## **MINUTES**

## **OF THE SUTTON PARISH COUNCIL MEETING at**

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

**ON SATURDAY 7th OCTOBER 2023 AT 10 AM.**

**71 23/24 To Record the Members and Public Present:** 10-00 am.

i **Election of a Chairman:**

There being no elected chairman present, Councillor Mr R Gaylor was nominated as Chairman for the meeting by Councillor Mr R Cann, seconded by Councillor Mrs A Coutts and agreed by all.

ii **Present:**

Councillor (Chairman) Mr R Gaylor.

Parish Councillors: Mr R Cann, Mrs A Coutts,

Ward and Essex County Councillor Mr M Steptoe.

Ward Councillor: None.

Members of the Public: None.

The Parish Clerk: Mr B Summerfield.

**72 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: Cllr: Mr N Andrews, Mr C Tabor.

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

**73 23/24 Declarations of Interests**:

i **To receive all declarations of interests** including dispensations under the relevant provision s.33 of the

Localism Act 2011.

ii Councillor Mr R Gaylor declared a personal interest in item 10/vii.

iii **The Chairman reminds Councillors to declare any further interests now and as they became evident to them,**

**during the progress of the meeting.**

**74 23/24 Public Forum:** ( 5 min per person only )

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

i Councillor Mr M Steptoe reported as Essex Councillor: The 3 level Devolution in Essex is being discussed with the

second level favoured – General Elections may be in May or September 2024 – Ten trees are available from the

Councillor supporting the ECC’s push for the Gov’s Carbon Neutral actions.

ii District Council Matters: Council meetings are presently fractious with the conservative in the minority – The

Freight House is still closed and is let to ‘Fusion’ – Rochford Parish Council are holding a meeting in Rochford

Square re: the use of Rochford Square – The ‘Local Plan’ is being discussed and will be running from 2025

onwards – the Government are the only body to be able to release Greenbelt land – The position of the

Consortium taking over SUFC Roots Hall (and Training grounds in Sutton)? will become clear by the

1st November 23 if the sale deal is completed – Councillor Mr M Steptoe has questioned RDC Planning re: the

Sutton Training Pitches but presently all is too soon for Sutton Parish Council to extract real information – the

next SPC meeting will have a clearer view as it is to be held on 9th December 23.

**75 23/24 To receive the Minutes of the Meeting of the 5th August 2023.**

The Minutes were Resolved agreed with the word ‘England’ replaced with ‘Britain’ under (Minute 23-24 59).

Proposed by Councillors: Mr R Cann, seconded by Mrs A Coutts and agreed by all.

The Chairman signed the Minutes as a true record.

**76 23/24 Matters arising from the Minutes**: (not on the Agenda)

Item: None

**77 23/24 Ombudsman/RDC Complaint:**

i The Clerk’s report: RDC 2nd Stage response as Circulated was discussed.

ii Agreed to forward the Templegate SUFC Dust Complaint to the Ombudsman.

**78 23/24 Planning consultations:**

Application no 22/00…./FUL None.

**79 23/24 Correspondence:**

I The offered ‘Bleed Kits’ (to go with defibrillators) and Locality Fund coverage was discussed.

i Resolved: the Clerk to contact Scotts of Southend to offer the Bleed Kit complete.

ii If accepted, to apply to the Locality Fund via Ward Councillor Mr M Steptoe.

iii To purchase the Bleed Kit and secure container.

Proposed by Councillors: Mr R Cann, seconded by Mrs A Coutts and agreed by all.

ii The e/letter August 2023 from BASIC ESSEX re: [www.basicessex.org.uk](http://www.basicessex.org.uk) to the next Agenda.

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

**80 23/24 Finance:**

i The SPC Financial and Barclays Bank Statements ending September 2023 were recorded.

ii The Barclays Bank/SPC statements were agreed by Councillors: Mr R Gaylor and Mrs A Coutts.

iii The received HMRC VAT126 (3 years) @ £456-00 was recorded.

iv Sutton Parish Council Barclays Community Account and Sutton Parish Council Business Premium Account:

i Resolved that the Parish Clerk/RFO: Mr B Summerfield is authorised to be able to access the above

accounts on-line by computer and further authorised to be able to carry out Bank transfers on-line,

on behalf of the Sutton Parish Council.

ii In order to meet other urgent payment dates, on-line Bank transfer payments to be confirmed by

an emailed quorum and ratified at the following meeting.

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

v The Invoice September 2023 from HMRC re: Penalty Assessment PAYE-RTI @ £100-00 was recorded.

vi The payment to HMRC re: 2nd Quarterly PAYE-RTI @ £195-20 was recorded.

vii The Invoice September 2023 from Mr R Gaylor re: Annual Poppy Wreath @ £25-00 was recorded.

viii The Clerk’s invoice for Office use 2022-23 @ £95-62 was recorded.

ix The Clerk’s invoice for Fuel use 2022-23 @ £32-01 was recorded.

x The Invoice July 2023 from Mr Pitts re: 16B Green maintenance @ £110-00 was recorded.

xi The Invoice August 2023 from Mr Pitts re: 17B Green maintenance @ £110-00 was recorded.

xii An Essex Air Ambulance donation to the next Agenda was recorded.

xiii The payment June 2023 to Mr Pitts re: 14B) Green maintenance @ £ 110-00 was recorded.

xiv The D/D Invoices August/September 2023 from 1&1 re: website @ £26.47 / £26-47.

xv To receive the Clerk’s salary standing order payments for August/September 2023 of £260-19 / £260-19.

xvi To receive the D/D Invoice August/September 2023 re: Npower (Streetlighting) invoice @ £66-40 / £67-18

xvii A resolved Letter to Barclays Bank re: upgrade of accounts to accommodate the Banking Transfers.

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

cheques.

Proposed by Councillors: Mr R Cann, seconded by Mrs A Coutts and agreed by all.

**81 23/24 Streetlighting:**

The Councillors reports: None.

**82 23/24 Highways, Pavements and Public Rights of Way:**

i The Councillors reported requests for trimming back the ‘earth grow outs’ associated with all the hedging on

the Sutton pavements, from the Anne Boleyn to Smithers Chase and part of Shopland Road from Sutton Corner

to Fleet Hall Lane.

ii Ward Councillor Mr M Steptoe reported his backing and is pushing for the above work.

**83 23/24 Remembrance Sunday 12th November 2023.**

i The Clerk has contacted Revd: Kim Lepley to officiate at the above at 9.45am start. A Remembrance Service

reminder letter sheet, will be circulated by the Clerk to Sutton residents and will also organise the Service

sheet copies and the Audio for the event..

**84 23/24 Website:** The website is to be updated with the inclusion of this meetings’ information.

**85 23/24 Next Agenda Items from Councillors.** (*for next Agenda and exchange of information only).*

Items: An Essex Air Ambulance donation to the next Agenda:

**86 23/24 The next Sutton Parish Council Meeting: (PRECEPT)**

at **Crowstone Prep School, Fleet Hall Lane, Shopland Road, Rochford, SS4 1LH.**

Agreed: **Saturday 9th DECEMBER 2023** at 10 AM.

**There being no further business the Chairman, with thanks to our host, closed the meeting at 11.11 am.**

**4th December 2023. B. Summerfield Sutton, Parish Council Clerk/RFO.**