

MINUTES DRAFT
OF THE ANNUAL GENERAL MEETING
OF SUTTON PARISH COUNCIL
HELD AT 'ALL SAINTS' CHURCH HALL, SUTTON ROAD
ON SATURDAY 11th MAY 2019.

(following on from the Sutton Annual Parish meeting)

1 19/20 **Election of Chairman for 2019-2020.**

- i **Councillor Mr C Tabor was nominated for the post of Chairman** for 2019-2020 by Councillors: Mr B Howat, seconded by Mrs B Loughborough and agreed by all.
- ii Councillor Mr C Tabor signed the statutory Declaration of Acceptance of Office.

2 19/20 **Elected Councillors:**

- i The five elected councillors signed their Statutory Declaration of Acceptance of Office.
- ii The five elected councillors received their Declarations of Interests Forms
(To be forwarded to the Clerk inside 28 days).

3 19/20 **Election of Vice-chairman.**

- i Councillors: Mr R Gaylor, seconded by Mr B Howat 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.

4 19/20 **To Record the Members and Public Present:**

Councillor Mr C Tabor (Chairman).
Councillors: Mr N Andrews, Mr R Gaylor, Mr B Howat and Mrs B Loughborough.
Ward Councillors: Mr M Lucas-Gill.
Members of the Public: None.
Sutton Parish Council Clerk: Mr B Summerfield.

5 19/20 **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.

6 19/20 **Apologies and reasons for absence:**

- i To be received by the Clerk only in person via: email, letter and telephone.
Acceptance of the reason for absence: All present.
- ii Ward Councillor Mr A Williams and Ward and Essex County Councillor Mr M Steptoe's personal apology.

7 19/20 **Declarations of Interests** (under the Model Code of Conduct)

- i **To receive** all declarations of interests (including dispensations under the relevant provision s.33 of the Localism Act 2011). **None.**
- ii The Chairman reminded Councillors to declare any further interests as they became evident to them, during the progress of the meeting.

8 19/20 **The Clerk's Role:**

Resolved: the Clerk is the Proper Officer, Responsible Financial Officer and the Receiving Officer responsible for Dispensations.
Proposed by Councillors: Mr B Howat, seconded by Mr N Andrews and agreed by all.

9 19/20 **Dispensations** (relevant provision is s.33 of the Localism Act 2011)

The Clerk received all five councillors' requests for dispensations re: Financial matters as local council tax payers inc: the Precept and all financial matters and co-signed the written four year requests.

10 19/20 **Public Forum: (5 min per person only)**

Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.
Ward Councillor Mr M Lucas-Gill reported: quotes are being received for the RDC Asset Development Program – The Councillor attended the RDC District Awards for Citizen of the Year – will send the Clerk the report from the Airport Consultative Committee – 'Logan Air' will be flying from Southend next month.

11 19/20 **Insurance:**

was discussed and agreed:

12 19/20 **Model Code of Conduct:**

Clerk agreed to circulate.

13 19/20 **The Complaints Procedure:**

Clerk agreed to circulate the updated version

14 19/20 Freedom of Information/General Data Protection Regulations

Clerk agreed to circulate.

15 19/20 Dates and Times of Meetings:

To frequency and timing of meetings 2019-2020 were agreed.

16 19/20 To Receive the Minutes of the Meeting of 6th April 2019.

The Minutes were read and were Resolved to be agreed.

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

The Chairman duly signed the Minutes as a correct record.

17 19/20 Matters Arising from the Minutes: (Not on the Agenda)

i (Minute 16/i) RDC proposed 'Discover 20/20' events:

Clerk reported that together with Mr Ivan King, Clerk of Barling Magna and post the AGM's, will be setting up a meeting to discuss the above. The Clerk and Councillors: Mrs B Loughborough and Mr B Howat to attend.

ii (Minute 16/ii) Remembrance Sunday portable CD/tape player

The Clerk will bring costs to the next meeting.

iii (Minute 27) Meeting Venue discussion.

Clerk to report:

18 19/20 Planning:

i The Approval of 19/00011/FUL Reads Nursery, Sutton Road, Rochford.

(Erection of 3. no. Polytunnels and Security Fence, Change of Use of Part of Building to (A3 Café) and Change of Use to Extend Permitted Retail Area was recorded.

ii Complaints of the lack of notification to neighbours on the application above, to be taken up by Ward Councillor Mr M Lucas-Gill and Rochford Planning.

