## MINUTES

## OF THE MEETING OF SUTTON PARISH COUNCIL

## HELD at BEAUCHAMPS, SHOPLAND ROAD

## on SATURDAY 27th AUGUST 2016

**at 9.00 am.**

**47 16/17 To Record the Members Present:** 9.00 am

Councillor Mr C J Tabor (Chairman).

Parish Councillors: Mr N Andrews, Mr R Gaylor and Mr R Howat

Ward Councillor and Deputy Leader of the RDC, Mr M Steptoe and Ward Councillor Mr M Lucas-Gill.

Essex County Councillor Mr C Seagers.

Two members of the Public: Mr R Cann (Co-option) and Mrs B Loughborough (Co-option).

Mr B. Summerfield. [Parish Clerk].

**48 16/17 Apologies and reasons for absence:**

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

A letter of resignation of June 2016 was received from Councillor Mr A Bell.

**49 16/17** **The Vacancy of a Councillor**.

i The Clerk advertised the Casual Vacancy in co-operation with the elections office of the RDC.

ii A Notice of Co-option was duly advertised as there was no public demand for an election.

iii Three applications from residents of Sutton have been received prior to the meeting.

**50 16/17 Declarations of Interests: on items on the Agenda.**

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

None declared.

ii **The Chairman reminds Councillors to declare any further interests now and as they became evident to**

**them, during the progress of the meeting.**

**51 16/17 Amendment to the 1960 Act (Openness of Local Government Bodies Regulations 2014)**

i Councillors and the public may make a record of a meeting of the Parish Council by any media device capable of recording sound and image.

ii Councillors and the public’s use of any media device, may not disrupt or distract the meeting by any mechanical noise, audio noise, oral commentary, light emissions or the movement or repositioning of visual recording devices.

iii The Chairman of the meeting will ask any member of the public who disregards the above to refrain from using the media device and

where appropriate to leave the meeting.

**52 16/17 Chairman's opening remarks.**

The Chairman welcomed all attending the Sutton PC Meeting.

53 16/17 Public Forum: ( 5 min per person only )

(Specifically for Councillors statements, Guest Speakers, visiting Ward/County Councillors and questions

from members of the public)

i Ward Councillor Mr M Steptoe reported: the future meeting to discuss local fly tipping in Barling and Sutton to be held at All Saints Church, Barling on the 9th September and further discussed how ‘fly-tippers’ were tracked down and fined.

ii Essex County Councillor Mr C Seagers reported: Essex County were disappointed with Southend Council on their suggested £30 charge for residents of the Rochford District to use the Stock Road Waste Station – As the Chairman of the LHP the Mini roundabout costs and the Sutton Junction were discussed.

iii The Chairman invited the two members of the public present who are interested in the Sutton PC vacancy to

speak:

i Mrs B Loughborough stated her interest in the vacancy of councillor of the Sutton Parish Council.

ii Mr R Cann stated his interest in the vacancy of councillor of the Sutton Parish Council.

**54 16/17 To receive the Minutes of the Meeting of 18th June 2016.**

The Minutes were read and were Resolved to be agreed.

Proposed by Councillors: Mr N Andrews seconded by Mr C Tabor, and agreed by all.

The Chairman duly signed the Minutes as a correct record.

**55 16/17 Matters Arising from the Minutes:** (Not on the Agenda)

i (Minute 38/i) Proposed visit of a RDC representative to a Sutton PC meeting

Deputy Leader of the RDC and Ward Councillor Mr M Steptoe’s visit to a Parish Council meeting is arranged for

the 8th October 2016.

ii (Minute 41/i/ii) FP opposite Templegate Cottages

The Clerk reported the lack of grass cutting to Essex Highways (2483031) and the FP has been cut.

iii (Minute 44/iii) Sutton Corner obscured views and mini roundabout

The Clerk reported the SPC LHP request and received a negative follow up letter from Gregg Speller: the present

speed limit is 40 MPH and the installation of ‘Mini-roundabout’s are only considered in 30 MPH zones.

56 16/17 The Community Plan Steering Group.

i Councillor Mr R Gaylor reported that no meeting had taken place.

ii Agreed that to assist the Steering Group, Councillor Mr C Tabor and the Clerk will proof read the Community

Plan, prior to publication.

