## MINUTES

## OF THE SUTTON PARISH COUNCIL EXTRAORDINARY MEETING

**CROWSTONE PREP SCHOOL, FLEET HALL LANE, SHOPLAND ROAD, ROCHFORD, SS4 1LH.**

**ON SATURDAY 24th JUNE 2023 AT 10 AM.**

**30 23/24 To Record the Members and Public Present:** 10-00 am.

Councillor (Chairman) Mr N Andrews,

Parish Councillors: Mr R Cann, Mr R Gaylor and Mr C Tabor.

Ward and Essex County Councillor Mr M Steptoe.

Ward Councillor: Mr A Williams.

Members of the Public: None.

The Parish Clerk: Mr B Summerfield.

**31 23/24 Apologies and reasons for absence:**

iTo be received by the Clerk only in person via: email, letter and telephone.

Acceptance of the reason for absence: Cllr: Mr B Howat and his verbal resignation.

ii Ward Councillors: Mr J Gooding.

**32 23/24 Elected Councillor:**

i Mr C J Tabor signed his Statutory Declaration of Acceptance of Office.

ii Councillor Mr C J Tabor signed his Declarations of Interests Forms (28 days).

iii The Clerk received Councillor Mr C Tabor’s written request for dispensations re: Financial matters as a local

council tax payers inc: the Precept.

**33 23/24 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.**

34 23/24 Public Forum: ( 5 min per person only )

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

i Essex and Ward Councillors Mr M Steptoe and Mr A Williams discussed their efforts in supporting the SPC’s

view against the Planning Application no 22/01106/FUL Land North of Smithers Chase, Sutton Road, Rochford,

Essex, at the Development Control Committee Meeting of the RDC on 22nd June 23.

ii The Planning Application no 22/01106/FUL Land North of Smithers Chase was passed by the RDC Committee.

iii Other items: Smithers Chase is owned by Roots Hall - The temporary pumping station will be delivering outfall

via the field ditch and to the River Roach – The lighting of the site was discussed – a RDC leadership meeting is

to take place next Monday – An ECC circulated Pothole scheme is open until 7th July 23 - Warners Bridge to the

Anne Boleyn Pub, to be resurfaced in August 23.

35 23/24 Insurance 2023-24:

Resolved: Proposed by Councillors: Mr C Tabor, seconded by Mr R Gaylor and agreed by all.

36 23/24 Standing Orders 2023-24:

Resolved Proposed by Councillors: Mr R Cann, seconded by Mr C Tabor and agreed by all.

37 23/24 Financial regulations 2023-24:

Resolved: Proposed by Councillors: Mr N Andrews, seconded by Mr R Gaylor and agreed by all.

38 23/24 Assets List 2023-24:

Resolved: Proposed by Councillors: Mr C Tabor, seconded by Mr R Cann and agreed by all.

39 23/24 The Council Risk Assessment 2023-24:

Resolved: Proposed by Councillors: Mr N Andrews, seconded by Mr R Gaylor and agreed by all.

40 23/24 The Internal Audit Report/AGAR Section 2 - 2022-23:

As received, discussed and completed:

i The Clerk read the conclusions of J P Watkins & Co (the Internal Auditors) report, to the Council.

ii The Clerk introduced the Certificate of Exemption, Form 2, (Page 3, AGAR 2023-24) to the Council.

The Council resolved the above and the Chairman and Clerk/RFO signed the document.

iii The Clerk read the Internal Auditors ‘completed’ report (Page 4, AGAR 2023-24), to the Council.

iv The Clerk introduced The Section 1, The Annual Governance Statement (Page 5, AGAR 2023-24).

The Council resolved the above and the Chairman and Clerk/RFO signed the document.

v The Clerk introduced The Section 2, the Accounting Statements 22-23 (Page 6, AGAR 2023-24).

The Council resolved the above and the Chairman and Clerk/RFO signed the document.

vi Agreed that all above documents and the Cash Book 2022-23 will be available on the PC website.

vii Agreed the Clerk to forward the signed Exemption Certificate to PKF-Littlejohn.

viii Agreed the Clerk to complete and publish on the website the Bank Reconciliation form (A), the Explanation of

Variances Form (B) and the Notice of Public Rights (C).

ix Agreed the Clerk to publish the Public Rights Notice on the Sutton Notice Board on 2nd July 23.

x Agreed to take photographs of all of the Sutton’s Asset’s as recommended

41 23/24 To receive the Minutes of the Parish Council Meeting of 20th May 2023.