19 19/20 Correspondence.

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

20 19/20 Finance:

i i The SPC Financial Statements ending April 2019 were recorded.

ii The above balances were checked against Bank Statements by Cllrs: Mrs B Loughborough and Mr N Andrews.

ii i The Clerk's report on the setting up of the Barclays Bank Mandate was discussed.

ii After discussion it was agreed: The Clerk to arrange a meeting at Barclays Bank (Thorpe Bay) to set up the new Mandate with Councillors: Mr C Tabor, N Andrews and R Gaylor on Friday 17th May at 11 am.

iii The Clerk's report on the idea of the proposed employment of a 'Local Policeman' with costs shared between several local councils was received. Clerk to forward to all.

iv An Invoice April 2019 from Came and Company re: Annual Insurance 2019-2020 @ £425-41 was recorded.

v An Invoice April 2019 from Mr Pitts re 28347 Green Maintenance @ £110-00 was recorded.

vi A D/D Invoice May 2019 from 1&1 IONOS re: website @ £31-04 was recorded.

vii The payment April 2019 to HMRC PAYE payment 4th Quarter 2018-2019 @ £ 159-80 was recorded.

viii The payment April 2019 to Paglesham payment of £167-64 re: WinZip/Stamps/Stationery @ £83-82 was recorded.

ix The payment April 2019 to Mr B Summerfield re: Annual office charge 2018/19 @ £87-57 was recorded.

x The payment April 2019 to Mr B Summerfield re: Annual travel charge 2018/19 @ £49-68 was recorded.

xi The payment April 2019 to Mr B Summerfield re: Information Commission GDPR @ £ 40-00 was recorded.

xii The payment April 2019 to EALC re: Annual Subscription 2019-2020 @ £61.99. was recorded

xiii The payment April 2019 to Mr Pitts re: 28343 Green maintenance @ £110-00 was recorded.

xiv The Clerk's salary payment from May 2019 @ £221-41 was recorded.

xv The D/D payment April 2019 to E-On re: 4th quarter streetlighting payment 2018-2019 @ £301-44 was recorded.

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

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

21 19/20 Streetlighting:

i The Clerk's report: the destroyed P12, outside Temple View, Shopland Road.

Agreed when all information is received from:

i UK-Powernetworks re: costs of energy supply to Column @ £

ii Contractors installation costs (invoice) of column @ £.

iii Contractors paid invoice for re-erecting the damaged Pole Bracket @ £

iv The Insurance Company acceptance of the above @ £250-00 (insurance claim excess).

ii The Clerk to inform the Council of each stage and is delegated authority to carry out the above actions.

iii P5 to be changed for a LED in the Autumn after Harvest in September. Clerk to inform Romac.

22 19/20 Highways:

i Cllr Mr R Gaylor report: Temple Gate Cottages: a low drain grating is vibrating houses as lorries transverse it. Councillor Mr M Steptoe to take up with Highways Essex.

ii A copy of the survey of average road speeds by Essex Highways, taken outside Winters, Shopland Road recently, to be circulated.

iii Councillor Mr M Lucas-Gill to forward complaints from residents re: un-netted Lorry rubbish contaminating the Sutton and Shopland Roads.

23 19/20 **Website:**

The website will be further brought up to date with the inclusion of the information from this meeting.

24 19/20 **Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items: Heather Hellis re: Internal Auditor – Councillors agreed the Clerk as RFO is delegated to action the Internal Audit - Ward Councillor Mr M Lucas-Gill reported: That two new 'full time Constables' are to be based and operate in Rochford, located and working from the downstairs of the old 'Kings Head'.

25 19/20 **The next Annual Sutton Parish Assembly Meeting**

Agreed: TBA May 2020 to be held at All Saints Sutton, Church Hall.

26 19/20 **The Sutton Parish Council - Annual General Meeting**

Agreed: TBA May 2020 to be held at All Saints Sutton, Church Hall.

27 19/20 **The next Sutton Parish Council Meeting:** to be held at Beauchamps, Shopland Road, Sutton.

Agreed: 13th July 2019.

There being no further business the Chairman closed the meeting, with thanks from the Parish Councillors for his hospitality, at 11-06 am.