**SUTTON PARISH COUNCIL**

www.suttonwithshoplandparishcouncil.com

**CLERK:**

Mr B. Summerfield CiLCA,

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Sutton Road,

Rochford,

Essex.

SS4 1LG.

01702 549308.

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**CHAIRMAN:**

Councillor Mr N Andrews

### Temple View,

### Shopland Road,

### Rochford

### Essex

### SS4 1LF

01702 545532

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 3rd FEBRUARY 2024 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.

**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 9th December 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:**

i Rochford District Council Planning Department Applications from the SUFC for the Sutton Training Ground ?

ii 23/01026/FUL 2, Shopland Hall Cottages, Shopland Road, Sutton, Essex.

(Demolition of 5 Buildings in Use as an Aviary Breeding Centre and Erection of One 4-Bed Dwellinghouse).

**9. Correspondence:**

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

**10. Finance:**

**The setting up of the Metro Bank Account of 26th January 2024:**

Councillor and Clerk’s reports:

**11. Finance:**

i The Clerk’s report re: SPC Clerk’s Financial Statement Balances from 7th October 2023 to date.

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

iii When the Metro Bank account has become live:

i The Barclays Bank Cheque @ £11,630-21 will be paid in

ii The Sutton Parish Council Standing Order’s and Direct Debits will be actioned re:

i A monthly Standing Order beginning in March to the Clerk re: Salary @ £274-97

Ii A monthly Direct Debit to 1&1 (website) beginning in March 2024.

iii A monthly Direct Debit in March 2024 to Npower Business Solutions (Streetlighting Energy)

iv A letter of instruction re: a Monthly Salary Standing Order to the Clerk Mr B Summerfield, beginning on

5th March 2024 @ £ 274.97.

v The Precept demand on Rochford District Council for the year 2024-2025 (Bank Account details TBA) @

£8,300-00, has been actioned.

vi The Bleed Kits and Secure Box will be underwritten by the ECC, Locality Fund.

i The order to be activated when the Sutton Parish Council Metro Bank account, is open.

vii To agree a cheque payment to the Clerk B Summerfield dated: February 2024, covering all agreed items paid

out under Agenda item 11 Finance /1 above.

i To agree the above final Metro cheque amount to be dated and signed by two councillors outside a

meeting, with the final amount agreed by email exchange and ratified at the next meeting.

viii The NALC advised amount for S137 payments is now £10-81.

ix To Resolve all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned

cheques.

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

**12. Streetlighting:** The Councillors reports:

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

i Councillor reports:

ii Local late night noise from Boy Racers on Temple Farm Business Park.

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

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

Items:

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

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

**To agree:** **Saturday 6th / 13th APRIL 2024** at 10 AM.

**29th January 2024. B. Summerfield Sutton, Parish Council Clerk/RFO.**