**SUTTON PARISH COUNCIL**

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**CHAIRMAN:**

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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, 13th JULY 2019.**

**(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:**

iTo be received by **the Clerk in person only** via: email, letter and telephone.

ii To discuss SPC acceptance of reasons for absence.

**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 11th May 2019.**

To agree:

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

i (Minute 17/i) RDC proposed ‘Discover 20/20’ events with Barling Magna:

The Councillors reports re: meeting on 31st July or 7th August?

ii (Minute 17/ii) Remembrance Sunday portable CD/tape player.

The Clerk’s report:

Iii iii (Minute 17/iii) Meetings Venue.

The Clerk’s report:

:iv iv (Minute 22) Rubbish from Lorries.

Councillor reports:

7. Standing Orders: (as circulated)

To discuss and agree:

8. Financial Regulations: (as circulated)

To discuss and agree:

9. The Council Risk Assessment: (as circulated)

To discuss and agree:

10. Model Code of Conduct:

To discuss and agree:

11. The Complaints Procedure:

To discuss the update and agree:

12. Freedom of Information:

To discuss and agree:

13. General Data Protection Regulations:

To discuss and agree:

**14. Planning:**

i Application no 19/00504/FUL: Temple Farm, Grain Store, Sutton Road, SS2 5QR.

(Retrospective Application for the Change of Use of Building from use Class B2 to use Class B8 Storage and Distribution

of Plastering Supplies).

ii Circulated emails re: local notification of planning.

**15. Correspondence*.***

i To receive an e/letter May 2019 from Ward Councillor Mrs J Gooding re: Funding request for the Mobile Stroke Unit.

ii To receive an e/letter May 2019 from Essex CC re: Salt Bag partnership (Winter 2019).

iii To receive the Minutes of May 2019 from London Southend Airport Consultative Committee.

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

**16. Finance:**

I i To receive the SPC Financial Statements ending May 2019.

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

ii Councillors report on the setting up of the Barclays Bank Mandate.

iii To record the notification of the AGAR response date (the Annual Return) to PKF-Littlejohn, due to the July date

of the Parish Council meeting.

iv To adopt Heelis & Lodge as the Paglesham PC Internal Auditors for 2019-2020.

v To receive the Heelis and Lodge report and to receive the Annual Governance & Accountability Return Part 2, 2018-2019.

vi To receive, discuss, sign and complete the Annual Governance Statement 2018-2019 (WITH SBA NOTIFIED ADDITION).

vii To receive, discuss, sign and complete the Accounting Statements 2018-2019.

viii To resolve and sign the completion of the Certificate of Exemption for AGAR 2018-2019.

ix To receive the RFO dates set for the Period of the Exercise of Public Rights

x To agree a payment July 2019 to HMRC re: 1st quarterly payments PAYE/RTI 2019/20£ 166-00.

xi To receive an Invoice July 2019 from RCCE re: Annual subscription £ 52-80.

xii To receive an Invoice June 2019 from Mr Pitts re: 28349 Green Maintenance £ 110-00.

xiii To receive an Invoice July 2019 from Mr Pitts re: 003A Green Maintenance £ 110-00.

xiv To receive an Invoice July 2019 from Paglesham P.C. Shared stationery £ 28-49.

xv To receive an Invoice July 2019 from Heelis and Lodge Internal Audit 2018-2019 £……………

xvi To record the payment May 2019 to Came and Company re: Annual Insurance 2019-2020 @ £425-41.

xvii To record the payment May 2019 to Mr Pitts re 28347 Green Maintenance @ £110-00.

xviii To record a D/D Invoice May/June/July 2019 to E.on re: 1st Quarter streetlighting @ £318-22.

xix To record a D/D Invoice June/July 2019 to 1&1 IONOS re: website @ £ 8.44/£ 8.44.

xx To record the Clerk’s salary standing order payments for June/July 2019 @ £221-41/£221-41.

xxi To Resolve: all payments, Internal Audit, financial statements, receipts, transfers and countersigned cheques above.

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

**17. Streetlighting:**

i The Clerk’s report: the destroyed P12, outside Temple View, Shopland Road.

i Contractors paid invoice for re-erecting the damaged Pole Bracket @ £ 246-87.

ii Contractors column installation estimated costs (invoice) @ £ 486-90.

iii UK-Powernetworks re: costs of energy supply to new Column @ £2,920-80.

ii Came and Co, Insurance Company report:

**18. Highways:**

i To discuss the survey of average road speeds by Essex Highways, taken outside Winters, Shopland Road.

ii To discuss the proposed modification to PROW through Dove Wood, Shopland.

iii To discuss the proposed Natural England’s ‘Coastal Path’ through Sutton and Shopland.

iv Councillor reports:

**19. Website:**

The website will be further brought up to date with the inclusion of the information from this meeting.

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

Items:

**21. The next Sutton Parish Council Meeting:** to be held at Beauchamps, Shopland Road, Sutton.

To agree: **12th October 2019**?

**9th July 2019. B. Summerfield, Sutton Parish Council Clerk/RFO.**