## MINUTES

##  OF THE ANNUAL GENERAL MEETING

##  OF SUTTON PARISH COUNCIL

##  HELD AT ‘ALL SAINTS’ CHURCH, SUTTON ROAD

##  ON SATURDAY 12th MAY 2018.

##  (following on from the Sutton Annual Parish meeting)

**1 18/19 Election of Chairman for 2018-2019. 10.05 am.**

i Councillor Mr C Tabor was nominated for the post of Chairman for 2018-2019 by Councillors: Mr N Andrews,

 seconded by Mr R Gaylor and agreed by all.

ii Councillor Mr C Tabor the signed the statutory Declaration of Acceptance of Office.

**2 18/19 Members and Public present:**

 Councillor Mr C Tabor (Chairman).

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

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

 No Members of the Public.

 Sutton Parish Council Clerk Mr B Summerfield.

**3 18/19 Apologies for absence.**

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

 Ward Councillor Mr A Williams

**4 18/19 Chairman’s Comments**

 The Chairman welcomed all Councillors and the public to the meeting.

 The Chairman reminded the meeting: of the fire exits and collection point, in the event of an emergency.

5 18/19 To Receive Declarations of Interests:

 Councillor Mr C Tabor declared a pecuniary interest in Planning and Correspondence.

**6 18/19 To receive the Agreed Minutes of the AGM of 20th May 2017.**

 There were no matters arising from the agreed Minutes.

**7 18/19 Election of Vice-chairman.**

i Councillors: Mr C Tabor, seconded by Mrs B Loughborough nominated Mr N Andrews, for the post of Vice

 Chairman and was agreed by all.

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

**8 18/19 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.

Congratulations were offered from the Sutton Parish Council to Ward/County Councillor Mr M Steptoe on his successful re-election as the RDC Ward Councillor and Deputy Leader of the Council and as representative on the Essex County Council as the Deputy Environmental Portfolio Holder – he has been asked to visit and carry out a review of all Essex County Parks including the alleged encroachment of private housing gardens, into the parks - local highway issues are still his interest and the A127 economic corridor; councils are getting together to lobby and pressurise the Government to invest in infrastructure improvements – Southend’s housing needs will allegedly be putting pressure on the Rochford area for building land – RDC Social Media Policy has been updated - RDC post elections Councillors are now 24 conservatives and 15 others.

Ward Councillor Mr M Lucas-Gill discussed with the council; he is the RDC’s Vice Chairman of the Audit and Investment Board – Any portfolio decisions can be called by the Revue Committee - The RDC housing development in South Street – The Police Station – The Kings Head – The Rochford toilets have been refurbished as unisex toilets and are open – Planners are not happy with the Mummeries planning application – No new announced progress re: The Football Stadium.

9 18/19 The Data Protection Act/General Data Protection Regulations

 The Clerk reported that the new GDPR is to become law on 25th May 2018.

The changes will be carried out by the Clerk on behalf of the Council.

Going forward the Clerk will advise of the changes as they are applied.

10 18/19 Standing Orders: (as circulated)

 Agreed to be discussed at the next meeting.

11 18/19Financial regulations: (as circulated)

 Agreed to be discussed at the next meeting.

12 18/19 Insurance and Assets list:

 Was discussed.

13 18/19 The Council Risk Assessment: (as circulated)

 Agreed to be discussed at the next meeting.

14 18/19 The Complaints Procedure: (as circulated)

 Agreed to be discussed at the next meeting.

15 18/19 Freedom of Information Act: (as circulated)

 Agreed to be discussed at the next meeting.

16 18/19 Dates and Times of Meetings:

 Frequency and timing of meetings 2018-2019 were discussed.

**17 18/19 To Receive the Minutes of the Meeting of 10th March 2018.**

 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.

**18 18/19 Matters Arising from the Minutes:** (Not on the Agenda)

 None

**19 18/19 Planning**

Councillor Mr C Tabor declared a pecuniary interest in the next item and took no part in the discussions.

