## MINUTES

## OF THE MEETING OF SUTTON PARISH COUNCIL

## HELD AT BEAUCHAMPS, SHOPLAND ROAD

## on SATURDAY 10th MARCH 2018.

**at 9.00 am.**

**98 17-18 To Record the Members Present:** 9.03 am

Councillor (Chairman).

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

Ward and Essex County: Councillor Mr M Steptoe.

Ward Councillor: Mr M Lucas-Gill.

Members of the Public: None.

Mr B. Summerfield. [Parish Clerk].

**99 17-18 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.

**100 17-18 Apologies and reasons for absence:**

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

Ward Councillor Mr A Williams and Councillor Mrs B Loughborough (NR).

**101 17-18 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.**

**102 17-18 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 and Ward Councillor Mr M Lucas-Gill reported:

**17/00346/FUL** SUFC training pitches planning application in Sutton to go before the RDC committee possibly in March 2018 - Southend Borough Council are still appraising the SUFC Fossetts application, as to date the 106’s have allegedly not been agreed – Archaeological investigations are being carried out on Fossetts – Rosedene Nurseries planning application, no news to date - Sutton Road to be closed for surface work on 21st March 2018 – Tabor Farms have dug out the ditch in the water meadow, Sutton Road/Purdeys and no drainage connection found – The Old House is ready as a Wedding Venue – Kings Head, Rochford is awaiting planning for three commercial units downstairs and multiple occupation upstairs – Bradley Way is now an Urban Clearway – Speedwatch may help to control speeding on Hall Road – Star Lane/Pointers Lane to be temporarily closed at the end of the month – 30 crews working in Essex on potholes – A127 Fairglens Interchange planning is out for consultation - the A127 economic corridor; councils are getting together to lobby and pressurise the Government to invest in infrastructure improvements.

**103 17-18 To Receive the Minutes of the Meeting of 6th January 2018.**

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.

**104 17-18 Matters Arising from the Minutes:** (Not on the Agenda)

None.

**105 17-18 Planning**

i The following Planning application consultation decisions, were collectively decided by councillors, communicating

their proposed decisions, to the Clerk.

The Clerk’s collated consultation response:

17/01136/OUT Rosedene Nurseries, (Mummeries), Stonebridge Barling Magna (24 x 3 Bed houses, etc)

– Sutton Parish Council oppose the application based on over development in the Green Belt.

Existing country Roads and local junctions on the Shopland Road and its junction with Sutton Road, together

with the Purdeys Junction and the Anne Boleyn junction are presently backed up during rush hours,’ without’ the

proposed EXTRA Housing in Stonebridge.

ii **The following items** were scheduled to be discussed at an Extraordinary meeting on 20th January 2018 which was

subsequently cancelled, due to being inquorate.

The following were collectively decided by councillors communicating their proposed decisions, to the Clerk.

i 17/01139/FUL  All Saints, Sutton Church, Sutton Road.

(Single Storey Side Extension, Install Mezzanine Floor, Internal Alterations and Change of Use of

Deconsecrated Church to Venue for Community Use).

Sutton Parish Council have no objections.

ii 17/01140/LBC  All Saints, Sutton Church, Sutton Road.

(Single Storey Side Extension, Install Mezzanine Floor, Internal Alterations and Change of Use of

Deconsecrated Church to Venue for Community Use)

Sutton Parish Council have no objections but request additional lighting from the proposed new extension, to the Church Hall toilets.

iii 17/01141/FUL  All Saints, Sutton Church, Sutton Road.

(Proposed Carpark) -

Sutton Parish Council have no objections but request Road signage to remind road users of the newly opened entrance to the Church car parking

iii For information only: Application no: 18/00040/DPDP1 9, Temple Gate Cottages, Sutton Road, Sutton.

(Proposed Single Storey Rear Extension) – was noted.

iv Neighbourhood Planning introductory talk.

Received (as circulated to all) the documents from Jan Stobart’s (RCCE) introductory talk held on Tuesday 30th January 2018 at the Stambridge Memorial Hall at 7.30 pm was noted.

v The Clerk reported: (The Local Plan) circulated consultation documents as received and copies of local plots of land

that appear on the ‘call for sites’ in Sutton Parish were recorded.

106 17-18 The Parish Plan Steering Group (Set up in 2011).

Councillor Mr R Gaylor (Chairman of the Sutton with Shopland Parish Plan) update report: None.

