

MINUTES OF THE SUTTON PARISH COUNCIL MEETING
HELD AT 7.30pm ON TUESDAY 3rd JULY 2007
AT FLEET HALL, SHOPLAND ROAD.

Present 7.40pm.

Councillor Mr N Andrews, [Chairman].
 Councillors: Mr A Bell, Mr R Howat.

Also present:

Mr B. Summerfield, Parish Clerk.

23. Apologies for absence:

Councillors: Mr C Tabor and Mr A Dobson.
 District/Ward Councillor Mr R Allen

24. The Chairman.

Councillor Mr N Andrews was elected to the post of Chairman for the meeting. Proposed by Councillors: Mr A Bell and agreed by all. The Chairman welcomed all present.

25. Chairman's Adjournment:

(For the exchange of information only).

Visiting Councillors and Members of the Public. None

26. To Receive the Minutes of the Annual General Meeting of 22nd May 2007.

The Minutes were read and resolved to be agreed.

Proposed by Councillors: Mr R Howat, seconded by Mr A Bell and agreed by all.
 The Chairman duly signed the minutes as a correct record.

27. Standing Orders.

The 'Standing Orders and Chairmanship 2007-2008' were read and resolved to be agreed.
 Proposed by Councillors: Mr R Howat, seconded by Mr N Andrews and agreed by all.
 The Chairman duly signed the Standing Orders and Chairmanship 2007-2008.

28. The Financial Regulations 2007-08:

The Financial Regulations 2007-08 were read and resolved to be agreed.

Proposed by Councillors: Mr A Bell, seconded by Mr N Andrews and agreed by all.
 The Chairman duly signed The Financial Regulations 2007-08.

29. The Council Risk Assessment.

Clerk and Councillors discussed aspects of the risk assessment. Councillor Mr N Andrews has looked at the PC notice boards and will look at the Parish Border notices.

30. Revised Model Code of Conduct.

The Revised Model Code of Conduct was read and resolved to be agreed.

Proposed by Councillors: Mr N Andrews, seconded by Mr A Bell and agreed by all.
 The Chairman duly signed the revised Model Code of Conduct.

31. Football Stadium at Fossetts and Training Grounds/Carpark in Sutton.

A letter was received from RDC re: the above and the resulting Public Local Enquiry, sitting on 25th September 2007.

The Clerk will forward information on procedure at Local Enquiries.

32. Clerk's reports of Matters Arising from the Minutes:

Not arising from the Agenda.

i (Minute 14/i)

Web site.

The Clerk reported that he has forwarded the Minutes from the 2006 AGM through to AGM 2007, Membership and Meeting dates 2007-08 to the web administrator.

ii (Minute 15/iv)

RDC - East Area Committee.

i The Clerk reported that he will be attending as the Sutton Representative on the 25th July 2007.

ii Late information from RDC re: The proposed Shopland Churchyard Conservation Area was circulated and discussed. Agreed Councillor comments on the proposals to the Clerk before the East Area Committee 5th July meeting above.

iii (Minute 19/i)

Highways for a local visit.

The Clerk reported that a change in the structure of the Highways department was taking place and that he had suggested that he will take the new person responsible for the Sutton and Barling highways, for a site visit.

33. Correspondence.

Copies of all correspondence are available on file

i Publications and General Information: EALC County Update and Bundles, Walking in Rochford, South Essex Area Forum, The Playing Field, Making the Links, Fieldwork, Bus Passenger News, Essex Oyster, etc, were recorded

ii Publications July 2007 from RDC re: Meetings open to the Public was recorded.

34. Finance.

- i A Financial Statement for the period ending May 2007 (in the absence of the June Bank statements) was recorded.
- ii The Clerk reported his ‘unofficial’ balances to date: Current Account: £250-00. Business Premium Account: £4,973-28 (inc: 2nd Part Precept received).
- iii The Clerk reported that the public consultation period was now over of the Annual Audit of 31st March 2007. The books would now be completed and forwarded to the Internal Auditor - was recorded.
- iv An invoice 562886 from Mr Pitts re: grass maintenance @ £110-00 was recorded.
- v The payment dated 24th May 2007 to EALC re: Annual Subscription @ £ 35-06 was recorded
- vi The payment dated 24th May 2007 562882 to Mr Pitts re: Grass cuts @ £ 110-00 was recorded
- vii Councillors discussed and agreed all payments.

35. Planning:

- i i Application no. 07/ 00562/LDC Mr B E and Mrs AL Ashdown, Meala Failta, Barling Road, Great Wakering. (The Use, Operation or Activity in Breach of Condition Began More Than Ten Years Before the Date of This Application, Specifically the Use of Meala Failta as a residential Unit of Accommodation).
- ii After discussion: the Parish Council, over the last 10 + years has pushed for a conclusion to the above and therefore records ‘no further comment’ – was recorded.
- ii Councillor reports: None.

36. Streetlighting.

Clerk’s report: P1/P4/Sign Light/P14/orange
Councillor reports: None

37. Highways.

P3 footpaths info from Councillor Mr A Dobson to the next Agenda.

38. The Clerk’s SCP rating (Part time Salary)

- i A request from Mr B Summerfield, the Sutton Parish Council Clerk. for a reappraisal of the Clerk’s current part time SCP 19 rating of the National Salary Award for Local Council Clerks of 1st April 2006 in the light of: the Clerk’s eight years of continuous service with Sutton Parish Council, including seven years of Clerk experience with the two other councils and the previous seven years service as a Sutton Parish Councillor was placed before the Council.

Information:

The Clerk (with the consent of all three Parish Councils) is employed by Barling Magna Parish Council, Rettendon Parish Council and Sutton Parish Council.

- ii i The Clerk, at the 14th June 2007 meeting of the Barling Magna Parish Council and at the 25th June meeting of the Rettendon Parish Council requested reappraisal of his SCP 19 rating.
- ii After discussion (in the Clerk’s absence) the Barling Magna Parish Council and the Rettendon Parish Council independently resolved to raise the SCP 19 rating to the level of SCP 25 in order to reflect the Clerk’s continuous service and extensive experience.
- iii The newly agreed SCP 25 level is the Clerk’s ‘SCP value’ as rated by Barling Magna Parish Council and Rettendon Parish Council.
- iii The Clerk seeks parity with all three Councils.
- iv After discussion (in the Clerk’s absence) the Sutton Parish Council resolved to raise the SCP 19 rating to the level of SCP 25.
Proposed by Councillors: Mr N Andrews, seconded by Mr B Howat and agreed by all.
- v Councillors agreed to co-sign a letter of instruction to the bank re: the Clerk’s salary.

39. Next Agenda Items from Councillors.

For exchange of information only.

None

40. Date, Time and Place of the Next Parish Meeting.

Agreed:

Tuesday 18th September 2007 or sooner
AT THE MISSION HALL, SHOPLAND ROAD (COMMENCING AT 7.30 PM.)