

MINUTES
OF THE SUTTON PARISH COUNCIL
HELD AT BEAUCHAMPS, SHOPLAND ROAD, ROCHFORD, SS4 0QQ
ON SATURDAY 9th JULY 2022.

- 24 22/23 **To Record the Members and Public Present:** 10-04 am.
Councillor (Chairman) Mr C Tabor.
Parish Councillors: Mr N Andrews, Mr R Cann, Mr R Gaylor and Mr B Howat.
Ward and Essex County Councillor Mr M Steptoe.
Ward Councillors Mr Jim Gooding.
Members of the Public: None.
The Parish Clerk: Mr B Summerfield.
- 25 22/23 **Apologies and reasons for absence:**
i To be received by the Clerk only in person via: email, letter and telephone.
Ward Councillor: Mr A Williams.
ii Acceptance of the reason for absence: Agreed.
- 26 22/23 **Declarations of Interests**
i **To receive all declarations of interests:** None.
ii **The Chairman reminds Councillors to declare any further interests as they became evident to them, during the progress of the meeting.**
- 27 22/23 **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 Essex County Councillor Mr Mike Steptoe and Ward Councillor Mr J Gooding reported: on the Ward Councillors meeting with SUFC's Mr Ron Martin, where they discussed the lorry delivery entrance to the site of the SUFC Sutton Training Pitches via the Grain Store Road, which is situated at the side of no 11, Templegate Cottages – their concerns re: lorry delivery times, proper wheel washing facilities and noise and dust effecting the residents were raised – The Ward Councillors also raised the questions re: Drainage from the Training site works, including their concerns re: the water run away from B&Q, from the new housing estates and Stadium work and the potential for causing contamination to the local drainage ditches feeding to the Sea Wall outfall.
ii A further potential meeting with Ron Martin and the SPC was suggested - A meeting is recommended by the Ward Councillors with potentially Planning officers present.
iii A question was raised, concerning if the Minutes of the Ward Councillors meeting with Mr Martin were available and if so, agreed to ask for a copy – Therefor any decision on a meeting with the SUFC to be put on hold whilst waiting for any potential view of the Minutes/Notes of the Meeting.
iv Councillor Mr R Gaylor posed the question as to why the SUFC Sutton Training Pitches work has started when the Planning permissions state the work should only go ahead concurrently with the Stadium work?
The Ward Councillors agreed to clarify the position.
v The Ward Councillors asked to directly receive by email or telephone, any issues created by any SUFC works that was affecting the daily lives of the residents of Templegate Cottages and the rest of the Sutton residents.
Information to include dates, times, photos Licence plate numbers and any facts relevant to the complaint.
vi Agreed that Councillor Mr R Gaylor will be the conduit to all three Ward Councillors and Planning, RDC (including separately Cllr: Mr M Steptoe as the Essex County Councillor), for all complaints from Sutton residents.
vii Ward Councillor Mr J Gooding reported: Road vegetation overgrowth clearances locally and on the Sutton Road – Fly tipping increases – educating young people via a Beaver litter pick – a Historical Exhibition later in the year.
viii To receive statements/questions and Emailed statements/questions from Members of the Public: None.
ix To record that the public's potential involvement at the SPC meetings, were advertised on the Website and Parish Notice boards.
- 28 22/23 **To Receive the Minutes of the AGM 7th MAY 2022.**
The Minutes were Resolved agreed.
Proposed by Councillors: Mr N Andrews, seconded by Mr R Gaylor and agreed by all.
The Chairman signed the Minutes as a true record.
- 29 22/23 **Matters Arising from the Minutes: (Not on the Agenda)** None.
- 30 22/23 **Planning:**
i Essex Councillor Mr M Steptoe's SUFC meeting report as above.
ii Application no 22/00528/FUL Ivy Cottage, Sutton Road, Rochford, Essex.
(Proposed Part Replacement Two Story Side and Rear Extension).
- Sutton Parish Council has no comment.

- iii Application no 22/00555/FUL Southend United Football Club. Land North of Smithers Chase, Sutton Road, (Variation of Condition no. 1 (Time limit) of Approved Application ref: 11/00224/TIME (application to extend the Time limit of Planning Permission 06/00943/FUL – Creation of Three Training Pitches, One All Weather Floodlit Training Pitch (8x12M Columns), A Flood Attenuation Pond and Surface Car Park of 454 Spaces 43 x 8m Columns) to provide Condition 1A to Include Approved Plans under Application re: 17/00436/FUL (Development of First Team Training Centre with Related Car Parking, Four Football Pitches, Stadium Match Day Parking, Flood Attenuation Measures, Access, Refuse Storage Point and Landscaping).
- Sutton Parish Council continue to object and all current and previous objections still stand.

