**MINUTES**

**OF THE ANNUAL GENERAL PARISH COUNCIL MEETING**

**OF THE SUTTON PARISH COUNCIL**

**HELD AT THE CROWSTONE PREP SCHOOL, FLEET HALL LANE,**

**SHOPLAND ROAD, ROCHFORD, ESSEX. SS4 1LH.**

**ON SATURDAY 24th MAY 2025 AT 10 AM.**

**1 25/26 Election of Chairman for 2025-2026** 10.15am**.**

i To receive nominations for the post of Chairman.

Councillors: Mrs C Lines seconded by Mr R Cann proposed Councillor Mr R Gaylor for the post of Chairman.

ii The Chairman Councillor Mr R Gaylor signed the statutory Declaration of Acceptance of Office.

**2 25/26 To Record the Members and Public Present:**

Councillor (Chairman) Mr R Gaylor.

Parish Councillors: Mr N Andrews, Mr R Cann, and Mrs C Lines.

Members of the Public: Mr and Mrs P Vidler.

The Parish Clerk: Mr B Summerfield.

**3 25/26 Apologies and reasons for absence:**

iTo be received by the Clerk only in person via: email, letter and telephone.

ii Acceptance of the reason for absence Mrs A Coutts (All agreed).

ii Ward and Essex County Councillor Mr M Steptoe.

ix Ward Councillors: Ms A. Marriot.

**4 25/26 Declarations of Interests** Declaration of Interests on matters arising from the Agenda: None.

**5 25/26 Election of Vice-chairman.**

i To receive nominations for the post of Vice Chairman.

Councillors: Mr R Gaylor, seconded by Mr R Cann proposed Councillor Mr N Andrews for Vice Chairman.

ii The Vice Chairman Councillor Mr N Andrews signed the statutory Declaration of Acceptance of Office.

**6 25/26 The Clerk’s Role:**

Resolved the Clerk’s role as the Proper Officer, Responsible Financial Officer, Data Protection and the

receiving officer responsible for Dispensations.

The Clerk’s role was Proposed by Councillors: Mr R Gaylor, seconded by Mrs C Lines and agreed by all.

**7 25/26 Dispensations** **(relevant provision is s.33 of the Localism Act 2011)**

The Clerk received four councillors’ requests for dispensations re: Financial matters as local council tax

payers inc the Precept, etc.

8 25/26 Public Forum: ( 5 min per person only )

Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.

Mr P Vidler; as the organizer of the Tractor Club, thanked the Sutton Parish Council for their donation

towards the Charity Tractor Run 2024 in memory of the Club’s late Chairman, Mr Charles Tabor.

9 25/26 Insurance: A copy was previously circulated, and the document was on the table.

All councillors agreed and the Chairman signed the copy.

10 25/26 Standing Orders: A copy was previously circulated, and the document was on the table.

All councillors agreed and the Chairman signed the copy.

11 25/26 Financial regulations: A copy was previously circulated, and the document was on the table.

All councillors agreed and the Chairman signed the copy.

12 25/26 Assets List: A copy was previously circulated, and the document was on the table.

All councillors agreed and the Chairman signed the copy.

13 25/26 The Council Risk Assessment: A copy was previously circulated, and the document was on the table.

All councillors agreed and the Chairman signed the copy.

14 25/26 Dates and Times of Meetings:

i Agreed the frequency of meetings 2025-2026 to be Bi-monthly

ii The Parish Assembly meeting 2026 to be on a week night, potentially in the Red Brick Barn.

15 25/26 To Receive the Minutes of the Meeting of 5th April 2025.

The Minutes were Resolved agreed.

Proposed by Councillors: Mr M Andrews, seconded by Mrs C Lines and agreed by all.

The Chairman duly signed the Minutes as a correct record.

**16 25/26 Matters arising from the Minutes**: (not on the Agenda)

Item: None.

**17 25/26 Correspondence:**

i The Easter display at Temple Gate Cottages was congratulated and recorded.

ii The 80th VE Day commemoration display at Temple Gate Cottages was congratulated and recorded.

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

**18 25/26 The Internal Audit Report/AGAR Form 2 - 2024-25:** (Awaiting Internal Audit)

i To receive, discuss and sign to complete:

i The Clerk to read the conclusions of J P Watkins & Co (the Internal Auditors) Report, to the Council.

ii The Clerk to read the Exemption Certificate declaration (Page 3, AGAR 2024-25).

