**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 OF THE SUTTON PARISH COUNCIL**

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

 **ON SATURDAY 27th AUGUST 2016**

 **(Commencing at 9 am.)**

**1. Chairman's opening remarks.**

To receive:

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

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

**3. To Receive Declarations of Interests:**

 Declarations of interests on items on the Agenda.

**4. Resignation of a Councillor/Notices of Vacancy/Co-option and applications**

i To record a letter of resignation from Councillor Mr Allan Bell of 23rd June 2016.

ii To record the authorised Notices posted of a Vacancy on the Sutton Parish Council.

iii To record the authorised Notices of Co-option circulated to all households in the Parish.

iv To record letters of introduction to the applicants re: the post of Councillor and the SPC’s method

 of selection as emailed.

v To receive three applications from parishioners for the post of Councillor from:

 Mrs Beverly Loughborough, Templegate Cottages, Sutton Road.

 Mr Rikki Cann, The former Crowstone School, Shopland Road.

 Mr Raife Clark, Ivy Cottage, Sutton Road.

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

 (Specifically for visiting Ward/County Councillors and questions/statements from members of the public).

i The Essex County Councillor and Ward Councillors reports:

ii Statements to be received from applicants for the post of Councillor, and Q&A’s.

iii Public questions/statements to the SPC.

**6. To receive the Minutes of the Meeting of 18th June 2016.**

To agree:

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

i (Minute 38/i) Proposed visit of an RDC Officer to a Sutton PC meeting

 Deputy Leader of the RDC and Ward Councillor Mr M Steptoe’s request for a visit to a Parish Council meeting.

ii (Minute 41/i/ii) FP opposite Templegate Cottages

 The Clerk’s report:

iii (Minute 44/iii) Sutton Corner obscured views and mini roundabout

 The Clerk’s report:

8. The Community Plan Steering Group.

 Councillor Mr R Gaylor’s report.

**9. Correspondence*.***

i To receive an e/letter July 2016 from Citizen Advice re: Work in the community.

ii To receive an e/letter June 2016 from Gregg Speller re: Essex Highways Third Party agreements!

iii To receive an e/letter August 2016 from Ward Councillor Mr M Steptoe re: Fly tipping in our area.

iv To receive an e/letter August 2016 from Marie Curie re: seeking donations.

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

 etc: placed on the table.

**10 Planning**

 Application no None.

**11. Finance**

i i To receive the SPC Financial Statement ending July 2016.

 ii The above balances to be checked against Bank Statements by Councillors: ……………………

 and ……………………………..

ii  **The Annual Audit return 2015-2016.**

 i The Clerk’s report on the dates of the Notices of the Public Rights of Inspection.

 ii The Clerk’s report on the ‘Transparency publications’, entered on the Parish website.

iii To receive an Invoice July 2016 from B Summerfield/HMRC re: First Quarter PAYE-RTI @ £152-60.

iv To receive an Invoice July 2016 from Rettendon Parish Council re: Annual shared costs pro rata x 3 councils

 @ £ 41-62.

v i To receive an Invoice July 2016 from B Summerfield/1&1 re: Website subs 12/04/14 -01/04/16 @ £ 82-43.

 ii To discuss and agree the setting up of a Barclays D/D, for website payments:

vi To receive an Invoice July 2016 from B Summerfield/Winzip re: Malware protector (inc. Paglesham PC) @ £ 21-57.

vii To receive an Invoice August 2016 from B Summerfield/Tonertopup re: Laser toner (inc. Paglesham PC) @ £ 9-63.

viii To receive an Invoice July 2016 from Mr Pitts re: A35 Green maintenance @ £110-00.

ix To receive an Invoice August 2016 from Mr Pitts re: A42 Green maintenance @ £110-00.

x To receive an Invoice August 2016 from W&H (Romac) Ltd re: Sutton Corner Pole bracket, s/box and Lantern

 @ £714-00.

xi To receive a quotation August 2016 from UK Powernetworks re: Sutton Corner Pole Bracket supply @ £……....

xii To record the payment June 2016 to Mr R Pitts re: A26 Green Maintenance @ £110-00.

xiii To record the payment June 2016 to W&H (Romac) Ltd re:132540 Streetlights Beauchamps House and

 Beauchamps cottages @ £138-60.

xiv To record the payment June 2016 to Mrs J Hindley re: Annual Internal Audit 2015-2016 @ £180-00.

xv To record the monthly Standing Order payment to the Clerk @ £202-22.

xvi To resolve: all above payments, the monthly financial statements, transfers, grants and countersigned cheques.

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

**12. Streetlighting.**

i The Clerk’s report re: the Pole Bracket/Streetlight on Sutton Corner.

ii The Clerk’s report: the ‘Mains Supply’ connection order.

iii The Clerk’s report: the party responsible for the accident and the insurance excess @ £250-00.

iv Councillors reports:

**13. Highways.**

i The Clerk’s report re: ECC Winter Salt supplies.

ii Councillors reports:

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

 Items:

**15. Private and Confidential:**

i Pursuant to the provision of section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960: ( A body may, by resolution, exclude

 the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and

arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the

meeting to be open to the public during proceedings to which the resolution applies)

ii Therefore: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be temporarily excluded and they are instructed to withdraw to allow the discussion on exempted items:

 **To discuss the three applications for the post of Parish Councillor.**

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

 **To agree: Saturday 8**th **OCTOBER 2016**

to be held at Beauchamps, Shopland Road at 9.00 am.

**23rd August 2016. B Summerfield**

**Sutton Parish Council Clerk.**