

SUTTON PARISH COUNCIL

www.suttonwithshoplandparishcouncil.com

CHAIRMAN:

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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 BY AN EMAIL EXCHANGE DURING SATURDAY 10th APRIL 2021.**

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: Councillor apologies?

3. To Receive Declarations of Interest.

- i To receive all declaration of interests; Councillors Declarations?
- 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).

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

- i To receive emailed statements from Ward Councillors. (as circulated)
- ii To receive emailed statements/questions from Members of the Public: (as circulated)
- iii The public's potential involvement at the SPC email meetings, were advertised on the Website and Parish Notice boards.
- iv Emailed/Zoom statements/questions from Members of the Public:

5. To Receive the Minutes of the Meeting of 6th February 2021:

To receive and agree:

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

The Chairman Councillor Mr C Tabor (as arranged outside the meeting) to duly sign the Minutes as a correct record.

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

To discuss:

7. Planning:

- i FYI: i Delegated Application no: 20/01126/LDC Ye Old Shoulderstick, Barling Road
(Application for a Lawful Development Certificate for a Proposed Single Storey Side Extension)
- ii RDC Planning Notice of Decision: 'Granted' Certificate of Lawful Use or Development.
- ii Application no. 21/00060/LBC - Butlers Farm Cottage, Shopland Road, Sutton, Essex.
(Demolition of Existing Cottage and Erection of Replacement Cottage).
- iii Application no. 21/00228/LDC: Ye Old Shoulder stick, Barling Road, Barling Magna.
(Application for a Certificate of Lawfulness for Proposed First Floor Extension)

8. Correspondence.

- i RDC/EALC/NALC/Police/ECC/libraries/ECC Highways as circulated: (08/02/21)
- ii Councillor Mr R Gaylor has kindly volunteered to deliver the quarterly copies of the GWCA newsletter to the residents of Sutton with Shopland.
- iii Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum, etc.

9. Finance:

- i i To receive the SPC Financial Statements ending March 2021 (as circulated)
- ii To receive the Barclays Bank statements x 2 (as circulated)
- Proposed by Councillors:, seconded by and agreed by all.
- ii To receive the reconciled Bank balances Statement of 31st March 2021 and calculated general reserves:
- iii To record the Clerk's publication of the RDC Community tax 2021-2022.
- iv To receive the Clerk's report re: the AGAR Audit progress 2020-2021.
- v To record the receipt of an Came & Co Insurance 2021-22 renewal details invitation.
- vi To receive an Invoice March 2021 from the Clerk Mr B Summerfield re: Annual office charge @ £ 87-57.
- vii To receive an Invoice March 2021 from the Clerk Mr B Summerfield re: Annual travel charge @ £ 49-68.
- viii To receive an Invoice March 2021 from B Summerfield/Riverside Comps) repair (Shared with Paglesham) @ £88-00.
- ix To receive an Invoice March 2021 from B Summerfield/Microsoft) 365 software (Shared with Paglesham) @ £59-99.
- x To receive an Invoice March 2021 from Mr Pitts re: March Green Maintenance @ £110-00.
- xi To receive an invoice from (EALC) annual subscription and NALC affiliation fee @ £66-86.
- xii To agree a donation to Essex and Herts Air Ambulance of a suggested £50-00.
- xiii To agree (if decided under P&C) Clerk's 'Back pay' from December 2020 to May 21 @ £42-55.
- xiv To agree (if decided under P&C) the Paglesham PC shared costs for the Clerk's CiLCA training @ £48-75.
- xv To record the payment February 2021 to HMRC) re: PAYE-RTI 4th Quarterly @ £175-80.
- xvi To record the payment February 2021 to Mr R Pitts re: 053 Green maintenance @ £110-00.
- xvii To record the payment February 2021 to Mr R Pitts re: 054 Green maintenance @ £110-00
- xviii To record the Clerk repaid by BACS a salary overpayment by the Bank of £221-41 on 08/02/21-08/03/21-08/04/21
- xix To record the receipt of the ICO Certificate and confirmation of payment letter.
- xx The D/D Invoices February/March 2021 from 1&1 IONOS re: website @ £33-76/£18-04.
- xxi The Clerk's salary standing order payments for February/March @ £234-66/£234-66.
- xxii 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 The P7 tree overgrowth has been cleared by E-on installing a new pole and the pole bracket.
- ii Councillors reports:

11. Highways:

Councillors reports:

12. Website:

- i The website is to be brought up to date with the inclusion of this meetings' information.
- ii To notify and record that the public's potential involvement at the SPC email meetings, are advertised on the Website and Parish Notice boards.

13. Signatures on all leading documents and cheques:

- i To record that all Resolved leading documents and the cheque book from the February 2021 Sutton Parish Council email meeting (COVID-19), were signed by the Chairman and a councillor, at a later date.
- ii Agreed: all Resolved leading documents and Cheques from this meeting, etc. are to be signed by the Chairman and a Councillor after the meeting, as organized by the Clerk.

14. Parish Council Vacancy:

- i To receive a letter of resignation from Councillor Mrs Beverly Loughborough at immediate effect.
- ii The Clerk's report re: an advertisement of a Vacancy on the Sutton Parish Council.

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

Items:

16. 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.

- i To discuss the Clerk's request for a Salary increase based on the Clerk's November 2021 CiLCA award and SPC terms of his contract.
- ii If agreed;
 - i A letter to the Barclays Bank cancelling both current Standing Orders.
 - ii A letter updating the salary Stand/Order to the Clerk from SPC 26 £15-83 per hour to SCP 27 £ 16-29 per hour.
 - iii Back pay to be agreed from December 2020 to May 21 (£0-46 per hour x 18.5 hours x 5 months) = £42-55.
- iii To agree the Paglesham PC costs for the Clerk's CiLCA training to be shared by Sutton Parish Council @ £48-75.

17. The next Sutton Parish Council Meeting Annual General Meeting:

to be held as advised by the latest Government Announcement!

To agree: **15th MAY 2021 AGM?**

5th April 2020.

B. Summerfield Sutton, Parish Council Clerk/RFO.