**SUTTON PARISH COUNCIL**

 **www.suttonwithshoplandparishcouncil.com**

**CLERK:**

**Mr B. Summerfield,**

**Sutton Hall Cottage,**

**Sutton Road, Rochford,**

**Essex.**

**SS4 1LG.**

**01702 549308.**

**bsummvint@hotmail.com**

**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 9th SEPTEMBER 2017.**

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

 Declarations of interests on items on the Agenda.

**4. 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.

**5. To receive the Minutes of the Meeting of 8th July 2017.**

To agree:

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

i (Minute 17/i) Flower dingy at Templegate Cottages

 i Councillors: Mrs B Loughborough and Mr R Gaylor’s dinghy completion report:

 ii Councillor Mr R Gaylor’s standpipe report:

 iii Clerk’s report re: Letter of thanks:

ii (Minute 41/iv) The overgrown hedge outside ‘Winters’

 Councillor Mr C Tabor’s report:

iii (Minute 41/iv) The 40mph pole knocked down

 The Clerk’s report:

**7. Planning**

i Application no 17/00615/LDC Butlers Farm Cottage, Shopland Road, Sutton. Rochford, Essex.

 (Application for Certificate of Lawfulness for Use of Building as a Dwelling).

ii Clerk’s report re: Neighbourhood Planning and the RCCE..

8. The Parish Plan Steering Group.

 Councillor Mr R Gaylor’s report re; the Draft Parish Plan.

**9. Correspondence*.***

i To receive an e/letter July 2017from Barclays Bank, Rochford re: Closure of the Rochford Branch.

ii To receive an e/letter August 2017 from Natural England re: Consultation meeting on the Public Access along the

 Coast from Southend to Wallasea Island, to be held in the Parish Rooms, West Street, Rochford SS4 1AS on Thursday

 28th September from 5pm to 8pm.

iii To receive an e/letter August 2017 from Essex Air Ambulance re: Go Red - Go Yellow Event.

iv To receive an e/letter August 2017 from RR Citizens Advice re: Statistics on their locally provided communities help.

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

 etc: placed on the table.

**10. Finance**

i i To receive the SPC Financial Statements ending August 2017.

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

ii To receive an Invoice July 2017 from HMRC/BSummerfield) PAYE-RTI 1st Quarter (8/7/17) @ £154-80.

iii To receive an Invoice August 2017 from Mr Pitts re: 28286 green maintenance @ £110-00.

iv To receive an Invoice September 2017 from Mr Pitts re: 28291 green maintenance @ £110-00.

v To receive an advanced notification October 2017 re: HMRC-RTI - PAYE 2nd quarter @ £154-80.

vi To receive an invoice September 2017from Cllr Mr N Andrews re: Supplies for the repairs/rebuild to the Main Parish

 Notice Board @ £88-27.

vii To record the payment June 2017 to Mr Pitts re: 28280 green Maintenance @ £110-00.

viii To record the payment July 2017 to Mr Pitts re: 28283 green Maintenance @ £110-00.

ix To record the payment July 2017 to Mrs J Hindley re: Internal Audit 2016-2017 @ £180-00.

x To record the payment July 2017 to TonerTopUp/B Summerfield re: Laser refill with Paglesham PC @ £17-79

xi To record the payment July 2017 to RCCE re: Annual Subs @ £52-80

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

xiii To record the August quarterly payment to E-on re: Streetlighting @ £226-79.

xiv To Resolve: all payments, financial statements, receipts, transfers and countersigned cheques above.

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

**11. Streetlighting:**

i Councillors reports:

ii Clerks report re: LED streetlighting conversion, funding research.

**12. Highways:**

i Councillor Mr N Andrews’ report on the Main Notice Board in the Church Hall carpark:

ii Councillors reports:

**13. Website updates:** The Clerk’s report:

**14.** **The late Morten Law RIP.** 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 4th NOVEMBER 2017**

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

**5th September 2017. B Summerfield, Sutton Parish Council Clerk.**