**SUTTON PARISH COUNCIL**

www.suttonwithshoplandparishcouncil.comi

**CLERK:**

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**CHAIRMAN:**

Councillor Mr C Tabor,

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**AGENDA**

**YOU ARE HEREBY SUMMONED TO**

**THE ANNUAL PARISH COUNCIL MEETING**

**OF THE SUTTON PARISH COUNCIL AT**

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

**ON SATURDAY 20th MAY 2023 AT 10 AM.**

**1. Election of Chairman for 2023-2024.**

i To receive nominations for the post of Chairman.

ii Chairman to sign the statutory Declaration of Acceptance of Office.

**2. Elected Councillors:**

i To sign their Statutory Declaration of Acceptance of Office.

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

**3. To Record the Members and Public Present:**

Present:

**4. Apologies and reasons for absence:**

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

ii To record the council decision on absence:

**5. Election of Vice-chairman.**

i To receive nominations for the post of Vice Chairman.

ii Vice-chairman to sign the statutory Declaration of Acceptance of Office.

**6. The Clerk’s Role:**

To resolve the Clerk role as the Proper Officer, Responsible Financial Officer and the receiving officer

responsible for Dispensations

**7. Dispensations** **(relevant provision is s.33 of the Localism Act 2011)**

The Clerk to receive Councillors requests for dispensations re: Financial matters as local council tax

payers inc: the Precept and as members of the Parish Council.

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

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

9. Insurance:

To discuss:

10. Model Code of Conduct:

To discuss:

11. Standing Orders:

To discuss:

12. Financial regulations:

To discuss:

13. Assets List:

To discuss:

14. The Council Risk Assessment:

To discuss:

15. Dates and Times of Meetings: circulated

To agree frequency and timing of meetings 2023-2024.

**16. The Minutes of the Parish Council Meeting of 1st April 2023.**

To receive and agree:

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

Items:

**18. The Internal Audit Report 22-23:**

To receive and agree **(If available in time).**

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

I To receive the Stage 1 response from the RDC, Planning.

**20. Planning consultations:**

To receive an email from Claire Buckley, RDC Planning Officer (addressed to Councillor Mr M Steptoe)

re: no 22/01106/FUL SUFC Training pitches: the application will be presented on the 25th May to the

RDC, Development Committee and presented by Katie Rodgers, Planning Officer.

**21. Correspondence:**

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

**22. Finance:**

i To receive the SPC Financial and Barclays Bank Statements ending February 2023.

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

iii To receive the Insurance Renewal (from 01/06/2023) for Sutton Parish Council from Gallagher.

iv To receive the RDC Coronation Grant for the Friends of Sutton @ £700-00.

v To agree a payment to the Friends of Sutton re: the RDC, Coronation Grant @ £700-00.

vi To receive an Invoice May 2023 from Mr Pitts re: (10b) Green Maintenance April 23 @ £110-00.

vii To receive an Invoice May 2023 from Gallagher re: Parish Council Insurance for 2023-24 @ £855-60.

viii To record the payment April 2023 to Mr R Pitts re: (8B) March Green Maintenance @ £110-00.

ix To record the D/D Invoices April/May 2023 from 1&1 re: website @ £18-04/£26-75.

x To record the Clerk’s salary standing order payments for April/May 2023 @ £260-19/£260-19.

xi To record the D/D Invoices April/May 2023 to Npower (Streetlighting) invoices @ £57-78/£79-28.

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

cheques.

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

**23. Streetlighting:**

i The Clerk’s report:

iv Councillor reports:

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

i The Clerk’s report:

ii Councillor reports:

**25. Website:**

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

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

Items:

27. The next extraordinary Sutton Parish Council Meeting: (AUDIT 22-23)

**To agree: 24th** **JUNE 2024** .

28. The Sutton Annual Parish Meeting: (APM 24).

` To agree: TBA MAY 2024

29. The Sutton Annual Parish Council Meeting: (APCM 24).

**To agree: TBA** **MAY 2024**

**16th May 2023. B. Summerfield Sutton, Parish Council Clerk/RFO.**