**SUTTON PARISH COUNCIL**

 www.suttonwithshoplandparishcouncil.com

**CLERK:**

Mr B. Summerfield CiLCA,

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**CHAIRMAN:**

Councillor Mr N Andrews

### Temple View,

### Shopland Road,

### Rochford

### Essex

### SS4 1LF

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normanandrews@talktalk.net

 **AGENDA**

 **YOU ARE HEREBY SUMMONED TO MEETING OF**

 **OF THE SUTTON PARISH COUNCIL AT**

 **CROWSTONE PREP SCHOOL, FLEET HALL LANE, SHOPLAND ROAD, ROCHFORD, SS4 1LH.**

 **ON SATURDAY 9th DECEMBER 2023 AT 10 AM.**

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 PPC acceptance of reasons for absence. Cllr: N Andrews.

**3. Declarations of Interests**:

i **To receive all declarations of interests** including dispensations under the relevant provision s.33 of the

 Localism Act 2011.

ii **The Chairman reminds Councillors to declare any further interests now and as they became evident to them,**

 **during the progress of the meeting.**

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

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

**5. To receive the Minutes of the Meeting of the 7th October 2023.**

 To resolve the Minutes:

**6. Matters arising from the Minutes**: (not on the Agenda)

 Item:

**7. Ombudsman/RDC Complaint:**

i The Clerk’s report:

**8. Planning consultations:**

 SUFC Planning updates:

**9. Correspondence:**

i The Elf’s offerings: Goodbye Summer and Remembrance.

ii To record an email reply November 23 to RDC re: The Highway Ranger Service to be funded by Parish Councils ?

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

**10. Finance:**

i **The closed Sutton Parish Council Barclays Bank Accounts of 10th October 2023:**

 **(The Barclays Bank has closed both SPC Accounts, without warning)!**

ii To receive the Clerk’s advice re: the new potential Barclays Bank or Metro bank accounts:

 i To discuss and agree the Bank of choice for the future SPC funds.

 ii To agree all of the new Bank Account set up requirements.

iii To record the receipt of a cheque from Barclays Bank for the balance of the Sutton PC accounts @ £ 11,630-21.

iv To receive the Clerk’s advice that all payments and future payments, (including D/D and Standing Orders from

 the Sutton PC accounts), have been covered by the Clerk on behalf of the Sutton Parish Council.

v To agree that all funds paid out by the Clerk to be reimbursed in one payment, when the new Bank Account is opened/running.

vi The Minutes of the meeting covering the above, to be used as the required paperwork in the opening of the

 new account.

**11. Finance: PRECEPT (2024-2025):**

i To receive a November 2023 letter from the RDC re: DRAFT Council Tax Base/Parish Precepts.

ii **To receive the Clerk’s advice and forward calculations for 2024-25.**

**12. Finance:**

i To receive the SPC Financial Statements (ending December 2023)

ii The above financial statements to be agreed by Councillors: ………………. and ……………….

iii To record the receipt of a cheque from Barclays Bank for the balance of the Sutton PC accounts @ £ 11,630-21.

iv To receive the Clerk’s report on Bleed Kits.

vTo receive and agree the EALC announced \*NEW\* NALC Pay Scales 2023-24 dated from April 2023.

 i The Clerk’s Nett monthly salary @ £274-97 from January 2024.

 ii The one off January 2024 payment of the Clerk’s 9 months back pay from April 2023 @ £166-50.

vi To agree a December 23 payment to HMRC re RTI-PAYE 3rd quarterly payment @ £195.20.

vii To agree a December 23 payment Mr Pitts re: Invoice 16B Green Maintenance @ £ 110.00.

viii To agree a December 23 payment Mr Pitts re: Invoice 17B Green Maintenance @ £ 110.00.

ix To agree a December 23 payment Mr Pitts re: Invoice 21B Green Maintenance @ £ 110.00.

x To agree a December 23 payment Mr Pitts re: Invoice 23B Green Maintenance @ £ 110.00.

xi To agree a December 23 payment BSummerfield/IJTDirect re: Printing Ink @ £ 36-10.

xii To record the payment September 2023 from HMRC re: Penalty Assessment PAYE-RTI @ £100-00.aq

xiii To record the payment HMRC re: 2nd Quarterly PAYE-RTI @ £195-20

xiv To record the payment Mr R Gaylor re: Annual Poppy Wreath @ £25-00

xv To record the Clerk’s invoice for Office use 2022-23 @ £95-62

xvi To record the Clerk’s invoice for Fuel use 2022-23 @ £32-01

xvii To receive the D/D Invoices October/November/December 2023 from 1&1 re: website @ £14-40 / £8.51/£14-40.

xviii To receive the Clerk’s salary invoices for October/November/December 2023 of £260-19/ £260-19/£260-19..

xix To receive the Invoice October/November 2023 re: Npower (Streetlighting) invoice @ £98.23/£98-23.

xx To resolve all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned

 cheques.

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

**13. Streetlighting:**

 The Councillors reports:

**14. Highways, Pavements and Public Rights of Way:**

 Councillor reports:

**15. Remembrance Sunday 12th November 2023.**

 Tio discuss: improvements and thanks.

**16. Website:** The website is to be updated with the inclusion of this meetings’ information.

**17. Next Agenda Items from Councillors.** (*for next Agenda and exchange of information only).*

Items:

**18. The next Sutton Parish Council Meeting:**

 at **Crowstone Prep School, Fleet Hall Lane, Shopland Road, Rochford, SS4 1LH.**

 To agree: **Saturday 3rd FEBRUARY 2024** at 10 AM.

**4th December 2023. B. Summerfield Sutton, Parish Council Clerk/RFO.**