

MINUTES DRAFT
OF THE MEETING OF SUTTON PARISH COUNCIL
HELD BY ONLINE CONFERENCE BY e'MAIL AND TELEPHONE
on SATURDAY 2nd MAY 2020,

114 ^{19/20} **To Record the Members taking part:**

Councillor (Chairman) Mr C Tabor.

Parish Councillors: Mr N Andrews, Mr R Gaylor and Mrs B Loughborough.

Ward and Essex County Councillor Mr M Steptoe and Ward Councillor: Mr M Lucas-Gill.

Members of the Public: None.

The Parish Clerk: Mr B Summerfield.

115 ^{19/20} **Apologies and reasons for absence:**

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

The Council received and agreed: Councillor Mr B Howat.

116 ^{19/20} **To Resolve the Covid-19 emergency decision to hold meetings by Email exchange**

i Resolved the Clerk/Chairman's emailed decisions of 17/03/2020 to cancel the normal Parish Council meeting scheduled for the 18th April 2020.

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

The Chairman to duly sign as a correct record.

ii The Emailed Temporary Covid-19 Virtual Meetings by online conferencing/email (actions):

Resolved the Parish Council to temporarily devolve/delegate power to the Clerk to make all general decisions on behalf of the Council to ensure business continuity and in consultation with the Chairman and Councillors.

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

The Chairman to duly sign as a correct record.

iii Resolved to temporarily hold virtual meetings via electronic means (email documents).

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

iv Resolved the wording at above will be ratified at the next proper 'Covid-19 free' full Council meeting.

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

117 ^{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.**

118 ^{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 Due to the Corona Virus Emergency all Discover 2020 events are cancelled until further notice.

ii Ward Councillor: Mr M Lucas-Gill reported by email: The sad demise of the ex-leader of the RDC, Councillor Mr Terry Cutmore and one of his sons.

iii Essex County and Ward Councillor Mr M Steptoe reported by email: his enquiries to Planning RDC re: non progress with the SUFC planning application for the four training pitches on the Sutton/Rochford side of the Southend border. Planning RDC reported: the application was is not decided and in progress!

119 ^{19/20} **To Receive the Minutes of the Meeting of 22nd February 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 to duly sign the Minutes as a correct record.

120 ^{19/20} **Matters Arising from the Minutes: (Not on the Agenda)**

i (Minute 102/i) All Discover 2020.

All RDC and Parish Council events are cancelled due to COVID-19 emergency.

ii (Minute 104) Southend United Football Club. (circulated)

Councillors received the ECHO updating report.

Comments: Councillor Mr R Gaylor is concerned that this will get pushed through in view of the involvement of financial benefit to the SBC & their housing interest. Question: In view of the reduction in size of stadium do the SUFC still require the size of carparking training complex in RDC area. Could not the whole development be contained within SBC. There does not appear to be any consideration as to traffic flow, or plans as to improvement the infrastructure!

121 ^{19/20} **Planning:**

Application no 20/00/FUL

None.

122 19/20 Correspondence.

- i Received: the Minutes February 2020 of the Southend Airport Consultative Committee Meeting. (circulated)
Comments: Councillors are concerned about the rerouting of night flights over the Rochford District instead of the Southend District.
- ii Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum, etc.

123 19/20 Finance:

- i Received: the SPC Financial Statements ending March 2020. (circulated)
Proposed by Councillors: Mr N Andrews, seconded by Mrs B Loughborough and agreed by all.
The Chairman to duly sign as a correct record.
- ii The Notice Board publication of the 2020/21 RDC Council Tax notice was recorded.
- iii The Sutton PC application for VAT126 for 2019-20 @ £634-30 was recorded.
- iv The receipt of the Came and Co Insurance claim payment for P12 new column of £1,818-90 was recorded.
- v The Internal Audit 2019-2020 progress was recorded.
- vi The Annual 2019-20 P60 certificate for the Clerk and Council was recorded.
- vii The online HMRC PAYE-RTI update from 2019-2020 to 2020-2021 tax year was recorded.
- viii i The PKF Littlejohn instructions re: delayed AGAR due to Corona-virus was recorded.
ii The AGAR instructions and Audit forms for 2019-2020 from PKF Littlejohn were recorded.
- ix i The Risk assessment requirements from Came and Co for 2020-21 and SPC response was recorded.
ii Came and Co's Annual invoice and documents covering insurance for 2020-2021 @ £449-20 was recorded.
- x The Clerk's update to the Pensions Regulator re: non registered/claimed Pension was recorded.
- xi An Invoice April 2020 from B Summerfield re: Annual Office expenditure 2019-2020 @ £87-57. (circulated) was recorded
- xii An Invoice April 2020 from B Summerfield re: Annual Petrol allowance 2019-2020 @ £49-68. (circulated) was recorded
- xiii P7 Sutton Road Dead Service:
i An Invoice March 2020 from W&H (ROMAC) Ltd: Site visit to P7 (Dead Service) £44-10. (circulated) was recorded
ii The Clerk's completed Fault Form and Map for UK Powernetworks was recorded.
- xiv An Invoice March 2020 from EALC re: Annual 20/21 Affiliation Fees @ £ 64-78. (circulated) was recorded
- xv An Invoice April 2020 from Mr R Pitts re: Green Maintenance March/April @ £ 220-00. (circulated) was recorded
- xvi The payment February 2020 to HMRC re: PAYE-RTI 4th quarter @ £166-00 was recorded.
- xvii The payment February 2020 to Mr Pitts re: 023A Green Maintenance @ £110-00 was recorded.
- xviii The payment February 2020 to ICO re: Annual subscription @ £40-00 was recorded.
- xix The D/D Invoices April 2020 to E-on re: streetlighting @ £ 97-07 CREDIT was recorded.
- xx The D/D Invoices March/April 2020 to 1&1 IONOS re: website @ £9.60/ £29-75 was recorded.
- xxi The Clerk's salary standing order payments for March/April 2020 @ £221-41/£221-41 was recorded.
- xxii Resolved: all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.
Proposed by Councillors: Mrs B Loughborough, seconded by Mr R Gaylor and agreed by all.
The Chairman to duly sign as a correct record.

124 19/20 Streetlighting.

The Clerk's night Survey report re: P7 (no supply) as reported to UK Powernetworks was recorded.

125 19/20 Highways:

- i The Clerk's report re: Pothole on the Shopland Road. (2659080) was recorded.
- ii The Clerk's report re: Direction Corner Signs on the Shopland Road. (2661664) was recorded.
Comments: Cllr Mr R Gaylor reported the PROW complaint re: a knocked down 'way post' between Templegate Cottages, report no: 2644174, has not been resolved (to date) by Essex Highways.

126 19/20 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.*

Items: None.

127 19/20 Private and Confidential:

Pursuant to the provision of Section 1000(a) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the meeting for consideration of the following item of business on the grounds that it contains information defined as exempt in Part 1 of Schedule 12a of the Local Government Act 1972, as detailed.

Agreed a meeting to be held to discuss the Clerk's Gratuity, post the COVID-19 EMERGENCY!

128 19/20 The next Sutton Parish Council Meeting: to be held by 'email exchange' or Zoom!

Agreed: 4th JULY 2020.