**SUTTON PARISH COUNCIL**

 www.suttonwithshoplandparishcouncil.com

CLERK:

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**CHAIRMAN:**

Councillor Mr C Tabor,

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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, 8th DECEMBER 2018.**

 **(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:**

 **To be received by the Clerk in Person via: email, letter or telephone**

**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. The Public Forum: ( 5 minutes per person ) (Specifically for Councillors statements, Guest Speakers, visiting Ward/County Councillors and questions from members of the public).**

 To receive:

**5. To Receive the Minutes of the Parish Council Meeting of 27th October 2018.**

 To agree:

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

i (Minute 83/i) RDC proposed ‘Discover 20/20’ events:

Clerk’s report:

ii **(**Minute 83/ii) GDPR meeting for Clerk’s.

 Clerk’s report:

iii **(**Minute 93) Special Constable.

 A Special Constable shared with other Parishes, to be discussed:

**7. Planning:**

 A Legal Notice to the Public: Land at Temple Farm, 22/03/2018.

8. The Parish Plan Steering Group (Set up in 2011).

 Councillor Mr R Gaylor (Chairman of the Sutton with Shopland Parish Plan) report re: contact with Canewdon Parish Council and the RCCE for information to help resolve the present stalemate.

**9. Correspondence*.***

i To receive an e/letter November 2018, from RDC re: LCTS Grant allocations 2019-2020 and 2020-2021.

ii To record an Echo article re: Fossetts Football Stadium Controlled Parking Zone on Match Days.

iii 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 November 2018.

 ii The above balances were checked against the Bank Statements by Councillors:……………, and ………………………

ii i To discuss and agree the PRECEPT for 2019-2020.

iii To agree a payment December 2018 to HMRC-RTI re: 3rd quarterly PAYE 2018-2019 @ £159-80.

iv To receive an Invoice November 2018 from Mr Pitts re: 28331 Green management @ £110-00.

v To receive an Invoice December 2018 from Mr Pitts re: 28334 Green management @ £110-00.

vi To receive an Invoice December 2018 from W&H (Romac) Ltd re: Led installations x 8 @ £3,416-64.

vii To receive Invoice December 2018 from B Summerfield re: Stamps/copy paper (£101-76 Shared Paglesham) @ £ 50-88.

viii To receive an Invoice-D/D November 2018 from 1&1 re: monthly payment website @ £7-10.

ix To record the payment October 2018 to Mr Pitts re: Green Maintenance @ £110-00.

x To record the payment October 2018 to W&H (Romac) Ltd re: new x 4 LED streetlighting installations @ £1,708-32.

xi To record the monthly Standing Order salary payment to the Clerk @ £215-40 nett.

xii To resolve all payments, financial statements, receipts, transfers and countersigned cheques above.

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

11. Streetlighting:

 i The Clerk’s report: new LED’s x 7 Sutton Road, plus 1 on Shopland Road now total overall to 17 conversions.

 ii Councillor reports:

**12. Highways:**

 The Clerk’s local roads Survey report:

ii 13. Remembrance Sunday: (100 years Armistice Anniversary)

new i To discuss:-

i i The circulated parish information letter and the Remembrance Service.

 ii The Templegate Memorial:

 iii Councillor Mr C Tabor’s report re: post Service tea and coffee and the bell ringing at 12.30pm.

14. Website:

 The Clerk’s report:

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

 Items:

16. The next Sutton Parish Council Meeting

 **To agree: Saturday ? February 2019.**

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

**4th December 2018. B Summerfield, Sutton Parish Council Clerk/RFO.**