## MINUTES

##  OF THE MEETING OF SUTTON PARISH COUNCIL

##  HELD at BEAUCHAMPS, SHOPLAND ROAD

##  on SATURDAY 8th OCTOBER 2016

 **at 9.00 am.**

**65 16/17 To Record the Members Present:** 9.00 am

 Councillor Mr C J Tabor (Chairman).

 Parish Councillors: Mr N Andrews and Mr R Gaylor

 Ward Councillor and Deputy Leader of the RDC, Councillor Mr M Steptoe.

 One member of the Public: Mrs B Loughborough.

 Mr B. Summerfield. [Parish Clerk].

**66 16/17 Chairman's opening remarks.**

 The Chairman welcomed all attending the Sutton PC Meeting.

**67 16/17 Apologies and reasons for absence:**

Received by the Clerk in person via: email, letter and telephone:

 Ward Councillor Mr M Lucas-Gill.

**68 16/17** **Co-option of a Parish Councillor:**

i Resolved by vote on 27th August 2016 (Minute 63), that Mrs Beverly Loughborough be co-opted as a councillor of the Sutton Parish Council, was recorded.

ii Mrs Beverly Loughborough signed her Declarations of Acceptance of the office of Councillor of the Sutton Parish Council.

iii Councillor Mrs Beverly Loughborough to complete and sign her Declaration of Interests (must be completed inside 28 days).

iv Councillor Mrs Beverly Loughborough signed her dispensation request form (Council tax/Precept) and received various paperwork (Code of Conduct publication and the Councillors Guidance booklet) as a co-opted Councillor.

v The Chairman and councillors welcomed Councillor Mrs Beverly Loughborough to the Sutton Parish Council.

vi The Clerk will place notification of the above as part of the Sutton information leaflet to be circulated by him to all

 members of the Parish next Sunday 9th October 2016.

**69 16/17 Declarations of Interests: on items on the Agenda.**

i **To receive all declarations of interests.**

None declared.

ii **The Chairman reminds Councillors to declare any further interests as they became evident to**

 **them, during the progress of the meeting.**

**70 16/17 Amendment to the 1960 Act (Openness of Local Government Bodies Regulations 2014)**

 i Councillors and the public may make a record of a meeting of the Parish Council by any media device capable of recording sound and image.

 ii Councillors and the public’s use of any media device, may not disrupt or distract the meeting by any mechanical noise, audio noise, oral commentary, light emissions or the movement or repositioning of visual recording devices.

 iii The Chairman of the meeting will ask any member of the public who disregards the above to refrain from using the media device and

 where appropriate to leave the meeting.

**71 16/17 Public Speaker:**

 **Deputy Leader of Rochford District Council, Councillor Mr M Steptoe reported and discussed:**

Changes re: Portfolio Holders –Strategic Partnerships – Standards Boards – Improving relationships between

District and Parishes – Training offered by District having a low feedback and the need to improve the situation – Assistant Planning officer taking up the post next month – What does the PPC think on Partnership working (example play-spaces) – the idea of splitting costs of projects with other parish – Mike is the Investment Board Chairman - LACTO (Locally Owned Trading Co) – The Beagle Project is being explored with the help of Paglesham residents – New cycle Tracks as part of the Wallasea Project – Problems with fly-tipping (report to District) – Any issues let Mike know!

**72 16/17 Public Forum:** ( 5 min per person only )

 (Specifically for visiting Ward/County Councillors and questions/statements from members of the public).

i Ward Councillor Mr M Steptoe reported:

The Planning meeting to be held at Barling Church next Tuesday led by Councillor Mr Ian Ward - The recent Barling/Sutton fly-tipping meeting has proven to be of good use in that the process of identifying those involved, has produced good feedback and made Councillors aware of the complaints procedures – however, the prosecution of fly-tippers can prove to be exorbitant – The RDC make no charge for collecting fly tipped rubbish only when located on the local Highways – thanks to the RDC for cutting back the hedges from the Southend Road to Purdey’s – Traffic lights controlled junction at Purdey’s may be on the cards in the near future - Watch this space.

ii Public questions/statements to the SPC None.

**73 16/17 To receive the Minutes of the Meeting of 27thAugust 2016.**

The Minutes were read and were Resolved to be agreed.

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

 The Chairman duly signed the Minutes as a correct record.

**74 16/17 Matters Arising from the Minutes:** (Not on the Agenda)

 (Minute 55/i) Meeting to discuss local Fly tipping of 9th September 2016 at All Saints Church, Barling.

 As above.

75 16/17 The Community Plan Steering Group.

 Councillor Mr R Gaylor reported no meeting to date.

**76 16/17 Correspondence*.***

i A congratulatory e/letter to the SPC of August 2016 from Mr R Cann re: Co-option was read to the Council and recorded.

ii i An e/letter October 2016 from Xavier Preston, RDC re: Barling and Sutton Workshop 7pm-9pm Tuesday 11th

 October 2016 at All Saints Church, Church Road, Barling Magna. (as circulated) and recorded.

 ii The Clerk will place notification of the above as part of the Sutton information leaflet to be circulated by him to all members of the Parish next Sunday 9th October 2016.

iii An e/letter September 2016 from CAB re: SPC donation of £50-00 was recorded.

iv An e/letter August 2016 from Ward Councillor Mr M Steptoe re: a Fly tipping meeting was recorded.

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

 etc: placed on the table.