31 ^{22/23} **Correspondence.**

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

32 ^{22/23} **Finance:**

- i The SPC Financial and Barclays Bank Statements ending June 2022 were recorded.
i The Barclays Bank/SPC statements were agreed by Councillors: Mr R Cann and Mr R Gaylor.
- ii The receipt of the RDC's 2nd Part Precept payments 22-23 @ £4,000-00 was recorded.
- iii The delayed Internal Auditors 'Auditing Solutions Ltd' 2021-2022 report was recorded.
- iv i The actions recommended in the Internal Audit report were recorded in an attached appendix to Section 1 - Annual Governance Statement 2021/22.
- v **To receive the AGAR Return Part 2, 2021-2022.**
i The AGAR 2021/22 Certificate of Exemption Form was agreed, signed and recorded.
ii The signed Internal Auditor Report 2021/22 was recorded.
iii The Section 1 - Annual Governance Statement 2021/22 with an appendix of actions as recommended by the Internal Auditor was agreed, signed and recorded.
iv The Section 2 - Accounting Statements 2021/22 was agreed, signed and recorded.
v The dates set for the Period of the Exercise of Public Rights was agreed, signed and recorded.
- vi A D/D setup and payment to Npower (Streetlighting) invoices from Dec 21 to July 22, @ £533-63 was recorded.
- vii Three Invoices 087A/090A/092A 2022 from Mr Pitts re: Green Maintenance @ £330-00 was recorded.
- viii An Invoice June 2022 from B Summerfield/Gallagher re: Administration fee @ £50-00. was recorded.
- ix An Invoice June 2022 from Auditing Solutions Ltd re: Internal Audit @ £552-00 was recorded.
- x The payment May 2022 B Summerfield (Back pay for EALC/NALC salary negotiation) @ £64-44 was recorded..
- xi The payment May 2022 B Summerfield (Office costs 21-22) @ £61-22 was recorded..
- xii The payment May 2022 B Summerfield (Fuel costs 21-22) @ £32-01 was recorded..
- xiii The payment May 2022 to HMRC-PAYE re: the 1st Quarterly RTI payment (April/May/June) @ £ 184-02 was recorded.
- xiv To record the payment May 2022 to Mr Pitts re: 085A Green Maintenance @ £110-00 was recorded.
- xv To record the payment May 2022 to Gallagher re: Annual Insurance 22-23 @ £770-76 was recorded.
- xvi To record the payment May 2022 to EALC re: Annual subs @ £67-23 was recorded.
- xvii To record the payment May 2022 to W&H (Romac) Ltd re: a reissue @ £369-60 was recorded.
- xviii To record the payment May 2022 to HMRC PAYE-RTI 4th Quarter 21-22 @ £155-40 nett was recorded..
- xix The D/D Invoice June 2022 from 1&1 re: website @ £18.04 was recorded..
- xx The Clerk's salary standing order payments for June 2022 @ £241-09 was recorded..
- xxi The Clerk's salary standing order payments for July 2022 @ £241-09 was recorded..
- xxii Resolved all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques. Proposed by Councillors: Mr R Cann, seconded by Mr N Andrews. and agreed by all.

33 ^{22/23} **Streetlighting.**

Councillor reports: The Chairman recorded the replacement of the bulb in the Sutton Corner floodlight.

34 ^{22/23} **Highways:**

- i Essex Highways Salt Bag Partnership 2022-23 (closing 25th July 22). None required this year.
- ii The pothole scheme – report with Photographs, Post code and/or What three Words, of locations.
- iii Councillors reports: None

35 ^{22/23} **Website:**

The website is to be brought up to date with the inclusion of this meetings' information.

36 ^{22/23} **Next Agenda Items from Councillors.**

for next Agenda and exchange of information only.

Items: None

37 ^{22/23} **The next Sutton Parish Council Meeting:**

Agreed: 1st OCTOBER 2022 AT BEAUCHAMPS, SHOPLAND ROAD, ROCHFORD, SS4 0QQ

There being no further business the Chairman, with thanks for his hospitality, closed the meeting a 11.49 am.

8th August 2022.

B. Summerfield Sutton, Parish Council Clerk/RFO.