

# MINUTES DRAFT

## OF THE ANNUAL GENERAL MEETING OF THE SUTTON PARISH COUNCIL

### HELD AT THE RED BRICK BARN, SUTTON HALL, SHOPLAND ROAD, SUTTON ON SATURDAY 15<sup>th</sup> MAY 2021.

(Meeting conducted under the issued Coved-19 Risk Assessment Rules)

#### **1 21-22 Election of Chairman for 2021-2022.**

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

#### **2 21-22 Election of Vice-chairman.**

- i Councillor Mr N Andrews was nominated for the post of Vice Chairman by Councillors: Mr C Tabor, seconded by Mr R Gaylor and agreed by all.
- ii Councillor Mr N Andrews signed the statutory Declaration of Acceptance of Office.

#### **3 21-22 To Record the Members and Public Present:**

Councillor (Chairman) Mr C Tabor.  
Parish Councillors: Mr N Andrews, Mr B Howat and Mr R Gaylor.  
Ward and Essex County Councillor Mr M Steptoe and Ward Councillors: Mr A Williams and Mr J Gooding.  
Members of the Public: Mr R Cann and Mrs A Coutts.  
The Parish Clerk: Mr B Summerfield.

#### **4 21-22 Apologies and reasons for absence:**

- i To be received by the Clerk only in person via: email, letter and telephone. None.
- ii Acceptance of the reason for absence: One Vacancy.

#### **5 21-22 Declarations of Interests**

- i **To receive all declarations of interests:** None.
- ii **The Chairman reminds Councillors to declare any further interests as they became evident to them, during the progress of the meeting.**

#### **6 21-22 The Clerk's Role:**

Resolved the Clerk's role as the Proper Officer, Responsible Financial Officer and the receiving officer responsible for Dispensations.

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

#### **7 21-22 Public Forum: ( 5 min per person only )**

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

- i **Essex County and Ward Councillor Mr M Steptoe reported:**  
Planning Officers of the RDC and District Councillors are to hold an imminent meeting to discuss:
  - i the SUFC planning application 17/00436/FUL, for the four training pitches on the Sutton/Rochford side of the Southend border
  - ii the SUFC planning Application 21/00374/FUL: Pond to the East of Smithers Chase, Sutton Road, Rochford. (Residential Development with Associated Access, Parking, Landscaping and Associated Infrastructure).
  - iii Cllr Steptoe has been re-elected as an Essex County Councillor and the Rochford District Ward Councillor for Roche South – congratulated the newly elected Ward Councillor Mr J Gooding – recorded that the ECC leadership is likely to be Councillor Mr Kevin Bentley – has been tasked with setting up an Essex Planning Policy 'think tank'.
- ii **Ward Councillor Mr A Williams reported:** also congratulated the newly elected Ward Councillor Mr J Gooding – is elected the Chairman of the Rochford Parish Council – as a District Councillor is the Community Representative – reported that the Bank Hub in Rochford has been received very well – welcomes any questions from the residents of Sutton with Shopland.
- iii **Ward Councillor Mr J Gooding reported:** he is recently elected to the post of Ward Councillor for Roche South and is keen to help the regeneration of the Rochford District post the pandemic – has been part of a food share scheme – has marshalled with other RDC councillors at the Back Lane Doctors surgery re: inoculations – some 12,000 jabs – is involved with his wife Councillor Mrs J Gooding, in 'hands-on' litter picking in the district.
- iv **Two members of the Public, Mr R Cann and Mrs A Coutts** as applicants for the Parish Council Vacancy, stated their personal interests in the Sutton with Shopland area and the Sutton Parish Council Vacancy.

**Ward Councillor Mr A Williams declared an interest as a member of the Development Committee for the next item:**

## **8 21-22 Planning:**

Application no: 21/00374/FUL: Pond to the East of Smithers Chase, Sutton Road, Rochford, Essex.  
(Residential Development with Associated Access, Parking, Landscaping and Associated Infrastructure).

Sutton Parish Council:

Object to the proposed Housing: as overdevelopment.

Object to the Pond proposals: as there is no responsible plan to deal with the contaminated water run-off from the proposed roads and carparks.

Object: No Road infrastructure improvements are proposed to alleviate the extra traffic impact on the Sutton Road and the Shopland Road.

Object: No Road infrastructure improvements proposed to alleviate the extra traffic impact on all feeder Roads in and out of Rochford town.

Object: No Road infrastructure improvements proposed to alleviate the extra traffic impact on the A127, Priory Crescent and the impact on all Southend roads.

Object: No Road infrastructure improvements proposed to alleviate the extra traffic impact on all roads that are used by The essential Emergency Services: Fire, Ambulance, Police and the users of the Southend Crematorium and cemeteries and Temple Farm and Purdeys Industrial Estates.

## **9 21-22 Annual Leading Parish Council Documents:**

### **i Insurance Policy:**

Proposed by Councillors: Mr C Tabor, seconded by Mr B Howat and agreed by all.

### **ii Model Code of Conduct Policy:**

Proposed by Councillors: Mr C Tabor, seconded by Mr B Howat and agreed by all.

### **iii Standing Orders Policy:**

Proposed by Councillors: Mr C Tabor, seconded by Mr B Howat and agreed by all.

### **iv Financial regulations Policy:**

Proposed by Councillors: Mr C Tabor, seconded by Mr B Howat and agreed by all.

