**SUTTON PARISH COUNCIL**

www.suttonwithshoplandparishcouncil.com

**CLERK:**

Mr B. Summerfield CiLCA,

Sutton Hall Cottage,

Sutton Road,

Rochford, Essex.

SS4 1LG.

01702 549308.

bsummvint@hotmail.com

**CHAIRMAN:**

Councillor Mr R Gaylor,

### 5, Templegate Cottages,

### Sutton Road,

### Essex

### SS2 5QR

**07850 772867**

richard.gaylor@btinternet.com

**AGENDA**

**YOU ARE HEREBY SUMMONED TO**

**THE ANNUAL GENERAL PARISH COUNCIL MEETING**

**OF THE SUTTON PARISH COUNCIL**

**TO BE HELD AT THE CROWSTONE PREP SCHOOL, FLEET HALL LANE,**

**SHOPLAND ROAD, ROCHFORD, ESSEX. SS4 1LH.**

**ON SATURDAY 24th MAY 2025 AT 10 AM.**

**1. Election of Chairman for 2025-2026.**

i To receive nominations for the post of Chairman.

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

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

Present:

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

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

ii Acceptance of the reason for absence:

**4. Declarations of Interests**

To receive Councillors Declaration of Interests on matters arising from the Agenda:

**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:**

**i** To resolve the Clerk’s role as the Proper Officer, Responsible Financial Officer, Data protection officer and

the receiving officer responsible for Dispensations.

ii Proposed:

**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, etc.

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

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

9. Annual Leading Parish Council Documents:

i Insurance: To agree:

ii Standing Orders:

To agree:

iii Financial regulations:

**To agree:**

iv Assets List:

**To agree:**

v The Council Risk Assessment:

To agree:

10. Dates and Times of Meetings:

i To agree frequency and timing of meetings 2025-2026

ii To discuss the Red Brick Barn for the Annual Saturday Assembly Meeting if available or

on a week night.

11. To Receive the Minutes of the Meeting of 5th April 2025.

To agree:

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

Item:

**13. Correspondence:**

i The Easter display at Temple Gate Cottages.

ii The 80th VE Day commemoration display at Temple Gate Cottages.

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

**14. The Internal Audit Report/AGAR Form 2 - 2024-25: ( If available! )**

i To receive, discuss and sign to complete:

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

ii The Clerk to read the Exemption Certificate declaration (Page 3, AGAR 2024-25).

Iii The Clerk to read the Internal Audit report (Page 4, AGAR 2024-25).

iv The Clerk to introduce The Section 1, The Annual Governance Statement (Page 5, AGAR 2024-25),

v The Clerk to introduce The Section 2, the Accounting Statements 22-23 (Page 6, AGAR 2024-25),

vi To record that all AGAR 2024=25 documents and the Cash Book 24-25 will be available on the PC website.

vii Publication of the Public Rights to view the Accounts.

ii To receive the Clerk’s report and costs involved with the 2024-25 requirement to install and use a

formal [clerk@suttonwithshoplandpc.gov.uk](mailto:clerk@suttonwithshoplandpc.gov.uk) email address for all PC work.

**15. Finance: (Payments)**

i To discuss and Resolve:

ii i Sutton payments to be primarily by Bank Transfer and Cheque.

ii All Councillors to approve the expenditure on the meetings Financial Statements.

iii Two authorised Councillors signatures to be on the following (meeting) printed bank receipts.

**16. Finance:**

I To receive the Financial and Metro Bank Statements ending 24th May 2024.

ii To receive the Clerk’s Internal Audit 2024-25 report:

iii The above financial statement balances to be agreed by Councillors: …………………. and ………………………..

iv To receive the P60 End of Year Certificate re: Clerk’s Salary 2024-25.

v To receive the May 25 Insurance renewal Information and Invoice from [Communityrenewals@ajg.com](mailto:Communityrenewals@ajg.com)

@ £ 890.61.

vi To receive an Invoice April 2025 from Mr Pitts re: April Invoice (30B) @ £ 110-00.

vii To receive an Invoice May 2025 from Mr Pitts re: May Invoice (51B) @ £ 110-00.

viii To receive an Invoices April & May 2025 from the B Summerfield/Website IONOS re: @ £ 13.20/£28.80.

ix To receive an Invoice April 2025 from EALC re: annual subscription @ £ 72.87.

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

cheques.

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

**17. Planning:**

Updates from Councillor Mr M Steptoe re: RDC Planning re; training grounds.

**18. Streetlighting:**

Councillors reports:

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

i To receive Essex Highways reference 2823697 re: vegetation problems on the Sutton 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:

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

To agree: Saturday 21st/28th June 2025 (Extraordinary Audit Meeting)

at 10 AM.

**20th May 2025 B. Summerfield Sutton, Parish Council Clerk/RFO.**