## MINUTES

## OF THE MEETING OF SUTTON PARISH COUNCIL

## HELD AT BEAUCHAMPS, SHOPLAND ROAD

## on SATURDAY 31st AUGUST 2019,

**at 9.00 am.**

**50 19/20 To Record the Members Present: 9.00 am**

Councillor (Chairman) Mr C Tabor.

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

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

Members of the Public: None.

The Parish Clerk: Mr B Summerfield.

**51 19/20 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.

**52 19/20 Apologies and reasons for absence:**

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

The Council accepted Councillor Mr A Williams apology.

**53 19/20 Declarations of Interests: on items on the Agenda.**

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

i **Councillor Mr C Tabor declared a pecuniary interest in Agenda items 8/i (application no 19/00548/FUL Butlers**

**Farm Cottage) as the land owner and applicant.**

ii  **Councillor Mrs B Loughborough declared a Non Pecuniary Interest in the Agenda item 8/ii Planning, as an resident**

**of Templegate Cottages**

**iii Ward Councillor declared an interest as a member of the Rochford District Planning committee**

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

**progress of the meeting.**

**54 19/20 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.

i Councillor Mr M Steptoe as Essex CC member reported: 120 houses Planning at Great Wakering entry/exit in discussion –

£1M for local play spaces in the district – Meetings inc: Airport, A127, local business representatives, etc – Local Business rates are still in discussion with the Government – No Libraries are to be closed – libraries developed as better community hubs?

ii Councillor Mr M Lucas-Gill reported Asset development is ongoing and out to tender.

**55 19/20 To Receive the Minutes of the Meeting of 13th JULY 2019.**

The Minutes were read and were Resolved to be agreed.

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

The Chairman duly signed the Minutes as a correct record.

**56 19/20 Matters Arising from the Minutes: (Not on the Agenda)**

i (Minute 34/i) RDC proposed ‘Discover 20/20’ events with Barling Magna:

Agreed the Clerk will arrange a 20/20 meeting with Jenny Murrel, Shopland Hall in early October prior to the

Next Barling meeting on the 9th October 2019.

ii (Minute 34/ii) Remembrance Sunday portable amplifier.

I Councillors agreed the estimated amplifier cost of £100-00.

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

ii Clerk to confirm with the Rev Kim Lepley

Iii **57 19/20 Meetings Venue Policy:**

Resolved:

i Having studied the guidance on page 54 item 7.2 ‘Place of Meeting’ of the Arnold-Baker on Local Council Administration (Ninth Edition), the Sutton Parish Council Resolve to support the continuation of Sutton Parish Council’s ordinary meetings held at ‘Beauchamps’, Shopland Road, Sutton.

ii The Sutton Parish Council Annual General Meeting and special public meetings continue to be held at the All Saints, Sutton Church Hall or All Saints Church, Sutton.

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

**58 19/20 Planning:**

I **Ward Councillor Mr M Lucas-Gill declared an interest as a member of the Rochford District Planning committee**

**and remained to observe only, was not party to any decision and did not express an opinion, for or against.**

**ii Councillor Mr C Tabor declared a pecuniary interest as the applicant and left the meeting.**

iii i The Clerk’s advice on Declarations of Interests on the following application was received by councillors.

ii Application no. 19/00548/FUL Butlers Farm Cottage, Shopland Road, Sutton. SS4 1LP.

(Demolish the Existing Dwelling and Construct a New 3 Bedroom Bungalow)

- The Sutton Parish Council has no objection.

iv Application no. 19/00504/FUL: Temple Farm, Grain Store, Sutton Road, SS2 5QR. Authorised wording updated to:

(Retrospective Application for the Use of Building as a Mixed Use Comprising Class B2 General Industry Operations

and Class B8 for Storage and Distribution of Plastering Supplies) –

* **The Sutton Parish Council Object** to the application based on:

Alleged hazardous materials being stored on site,

The only entry and exit from the site onto the Sutton Road is very narrow and totally unsuitable for the safe deliveries

of the 40 foot bi-axle lorries, to and from the site.

