Minutes of Sutton Parish Council Meeting

Held on 21st July 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) Cllr. Jonathan Ramsay (SCC) Cllr. James Mallinder (ESC) 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 SSC and ECC Councillors:

- Suffolk County Council – Cllr. Jonathan Ramsey
  Cllr. Ramsey had provided a report prior to the meeting which was circulated and is available on the website. As a newly elected councillor, he also gave some personal background information together with an indication of where his efforts will be concentrated.
- East Suffolk Council – Cllr. Mallinder
  Cllr. Mallinder attended the meeting recapped his report which had been circulated prior to the meeting and is available on the website.

We Agenda Item	Resolution / Agreement / Fact	Action
1. Apologies for Absence a) To receive apologies	a) None	a) None
b) To approve apologies	b) N/a	b) None

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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) Cllr. Collins confirmed an interest in the Planning Appeal to be discussed in agenda item 7b.	b) Cllr. Collins to leave the room during the 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> a) Members of the public b) ESC & SCC Councillors	a) None b) See above and website	None
4. a) To agree <u>Minutes</u> of meeting dated 12th May 2026 b) To agree Minutes of the Planning Committee meeting of 21st May 2026	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) The minutes had been circulated to all. The Councillors who were present at the meeting were all in agreement, that they were correct.	a) Clerk to post on the Website b) Clerk to post on the Website
5. <u>Matters Arising</u> a) Deer Signs	a) Two deer signs have been purchased along with wood and stakes to mount them. Cllr. McManus and Cllr. David Gunson will put these in position.	a) Cllrs. McManus and Gunson to put up the signs

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6. Finance Matters:		
a) To receive and accept the Accounts as of 30th June 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) Clerk to upload to website
b) To review the Reserve levels as of 30th June 2026	b) There are currently no earmarked Reserves but are Restricted Reserves which represent unused CIL funds and the Common Rights Fund. The General Reserves will represent the recommended 12 months expenditure by the end of 2026/27, taking into account budgeted expenditure. All agreed that no changes were required.	b) Noted
c) To authorise the following Invoices for Payments: i. C Cooper (Salary) - **£223.33** ii. C Cooper (Expenses – deer signs) **£20.00** iii. J Collins (Grass Cutting) - **£40.00** iv. T Brown (Internal Audit) - **£132.00** v. C Cooper (Expenses - postage) - **£0.91** vi. A McManus (Expenses – wood for deer signs) - **£49.60**	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 set up the payments and Cllr. McManus to authorise
d) To note Payments made since last meeting: a) C Cooper (Salary) - **£223.33** b) Barclays (Bank charges) - **£8.50** c) Unity Trust (Bank Charges) - **£1.36**	d) Noted	d) None
k) To note Payments received since last meeting: i) Barclays (Interest) - **£21.56** ii) Unity Trust (Interest) - **£7.92**	e) Noted	e) None

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7. Planning Application a) DC/26/0822/FUL – To install a 10.5m x 5.5m shelter into the outdoor education area, Woodland North Of Visitor Centre, Sutton Hoo, Sutton, Suffolk b) AP/26/0038/REFUSE - Land To The Rear Of Old Post Office Lane Sutton Suffolk, Outline Application - Erection of up to 3 no. dwellings	a) The Planning Committee have considered the application and have No Objection. All were in agreement. *Cllr. Collins left the meeting* b) Following the refusal of the Planning Application in Jan 2026 and appeal has been lodged. The Planning Committee have prepared a letter of opposition to be forwarded to the Appeal Committee. The letter had been circulated to all councillors who agreed unanimously that this be sent.	a) Clerk to upload to the Planning Portal b) Clerk to forward letter
8. To discuss safety improvements at B1083 and Heath Road crossroads a) Speed reduction: Extending the 40mph limit well past the turnoff b) Long-term solution: Assessing the feasibility of a roundabout c) Immediate fixes: clearing overgrown verges to improve visibility and better signing	*Cllr. Collins rejoined the meeting* The following comments were made: • There have been many accidents at this junction including some fatalities. • The road junction was altered after the last fatality but there are still accidents on a regular basis. • Any accidents effectively cut-off the peninsula with the diversion being via Capel St Andrew along single track roads. • Could the 40mph limit be extended until past the junction as traffic from Sutton is travelling at 60mph when approaching the junction. • Visibility when turning out from the Hollesley direction is hampered by vegetation to the right and the dip to the left. Cllr. King has photos from the junction and will send these to Cllr. Ramsay. A meeting needs to be arranged with Charles Harrison from SCC Highways to carry out a site visit.	Cllr. King to email photos to Cllr. Ramsay. Clerk to contact Charles to arrange a site visit
9. Bin collections a) To consider concerns raised by residents regarding bin collections within the parish and to determine whether the Parish Council wishes to take any action	Cllr. Mallinder had covered this in his report, and our MP has raised the issue in PM Questions. It was suggested that as this will form part of the Joint Parishes meeting, any action should be taken by the joint parishes	None

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10. Joint Parish Meeting a) To invite and consider suggestions from councillors and parishioners for discussion at the forthcoming Joint Parish Council Meeting and to agree the items Sutton Parish Council wishes to put forward	a) It was suggested that bin collections are added to the agenda together with a thank you to Ray Kay who originally helped to set up the Joint Parishes Forum and who has now left Shottisham PC.	a) Cllr. King to add to the agenda
11. Documents To agree and adopt a) Freedom of Information Policy (July 2026) b) Data Protection Policy (July 2026) c) Publication Scheme (July 2026) d) Retention of Documents and Records Policy (July 2026) e) Planning Committee Terms of Reference (July 2026)	All the documents had been sent for review by email. It was agreed that these all be adopted.	Clerk to upload to the website
12. Review of Clerk's performance and salary review	*The Clerk left the meeting* Cllr. McManus gave details of the performance review which had taken place immediately prior to the meeting. He recommended that the Clerk's spine point be increased with effect from 1st August and this was agreed by all.	Clerk to adjust salary with effect from 1st August 2026
13. To receive agenda items and agree date of Next Meeting 22nd September 2026 – in Sutton Memorial Hall	*The Clerk rejoined the meeting* The outcome of the Joint Parishes meeting. Next meeting agreed to be 22nd September 2026.	Clerk to prepare agenda

The meeting was closed at 8.10pm

Signed: ……. Date: ……..

Chair

Clare Cooper

Clerk to Sutton Parish Council