## MINUTES

## OF THE EXTRAORDINARY MEETING OF SUTTON PARISH COUNCIL

## HELD AT BEAUCHAMPS, SHOPLAND ROAD

## on SATURDAY 9th JUNE 2018.

**at 9.00 am.**

**27 18/19** **To Record the Members Present:** 9.00 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.

Ward Councillors: None.

Members of the Public: None.

Mr B. Summerfield. [Parish Clerk].

**28 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.

**29 18/19** **Apologies and reasons for absence:**

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

Ward Councillors: Mr A Williams and Mr M Lucas-Gill.

**30 18/19** **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.

**31 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 reported: Southend Borough Council have requested a scoping report from the SFBC re: the Football Stadium, etc – The RDC are awaiting planning information from the SBC – The 106 and business rates from Southend Housing and Businesses in the Rochford District, will be received by the RDC - A possible school and surgery on the Hall Road building site was discussed – Trespass Law is being discussed to be updated from Civil Law, to the proposed Criminal Law.

Essex County Council: £2.5m Gov funds have been received for Essex potholes – £1.2m Gov funding for Match funding for LHP by districts - £1m Gov grants for support works of Local Interests (Parishes) - £2K grant for keeping Essex Tidy -

A127 Fairglens Interchange planning is progressing – Mike is in charge of the development of the A127 economic corridor.

32 18/19 The Model Code of Conduct:

Was discussed and agreed by all.

33 18/19 The Standing Orders 2018:

Was discussed and agreed by all subject to future modification due to GDPR regulations.

34 18/19 The Financial regulations:

Was discussed and agreed by all.

35 18/19 The Insurance and Assets List:

Was discussed and agreed by all.

36 18/19 The Council Risk Assessment:

Was discussed and agreed by all subject to future modification due to GDPR regulations.

**37 18/19** **The Complaints Procedure:**

Was discussed and agreed by all.

38 18/19 Freedom of Information Act and the new General Data Protection Regulations:

i The Clerk reported the GDPR came into force on 25th May 2018.

ii To comply with the law the Clerk has placed on the website the GDPR regulations.

iii A Privacy notice and the Staff notice are on the website for public use.

iv The Clerk is putting together a Policy list for the SPC, of the GDPR requirements.

39 18/19 Dates and Times of Meetings:

Agreed the frequency and timing of meetings 2018-2019.

**40 18/19** **Annual Audit Return: (AGAR)**

i The Clerk read the internal auditors report to the Council.

ii The Section One; Annual Governance Statement of the Annual Return (AGAR) 2017-2018 was considered and discussed

by the Council, agreed and co-signed by the Chairman and Clerk..

iii The Section Two; Accounting Statement of the Annual Return (AGAR) 2017-2018 was considered and discussed

by the Council, agreed and co-signed by the Chairman and Clerk/RFO.

**41 18/19** **An urgent Financial item: was allowed by the vice chairman and agreed by all:**

The Chairman, Councillor Mr T Tabor declared a pecuniary interest in the next item and took no part in the discussion.

The Vice Chairman, Councillor Mr N Andrews conducted the following business.

i A donation has been received by BACS into the SPC Bank account in the sum of £6,406-20 as a private donation to

cover the conversion of the 18 Sutton streetlights to LED’s.

ii Resolved; the 18 Streetlights in Sutton Parish be converted to LED’s.

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

iii The Clerk to authorise the contractor.

iv A vote of thanks was proposed by all Councillors to the donor for his community spirited donation to

the Streetlighting conversion to LED’s.

The Chairman Councillor Mr C Tabor, rejoined the meeting.

**42 18/19** **Next Agenda Items from Councillors**. *for next Agenda and exchange of information only.*

Items:

Agreed the notice to all parishioners going out in November 2018 will include the time/date of the Remembrance Service, the conversion of the streetlight to LED’s, other items and the GDPR legislation effect on all.

**43 18/19** **Date of next meeting.**

**Agreed 7th July 2018.**

**AT BEAUCHAMPS, SHOPLAND ROAD, SUTTON at 9am.**

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

**at 10.16 am.**

**3rd July 2018. B. Summerfield Sutton Parish Council Clerk/RFO.**