

# SUTTON PARISH COUNCIL

www.suttonwithshoplandparishcouncil.com

## CHAIRMAN:

Councillor Mr C Tabor,  
Sutton Hall,  
Sutton,  
Rochford,  
Essex.  
SS4 1LQ  
01702 545730  
tabor.farms@btconnect.com

## CLERK:

Mr B. Summerfield,  
Sutton Hall Cottage,  
Sutton Road,  
Rochford,  
Essex.  
SS4 1LG.  
01702 549308.  
bsummvint@hotmail.com

## AGENDA

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE SUTTON PARISH COUNCIL  
TO BE HELD BY AN EMAIL EXCHANGE DURING SATURDAY 24<sup>th</sup> OCTOBER 2020.**

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

- i Councillors
- ii Members of the Public

### **2. Apologies for absence:**

- i To be received by **the Clerk in person only** via: email, letter and telephone.
- ii To discuss the SPC's acceptance of reasons for absence: Councillor apologies?

### **3. To Receive Declarations of Interest.**

- i To receive all declaration of interests; Councillors Declarations?
- 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).**

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

- i To receive emailed statements from Ward Councillors. (as circulated)
- ii To receive emailed statements/questions from Members of the Public: (as circulated)
- iii The public's potential involvement at the SPC email meetings, were advertised on the Website and Parish Notice boards.
- iv Emailed/Zoom statements/questions from Members of the Public:

### **5. To Receive the Minutes of the Meeting of 22<sup>nd</sup> August 2020:**

To receive and agree:

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

The Chairman Councillor Mr C Tabor (as arranged outside the meeting) to duly sign the Minutes as a correct record.

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

None.

### **7. Planning:**

- i Application no: 20/00790/FUL The Diary, Shopland Hall Equestrian Centre, Shopland Road, Sutton.  
(Change of Use of Existing Equestrian/Agricultural Barn to B8 Storage and Distribution with Associated Office Space. Installation of Replacement Cladding and Fenestration. Associated Car Parking) (circulated).
- ii Available planning updates re: Southend United Football Club.

## 8. Correspondence.

- i The Briefing Article from Cllr. David Finch, Leader of Essex County Council re: the Gov White Paper as circulated.
- ii The Clerk has further circulated an email from Councillor Mr M Steptoe, that gives a fuller explanation of the Gov White Paper and offers help with questions.
- ii Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum, etc.

## 9. Finance:

- i To receive the SPC Financial Statements ending September 2020 as circulated.
- ii To receive the Barclays Bank statements x 2 as circulated.  
Proposed by Councillors: ....., seconded by ..... and agreed by all.
- ii To receive the Clerk's report re: Period of the Exercise of Public Rights: (Notices were taken down on 7<sup>th</sup> October 20).
- iii The Clerk's National Salary Award 2020-2021: (circulated).
  - i To receive notification of the National Joint Council for Local Government Services (NJC) 2020-2021 National Salary Award, implemented from April 2020. (SCP 26 new) @ £15-83 per hour = £292-83 per month gross.
  - ii To agree a letter to the Barclays Bank to update the Clerk's Standing Order to the new rate @ £234-66 nett per month, as from 5<sup>th</sup> November 2020.
- iv To agree a payment to: (B Summerfield) re: Salary backpay (New rate @ £234-66 Mth. minus old rate @ £221-41 Mth.) = £13-25 x 7 months April to October @ £92-75.
- v To receive an Invoice August 2020 from Mr Pitts re: Green maintenance 044A @ £110-00.
- vi To receive an Invoice September 2020 from Mr Pitts re: Green maintenance 0??A @ £110-00.
- vii To record the payment August 2020 to HMRC re: PAYE-RTI x 3 months @ £166-00.
- viii To record the payment August 2020 to Mr Pitts re: Green maintenance 036A @ £110-00.
- ix To record the payment August 2020 to Mr Pitts re: Green maintenance 042A @ £110-00.
- x The D/D Invoices October 2020 to E-on re: streetlighting @ £162-18.
- xi The D/D Invoices September/October 2020 to 1&1 IONOS re: website @ £18-04/£18-04.
- xii The Clerk's salary standing order payments for September/October 2020 @ £221-41/£221-41
- xiii To receive the Clerk's 'Retirement Gratuity' research:
  - i Clerk's contract (commenced in January 2005 and was revised from 1 May 2010) records an agreed standard retirement gratuity clause.
  - ii NALC/SLCC advises: the audit law has changed since the contract was agreed/signed and that the gratuity clause is no longer recognised as legally viable or claimable.
  - iii The Clerk therefor will not claim the 2010 gratuity and the council is no longer responsible for a gratuity payment on the Clerk's retirement or demise.
  - iv An updated contract is requested by the Clerk.
- xiv To resolve: all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.  
Proposed by Councillors: ....., seconded by ..... and agreed by all.

## 10. Streetlighting.

Councillors reports:

## 11. Highways:

- i Clerk's report re: Sutton Church Hall chevron knocked down. (ref: 2684751).
- ii Councillors reports:

**12. 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.
- iii A trial 'Sutton Parish Council 'Facebook' page' is in the process of being set up by the Clerk.

**13. Remembrance Sunday. (COVID-19 High Alert rules apply)**

**i At todays date:**

- i The outdoor Rule of Six will apply.
- ii The Clerk must set up a Risk Assessment for the event.
- iii Five Councillors and the Clerk to be the only attendees at the Village Sign and there cannot be hospitality afterwards.
- iv The public can only attend as casual passing visitors, observing the outdoor rule of six and the 2 metre restrictions.
- v The casual public attending must record their names and addresses with the Clerk on the day.
- vi The Clerk to circulate to all residents the updated COVID-19 rules for the restricted Remembrance Sunday.

**ii All of the above subject to Gov. & Essex COVID-19 rule change by 8<sup>th</sup> November 2020.**

**14. Signatures on all leading documents and cheques:**

- i To record that all Resolved leading documents and the cheque book from the 22<sup>nd</sup> August 2020 Sutton Parish Council email meeting (COVID-19), were signed by the Chairman and a councillor, at a later date.
- ii To agree that: all Resolved leading documents and Cheques from this meeting, etc. are to be signed by the Chairman and a Councillor after the meeting, as organized by the Clerk.

**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 by 'email exchange' or as advised!**

To Agree : **12<sup>th</sup> DECEMBER 2020? (PRECEPT)**

20<sup>th</sup> October 2020.

**B. Summerfield Sutton, Parish Council Clerk/RFO.**

