**SUTTON PARISH COUNCIL**

#  www.suttonwithshoplandparishcouncil.com

**CLERK:**

**Mr B. Summerfield,**

**Sutton Hall Cottage,**

**Sutton Road,**

**Rochford, Essex.**

**SS4 1LG.**

**01702 549308.**

**bsummvint@hotmail.com**

**CHAIRMAN:**

**Councillor Mr C. J. Tabor.**

**Sutton Hall,**

**Sutton,**

**Rochford,**

**Essex.**

**SS4 1LQ**

**Tel: 01702 545730**

 **AGENDA**

 **YOU ARE HEREBY SUMMONED TO A MEETING,**

 **THE ANNUAL GENERAL MEETING**

 **OF THE SUTTON PARISH COUNCIL**

 **TO BE HELD AT ‘ALL SAINTS’ CHURCH**

 **Sutton Road, SS4 1LQ.**

 **( Following the Annual Parish Meeting )**

 **at 10 am on SATURDAY 20th MAY 2017.**

**1. Election of Chairman for 2017-2018.**

i To receive nominations for the post of Chairman.

ii Chairman to sign the statutory Declaration of Acceptance of Office.

**2. To Record the Members Present:**

Present:

**3. Apologies and reasons for absence:**

To be received by the Clerk in person via: email, letter and telephone.

4. To Receive Declarations of Interests:

 To receive:

**5. To receive the Agreed Minutes of the AGM of 14th May 2016.**

 Matter Arising:

**6. Election of Vice-chairman.**

i To receive nominations for the post of Vice Chairman.

ii Vice-chairman to sign the statutory Declaration of Acceptance of Office.

7. Public Forum: ( 5 min per person only )

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

8. The Data Protection Act

 To discuss:

9. Standing Orders:

 To discuss:

10. Financial regulations:

 To discuss:

11. Insurance and Assets:

 To discuss:

12. The Council Risk Assessment:

 To discuss:

13. The Complaints Procedure:

 To discuss:

14. Freedom of Information Act:

 To discuss:

15. Dates and Times of Meetings:

 To agree frequency and timing of meetings 2017-2018.

**16. To receive the Minutes of the Meeting of 4th March 2017.**

To agree:

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

i (Minute 124/i) Flower dingy at Templegate Cottages

 i Councillors: Mrs B Loughborough and Mr R Gaylor‘s reports:

 ii To record the receipt of a donation from a member of the public towards the above installations.

ii (Minute 124/vii) A Suggested Road Sign at the Purdey’s Junction

 The Clerk’s report.

**18. Parish Plan Steering Group.**

 Councillor Mr R Gaylor’s report.

**19. Correspondence*.***

i To receive an e/letter April 2017 from Came and Co re: Insurance claim’ Sutton Corner’

ii To record an e/letter April 2017 to Essex County Highways from Evonne Dunn, RDC re: safety concerns SFC hoardings.

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

 etc: placed on the table.

**20. Planning**

 Planning application no. 17/00329/FUL Orchard House, Sutton Road, Rochford SS4 1LQ

 (Change of Use and Alterations to existing Outbuilding to Form Annexe).

**21. Finance**

i i To receive the SPC Financial Statement ending April 2017.

 ii The above balances were checked against Bank Statements by Councillors: ………….. and ……………….

ii The Clerk’s report on the Annual Audit progress and Annual Return from the Audit Commission for 2016-2017.

iii The Clerk’s report on the 2016-2017 VAT claim.

iv The Clerk’s report on the 2017-2018 HMRC setup for PAYE-RTI.

v To receive a remittance advice note from the RDC re: first payment of PRECEPT @ £3,300-00

vi To receive an Invoice April 2017 from Mr Pitts re: 28272 green maintenance @ £55-00.

vii To receive an Invoice May 2017 from Mr Pitts re: 28277 green maintenance @ £110-00.

viii To receive an Invoice April 2017 from EALC re: Subscription @ £60-20.

ix To receive an Invoice April 2017 from Romac re: 133021 Temple view @ £89-46.

x To receive an Invoice May 2017 from DAC Beachcroft Claims ltd re: VAT on claim (Sutton Corner) @ £48-35.

xi To discuss the Clerk’s request for the donation towards ‘My PC backup’ (shared with Paglesham) @ £71-57.

xii To discuss and agree a donation towards the Crouch Guide @ £50-00.

xiii To record the payment March 2017 to B Summerfield Salary + Office advice March 2017 @ £294-50.

xiv To record the payment March 2017 to HMRC (PAYE-RTI) @ £162-20

xv To record the payment March 2017 to B Summerfield re: Fuel allowance 2016-2017 @ £ 38-64

xvi To record the payment March 2017 to B Summerfield re: Information Commission, Data Protection @ £35-00

xvi To record the payment March 2017 to B Summerfield/W&H (Romac) Ltd re: 132873 Streetlight, @ £86-46

xviii To record the payment March 2017 to W&H (Romac) Ltd re: 132898 Streetlight, Shopland Road @ £143-46

xix The March/April 2017 Standing Order salary payments to the Clerk @ £202-22 nett are recorded.

xx To resolve: all payments, financial statements, receipts, transfers and countersigned cheques above.

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

22. Streetlighting:

i The Clerk’s report re: Sutton Corner.

ii Councillors reports:

**23. Highways:**

i Councillor Mr N Andrews Notice Board report:

ii Councillors reports:

**24. Website updates:**

 The Clerk’s report:

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

 Items:

**26. The next Sutton Annual Parish and Annual General Meetings**

 **To agree: Saturday 12th MAY 2018**

to be held at **All Saints Church, Sutton.**

**27. The next Sutton Parish Council Meeting**

 **To agree: Saturday 8th July 2017**

to be held at **Beauchamps, Shopland Road at 9 am.**

**16th May 2017. B Summerfield**

**Sutton Parish Council Clerk.**