

# SUTTON PARISH COUNCIL

www.suttonwithshoplandparishcouncil.com

## CHAIRMAN:

Councillor Mr C Tabor,  
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tabor.farms@btconnect.com

## CLERK:

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Sutton Road,  
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## AGENDA

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE SUTTON PARISH COUNCIL  
TO BE HELD AT BEAUCHAMPS, SHOPLAND ROAD, SS4 0QQ.  
ON SATURDAY 5<sup>th</sup> MARCH 2022 AT 10 AM.**

(Subject to any Government Announcement re: Covid-19).

### **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:

### **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.

- i To receive statements/questions and Emailed statements/questions from Members of the Public:
- ii To record that the public's potential involvement at the SPC meetings, were advertised on the Website and Parish Notice boards.

### **5. To Receive the Minutes of the Meeting of 8<sup>th</sup> January 2022.**

To agree:

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

- i (Minute 75/i) Tapestry display at Scotts.  
The Clerk's report:
- ii (Minute 76/iv) Defibrillator Donation, requested receipt and Locality Fund.  
The Clerk's report:

### **7. Planning:**

- i To ratify the Clerk's email consultation response re: the SPC objection to Application no. 17/00436/FUL: The Training grounds proposals to the side of the Templegate Cottages.
- ii To ratify the email agreement that Councillor Mr R Gaylor's represents the SPC views at the RDC Planning Development Meeting on 25<sup>th</sup> February 22 re: the SPC response to Application no. 17/00436/FUL:
- iii Councillor Mr R Gaylor's report re: RDC Planning Development Meeting on 25<sup>th</sup> February 22 as above.

## **8. Correspondence.**

- i To receive the RDC Publication of the Council Tax Levy Schedule, 2022-23.
- ii To receive an e/letter February 2022 from Essex and Herts Air Ambulance re: SPC donation.
- iii To receive an e/letter February 2022 from Essex Streetworks team re: Shopland Road closures.
- 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 and Barclays Statements ending January/February 2022.
  - ii Both Barclays Bank/SPC statements to be agreed by Councillors: ..... and ..... agreed by all.
- ii To agree a payment to HMRC re: Fourth quarter PAYE-RTI @ £ 155-40
- iii To receive an Invoice February 2022 from W&H (Romac) Ltd re: P4/P5 damaged repaired @ £ 369-60
- iv To receive an Invoice February 2022 from Information Commission re: Data Protection fee @ £ 40-00
- v To receive an Invoice February 2022 from Mr Pitts re: 080A December/January 22 @ £110/£110.
- vi To record the payment January 2022 to Essex and Herts Air Ambulance (Minute 59/i) @ £50-00
- vii To record the payment January 2022 to Scott's of Southend @ £300-00 Defibrillator
- viii To record the payment January 2022 to HMRC re: PAYE-RTI 3<sup>rd</sup> Quarter payment @ £180-81
- ix To record the payment January 2022 to B Summerfield/Amazon re: 2 x Printer Toners @ £ 40-99
- x To record the payment January 2022 to Mr R Pitts re: 076A/078A Green maintenance (October) @ £220-00
- xi To record the D/D Invoices January/February 2022 from E.On @ £123-60.
- xii To record the D/D Invoices January 2022 from 1&1 re: website @ £33.76.
- xiii To record the Clerk's salary standing order payments for January/February 2022 @ £241-09.
- xiv To resolve all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.  
Proposed by Councillors: ....., seconded by ..... and agreed by all.

## **10. Potential celebrations of the Queens Platinum Jubilee 2<sup>nd</sup> - 5<sup>th</sup> June 2022.:**

- i Potential local celebrations and Clerk's report: Research into SPC donated commemorative Jubilee mugs, coins, medals, etc; to all local residents/children.

## **11. Streetlighting.**

- i P4 and P5 damaged U/S, are repaired.
- ii Councillors reports:

## **12. Highways:**

- i Clerk's report ref: 2762775 loose manhole cover opposite P7.
- ii Councillor reports.

## **13. Website: The website is to be brought up to date with the inclusion of this meetings' information.**

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

Items:

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

to be held as agreed and further advised by the latest Government Covid 19 Announcement:

To agree: **7<sup>th</sup> / 14<sup>th</sup> May 2022 ?**