### **v Assets List Policy:**

Proposed by Councillors: Mr C Tabor, seconded by Mr B Howat and agreed by all.

### **vi The Council Risk Assessment Policy:**

Proposed by Councillors: Mr C Tabor, seconded by Mr B Howat and agreed by all.

### **vii The Complaints Procedure Policy:**

Proposed by Councillors: Mr C Tabor, seconded by Mr B Howat and agreed by all.

### **viii Freedom of Information Policy:**

Proposed by Councillors: Mr C Tabor, seconded by Mr B Howat and agreed by all.

## **10 21-22 Dates and Times of Meetings:**

Agreed the frequency and timing of meetings 2021-2022 are to be early bimonthly.

## **11 21-22 To Receive the Minutes of the Meeting of 10<sup>th</sup> April 2021.**

The Minutes were Resolved to be agreed.

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

The Chairman signed the Minutes as a correct record.

## **12 21-22 Matters Arising from the Minutes: (Not on the Agenda)**

Items: None.

## **13 21-22 Correspondence.**

i Agreed, a letter of thanks of May 2021 to ex councillor Mrs B Loughborough.

ii RDC/EALC/NALC/Police/ECC/libraries/ECC Highways as circulated:

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

## **14 21-22 Finance:**

i i The SPC Financial Statement ending April 2021 was recorded.

ii The Barclays Bank statements x 2 were agreed by Councillors: Mr C Tabor and Mr R Gaylor.

ii The Sutton Parish Council Reserves at 31<sup>st</sup> March 2021 based on the 20/21 Precept @ £8,100, @ 83 % was recorded.

iii The Internal Auditors 'Auditing Solutions Ltd' 2020-2021 report was read to the Council and was recorded.

i The signed Internal Auditors report was recorded.

ii The Exemption Certificate declaration 2020-2021 was signed and recorded.

iv The AGA Return Part 3, 2020-2021:

i The Annual Governance Statement was discussed, signed and was recorded.

ii The Accounting Statements was discussed, signed and was recorded.

iii The Period of the Exercise of Public Rights was recorded.

- v A payment to the HMRC-PAYE re: the 1<sup>st</sup> Quarterly RTI payment (April/May/June) @ £175-20 was recorded.
- vi An Invoice May 2021 from Auditing Solutions Ltd re: Annual Audit @ £168-00 was recorded
- vii An Invoice May2021 from Mr Pitts re: 062A Green Maintenance @ £110-00 was recorded.
- viii An Invoice May 2021 from Came & Co Ltd re: Annual Insurance @ £687-12 was recorded
- ix An Invoice May 2021 from B Summerfield/Amazon re: Laser Toner @ £30-59 was recorded
- x The payment April 2021 to Mr B Summerfield re: Annual office charge @ £ 87-57 was recorded.
- xi The payment April 2021 to Mr B Summerfield re: Annual travel charge @ £ 49-68 was recorded.
- xii The payment April 2021 to B Summerfield/Riverside Comps) repair (Shared with Paglesham ) @ £88-00.
- xiii The payment April 2021 to B Summerfield/Microsoft) 365 software (Shared with Paglesham ) @ £59-99.
- xiv The payment April 2021 to Mr Pitts re: March Green Maintenance @ £110-0 was recorded 0.
- xv The payment April 2021 to EALC annual subscription and NALC affiliation fee @ £66-86 was recorded.
- xvi The payment April 2021 to Essex and Herts Air Ambulance (Donation) @ £50-00 was recorded.
- xvii The payment April 2021 to Clerk's 'Back pay' from December 2020 to May 21 @ £42-55 was recorded.
- xviii The payment April 2021 to Paglesham PC (shared costs) for the Clerk's CiLCA training @ £48-75 was recorded.
- xix The D/D Invoices April/May 2021 from 1&1 IONOS re: website @ £33-76/£18-04 were recorded.
- xx The Clerk's salary standing order payments for April/May @ £234-66/£241-09 were recorded.
- xxi The Clerk reported his visit to Barclays Bank to deposit cheques and update the Salary Standing Order, was recorded.
- xxii Resolved: all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques. Proposed by Councillors: Mr N Andrews, seconded by Mr B Howat and agreed by all.

**15 21-22 Streetlighting.**

Councillors reports: Winters LED head.

**16 21-22 Highways:**

Councillors reports: 40 mph sign Shopland Road.

**17 21-22 Website:**

- i The website is to be brought up to date with the inclusion of this meetings' information.
- ii To notify and record that the public's potential involvement at the SPC email meetings, are advertised on the Website and Parish Notice boards.

**18 21-22 Signatures on all leading documents and cheques:**

- i To record that all Resolved leading documents and the cheque book from the April 2021 Sutton Parish Council email meeting (COVID-19), were signed by the Chairman and a councillor, at a later date.

**19 21-22 Next Agenda Items from Councillors.**

*for next Agenda and exchange of information only.*

Items: None.

**20 21-22 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.

- i The two attending applicants were discussed at length and the successful applicant for the Sutton Parish Council vacancy was, by a show of hands, resolved as Mr R Cann.
- ii The Clerk to write to inform all three applicants of the vacancy decision.

**21 21-22 The next Sutton Parish Council Meeting:**

to be held as agreed and further advised by the latest Government Covid 19 Announcement!

**Agreed: 3<sup>rd</sup> JULY 2021 Venue TBA.**

**There being no further business the Chairman closed the meeting at 11.30 am.**