**57 16/17 Correspondence*.***

i i An e/letter July 2016 from Citizen Advice re: Work in the community was recorded.

ii Councillors agreed a SPC donation of £50-00.

ii An e/letter June 2016 from Gregg Speller re: Essex Highways Third Party agreements was recorded!

iii An e/letter August 2016 from Ward Councillor Mr M Steptoe re: a Fly tipping meeting was recorded.

iv An e/letter August 2016 from Marie Curie re: seeking donations was recorded.

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

etc: placed on the table.

**58 16/17 Planning**

Application no. - None.

**59 16/17 Finance**

i i The SPC Financial Statement ending July 2016 was recorded.

ii The above balances were checked against Bank Statements by Councillors: Mr N Andrews and Mr C Tabor.

ii The Annual Audit return 2015-2016.

i The Clerk reported the dates of the Notices of the Public Rights of Inspection have been published.

ii The Clerk reported on the ‘Transparency publications’, entered on the Parish website.

iii Councillors agreed the monthly PC Statements to start from the beginning of 2016 on the PC website.

iii An Invoice July 2016 from B Summerfield/HMRC re: First Quarter PAYE-RTI @ £152-60 was recorded.

iv An Invoice July 2016 from Rettendon Parish Council re: Annual shared costs pro rata x 3 councils

@ £ 41-62 was recorded.

v i An Invoice July 2016 from B Summerfield/1&1 re: Website subs 12/04/14 -01/04/16 @ £ 82-43 was recorded.

ii Agreed; the setting up of a Barclays D/D, for website payments was recorded.

vi An Invoice July 2016 from B Summerfield/Winzip re: Malware protector (shared with Paglesham PC) @ £21-57

was recorded.

vii An Invoice August 2016 from B Summerfield/Tonertopup re: Laser toner (shared with Paglesham PC) @ £9-63

was recorded.

viii An Invoice July 2016 from Mr Pitts re: A35 Green maintenance @ £110-00 was recorded.

ix An Invoice August 2016 from Mr Pitts re: A42 Green maintenance @ £110-00 was recorded.

x An Invoice August 2016 from W&H (Romac) Ltd re: Sutton Corner Pole bracket, s/box and Lantern @ £714-00 was recorded.

xi A donation August 2016 to RR/CAB was agreed @ £50-00 was recorded.

xii A quotation August 2016 from UK Powernetworks re: Sutton Corner Pole Bracket supply @ £ was not received.

xiii The payment June 2016 to Mr R Pitts re: A26 Green Maintenance @ £110-00 was recorded.

xiv The payment June 2016 to W&H (Romac) Ltd re:132540 Streetlights Beauchamps House and Beauchamps Cottages

@ £138-60 was recorded.

xv The payment June 2016 to Mrs J Hindley re: Annual Internal Audit 2015-2016 @ £180-00 was recorded.

xvi The monthly Standing Order payment to the Clerk @ £202-22 was recorded.

xvii Resolved: all above payments, the monthly financial statements, transfers, grants and countersigned cheques.

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

60 16/17 Streetlighting.

i The Clerk reported the Pole Bracket/Streetlight on Sutton Corner was now erected.

ii The Clerk reported the ‘Mains Supply’ connection order form was completed and is in progress.

iii The Clerk reported the accident registration number has been acquired and reported to Came and Co insurer’s.

iv Councillors reports: None.

**61 16/17 Highways.**

i The Clerk reported ECC Winter Salt supplies ordered but council requested to cancel,due to a full stock.

ii Councillors reports: None.

**62 16/17 Next Agenda Items from Councillors**. *for next Agenda and exchange of information only.*

Items: Clerk to invite Mr Adam Pipe (Police Accident Reduction Unit) to a future meeting

**63 16/17 Private and Confidential (Co-option):**

i The two applications for the post of Parish Councillor were discussed at length.

ii The SPC considered itself fortunate that both applicants were considered strong representatives of the Parish.

iii Co-option was open to only one person and (as selected by vote) it was resolved that Mrs B Loughborough was successful.

iv The Clerk to inform both applicants.

**64 16/17 The next Sutton Parish Council Meeting**

**Agreed: Saturday 8**th **OCTOBER 2016**

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

There being no further business the chairman closed the meeting at 10.25 am; with thanks from members for his hospitality.

**4th October 2016. B Summerfield**

**Sutton Parish Council Clerk.**