

# SUTTON PARISH COUNCIL

www.suttonwithshoplandparishcouncil.com

## CHAIRMAN:

Councillor Mr C Tabor,  
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## CLERK:

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## AGENDA

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE SUTTON PARISH COUNCIL  
TO BE HELD BY AN EMAIL EXCHANGE DURING SATURDAY 6<sup>th</sup> FEBRUARY 2021.**

### **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)
- iii The public's potential involvement at the SPC email meetings, were advertised on the Website and Parish Notice boards.
- iv Emailed/Zoom statements/questions from Members of the Public:

### **5. To Receive the Minutes of the Meeting of 19<sup>th</sup> December 2020:**

To receive and agree:

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

The Chairman Councillor Mr C Tabor (as arranged outside the meeting) to duly sign the Minutes as a correct record.

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

To discuss:

### **7. Planning:**

- i To record of a letter December 2020 from Planning Southend Borough Council re: the receipt a letter of objection to Application no 17/00733/FUL Part of Fossets Farm, etc; from the Sutton Parish Council.

- ii i Delegated Application no: 20/01126/LDC Ye Old Shoulderstick, Barling Road  
(Application for a Lawful Development Certificate for a Proposed Single Storey Sade Extension)
- ii RDC Planning Notice of Decision: 'Granted' Certificate of Lawful Use or Development.
- iii Application no. 21/00060/LBC - Butlers Farm Cottage, Shopland Road, Sutton, Essex.  
(Demolition of Existing Cottage and Erection of Replacement Cottage)
- iv Ward Cllr Mr M Steptoe's report re: potential meeting with officers re: ilke Homes: potential new homes Fossets, SOS.

## **8. Correspondence.**

- i RDC/EALC/NALC/Police/ECC/ECC Highways as circulated: (13/01/21 – 18/01/21 - 23/01/21)
- ii To receive the Clerk's request for a volunteer to:
  - i regularly update the Great Wakering Community Association (GWCA) newsletter (with the Sutton Parish Council information)
  - ii to collect and deliver the quarterly copies to the residents of Sutton with Shopland.
- iii To receive an e/letter November 2020 from Essex and Herts Air Ambulance re: donation?
- iv Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum, etc.

## **9. Finance:**

- i i To receive the SPC Financial Statements ending January 2021 (as circulated)
  - ii To receive the Barclays Bank statements x 2 (as circulated)
- Proposed by Councillors: ....., seconded by ..... and agreed by all.
- ii To record the resolved Budget and the Precept Demand on Rochford District Council for the financial year 2021-2022 @ £8,000-00.
  - iii To agree the payment March 2021 to (HMRC) re: PAYE-RTI 4<sup>th</sup> Quarterly @ £175-80.
  - iv To receive an Invoice November 2020 from Mr R Pitts re: 053 Green maintenance @ £110-00.
  - v To receive an Invoice December 2020 from Mr R Pitts re: 054 Green maintenance @ £110-00.
  - vi To record a payment November 2020 to HMRC re: 3<sup>rd</sup> Quarter PAYE-RTI @ £166-00.
  - vii To record a payment November 2020 to Mr R Gaylor re: Wreath £17-99.
  - viii The D/D Invoice January 2021 from E-on re: streetlighting @ £162-18.
  - ix The D/D Invoices November/December 2020 from 1&1 IONOS re: website @ £18-04/£18-04.
  - x The Clerk's salary standing order payments for December 2020/January 2021 @ £221-41/£234-66
  - xi To resolve: all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.  
Proposed by Councillors: ....., seconded by ..... and agreed by all.

## **10. Streetlighting.**

- i The Clerk's P7 report: light restriction by trees has been actioned.
- ii Councillors reports:

## **11. Highways:**

- i The Clerk's report re: 2693394
- 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.

**13. Signatures on all leading documents and cheques:**

- i To record that all Resolved leading documents and the cheque book from the 19<sup>th</sup> December 2020 Sutton Parish Council email meeting (COVID-19), were signed by the Chairman and a councillor, at a later date.
- ii Agreed: 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. Private and Confidential:**

Pursuant to the provision of Section 1000(a) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the meeting for consideration of the following item of business on the grounds that it contains information defined as exempt in Part 1 of Schedule 12a of the Local Government Act 1972, as detailed.

To receive the H. R. committee (Cllrs: R Gaylor and B Loughborough) recommendations re: the Clerk's New Contract.

**16. The next Sutton Parish Council Working Party (if out of Lockdown)?**

To agree: **6<sup>th</sup> MARCH 2021?**

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

To agree: **13<sup>th</sup> MARCH 2021?**

2<sup>nd</sup> February 2020.

B. Summerfield Sutton, Parish Council Clerk/RFO.