**SUTTON PARISH COUNCIL**

 www.suttonwithshoplandparishcouncil.com

CLERK:

Mr B. Summerfield,

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01702 549308.

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**CHAIRMAN:**

Councillor Mr C Tabor,

Sutton Hall,

Sutton,

Rochford,

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SS4 1LQ

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 **AGENDA +**

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

 **TO BE HELD AT BEAUCHAMPS, SHOPLAND ROAD, SUTTON**

 **ON SATURDAY, 6th APRIL 2019.**

 **(COMMENCING AT 9 a.m.)**

Chairman's opening remarks.

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

i Councillors

ii Members of the Public

**2. Apologies for absence:**

 **To be received by the Clerk in Person via: email, letter or telephone**

**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. The Public Forum: ( 5 minutes per person ) (Specifically for Councillors statements, Guest Speakers, visiting Ward/County Councillors and questions from members of the public).**

 To receive:

**5. To Receive the Minutes of the Parish Council Meeting of 9th February 2019**

 To agree:

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

i (Minute 101/i) RDC proposed ‘Discover 20/20’ events:

Councillors: Mr B Loughborough and Mr B Howat reports:

 ii (Minute 108/i) Remembrance Sunday Councillor Mr R Gaylor re: a louder portable CD/Tape player.

**7. Planning:**

i Application no: 19/00011/FUL Reads Nursery, Sutton Road, Rochford. SS4 1LQ.

 (Erection of 3 No. Polytunnels and Security Fence, Change of Use of Part of Building to A3 (Café) and Change of

 Use to Extend Permitted Retail Area).

 The Clerk’s report:

ii Councillors to ratify the above agreed online consultation.

iii Application no: ESS/28/18/ROC James Waste Management, Purdeys Ind Est SS4 1NB.

 (Extension to the Existing Materials Recovery Facility Including the Formation of an Outside Waste Transfer Area,

 the Construction of a New Building and Other Associated Site Works, Plant and Machinery).

iv Councillor Mr R Gaylor report re: alleged actions outside GDPR by Planning, Southend Borough Council.

**8. The Parish Plan Steering Group (Set up in 2011).**

 Parish Plan Steering Group Chairman Councillor Mr R Gaylor’s report:

**9. Correspondence*.***

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

**10. Finance**

i i To receive the Sutton PC Financial Statements ending March 2019.

 ii The above balances to be checked against the Bank Statements by Councillors: …………. and Mr……………………..

ii The Clerk’s report on the publication of the Council Tax statement.

iii To receive the Excel Annual Draft Audit for 2018-2019.

iv To receive the Excel VAT126 claim for 2018-2019 @ £1,316.99

v To discuss the EALC/NALC National Salary Award increase of the Clerk’s hourly rates, as from April 2019.

vi To agree and co-sign a letter to the Barclays Bank requesting the Standing Order to the Clerk Mr B Summerfield

 (Salary) to be adjusted to £221-41 from the 5th of May and thereafter monthly until further notice.

vii To receive the 2019 AGAR paperwork/documents the Annual return 2018-2019:

viii To agree the SPC HMRC PAYE payment 4th Quarter 2018-2019 @ £ 159-80.

ix To agree the shared Paglesham payment of £167-64 re: WinZip software, Stamps, Stationery @ £83-82. x To receive an Invoice March 2019 from the Clerk Mr B Summerfield re: Annual office charge 2018/19 @ £87-57.

xi To receive an Invoice March 2019 from the Clerk Mr B Summerfield re: Annual travel charge 2018/19 @ £49-68.

xii To receive an Invoice March 2019 from Mr B Summerfield re: Information Commission GDPR @ £ 40-00.

xiii To receive an Invoice March 2019 from EALC re: Annual Subscription 2019-2020 @ £61.99.

xiv To receive an Invoice March 2019 from Mr Pitts re: 28343 Green maintenance @ £110-00.

xv To record the payment January 2019 to Mr Pitts re: 28337 December Green maintenance @ £110-00.

xvi To record the payment January 2019 to (Romac) re: 133963 Pole bracket damage replacement @ £246-87.

xvii To record the monthly Standing Order salary payment to the Clerk March @ £215-40 nett.

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

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

11. Annual Leading Policies: as circulated:

 To discuss:

 i Risk Assessment

 ii Standing Orders

 iii Financial Regulations.

12. Streetlighting:

i The Clerk’s report: P12, outside Temple View, Shopland Road.

ii Councillor reports:

**13. Highways:**

i The Clerk’s report:

 i ref 2607636: the reported blockage under the road bridge by the Electricity Station, Shopland Road.

 ii LHP request for a speed survey between Sutton Corner and Temple View, Shopland Road.

ii Councillor reports:

**14. Website:**

 The website will be further brought up to date with the inclusion of the information from this meeting.

**15. Forthcoming Parish Council Elections:**

 To discuss:

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

 Items:

17. The Annual Sutton Parish Meeting

 **To agree: Saturday 11th May 2019**

 **to be held at Sutton All Saints Church Hall**

 **at ?? am.**

18. The Sutton Parish Council - Annual General Meeting

 **To agree: Saturday 11th May 2019**

 **to be held at Sutton All Saints Church Hall**

 **at ?? am.**

**2nd April 2019. B Summerfield, Sutton Parish Council Clerk/RFO.**