**SUTTON PARISH COUNCIL**

 www.suttonwithshoplandparishcouncil.com

**CLERK:**

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**CHAIRMAN:**

Councillor Mr C Tabor,

Sutton Hall,

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Rochford,

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 **AGENDA**

 **YOU ARE HEREBY SUMMONED TO A MEETING OF THE SUTTON PARISH COUNCIL**

 **TO BE HELD AT BEAUCHAMPS, SHOPLAND ROAD, SS4 0QQ.**

 **ON SATURDAY 1ST APRIL 2023 AT 10 AM.**

**1. To record the Members Present:**

i Councillors

ii Members of the Public

**2. Apologies for absence:**

iTo be received by **the Clerk in person only** via: email, letter and telephone.

ii To discuss the SPC’s acceptance of reasons for absence:

**3. To Receive Declarations of Interest:**

i To receive all declaration of interests;

ii The Chairman reminds Councillors to declare any further interests now and/or as they become evident to them.

**4. Public Forum:** (5 min per person only for a total of 15 minutes).

i Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.

ii To record that the public’s potential involvement at the SPC meetings, were advertised on the Website and Parish

 Notice boards.

**5. To Receive the Minutes of the Meeting of the 11th February 2023.**

 To agree:

**6.**  **Matters Arising from the Minutes: (Not on the Agenda)**

 **Items:**

**7.**  **The Ombudsman/RDC complaint process/progress:**

 The Clerk’s report:

**8. Planning consultations:**

i **Application no** **23/00170/LDC**  [2, Shopland Hall Cottages, Shopland Road, Sutton, Essex, SS4 1LU](http://maps.rochford.gov.uk/DevelopmentControl.aspx?requesttype=parsetemplate&template=DevelopmentControlApplication.tmplt&basepage=DevelopmentControl.aspx&Filter=%5eREFVAL%5e=%2723/00170/LDC%27&history=6a688d39b1454828bc8c230adfdbccc4)

 (Application for a Lawful Development Certificate for an existing change of use from a dwellinghouse

 (Use Class C3) to an avian breeding centre (Use Class Sui Generis) to include the erection of 5 x aviary

 buildings, stables and a residential garage).

ii **Application no 22/01106/FUL** SUFC, Land North of Smithers Chase, Sutton Road, Rochford. Essex.

 (Temporary Planning Permission for a Period of Three Years for the Siting of Twelve Single Storey Modular

 Buildings for Welfare/Training and Storage Use and Construction of Bund).

**9.**  **Correspondence:**

i To receive an e/letter March 2023 from Cllr: Mr R Gaylor re: Fibre Broadband coverage.

ii To receive an e/letter March 2023 from Community Payback.

iii To receive an e/letter February 2023 from The Gov re: King Charles III Coronation/Local Celebrations?.

iv Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum, etc.

**10.**  **Finance:**

i To receive the SPC Financial and Barclays Bank Statements ending February 2023.

ii The Barclays Bank/SPC statements to be agreed by Councillors: ………………….. and ………………...

iii To receive the EX0242 AGAR External Auditor instructions from PKF-Littlejohn for 2022-23.

iv To receive the Insurance Renewal (from 01/06/2023) for Sutton Parish Council from Gallagher.

v To receive an Invoice March 2023 from Mr R Pitts re: (XX) Green Maintenance @ £110-00.

vi To record the payment February 2023 to HMRC re: 4th Quarter PAYE-RTI @ £228-20.

vii To record the payment February 2023 to Mr Pitts re: @ £110-00.

viii To record the payment February 2023 to The Information Commission re: data protection @ £40-00.

ix To receive the D/D Invoice February 2023 from 1&1 re: website @ £18-04.

x To receive the Clerk’s salary standing order payments for February/March 2023 @ £260-19/£260-19.

xi To receive the D/D Invoice February 2023 to Npower (Streetlighting) invoices @ £52-44.

xii To resolve all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned

 cheques.

 Proposed by Councillors: ………………………, seconded by …………………. and agreed by all.

**11. Streetlighting:**

i P6 U/S, Village Sign floodlight, have been reported to the contractor.

ii Councillor reports:

**12.** **Highways, Pavements and Public Rights of Way:**

i The Clerk’s report re: potholes/surfaces on the Sutton Road and Shopland Road: 2831848, 2833205.

ii The Clerk’s report re:

 Survey of signage on Sutton Road: 2833201/2//9, Shopland Road: 2648013. 2768205/6, 2833206.

iii Councillor reports:

**13.** **Website:** The website is to be updated with the inclusion of this meetings’ information.

14. The Sutton Parish Council Election 4th May 2023: To discuss:

15. Next Agenda Items from Councillors. Items: (*for next Agenda and exchange of information only).*

16. The next Sutton Annual Parish Meeting: (APM 23).

 `To Agree: 13/20th MAY 2023 (AT BEAUCHAMPS, SHOPLAND ROAD, ROCHFORD, SS4 0QQ)

17. The next Sutton Parish Council Meeting: (AGM 23).

 **To Agree: 13/20th** **MAY 2023** **(AT BEAUCHAMPS, SHOPLAND ROAD, ROCHFORD, SS4 0QQ)**

 **28th March 2023. B. Summerfield Sutton, Parish Council Clerk/RFO.**