SUTTON PARISH COUNCIL

www.suttonwithshoplandparishcouncil.com

CLERK:

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**CHAIRMAN:**

Councillor Mr C Tabor,

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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 THE CHURCH HALL**

**Sutton Road, Sutton, SS4 1LQ.**

**( Following the Annual Parish Meeting )**

**at 10 am on SATURDAY 11th MAY 2018.**

**1. Election of Chairman for 2019-2020.**

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. 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.

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

Present:

**5. 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:

**6. Declarations of Interests**

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

**7. The Clerk’s Role:**

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

for Dispensations

**8. 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.

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

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

10. Insurance:

To discuss:

11. Model Code of Conduct:

To discuss:

12. The Complaints Procedure:

To discuss:

13. Freedom of Information/General Data Protection Regulations

To discuss:

14. Dates and Times of Meetings:

To agree frequency and timing of meetings 2018-2019.

**15. To Receive the Minutes of the Meeting of 6th April 2019.**

To receive and agree:

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

i (Minute 134/i) RDC proposed ‘Discover 20/20’ events:

Clerk’s report:

ii (Minute 134/ii) Remembrance Sunday

Councillor Mr R Gaylor’s report: a louder portable CD/Tape player

**17. Planning:**

i To record the Approval of 19/00011/FUL Reads Nursery, Sutton Road, Rochford.

(Erection of 3. no. Polytunnels and Security Fence, Change of Use of Part of Building to (A3 Café) and

Change of Use to Extend Permitted Retail Area).

**18. Correspondence*.***

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

**19. 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 To receive the Clerk’s report on the setting up of the Barclays Bank Mandate.

iii To receive the Clerk’s report on the idea of the proposed employment of a ‘Local Policeman’ with costs shared

between several local councils.

iv To receive an Invoice April 2019 from Came and Company re: Annual Insurance 2019-2020 @ £425-41.

v To receive a D/D Invoice May 2019 from 1&1 IONOS re: website @ £31-04.

vi To record the payment April 2019 to HMRC PAYE payment 4th Quarter 2018-2019 @ £ 159-80.

vii To record the payment April 2019 to Paglesham payment of £167-64 re: WinZip/Stamps/Stationery @ £83-82.

viii To record the payment April 2019 to Mr B Summerfield re: Annual office charge 2018/19 @ £87-57.

ix To record the payment April 2019 to Mr B Summerfield re: Annual travel charge 2018/19 @ £49-68.

x To record the payment April 2019 to Mr B Summerfield re: Information Commission GDPR @ £ 40-00.

xi To record the payment April 2019 to EALC re: Annual Subscription 2019-2020 @ £61.99.

xii To record the payment April 2019 to Mr Pitts re: 28343 Green maintenance @ £110-00.

xiii To record the Clerk’s salary payment from May 2019 @ £221-41.

xiv To record the D/D payment April 2019 to E-On re: 4th quarter streetlighting payment 2018-2019 @ £301-44.

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

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

20. Streetlighting:

i The Clerk’s report: the destroyed P12, outside Temple View, Shopland Road.

i UK-Powernetworks have refused to reconnect P12 as it is a Pole bracket on a telegraph pole.

ii Clerk has received a quote from the contractors for a column.

iii The Clerk to forward all information to UK-powernetworks

ii Councillor reports: P5 to be completed (Romac).

**21. Highways:**

i Cllr Mr R Gaylor report: Temple Gate Cottages: a low drain grating is vibrating houses as lorries transverse it.

**22. Website:**

The website will be further brought up to date with the inclusion of the information from this meeting.

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

Items:

24. The next Annual Sutton Parish Assembly Meeting

To agree: ? May 2020 to be held at All Saints Sutton, Church Hall.

25. The Sutton Parish Council - Annual General Meeting

**To agree: ? May 2020 to be held at All Saints Sutton, Church Hall.**

26. The next Sutton Parish Council Meeting:

To agree: 6/13/20 July 2019. 27. Private and Confidential:

Pursuant to the provision of Section 1000(a) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the meeting for consideration of the following item of business on the grounds that it contains information defined as exempt in Part 1 of Schedule 12a of the Local Government Act 1972, as detailed.

To receive Clerk’s advice on meeting venues.

**7th May 2019. B Summerfield, Sutton Parish Council Clerk/RFO.**