##  MINUTESDRAFT

##  OF THE MEETING OF SUTTON PARISH COUNCIL

##  HELD AT BEAUCHAMPS, SHOPLAND ROAD

##  on SATURDAY 7th JULY 2018.

 **at 9.00 am.**

**44 18/19 To Record the Members Present: 9.01 am**

Councillor (Chairman) Mr C Tabor.

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

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

 Members of the Public: None.

 Mr B. Summerfield. [Parish Clerk].

**45 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.

**46 18/19 Apologies and reasons for absence:**

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

 Ward Councillor Mr A Williams.

**47 18/19 Declarations of Interests: on items on the Agenda.**

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

ii The Chairman declared a pecuniary interest under planning.

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

 **progress of the meeting.**

**48 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 and Ward Councillor Mr M Lucas-Gill reported: the EA have

 objected to 57 South Street development due to flood plain questions – has attended at Birmingham the LJ Conference where Rochford’s waste collections were praised – the NHS 20 Billion funding and local Social Care was discussed and where Districts can help in the process – the stopping of the Government grants to Rochford, etc will lead to a 1.8 million gap in two years without business rates being collected by the RDC. – Solar power was discussed – Cherry Orchard homes outline planning – Mummeries report out now post its planning refusal – SFC no further information – Barrow Hall Road development is out for consultation – Canewdon retrospective Gypsy site has been rejected and is to be appealed – workers at the Sutton Football Club hoarding’s at Templegate Cottages have allegedly destroyed nesting bird sites by clearing away bushes, hedgerows, etc.

**49 18/19 To Receive the Minutes of the Annual General Meeting of 12th May 2018.**

The Minutes were read and were Resolved to be agreed subject to the agreed insertion of the word ‘donor’ in place of the

 donors name.

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

 The Chairman duly signed the Minutes as a correct record.

**50 18/19 To Receive the Minutes of the Extraordinary Meeting of 9th June 2018.**

The Minutes were read and were Resolved to be agreed subject to the agreed insertion of the word ‘donor’ in place of the

 donors name.

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

 The Chairman duly signed the Minutes as a correct record.

**51 18/19 Matters Arising from the Minutes: (Not on the Agenda)**

 **None.**

**52 18/19 Planning:**

The Chairman declared a pecuniary interest and left the meeting.

Vice Chairman Councillor Mr N Andrews conducted the meeting:

 Application no 18/00543/FUL Butlers Farm Cottage, Shopland Road, Sutton, Essex.

 (Single Storey Front/Side and Rear Extensions)

* Sutton Parish Council has no objections.

The Chairman rejoined the meeting.

53 18/19 The Parish Plan Steering Group (Set up in 2011).

i Councillor Mr R Gaylor (Chairman of the Sutton with Shopland Parish Plan) reported his ‘PPSG part 2, plan of action.

ii The PPSG actions were further discussed.

**54 18/19 Correspondence*.***

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

 **Etc, etc: as placed on the table.**

**55 18/19 Finance**

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

 ii The above balances to be checked against the Bank Statements by Councillors: Mrs B Loughborough

 and Mr N Andrews.

ii An Engagement letter from J P Smoothy and Co (Accountants) was recorded.

iii The Clerk reported on the completion of the Annual Return (AGAR) 2017-2018 and the publication of the Public Rights

 for the Statutory Period (30 working days).

iv HMRC new Vat126 account number is issued (XBV126000104574) was recorded.

v The Clerk report on the HMRC ‘Earlier Year Update’ actioned due to the P60 end of year incorrect figures.

vi The RDC remittance, second part of the PRECEPT 2018-2019 @ £3,601-50 was recorded.

vii An Invoice July 2018 from B Summerfield re: shared (Paglesham) McAfee software at £39-99 each was recorded.

viii An Invoice June 2018 from Mr Pitts re: 28315 Green maintenance @ £110-00 was recorded.

ix A payment to HMRC July 2018 re: 1st Quarter PAYE-RTI 2018-2019 @ £159-80 was recorded.

x An Invoice June 2018 from RCCE re: Annual subscription @ £52-80 was recorded.

xi The payment May 2018 to Mr Pitts re: 28313 Green Maintenance @ £110-00 was recorded.

xii The payment May 2018 to Mr Pitts re: 28308 Green Maintenance @ £110-00 was recorded.

xiii The payment May 2018 to EALC re:9402 Annual subscription 2018-2019@ £ 61-48.

xiv The payment May 2018 to SPC payment for the three-way share of Clerk’s new computer @ £135-33 was recorded.

xv The payment May 2018 to Came and Company for the SPC annual Insurance 2018-2019 @ £414-48 was recorded.

xvi The DD payments February/March/April to E-on Streetlighting energy @ £224.30 was recorded.

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

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

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

56 18/19 Streetlighting:

i The Clerk reported the repairs to the supply of the two Church Hall streetlights by UK Powernetworks is

 Job no. CALL-9516-Z. Road traffic cones on the above corners were reported to be in place today.

ii The Clerk’s email to contractor W&H (ROMAC) Ltd, authorising the LED conversion for all 18 Sutton Streetlights to LED’s was recorded.

iii Councillor reports: None.

**57 18/19 Highways:**

i Councillor reports: Clerk agreed to carry out a missing mph notices, survey – a requested Sutton Road notice at Temple Farm Ind Est – requests for the grass verges to be cut back on the Sutton Road at the Templegate Cottages end – The RDC

 are now responsible for the ‘Rangers local work’ - Marcus Hotten, RDC is the ‘Rangers’ contact.

ii Heavy traffic using Purdeys Industrial Estate and the junction was discussed.

ii 58 18/19 Website:

The The Clerk reported the site will be updated with all the agreed details of this meeting.

**59 18/19 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.***

 Items: - None.

60 18/19 The next Sutton Parish Council Meeting

 **Agreed: Saturday 8th SEPTEMBER 2018.**

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

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

**DRAFT 2018. B Summerfield, Sutton Parish Council Clerk/RFO.**