## MINUTES

## OF THE MEETING OF SUTTON PARISH COUNCIL

## HELD at BEAUCHAMPS, SHOPLAND ROAD

## on SATURDAY 8th JULY 2017.

**at 8.30 am.**

**28 17-18 To Record the Members Present:** 8.36 am

Councillor Mr C J Tabor (Chairman).

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

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

Members of the Public: None.

Mr B. Summerfield. [Parish Clerk].

**29 17-18 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.

**30 17-18 Apologies and reasons for absence:**

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

None.

**31 17-18 Declarations of Interests: on items on the Agenda.**

i **To receive all declarations of interests.**

iWard Councillors Mr M Steptoe and Mr A Williams declared interests in the Planning application re:

17/00436/FUL (as below at Minute 35) as members of the RDC Planning Committee and will remain at the

meeting to help the SPC with details only if required, will not make any judgments, keeping open minds.

ii Ward Councillor Mr Lucas-Gill declared an interest as being involved with preliminary discussion re: 17/00436/FUL.

ii **The Chairman reminds Councillors to declare any further interests as they became evident to**

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

**32 17-18 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 and Ward Councillor Mr m Lucas-Gill reported: Planning issues re: the Old House

in South Street is being appraised by the RDC as a possible Wedding venue or Museum – Planning at 19 and 57

South Street, Rochford - the Kings Head planning development is ongoing - A potential rural clearway on the

Southend Road at the entrance to the Rochford reservoir.

ii Public questions/statements to the SPC None.

**33 17-18 To receive the Minutes of the Meeting of 3rd December 2016.**

The Minutes were read and were Resolved to be agreed subject to the addition of the correction for Ward Councillor

Mr M Lucas-Gill on item 7 as: *Vice Chairman of the Audit Committee and a member of the Investment Board*

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

The Chairman duly signed the Minutes as a correct record.

**34 17-18 Matters Arising from the Minutes:** (Not on the Agenda)

i (Minute 17/i) Flower dingy at Templegate Cottages

Councillors: Mrs B Loughborough and Mr R Gaylor reported on the progress of the Flower Dinghy and it was agreed

that a large amount of thanks go to all neighbours and friends who have assisted with the installation.

Also a letter of thanks to go to Reads of Sutton for their vital community support. All agreed.

A rota for local watering is being set up and identification of a water standpipe, on the Dinghy side of the road is being investigated by Councillor Mr R Gaylor..

ii (Minute 17/i) A Private donation towards the Templegate Dinghy

The Clerk read his letter of thanks from the SPC for the donation..

**35 17-18 Planning**

**i**  The planning application no. 17/00436/FUL  Land North of Smithers Chase, Sutton Road, Rochford, Essex.

(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).

**The Sutton Parish Council objects based on:**

The proposed First Team Training Centre is a ‘New Build’ in the Greenbelt.

The ‘Four’ proposed football pitches and the subsequent ‘players noise’ generated by their use, will not be

acceptable.

Local residents already suffer from noise from the use of the training pitches on ‘Boots and Laces’,

Southend.

The proposed Stadium Match Day Parking has doubled the parking area previously objected too and

no security calculations or details of the Gates and Fencing security of the parking area, outside of Match

Days, has been shown, leaving it open to invasion by undesirables.

The Flood Attenuation Measures indicate a reduction in the pond size and the residents first hand knowledge

of all local waterways, indicate a lack of proper water run-off calculations, by the F/B Club.

Detail of Access management on Match Days is not covered to the satisfaction of local residents in the

Planning documents.

No calculations on the management of traffic on Match Days and its effect on the Sutton Road and all

other local feeder road, is shown or proven.

No calculations on the policing of traffic on Match Days.

The ‘Match Day’ effect on the Emergency Services and the Southend Fire Station based on Sutton Road and

their ability to use all local feeder roads to attend local emergencies is not calculated.

106:

IF this planning application is allowed then a 106 covering the following for the protection and

comfort of all local residents is requested to Rochford District Council Planning Officers and Councillors:

Landscaping to improve the visual outlook of all local Cottages/Houses blighted by this application

Landscaping to improve the Soundproofing of all local Cottages/Houses blighted by this application

Landscaping to improve the air quality of all local Cottages/Houses blighted by this application

Full proper security measures for the carpark outside Match Days.

Proper Policing of all accesses/exits to all local properties on Match days.

The proposed car parking area must only available to match day visitors and not available for any

other purpose at any other time

Any future lighting allowed, to be switched off beyond locally agreed times.

The Club House building to be available for football training purposes only, with a total restriction on

any social use, licensed use, disco’s, dances, weddings, funerals, or any other purpose, etc, etc.

