## MINUTES

## OF THE MEETING OF SUTTON PARISH COUNCIL

## HELD AT BEAUCHAMPS, SHOPLAND ROAD

## on SATURDAY 13th JULY 2019,

**at 9.00 am.**

**28 19/20 To Record the Members Present: 9.00 am**

Councillor (Chairman) Mr C Tabor.

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

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

Members of the Public: None.

The Parish Clerk: Mr B Summerfield.

**29 19/20 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 19/20 Apologies and reasons for absence:**

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

The Council accepted Councillor Mrs B Loughborough’s apology.

**31 19/20 Declarations of Interests: on items on the Agenda.**

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

i **Councillor Mr C Tabor declared a pecuniary interest in Agenda items 18 (Dove Wood and the Coastal Path)**

**as the land owner.**

ii  **Councillor Mr R Gaylor declared a Non Pecuniary Interest in the Agenda item 14 Planning, as an resident**

**of Templegate Cottages**

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

**progress of the meeting.**

**32 19/20 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 Councillor Mr M Steptoe reported: as Essex CC member, met the Minister for Transport discussing the A 127 upgrade

work – RDC/LHP: Mini roundabout and Purdeys Junction are still being worked on – CIL or 106 funding may contribute - Bradwell Power Station meeting: possible new power station a 10-20 year project - Devolution to Parishes: a trial in

Essex with a couple of Parishes allowing local input to accelerate local minor repairs – Essex Libraries: none to be closed but modernisation of service to come - £250K funding required - Attended the LGA conference and will attend the Rochford Hundred Meeting – Discover 20-20 funding is OK! – Rawreth Lane: 600 houses underway – Hullbridge housing underway.

ii Councillor Mr M Lucas-Gill reported: RDC Asset funding is being sought re: Council Offices becoming part of a developed Freight House with South Street becoming Housing along with Rayleigh Council Offices and the Mill Hall developments upcoming – Airport request to extend Flying Hours will be an RDC decision - 650 new homes plan, extending from Oxford Road to the back of Sapwoods on the Ashingdon Road, is in the early stages.

iii Councillor Mr A Williams reported: Waste Collection contamination is causing problems – Received funding for Play spaces is bearing fruit in the district – Local rubbish (collecting in verges), is being discussed.

iv Councillors: Bad smells from waste lorries when collecting.

**33 19/20 To Receive the Minutes of the Annual General Meeting of 11th May 2019.**

The Minutes were read and were Resolved to be agreed.

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

The Chairman duly signed the Minutes as a correct record.

**34 19/20 Matters Arising from the Minutes: (Not on the Agenda)**

i (Minute 17/i) RDC proposed ‘Discover 20/20’ events with Barling Magna:

The Councillors agreed the meeting on 31st July 2019.

ii (Minute 17/ii) Remembrance Sunday portable CD/tape player.

The Clerk reported his research reveals that the way forward may be: the conversion of the CD recording to MP3 and

the purchase of a portable amplifier/speaker. Costs to be reported and agreed.

Iii iii (Minute 17/iii) Meetings Venue.

The Parish Council decision on retaining the current venue, to be written up by the Clerk and Resolved at the next

meeting.

iv (Minute 22) Rubbish from Lorries.

Circulated Emails were recorded.

35 19/20 Standing Orders: (as circulated)

Resolved: Proposed by Councillors: Mr B Howat, seconded by Mr N Andrews and agreed by all.

36 19/20 Financial Regulations: (as circulated)

Resolved: Proposed by Councillors: Mr B Howat, seconded by Mr N Andrews and agreed by all.

37 19/20 The Council Risk Assessment and Asset List: (as circulated)

Resolved: Proposed by Councillors: Mr R Gaylor, seconded by Mr B Howat and agreed by all.

38 19/20 Model Code of Conduct:

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

39 19/20 The Complaints Procedure:

Resolved: Proposed by Councillors: Mr R Gaylor, seconded by Mr B Howat and agreed by all.

40 19/20 Freedom of Information:

Resolved: Proposed by Councillors: Mr B Howat, seconded by Mr N Andrews and agreed by all.

41 19/20 General Data Protection Regulations:

Resolved: Proposed by Councillors: Mr C Tabor, seconded by Mr N Andrews and agreed by all.

**42 19/20 Planning:**

i **The three Ward Councillors present declared their interests as members of the Rochford District Planning committee**

**and remained to observe only, were not party to any decision and did not express an opinion, for or against.**

ii **i Councillor Mr R Gaylor declared a non-Pecuniary Interest in the planning application as an resident of Templegate**

**Cottages, answered the Councils questions on the application and did not vote on the decision.**

**ii The Clerk read to the Council ‘planning only’ extracts from a late received e/letter from the applicant 19/00504/FUL dated 11th July 2019.**

iii Application no 19/00504/FUL: Temple Farm, Grain Store, Sutton Road, SS2 5QR.

(Retrospective Application for the Change of Use of Building from use Class B2 to use Class B8 Storage and Distribution

of Plastering Supplies) –

**Sutton Parish Council Object** to the application based on:

Alleged hazardous materials being stored on site,

The only entry and exit from the site onto the Sutton Road is very narrow and totally unsuitable for the safe deliveries of

the 40 foot bi-axle lorries, to and from the site.

The newly installed dust extraction machinery is causing noise pollution to all Templegate Cottages residents.

