**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 OF THE SUTTON PARISH COUNCIL**

 **TO BE HELD AT BEAUCHAMPS, SHOPLAND ROAD, ROCHFORD, ESSEX.**

 **ON SATURDAY 11th NOVEMBER 2017.**

 **(COMMENCING AT 9 a.m.)**

Chairman's opening remarks.

**1. To record the Members Present:**

i Councillors

ii Members of the Public

**2. Apologies for absence:**

 **To be received by the Clerk in Person via: email, letter or telephone**

**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. The Public Forum:** ( 5 minutes per person )  **(Specifically for Councillors statements, Guest Speakers, visiting Ward/County Councillors and questions from members of the public).**

**5. To Receive the Minutes of the Meeting of 9th September 2017.**

To receive and agree the Minutes:

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

 (Minute 17/i) Flower dingy at Templegate Cottages

 Councillor Mr R Gaylor’s standpipe report:

**7. Planning**

 **17/00346/FUL** Southend United’s proposed building and football training grounds in the Sutton with Shopland Parish.

 Application progress?

8. The Parish Plan Steering Group.

 Councillor Mr R Gaylor’s report:

**9. Correspondence*.***

i To receive a letter of thanks of October 2017 from Essex and Herts Air Ambulance re: donation of £50-00.

ii To receive a letter of thanks of October 2017 from RR Citizens Advice Bureau re: donation of £50-00.

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

 etc: placed on the table.

**10. Finance**

i i To receive the SPC Financial Statement ending October 2017.

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

ii To receive an Invoice October 2017 from Mr B Pitts re: 28295 Green maintenance @ £110-00.

iii To receive an Invoice November 2017 from Mr B Pitts re: 28300 Green maintenance @ £110-00.

iv To receive an Invoice November 2017 from Paglesham PC re: Eureka Supplies stationery @ £23-99.

v To receive an Invoice November 2017 from Paglesham PC re: Annual WinZip software @ £29-01.

vi To receive an Invoice November 2017 from W&H (Romac) Ltd re: Streetlighting repairs @ £299-22.

vii To receive an Invoice September 2017 from PKF Littlejohn re: Annual Audit @ £00-00.

viii To receive the Annual Audit Return from the Audit Commission PKF-Littlejohn and their comments therein.

ix To record the publication of Citizens Rights re: The Audit Return 2016-2017.

x To record the payment September 2017 to HMRC/B Summerfield) PAYE-RTI 1st Quarter (8/7/17) @ £154-80.

xi To record the payment September 2017 to Mr Pitts re: 28286 green maintenance @ £110-00.

xii To record the payment September 2017 to Mr Pitts re: 28291 green maintenance @ £110-00.

xiii To record the payment September 2017 to HMRC-RTI - PAYE 2nd quarter @ £154-80.

xiv To record the payment September 2017 to Cllr Mr N Andrews re: rebuild to the Parish Notice Board @ £88-27.

xv To record the donation September 2017 to the Citizens Advice Bureau @ £50-00.

xvi To record the donation September 2017 to the Essex Air Ambulance @ £50-00.

xvii To record the DD payments August to 1&1 re: Website @ £36-16.

xviii To record the quarterly D/D to E-on for October 2017 @ £229-29.

xix To record the monthly Standing Order salary payments to the Clerk @ £202-2 nett.

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

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

11. Streetlighting:

i The Clerk’s report: Beauchamps and a road survey and power outages.

ii The Clerk’s report: SPARIX LED street lighting update.

iii Councillors reports:

**12. Highways:**

i Ward Councillor report re: broken Gully on Shopland Road ref: 2534759.

ii Councillors reports:

**13. Website updates:**

 The Clerk’s report:

**14.** **Sutton Act of Remembrance Service at the Village Sign.**

 To discuss the updated Service order and arrangement for Sunday.

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

 Items:

**16. The next Sutton Parish Council Meeting**

 **To agree: Saturday TBA JANUARY 2018.**

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

**7th November 2017. B Summerfield, Sutton Parish Council Clerk.**