## MINUTES

## OF THE MEETING OF SUTTON PARISH COUNCIL

## HELD at BEAUCHAMPS, SHOPLAND ROAD

## on SATURDAY 3rd DECEMBER 2016

**at 9.00 am.**

**84 16/17 To Record the Members Present:** 9.00 am

Councillor Mr C J Tabor (Chairman).

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

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

Members of the Public: None.

Mr B. Summerfield. [Parish Clerk].

**85 16/17 Chairman's opening remarks.**

The Chairman welcomed all attending the Sutton PC Meeting.

**86 16/17 Apologies and reasons for absence:**

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

Ward Councillor Mr A Williams (committed elsewhere).

**87 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 as they became evident to**

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

**88 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.

**89 16/17 Public Forum:** ( 5 min per person only )

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

i Ward Councillor Mr M Steptoe reported: the RDC has a newly formatted website that is more user friendly –

three Chambers of Trade are now unified under one chamber – a ‘New Procurements’ procedure will be ready

at the end of January 2017 – Re: ‘Purdeys’, the bidding for the junction and complaints re: lack of road markings

causing accidents on the junction, has been put right – Fairglens funding costing millions, then Kent Elms followed

by the Bell Corner– Hall Road roundabout and narrowing due to the new housing Estate in progress – The Fossetts

Hospital site potential for future development, coupled with the duty to co-operate with the RDC, raises concerns for

Sutton.

ii Cllr Mr M Lucas-Gill reported the Old House in South Street is being appraised by the RDC as a possible

Wedding venue or Museum, etc. etc.

iii Public questions/statements to the SPC None.

**90 16/17 To receive the Minutes of the Meeting of 8th October 2016.**

The Minutes were read and were Resolved to be agreed.

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

The Chairman duly signed the Minutes as a correct record.

**91 16/17 Matters Arising from the Minutes:** (Not on the Agenda)

(Minute 82) Flower dingy at Templegate Cottages

Councillors: Mrs B Loughborough and Mr R Gaylor produced a work tracker document programming actions

required to complete the set up of the above.

92 16/17 The Community Plan Steering Group.

Councillor Mr R Gaylor reported a meeting to be held in January to view the updated Parish Plan.

The Clerk reported that the last AGM of the CPSG was 19th July 2014 and that the RCCE’s Sarah Sapsford

is very willing to help if required and can be contacted 01376 574330.

**93 16/17 Correspondence*.***

i A letter October 2016 to the Chairman re: working relationships and shared opportunities was recorded.

ii An e/letter November 2016 from RDC re: Networking Event, Wednesday 25th January 2017 was recorded.

The Clerk will email the Agenda when received.

iii An e/letter November 2016 from the Pensions Regulator re: Pension scheme was recorded.

iv An e/letter November 2016 from RDC re: Air Quality Survey was recorded.

Contacts for the Air Quality Survey are: [www.essexair.org](http://www.essexair.org), Survey at

[www.rochford.gov.uk/airquality,](http://www.rochford.gov.uk/airquality, - 01702)

[- 01702](http://www.rochford.gov.uk/airquality, - 01702) 318049 RDC’s Martin Howlett .

v An e/letter October 2016 from RHALC re: Minutes of the meeting of 20th October 2016 was recorded.

vi An e/letter October 2016 from Came and Co re: impact damage claim 17.2.16 was recorded

vii The Clerk’s letter 27th October 2016 to Department of Communities and Local Government re: proposed

future capping of small Council Precepts was read to the Council and approved.

viii A letter November 2016 from UK Power Networks re: receipt of cheque for energy connection was recorded.

ix A Notice October 2016 included with the GWCA newsletter circulated by the Clerk was recorded

x A letter of November 2016 from the Post Office re: returned 1&1 Sutton letter was recorded.

The Clerk to make further enquiries.

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

etc: placed on the table.

**94 16/17 Planning**

Application no 15/00/FUL **None.**

**95 16/17 Finance**

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

ii The above balances to be checked against Bank Statements by Councillors: Mrs B Loughborough and

Mr N Andrews.

ii The Clerk reported that the Annual Audit information 2015-2016 is on the Parish website together with:

i Conclusion notice of the Annual Audit

ii Publication of the completed Annual Return and PKF comments

iii Publication of the modified Annual Return

iv The updated monthly PC financial Statements.

iii An Invoice November 2016 from Mr Pitts re: 28255 green Maintenance @ £55-00 was recorded.

iv The payment October 2016 to HMRC re: Second quarter PAYE-RTI @ £154-80 was recorded.

v The payment October 2016 to Mr Pitts re: A44 Green Maintenance @ £110-00 was recorded.

vi The payment October 2016 to Mr R Pitts re: 28252 Green Maintenance @ £110-00 was recorded.

vii The payment October 2016 to Mr N Andrews re: 2015 remembrance wreath @ £17-00 was recorded.

viii The payment October 2016 to UK Powernetworks re: Sutton Corner energy supply @ £1,488-00 inc/vat was recorded.

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

x Resolved: all above payments, actions, the monthly financial statements, transfers, grants and countersigned cheques. Proposed by Councillors: Mr B Howatt, seconded by Mr R Gaylor and agreed by all.

96 16/17 Streetlighting:

i No date for connection has been received to date re: the Pole Bracket/Streetlight energy supply by UK Power Networks

on Sutton Corner

ii Councillors reports: the u/s streetlight opposite the Church, Sutton Road to be reported.

iii Costs of installing LED’s to Streetlights to be investigated by the Clerk.

**97 16/17 Highways:**

Councillors reports: all Sutton Road pavements have been resurfaced and are completed – ‘Normans front wall’ on the

Shopland Road has been knocked down again – the Bridge at the electricity Station is still in need of repair – the

post box outside Winters has been destroyed -

**98 16/17 The Sutton PC Act of Remembrance of Sunday 13th November 2016.**

i The Clerk reported the thank you email to Alun Hurd for conducting the Remembrance Service for Sutton.

ii Councillors agreed a respectful and enjoyable service.

**99 16/17 Website updates:**

The Clerk reported the updated Sutton PC membership list October 2016 and all Agenda and Minutes to date.

**100 16/17 Next Agenda Items from Councillors**. *for next Agenda and exchange of information only.*

Items: The PRECEPT 2017/2018 - Notice board additions to clean up the appearance (Cllr B Loughborough

to forward information to the Clerk)

**101 16/17 The next Sutton Parish Council Meeting**

**Agreed: Saturday 7th JANUARY 2017**

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

There being no further business the chairman closed the meeting at 10.35 am; with thanks from members for his hospitality.

**3rd January 2017. B Summerfield**

**Sutton Parish Council Clerk.**