**SUTTON PARISH COUNCIL**

 www.suttonwithshoplandparishcouncil.com

CLERK:

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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, 8th SEPTEMBER 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. 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.

**5. To Receive the Minutes of the Parish Council Meeting of 7h July 2018.**

 To agree:

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

**7. Planning:**

 Application no 18/00XXX/FUL?

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

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

**9. Correspondence*.***

i To receive an e/letter August 2018 from RDC re: ‘Discover 20/20’ RDC event.

ii To receive an e/letter August 2018 from Essex Air Ambulance re: donation request.

iii To receive an e/letter August 2018 from RAVS re: AGM and donation request.

iv To receive an e/letter July 2018 from EALC re: legal update of judicial Review Claim.

v To receive an e/letter July 2018 from Rev Kim Lepley re: Sutton Remembrance Service.

vi To record e/letters July 2018 to Mr T Tyer re: Reads Nursery (as forwarded from Ward Councillor Mr M Steptoe).

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

 Etc, etc: as placed on the table.

**10. Finance**

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

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

 and ………………………...

ii To record a Certificate of Exemption as required by PKF Littlejohn for the Audit 2017-2018.

iii To receive an Invoice August 2018 from B Summerfield/J P Smoothy, Internal Audit 2017-2018 @ £200-00.

iv To receive an Invoice August 2018 from W&H (ROMAC) Ltd re: 5 off LED conversion Streetlights @ £2,135-40.

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

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

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

viii To record the DD payments May/June/July to E-on Streetlighting energy @ £255-30.

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

x 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:

ii Councillor reports:

**12. Highways:**

i The Clerk’s report:

ii To receive an enquiry from ECC Highways re: the sight obstructing bush on Sutton Corner.

iii Councillor reports:

ii 13. Website:

The The Clerk’s report:

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

 Items:

15. The next Sutton Parish Council Meeting

 **To agree: Saturday 3rd NOVEMBER 2018.**

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

**4th September 2018. B Summerfield, Sutton Parish Council Clerk/RFO.**