**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 N Andrews

### Temple View,

### Shopland Road,

### Rochford

### Essex

### SS4 1LF

01702 545532

normanandrews@talktalk.net

 **AGENDA**

 **YOU ARE HEREBY SUMMONED TO MEETING OF**

 **OF THE SUTTON PARISH COUNCIL AT**

 **CROWSTONE PREP SCHOOL, FLEET HALL LANE, SHOPLAND ROAD, ROCHFORD, SS4 1LH.**

 **ON SATURDAY 7th OCTOBER 2023 AT 10 AM.**

Chairman's opening remarks.

**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 PPC acceptance of reasons for absence. Cllr: N Andrews.

**3. Declarations of Interests**:

i **To receive all declarations of interests** including dispensations under the relevant provision s.33 of the

 Localism Act 2011.

ii **The Chairman reminds Councillors to declare any further interests now and as they became evident to them,**

 **during the progress of the meeting.**

**4. Public Forum:** ( 5 min per person only )

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

**5. To receive the Minutes of the Meeting of the 5th August 2023.**

 To resolve the Minutes:

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

 Item:

**7. Ombudsman/RDC Complaint:**

 The Clerk’s report: RDC 2nd Stage response. (Circulated)

**8. Planning consultations:** Application no 22/00…./FUL

**9. Correspondence:**

i To receive an e/letter August 2023 from BASIC ESSEX re: [www.basicessex.org.uk](http://www.basicessex.org.uk).

ii To discuss the offered ‘Bleed Kits’ (to go with defibrillators) and Locality Fund coverage.

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

**10. Finance:**

i To receive the SPC Financial and Barclays Bank Statements ending September 2023.

ii To receive the Barclays Bank/SPC statements to be agreed by Councillors: …………… and ………………….

iii To record the received HMRC VAT126 (3 years) @ £456-00.

iv To discuss and resolve urgent Bank Transfer payment proposals:

 i The Clerk to be authorised to make HMRC PAYE-RTI Bank Transfer Payments to meet deadlines.

 ii In order to meet other urgent payment dates, Bank transfer payments to be confirmed by

 an emailed quorum and ratified at the following meeting.

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

v To receive an Invoice September 2023 from HMRC re: Penalty (Assessment 5th July quarter) PAYE-RTI @ £100-00.

vi To agree a payment to HMRC re: 2nd Quarterly PAYE-RTI @ £195-20.

vii To receive an Invoice September 2023 from Mr R Gaylor re: Annual Poppy Wreath @ £25-00.

viii To receive and agree the Clerk’s invoice for Office use 2022-23 @ £95-62.

ix To receive and agree the Clerk’s invoice for Fuel use 2022-23 @ £32-01.

x To receive an Invoice July 2023 from Mr Pitts re: 16B Green maintenance @ £110-00.

xi To receive an Invoice August 2023 from Mr Pitts re: 17B Green maintenance @ £110-00.

xii To discuss an Essex Air Ambulance donation:

xiii To record the payment June 2023 to Mr Pitts re: 14B) Green maintenance @ £ 110-00

xiv To receive the D/D Invoices August/September 2023 from 1&1 re: website @ £26.47 / £26-47.

xv To receive the Clerk’s salary standing order payments for August/September 2023 of £260-19 / £260-19.

xvi To receive the D/D Invoice August/September 2023 re: Npower (Streetlighting) invoice @ £66-40 / £67-18

xvii The Clerk’s report on upgrading the Barclays Bank accounts to accommodate the agreed Banking Transfers.

xviii 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:**

 The Councillors reports:

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

 The Councillors reports:

**13. Remembrance Sunday 12th November 2023.**

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

**14. Website:** The website is to be updated with the inclusion of this meetings’ information.

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

Items:

**16. The next Sutton Parish Council Meeting: (PRECEPT)**

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

 To agree: **Saturday 2nd/9th DECEMBER 2023** at 10 AM.

3rd October 2023. B. Summerfield Sutton, Parish Council Clerk/RFO.