The newly installed dust extraction machinery is causing noise pollution to all Templegate Cottages residents.

If planning permission is granted the Sutton Parish Council request that the operating times are strictly enforced

in favour of the local residents.

v Southend Football Club’s Fossetts application still on the books.

**59 19/20 Correspondence*.***

i An e/letter August 2019 from Essex and Herts Air Ambulance re: donation request.

A £50 donation was agreed and was recorded.

ii Councillor Mrs B Loughborough drew the Councils attention to the help offered by the RDC for anyone with financial,

legal, etc, problems with their private, council or rented housing. Help found at [wellhomes@rochford.gov.uk](mailto:wellhomes@rochford.gov.uk).

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

**60 19/20 Finance:**

i i The SPC Financial Statements ending July 2019 were recorded.

ii The above balances were checked against Bank Statements by Cllrs: Mr N Andrews, and Mrs B Loughborough.

ii Councillors reported the setting up of the Barclays Bank Mandate is in progress.

iii The Notification of Exempt Status July 2019 from the SBA team, PKF-Littlejohn LLP was recorded.

iv A payment October 2019 to HMRC re: second quarter PAYE-RTI @ £166-00 was recorded.

v An Invoice July 2019 from Mr N Andrews re: November Wreath 2018 @ £16-00 was recorded.

The Council agreed Councillor Mr N Andrews signature on his own cheque.

vi An Invoice August 2019 from Mr Pitts – 007A Green Maintenance @ £110-00 was recorded

vii An invoice of UKPowerNetworks (P12) @ £1,898-40 was agreed to be paid once cleared by Came & Co: was recorded.

viii A donation to Essex and Herts Air Ambulance August 2019 was agreed @ £50-00 was recorded

ix An invoice August 2019 from Heelis and Lodge re: Internal Audit 2018-2019 was agreed to be paid when received.

x The payment July 2019 to RCCE re: Annual subscription £52-80 was recorded.

xi The payment July 2019 to Mr Pitts re: 28349 Green Maintenance £110-00 was recorded.

xii The payment July 2019 to Mr Pitts re: 003A Green Maintenance £110-00 was recorded.

xiii The payment July 2019 to Paglesham P.C.re: Shared stationery £28-49 was recorded.

xiv The D/D Invoice May/June/July 2019 to E-on re: 1st Quarter streetlighting @ £318-22 was recorded.

xv The D/D Invoice August 2019 to 1&1 IONOS re: website @ £ 8.44 was recorded.

xvi The Clerk’s salary standing order payments for August/September 2019 @ £221-41/£221-41 were recorded.

xvii Resolved: all payments, Internal Audit, financial statements, receipts, transfers and countersigned cheques above.

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

**61 19/20 Streetlighting.**

i The Clerk reported his insurance correspondence to date re: P12, outside Temple View, Shopland Road.

Ii The chairman asked that he be contacted by the Streetlighting contractor re: their setting up the Sutton Corner streetlight after the harvest.

**62 19/20 Highways:**

i The Clerk reported: Sutton Parish Council’s Essex Highways letter re: concerns on ‘injury accidents’ and the

negative response received from Mr D Mclean, Essex Highways.

Ward/Essex Councillor Mr M Steptoe is promoting the suggested accident reporting modifications.

ii A negative email from Mr Dan Maclean, Essex Highways re: Mini roundabout at Sutton Corner was recorded.

**63 19/20 Website:**

I The Clerk reported all 2018-2019 AGAR details are published on the Website.

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

**64 19/20 Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items: None.

**65 19/20 The next Sutton Parish Council Meeting:** to be held at Beauchamps, Shopland Road, Sutton.

**Agreed:** **26th OCTOBER 2019**.

**There being no further business and with thanks for his hospitality the Chairman closed the meeting at 10.33 am.**

**22nd October 2019. B. Summerfield, Sutton Parish Council Clerk/RFO.**