## **MINUTES**

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

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

**ON SATURDAY 3rd FEBRUARY 2024 AT 10 AM.**

**105 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 and Mr R Gaylor.

Ward and Essex County Councillor Mr M Steptoe.

Ward Councillors: None.

Members of the Public: None.

The Parish Clerk: Mr B Summerfield.

**106 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:

Councillor Mr C Tabor’s apology was agreed.

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

**107 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.**

**108 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:

Devolution is on hold due to the potential Elections in May 24 – Rochford District are receiving complaints from

ratepayers on the closed Freight House – There is a noticeable amount of RDC Staff moving away - The local MP

Sir James Duddridge is stepping down at the next election and a replacement MP is being lined up.

**109 23/24 To receive the Minutes of the Meeting of the 9th December 2023.**

The Minutes were Resolved agreed.

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

The Chairman duly signed the Minutes as a correct record.

**110 23/24 Matters arising from the Minutes**: (not on the Agenda)

Item: None

**111 23/24 Ombudsman/RDC Complaint:**

i The clerk to forward the RDC Stage 3 complaint reply re: the Templegate Cottages ‘Dust Complaint’, to the

Ombudsman.

**112 23/24 Planning consultations:**

i Rochford District Council Planning Department Applications from the SUFC for the Sutton Training Ground.

No updates received.

ii 23/01026/FUL 2, Shopland Hall Cottages, Shopland Road, Sutton, Essex.

(Demolition of 5 Buildings in Use as an Aviary Breeding Centre and Erection of One 4 Bed Dwelling House).

i Sutton Parish Council Object to the application:

i an inappropriate design and will bring visual and detrimental harm to the Greenbelt

ii the Change of Use from an Aviary Breeding Centre to a 4 bed modern dwelling house will

bring visual and detrimental harm to the Greenbelt

iii a 4 bed modern dwelling house will bring further visual and detrimental harm to the Greenbelt

and to the adjacent Rochford District Council protected Conservation Area of St Mary’s

Churchyard, Shopland.

ii The received email plans are not clear to councillors and the Chairman will research the RDC Planning

application documents in order to further advise Sutton PC Councillors.

Iii A site visit may be appropriate following the above research.

**113 23/24 Correspondence:**

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

**114 23/24 Finance:**

**The setting up of the Metro Bank Account.**

The recent visit to the Metro Bank, Southend by Councillors and Clerk to set up the SPC Bank account

was discussed.

**115 23/24 Finance:**

i The SPC Clerk’s Financial Statement Balances from 7th October 2023 to date were recorded.

ii The above financial statement balances were agreed by Councillors: Mr R Cann and Mr N Andrews.

iii Information from the Clerk following the Metro Bank account becoming live; was recorded ie:

i The Barclays Bank Cheque @ £11,630-21 will be paid in

ii The Sutton Parish Council Standing Order’s and Direct Debits will be actioned re:

i A monthly Direct Debit to 1&1 (website) beginning in March 2024.

ii A monthly Direct Debit in March 2024 to Npower Business Solutions (Streetlighting Energy)

iii A letter of instruction re: a Monthly Salary Standing Order to the Clerk Mr B Summerfield,

beginning on 5th March 2024 @ £ 274.97.

iv The Precept demand on Rochford District Council for the year 2024-2025 (Bank Account details TBA)

@ £8,300-00, has been actioned and was recorded.

v The Bleed Kits and Secure Box will be underwritten by the ECC, Locality Fund was recorded.

i The ECC, Locality Fund to be re-activated when the Sutton Parish Council Metro Bank account, is open.

ii The Bleed Control Kit to be ordered, when the Locality Fund is authorised by the ECC.

iii Thanks to the Essex County Councillor Mr Mike Steptoe for his help with this matter.

vi Agreed a cheque payment to the Clerk B Summerfield dated: February 2024, covering all agreed items paid

out under Minute 115/i above, or revised was recorded.

i The above final Metro cheque amount to be dated and signed by two councillors outside a meeting,

with the final amount agreed by email exchange and ratified at the next meeting was recorded.

vii The NALC advised amount for S137 payments is now £10-81 was recorded.

viii Resolved all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned

cheques.

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

**116 23/24 Streetlighting:**

The Councillors reports: None.

**117 23/24 Highways, Pavements and Public Rights of Way:**

i Councillors forwarded complaints:

i storm blown branches at three points jutting out into the Sutton Road and Shopland Road

ii the overgrown hedging at the junction with Fossetts Way on the Sutton Road is the cause of lorries being

unable to pass each other without stopping, at this narrow and overgrown part of the Sutton Road.

ii A log of long term noise complaints from Templegate Cottages, Sutton Road, will be forwarded to the Southend and

Essex Police and Essex/Southend Highways re: local irresponsible late night noise from alleged Boy Racers on

Temple Farm Business Estate and other local roads.

**118 23/24 Website:**

The website is to be updated with the inclusion of this meetings’ information.

**119 23/24 Next Agenda Items from Councillors.** (*for next Agenda and exchange of information only).*

Items: None.

**120 23/24 The next Sutton Parish Council Meeting:**

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

**Agreed:** **Saturday 6th APRIL 2024** at 10 AM.

There being no further business the Chairman, with thanks to our host Councillor Mr R Cann, closed the meeting

at 11.20 am.

**2nd April 2024. B. Summerfield Sutton, Parish Council Clerk/RFO.**