

Sutton Parish Council

Draft Agenda

Tuesday 21 July 2026 – 7.00 pm

St Michael & All Angels' Church, Nene Way, Sutton

To: All Members of Sutton Parish Council

You are hereby summoned to attend a meeting of Sutton Parish Council to be held on Tuesday, 21 July 2026, at 7.00 pm at St Michael & All Angels' Church, Nene Way, Sutton.

Three members are required for a quorum.

Members of the public and press are welcome to attend. Members of the public should note that this is a meeting of elected Councillors and, unless the Chairman has adjourned the meeting, there is no statutory entitlement to speak except during the designated Public Forum.

Please note that an audio recording of the meeting may be made to assist in preparing accurate minutes.

26/018 Apologies for Absence

To receive apologies for absence and approve reasons for absence.

26/019 Declarations of Interest

To receive declarations of interest relating to items on the agenda.

26/020 Approval of Minutes

To approve the Minutes of the Annual Meeting of Sutton Parish Council held on 19 May 2026.

26/021 Matters Arising / Clerk's Update

To receive updates arising from the Minutes and Actions Arising Report

26/021.1 Unity Trust Bank Transition

To receive an update regarding progress on the transfer of the Council's banking arrangements from HSBC to Unity Trust Bank, including authorised signatories, access permissions and dual-authorisation controls.

26/021.2 Governance Review Programme

To consider a schedule of the Council's existing governance documents; identify documents that are missing or require updating; and agree a rolling two-year review programme, with normally no more than one or two documents considered at each meeting. The Financial Regulations are proposed as the first priority for detailed review at the September 2026 meeting.

26/021.3 Insurance and Asset Review

To consider an updated Asset Register alongside the Council's current insurance schedule, ensuring that all Council-owned assets are appropriately recorded, valued and insured.

26/021.4 Sutton Email Distribution List

To consider the development of a parish email distribution list alongside the existing village WhatsApp group, including how residents who do not use WhatsApp or online services may continue to receive Council information, and the arrangements required to obtain appropriate consent before personal details are added.

26/021.5 Annual Meeting Calendar

To consider and approve a 12-month meeting calendar for 2026/27, based upon meetings held on Tuesdays at approximately two-monthly intervals. Dates already identified are 21 July, 15 September and 17 November 2026, with proposed meetings to follow in January, March and May 2027. The May meeting will include the Annual Meeting of the Council.

26/022 Website, Email and Digital Services Review

To consider the present condition and future development of the Sutton Parish Council website and associated digital services, including:

- essential corrections to inaccurate or outdated website content, including removal of the former Clerk vacancy advertisement and outdated Chairman's reports;
- updating the list of Councillors, Clerk contact details and other statutory information;
- adding a clear link to the Sutton Neighbourhood Plan website;
- the intended future purpose and scope of the parish website;
- the possible transfer of website, domain and email services from ITC to Somerset Web Services;
- indicative setup, annual and Google Workspace costs; and
- the potential migration of Council email accounts and shared documents to Google Workspace.

Councillors are invited to review the Helpston and Maxey Parish Council websites before the meeting as examples of the proposed provider's work.

26/023 Recreation Field, Village Assets & Parish Habitat

- Recreation field maintenance
- Parish habitat areas
- Play and amenity inspections
- General parish maintenance matters

26/024 Highways, Traffic & A47 Matters

- 26/024.1 A47 Update
- 26/024.2 Cycle West / Non-Motorised User Routes
- 26/024.3 Speeding and Road Safety Concerns

26/025 Neighbourhood Plan Update

To receive and consider a written report from the Sutton Neighbourhood Plan Group, including relevant changes to national or local planning policy, any implications for the emerging Neighbourhood Plan, and other current planning matters affecting the parish.

26/026 Finance

- 26/026.1 Accounts for Payment
- 26/026.2 Income Received
- 26/026.3 Budget Monitoring
- 26/026.4 Banking Arrangements and Authorised Signatories
- 26/026.5 Clerk Expenses and Administrative Arrangements
- 26/026.6 Earmarked and Separately Identified Funds - to review the accounting and banking treatment of A47 campaign funds, Neighbourhood Plan expenditure, allotment income and reserves, and Sutton 49 Lottery funds currently held temporarily by the church; and to consider the future transfer and separate identification of those funds within the Council's accounts.

26/027 Planning Applications

To consider planning applications received since publication of the agenda.

26/002609/CTR for

Lime (481244) - Remove to ground level for the purpose of health and safety. Tree is in a state of irreversible decline at Raithby Lodge Manor Road Sutton PE5 7XG

26/028 Planning Decisions

26/002247/LBC - Removal of an existing rear enclosed porch and replacement with an orangery-style extension at Manor Farm, Manor Road, Sutton PE5 7XG. Decision: Refused.

26/029 Correspondence

To consider correspondence received by the Council.

26/030 Village Events & Community Activities

To receive updates regarding village events, community activities and parish initiatives.

26/031 Public Forum

Opportunity for members of the public to raise matters relating to the parish.

26/032 Exclusion of the Press and Public

To consider passing the following resolution: "That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted."

26/033 Confidential - Allotments and Grazing Arrangements

To receive a verbal update regarding ongoing negotiations relating to allotment and grazing arrangements.

26/034 Date of Next Meeting

To confirm that the next meeting of Sutton Parish Council will be held on Tuesday 15 September 2026 at 7.00 pm.

Tony Henthorn

Clerk and Responsible Financial Officer
Sutton Parish Council