**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 3rd DECEMBER 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. 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 Public questions/statements to the SPC.

**5. To receive the Minutes of the Meeting of 8th October 2016.**

To agree:

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

 (Minute 55/i) Flower dingy at Templegate Cottages

 i Councillors Mrs B Loughborough and Mr R Gaylor’s report:

 ii Read’sNurseries re: possible sponsorship.

7. The Community Plan Steering Group.

 Councillor Mr R Gaylor’s report.

**8. Correspondence*.***

i To record a letter October 2016 to the Chairman re: working relationships and shared opportunities.

i To receive an e/letter November 2016 from RDC re: Networking Event, Wednesday 25th January 2017.

i To receive an e/letter November 2016 from the Pensions Regulator re: Pension scheme.

i To receive an e/letter November 2016 from RDC re: Air Quality Survey.

i To receive an e/letter October 2016 from RHALC re: Minutes of the meeting of 20th October 2016.

i To receive an e/letter October 2016 from Came and Co re: impact damage claim 17.2.16

i To record the Clerk’s letter 27th October 2016 to Department of Communities and Local Government re:

 proposed future capping of small Council Precepts.

i To record a letter November 2016 from UK Power Networks re: receipt of cheque for energy connection.

i To record a Notice October 2016 included with the GWCA newsletter circulated by the Clerk re:

i To record a letter of November 2016 from the Post Office re: returned 1&1 Sutton letter.

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

 etc: placed on the table.

**9. Planning**

 Application no 15/00/FUL None.

**10. Finance**

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

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

ii The Annual Audit return 2015-2016.

 The Clerk’s report re: the Parish website:

 i Conclusion notice of the Annual Audit

 ii Publication of the completed Annual Return and PKF comments

 iii Publication of the modified Annual Return

 iv The updated monthly PC financial Statements.

i To receive an Invoice November 2016 from Mr Pitts re: 28255 green Maintenance @ £55-00.

i To record the payment x 2016 to HMRC re: Second quarter PAYE-RTI @ £154-80

i To record the payment x 2016 to Mr Pitts re: A44 Green Maintenance @ £110-00

i To record the payment x 2016 to Mr R Pitts re: 28252 Green Maintenance @ £110-00

i To record the payment x 2016 to Mr N Andrews re: 2015 remembrance wreath @ £17-00

i To record the payment x 2016 to UK Powernetworks re: Sutton Corner energy supply @ £1,488-00 inc/vat

xix To record the monthly Standing Order salary payment to the Clerk @ £202-22 nett.

xx To resolve: all above payments, actions, the monthly financial statements, transfers, grants and countersigned cheques. Proposed by Councillors: …………………… seconded by ……………………… and agreed by all.

**11. Streetlighting:**

i The Clerk’s report: The Pole Bracket/Streetlight energy supply by UK Power Networks on Sutton Corner.

ii Councillors reports:

**12. Highways:**

i Councillors reports:

**13. The Sutton PC Act of Remembrance of Sunday 13th November 2016.**

i The Clerk’s report:

ii Councillor reports:

**14. Website updates:**

i Sutton PC membership October 2016.

**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 4th FEBRUARY 2017**

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

**29th November 2016. B Summerfield.**

**Sutton Parish Council Clerk.**