## MINUTES

## OF THE MEETING OF SUTTON PARISH COUNCIL

## HELD AT BEAUCHAMPS, SHOPLAND ROAD

## on SATURDAY 8th DECEMBER 2018,

**at 9.00 am.**

**95 18/19 To Record the Members Present: 9.01 am**

Councillor (Chairman) Mr C Tabor.

Parish Councillors: Mr R Gaylor and Mrs B Loughborough.

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

Members of the Public: None.

Mr B. Summerfield. [Parish Clerk].

**96 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.

**97 18/19 Apologies and reasons for absence:**

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

Councillors: Mr N Andrews and Mr B Howat, (away and working).

**98 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.**

**99 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).**

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

RDC Asset Review Program may bring major changes – Resurfacing of the runway on Southend Airport is scheduled for overnight work – New hotel for the Airport and Terminal extension with 2oo more car parking spaces – Ward councillors attending Airport meetings – LHP meeting next Monday – Full ECC meeting to consider local libraries – Parking Partnership scheme funding for improvements – A127 Corridor Task Force is formed with Cllr Steptoe as Chairman – Cherry Orchard carpark is being extended with an extra 90 places.

**100 18/19 To Receive the Minutes of the Parish Council Meeting of 27th October 2018.**

The Minutes were read and were Resolved to be agreed.

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

The Chairman duly signed the Minutes as a correct record.

**101 18/19 Matters Arising from the Minutes: (Not on the Agenda)**

i (Minute 83/i) RDC proposed ‘Discover 20/20’ events:

Clerk to circulate meeting notes.

ii **(**Minute 83/ii) GDPR meeting for Clerk’s.

The Clerk reported his attendance at a Clerk’s meeting with a professional body involved with the DPO side of GDPR.

In the event of a complaint being received by a Parish Council under the new GDPR regulations, a body acting as a DPO will receive the PC’s complaint and handle the compliance with the regulations.

The cost for a small Parish Council (1 Computer) is quoted @ £150-00 annually.

The DPO body will supply and handle all information and guide the PC through the regulatory requirements to conform with the GDPR Regulations. It will supply all help and guidance to the PC including the correct setting up of the Impact Assessment and Retention Policy and will work towards the full compliance.

All councillors are regarded as Processors. The Clerk is the Controller.

Their advice on security was that the PC laptop or computer should be upgraded to Windows Pro. The Windows Pro upgrade includes the encryption of all contents via the built in ‘Windows bitlocker’ and is quoted on line as an upgrade

at £119-99.

iii **(**Minute 93) Special Constable.

A Special Constable at £1,000 per council, possibly shared with other Parishes was discussed.

**102 18/19 Planning:**

i Councillor Mr R Gaylor brought to the attention of Sutton Parish Council a letter and further correspondence re:

Fossetts Farm planning by SUF Club, received by him from Southend Borough Council.

The letter informed him of the naming of consultation correspondents and addresses.

SBC’s further correspondence did not satisfactorily clarify the above naming of correspondents.

ii Agreed: Councillor Mr R Gaylor will further write to Southend Planning officers and the Chairman of Southend

Council pointing out the alleged contravening of GDPR regulations, in their refusal to send out correcting letters (1000).

103 18/19 The Parish Plan Steering Group (Set up in 2011).

Councillor Mr R Gaylor (Chairman of the Sutton with Shopland Parish Plan) report re: contact with Canewdon Parish Council and the RCCE for information to help resolve the present stalemate. No action reported.

**104 18/19 Correspondence*.***

i An e/letter November 2018, from RDC re: LCTS Grant allocations 2019-2020 and 2020-2021 was recorded.

ii i An Echo article re: Fossetts Football Stadium Controlled Parking Zone on Match Days was recorded.

ii A discussion on the effect of the parking on local roads and traffic increases on Match Days was recorded.

Iii Ward Councillors agreed to bring up SPC concerns re: potential parking and traffic blocking on Sutton Road.

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

**105 18/19 Finance**

i i The SPC Financial Statements ending November 2018 were recorded.

ii The above balances were checked against the Bank Statements by Councillors: Mr C Tabor, and

Mrs B Loughborough.

ii The PRECEPT for 2019-2020 was discussed at length and agreed:

Resolved: The PRECEPT demand on Rochford District Council for 2019-2020 will be £7,844-00 as recorded.

Proposed by Councillors: Mrs B Loughborough, seconded by Mr R Gaylor and agreed by all was recorded

iii Agreed a payment December 2018 to HMRC-RTI re: 3rd quarterly PAYE 2018-2019 @ £159-80 was recorded.

iv An Invoice November 2018 from Mr Pitts re: 28331 Green management @ £110-00 was recorded.

v An Invoice December 2018 from Mr Pitts re: 28334 Green management @ £110-00 was recorded.

vi An Invoice December 2018 from W&H (Romac) Ltd re: Led installations x 8 @ £3,416-64 was recorded.

vii An invoice December 2018 from B Summerfield re: Stamps/copy paper (£101-76 Shared Paglesham) @ £ 50-88 was

recorded.

viii The D/D November 2018 from 1&1 website re: New negotiated monthly payments @ £7-10 was recorded.

ix Agreed: Councillor Mr N Andrews will be able to co-sign the cheques outside the meeting.

x The payment October 2018 to Mr Pitts re: Green Maintenance @ £110-00 was recorded.

xi The payment October 2018 to W&H (Romac) Ltd re: new x 4 LED streetlighting installations @ £1,708-32 was recorded.

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

xiii The Council agreed that Councillor Mr N Andrews to be able to sign cheques outside the meeting.

xiv Resolved all payments, financial statements, receipts, transfers and countersigned cheques above.

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

106 18/19 Streetlighting:

i The Clerk’s report: new LED’s x 7 Sutton Road, plus 1 on Shopland Road now total 17 units.

ii Councillor reports: None.

**107 18/19 Highways:**

The Clerk reported his scheduled meeting with Mr Dan McLean (ECC Highways) next Thursday 13th December to Survey the local roads. Ward Councillor Mr M Steptoe will join the meeting.

ii 108 18/19 Remembrance Sunday: (100 years Armistice Anniversary)

new i The circulated parish information letter and the Remembrance Service at the Village Sign (40 attending) was recorded.

Agreed a louder portable CD/Tape player be purchased for the next event!

ii The Templegate Armistice Memorial was agreed a very professional display,

Councillor Mrs B Loughborough is keeping a scrap book.

iii Councillor Mr C Tabor reported that after the armistice service above, tea and coffee was enjoyed by all at All Saints Church, Sutton, followed by the Armistice Commemoration bell ringing at 12.30pm, was recorded.

109 18/19 Website:

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

110 18/19 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.*

Items: All Saints, Sutton, Carol Service is on 16/12/2018 -

111 18/19 The next Sutton Parish Council Meeting

**Agreed: Saturday 9th February 2019.**

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

**There being no further business, the Chairman closed the meeting with the thanks from members for his hospitality, at 10.30 am.**

**5th February 2019. B Summerfield, Sutton Parish Council Clerk/RFO.**