**SUTTON PARISH COUNCIL**

 www.suttonwithshoplandparishcouncil.com

**CLERK:**

Mr B. Summerfield,

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**CHAIRMAN:**

Councillor Mr C Tabor,

Sutton Hall,

Sutton,

Rochford,

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 **AGENDA**

 **YOU ARE HEREBY SUMMONED TO A MEETING OF THE SUTTON PARISH COUNCIL**

 **TO BE HELD AT BEAUCHAMPS, SHOPLAND ROAD, SS4 0QQ.**

 **ON SATURDAY 30th OCTOBER 2021 AT 10 AM.**

 (Subject to any Government Announcement re: Covid-19).

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

i Councillors

ii Members of the Public

**2. Apologies for absence:**

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

ii To discuss the SPC’s acceptance of reasons for absence:

**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. Public Forum:** (5 min per person only for a total of 15 minutes).

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

ii To receive statements/questions and emailed statements/questions from Members of the Public:

iii To record that the public’s potential involvement at the SPC meetings, were advertised on the Website and Parish

 Notice boards.

**5. To Receive the Minutes of the Meeting of 4th September 2021.**

 To agree:

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

 Items:

**7. Planning**

i Application no 21/00606/FUL Surfanic, Shopland Hall Equestrian Centre, Shopland Road, Sutton. SS4 1LT.

 (Roof Extension, Installation of Solar Panels and External Alterations to Existing Barn)

ii Application no 21/00929/COU Shopland Hall Equestrian Centre, Shopland Road, Sutton. SS4 1LT.

 (Change of Use of Land for Use as Holiday Camping Site Including the Construction of Two Yurts).

iii The Clerk’s report: Parish Council’s consultation responses to the New Local Plan Spatial Options Document.

**8. Correspondence*.***

i To receive an e/letter September 2021 from Essex and Hertz Air Ambulance Trust re: donation?

ii To receive an e/letter September 2021 from the Essex Heritage Trust re: Funding/grants.

iii To receive notification September 2021 from the RDC re: Flood Forum on Zoom on Monday 1st November 21 at 2pm.

iv To record correspondence September 2021 re: RDC signature update on Members Register of Interests forms.

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

**9. Finance PRECEPT (2022-23):**

 To receive the Clerk’s spreadsheet calculations and to discuss/agree**:**

**10. Finance:**

i i To receive the SPC Financial Statements ending September 2021.

 ii To receive the Barclays Bank statements x 2 to be agreed by Councillors: ………………… and ………………………

ii Councillor Mr C Tabor’s report re: a Barley Bench for Sutton Corner.

iii To receive an Invoice October 2021 from Cllr R Gaylor re: 1 x Medium Poppy Wreath RBL @ £ 17.99.

iv To receive an Invoice x 2021 from

v To record the payment September 2021 to HMRC re: 2nd quarterly payment PAYE-RTI @ £155-40.

vi To record the payment September 2021 to B Summerfield/Office Stationery @ £50-32.

vii To record the payment September 2021 to B Summerfield/Amazon re: Laser Toner @ £45-99.

viii To record the payment September 2021 to Mr Pitts re: 068A Green maintenance @ £110-00.

ix To record the payment September 2021 to Mr Pitts re:078A Green maintenance @ £110-00.

x To record the D/D Invoices September/October 2021 from 1&1 IONOS re: website @ 18-04.

xi To record the D/D Invoice September/October 2021 to E.On @ £170-08.

xii To record the Clerk’s salary standing order payments for September/October @ £241-09.

xiii To resolve: all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.

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

**11. Streetlighting.**

Councillors reports:

**12. Highways:**

i The Clerk’s report: a pothole outside Sutton Manor. Ref: 3601918

ii Councillor reports:

**13. Remembrance Sunday 14th November 2021.**

 To discuss: Revd Kim Lepley, 9.45am start, Remembrance Service sheet, residents notification letter, etc, etc.

**14. Website:**

i The website is to be brought up to date with the inclusion of this meetings’ information.

ii To notify and record that the public’s potential involvement at the SPC email meetings, are advertised on the

 Website and Parish Notice boards.

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

 Items:

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

 to be held as agreed and further advised by the latest Government Covid 19 Announcement!

 **To agree: 8th JANUARY 2022 ?? at 10am**.

**26th October 2021. B. Summerfield Sutton, Parish Council Clerk/RFO.**