## MINUTES

##  OF THE ANNUAL GENERAL MEETING

##  OF SUTTON PARISH COUNCIL

##  HELD AT ‘ALL SAINTS’ CHURCH, SUTTON ROAD

##  ON SATURDAY 20th MAY 2017.

##  (following on from the Sutton Annual Parish meeting)

**1 17/18 Election of Chairman for 2017-2018. 9.56.am.**

I Councillor Mr C Tabor was nominated for the post of Chairman for 2017-2018 by Councillors: Mr R Gaylor,

 seconded by Mr B Howat and agreed by all.

ii Councillor Mr C Tabor the signed the statutory Declaration of Acceptance of Office.

**2 17/18 Members and Public present:**

 Councillor Mr C Tabor (Chairman).

 Councillors: Mr N Andrews, Mr R Gaylor, Mr B Howat and Mrs B Loughborough.

 Ward Councillor Mr M Lucas-Gill and Ward and Essex County Councillor Mr M Steptoe.

 No Members of the Public.

 Sutton Parish Council Clerk Mr B Summerfield.

**3 17/18 Apologies for absence.**

To be received by the Clerk in person via: email, letter and telephone:

 Ward Councillor Mr A Williams

4 17/18 To Receive Declarations of Interests:

 None.

**5 17/18 To receive the Agreed Minutes of the AGM of 14th May 2016.**

 There were no matters arising from the agreed Minutes.

**6 17/18 Election of Vice-chairman.**

i Councillors: Mr B Howat, seconded by Mrs B Loughborough nominated Mr N Andrews for the post of Vice

 Chairman as agreed by all.

ii Councillor Mr N Andrews signed the statutory Declaration of Acceptance of Office.

**7 17/18 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.

 Ward/County Councillor Mr M Steptoe reported: his successful election as the RDC representative on the Essex County Council as the Deputy Environmental Portfolio Holder – local highway issues are still his interest – attended a recent Southend Airport meeting – detail planning applications to come for the Airport Business Park – The Business Park roundabout is progressing on Cherry Orchard Road – the lighting on the F/C hoarding on Sutton land is being further investigated and agreed with Cllrs: Loughborough and Gaylor that a private meeting be set up to inform local residents of the F/C planning application on Fossetts Farm.

 Ward Councillor Mr M Lucas-Gill reported; he is the RDC’s Vice Chairman of the Audit and Investment Board - the extension of parking on the Airport has caused the Vulcan to be moved to another area, possibly to a hangar in due course – the RDC housing development in South Street, Rochford was discussed – the Police Station is sold.

8 17/18 The Data Protection Act

 The Clerk reported that the SPC is covered as a paid up Member of the Data Protection Act.

9 17/18 Standing Orders: (As circulated)

 was agreed subject to corrections at item 333 and 444.

10 17/18 Financial regulations: (As circulated)

Agreed

11 17/18 Insurance and Assets:

 The Chairman allowed the late invoice from Came and Co for the Annual PC Insurance to be discussed.

 Clerk to circulate the Insurance and Assets list for further discussion at the next meeting.

12 17/18 The Council Risk Assessment: (As circulated)

Agreed

13 17/18 The Complaints Procedure: (As circulated)

 Agreed

14 17/18 Freedom of Information Act: (As circulated)

 Agreed

15 17/18 Dates and Times of Meetings:

 Frequency and timing of meetings 2017-2018 were agreed.

16 17/18 To receive the Minutes of the Meeting of 4th March 2017.

Resolved: the Minutes of the meeting of 4th March 2017 were agreed.

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

**17 17/18 Matters Arising from the Minutes:** (Not on the Agenda)

i (Minute 124/i) Flower dingy at Templegate Cottages

 i Councillors: Mrs B Loughborough this and Mr R Gaylor reported that the project is progressing well with the space cleared and the dinghy to be placed on site this coming weekend.

 ii The receipt of donation from a member of the public towards the above installation was received.

 The Clerk to write with the SPC thanks.

ii (Minute 124/vii) A suggested indicating Road Sign at the Purdey’s Junction.

 The Clerk reported an email from Essex Highways thanking the SPC for the suggestion but stating that there are no official Road Signs that are authorised to be used.

**18 17/18 Parish Plan Steering Group.**

 Councillor Mr R Gaylor reported that no meeting has been held.

**19 17/18 Correspondence*.***

i An e/letter April 2017 from Came and Co re: Insurance claim re: the ’Sutton Corner’ streetlight replacement was read to the Council.

ii An e/letter April 2017 to Essex County Highways from Evonne Dunn, RDC re: safety concerns SFC hoardings was read to the council.