Councillor Mr R Gaylor reported his attendance at a local policing meeting:

**107 17-18 Correspondence*.***

i The Full Register of electors for Sutton 2017 was recorded.

ii The Sutton PC Precept demand on Rochford District Council for 2018-2019 @ £7,203-00 was recorded.

(The NALC have announced there will be no precept capping by the government of Local Parish Council’s, for the

next 3 years (to be reviewed)) was recorded.

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

etc: as placed on the table.

**108 17-18 Finance**

i i The SPC Financial Statements ending February 2018 was recorded.

ii The above balances to be checked against Bank Statements by Cllrs: Mr N Andrews and Mr B Howat.

ii The Clerk reported on progress with the Annual Audit 2017-2018.

iii An Invoice March 2018 from B Summerfield re: Registration Team re: Data Protection renewal @ £35-00 was recorded.

iv The Clerk’s B Summerfield invoice re: annual office use charges 2017-2018 @ £87-57 gross: £72-97 nett inc:

HMRC–RTI (x 20%) @ £14-60 was recorded.

v To agree a payment of March 2018 to HMRC–RTI re: fourth Quarter PAYE 2017-2018 @ £169-40 was recorded.

vi To receive an Invoice March 2018 from B Summerfield re: annual fuel travel ex’s 2017-2018 @ £19-32 was recorded.

vii To receive an Invoice March 2018 from Mr Pitts re: 28304 Green Maintenance. @ £55-00 was recorded.

viii i Resolved: A letter to the Barclays Bank raising the Clerk’s Standing Order Nett Salary payments from £202-22 to

£215-40 per month nett, in line with the NALC/EALC recommendations (May 2016 for the year 2017) and as

from April 2018 was recorded.

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

ix The payment January 2018 to W&H (Romac) Ltd re: Streetlighting repairs @ £136-50 was recorded.

x The payment January 2018 to Mr R Pitts re: 28301 Green maintenance @ £110-00 was recorded.

xi The payment January 2018 to HMRC third quarterly payment for PAYE re: Clerk’s salary @ £ 154-80 was recorded.

xii The payment January 2018 to Mr R Pitts re: 28295 replacing October cheque Green maint @ £110-00 was recorded.

xiii The payment January 2018 to Mr R Pitts re: 28300 replacing October cheque Green maint @ £110-00 was recorded.

xiv The DD payments February to 1&1 re: Website @ £19-12.

xv The monthly Standing Order salary payment to the Clerk @ £202-22 nett.

xvi Resolved: all payments, financial statements, receipts, transfers and countersigned cheques above.

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

109 17-18 Streetlighting:

i i The Clerk reported: the power outages at P7/P8 have been chased by the Clerk, who will chase again.

ii i The Clerk reported: the LED streetlighting quotation are @ £355-00 each + vat.

ii i A potential donor has requested the cost of converting all of Sutton 18 streetlights, to LED’s?

ii The Clerk will action a quotation and correspond with the potential donor.

iii iii Councillors reports: P4 (half strength) was discussed and agreed to put on hold.

**110 17-18 Highways:**

i i The Clerk reported: 40mph and 30mph signs lying down either end of the Shopland Road. 2558197/2558199

ii The excess water gathering on the Sutton Corner of Shopland Road was discussed.

**13. 111 17-18 Website:**

The Clerk reported the site will be up to date following te information from this meeting being included.

**112 17-18 Computer:**

i The Clerk’s request re: the existing computer shared with Paglesham is slowing and unreliable and cannot

accept modern software and upgrades (now 8+ years old).

i Resolved: three-way split of costs for a new computer (@ £406, between Paglesham PC, Sutton PC and

the Clerk @ £135.33 each.

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

**113 17-18 Next Agenda Items from Councillors**. *for next Agenda and exchange of information only.*

Items:

Insurance, Risk Assessment, Assets List, Financial Regulation and Standing Orders to be studied and updated.

**114 17-18 The next Sutton Parish Meeting**

**Agreed: Saturday 12th MAY**

**Annual Parish Meeting 2018 at 10 am.**

to be held at Sutton Church, Sutton Road at 10.am.

**115 17-18 The next Sutton Parish Council Meeting**

**Agreed: Saturday 12th MAY**

**The Sutton Parish Council AGM 2018**

to be held at Sutton Church, Sutton Road following the **APM**.

There being no further business the Chairman closed the meeting, with thanks from the Parish Councillors for his hospitality, at 10.38 am.

**7th May 2018. B Summerfield, Sutton Parish Council Clerk.**