**SUTTON PARISH COUNCIL**

www.suttonwithshoplandparishcouncil.com

**CLERK/RFO:**

**Mr B. Summerfield CiLCA,**

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**01702 549308.**

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**CHAIRMAN:**

**Councillor Mr R Gaylor,**

### **5, Templegate Cottages,**

### **Sutton Road,**

### **Essex**

### **SS2 5QR**

**07850 772867**

**richard.gaylor@btinternet.com**

**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 27th SEPTEMBER 2025 AT 10.A.M.**

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 SPC acceptance of reasons for absence:

**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 Sutton Parish Council of the 23rd July 2025 and**

**the Extraordinary (SUFC Planning) Meeting of 7th August 2025.**

To resolve the Minutes:

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

Item:

**7. Planning consultations:**

i i Application no. 25/00477/FUL Land North of Smithers Chase, Sutton Road, Rochford, Essex.

(Construction of Flood Attenuation Pond, 32, Residential Car Parking Spaces, Two Utility Substations,

Access and Landscaping).

ii i To receive/record the Sutton Parish Council objections to the Planning application 25/00933/FULM

Southend on Sea City Council re: Fossetts Farm Playing Fields & Jones Memorial Recreation Ground.

ii To agree/ratify the above objections.

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

iii Application no: 24/00523/FUL All Saints Church Hall, Sutton Road, Rochford, Essex SS4

(Rebuild Existing Fire Damaged Church Hall to Existing Footprint).

iv To record the letter of SPC support (16/09/25) for the RDC’s Local Government Reorganisation, to

Cllr Danielle Belton for the RDC’s proposed 4 way split with Rochford, Maldon, Brentwood and Chelmsford.

**8.**  **Training and Correspondence:**

i To receive an e/letter August 2025 re: RHALC Minutes.

ii The Clerk’s report re: CJT history search.

iii To receive an e/letter August 2025 from Councillor Mr R Gaylor re: The VE Day and VJ Day Elf’s work.

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

**9.**  **Parish Online .gov.uk email address:**

i TheClerk’s report re: the new [clerk@suttonwithshopland-pc.gov.uk](mailto:clerk@suttonwithshopland-pc.gov.uk) email address.

ii To receive the PKF acknowledgement of the clerk@suttonwithshopland-pc.gov.uk.

iii To agree Councillors individual .gov email names: Cllr. …………………….@suttonwithshopland-pc.gov.uk?

iv To agree a mandatory (2025-26) IT Policy as required by the Practitioners Guide 2025.

**10.**  **Finance:**  (AGAR EX0242).

i To receive the SPC Financial and Metro Bank Statements ending 27th September 2025.

ii The above financial statement balances to be agreed by Councillors: ……………… and …………………………..

iii The Clerk’s report: the agreed use of the Metro Bank’s online Bank transfers.

iv The receive the PKF acknowledgement re: Exemption 2024-25 declaration.

v To record the NJC for Local Government Services Pay Agreement 2025 x 3.20% per hour from April 2025.

vi To agree a letter to the Metro Bank, updating the Clerks salary Standing Order from October 25 @ £293.19.

vii To agree a payment to: B Summerfield re: Back Pay from April 25 @ £67.71.

viii i To record the Clerk’s enquiry to Npower re: the present lack of invoices and unpaid payments to date.

ii To receive a quotation from a supplier for the Npower Streetlighting energy costs.

ix To agree a payment to: HMRC-RTI re: (2nd Quarter October 25 payment) @ £71.04 x 3 = £213.89.

x To agree a payment to: Mr R Gaylor re: Remembrance Day Wreath @ £24.99.

xi To agree a payment to: B Summerfield re: Ionos website invoice for August/25 @ £15.23.

xii To receive an Invoice August 2025 from Parish Online re: [clerk@suttonwithshopland-pc.gov.uk](mailto:clerk@suttonwithshopland-pc.gov.uk) @ £00.00.

xiii To receive an Invoice August 2025 from Mr R Pitts re: Green Maintenance 60B @ £110.00.

xiv To record an emergency Bank Transfer payment, 10/09/2025 to Mr J Watson (Internal Auditor) @ £185.00.

xv Recorded: June 25 RDC receipt of the second half of the 25-26 Precept @ £4,565.00.

xvi Recorded: the July 25 payment to: B Summerfield/First Quarter HMRC 25-26 PAYE-RTI @ £ 213.12.

xvii Recorded: the July 25 payment to: B Summerfield/IONOS June/July Website: @ £ 42.00.

xviii Recorded: the July 25 payment to: J P Watson & Co re: Internal Audit 24-25 @ £ 185.00 (undelivered).

xix Recorded: the July 25 payment to: Mr R Pitts Re: May Invoice 53B @ £110.00.

xx Recorded: the July 25 payment to: Mr R Pitts Re: June Invoice 55B @ £110.00.

xxi To record the Standing Order payments August/September 25 to the Clerk @ £284.16/£284.16.

xxii To resolve all payments, Invoices, financial statements, receipts, transfers and countersigned cheques.

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

**11.**  **Remembrance Sunday 9th November 2025.**

i A Revd to be invited to attend for a 9.45 am start,

ii The Draft Remembrance Service sheet to be approved by the Councillors.

Iii Copies of the above service sheets to be circulated to the Sutton Residents.

**12.**  **Streetlighting:**

Councillor’s reports:

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

i (PROW 1: Sutton Road to Journeyman’s Way, Temple Farm Business Estate) blocked (reported 2990163).

ii Councillor’s reports:

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

**To agree:** **Saturday 6th / 13th DECEMBER 2025**) **at 10 AM.**

**22nd September 2025. B. Summerfield Sutton, Parish Council Clerk/RFO.**