**SUTTON PARISH COUNCIL**

 www.suttonwithshoplandparishcouncil.com

CLERK:

Mr B. Summerfield,

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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, SUTTON**

 **ON SATURDAY, 27th OCTOBER 2018.**

 **(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).**

 To receive:

**5. To Receive the Minutes of the Parish Council Meeting of 8th September 2018.**

 To agree:

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

i (Minute 71/i) RDC proposed ‘Discover 20/20’ events:

 To discuss:

ii **(**Minute 75) GDPR meeting for Clerk’s.

 Clerk’s report:

**7. Planning:**

 Application no: ESS/28/18/ROC James Waste Management, Purdeys Ind Est, SS4 1NB.

 (Extension to the Existing Materials Recovery Facility Including the Formation of an Outside Waste Transfer Area,

 the Construction of a New Building and Other Associated Site Works, Plant and Machinery).

8. The Parish Plan Steering Group (Set up in 2011).

 Councillor Mr R Gaylor (Chairman of the Sutton with Shopland Parish Plan) progress report:

**9. Correspondence*.***

i To receive an e/letter October 2018, of thanks from the Essex and Herts Air Ambulance for the Sutton PC donation.

ii To receive an e/letter October 2018 from Barclays Bank re: updating Sutton Parish Council Account information.

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

**10. Finance**

i i To receive the SPC Financial Statements ending September 2018.

 ii The above balances to be checked against the Bank Statements by Councillors:…………, and ……………

ii To receive an Invoice October 2018 from Mr Pitts re: Green Maintenance @ £110-00.

iii To receive an Invoice October 2018 from W&H (Romac) Ltd re: new LED streetlighting installations @ £1,708-32.

iv To record an email/letter from HM Revenue and Customs referring to the VAT 126 claim process 2018 and instructions for the Clerk to process VAT126, on line. Registration number (XBV126000104574).

v To record the payment September 2018 to B Summerfield/J P Smoothy, Internal Audit 2017-2018 @ £200-00

vi To record the payment September 2018 to W&H (ROMAC) Ltd re: 5 off LED conversion Streetlights @ £2,135-40

vii To record the payment September 2018 to Mr Pitts re: Green Maintenance @ £110-00

viii To record the payment September 2018 to Essex and Herts Air Ambulance was agreed @ £50-00

ix To record the payment September 2018 to HMRC re: PAYE-RTI/ 2nd quarterly payment 2018-2019 @ £160-80

x To record the DD payments August/September/October to E-on Streetlighting energy @ £260-58.

xi To record the monthly Standing Order salary payment to the Clerk @ £215-40 nett.

xii 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: LED’s x 4.

ii Councillor reports:

**12. Highways:**

i The Clerk’s Roads Survey report:

 i Letter to LHP Essex re: local street furniture and request via Ward/Essex Councillor Mr M Steptoe.

 ii To record the LHP letter reference: Ecc5328410 09 18, by way of reply: To discuss!

ii Councillor Mr C Tabor’s report re: his inspection of the sightline obstructing bush, on Sutton Corner.

ii 13. Remembrance Sunday:

new i To discuss:

i i Sutton PC newssheet:

 ii The Remembrance Service Sheet:

 iii The Templegate Memorial:

 iv Bell Ringing at 12.30pm:

 14. Website: The Clerk’s report:

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 ?th DECEMBER 2018.**

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

**23rd October 2018. B Summerfield, Sutton Parish Council Clerk/RFO.**