**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, 7th JULY 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. 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.

**5. To Receive the Minutes of the Annual General Meeting of 12th May 2018.**

 To agree:

**6. To Receive the Minutes of the Extraordinary Meeting of 9th June 2018.**

 To agree:

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

 To discuss:

**8. Planning:**

 Application no 18/00543/FUL Butlers Farm Cottage, Shopland Road, Sutton, Essex.

 (Single Storey Front/Side and Rear Extensions).

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

 Councillor Mr R Gaylor (Chairman of the Sutton with Shopland Parish Plan) report on his ‘PPSG plan of action’:

**10. Correspondence*.***

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

 Etc, etc: as placed on the table.

**11. Finance**

i i To receive the SPC Financial Statements ending May 2018.

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

ii To receive an Engagement letter from J P Smoothy and Co (Accountants).

iii The Clerk’s report on his work on the completion of the Annual Return (AGAR) 2017-2018 and the publication of

 the Public Rights for the Statutory Period (30 working days).

iv HMRC new Vat126 account number is issued (XBV126000104574).

v The Clerk’s report re: HMRC ‘Earlier Year Update’ actioned due to P60 incorrect figures.

vi The RDC remittance, second part of the PRECEPT 2018-2019 @ £3,601-50.

vii To receive an Invoice July 2018 from B Summerfield re: shared (Paglesham) McAfee software at £39-99 each.

viii To receive an Invoice June 2018 from Mr Pitts re: 28315 Green maintenance @ £110-00.

ix To agree a payment to HMRC July 2018 re: 1st Quarter PAYE-RTI 2018-2019 @ £159-80.

x To receive an Invoice June 2018 from RCCE re: Annual subscription @ £52-80.

xi To record the payment May 2018 to Mr Pitts re: 28313 Green Maintenance @ £110-00

xii To record the payment May 2018 to Mr Pitts re: 28308 Green Maintenance @ £110-00

xiii To record the payment May 2018 to EALC re:9402 Annual subscription 2018-2019@ £ 61-48

xiv To record the payment May 2018 to SPC payment for the three-way share of Clerk’s new computer @ £135-33

xv To record the payment May 2018 to Came and Company for the SPC annual Insurance 2018-2019 @ £414-48

xvi To record the DD payments February/March/April to E-on Streetlighting energy @ £224.30 was recorded.

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

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

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

**12. Streetlighting:**

i The Clerk’s report: the repairs to the supply of the two Church Hall streetlights by UK Powernetworks:

 Job no. CALL-9516-Z

ii Clerk’s email to contractor W&H (ROMAC) Ltd, authorising the LED conversion for all 18 Sutton Streetlights to LED’s.

iii Councillor reports:

**13. Highways:**

i Councillor reports:

ii Heavy traffic using Purdeys Estate

**ii 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 8th SEPTEMBER 2018.**

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

**2nd July 2018. B Summerfield, Sutton Parish Council Clerk/RFO.**