**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 N Andrews

### Temple View,

### Shopland Road,

### Rochford

### Essex

### SS4 1LF

01702 545532

normanandrews@talktalk.net

 **AGENDA**

 **YOU ARE HEREBY SUMMONED TO EXTRAORDINARY MEETING OF**

 **OF THE SUTTON PARISH COUNCIL AT**

 **CROWSTONE PREP SCHOOL, FLEET HALL LANE, SHOPLAND ROAD, ROCHFORD, SS4 1LH.**

 **ON SATURDAY 24th JUNE 2023 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. Elected Councillor:**

i To sign his Statutory Declaration of Acceptance of Office.

ii To receive his Declarations of Interests Forms (28 days).

iii The Clerk to receive Councillors written request for dispensations re: Financial matters as a local council

 tax payers inc: the Precept.

**4. 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.**

**5. Public Forum: ( 5 min per person only )**

 Councillors, Guests, visiting Ward/County Councillors and questions/statements from members of the public.

**6. Insurance 2023-24:**

 To Resolve:

 Proposed by Councillors: Mr……………….., Seconded by Mr………………… and agreed by all.

**7. Standing Orders 2023-24:**

 To Resolve:

 Proposed by Councillors: Mr……………….., Seconded by Mr………………… and agreed by all.

**8. Financial regulations 2023-24:**

 To Resolve:

 Proposed by Councillors: Mr……………….., Seconded by Mr………………… and agreed by all.

**9. Assets List 2023-24:**

 To Resolve:

 Proposed by Councillors: Mr……………….., Seconded by Mr………………… and agreed by all.

**10. The Council Risk Assessment 2023-24:**

 To Resolve:

 Proposed by Councillors: Mr……………….., Seconded by Mr………………… and agreed by all.

**11. The Internal Audit Report/AGAR Section 2 - 2022-23:**

To receive, discuss and complete:

i The Clerk to read the conclusions of J Watkins & Co (the Internal Auditors) report, to the Council.

ii The Clerk to introduce the Certificate of Exemption, Form 2, (Page 3, AGAR 2023-24) to the Council.

 On agreement of the above the Chairman and Clerk/RFO to sign.

iii The Clerk to read the Internal Auditors ‘completed’ report (Page 4, AGAR 2023-24), to the Council.

iv The Clerk to introduce The Section 1, The Annual Governance Statement (Page 5, AGAR 2023-24).

 On agreement of the above the Chairman and Clerk/RFO to sign.

v The Clerk to introduce The Section 2, the Accounting Statements 22-23 (Page 6, AGAR 2023-24).

 On agreement of the above the Chairman and Clerk/RFO to sign.

vi To record that all above documents and the Cash Book 2022-23 will be available on the PC website.

vii The Clerk to forward the signed Exemption Certificate to PKF-Littlejohn.

viii The Clerk to complete and publish on the website the Bank Reconciliation form (A), the Explanation of Variances

 Form (B) and the Notice of Public Rights (C).

Ix The Clerk to publish the Public Rights Notice on the Sutton Notice Board on 2nd July 23.

**12. To receive the Minutes of the Parish Council Meeting of 20th May 2023.**

 To agree:

**13. Matters arising from the Minutes**: (not on the Agenda)

 Item:

**14. Ombudsman/RDC Complaint progress:**

 The Clerk’s report:

**15. Planning consultations:**

 Application no 22/01106/FUL Land North of Smithers Chase, Sutton Road, Rochford, Essex.

 (Temporary Planning Permission for a Period of 3 Years for the Siting of Twelve Single Storey Modular Buildings

 for Welfare/Training and Storage Use, Construction of Bund, Amendment to Car Parking Layout and Construction

 of Boundary Treatment); the application to be discussed at the 22nd June 23 meeting of the RDC, Development

 Committee.

**16. Correspondence:**

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

**17. Finance:**

I To receive the SPC Financial and Barclays Bank Statements ending May 2023.

ii To receive the Barclays Bank/SPC statements to be agreed by Councillors: ………………, and …………………...

iii To record the work of Cllr: Mr R Gaylor re: the Bank Security Questions .

iv To agree a payment to HMRC, 1st Quarter PAYE-RTI @ £195.20.

v To receive an Invoice June 2023 from J P Watson & Co re: Internal Audit of Sutton Parish Council @ £160-00.

vi To receive an Invoice June 2023 from Mr Pitts re: (12B) Green Maintenance May 23 @ £110-00.

vii To receive an Invoice June 2023 from

viii To record the payment May 2023 to Friends of Sutton re: the RDC, Coronation Grant @ £700-00.

ix To record the payment May 2023 to Mr Pitts re: (10b) Green Maintenance April 23 @ £110-00.

x To record the payment and confirmation of May 2023 to Gallagher re: Annual Insurance for 2023-24 @ £855-60.

xi To record the D/D Invoices June 2023 from 1&1 re: website @ £26.47

xii To record the Clerk’s salary standing order payments for June 2023 £260-19.

xiii To record the D/D Invoice June 2023 to Npower (Streetlighting) invoice @ £73-92.

xiv To resolve all payments, Invoices, Internal Audit, financial statements, receipts, transfers and

 countersigned cheques.

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

**18. Streetlighting:**

i The Clerk’s report:

ii Councillor reports:

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

i The Clerk’s report: Hedging overgrowth of Sutton Road and Shopland Road.

ii Councillor reports:

**20. Website:**

The website is to be updated with the inclusion of this meetings’ information.

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

Items:

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

 To be held at Crowstone Prep School, Fleet Hall Lane, Shopland Road, Rochford, SS4 1LH.

 To agree: **Saturday 5th/12th AUGUST 2023** at 10 AM.

**19th June 2023. B. Summerfield Sutton, Parish Council Clerk/RFO.**