**77 16/17 Planning**

 Applications - None

**78 16/17 Finance**

i i The SPC Financial Statement ending September 2016 was recorded.

 ii The above balances were checked against Bank Statements by Councillors: Mrs B Loughborough and

 Mr N Andrews.

ii The Annual Audit return 2015-2016.

 i The Clerk reported the notice of the conclusion of the Annual Audit Return 2015-2016 was placed on the

 Notice Board.

 ii The Clerk read to the Council the Comments from the Audit Commission (PKF) on the Return.

 iii Resolved: the Annual Return was modified in line with the above and co-signed by the Chairman and Clerk,

 as advised by the Audit Commission (PKF).

 iv The Clerk reported that the Parish website:

 i Conclusion notice of the Annual Audit

 ii Publication of the completed Annual Return and PKF comments

 iii Publication of the modified Annual Return

 iv All of the above including the updated monthly PC financial Statements, starting February 2016 can now be updated on the website

iii An Invoice October 2016 from HMRC re: Second quarter PAYE-RTI @ £154-80 was recorded.

iv An Invoice September 2016 from Mr Pitts re: A44 Green Maintenance @ £110-00 was recorded.

v An Invoice October 2016 from Mr R Pitts re: 28252 Green Maintenance @ £110-00 was recorded.

vi A reissued Invoice August 2016 from Mr N Andrews re: 2015 remembrance wreath @ £17-00 was recorded.

vii A quotation August 2016 from UK Powernetworks re: Sutton Corner energy supply @ £1,488-00 inc/vat was recorded.

viii An Invoice October 2016 from PKF re: SB20161610 @ £00-00 was recorded.

ix The payment August 2016 to B Summerfield/HMRC re: First Quarter PAYE-RTI @ £152-60 was recorded.

x The payment August 2016 to Rettendon Parish Council re: Annual 3 councils shared pro rata @ £ 41-62 was recorded.

xi The payment August 2016 to B Summerfield/1&1 re: Website subs 12/04/14 -01/04/16 @ £ 82-43 was recorded.

xii The payment August 2016 to B Summerfield/Winzip re: Malware protector (shared with PPC) @ £21-57 was recorded.

xiii The payment August 2016 to B Summerfield/Tonertopup re: Laser toner (shared with PPC) @ £9-63 was recorded.

xiv The payment August 2016 to Mr Pitts re: A35 Green maintenance @ £110-00 was recorded.

xv The payment August 2016 to Mr Pitts re: A42 Green maintenance @ £110-00 was recorded.

xvi The payment August 2016 to W&H (Romac) Ltd re: Sutton Corner Pole Bracket/s @ £714-00 was recorded.

xvii The donation August 2016 to RR/CAB as resolved @ £50-00 was recorded.

xviii A letter of authorisation to Barclays Bank re: D/D for the 1&1 website payments was co-signed and was recorded.

xix The monthly Standing Order salary payment to the Clerk @ £202-22 nett was recorded.

xx Resolved: all above payments, actions, the monthly financial statements, transfers, grants and countersigned cheques. Proposed by Councillors: Mrs B Loughborough seconded by Mr R Gaylor and agreed by all.

79 16/17 Streetlighting.

i The Clerk reported:

 i The Pole Bracket/Streetlight on Sutton Corner is now erected and the paid invoice sent to Came and Company.

 ii The ‘Mains Supply’ connection advice note from UK Powernetworks @ £1,488-00 inc. vat (paid) has been forwarded to Came and Company’s for their approval?

ii Councillors reports: No other streetlight reports.

**80 16/17 Highways.**

i An Essex County Council (Little Wakering Road) (Temporary Prohibition of Traffic) Order 2016 –

Little Wakering Road to be closed south from its junction with Barrow Hall Road for five days from 24th October 2016.

ii Councillors reports:

 A future closure of the Sutton Road from the Southend Road to Purdeys for resurfacing work, will be emailed to all.

**81 16/17 The Sutton PC Act of Remembrance on Sunday 13th November 2016.**

As discussed and agreed:

i Councillor Mr R Gaylor will provide recorded remembrance music covering the ‘Last Post’, ‘Reveille’ and ‘Nimrod’.

ii Councillor Mr N Andrews will read the Exhortation and Dedication and supply the new Wreath and complete its dedication note.

iii Councillor Mr C Tabor will kindly organise the Red Brick Barn for refreshments after the Service?

iv The Clerk will contact the Rev Alun Hurd for confirmation of his attendance and officiating at the service.

v The updated draft copy of the Order of Service was approved.

vi The Clerk will place notification of the above as part of the Sutton information leaflet to be circulated by him to all

 members of the Parish next Sunday 9th October 2016.

**82 16/17 Next Agenda Items from Councillors**. *for next Agenda and exchange of information only.*

 Items:

 Councillor Mr R Gaylor has kindly donated a Dinghy to be used as the ‘Flower Dinghy’ at Templegate Cottages.

 After discussion it was agreed that Councillors Mrs B Loughborough and Mr R Gaylor will be voluntarily

 Responsible for the setting up of the ‘flower dinghy’ at Temple Gate Cottages and will make enquiries with Read’s

 Nurseries re: possible sponsorship.

**83 16/17 The next Sutton Parish Council Meeting**

 **Agreed: Saturday 3rd DECEMBER 2016**

to be held at Beauchamps, Shopland Road at 9.00 am.

There being no further business the chairman closed the meeting at 10.59 am; with thanks from members for his hospitality.

**29th November 2016. B Summerfield.**

**Sutton Parish Council Clerk.**