The Minutes were Resolved agreed.

Proposed by Councillors: Mr R Cann, seconded by Mr R Gaylor and agreed by all.

The Chairman signed the Minutes as a true record.

**42 23/24** **Matters arising from the Minutes**: (not on the Agenda)

Item: None.

**43 23/24** **Ombudsman/RDC Complaint progress:**

The Clerk read to the Council the circulated SPC’s negative response to the received 1st Response letter from the

RDC re: SUFC dust problem. All agreed the SPC content and to chase for the 2nd RDC response by the 10th July 23.

**44 23/24** **Planning consultations:**

Application no 22/01106/FUL Land North of Smithers Chase, Sutton Road, Rochford, Essex.

(Temporary Planning Permission for a Period of 3 Years for the Siting of Twelve Single Storey Modular Buildings

for Welfare/Training and Storage Use, Construction of Bund, Amendment to Car Parking Layout and Construction

of Boundary Treatment); the application to be discussed at the 22nd June 23 meeting of the RDC, Development

Committee. As discussed above.

**45 23/24** **Correspondence:**

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

**46 23/24** **Finance:**

i The SPC Financial and Barclays Bank Statements ending 24th May 2023 was recorded.

ii The Barclays Bank/SPC statements were agreed by Councillors: Mr R Gaylor, and Mr R Cann was recorded.

iii Cllr: Mr R Gaylor was thanked re: the work on the Bank Security Questions. (Clerk to complete).

iv The payment to HMRC, 1st Quarter PAYE-RTI @ £195.20 was recorded.

v The Invoice June 2023 from J P Watson & Co re: Internal Audit of Sutton Parish Council @ £160-00 was recorded.

vi The Invoice June 2023 from Mr Pitts re: (12B) Green Maintenance May 23 @ £110-00 was recorded.

vii The Invoice June 2023 from B Summerfield/Morgan re: Printer Ink @ £38-89 was recorded.

viii The Council allowed one late invoices: EALC Annual membership @ £69-17 was recorded.

ix The payment May 2023 to Friends of Sutton re: the RDC, Coronation Grant @ £700-00 was recorded.

Councillor Mr C Tabor, (Friends of Sutton) thanked the Council for facilitating the £700 RDC Coronation Grant.

x The payment May 2023 to Mr Pitts re: (10b) Green Maintenance April 23 @ £110-00 was recorded.

xi The confirmation of May 2023 from Gallagher re: Annual Insurance for 2023-24 @ £855-60 was recorded.

xii The D/D Invoices June 2023 from 1&1 re: website @ £26.47 was recorded.

xiii The Clerk’s salary standing order payments for June 2023 £260-19 was recorded.

xiv The D/D Invoice June 2023 to Npower (Streetlighting) invoice @ £73-92 was recorded.

xv Resolved all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned

cheques.

Proposed by Councillors: Mr C Tabor, seconded by Mr R Cann and agreed by all.

**47 23/24** **Streetlighting:**

Councillors agreed to allow Streetlighting W&H (Romac) Ltd, access to P5 (Sutton Corner) across Tabor Farms field.

**48 23/24** **Highways, Pavements and Public Rights of Way:**

Hedging overgrowth of Sutton Road and Shopland Road is being chased by Ward/Essex Councillor Mr M Steptoe.

A Sutton/Shopland highways visit to be carried out by the ECC Highways Chairman, in the near future..

**49 23/24** **Website:**

The website is to be updated with the inclusion of this meetings’ information.

**50 23/24** **Next Agenda Items from Councillors.** (*for next Agenda and exchange of information only).*

Items: The Church Hall’s origin and date was discussed – Co-option when Cllr: Howat’s resignation is

confirmed – Clerk will advertise the Co-option vacancy - Cllr: Gaylor to advise a previous applicant living at

Templegate Cottages, of the potential Vacancy.

51 23/24 The next Sutton Parish Council Meeting:

To be held at Crowstone Prep School, Fleet Hall Lane, Shopland Road, Rochford, SS4 1LH.

Agreed: Saturday 5th AUGUST 2023 at 10 AM.

**There being no further business the Chairman closed the meeting at 11.15 am.**

**31st July 2023. B. Summerfield Sutton, Parish Council Clerk/RFO.**