Iii The Clerk to read the Internal Audit report (Page 4, AGAR 2024-25).

iv The Clerk to introduce The Section 1, The Annual Governance Statement (Page 5, AGAR 2024-25),

v The Clerk to introduce The Section 2, the Accounting Statements 22-23 (Page 6, AGAR 2024-25),

vi To record that all AGAR 2024=25 documents and the Cash Book 24-25 will be available on the PC website.

vii Publication of the Public Rights to view the Accounts.

ii The Clerk’s report and costs involved with the 2024-25 requirement to install and use a

formal [**clerk@suttonwithshoplandpc.gov.uk**](mailto:clerk@suttonwithshoplandpc.gov.uk) email address for all PC work was agreed.

The Clerk to further research and report on the requirement for all Councillors .gov.uk email addresses.

**19 25/26 Finance Payments:**

Resolved: Future payments to be by Bank Transfer and Cheque.

i Councillors to approve all expenditure information from the Agenda item: ‘Financial Statements’.

ii Two authorised Councillors signatures to be on the agreed Cheques, as established.

iii New Bank transfers to be agreed.

iv Urgent payments between meetings to be paid by transfer by the Clerk, authorised by the Chairman.

v Two authorised Councillors signatures to be on the printed bank Transfer receipts, at the following meeting.

Proposed by Councillors: Mr R Gaylor, seconded by Mrs C Lines and agreed by all as resolved.

**20 25/26 Finance:**

I The Financial and Metro Bank Statements ending 24th May 2024 were recorded.

ii The above financial statement balances to be agreed by Councillors: Mr R Cann. and Mrs C Lines.

iii The Clerk’s Internal Audit 2024-25 report was recorded:

v The P60 End of Year Certificate re: Clerk’s Salary 2024-25 was recorded.

vi The May 25 Insurance renewal Information and Invoice from [Communityrenewals@ajg.com](mailto:Communityrenewals@ajg.com)

@ £ 890.61 was recorded.

vii The Invoice April 2025 from Mr Pitts re: Invoice (30B) @ £ 110-00 was recorded.

viii The Invoice May 2025 from Mr Pitts re: Invoice (51B) @ £ 110-00 was recorded.

ix The Invoice May 2025 from B Summerfield/IONOS re: website x 2 @ £ 42.00 was recorded

x The Invoices April & May 2025 from the B Summerfield/Website IONOS re: @ £ 13.20/£28.80 were recorded.

xi The Invoice April 2025 from EALC re: annual subscription @ £ 72.87 was recorded.

xii Resolved all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned

cheques.

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

**21 25/26 Planning:**

Training Pitches, Smithers Chase and the unsightly Blue Hoarding’s (all under RDC Planning), were discussed.

**22 25/26 Streetlighting:** Councillors reports: P4 to be chased again.

**23 25/26 Highways, Pavements and Public Rights of Way:**

i Received Essex Highways reference 2823697 re: the now closed vegetation problems on the Sutton Road.

ii Councillor reports: The Dingy missing at Butlers Gate – Scotts have Marshalling now – Maze and Pumpkins in

the field next to Scotts – All road signs need to face the correct way.

**24 25/26 Website:** The website is to be updated with the inclusion of this meetings’ information.

**25 25/26 Next Agenda Items from Councillors.** (*for next Agenda and exchange of information only).*

Items: None.

26 25/26 The next Sutton Parish Council Meeting:

at Crowstone Prep School, Fleet Hall Lane, Shopland Road, Rochford, SS4 1LH.

Agreed: Saturday 21st June 2025 (Extraordinary Audit Meeting) at 10 AM.

**There being no further business the Chairman closed the meeting at 11.16 am.**

**N.B. The Extraordinary Audit Meeting is delayed (Internal Auditor hospitalised).**

**Moved to WEDNESDAY 23rd JULY 2025 at 7pm at Crowstone Prep School,**

**Fleet Hall Lane, Shopland Road, Rochford, SS4 1LH.**

**18th JULY 2025 B. Summerfield Sutton, Parish Council Clerk/RFO.**