

SUTTON PARISH COUNCIL

www.suttonwithshoplandparishcouncil.com

CHAIRMAN:

Councillor Mr C Tabor,
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CLERK:

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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 11th FEBRUARY 2023 AT 10 AM.**

1. To record the Members Present:

- i Councillors
- ii Members of the Public

2. Apologies for absence:

- i To 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 3rd December 2022.

To agree:

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

Items:

7. i Planning Correspondence:

- i Emails from Ward Councillors to the RDC CEO and reply. Dated 03/12/2022
- ii Email from SPC Clerk dated 06/12/2022 re: extracts from Draft Minutes containing all correspondence to date covering Templegate Cottages, Contractors Dust problems and requesting a response within three days.
- iii Emails from Corporate Services, RDC date 07/12/2022 re: a response email of 05/12/2022.
- iv Email from Cllr: Gaylor dated 09/12/2022 re: possible postal delays.
- v To receive an email addressed to Cllr: Gaylor date 08/12/2022: received 28/12/2022 from The Environmental Health Team Leader Mr Andrew Paddon.
- vi To receive an email from Cllr: Gaylor dated 09/01/2023 forwarding the above and unhappy with its content.
- vii To receive an email from Cllr: Steptoe of 12/01/2023 offering advice on the way forward.

ii **Planning consultations:**

For Information: Appeal Reference APP/B1550/D/22/3305999

Application no. 22/00528/FUL: Ivy Cottage, Sutton Road, Rochford. SS4 1LQ

(Proposed Part Replacement Two Storey Side and Rear Extension).

8. Correspondence:

- i To receive an e/letter January 2023 from Essex Air Ambulance re: £50-00 donation.
- ii An e/letter November 2022 from RHALC re: 20th October 22 Minutes was recorded.
- iii Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum, etc.

9. Finance:

- i To receive the SPC Financial and Barclays Bank Statements ending 23rd January 2023.
- ii To receive the Barclays Bank/SPC statements to be agreed by Councillors: and
- iii To record the appointment of the External Auditor (PKF-Littlejohn) for a Five year period.
- iv To record the Precept demand on Rochford District Council for 2023-2024 is £8,200-00.
- v To agree a payment to HMRC re: 4th Quarter PAYE-RTI @ £228-20.
- vi To receive Invoices December 22/January 23 from Mr Pitts re: @ £110-00/£110-00.
- vii To record the payment December 2022 to HMRC-PAYE re: the 3rd Quarter RTI payment @ £ 184-02
- viii To record the payment December 2022 to Mr Pitts re: 099A/2B/3B @ £110-00/£110-00/£110-00
- ix To record the payment December 2022 to Mr R Gaylor/Royal British Legion re: wreath @ £23-98
- x To record the payment December 2022 to B Summerfield/StinkyInk.com re: Printing inks @ £37-99
- xi To record the payment re: the Clerk's back dated salary payment of the 5th January 23 of £166-00.
- xii To record the D/D Invoices December 22/January 2023 from 1&1 re: website @ £18-04/£33-76.
- xiii To record the Clerk's salary standing order payment for December 22/January 2023 @ £245-39/£260-19.
- xiv To record the D/D Invoices December 22/January 2023 to Npower (Streetlighting) invoices @ £47-50/£62-13
- xv To resolve all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.
Proposed by Councillors: seconded by and agreed by all.

10. Streetlighting:

- i Clerk's report: P6, Sutton Road.
- ii Councillor reports:

11. Highways, Pavements and Public Rights of Way:

- i Clerk's report:
- ii Councillor reports:

12. Website:

The website is to be updated with the inclusion of this meetings' information.

13. Next Agenda Items from Councillors. *for next Agenda and exchange of information only.*

Items:

14. The next Sutton Parish Council Meeting:

To agree: **1st/8th APRIL 2023** (AT BEAUCHAMPS, SHOPLAND ROAD, ROCHFORD, SS4 0QQ)

6th February 2023.

B. Summerfield Sutton, Parish Council Clerk/RFO.