If planning permission is granted the Sutton Parish Council request that the operating times are strictly enforced in favour

of the local residents.

iv Circulated emails re: local notification of planning were recorded.

**43 19/20 Correspondence*.***

i Funding request for the Mobile Stroke Unit is put on hold until Charity status is resolved.

ii Salt Bag partnership (Winter 2019) was agreed not required.

iii Received the Minutes of May 2019 from London Southend Airport Consultative Committee.

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

**44 19/20 Finance:**

i i The SPC Financial Statements ending May 2019 was recorded.

ii The above balances were checked against Bank Statements by Cllrs: Mr R Gaylor and Mr N Andrews.

ii Councillors reported on the setting up of the Barclays Bank Mandate, to be completed this week.

iii i The notification of the AGAR response date (the Annual Return) to PKF-Littlejohn, due to the July date of the

Parish Council meeting was recorded.

Ii An email of response from PKF and guidance on the notification under the Annual Governance was recorded.

iv Resolved: Heelis & Lodge are the Sutton PC Internal Auditors for 2019-2020.

v i The Heelis and Lodge report covering the AGAR Part 2, 2018-2019 was read to the Council and recorded.

ii The Annual Governance & Accountability Return Part 2, 2018-2019 was read to the Council and recorded.

vi The Annual Governance Statement 2018-2019 (including the SBA notification) was agreed, signed and recorded.

vii The Accounting Statements 2018-2019 was agreed, signed and recorded.

viii The Certificate of Exemption for AGAR 2018-2019 was agreed, signed and recorded.

ix The dates set for the Period of the Exercise of Public Rights was agreed and recorded.

x The Council agreed the inclusion of:

i The Asset List 2018-2019.

ii Resolved that the LED upgrade would not adjust the Insurance asset figure of £27,966-00.

iii Bank Reconciliation figures to be published on the Website.

iv Explanation of variances to be published on the Website.

v The Certificate of Exemption for AGAR 2018-2019 to be published on the Website.

xi A payment July 2019 to HMRC re: 1st quarterly payments PAYE/RTI 2019/20£166-00 was recorded.

xii An Invoice July 2019 from RCCE re: Annual subscription £52-80 was recorded.

xiii An Invoice June 2019 from Mr Pitts re: 28349 Green Maintenance £110-00 was recorded.

xiv An Invoice July 2019 from Mr Pitts re: 003A Green Maintenance £110-00 was recorded.

xv Agreed: a payment July 2019 to Paglesham P.C.re: Shared stationery £28-49 was recorded.

xvi An Invoice July 2019 from Heelis and Lodge Internal Audit 2018-2019 £ Not received.

xvii The payment May 2019 to Came and Company re: Annual Insurance 2019-2020 @ £425-41 was recorded.

xviii The payment May 2019 to Mr Pitts re 28347 Green Maintenance @ £110-00 was recorded.

xix A D/D Invoice May/June/July 2019 to E.on re: 1st Quarter streetlighting @ £318-22 was recorded.

xx A D/D Invoice June/July 2019 to 1&1 IONOS re: website @ £ 8.44/£ 8.44 was recorded.

xxi The Clerk’s salary standing order payments for June/July 2019 @ £221-41/£221-41 was recorded.

xxii Resolved: all payments, Internal Audit, financial statements, receipts, transfers and countersigned cheques above.

Proposed by Councillors: Mr C Tabor, seconded by Mr R Gaylor and agreed by all.

**45 19/20 Streetlighting:**

i The Clerk reported re: the destroyed P12, outside Temple View, Shopland Road.

i Contractors paid invoice for re-erecting the damaged Pole Bracket @ £ 246-87.

ii Contractors column installation estimated costs (invoice) @ £ 486-90.

iii UK-Powernetworks re: costs of energy supply to new Column @ £2,920-80.

ii Came and Co, Insurance Company request for information was reported to the Council and the Clerk’s response was agreed.

**46 19/20 Highways:**

i The survey of average road speeds by Essex Highways, taken outside Winters, Shopland Road was discussed by the Council.

i It was agreed that the Clerk will write to express the Sutton Parish Council’s opinion that:

i All accidents on this particular stretch of road are well known to Sutton councillors having been

recorded at the time (over the years) in the Minutes of the Council, by the police attending accidents/RTA’s, UK-Powernetworks repairing the damage to telegraph poles and builders repairing knocked down garden walls, etc, etc.

ii The Parish Council is advised that only ‘injury accidents are reported by the Police, therefor the Essex

Casualties Reduction Unit only take them into consideration in their casualty reduction assessment reports, which gives a completely inaccurate and unbalanced view of the overall road accident statistics.

iii Sutton Parish Council request (in the interest of accurate statistics), that all occurrences of accidents on all roads be taken into consideration when road safety statistics are used to assess percentages for speeding measurements.

ii The proposed modification to PROW through Dove Wood, Shopland was discussed and agreed.

iii The proposed Natural England’s ‘Coastal Path’ through Sutton and Shopland was discussed and agreed.

iv Councillor reports: None

**47 19/20 Website:**

The website will be further brought up to date with the inclusion of all information from this meeting.

**48 19/20 Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items: None.

**49 19/20 The next Sutton Parish Council Meeting:** to be held at Beauchamps, Shopland Road, Sutton.

Agreed: **31st AUGUST 2019**.

**There being no further business the Chairman, with thanks for his hospitality, closed the meeting at 11.05 am.**

**27th August 2019. B. Summerfield, Sutton Parish Council Clerk/RFO.**