## **MINUTES**

## **OF THE EXTRAORDINARY INTERNAL AUDIT SUTTON PARISH COUNCIL MEETING**

**AT THE**

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

## **ON WEDNESDAY 23rd JULY 2025 AT 7 PM.**

**27 25-26** **To Record the Members and Public Present:** 7.pm.

Councillor (Chairman) Mr R Gaylor.

Parish Councillors: Mr N Andrews, Mr R Cann, Mrs A Coutts and Mrs C Lines.

Ward and Essex County Councillor: Mr M Steptoe.

Ward Councillors: Ms A Marriot.

Members of the Public: None.

The Parish Clerk: Mr B Summerfield.

**28 25-26** **Apologies and reasons for absence:**

To be received by the Clerk only in person via: email, letter and telephone.

i Acceptance of the reason for absence:

ii Ward Councillors: Mr A Williams.

**29 25-26** **Declarations of Interests**:

i **To receive all declarations of interests** including dispensations under the relevant provision s.33 of the

Localism Act 2011.

iii **The Chairman reminds Councillors to declare any further interests now and as they became evident to them,**

**30 25-26** **Public Forum:** ( 5 min per person only )

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

i Ward Councillor Ms A Marriot reported: The RDC meeting discussed the Local Government Reform and after

discussion are favouring the combination of Morden, Chelmsford, Rochford and Brentwood.

ii Ward/Essex Councillor Mr M Steptoe reported: The RDC Local Plan has dragged on over the last two years –

No Local Plan at the moment – Possibly a finished Local Plan in 18 Months time – Recommends a Parish

Plan to be discussed – Local road issues in hand: the Templegate Cottages manhole cover and the Shopland

Road missing sign – Many Speculative Planning applications are received by the RDC with the Governments

Greenbelt changes to Greybelt rulings effecting the placing of applications – The SOS: Bournes Green Planning

for 10,000 Houses is not now supported by the RDC.

**31 25-26** **To Receive the Minutes of the AGM of 24th MAY 2025.**

The Minutes were Resolved agreed.

Proposed by Councillors: Mr R Cann seconded by Mr N Andrews and agreed by all.

The Chairman duly signed the Minutes as a correct record.

**32 25-26** **Matters arising from the Minutes**: (not on the Agenda)

Item: None.

**33 25-26** **The Internal Audit Report/AGAR Form 2 - 2024-25:**

i Received:

i The Clerk read the conclusions of J P Watkins & Co (the Internal Auditors) Report, to the Council.

ii The Clerk read the Exemption Certificate declaration (Page 3, AGAR 2024-25).

The Council agreed the content and the Chairman and Clerk/RFO signed the document

iii The Clerk read the Internal Audit report (Page 4, AGAR 2024-25).

The Council agreed the content.

iv The Clerk introduced The Section 1, The Annual Governance Statement (Page 5, AGAR 2024-25),

N.B: PKF (Audit Commission) have given their advice on the Sutton AGAR being delayed until the 23 July 25.

This was due to the illness of the Internal Auditor who, was not able to complete his appraisal of the

Sutton Accounts in time for the official 30th June 25, time limit.

This action is reflected in the above Annual Governance Statement (Page 5, AGAR 2024-25),

The Council agreed the content and the Chairman and Clerk/RFO signed the document

v The Clerk introduced The Section 2, the Accounting Statements 24-25 (Page 6, AGAR 2024-25),

The Council agreed the content and the Chairman and Clerk/RFO signed the document

vi To record that all AGAR 2024=25 documents and the Cash Book 24-25 will be available on the PC website.

vii The Public Rights were published on the 29th June 25.

ii The Clerk reported the costs involved with the 2024-25 requirement to install and use a formal

[**clerk@suttonwithshopland-pc.gov.uk**](mailto:clerk@suttonwithshopland-pc.gov.uk) email address for all PC work.

Resolved; the ‘Parish Online’ email [**clerk@suttonwithshopland-pc.gov.uk**](mailto:clerk@suttonwithshopland-pc.gov.uk) and website Domain.

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

**34 25-26** **Finance:**

I The Financial and Metro Bank Statements ending 23rd July 2025 were recorded.

ii The above financial statement balances were agreed by Councillors: Mr R Gaylor and Mrs C Lines.

iii A letter authorising the Clerk/RFO Mr B Summerfield, the agreed use of the Metro Bank’s online

bank transfers, was presented by the Clerk to the Metro Bank.

i The received new Metro Bank Mandate was agreed and completed by councillor signatories.

Clerk to re-present documents.

iv Agreed the June 25 RDC receipt of the second half of the 25-26 Precept @ £4,565.00.

v Agreed the July 25 payment to: B Summerfield/First Quarter HMRC 25-26 PAYE-RTI @ £ 213.12.

vi Agreed the July 25 payment to: B Summerfield/IONOS June Website: @ £ 42.00.

vii Agreed the July 25 payment to: J P Watson & Co re: Internal Audit 24-25 @ £ 185.00.

viii Agreed the July 25 payment to: Mr R Pitts Re: May Invoice 53B @ £110.00.

ix Agreed the July 25 payment to: Mr R Pitts Re: June Invoice 55B @ £110.00.

x Recorded the payment May 25 Insurance renewal Information and Invoice from [Communityrenewals@ajg.com](mailto:Communityrenewals@ajg.com)

@ £ 890.61.

xi Recorded the Invoice payment May 2025 from Mr Pitts re: (51B) @ £ 110-00.

xii Recorded the Invoice payment May 2025 from B Summerfield/IONOS re: website x 2 @ £ 42.00.

xiii Recorded the Invoices payment April/May 25 re: B Summerfield/Website IONOS re: @ £ 13.20/£28.80.

xiv Recorded the Invoice payment April 2025 from EALC re: annual subscription @ £ 72.87.

xv Recorded the Standing Order payments June/July 25 to the Clerk @ £284.16/£284.16.

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

cheques.

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

**35 25-26** **Correspondence:**

i The Salt Bag partnership was declined.

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

**36 25-26** **Planning:**

i Councillor Mrs C Lines questioned the condition of the SUFC Blue Hoarding’s between Templegate Cottages

and Smithers Chase.

ii Councillor Mr M Steptoe responded with an update on his questions to planning on the subject.

**37 25-26** **Streetlighting:**

Councillors reports: P4 to be chased again.

**38 25-26** **Highways, Pavements and Public Rights of Way:**

i The missing Dingy at Butlers Gate to be researched by the Clerk and then via Councillor Mrs C Lines.

ii The Clerk to trace the previous Chairmanship’s of Sutton via the RDC.

**39 25-26** **Website:** The website is to be updated with the inclusion of this meetings’ information.

Item: None.

**40 25-26** **Next Agenda Items from Councillors.** (*for next Agenda and exchange of information only).*

Items:

The Clerk to report the results of the ‘Clerk’s Meeting’ re: Local Government Reform.

**41 25-26** **The next Sutton Parish Council Meeting:**

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

**Agreed: Saturday 27th SEPTEMBER 2025 at 10 AM.**

There being no further business the Chairman closed the meeting at 8.37pm.

**22nd September 2025. B. Summerfield Sutton, Parish Council Clerk/RFO.**