 Application no 18/00173/FUL Tabor Farms Ltd, Land East of the Red Brick Barn, Sutton Hall,

 Shopland Road, Sutton. (Proposed Agricultural Grain Storage Building) - was noted.

20 18/19 The Parish Plan Steering Group (Set up in 2011).

 Councillor Mr R Gaylor (Chairman of the Sutton with Shopland Parish Plan) reported working on a plan of action.

**21 18/19 Correspondence*.***

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

 Etc, etc: as placed on the table.

**22 18/19 Finance**

i i The SPC interim Financial Statements ending April 2018 were discussed.

 ii The above balances were unable to be checked as the Bank Statements were not available (Audit).

ii The Clerk reported: on progress with the Annual Audit 2017-2018 with the appointed accountant Mr J Smoothy.

iii An HMRC new Vat126 account number is issued.

iv The RDC remittance, first part PRECEPT @ £3,601-50 was recorded.

v The Clerk’s P60 End of Year certificate was recorded.

vi An Invoice April 2018 from Mr Pitts re: 28308 Green Maintenance @ £110-00 was recorded.

vii An Invoice May 2018 from Mr Pitts re: 28313 Green Maintenance @ £110-00 was recorded.

viii An Invoice May 2018 from EALC re:9402 Annual subscription 2018-2019@ £ 61-48 was recorded.

ix The SPC payment for the three-way share of Clerk’s new computer @ £135-33 as agreed was recorded.

x An Invoice May 2018 from Came and Company for the SPC annual Insurance @ £414-48 was recorded.

xi The payment March 2018 to B Summerfield re: Data Protection renewal @ £35-00 was recorded.

xii The payment March 2018 to B Summerfield invoice re: annual office use charges 2017-2018 @ £87-57 was recorded.

 gross: £72-97 nett inc: HMRC–RTI (x 20%) @ £14-60 was recorded.

xiii The payment March 2018 to HMRC–RTI re: fourth Quarter PAYE 2017-2018 @ £169-40 was recorded.

xiv The payment March 2018 to B Summerfield re: annual fuel travel ex’s 2017-2018 @ £19-32 was recorded.

xv The payment March 2018 to Mr Pitts re: 28304 Green Maintenance. @ £55-00 was recorded.

xvi The DD payments February/March/April to E-on Streetlighting energy @ £224.30 was recorded.

xvii The DD payments March/April to 1&1 re: Website @ £19-12/£…... was recorded.

xviii The monthly Standing Order salary payment to the Clerk @ £215-40 nett was recorded.

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

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

23 18/19 Streetlighting:

Councillor Mr C Tabor declared a pecuniary interest in the next item and took no part in the discussions.

Vice Chairman Councillor Mr N Andrews assumed the chair.

i The Clerk read to the Council a letter of the quotation of the costs (for the LED conversion of the 18 Sutton

 Parish Council streetlights), as forwarded to the donor.

ii Councillor Mr R Gaylor proposed a vote of thanks to the donor, which was warmly supported

 by all present.

iii The Clerk reported on the lack of action on the repairs to the supply of the two Church Hall streetlights by UK Powernetworks:

 Having chased UK Powernetworks hard over the last months and finally being able to speak to a human being,

 the Clerk is hoping for some immediate progress.

Councillor Mr C Tabor re-joined as Chairman.

**24 18/19 Highways:**

 i Councillor Mr R Gaylor posed questions on the condition of local highway verges and an uncut public

 footpath/steps at Templegate Cottages.

 ii The councillor will forward to Essex Highways photographs of the complaints.

**25 18/19 Next Agenda Items from Councillors**. *for next Agenda and exchange of information only.*

 Items: Purdeys heavy traffic -

26 18/19 The next Sutton Parish Council Meeting (Extraordinary) Policies and Audit.

 **Agreed: Saturday 9th JUNE 2018.**

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

There being no further business the Chairman closed the meeting, with thanks from Councillors for his hospitality, at 11.27 am.

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