

SUTTON PARISH COUNCIL

www.suttonwithshoplandparishcouncil.com

CHAIRMAN:

Councillor Mr C Tabor,
Sutton Hall,
Sutton,
Rochford,
Essex.
SS4 1LQ
01702 545730
tabor.farms@btconnect.com

CLERK:

Mr B. Summerfield,
Sutton Hall Cottage,
Sutton Road,
Rochford,
Essex.
SS4 1LG.
01702 549308.
bsummivint@hotmail.com

AGENDA

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE SUTTON PARISH COUNCIL
TO BE HELD BY AN EMAIL EXCHANGE DURING SATURDAY 22nd August 2020**

or

(from advice by the NALC/EALC Legal Department re: an 'outside meetings' – TBA).

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)

5. To Receive the Minutes of the Meeting of 4th July 2020:

(as circulated)

Councillors Agree/Disagree?

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

To discuss:

7. Planning:

- i To be ratified: Application no 20/00547/LBC Butlers Farm Cottage, Shopland Road, Sutton.
(Proposed Repairs, Alterations and Extension to Existing Cottage) - **Sutton Parish Council has no objection.**
- ii To be ratified: Application no 20/0656/FUL, Ye Olde Shoulderstick, Barling Road, Barling Magna, SS3 0ND.
(Demolish Attached Garage and Construct New Pitch Roof Over Remaining Existing Flat Roof, New Canopy Porch Roof).
- iii To receive any available planning updates re: Southend United Football Club.

8. Correspondence.

- i To record a letter 09/08/2020 to EALC re: Legal guidance on outdoor Parish Council meetings?
- ii To record an EALC response to the above; (Case no. 360.20) Legal Guidance is expected by the 18th August 2020.
- iii Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum, etc.

9. Finance:

- i To receive the SPC Financial Statements ending June 2020 (as circulated).
 - ii To receive the Barclays Bank statements x 2 (redacted) (as circulated).
- Proposed by Councillors:(WHO?), seconded by(WHO?) and agreed by all.
- ii To receive notification from PKF Littlejohn (External Auditors) of the receipt of the Sutton Parish Council AGAR exemption status certificate 2019-2020.
 - iii To receive the Clerk's report re: Period of the Exercise of Public Rights: Notices will be published on 23rd August 2020.
 - iv To record the Auto Transfer 29th June from Community Account to Business Account @ £4,031-96.
 - v To receive an Invoice June 2020 from Mr Pitts re: Green maintenance 036A @ £110-00. (as circulated).
 - vi To receive an Invoice July 2020 from Mr Pitts re: Green maintenance 042A @ £110-00. (as circulated).
 - vii To record the payment July 2019 to (Mr R Pitts) (034A) (036A) Green Maintenance @ £220-00
 - viii To record the payment July 2019 to (HMRC) PAYE-RTI 1st quarterly payment (Less credit @ £114-45
 - ix To record the payment July 2019 to (Auditing Solutions Ltd) Internal Audit 2019-2020 @ £168-00
 - x To record the payment July 2019 to (RCCE) Annual subscription @ £52-80
 - xi To record the D/D Invoice July 2020 to E-on re: streetlighting @ £160-42.
 - xii To record the D/D Invoices July 2020 to 1&1 IONOS re: website @ £ 18-04
 - xiii To record the Clerk's salary standing order payments for July/August 2020 @ £221-41/£221-41.
 - xiv To resolve: all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.
- Proposed by Councillors:(WHO?), seconded by(WHO?) and agreed by all.

10. Streetlighting.

Councillors reports:

11. Highways:

- i To receive the Clerk's report re: a request for a Sutton Road sign to be installed on the Sutton Road at the Temple Farm Roundabout has been forwarded to Southend Borough Council.
- ii 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.
- iii To receive the Clerk's report: a trial Sutton with Shopland 'Facebook'.

13. Signatures on all leading documents and cheques:

- i To record that all Resolved leading documents and the cheque book from the 4th July 2020 Sutton Parish Council email meeting (COVID-19), were signed by the Chairman and a councillor, at a later date.
- ii To agree that: 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. Next Agenda Items from Councillors. *for next Agenda and exchange of information only.*

Items:

15. The next Sutton Parish Council Meeting: to be held by 'email exchange' or as advised!

To Agree: **24th OCTOBER 2020 ?**

18th August 2020.

A handwritten signature in black ink, consisting of a large, stylized loop on the left and a vertical line with a horizontal crossbar on the right.

B. Summerfield Sutton, Parish Council Clerk/RFO.