

# SUTTON PARISH COUNCIL

www.suttonwithshoplandparishcouncil.com

**CHAIRMAN:**

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**CLERK:**

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## **AGENDA**

**YOU ARE HEREBY SUMMONED TO  
THE ANNUAL GENERAL PARISH COUNCIL MEETING  
OF THE SUTTON PARISH COUNCIL  
TO BE HELD AT THE GRAIN BARN, SUTTON HALL, SHOPLAND ROAD, SS4 1LQ.  
ON SATURDAY 7<sup>th</sup> MAY 2022 AT 10 AM.**

**1. Election of Chairman for 2022-2023.**

- i To receive nominations for the post of Chairman.
- ii Chairman to sign the statutory Declaration of Acceptance of Office.

**2. To Record the Members and Public Present:**

Present:

**3. Apologies and reasons for absence:**

- i To be received by the Clerk only in person via: email, letter and telephone.
- ii Acceptance of the reason for absence:

**4. Declarations of Interests**

To receive Councillors Declaration of Interests on matters arising from the Agenda:

**5. Election of Vice-chairman.**

- i To receive nominations for the post of Vice Chairman.
- ii Vice-chairman to sign the statutory Declaration of Acceptance of Office.

**6. The Clerk's Role:**

To resolve the Clerk's role as the Proper Officer, Responsible Financial Officer and the receiving officer responsible for Dispensations

**7. Dispensations (relevant provision is s.33 of the Localism Act 2011)**

The Clerk to receive councillors' requests for dispensations re: Financial matters as local council tax payers inc: the Precept, etc.

**8. Public Forum: ( 5 min per person only )**

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

**9. Annual Leading Parish Council Documents:**

**i Insurance:**

To agree:

ii **Model Code of Conduct:**

To agree:

iii **Standing Orders:**

To agree:

iv **Financial regulations:**

To agree:

v **Assets List:**

To agree:

vi **The Council Risk Assessment:**

To agree:

viii **Freedom of Information:**

To discuss:

**10. Dates and Times of Meetings:**

To agree frequency and timing of meetings 2022-2023

**11. To Receive the Minutes of the Meeting of 5<sup>th</sup> March 2022.**

To agree:

**12. Matters Arising from the Minutes: (Not on the Agenda)**

To receive--

**13. Planning:**

i To record a letter from Councillor Mr R Gaylor of 5<sup>th</sup> March 2022 to Ward and Essex Councillors re: Training pitches, drainage and local springs.

ii Application no 22/00375/FUL Ye Olde Shoulderstick, Barling Road, Essex.  
(Erect First Floor Rear Extension Over Part of Existing Ground Floor Extension and Internal Alterations).

**14. Correspondence.**

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

**15. Finance:**

i To receive the SPC Financial and Barclays Bank Statements ending April 2022.

ii The Barclays Bank/SPC statements to be agreed by Councillors: ..... and ..... and agreed by all.

ii To record the April payment from the RDC, the first half of the PRECEPT for 22-23 @ £4,000-00.

iii To record the Employers copy of the Clerk's P60 for the financial year ending 31<sup>st</sup> March 22.

iv **The Audit 2021-2022:** to receive the Audit Commissions, Pannell Kerr Foster Littlejohn's directions and documents.

v To receive/record the Auditing Solutions Internal Audit 21-22 questions/documents.

vi To receive the Clerk's new NALC **National Salary Awards 2021-22** (SCP 27 from April 21 @ £16-58 hour).

vii To agree the NALC/EALC back payment to the Clerk from 1<sup>st</sup> April 21 to 1<sup>st</sup> May 22 @ £64-44.

viii To agree a letter to the Bank updating the Clerks Salary to the new NALC updated rate at £245-39 nett/month.

ix To receive the Clerk's Office use invoice for 2021-22 @ £ 61-22.

x To receive the Clerk's Petrol use invoice for 2021-22 @ £ 32-01.

- xi To agree a payment to the HMRC-PAYE re: the 1<sup>st</sup> Quarterly RTI payment (April/May/June) @ £ 184-02.
- xii To receive an Invoice March 2022 from Mr Pitts re: 085A Green Maintenance @ £110-00
- xiii To receive an Invoice April 2022 from Came & Co Ltd (now Gallagher) re: Annual Insurance 22-23 @ £...TBA
- xiv To receive an Invoice April 2022/23 from EALC re: Annual subs @ £67-23.
- xv To agree a reissue of a payment to W&H (Romac) Ltd re: their non receipt of the SPC payment of 5<sup>th</sup> March 22, Cheque No. 100659 @ £369-60.
- xvi To record the receipt of a BACS transfer dated 04/04/2022 from the ECC re: Locality Fund @ £300-00.
- xvii To record the payment March 2022 to HMRC PAYE-RTI 4<sup>th</sup> Quarter 21-22 @ £155-40 nett.
- xviii To record the payment February 2022 to Information Commission re: Data Protection fee @ £ 40-00
- xix To record the payment February 2022 to Mr Pitts re: 080A December @ £110.
- xx To record the D/D Invoices 1<sup>st</sup> March/30<sup>th</sup> March 2022 from 1&1 re: website @ £18.04/£18.04.
- xxi To record the Clerk's salary standing order payments for March 2022 @ £241-09.
- xxii To record the Clerk's salary standing order payments for April 2022 @ £241-09.
- xxiii To resolve all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.  
Proposed by Councillors: ..... seconded by ..... and agreed by all.

**16. Potential celebrations of the Queens Platinum Jubilee 2<sup>nd</sup> - 5<sup>th</sup> June 2022.**

The Chairman's report re: FOS Jubilee circular.

**17. Streetlighting.**

Councillors reports:

**18. Highways:**

- i Clerk's report two 40 mph signs on the Shopland Road ref: 2768205/206 and a pothole re-occurring at Sutton Ford ref:2767378.
- ii Councillor reports.

**19. Website:**

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

**20. Next Agenda Items from Councillors. *for next Agenda and exchange of information only.***

Items: Clerk's report re: to receive and agree the 2021-2022 Internal and External Audit documentation.

**21. The next Sutton Parish Council Meeting:**

To agree: **25<sup>th</sup> June 2022.**

3<sup>rd</sup> May 2022.

**B. Summerfield Sutton, Parish Council Clerk/RFO.**