**SUTTON PARISH COUNCIL**

 www.suttonwithshoplandparishcouncil.com

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**CHAIRMAN:**

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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, 31st AUGUST 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:**

iTo be received by **the Clerk in person only** via: email, letter and telephone.

ii To discuss the SPC’s acceptance of reasons for absence.

**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. 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.

**5. To Receive the Minutes of the Meeting of 13th July 2019.**

 To agree:

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

i (Minute 34/i) RDC proposed ‘Discover 20/20’ events with Barling Magna:

 The Councillors reports:

ii (Minute 34/ii) MP3 player and portable bluetooth amplifier.

 The Clerk’s report:

Iii **7. Meetings Venue:**

 To resolve:

 i Having studied the guidance on page 54 item 7.2 ‘Place of Meeting’ of the Arnold-Baker on Local Council Administration (Ninth Edition), the Sutton Parish Council Resolve to support the continuation of Sutton Parish Council’s ordinary meetings held at ‘Beauchamps’, Shopland Road, Sutton.

 ii The Sutton Parish Council Annual General Meeting and special public meetings continue to be held at the All Saints, Sutton Church Hall or All Saints Church, Sutton.

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

**8. Planning:**

i I To receive the Clerk’s advice/guidance on Declarations of Interests on the following application:

 Application No 19/00548/FUL Butlers Farm Cottage, Shopland Road, Sutton. SS4 1LP.

 (Demolish the Existing Dwelling and Construct a New 3 Bedroom Bungalow).

 ii The Clerk’s advice:

 i The applicant is the Chairman of the Parish Council and local land owner.

 ii A member of the public may/will not have confidence in the impartiality of councillors in coming

 to an unbiased decision.

ii Application no. 19/00504/FUL: Temple Farm, Grain Store, Sutton Road, SS2 5QR. Authorised wording update to:

 (Retrospective Application for the Use of Building as a Mixed Use Comprising Class B2 General Industry Operations

 and Class B8 for Storage and Distribution of Plastering Supplies) –

 **Sutton Parish Council Object** to the application based on:

 Alleged hazardous materials being stored on site,

The only entry and exit from the site onto the Sutton Road is very narrow and totally unsuitable for the safe deliveries of

 the 40 foot bi-axle lorries, to and from the site.

 The newly installed dust extraction machinery is causing noise pollution to all Templegate Cottages residents.

If planning permission is granted the Sutton Parish Council request that the operating times are strictly enforced in favour

 of the local residents.

**9. Correspondence*.***

i To receive an e/letter August 2019 from Essex and Herts Air Ambulance re: donation request.

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

**10. Finance:**

i i To receive the SPC Financial Statements ending July 2019.

 ii The above balances to be checked against Bank Statements by Cllrs: ……………………and………………………….

ii Councillors report’s re: the setting up of the Barclays Bank Mandate.

iii To receive the Notification of Exempt Status July 2019 from the SBA team, PKF-Littlejohn LLP.

iv To agree a payment October 2019 to HMRC re: second quarter PAYE-RTI @ £166-00.

v To receive an Invoice July 2019 from Mr N Andrews re: November Wreath 2018 @ £16-00.

vi To receive an Invoice August 2019 from Mr Pitts – 007A Green Maintenance @ £ 110-00.

vii To receive an invoice August 2019 from Heelis and Lodge re: Internal Audit 2018-2019 @ £……………………..

viii To record the payment July 2019 to RCCE re: Annual subscription £52-80.

ix To record the payment July 2019 to Mr Pitts re: 28349 Green Maintenance £110-00.

x To record the payment July 2019 to Mr Pitts re: 003A Green Maintenance £110-00.

xi To record the payment July 2019 to Paglesham P.C.re: Shared stationery £28-49.

xii To record the D/D Invoice May/June/July 2019 to E.on re: 1st Quarter streetlighting @ £318-22.

xiii To record the D/D Invoice August 2019 to 1&1 IONOS re: website @ £ 8.44.

xiv To record the Clerk’s salary standing order payments for August/September 2019 @ £221-41/£221-41.

xv To resolve: all payments, Internal Audit, financial statements, receipts, transfers and countersigned cheques above.

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

**11. Streetlighting:**

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

ii Others.

**12. Highways:**

i The Clerk’s report: Sutton Parish Council’s Essex Highways letter re: concerns on ‘injury accidents only’ are reported

 by the Police to the Essex Casualties Reduction Unit.

ii To receive an email from Mr Dan Maclean, Essex Highways re: Mini roundabout at Sutton Corner

iii Councillor reports:

**13. Website:**

I The Clerk’s report:

 i Bank Reconciliation figures to be published on the Website.

 ii Explanation of variances to be published on the Website.

 iii The Certificate of Exemption for AGAR 2018-2019 to be published on the Website.

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

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

 Items:

**15. The next Sutton Parish Council Meeting:** to be held at Beauchamps, Shopland Road, Sutton.

 To agree: **26th OCTOBER 2019**?

**27th August 2019. B. Summerfield, Sutton Parish Council Clerk/RFO.**