##  MINUTES

##  OF THE MEETING OF SUTTON PARISH COUNCIL

##  HELD AT BEAUCHAMPS, SHOPLAND ROAD

##  on SATURDAY 27th OCTOBER 2018,

 **at 9.00 am.**

**77 18/19 To Record the Members Present: 9.01 am**

Councillor (Chairman) Mr C Tabor.

 Parish Councillors: Mr N Andrews, Mr R Gaylor, Mr B Howat and Mrs B Loughborough.

 Ward and Essex County: Councillor Mr M Steptoe.

 Members of the Public: None.

 Mr B. Summerfield. [Parish Clerk].

**78 18/19 Chairman's opening remarks.**

 The Chairman welcomed all to the meeting and pointed out the exits and meeting point, in the event of an emergency.

**79 18/19 Apologies and reasons for absence:**

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

 Ward Councillor Mr M Lucas-Gill (RDC commitment).

**80 18/19 Declarations of Interests: on items on the Agenda.**

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

**ii The Chairman reminds Councillors to declare any further interests as they became evident to them, during the**

 **progress of the meeting.**

**81 18/19 The Public Forum: ( 5 minutes per person ) (Specifically for Councillors statements, Guest Speakers, visiting Ward/County Councillors and questions from members of the public).**

 Ward and Essex County: Councillor Mr M Steptoe reported:

 The London Southend Airport business park planning approved for the Jaguar dealership – Hockley Wood Play equipment now installed and opened – The Old House, Rochford has held its first wedding successfully – No support grant (LCTS) from the Government for 2019-2010 – ‘Tommy silhouettes’ x 3 as pop ups around the district for the 100 year Armistice anniversary – 12,000 knitted poppies on Rayleigh Church – Task Force re: A127 is gathering pace – Local MP’s are lobbying for a change in legislation re: ‘Trespass’ from civil, to criminal law.

 Councillors from Templegate Cottages reported a vagrant was present for two days – Ward Councillor Mrs Laureen Shaw is collecting (out of time), sell-by dated food from the Main retailers, for the homeless.

**82 18/19 To Receive the Minutes of the Parish Council Meeting of 8th September 2018.**

 The Minutes were read and were Resolved to be agreed.

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

 The Chairman duly signed the Minutes as a correct record.

**83 18/19 Matters Arising from the Minutes: (Not on the Agenda)**

i (Minute 71/i) RDC proposed ‘Discover 20/20’ events:

After discussion it was agreed to invite the Chairman and Clerk of Barling PC to a joint meeting to explore the potential approach to the 20/20 celebrations.

ii **(**Minute 75) GDPR meeting for Clerk’s.

 Clerk reported attending but was cancelled at the last minute, A new meeting to be arranged.

**84 18/19 Planning:**

 Application no:  ESS/28/18/ROC James Waste Management, Purdeys Ind Est, SS4 1NB.

                    (Extension to the Existing Materials Recovery Facility Including the Formation of an Outside Waste Transfer Area,

                    the Construction of a New Building and Other Associated Site Works, Plant and Machinery).

              Sutton Parish Council object based on: Traffic and heavy lorry increase, contributing further to the present

 traffic chaos at the junction to Purdeys ​IND. EST. on the Sutton Road, the accompanying noise pollution, air

 pollution and the potential for bird/gull increase, at its location by London Southend Airport.

85 18/19 The Parish Plan Steering Group (Set up in 2011).

 Councillor Mr R Gaylor (Chairman of the Sutton with Shopland Parish Plan) agreed to contact Canewdon Parish Council and the RCCE for information to help resolve the present stalemate.

**86 18/19 Correspondence*.***

i An e/letter October 2018, of thanks from the Essex and Herts Air Ambulance for the Sutton PC donation was recorded.

ii An e/letter October 2018 from Barclays Bank re: updating Sutton Parish Council Account information was recorded.

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

**87 18/19 Finance**

i i To receive the SPC Financial Statements ending September 2018.

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

 Mr N Andrews.

ii An Invoice October 2018 from Mr Pitts re: Green Maintenance @ £110-00 was recorded.

iii An Invoice October 2018 from W&H (Romac) Ltd re: new x 4 LED streetlighting installations @ £1,708-32 was recorded.

iv An email/letter from HM Revenue and Customs referring to the VAT 126 claim process 2018 and instructions for the Clerk to process VAT126, on line. Registration number (XBV126000104574) was recorded.

v The payment September 2018 to B Summerfield/J P Smoothy, Internal Audit 2017-2018 @ £200-00 was recorded

vi The payment September 2018 to W&H (ROMAC) Ltd re: 5 off LED conversion Streetlights @ £2,135-40 was recorded

vii The payment September 2018 to Mr Pitts re: Green Maintenance @ £110-00 was recorded

viii The payment September 2018 to Essex and Herts Air Ambulance was agreed @ £50-00 was recorded

ix The payment September 2018 to HMRC re: PAYE-RTI/ 2nd quarterly payment 2018-2019 @ £160-80 was recorded

x The DD payments August/September/October to E-on Streetlighting energy @ £260-58 was recorded.

xi The monthly Standing Order salary payment to the Clerk @ £215-40 nett was recorded.

xii Resolved all payments, financial statements, receipts, transfers and countersigned cheques above.

 Proposed by Councillors: Mrs B Loughborough., seconded by Mr n Andrews and agreed by all.

88 18/19 Streetlighting:

i The Clerk reported: LED’s x 4 have been installed on the Sutton Road bringing the present total to 9 (of 18 conversions).

 The Contractor is installing in small amounts to lessen the traffic holdups.

ii Councillor reports: new LED streetlight at Templegate Cottages approved.

**89 18/19 Highways:**

i The Clerk’s Roads Survey report:

 i Letter to LHP Essex re: local street furniture and request via Ward/Essex Councillor Mr M Steptoe.

 ii The LHP letter reference: Ecc5328410 09 18, was discussed and agreed that various responses, requests and clarifications will be carried out by the Clerk and brought back to the Council!

ii The Council agreed the removal of the sightline obstructing bush, on Sutton Corner.

iii A Mirror installation was requested, to be erected for the benefit of traffic turning left or right from Fleet Hall Road/Lane.

 After discussion it was agreed that Highways do not allow Mirrors on Highway land - ?

iv At the above corner (Temple View) the front wall and iron work has again been demolished by a vehicle.

ii 90 18/19 Remembrance Sunday: (100 years Armistice Anniversary)

new i To discuss:-

i i The Sutton PC newssheet content was agreed:

 ii The Remembrance Service Sheet and individual councillors responsibilities were agreed:

 iii The Templegate Memorial preparations are progressing:

 iv Bell Ringing at 12.30pm was agreed and Councillor Mr C Tabor volunteered to ring the All Saints Sutton,

 Church Bell.

 91 18/19 Website:

 The Clerk reported the website will be brought up to date following the inclusion of this meetings information.

92 18/19 In Memorium:

 The Chairman and Parish Council recorded the sad loss of local residents Douglas (Joe/Sammy) Hunt (1932-2018) and

 Christine (Tina) Cottis (1944-2018) RIP.

93 18/19 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.*

 Items: A shared Special Constable, to be discussed:

94 18/19 The next Sutton Parish Council Meeting

 **Agreed: Saturday 8th DECEMBER 2018.**

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

**There being no further business, the Chairman closed the meeting with the thanks for his hospitality at 10.55 am.**

**4th December 2018. B Summerfield, Sutton Parish Council Clerk/RFO.**