b>£48.00</b></li> <li>v. CAS (Email hosting) - <b>£48.00</b></li> </ul>	<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>e) Clerk to draw payments and Cllr. McManus to counter authorise</p>
<p>f) To note Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>a) M Peates (Salary) - <b>£233.88</b></li> <li>b) C Cooper (Salary) - <b>£192.93</b></li> <li>c) C Cooper (Salary) - <b>£192.93</b></li> <li>d) J Collins (Grass Cutting) - <b>£40.00</b></li> <li>e) Zurich (Insurance) - <b>£214.00</b></li> <li>f) Suffolk Preservation Society (Subscription) - <b>£30.00</b></li> </ul>	<p>f) Noted</p>	<p>f) Standing order to SPS to be cancelled</p>
<p>g) To note Payments received since last meeting:</p> <ul style="list-style-type: none"> <li>i) Barclays Business Saver (Interest) - <b>£25.73</b></li> <li>ii) Barclays Common Rights Fund (Interest) - <b>£4.52</b></li> </ul>	<p>g) Noted</p>	<p>g) None</p>

Agenda Item	Resolution / Agreement / Fact	Action
<p>7. <u>Planning Application</u></p> <p>a) AP/25/0029/REFUSE, Appeal Under Section 78 of DC/23/3374/FUL- Paws For Thought Therapy Hare House, Wood Hall Drive, Sutton, Woodbridge, Suffolk, IP12 3EQ</p>	<p>The following comments were made:</p> <p>The new appeal appears to be based on the rights of the children rather than the Planning legislation.  The appeal has been made in a different name to that on the original Planning Application.  The property is up for sale so why is Planning still required?  The business has no right of access over the land owned by Mr Clarke.  The appeal is based on the lack of SEND places in Suffolk.  The education centre appears to be based in a mobile home. Temporary Planning Consent was given for this to house the Residents parents.</p> <p>It was agreed by all to comment based on the lack of access and the fact that the property is up for sale.</p>	<p>a) Cllr. McManus to upload comments to Planning Portal</p>
<p>8. <u>Documents:</u></p> <p>a) To adopt the Terms of Reference (Sep 25) for the Planning Committee</p> <p>b) To adopt the revised Standing Orders (Sep 25)</p>	<p>It was agreed unanimously to adopt both the Terms of Reference and Standing Orders.</p>	<p>Clerk to upload to website</p>
<p>9. <u>Planning Committee</u></p> <p>a) To appoint members and a Chair for the Planning Committee</p>	<p>a) It was agreed that the planning committee would consist of Cllrs. Mary-Jane King, Ingrid Franks, Jacki Schafer, Sue Collins and Linda Gunson, with Cllr. Schafer acting as chair when in attendance.</p>	<p>a) None</p>
<p>10. <u>Highways</u></p> <p>a) To discuss roadworks.</p>	<p>a) Cllr. King has written a letter to Network Rail appealing against the closure of Melton and Ufford Level Crossing for four days in October.</p> <p>It was agreed to send the letter and circulate it to all Parish Council in the Deben Ward.</p>	<p>a) Cllr. King to forward the letter to the clerk who will email out to the other parishes</p>

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b) To discuss the bus shelter	<p>b) Cllr. McManus had been strimming and cutting back foliage around the two bus shelters. However, further maintenance is needed, such as repainting and the repair of a hole and one of the roofs.</p> <p>The clerk reminder the Parish Council that there was an amount of £108.79 remaining from previous CIL payments which needed to be spent before the end of the financial year.</p> <p>Cllr. Cook also offered the use of any spare wood etc. that they had in the yard at home.</p> <p>It was agreed unanimously to utilise the CIL funds to repair the bus shelters.</p>	b) Cllr. McManus to source the materials and carry out the repairs
<p>11. <u>Admin</u></p> <p>a) To decide on an appropriate Anti-Virus Provider</p>	<p>a) The Clerk advised that the anti-virus software trial included with the laptop has now expired. She had obtained three quotes all between £19.00 and £19.99.</p> <p>It was agreed to proceed with Norton at £19.99</p>	a) Clerk to sign up to Norton
12. To receive agenda items and agree date of Next Meeting 18 <sup>th</sup> November 2025 – in Sutton Memorial Hall	Cllr. King asked that the state of Sutton Heath carpark be placed on the agenda	Clerk to prepare agenda

The meeting was closed at 8.00pm

Signed: .....

Chair

Date: .....

*Clare Cooper*

Clerk to Sutton Parish Council

*Chair's initials.....*