## MINUTES

## OF THE ANNUAL GENERAL MEETING

## OF SUTTON PARISH COUNCIL

## HELD AT

## CROWSTONE PREP SCHOOL, FLEET HALL LANE, SHOPLAND ROAD, ROCHFORD, SS4 1LH

**ON SATURDAY 20th MAY 2023 AT 10 AM.**

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

**1 23/24 Election of Chairman for 2023-2024.**

i Councillor Mr N Andrews was nominated for the post of Chairman for 2023-2024 by Councillors: Mr R. Gaylor,

seconded by Mr R Cann and agreed by all.

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

**2 23/24 Elected Councillors:**

i Signed their Statutory Declaration of Acceptance of Office.

ii Received and signed their Declarations of Interests Forms (28 days).

**3 23/24 To Record the Members and Public Present:**

Councillor Mr N Andrews (Chairman).

Councillors: Mr R Cann, Mr R Gaylor and Mr B Howat.

Ward/Essex Councillor: Mr M Steptoe.

Members of the Public: Mrs D O’Neal and Mr L Squirrel.

Sutton Parish Council Clerk: Mr B Summerfield.

**4 23/24 Apologies and reasons for absence:**

iTo be received by the Clerk only in person via: email, letter and telephone.

Acceptance of the reason for absence: Mr C Tabor.

ii Ward Councillors: Mr J Gooding and Mr A Williams.

**5 23/24 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 23/24 Election of Vice-chairman.**

The Council agreed to place the position on hold.

**7 23/24 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.

**8 23/24 Dispensations** **(relevant provision is s.33 of the Localism Act 2011)**

The Clerk received Councillors requests for dispensations re: Financial matters as a local council tax

payers inc: the Precept and all financial matters and signed the written four year requests.

9 23/24 Public Forum: ( 5 min per person only )

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

(FYI from the Annual Parish Meeting):

i Ward/Essex Councillor Mr M Steptoe reported: Various Essex County administration updates – Social Services

are costing £2 M per day – The S106 monies from the Hall Road developments is not being used and is use is

being chased by the Cllr for action. - Pothole actions are being carried out subject to received information –

The Rochford District Council post the election, will now have 12 conservative councillors, with the majority

of elected Councillors represented in five separate groups – The RDC meeting on the 23rd May 23 will

decide the RDC administration for 2023 onwards.

ii Members of the Public: Mrs D O’Neal and Mr L Squirrel asked if the Sutton Church Hall was available to rent

for their Hullbridge table tennis group – a negative response from Councillors was due to the present Church

Hall fire damage.

10 23/24 Insurance:

The document was placed on the table and on the web site.

Councillors agreed to view the document and to ratify agreement with the content at the next meeting,

11 23/24 Standing Orders:

The document was placed on the table and on the web site.

Councillors agreed to view the document and to ratify agreement with the content at the next meeting,

12 23/24 Financial regulations:

The document was placed on the table and on the web site.

Councillors agreed to view the document and to ratify agreement with the content at the next meeting,

13 23/24 Assets List:

The document was placed on the table and on the web site.

Councillors agreed to view the document and to ratify agreement with the content at the next meeting,

14 23/24 The Council Risk Assessment:

The document was placed on the table and on the web site.

Councillors agreed to view the document and to ratify agreement with the content at the next meeting,

15 23/24 Dates and Times of Meetings:

To frequency and timing of bi-monthly meetings 2023-2024 were agreed.

**16 23/24 The Minutes of the Parish Council Meeting of 1st April 2023.**

The Minutes were read and were Resolved to be agreed.

Proposed by Councillors: Mr R Gaylor. seconded by Mr R Cann and agreed by all.

The Chairman duly signed the Minutes as a correct record.

**17 23/24 Matters Arising from the Minutes: (Not on the Agenda)**

Items: None.

**18 23/24 The Internal Audit Report 22-23:**       **Was not available.**

An extraordinary meeting (24thJune 23) to conclude the Internal Audit Report 22-23 was agreed.

**19 23/24 Ombudsman/RDC Complaint progress:**

I The Stage 1 response from the RDC, Planning was received and discussed.

Ii It was agreed that the Clerk will respond to the RDC with the Sutton Parish Councils negative response.

**20 23/24 Planning consultations:**

An email from Claire Buckley, RDC Planning Officer (addressed to Councillor Mr M Steptoe)

re: no 22/01106/FUL SUFC Training pitches: the application will be presented on the 25th May to the

RDC, Development Committee and presented by Katie Rodgers, Planning Officer was noted.

**21 23/24 Correspondence:**

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

**22 23/24 Finance:**

I The SPC Financial and Barclays Bank Statements ending April 2023 were recorded.

ii The Barclays Bank/SPC statements to be agreed by Councillors: Mr R Cann, and Mr B Howat.

iii The Insurance Renewal (from 01/06/2023) for Sutton Parish Council from Gallagher was recorded.

iv The RDC Coronation Grant for the Friends of Sutton @ £700-00 was recorded.

v A payment to the Friends of Sutton re: the RDC, Coronation Grant @ £700-00 was recorded.

vi An Invoice May 2023 from Mr Pitts re: (10b) Green Maintenance April 23 @ £110-00 was recorded.

vii An Invoice May 2023 from Gallagher re: Parish Council Insurance for 2023-24 @ £855-60 was recorded.

viii The payment April 2023 to Mr R Pitts re: (8B) March Green Maintenance @ £110-00 was recorded.

ix The D/D Invoices April/May 2023 from 1&1 re: website @ £18-04/£26-75 were recorded.

x The Clerk’s salary standing order payments for April/May 2023 @ £260-19/£260-19 were recorded.

xi The D/D Invoices April/May 2023 to Npower (Streetlighting) invoices @ £57-78/£79-28 were recorded.

xii Resolved all payments, Invoices, Internal Audit, financial statements, receipts, transfers and

countersigned cheques.

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

**23 23/24 Streetlighting:**

i The Clerk’s report: None.

iv Councillor reports: None.

**24 23/24 Highways, Pavements and Public Rights of Way:**

i The Clerk’s report: Hedging overgrowth of Sutton Road and Shopland Road to be referred to the LHP.

ii Councillor reports: None.

**25 23/24 Website:**

The website is to be updated with the inclusion of this meetings’ information.

**26 23/24 Next Agenda Items from Councillors.** (*for next Agenda and exchange of information only).*

Items: None.

27 23/24 The next extraordinary Sutton Parish Council Meeting: (AUDIT 22-23)

To be held at Crowstone Prep School, Fleet Hall Lane, Shopland Road, Rochford, SS4 1LH.

Agreed: Saturday 24th JUNE 2023 at 10 AM.

28 23/24 The Sutton Annual Parish Meeting: (APM 24).

` Agreed: TBA MAY 2024.

29 23/24 The Sutton Annual Parish Council Meeting: (APCM 24).

**Agreed: TBA** **MAY 2024.**

There being no further business and with thanks for his hospitality to Cllr: Mr R Cann, the Chairman

closed the meeting at 8.50 pm.

**19th June 2023. B. Summerfield Sutton, Parish Council Clerk/RFO.**