**SUTTON PARISH COUNCIL**

www.suttonwithshoplandparishcouncil.com

**CLERK:**

Mr B. Summerfield CiLCA,

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Sutton Road,

Rochford,

Essex.

SS4 1LG.

01702 549308.

bsummvint@hotmail.com

**CHAIRMAN:**

Councillor Mr N Andrews

### Temple View,

### Shopland Road,

### Rochford

### Essex

### SS4 1LF

01702 545532

normanandrews@talktalk.net

**AGENDA**

**YOU ARE HEREBY SUMMONED TO THE MEETING OF**

**OF THE SUTTON PARISH COUNCIL AT**

**CROWSTONE PREP SCHOOL, FLEET HALL LANE, SHOPLAND ROAD, ROCHFORD, SS4 1LH.**

**ON SATURDAY 6th APRIL 2024 AT 10 AM.**

Chairman's opening remarks:

**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 SPC acceptance of reasons for absence:

**3. To advertise a Vacancy:**

To agree to advertise the Casual Vacancy after the election.

**4. A Casual Vacancy Co-option:**

To receive applications for the one casual vacancy.

**5. Declarations of Interests**:

i **To receive all declarations of interests** including dispensations under the relevant provision s.33 of the

Localism Act 2011.

ii **The Chairman reminds Councillors to declare any further interests now and as they became evident to them,**

**during the progress of the meeting.**

**6. Public Forum:** ( 5 min per person only )

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

**7. To receive the Minutes of the Meeting of the 3rd February 2024.**

To resolve the Minutes:

**8. Matters arising from the Minutes**: (not on the Agenda)

Item:

**9. Ombudsman/RDC Complaint:**

i The Clerk’s report:

**10. Planning consultations:**

i 23/01026/FUL 2, Shopland Hall Cottages, Shopland Road, Sutton, Essex.

(Demolition of 5 Buildings in Use as an Aviary Breeding Centre and Erection of One 4 Bed Dwelling House).

ii Councillor reports on the site visit.

iii To discuss all information re: Powerhouse, Fossetts Thames Plaza redevelopment.

iv Application no 24/00………………/FUL…………………………..

**11. Correspondence:**

I To record an email report, February 24 from Councillor Mr R Gaylor re: the PFCC meeting of 6th February 24.

ii To record a Certificate of Publicity re: Rochford District Council Tax 2024/25.

iii i To receive an e/letter from Essex/Ward Councillor Mr M Steptoe re: the Sutton Road closure from

14th March 24 by Essex Water re: a collapsed sewer.

ii To record the Clerk’s email re: ‘Sutton Road Open’ of 28th March 24.

iv To record a consultation e/letter, March 2024 from Powerhouse, Fossetts Thames Plaza and delivered to

all Sutton residents.

v To record a letter March 2024 to Scotts of Southend re: donation of a Bleed Control Kit and secure Box.

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

**12. Finance: (Metro Bank update).**

i The Barclays Bank Cheque @ £11,630-21 was paid into the new Metro Bank account on 19/10/23.

ii **Items to be ratified at this meeting:**

i The ECC, Locality Fund has been authorised for the Bleed Control Kit and secure box.

ii The agreed revised cheque payment to the Clerk B Summerfield @ £3,355-97 dated: 16th February 2024,

covering all agreed items paid out was authorised by an emailed quorum.

iii A letter of instruction re: a Monthly Salary Standing Order to the Clerk Mr B Summerfield, beginning on

5th March 2024 @ £274.97 was co-signed by Councillors and actioned through the Clerk’s bank visit.

iv i Urgent Data protection Fees @ £40-00 and the B Summerfield/Turtle Engineering Bleed Control

Kit and Secure box @ £528-98 paid by the Clerk, was authorised by an emailed quorum.

ii The Clerk has received the above and has delivered the box to Scotts of Southend with a letter

of Donation.

v A monthly Direct Debit to 1&1 (website) beginning May 2024 is set up.

vi A monthly Direct Debit beginning in April 2024 to Npower Business Solutions (Streetlighting Energy)

is set up.

iii To Resolve all of the above.

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

**13. Finance:**

i To receive the SPC Financial and Metro Bank Statements ending 6th April 2024.

ii The above financial statement balances to be agreed by Councillors: …………….. and ………………………..

iii To receive the Clerk’s report: the Internal Audit for 2023-24.

iv To receive the Clerk’s report: the External Audit (PKF-EX0190) for 2023-24.

v To receive the Clerk’s report: the Renewal Information request from Communityrenewals@ajg.com

vi To receive an Invoice February 2024 from RDC re: Recharge for Parish Expenses @ £64-71.

vii To receive an Invoice April 2024 from the Clerk: B Summerfield/Npower re: Streetlighting energy £124-89.

viii To receive an Invoice April 2024 from the Clerk: B Summerfield/1&1 March/April £14-40/£13-20 re: £ 27-60.

ix To receive an Invoice April 2024 from the Clerk: B Summerfield/HMRC re: 4th PAYE-RTI quarterly 2023/24, £225-80.

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

cheques.

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

**14. Streetlighting:**

The Councillors reports:

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

i The Clerk’s report re: overgrown hedging at the junction with Fossetts Way on the Sutton Road.

ii The Clerk’s report re: thank you to the Southend and Essex Police re: removal of the noisy Temple Farm

boy racers.

iii Councillor reports:

**16. Website:**

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

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

Items:

**18. The next Sutton Parish Council Meeting:**

at **Crowstone Prep School, Fleet Hall Lane, Shopland Road, Rochford, SS4 1LH.**

**To agree:** **Saturday 11th/18th MAY 2024 (AGM)** at 10 AM.

**2nd April 2024. B. Summerfield Sutton, Parish Council Clerk/RFO.**