**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 7th JANUARY 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 3rd December 2016.**

To agree:

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

i (Minute 91) Flower dingy at Templegate Cottages

 Councillors: Mrs B Loughborough and Mr R Gaylor report:

ii (Minute 93/ii) RDC re: Networking Event, Wednesday 25th January 2017.

 The Clerk’s report:

iii (Minute 93/x) Returned 1&1 Sutton letter.

 The Clerk’s report:

iv (Minute 97) Post box outside ‘Winters’.

 The Clerk’s report:

7. The Community Plan Steering Group.

 Councillor Mr R Gaylor’s report:

**8. Correspondence*.***

i To receive an e/letter December 2016 from RDC re: Register of Electors.

ii To receive an e/letter December 2016 from RDC re: Budget Survey.

iii To receive an e/letter December 2016 from RAVS re: small PC grants to local groups.

iv 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 December 2016.

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

ii i To receive the RDC letter of advice re: the Precept for 2017-2018 and a Precept form to complete.

 ii To receive the Clerk’s advice and balances re: the PRECEPT demand on the RDC 2017-2018.

iii To agree a quarterly payment to HMRC re: January (3rd Payment) PAYE @ £154-80.

iv To receive an Invoice December 2016 from Mr Pitts re: 28261 green Maintenance @ £55-00.

v To receive an Invoice January 2017 from W&H (Romac) Ltd re: streetlight, Church, Sutton Road @ £……..

vi To receive an Invoice December 2016 from RCCE re: Annual subscription @£48-00.

vii To record the payment December 2016 to Mr Pitts re: 28255 green Maintenance @ £55-00.

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

ix To resolve: all above payments, actions, the monthly ……………. and agreed by all.

11. Streetlighting:

i To receive an email of December 2016 re: the connection schedule date of the Pole Bracket/Streetlight energy

 supply on Sutton Corner by UK Power Networks.

ii Clerk’s report re: advised costs of installing LED’s to Streetlights.

iii Councillors reports:

**12. Highways:**

i Cllr Mrs B Loughborough’s report re: potential new notice board addition.

ii Councillors reports:

**13. Website updates:**

 The Clerk’s report:

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

 Items:

**15. The next Sutton Parish Council Meeting**

 **To agree: Saturday 4th March 2017**

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

**3rd January 2017. B Summerfield**

**Sutton Parish Council Clerk.**