The 106 to include all funding to improve the junctions at Sutton Road/Shopland Road, Sutton Road/

Purdeys Industrial Estate and Southend Road/Sutton Road, Rochford.

ii The Chairman allowed a late planning application, declaring a Pecuniary Interest re: the following and

left the meeting.

Vice Chairman, Councillor Mr N Andrews conducted the meeting for this item:

Planning application no 17/00519/LBC All Saints Church, Sutton Road, Rochford

(Removal of Memorial from All Saints Church to St Andrews Church, Rochford).

Sutton PC support.

iii The Chairman Mr C Tabor re-joined the meeting.

**36 17-18 Finance**

i i The SPC Financial Statements ending May/June 2017 were recorded.

ii The above balances were checked against Bank Statements by Councillors: Mr R Gaylor and Mr B Howat.

ii The Annual Internal Audit Report of 2016-2017 was read to the Council and recorded.

iii The Annual Governance Statement (Page 1) of the Annual Return was read to the Council and all boxes were agreed.

The Chairman and Clerk co-signed the document.

iv The Annual Accounting Statement (Page 2) was read to the Council of the Annual Audit Return and all boxes were agreed.

The Chairman and Clerk co-signed the document.

v The Clerk reported that he has placed the statutory Notices of Public Rights of Inspection 2016-2017 on the Notice Boards.

vi A BACS payment of reclaimed VAT @ £589-77 for 2015-2017 was recorded.

vii An Invoice June 2017 from Mr Pitts re: 28280 green Maintenance @ £110-00 was recorded.

viii An Invoice July 2017 from Mr Pitts re: 28283 green Maintenance @ £110-00 was recorded.

ix An Invoice June 2017 from Mrs J Hindley re: Internal Audit 2016-2017 @ £180-00 was recorded.

x An Invoice June 2017 from TonerTopUp/B Summerfield re: Laser refill with Paglesham PC @ £17-79 was recorded.

xi An Invoice June 2017 from RCCE re: Annual Subs @ £52-80 was recorded.

xii The payment of May 2017 to HMRC re: 1st quarterly PAYE @ £154-80 was recorded.

xiii The payment of May 2017 to Mr Pitts re: 28272 green Maintenance @ £55-00 was recorded.

xiv The payment of May 2017 to Mr Pitts re: 28277 green Maintenance @ £110-00 was recorded.

xv The payment of May 2017 to EALC re: Annual Subscription @ £60-20 was recorded.

xvi The payment of May 2017 to Romac re: 133021 Temple View @ £89-46 was recorded.

xvii The payment of May 2017 to DAC Beachcroft re: Vat on Sutton Corner claim @ £48-35 was recorded.

xviii The payment May 2017 to My PC Backup/B Summerfield with Paglesham PC: @ £71-57 was recorded.

xix The payment of May 2017 to Maldon District re: The Crouch Guide @ £50-00 was recorded.

xx The payment of May 2017 to Mr N Andrews re: New Notice Board @ £273-60 was recorded.

xxi The payment of May 2017 to Came and Co re: Annual SPC Insurance @ £368-90 was recorded.

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

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

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

37 17-18 Insurance and Assets:

The circulated updated insurance details and Asset List 2017-2018 were agreed.

38 17-18 The Council Risk Assessment:

The circulated updated Risk Assessment was agreed.

39 17-18 The Parish Plan Steering Group.

i Councillor Mr R Gaylor reported no meeting held.

Ii Ward Councillor Mr M Steptoe advised that the SPP should be finalised in the light of oncoming legislation.

**40 17-18 Correspondence*.***

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

etc: placed on the table.

41 17-18 Streetlighting:

Councillors reports: None.

**42 17-18 Highways:**

i Councillor Mr N Andrews reported on the condition of the Main Notice Board in the Church Hall carpark:

The supporting uprights have been damaged beyond repair and will need to be rebuild/restored.

ii The Council agreed that Cllr Andrews and Gaylor to communicate over new steel uprights and protecting wooden

poles in front of the Notice board.

iii The Council agreed his report and thanked Councillor Mr N Andrews for his voluntary work on behalf of the SPC

and the Community.

iv Councillors reported:

The overgrown hedges by Winters on the Shopland Road are obstructing the line of sight – Councillor Mr C Tabor

agreed to cut back hedge - the 40mph pole knocked down opposite the post box to be queried.

**43 17-18 Website updates:**

The Clerk reported the site needs to be updated to cover the Transparency rules.

**44 17-18 Next Agenda Items from Councillors**. *for next Agenda and exchange of information only.*

Items: None.

**45 17-18 The next Sutton Parish Council Meeting**

**Agreed: Saturday 9th September 2017**

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

**There being no further business the Chairman closed the meeting, with thanks for his hospitality from the councillors, at 10.32 am.**

**5th September 2017. B Summerfield**

**Sutton Parish Council Clerk.**