

MINUTES

OF THE MEETING OF SUTTON PARISH COUNCIL

HELD BY ONLINE CONFERENCE BY e'MAIL AND TELEPHONE

on SATURDAY 4th JULY 2020.

129 19/20 To Record the Members taking part:

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 A Williams.

Members of the Public: None.

The Parish Clerk: Mr B Summerfield.

130 19/20 Apologies and reasons for absence:

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

The Council received and agreed: None.

131 19/20 Declarations of Interests: on items on the Agenda.

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

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

iii Councillor Mr C Tabor declared a pecuniary interest in the Planning application 20/00356/FUL Butlers Farm Cottage, Shopland Road, Sutton and will take no part in the proceedings

132 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 Email from Ward Councillor Mr A Williams: I have nothing specific to mention, Play grounds will be opening from next Saturday adhering to government guide lines, if any members have any questions please do not hesitate to contact me.

ii Email from Ward/Essex Councillor Mr M Steptoe:

I hope everyone is well - Please let me know if any one has any questions - I hope to see everyone in the flesh very soon.

iii i The public's potential involvement at the SPC email meetings, were advertised on the Website and Parish Notice boards.

ii Emailed statements/questions from Members of the Public: None.

133 19/20 To Receive the Minutes of the Meeting of 2nd May 2020:

The Minutes were circulated to Councillors and they were Resolved to be agreed.

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

The Chairman Councillor Mr C Tabor to duly sign the Minutes as a correct record.

134 19/20 Matters Arising from the Minutes: (Not on the Agenda)

None

135 19/20 Leading Policies:

i The Standing Orders July 2020 were circulated to Councillors and were Resolved to be agreed.

ii The Financial Regulations July 2020 were circulated to Councillors and were Resolved to be agreed.

iii The Risk Assessment July 2020 was circulated to Councillors and was Resolved to be agreed.

iv The Asset List July 2020 was circulated to Councillors and was Resolved to be agreed. (LED conversions included)

v The GDPR Privacy Statement July 2020 was circulated to Councillors and was Resolved to be agreed.

vi The Freedom of Information July 2020 was circulated to Councillors and was Resolved to be agreed.

vii The Code of Conduct (March 2017) July 2020 was circulated to Councillors and was Resolved to be agreed.

viii Resolved all above Policy Items 160 /i-vii: Suggested wording updates (SPC and LED) will apply.

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

136 19/20 Planning:

Councillor Mr C Tabor having declared a pecuniary interest in the following application took no part in the proceedings.

Vice Chairman Councillor Mr N Andrews became Chairman.

i **Re-Consultation on the Above Application Due to Amended Description –**
Application no 20/00356/FUL Butlers Farm Cottage, Shopland Road, Sutton.
(Proposed Repairs, Alterations and Extension to Existing Cottage)

- **Sutton Parish Council has no further comment.**

Chairman Councillor Mr C Tabor resumed the Chairmanship.

ii i Southend United Football Club updates: None were received.

ii **Strong concerns were expressed re: SUFC Car and Coach parking and the potential traffic impact on the normal lives of all local residents in Sutton and Southend on Match Days and Concert Days!**

137 19/20 Correspondence.

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

138 19/20 Finance:

- i i The SPC Financial Statements ending June 2020 as circulated were recorded.
- ii The Barclays Bank statements x 2 (redacted) as circulated were recorded.
Proposed by Councillors: Mr R Gaylor, seconded by Mr B Howat and agreed by all.
- ii The Auditing Solutions (Internal Auditors) report, June 2019-2020 as circulated was recorded.
- iii The Sutton Parish Council AGAR Part 2, June 2019-2020 as circulated was recorded.
 - i The agreed Annual Governance Statement 2019-2020 (Page 5) was completed and was recorded.
 - ii The agreed Accounting Statements 2019-2020 (Page 6) was completed and was recorded.
 - iii The completion of the Certificate of Exemption for AGAR Part 2 (Page 3) was recorded.
- iv The RFO dates set for the Period of the Exercise of Public Rights (Notices) were recorded.
- v An Invoice May/June 2020 from (Mr R Pitts) (034A) (036A) Green Maintenance as circulated @ £220-00 was recorded.
- vi The payment July 2020 to (HMRC) PAYE-RTI 1st quarterly payment (Less credit as circulated @ £114-45 was recorded.
- vii An Invoice June 2020 from (Auditing Solutions Ltd) Internal Audit 2019-2020 as circulated @ £168-00 was recorded.
- viii To receive an Invoice June 2020 from (RCCE) Annual subscription as circulated @ £52-80 was recorded.
- ix The payment May 2020 to Came and Co's Annual invoice covering insurance for 2020-2021 @ £449-20 was recorded.
- x The payment May 2020 to B Summerfield re: Annual Office expenditure 2019-2020 @ £87-57 was recorded.
- xi The payment May 2020 to B Summerfield re: Annual Petrol allowance 2019-2020 @ £49-68 was recorded.
- xii The payment May 2020 to W&H (ROMAC) Ltd: Site visit to P7 (Dead Service) £44-10 was recorded.
- xiii The payment May 2020 to EALC re: Annual 20/21 Affiliation Fees @ £ 64-78 was recorded.
- xiv The payment May 2020 to Mr R Pitts re: Green Maintenance March/April @ £ 220-00 was recorded.
- xv The D/D Invoice May 2020 to E-on re: streetlighting @ £ 97-07 CREDIT was recorded.
- xvi The D/D Invoices May/June 2020 to 1&1 IONOS re: website @ £9.60/ £29-75 were recorded
- xvii The Clerk's salary standing order payments for May/June 2020 @ £221-41/£221-41 were recorded.
- xviii Resolved: all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.
Proposed by Councillors: Mr R Gaylor, seconded by Mr N Andrews and agreed by all.

139 19/20 Streetlighting.

The Clerk/Councillors report: None.

140 19/20 Highways:

- i Agreed the present Winter salt stock is good re: the Essex Highways Salt Bag Partnership 2020/21.
- ii Councillors requests: A Sutton Road sign to be installed on the Sutton Road at the Temple Farm Roundabout.

141 19/20 Website:

- i The website is to be brought up to date with the inclusion of this meetings' information.
- ii To notify and record that the public's potential involvement at the SPC email meetings, are advertised on the Website and Parish Notice boards.
- iii Clerk to set up a trial Sutton with Shopland Facebook.

142 19/20 Signatures on all leading documents and cheques:.

By agreement; all Resolved leading documents and Cheques from this meeting, etc. are to be signed by the Chairman and a Councillor after the meeting, as organized by the Clerk.

143 19/20 Next Agenda Items from Councillors.

for next Agenda and exchange of information only.

Items: None.

144 19/20 The next Sutton Parish Council Meeting: to be held by 'email exchange'

Agreed: **22nd AUGUST 2020.**

There being no further business the email meeting closed on Saturday 4th July 2020 at 11.59pm