##  **MINUTES**

##  **OF THE SUTTON PARISH COUNCIL MEETING at**

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

 **ON SATURDAY 9th DECEMBER 2023 AT 10 AM.**

**87 23/24 To Record the Members and Public Present:** 10-00 am.

 Councillor (Chairman) Mr N Andrews.

 Parish Councillors: Mr R Cann, Mrs A Coutts, Mr R Gaylor and Mr C Tabor

 Ward and Essex County Councillor Mr M Steptoe.

 Ward Councillor: None.

 Members of the Public: None.

 The Parish Clerk: Mr B Summerfield.

**88 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:

ii Ward Councillors: Mr J Gooding and Mr A Williams.

**89 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.**

**90 23/24 Public Forum:** ( 5 min per person only )

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

 Essex Councillor Mr M Steptoe reported: The local MP Sir James Dudderidge is stepping down at the next election

 in 2024 – The Election is rumoured to be potentially held on 24th May 24 – The ECC would like the Bus services to

 be ‘franchised out’, under Devolution – Devolution is gathering pace and awaiting the Chancellors announcement.

**91 23/24 To receive the Minutes of the Meeting of the 7th October 2023.**

 The Minutes were Resolved agreed.

 Proposed by Councillors: Mr R Gaylor, seconded by Mrs A Coutts and agreed by all.

 The Chairman duly signed the Minutes as a correct record.

**92 23/24 Matters arising from the Minutes**: (not on the Agenda)

 Item: None.

**93 23/24 Ombudsman/RDC Complaint:**

i The Clerk reported that there are three stages to go through when forwarding a complaint to the RDC.

ii The Stage three complaint has been forwarded to the RDC and if the result is not satisfactory the only recourse,

 is then to the Ombudsman.

**94 23/24 Planning consultations:**

 Planning updates are awaited for the ‘take over’ of the SUFC by the consortium.

**95 23/24 Correspondence:**

i Councillor Mr R Gaylor’s: Goodbye Summer and Remembrance Elf’s offerings, were congratulated and recorded.

ii The negative email reply November 23 to RDC re: The Highway Ranger Service, to be funded by Parish Councils,

 was recorded..

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

**96 23/24 Finance:**

i **The closed Sutton Parish Council Barclays Bank Accounts of 10th October 2023:**

ii To receive the Clerk’s advice re: the new potential Barclays Bank or Metro bank accounts:

 i Resolved the Bank of choice for the future SPC funds is the Metro Bank, Southend on Sea, Essex.

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

 ii The new Bank Account set up requirements are to be as advised by the Clerk.

iii The receipt of a cheque from Barclays Bank for the balance of the Sutton PC accounts @ £ 11,630-21 was recorded.

iv The Clerk advised that all payments and future payments, (including D/D and Standing Orders dating from the closing

 of the Sutton PC accounts, have been covered by the Clerk on behalf of the Sutton Parish Council.

v Agreed all funds paid out by the Clerk to be reimbursed in one payment, when the new Bank Account is opened

 and running.

vi The Clerk was thanked for his work and financial coverage.

vii The Minutes of the meeting covering the above, to be used as the required paperwork in the opening of the

 new account including the agreed:

 i Councillors: Mr N Andrews, Mr R Gaylor and the Clerk, Mr B Summerfield to be co-signatures.

 ii Any two to sign cheques.

 iii All three signatories to have view only online, no debit cards.

**97 23/24 Finance: PRECEPT (2024-2025):**

iThe Clerk’s advice and spredsheet calculations for 2024-25 were discussed in depth and at length.

ii Resolved the Precept demand on the Rochford District Council for 2024-2025 is £8,300-00.

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

**98 23/24 Finance:**

i The SPC Financial Statements (ending December 2023) were recorded.

ii The above financial statements were agreed by Councillors: Mr R Gaylor and Mrs A Coutts.

iii The receipt of a cheque from Barclays Bank for the balance of the Sutton PC accounts @ £ 11,630-21 was recorded.

iv The Clerk reported that the Bleed Kits and Secure Box were underwritten by the ECC but, that the order cannot

 go through whilst there is no Sutton Parish Council Bank account to be utilised.

v Councillors agreed the EALC announced \*NEW\* NALC Pay Scales 2023-24 dated from April 2023.

vi The agreed Nett monthly salary @ £274-97 from January 2024 were recorded.

vii The agreed January 2024 payment of the Clerk’s 9 months back pay from April 2023 @ £166-50 was recorded.

viii A letter to the new bank giving the new Standing Orders and Direct Debits is to be authorised and signed in due

 course when set up.

ix The December 23 payment to HMRC re RTI-PAYE 3rd quarterly payment @ £195.20 was recorded.

x The December 23 payment Mr Pitts re: Invoice 16B Green Maintenance @ £ 110.00 was recorded.

xi The December 23 payment Mr Pitts re: Invoice 17B Green Maintenance @ £ 110.00 was recorded.

xii The December 23 payment Mr Pitts re: Invoice 21B Green Maintenance @ £ 110.00 was recorded.

xiii The December 23 payment Mr Pitts re: Invoice 23B Green Maintenance @ £ 110.00 was recorded.

xiv The December 23 payment BSummerfield/IJTDirect re: Printing Ink @ £ 36-10 was recorded.

xv The payment September 2023 from HMRC re: Penalty Assessment PAYE-RTI @ £100-00 was recorded.

xvi The payment HMRC re: 2nd Quarterly PAYE-RTI @ £195-20 was recorded

xvii The payment Mr R Gaylor re: Annual Poppy Wreath @ £25-00 was recorded

xviii The Clerk’s invoice for Office use 2022-23 @ £95-62 was recorded

xix The Clerk’s invoice for Fuel use 2022-23 @ £32-01 was recorded

xx The D/D Invoices October/November/December 2023 from 1&1 re: website @ £14-40 / £8.51/£14-40 were recorded.

xxi The Clerk’s salary invoices for October/November/December 2023 of £260-19/ £260-19/£260-19 were recorded.

xxii The Invoices October/November 2023 re: Npower (Streetlighting) invoice @ £98.23/£98-23 were recorded.

xxiii Resolved all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.

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

**99 23/24 Streetlighting:** The Councillors reports: None.

**100 23/24 Highways, Pavements and Public Rights of Way:** Councillor reports: None

**101 23/24 Remembrance Sunday 12th November 2023.**

 Agreed to include a microphone for the Reverent in 2024 and upgrade the sound with an extension speaker.

**102 23/24 Website:** The website is to be updated with the inclusion of this meetings’ information.

**103 23/24 Next Agenda Items from Councillors.** (*for next Agenda and exchange of information only).*

Items: None.

**104 23/24 The next Sutton Parish Council Meeting:**

 at **Crowstone Prep School, Fleet Hall Lane, Shopland Road, Rochford, SS4 1LH.**

 **Agreed:** **Saturday 3rd FEBRUARY 2024** at 10 AM.

There being no further business the Chairman closed the meeting, with thanks to our host, at 11-15 am.

**29th January 2024. B. Summerfield Sutton, Parish Council Clerk/RFO.**