

# SUTTON PARISH COUNCIL

www.suttonwithshoplandparishcouncil.com

## CHAIRMAN:

Councillor Mr C Tabor,  
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Rochford,  
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01702 545730  
tabor.farms@btconnect.com

## CLERK:

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Sutton Hall Cottage,  
Sutton Road,  
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## AGENDA

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE SUTTON PARISH COUNCIL  
TO BE HELD BY AN EMAIL EXCHANGE DURING SATURDAY 2<sup>nd</sup> MAY 2020.  
All 'e'documents received on 28<sup>th</sup> April 2020 are for email discussion on the 2<sup>nd</sup> May 2020.  
(Email discussion closing at midnight 2<sup>nd</sup> May 2020)**

### **1. To record the Members Present:**

- i Councillors
- ii Members of the Public

### **2. Apologies for absence:**

- i To be received by **the Clerk in person only** via: email, letter and telephone.
- ii To discuss the SPC's acceptance of reasons for absence.

### **3. To Resolve the Covid-19 emergency decision to hold meetings by Email exchange**

- i To record the Clerk/Chairman's emailed decisions of 17/03/2020 to cancel the normal Parish Council meeting scheduled for the 18<sup>th</sup> April 2020. **TO BE RESOLVED BY ?**
- ii The Emailed Temporary Covid-19 Virtual Meetings by online conferencing/email (actions):
  - 1) The Parish Council to temporarily devolve/delegate power to the Clerk to make all general decisions on behalf of the Council to ensure business continuity and in consultation with the Chairman and Councillors.
  - 2) To temporarily hold virtual meetings via electronic means (email documents).
  - 3) Councillors to authorise the above by confirming their support of the wording at (1&2) which will be ratified at the next proper 'Covid-19 free' full Council meeting.
- iii To resolve the above: **TO BE RESOLVED BY ??**

### **4. To Receive Declarations of Interest.**

- i To receive all declaration of interests;
  - ii The Chairman reminds Councillors to declare any further interests now and/or as they become evident to them.
- INTERESTS DECLARED BY ?**

### **5. 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 To receive emailed statements from Ward Councillors.
- ii To receive emailed statements/questions from Members of the Public:

### **6. To Receive the Minutes of the Meeting of 22<sup>nd</sup> February 2020:**

To resolve: **TO BE RESOLVED BY ?**

## 7. Matters Arising from the Minutes: (Not on the Agenda)

- i (Minute 102/i) Discover 2020.  
Cancelled due to COVID-19 emergency.
- ii (Minute 104) Southend United Football Club. (circulated)  
Councillor updates?

## 8. Planning:

Application no 20/00/FUL                      None to date!

## 9. Correspondence.

- i To record the Minutes February 2020 of the Southend Airport Consultative Committee Meeting. (circulated)
- ii Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum, etc.

## 10. Finance:

- i i To receive the SPC Financial Statements ending March 2020. (circulated)

### TO BE RESOLVED BY ?

- ii To record the Notice Board publication of the 2020/21 RDC Council Tax notice.
- iii To record the Sutton PC application for VAT126 for 2019-20 @ £634-30.
- iv To record the receipt of the Came and Co Insurance claim payment for P12 new column of £1,818-90.
- v To record the Internal Audit 2019-2020 progress.
- vi To receive the Annual 2019-20 P60 certificate for the Clerk and Council.
- vii To record the online HMRC PAYE-RTI update from 2019-2020 to 2020-2021 tax year.
- viii i To record the PKF Littlejohn instructions re: delayed AGAR due to Corona-virus.  
ii To receive the AGAR instructions and Audit forms for 2019-2020 from PKF Littlejohn.
- ix i The Clerk's report on the Risk assessment requirements from Came and Co for 2020-21 and SPC response.  
ii To receive Came and Co's Annual invoice and documents covering insurance for 2020-2021 @ £449-20.
- x To record the Clerk's update to the Pensions Regulator re: non registered/claimed Pension.
- xi To receive an Invoice April 2020 from B Summerfield re: Annual Office expenditure 2019-2020 @ £87-57. (circulated)
- xii To receive an Invoice April 2020 from B Summerfield re: Annual Petrol allowance 2019-2020 @ £49-68. (circulated)
- xiii P7 Sutton Road Dead Service:
  - i To receive an Invoice March 2020 from W&H (ROMAC) Ltd: Site visit to P7 (Dead Service) £44-10. (circulated)
  - ii To record the completed Fault Form and Map for UK Powernetworks.
- xiv To receive an Invoice March 2020 from EALC re: Annual 20/21 Affiliation Fees @ £ 64-78. (circulated)
- xv To receive an Invoice April 2020 from Mr R Pitts re: Green Maintenance March/April @ £ 220-00. (circulated)
- xvi To record the payment February 2020 to HMRC re: PAYE-RTI 4<sup>th</sup> quarter @ £166-00.
- xvii To record the payment February 2020 to Mr Pitts re: 023A Green Maintenance @ £110-00.
- xviii To record the payment February 2020 to ICO re: Annual subscription @ £40-00.
- xix The D/D Invoices April 2020 to E-on re: streetlighting @ £ 97-.07 CREDIT.
- xx The D/D Invoices March/April 2020 to 1&1 IONOS re: website @ £9.60/ £29-75.
- xxi The Clerk's salary standing order payments for March/April 2020 @ £221-41/£221-41.
- xxii To resolve: all payments, Internal Audit, financial statements, receipts, transfers and countersigned cheques.  
Proposed by Councillors: ....., seconded by ..... and agreed by all.

### TO BE RESOLVED BY ?

**11. Streetlighting.**

The Clerk's night Survey report re: P7 (no supply) as reported to UK Powernetworks.

To record all documentation sent off!

**12. Highways:**

i To record the Clerk's report re: Pothole on the Shopland Road. (2659080).

ii To record the Clerk's report re: Direction Corner Signs on the Shopland Road. (2661664).

iii Councillor reports.

**13. Website:**

The website will be further brought up to date with the inclusion of all information from this meeting

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

Items

**15. Private and Confidential:**

Pursuant to the provision of Section 1000(a) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the meeting for consideration of the following item of business on the grounds that it contains information defined as exempt in Part 1 of Schedule 12a of the Local Government Act 1972, as detailed.

**A meeting to be held to discuss the Clerk's Gratuity, post the COVID-19 EMERGENCY!**

**16. The next Sutton Parish Council Meeting:** to be held by 'email exchange' or Zoom conference.

To agree: **4<sup>th</sup> JULY 2020.**

28<sup>th</sup> April 2020.

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