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

 etc: placed on the table.

**20 17/18 Planning**

 Planning application no. 17/00329/FUL Orchard House, Sutton Road, Rochford SS4 1LQ

 (Change of Use and Alterations to existing Outbuilding to Form Annexe)

 Sutton Parish Council approve subject to: A written agreement that the application subject (Annex) to remain part

 of the existing holding and not to be sold off as a separate building in the future.

**21 17/18 Finance**

i i The SPC Financial Statement ending April 2017 was recorded.

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

 iii The Clerk explained that the present running deficit in the Parish Accounts, are due to the awaited insurance payment for the Sutton Corner streetlight claim.

ii The Clerk reported on the Annual Audit progress and Annual Return from the Audit Commission for 2016-2017.

iii The Clerk reported on the progress of the 2016-2017 VAT claim

iv The Clerk reported on the progress of the 2017-2018 HMRC setup for PAYE-RTI.

v A remittance advice note from the RDC re: first payment of PRECEPT @ £3,300-00 was recorded

vi An Invoice April 2017 from Mr Pitts re: 28272 green maintenance @ £55-00 was recorded.

vii An Invoice May 2017 from Mr Pitts re: 28277 green maintenance @ £110-00 was recorded.

viii An Invoice April 2017 from EALC re: Subscription @ £60-20 was recorded.

ix An Invoice April 2017 from Romac re: 133021 Temple view @ £89-46 was recorded.

x An Invoice May 2017 from DAC Beachcroft Claims ltd re: VAT on claim (Sutton Corner) @ £48-35 was recorded.

xi The Clerk’s request for the donation towards ‘My PC backup’ (shared with Paglesham) was agreed @ £71-57 and

 was recorded.

xii Agreed a donation towards the Crouch Guide @ £50-00 was recorded.

xiii An invoice from Councillor Mr N Andrews for the purchase of the new Notice Board was agreed @ £273-60.

 The Council agreed the co-signature of Councillor Andrews.

xiv i The Chairman allowed the late invoice from Came and Co for the Annual PC Insurance to be discussed.

 ii Councillors agreed the annual payment @ £368-90.

xv The payment March 2017 to B Summerfield Salary + Office advice March 2017 @ £294-50 was recorded.

xvi The payment March 2017 to HMRC (PAYE-RTI) @ £162-20 was recorded

xvii The payment March 2017 to B Summerfield re: Fuel allowance 2016-2017 @ £ 38-64 was recorded

xviii The payment March 2017 to B Summerfield re: Information Commission, Data Protection @ £35-00 was recorded

xix The payment March 2017 to B Summerfield/W&H (Romac) Ltd re: 132873 Streetlight, @ £86-46 was recorded

xx The payment March 2017 to W&H (Romac) Ltd re: 132898 Streetlight, Shopland Road @ £143-46 was recorded

xxi The April/May 2017 Standing Order salary payments to the Clerk @ £202-22 nett are recorded.

xxii Resolved: all payments, financial statements, receipts, transfers and countersigned cheques above.

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

22 17/18 Streetlighting:

i The Clerk updated the Council on the now fully working Sutton Corner streetlight and his LED investigation is progressing.

ii Councillors reports: None.

**23 17/18 Highways:**

i Councillor Mr N Andrews reported that he will strip and rebuild the Main Notice Board with the new purchased version.

ii Councillors reports: 40mph repeater sign on the Shopland Road knocked over – a recent Coach/car accident on the Sutton Road bends – Road debris on the pavement outside 1 Sutton Ford Cottages, Sutton Road, to be reported.

**24 17/18 Website updates:**

 The Clerk’s reported all transparency items to be updated on the website.

**25 17/18 Next Agenda Items from Councillors**. *for next Agenda and exchange of information only.*

 Items: The dates available for the informal meeting with residents re: Football Stadium with Ward Cllr Mr M Steptoe, are to be researched by Cllr Gaylor, the Chairman kindly offered the Red Brick Barn for a meeting.

**26 17/18 The next Sutton Annual Parish and Annual General Meetings**

 **Agreed: Saturday 12th MAY 2018**

to be held at **All Saints Church, Sutton.**

**27 17/18 The next Sutton Parish Council Meeting**

 **Agreed: Saturday 8th July 2017**

to be held at **Beauchamps, Shopland Road at 9 am.**

The being no further business the chairman closed the meeting, with thanks to him from the Councillors for the use of Sutton Church, at 11.25.am.

**26**th **June 2017. B Summerfield**

**Sutton Parish Council Clerk.**