

**MINUTES**  
**OF THE SUTTON PARISH COUNCIL**  
**HELD AT BEAUCHAMPS, SHOPLAND ROAD, ROCHFORD, SS4 0QQ**  
**ON SATURDAY 1<sup>st</sup> OCTOBER 2022.**

- 38** 22/23 **To Record the Members and Public Present:** 10-00 am.  
Councillor (Chairman) Mr C Tabor.  
Parish Councillors: Mr N Andrews, Mr R Cann, Mr R Gaylor and Mr B Howat.  
Ward and Essex County Councillor Mr M Steptoe.  
Members of the Public: None.  
The Parish Clerk: Mr B Summerfield.
- 39** 22/23 **Apologies and reasons for absence:**  
To be received by the Clerk only in person via: email, letter and telephone.  
i Ward Councillor: Mr A Williams and Mr J Gooding.  
ii Acceptance of the reason for absence: Agreed.
- 40** 22/23 **Declarations of Interests**  
i **To receive all declarations of interests:**  
Councillor Mr C Tabor declared his non financial interest in Agenda item 10/i  
ii **The Chairman reminds Councillors to declare any further interests as they became evident to them, during the progress of the meeting.**
- 41** 22/23 **One Minute's Silence, in respect of the Memory of the late Queen Elizabeth II.**  
The Councillors and guests paid their respects to the late Queen Elizabeth.
- 42** 22/23 **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 Councillor Mr M Steptoe reported: his attendance as Chairman of the RDC, conducting the announcement of Queen Elizabeth II demise and the Proclamation of King Charles III, in the Rochford Market Square – Attended many recent Church Services remembering the late Queen Elizabeth II - Recent RDC meetings were cancelled out of due respect – Sutton Planning: Cllr: Steptoe has carried forward to the RDC officers his shared frustration of the outrageous situation arising from the Southend United Football Club (SUFC) contractors' creation of volumes of dust that has been suffered by the residents of Templegate Cottages over a period of several months, despite Councillor Mr R Gaylor's repeated requests and forwarded reports for RDC action, backed up by Sutton Parish Council's Ward Councillors: Mr M Steptoe, Mr A Williams and Mr J Gooding.  
ii To record that the public's potential involvement at the SPC meetings, were advertised on the Website and Parish Notice boards.
- 43** 22/23 **To Receive the Minutes of the Extraordinary Meeting of the 13<sup>th</sup> August 2022.**  
The Minutes were Resolved agreed.  
Proposed by Councillors: Mr B Howat, seconded by Mr N Andrews and agreed by all.  
The Chairman signed the Minutes as a true record.
- 44** 22/23 **Matters Arising from the Minutes: (Not on the Agenda)**  
Item: None.
- 45** 22/23 **The Adoption of the updated Model Code of Conduct:**  
Resolved the Parish Council's adoption of the updated Model Code of Conduct.  
Proposed by Councillors: Mr R Gaylor, seconded by Mr R Cann and agreed by all.
- 46** 22/23 **Planning:**  
i  
i Councillor Mr R Gaylor reported on all current matters including (22/05031/AIRDUS) arising from the current Contractor's work on the Training Pitches on the Land North of Smithers Chase, Sutton Road, Rochford. Essex.  
ii After an in-depth discussion it was agreed: Councillor Mr R Gaylor forward by hand to the RDC, the requested written individual dust complaints from the residents of Templegate Cottages.  
iii The Clerk to forward the Sutton Parish Council's urgent request, to the CEO of Rochford District Council Mr Jonathan Stevenson, to research and make his observations and recommendations known, in correcting the totally inefficient RDC handling of the SUFC contractors' causation of the dust problems faced and suffered by the residents of Templegate Cottages, Sutton Road.  
ii A vote of thanks to Councillor Mr R Gaylor was proposed by the Chairman and supported by the Council.  
iii  
i Councillor Mr C Tabor declared a financial interest in the next application no 22/00924/FUL and took no part in the proceedings.  
ii Vice Chairman Councillor Mr N Andrews assumed the Chair.

