**SUTTON PARISH COUNCIL**

 www.suttonwithshoplandparishcouncil.com

CLERK:

Mr B. Summerfield,

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**CHAIRMAN:**

Councillor Mr C Tabor,

Sutton Hall,

Sutton,

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 **AGENDA**

 **YOU ARE HEREBY SUMMONED TO A MEETING,**

 **THE ANNUAL GENERAL MEETING**

 **OF THE SUTTON PARISH COUNCIL**

 **TO BE HELD AT ‘ALL SAINTS’ CHURCH**

 **Sutton Road, SS4 1LQ.**

 **( Following the Annual Parish Meeting )**

 **at 10 am on SATURDAY 12th MAY 2018.**

**1. Election of Chairman for 2018-2019.**

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 Present:**

Present:

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

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

4. To Receive Declarations of Interests:

 To receive:

**5. To receive the Agreed Minutes of the AGM of 20th May 2017.**

 Matter Arising:

**6. 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.

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

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

8. The Data Protection Act/General Data Protection Regulations

 To receive the Clerk’s report:

9. Standing Orders:

 To discuss:

10. Financial regulations:

 To discuss:

11. Insurance:

 To discuss:

12. The Council Risk Assessment:

 To discuss:

13. The Complaints Procedure:

 To discuss:

14. Freedom of Information Act:

 To discuss:

15. Dates and Times of Meetings:

 To agree frequency and timing of meetings 2018-2019.

**16. To Receive the Minutes of the Meeting of 10th March 2018.**

To agree:

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

 None

**18. Planning**

 Application no 18/00173/FUL Tabor Farms Ltd, Land East of the Red Brick Barn, Sutton Hall,

 Shopland Road, Sutton.

 (Proposed Agricultural Grain Storage Building).

19. The Parish Plan Steering Group (Set up in 2011).

 Councillor Mr R Gaylor (Chairman of the Sutton with Shopland Parish Plan) update report:

**20. Correspondence*.***

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

 etc: as placed on the table.

**21. Finance**

i i To receive the SPC Financial Statements ending April 2018.

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

ii The Clerk’s report: on progress with the Annual Audit 2017-2018.

iii HMRC new Vat126 account number issued.

iv To receive the RDC remittance, first part PRECEPT @ £3,601-50.

v To record the Clerk’s P60 End of Year certificate.

vi The resolved SPC payment for the three-way share of Clerk’s new computer @ £135-33.

vii To receive an Invoice April 2018 from Mr Pitts re: 28308 Green Maintenance @ £110-00.

viii To receive an Invoice May 2018 from Mr Pitts re: 28313 Green Maintenance @ £110-00.

ix To receive an Invoice May 2018 from EALC re:9402 Annual subscription 2018-2019@ £ 61-48.

x To receive an Invoice May 2018 from re:…………………………………………………..

xi To record the payment March 2018 to B Summerfield re: Registration Team re: Data Protection renewal @ £35-00.

xii To record the payment March 2018 to B Summerfield invoice re: annual office use charges 2017-2018 @ £87-57 gross:

 £72-97 nett inc: HMRC–RTI (x 20%) @ £14-60.

xiii To record the payment March 2018 to HMRC–RTI re: fourth Quarter PAYE 2017-2018 @ £169-40.

xiv To record the payment March 2018 to B Summerfield re: annual fuel travel ex’s 2017-2018 @ £19-32.

xv To record the payment March 2018 to Mr Pitts re: 28304 Green Maintenance. @ £55-00.

xvi The DD payments February/March/April to E-on Streetlighting energy @ £224.30.

xvii The DD payments March/April to 1&1 re: Website @ £19-12/£…...

xviii To record the monthly Standing Order salary payment to the Clerk @ £215-40 nett.

xix To resolve: all payments, financial statements, receipts, transfers and countersigned cheques above.

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

22. Streetlighting:

i i The Clerk’s report: To record a letter to a potential donor for the conversion of the 18 Sutton Streetlights.

ii The Clerk’s report: Lack of action on the two Church Hall streetlights by UK Powernetworks.

**23. Highways:**

iC

 Councillor reports:

**24. Website:**

 The Clerk’s report:

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

 Items:

 26. The next Sutton Parish Council Meeting (Audit sign off)

 **To agree: Saturday 9th JUNE 2018.**

 to be held at Beauchamps, Shopland Road at 9.00 am.

**7th May 2018. B Summerfield, Sutton Parish Council Clerk.**

 to