**SUTTON PARISH COUNCIL**

 **www.suttonwithshoplandparishcouncil.com**

**CLERK:**

**Mr B. Summerfield,**

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**CHAIRMAN:**

 **Councillor Mr C. J. Tabor.**

 **Sutton Hall,**

 **Sutton,**

 **Rochford**

 **Essex.**

 **SS4 1LQ**

 **Tel: 01702 545730**

 **AGENDA**

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

 **TO BE HELD AT BEAUCHAMPS, SHOPLAND ROAD,**

 **ON SATURDAY 8th OCTOBER 2016**

 **(Commencing at 9 am.)**

**1. Chairman's opening remarks.**

To receive:

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

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

**3. Co-option of a Parish Councillor:**

i It was resolved by vote on 27th August 2016 (Minute 63), that Mrs Beverly Loughborough be co-opted as a councillor of the Sutton Parish Council.

ii Mrs Beverly Loughborough to sign a Declarations of Acceptance of the office of Councillor of the Sutton Parish Council.

iii Councillor Mrs Beverly Loughborough to complete and sign her Declaration of Interests (must be completed inside 28 days).

iv Councillor Mrs Beverly Loughborough to sign her dispensation request form (Council tax/Precept) and to receive various paperwork as a co-opted Councillor.

**4. To Receive Declarations of Interests:**

 Declarations of interests on items on the Agenda.

**5. Public Speaker:**

 Deputy Leader of the RDC and Ward Councillor Mr M Steptoe.

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

 (Specifically for visiting Ward/County Councillors and questions/statements from members of the public).

i The Essex County Councillor and Ward Councillors reports:

ii Public questions/statements to the SPC.

**7. To receive the Minutes of the Meeting of 27thAugust 2016.**

To agree:

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

 (Minute 55/i) Meeting to discuss local Fly tipping of 9th September 2016 at All Saints Church, Barling.

 Councillor reports:

9. The Community Plan Steering Group.

 Councillor Mr R Gaylor’s report:

**10. Correspondence*.***

i To receive an e/letter August 2016 from Mr R Cann re: Co-option.

ii To receive an e/letter October 2016 from Xavier Preston, RDC re: Barling and Sutton Workshop 7pm-9pm Tuesday 11 October 2016 at All Saints Church, Church Road, Barling Magna. (as circulated).

iii To receive an e/letter September 2016 from CAB re: SPC donation of £50-00.

iv An e/letter August 2016 from Ward Councillor Mr M Steptoe re: a Fly tipping meeting was recorded.

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

 etc: placed on the table.

**11. Planning**

 Applications - None

**12. Finance**

i i To receive the SPC Financial Statement ending September 2016.

 ii The above balances to be checked against Bank Statements by any two Councillors:

ii The Annual Audit return 2015-2016.

 i The Clerk’s report re: the notice of the conclusion of the Annual Audit Return 2015-2016. ii The Clerk’s report re: Comments from the Audit Commission (PKF) on the Return.

 iii To resolve to modify and co-sign the Annual Audit Return as advised by the Audit Commission (PKF).

 iv The Clerk’s report on the Parish website updates re:

 i Conclusion notice of the Annual Audit

 ii Publication of the completed Annual Return and PKF comments

 Iii Publication of the modified Annual Return

 iii The updated monthly PC financial Statements, starting February 2016.

iii To receive an Invoice October 2016 from HMRC re: Second quarter PAYE-RTI @ £154-80.

iv To receive an Invoice September 2016 from Mr Pitts re: A44 Green Maintenance @ £110-00.

v To receive an Invoice October 2016 from Mr R Pitts re: 28252 Green Maintenance @ £110-00.

vi To receive an reissued Invoice August 2016 from Mr N Andrews re: 2015 remembrance wreath @ £17-00.

vii To receive a quotation August 2016 from UK Powernetworks re: Sutton Corner Pole Bracket supply @ £……

viii To receive an Invoice October 2016 from PKF re: SB20161610 @ £00-00.

ix To record the payment August 2016 to B Summerfield/HMRC re: First Quarter PAYE-RTI @ £152-60

x To record the payment August 2016 to Rettendon Parish Council re: Annual 3 councils shared pro rata @ £ 41-62.

xi To record the payment August 2016 to B Summerfield/1&1 re: Website subs 12/04/14 -01/04/16 @ £ 82-43.

xii To record the payment August 2016 to B Summerfield/Winzip re: Malware protector (shared with PPC) @ £21-57.

xiii To record the payment August 2016 to B Summerfield/Tonertopup re: Laser toner (shared with PPC) @ £9-63.

xiv To record the payment August 2016 to Mr Pitts re: A35 Green maintenance @ £110-00.

xv To record the payment August 2016 to Mr Pitts re: A42 Green maintenance @ £110-00.

xvi To record the payment August 2016 to W&H (Romac) Ltd re: Sutton Corner Pole Bracket/s/Box/Lantern @ £714-00.

xvii To record the donation August 2016 to RR/CAB as resolved @ £50-00

xviii To co-sign a letter of authorisation to Barclays Bank re: D/D for the 1&1 website payments.

xix To record the monthly Standing Order salary payment to the Clerk @ £202-22 nett..

xx To resolve: all above payments, actions, the monthly financial statements, transfers, grants and countersigned cheques. Proposed by Councillors: …………………. seconded by ………………… and agreed by all.

**13. Streetlighting.**

i The Pole Bracket/Streetlight on Sutton Corner

 i The Clerk’s report re: the ‘Mains Supply’ connection advice note from UK Powernetworks @ £1,488-00.

 ii To receive Came and Company’s advice re: the above

ii Councillors reports:

**14. Highways.**

i To receive an Essex County Council (Little Wakering Road) (Temporary Prohibition of Traffic) Order 2016 –

Little Wakering Road to be closed south from its junction with Barrow Hall Road for five days from 24th October 2016.

ii Councillors reports:

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

 Items: The Sutton PC Act of Remembrance on Sunday 13th November 2016.

 The Clerk and Councillors reports:

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

 **To agree: Saturday 3rd DECEMBER 2016**

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

**4th October 2016. B Summerfield.**

**Sutton Parish Council Clerk.**