Sutton Parish Council

Agenda for the ordinary meeting; **Tuesday 17 November 2026 at 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 at the time and place stated above to transact the business set out below. Three members are required for a quorum. Public and press are welcome. Public participation is under item 26/075 or as permitted by Standing Orders. Audio recording may assist preparation of minutes.

26/062 Apologies for absence

To receive apologies and consider approval of reasons for absence.

26/063 Declarations of interest and dispensations

To receive declarations of interest in agenda items and consider requests for dispensation.

26/064 Approval of minutes

To approve the minutes of the extraordinary meeting held on 3 November 2026.

26/065 Actions arising and Clerk's update

To receive urgent and priority updates on HSBC access, play-inspection actions and financial evidence. To confirm completion, responsibilities and dates, including follow-up from 3 November. Substantive decisions are under the items below.

26/066 Playground and recreation field safety

To note removal of the rotten goalpost and crossbar on 1 November; verify safety, assess the remaining post and other inspection findings, and agree interim measures.

26/067 Financial position and 2026/27 forecast

26/067.1 Accounts and bank reconciliation To receive receipts, payments and reconciliations, including October Unity evidence and the HSBC statement if available. To confirm combined cash and record any continuing limitation from the unverified HSBC assumption.

26/067.2 Accounts for payment To approve the itemised payment schedule circulated with the agenda and note payments already made under existing authority. To identify any outstanding supplier, legal or consultancy commitments and the authority and funding for them.

26/067.3 Banking arrangements To agree urgent Chair-led steps for HSBC statements, mandate verification including Cllr Grange, and continuing access. To implement the September closure decision or resolve a change. To review Unity payment controls, signatories and the deferred Cllr Caskey position.

26/067.4 Half year review and forecast To consider the reconstructed financial position, updated November–March forecast and councillor report; confirm outstanding liabilities and receipts; and agree amendments. To note that an approved detailed 2026/27 expenditure budget has not yet been located.

26/067.5 VAT and funds To consider the evidence-based VAT provision, unresolved invoices and claim history. To review fund conditions and Peter's A47, CCF and biodiversity clarifications. To consider requirements for any future Sutton 49ers transfer; church-held funds are outside Council cash. No transfer or reserve release is assumed approved.

26/068 Proposed 2027/28 budget and precept

To consider the draft budget, currently based on a 5% precept increase, provisional PCC grants, rent assumptions and VAT recovery; review the forecast use of cash, unrestricted funding and reserve policy; and agree amendments, priorities and the budget/precept decision timetable. To determine the budget and precept if the supporting information is sufficient, or specify what must be resolved before the final decision.

Specific proposals for consideration include Clerk hours and salary assumptions, the TC Group payroll/accountancy service, training, website/email migration and any overlapping provider charges, insurance, maintenance, inspections and contingencies. To consider the affordability and funding of safety repairs and any new play-equipment project; and reassess audit requirements if receipts or payments change materially.

26/069 Allotments grazing land and boundary matters

To obtain Cllr Grange's tenancy, rent, payment and plot details; review agreements and animal/beekeeping provisions. To receive the Chair's land-sale update; potential proceeds and unknown fees remain outside the main forecast.

To clarify the Anglian Water quotation-fee payment and refund request with Cllr Grange; receive alternative North Allotment water-supply options, including a bowser and filling/reimbursement arrangements; and agree the preferred approach, costs and authority. To receive public updates on Plot 11A, associated fencing and land transactions.

26/070 Local Plan and Neighbourhood Plan

To receive the outcome of the Local Plan supplement considered on 3 November and confirm submission of agreed representations and any further deadline-specific action. To receive the Neighbourhood Plan Group's update, review the public progress statement and website publication, and agree any further preparatory work.

26/071 Planning follow-up from 3 November

To note the Council's agreed responses, submission acknowledgements and any further information or committee arrangements concerning:

26/002965/FUL – proposed cemetery, land south of Old Peterborough Road.

26/002989/FUL – replacement dwelling at 5 Manor Road.

26/003019/CTR – notified tree works at 10 Manor Road.

To confirm submission of the agreed representations, note acknowledgements and updates, and confirm any committee-speaking arrangements in accordance with the decisions of 3 November.

26/072 Other planning applications and decisions

None Received

26/073 Recreation field habitat and village assets

To receive updates on tree, woodland/thinning, biodiversity verge, river, and Park Trust fencing/legal matters; agree assessments, costs, and authority. To review Reading Room electricity bills against the £250 annual estimate and decide the deferred £275 work or alternative supply arrangements; January payment remains provisional.

To receive progress on the proposed children's play facilities, resident survey, equipment/location options, funding, three quotations and VAT treatment. Exploratory work does not constitute approval to purchase or install equipment.

26/074 Correspondence and community activities

To note correspondence and receive updates on the John Clare Countryside Project/Tribune article, Sutton History Weekend and other village activities.

26/075 Public participation

To provide an opportunity for public comments and questions in accordance with Standing Orders and the Chair's directions. Matters requiring decisions outside the published business will be referred for a future agenda.

26/076 Next scheduled meeting

To confirm Tuesday 19 January 2027 at 7.00 pm at St Michael & All Angels' Church, Nene Way, Sutton. Any additional budget/precept meeting will be separately convened if required.

Tony Henthorn | Clerk and Responsible Financial Officer

Date of issue: Thursday 12 November 2026