##  MINUTES

##  OF THE MEETING OF SUTTON PARISH COUNCIL

##  HELD AT BEAUCHAMPS, SHOPLAND ROAD

##  on SATURDAY 6th APRIL 2019,

 **at 9.00 am.**

**128 18/19 To Record the Members Present: 9.00 am**

Councillor (Chairman) Mr C Tabor.

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

 Members of the Public: None.

**129 18/19 Chairman's opening remarks.**

 The Chairman welcomed all to the meeting and pointed out the exits and meeting point, in the event of an emergency.

**130 18/19 Apologies and reasons for absence:**

Received by the Clerk in person via: email, letter and telephone:

 Ward and Essex County Councillor Mr M Steptoe, Ward Councillors: Mr M Lucas-Gill and Mr A Williams.

**131 18/19 Declarations of Interests: on items on the Agenda.**

**i To receive all declarations of interests:**

**ii The Chairman reminds Councillors to declare any further interests as they became evident to them, during the**

 **progress of the meeting.**

**132 18/19 The Public Forum: ( 5 minutes per person )**

 **(Specifically for Councillors statements, Guest Speakers, visiting Ward/County Councillors and questions from members of the public).**

 None.

**133 18/19 To Receive the Minutes of the Parish Council Meeting of 9th February 2019.**

 The Minutes were read and were Resolved to be agreed.

 Proposed by Councillors: Mrs B Loughborough, seconded by Mr B Howat and agreed by all.

 The Chairman duly signed the Minutes as a correct record.

**134 18/19 Matters Arising from the Minutes: (Not on the Agenda)**

i (Minute 101/i) RDC proposed ‘Discover 20/20’ events:

 Councillors: Mr B Loughborough and Mr B Howat reports:

 Agreed the Clerk to organise the replacement meeting.

 ii (Minute 108/i) Remembrance Sunday

 Councillor Mr R Gaylor reported he is researching a louder portable CD/Tape player

**135 18/19 Planning:**

i I Application no: 19/00011/FUL Reads Nursery, Sutton Road, Rochford. SS4 1LQ.

 (Erection of 3 No. Polytunnels and Security Fence, Change of Use of Part of Building to A3 (Café) and Change of

 Use to Extend Permitted Retail Area).’

 Ii The Clerk’s reported the consultation response was: ‘Support’ but are concerned as to the potential increase in

 traffic on the Sutton Road by the application.

 iii Councillors ratified the above agreed online consultation.

 iv Councillors reported a lack of notification on the above, to surrounding neighbours.

ii i Application no: ESS/28/18/ROC James Waste Management, Purdeys Ind Est SS4 1NB.

 (Extension to the Existing Materials Recovery Facility Including the Formation of an Outside Waste Transfer Area,

 the Construction of a New Building and Other Associated Site Works, Plant and Machinery)

 ii – the council agreed:

 Sutton Parish Council object based on: Traffic and heavy lorry increase, contributing further to the present

 traffic chaos at the junction to Purdeys ​IND. EST. on the Sutton Road, the accompanying noise pollution, air

 pollution and the potential for bird/gull increase at its location by London Southend Airport.

iii Councillor Mr R Gaylor reported his enquiries into alleged actions outside GDPR by Planning, Southend Borough Council,

 has been satisfactorily concluded.

**136 18/19 The Parish Plan Steering Group (Set up in 2011).**

 Parish Plan Steering Group Chairman Councillor Mr R Gaylor’s report: None.

 The Council agreed to remove the item from the Agenda until further notice.