- iv The late application no 22/00924/FUL No. 1, Fleethall Cottages, Sutton Road, Rochford, Essex.  
(Proposed 2 Bed Detached Cottage) was allowed by the Council.  
- Sutton Parish Council object to the application based on Visual Harm to the Street Scene – Out of character in the Street scene – infill in the Green Belt and alleged inaccurate planning details.
- v Chairman Councillor Mr C Tabor re-assumed the Chair.

**47** 22/23 **Correspondence:**

- i i To receive an e/letter September 2022 from Mr T Tyler re: advertising on Sutton Corner.  
ii The Chairman reported the removal of all advertising on Sutton Corner.
- ii Vegetation overgrowth on Sutton Road was reported to Essex Councillor Mr M Steptoe who has notified the ECC Highways to progress.
- iii i To receive a letter from the Essex Air Ambulance requesting a donation.  
ii A £50-00 donation was agreed.
- iv Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum, etc.

**48** 22/23 **Finance:**

- i The SPC Financial and Barclays Bank Statements ending 24<sup>th</sup> August 2022 were recorded.
- ii The Barclays Bank/SPC statements were agreed by Councillors: Mr C Tabor and Mr N Andrews.
- iii The Period of the Exercise of Public Rights (Audit 21-22) was advertised and recorded as 12/07/22 – 22/08/22.
- iv The receipt of cheque from E-On of August 22 of £44-10, as the Balance of the closed account was recorded.
- v The Sutton PC Exemption Certificate 21-22 forwarded to PKF on 16/07/22 was recorded.
- vi The payment to HMRC-PAYE re: the 2<sup>nd</sup> Quarter RTI payment @ £ 184-02 was recorded.
- vii The Invoices August/September 2022 from Mr Pitts re: 094A/096A @ £110-00 @ £110-00 were recorded.
- viii The agreed donation to the Essex Air Ambulance at £50-00 was recorded.
- ix The payment July 2022 to B Summerfield/Gallagher re: Administration fee @ £50-00 was recorded.
- x The payment July 2022 to Auditing Solutions Ltd re: Internal Audit @ £552-00 was recorded.
- xi The payment July 2022 to Mr Pitts re: Green Maintenance @ £330-00 was recorded.
- xii The payment July 2022 to Npower (Streetlighting) invoices from Dec 21 to July 22, @ £533-63 was recorded.
- xiii The D/D Invoices July/August 2022 from 1&1 re: website @ £18.04/£18-04 were recorded.
- xiv The Clerk's salary standing order payments for August/September 2022 @ £241-09 were recorded.
- xv The D/D Invoices July/August 2022 to Npower (Streetlighting) invoices @ £66-79/£66-76 were recorded
- xvi Resolved all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.  
Proposed by Councillors: Mr R Cann, seconded by Mr B Howat and agreed by all.

**49** 22/23 **Streetlighting:**

- i Councillor reports: None.

**50** 22/23 **Highways, Pavements and Public Rights of Way:**

- i Councillor reports: None.

**51** 22/23 **Website:**

The website is to be brought up to date with the inclusion of this meetings' information.

**52** 22/23 **Remembrance Sunday 13<sup>th</sup> November 2022:**

Agreed: The Clerk to make arrangements with the Vicar – The Wreath to be arranged by Councillor Mr R Gaylor – The Running Order to be printed by the Clerk – The Vicar to be informed of the detail of the service order -The time of the Service to be 9.45 am. – The Clerk to arrange the update of the Sound Unit – A circular to be produced by the Clerk and distributed to all residents one week in advance.

**53** 22/23 **Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items: Clerk to seek info re: defib at Scotts.

**54** 22/23 **The next Sutton Parish Council Meeting:**

**Agreed: 3<sup>rd</sup> DECEMBER 2022 AT BEAUCHAMPS, SHOPLAND ROAD, ROCHFORD, SS4 0QQ**

There being no further business the Chairman, with thanks for his hospitality, closed the meeting at 10.59 am.

29<sup>th</sup> November 2022.

B. Summerfield Sutton, Parish Council Clerk/RFO.