**SUTTON PARISH COUNCIL**

 www.suttonwithshoplandparishcouncil.com

**CLERK:**

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**CHAIRMAN:**

Councillor Mr N Andrews

### Temple View,

### Shopland Road,

### Rochford

### Essex

### SS4 1LF

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 **AGENDA**

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

 **OF THE SUTTON PARISH COUNCIL AT**

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

 **ON SATURDAY 5th AUGUST 2023 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 PPC acceptance of reasons for absence.

**3. Co-option Vacancy:**

 To receive applications from members of the public for the one SPC Vacancy:

**4. Applicants statements:**

 To receive statements from applicants:

**5. Private and Confidential:**

 Pursuant to the provision of Section 1000(a) of the Local Government Act 1972, as amended by the Local

 Government (Access to Information) Act 1985, the press and public be excluded from the meeting for

 consideration of the following item of business on the grounds that it contains information defined as

 exempt in Part 1 of Schedule 12a of the Local Government Act 1972, as detailed.

 To agree a potential applicant:

**6. The Co-option Vacancy applicant:**

i To sign their Statutory Declaration of Acceptance of Office.

ii To receive their Declarations of Interests Forms (28 days).

iii The Clerk to receive the Councillors written request for dispensations re: all Financial matters as a local council

 tax payers inc: the Precept.

**7. 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.**

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

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

**9. To receive the Minutes of the Extraordinary SPC Meeting of 24th June 2023.**

 To receive:

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

 Item:

**11. Ombudsman/RDC Complaint progress:**

 The Clerk’s report re: the 2nd Stage RDC response query.

**12. Planning consultations:**

 Application no 23/00612/FUL 2, Shopland Hall Cottages, Shopland Road, Sutton, Essex.

 (Conversion of Aviary Breeding Centre Building to One 2-Bed Dwellinghouse. Demolition of One Aviary Cage).

**13. Correspondence:**

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

**14. Finance:**

i To receive the SPC Financial and Barclays Bank Statements ending 23rd June 2023.

ii To receive the Barclays Bank/SPC statements to be agreed by Councillors: …………., and ……………….. .

iii The Clerk’s report on:

 i the Exemption Certificate sent to PKF-Littlejohn, The Audit Commission.

 ii the publishing of the Public Rights on 2nd July 2023

 iii To receive the SBA, PKF-Littlejohn receipt of the Sutton PC’s Certificate of Exemption.

iv To discuss the Clerk’s advice that the SPC cheque only payments, be updated to include Bank transfers.

v To receive the Clerk’s report on the HMRC VAT126 3 year claim @ £ 456-00.

vi To receive a correspondence from Npower re: D/D reduction to Streetlighting energy charges.

vii To receive the notification of the payment of the 2nd Part Precept at £4,100-00, from the RDC.

viii To receive an Invoice 30th June 2023 from Mr Pitts re: 14B) Green maintenance for June 23 @ £ 110-00.

ix To receive an Invoice x 2023 from …………………………….

x To record the payment June 2023 to HMRC, 1st Quarter PAYE-RTI @ £195.20

xi To record the payment June 2023 to J P Watson & Co re: Internal Audit of Sutton Parish Council @ £160-00

xii To record the payment June 2023 to Mr Pitts re: (12B) Green Maintenance May 23 @ £110-00

xiii To record the payment June 2023 to B Summerfield/Morgan re: Printer Ink @ £38-89

xiv To record the payment June 2023 to EALC Annual membership @ £69-17.

xv To receive the D/D Invoices July 2023 from 1&1 re: website @ £26.47.

xvi To receive the Clerk’s salary standing order payments for July & August 2023 £260-19.

xvii i To receive the D/D Invoice July 2023 re: Npower (Streetlighting) invoice @ £65-79.

 ii To receive notification of a price rise from September 2023.

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

 cheques.

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

**15. Streetlighting:**

i The Clerk’s report re: the contractor’s inspection of P6) Sutton Corner.

ii The Councillors reports:

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

i The Clerk’s report: ECC Highways Shopland Road, report:

ii Photographs of assets from Cllr. Mr R Gaylor.

iii The Councillors reports:

**17. Website:**

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

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

Items:

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

 To be confirmed at Crowstone Prep School, Fleet Hall Lane, Shopland Road, Rochford, SS4 1LH.

 To agree: **Saturday 7th / 14th OCTOBER 2023 at 10 AM.**

**31st July 2023. B. Summerfield Sutton, Parish Council Clerk/RFO.**