**137 18/19 Correspondence*.***

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

**138 18/19 Finance**

i i The Sutton PC Financial Statements ending March 2019 were recorded.

 ii The above balances were checked against the Bank Statements by Councillors: Mrs B Loughborough and

 Mr R Gaylor.

ii The Clerk reported the publication of the Council Tax statement.

iii The Excel Annual Draft Audit for 2018-2019 was recorded.

iv The Excel VAT126 claim for 2018-2019 @ £1,316.99 was recorded.

v The EALC/NALC National Salary Award increase of the Clerk’s hourly rates, as from April 2019 was recorded.

vi The Council agreed and co-signed a letter to the Barclays Bank requesting the Standing Order to the Clerk

 Mr B Summerfield (Salary) to be adjusted to £221-41 from the 5th of May and thereafter monthly until further notice.

vii The 2019 AGAR paperwork/documents the Annual return 2018-2019 was recorded:

viii The SPC HMRC PAYE payment 4th Quarter 2018-2019 @ £ 159-80 was agreed and recorded.

ix The shared Paglesham payment of £167-64 re: WinZip software, Stamps, Stationery @ £83-82 was recorded.

x The Invoice March 2019 from the Clerk Mr B Summerfield re: Annual office charge 2018/19 @ £87-57 was recorded.

xi The Invoice March 2019 from the Clerk Mr B Summerfield re: Annual travel charge 2018/19 @ £49-68 was recorded.

xii The Invoice March 2019 from Mr B Summerfield re: Information Commission GDPR @ £ 40-00 was recorded.

xiii The Invoice March 2019 from EALC re: Annual Subscription 2019-2020 @ £61.99 was recorded.

xiv The Invoice March 2019 from Mr Pitts re: 28343 Green maintenance @ £110-00 was recorded.

xv The payment January 2019 to Mr Pitts re: 28337 December Green maintenance @ £110-00 was recorded.

xvi The payment January 2019 to (Romac) re: 133963 Pole bracket damage replacement @ £246-87 was recorded.

xvii The monthly Standing Order salary payment to the Clerk March @ £215-40 nett was recorded.

xviii i Agreed the Barclays Bank Mandate to be updated to include Cllrs: Mr C Tabor, Mr N Andrews and Mr R Gaylor

 as co-signees.

 ii Clerk to receive information from the Chairman as to ‘on-line’ Mandate updates.

xix 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.

139 18/19 Annual Leading Policies: as circulated:

 To discuss:

 i The Risk Assessment was agreed and recorded.

 ii Standing Orders were agreed and recorded.

 iii Financial Regulations were agreed and recorded.

140 18/19 Streetlighting:

i The Clerk’s report: the destroyed P12, outside Temple View, Shopland Road.

 i UK-Powernetworks have refused to reconnect P12 as it is a Pole bracket on a telegraph pole.

 ii Clerk has received a quote from the contractors for a column.

 iii The Clerk to forward all information to UK-powernetworks and the insurance company.

ii Councillor reports: P5 to be completed.

**141 18/19 Highways:**

i The Clerk’s report:

 i ref 2607636: the blockage under the road bridge is reported cleared.

 ii A request for a speed survey between Sutton Corner and Temple View, Shopland Road was forwarded to the LHP.

ii Speed measuring survey lines are reported in place on the Shopland Road by the post box (Winters)..

iii Temple Gate Cottages: a low drain grating is vibrating houses as lorries transverse it.

 Councillor Mr R Gaylor is forwarding the complaints.

Iv Knocked down Large Chevrons at Beauchamps and Beauchamps Cottages are to be reported.

**142 18/19 Website:**

 The website will be further brought up to date with the inclusion of the information from this meeting.

**143 18/19 Forthcoming Parish Council Elections:**

 was discussed.

144 18/19 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.*

 Items:

145 18/19 The Annual Sutton Parish Assembly Meeting

 **To agree: Saturday 11th May 2019**

 **to be held at Sutton All Saints Church Hall**

 **at 10 am.**

146 18/19 The Sutton Parish Council - Annual General Meeting

 **To agree: Saturday 11th May 2019**

 **to be held at Sutton All Saints Church Hall**

 **at 10 am.**

**There being no further business the Chairman closed the meeting, with the thanks from members for his hospitality, at 10.20 am.**

**7th May 2019. B Summerfield, Sutton Parish Council Clerk/RFO.**