## MINUTES

## OF THE MEETING OF SUTTON PARISH COUNCIL

## HELD at BEAUCHAMPS, SHOPLAND ROAD

## on SATURDAY 18th June 2016

**at 9.00 am.**

**28 16/17 To Record the Members Present:** 9.12 am

Councillor Mr C J Tabor (Chairman).

Councillors: Mr N Andrews, Mr A Bell, Mr R Gaylor and

Ward Councillor Mr M Steptoe.

No members of the Public.

Mr B. Summerfield. [Parish Clerk].

**29 16/17 Apologies and reasons for absence:**

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

**Mr B Howat (Work).**

**30 16/17 Declarations of Interests: on items on the Agenda.**

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

None declared.

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

**31 16/17 Amendment to the 1960 Act (Openness of Local Government Bodies Regulations 2014)**

i Councillors and the public may make a record of a meeting of the Parish Council by any media device capable of recording sound and image.

ii Councillors and the public’s use of any media device, may not disrupt or distract the meeting by any mechanical noise, audio noise, oral commentary, light emissions or the movement or repositioning of visual recording devices.

iii The Chairman of the meeting will ask any member of the public who disregards the above to refrain from using the media device and

where appropriate to leave the meeting.

**32 16/17 Chairman's opening remarks.**

The Chairman welcomed all attending the Sutton PC Meeting.

33 16/17 Public Forum: ( 5 min per person only )

(Specifically for Councillors statements, Guest Speakers, visiting Ward/County Councillors and questions

from members of the public)

i Ward Councillor Mr M Steptoe reported:

Councillor Mike is elected to serve as the Deputy Leader of the RDC - Councillor Mr C Seagers is the Essex County

Council representative on the LHP and a meeting was held on the previous Wednesday – Highway’s concern’s

on the possible effect of the Star Lane developments in Wakering, having a ‘Rat Run’ effect on the Shopland Road,

is being worked on – the third phase of the Hall Road development have been agreed – Messrs’ Scrutton and

Kahn of the RDC will be in charge of the RDC for the coming year in the light of the COE, Mr Amar Dave leaving

- Mrs C Lines head of Planning has been head hunted and is also leaving – any flooding issues to be reported to

Mr Richard Tatton-Bennett at the RDC.

34 16/17 Standing Orders:

Resolved: The Standing Orders document as circulated to all councillors.

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

The Chairman and Clerk co-signed the document.

35 16/17 Financial regulations:

Resolved: The Financial Regulations document as circulated to all councillors, including that the Clerk is

declared as the Responsible Financial Officer.

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

The Chairman and Clerk co-signed the document.

**36 16/1**7  **The Council Risk Assessment:**

Resolved: The Risk Assessment document as circulated to all councillors.

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

The Chairman and Clerk co-signed the document.

**37 16/17 To receive the Minutes of the Annual General Meeting of 14th May 2016.**

The Minutes were read and were Resolved to be agreed.

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

The Chairman duly signed the Minutes as a correct record.

**38 16/17 Matters Arising from the Minutes:** (Not on the Agenda)

(Minute 17) Proposed visit of an RDC Officer to a Sutton PC meeting

Ward councillor Mr M Steptoe reported that he will be setting up a visit.

39 16/17 The Community Plan Steering Group.

Councillor Mr R Gaylor’s reported that a meeting is to be held in two weeks time.

**40 16/17 Correspondence*.***

i i An e/letter May 2016 from RDC re: ECC P3 footpaths, etc was recorded.

ii Councillor Mr R Gaylor reported that the FP opposite Templegate Cottages was impassable due to

overgrowth.

ii An e/letter May 2016 from Came and Co re: confirmation of insurance cover for 2016-2017 was recorded.

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

etc: placed on the table.

**41 16/17 Planning**

None.

**42 16/17 Finance**

i i The SPC Financial Statement ending May 2016 was recorded.

ii The above balances were checked against Bank Statements by Councillors: Mr A Bell

and Mr R Gaylor.

ii  **The Annual Audit return 2015-2016.**

i The 2015-2016 Internal Auditors report was read to the Council by the Clerk.

ii The Annual Governance declaration was read to the Council who collectively agreed each item

and the Chairman and Clerk/RFO signed the governance declaration section of the Annual Audit

Return, 2015-2016.

iii The Annual Financial Statement was viewed by all councillors who agreed the content and the

Chairman and Clerk/RFO signed the Financial Statement section of the Annual Audit return,

2015-2016.

iv Audit corrections on the 2014-2015 Annual Return, as pointed out by the Audit Commission were

shown to the Council and the corrections agreed and initialled by the Chairman and Clerk/RFO.

v The Clerk’s report on the dates of the Notices of the Public Rights of Inspection was recorded.

vi The Clerk’s report on compliance with the ‘Transparency publication’, to be entered on the

Parish website was recorded.

iii An Invoice June 2016 from Mr R Pitts re: A26 Green Maintenance @ £110-00 was recorded.

iv An Invoice May 2016 from W&H (Romac) Ltd re:132540 Streetlights Beauchamps House and

Beauchamps cottages @ £138-60 was recorded.

The Chairman allowed:

v An Invoice June 2016 from Mrs J Hindley re: Annual Internal Audit 2015-2016 @ £180-00 was recorded.

vi The payment May 2016 to Mr R Pitts re: A20 Green Maint. /reissued u/p cheque 100461 @ £ 110-00 was

recorded.

vii The payment May 2016 to Mr R Pitts re: A23 Green Maint. /reissued u/p cheque 100462 @ £ 110-00 was

recorded.

viii The payment May 2016 to EALC re: 6509 Annual subscription 2016-2017 @ £ 58-80 was recorded.

ix The payment May 2016 to Came & Company re: Annual insurance 2016-2017 @ £ 353-59 was recorded.

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

xi Resolved: all above payments, the monthly financial statements, transfers, grants and countersigned cheques.

Proposed by Councillors: Mr N Andrews, seconded by Mr A Bell and agreed by all.

43 16/17 Streetlighting.

i The Clerk reported that Romac have received the Pole Bracket/Streetlight and it will be fitted it in due course.

ii The Clerk reported that he will be able to order the ‘Mains Supply’ connection when the bracket is fitted.

iii No news available on the party responsible for the accident and the insurance excess @ £250 still stands.

iv Councillors reports: None.

**44 16/17 Highways.**

i To receive a Notice from Highways, ECC re: (Various Roads, District of Rochford) (Temporary Prohibition

of Traffic) (No 2) Order 2016 - closure of local roads for work on white lines, road markings and road studs.

ii Clerk’s report re: received Sutton Corner complaints of obscured views for drivers when approaching from

Southend and wanting to turn right into Shopland Road; will be forwarded to the LHP/ECC by the Clerk.

iii Councillor reports: The Sutton Corner mini roundabout request will be forwarded to the LHP/ECC by the Clerk.

**45 16/17 Next Agenda Items from Councillors**. *for next Agenda and exchange of information only.*

Items: None.

**46 16/17 The next Sutton Parish Council Meeting**

**Agreed: Saturday 27**th **AUGUST 2016**

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

There being no further business the chairman closed the meeting at 10.23 am; with thanks from members for his hospitality.

**23rd August 2016. Mr B Summerfield Sutton Parish Clerk.**