

SUTTON PARISH COUNCIL

www.suttonwithshoplandparishcouncil.com

CHAIRMAN:

Councillor Mr C Tabor,
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CLERK:

Mr B. Summerfield,
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AGENDA

YOU ARE HEREBY SUMMONED TO A MEETING,
THE ANNUAL GENERAL MEETING
OF THE SUTTON PARISH COUNCIL
TO BE HELD AT THE RED BRICK BARN, SUTTON HALL
Shopland Road, Sutton, SS4 1LQ.
at 10 am on SATURDAY 15th MAY 2021.

1. Election of Chairman for 2021-2022.

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

2. 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.

3. To Record the Members and Public Present:

Present:

4. 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:

5. Declarations of Interests

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

6. The Clerk's Role:

To resolve the Clerk 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.

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

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

9. Planning:

- i Application no: 21/00374/FUL: Pond to the East of Smithers Chase, Sutton Road, Rochford, Essex.
(Residential Development with Associated Access, Parking, Landscaping and Associated Infrastructure).

10. 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:

vii The Complaints Procedure:

To discuss:

viii Freedom of Information:

To discuss:

11. Dates and Times of Meetings:

To agree frequency and timing of meetings 2021-2022.

12. To Receive the Minutes of the Meeting of 10th April 2021.

To receive and agree:

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

Items:

14. Correspondence.

- i To agree a letter of thanks of May 2021 to ex councillor Mrs B Loughborough.
- ii RDC/EALC/NALC/Police/ECC/libraries/ECC Highways as circulated:
- iii Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum, etc.

15. Finance:

- i
 - i To receive the SPC Financial Statement ending April 2021.
 - ii The Barclays Bank statements x 2 to be agreed by Councillors:, and
- ii To record that the Sutton Parish Council Reserves at 31st March 2021 based on the 20/21 Precept @ £8,100, @ 83 %.
- iii To receive the Internal Auditors 'Auditing Solutions Ltd' 2020-2021 report: (as circulated).
 - i To receive the signed Internal Auditors report:
 - ii To receive and agree the Exemption Certificate declaration 2020-2021.

- iv To receive the AGA Return Part 3, 2020-2021. (as circulated).
- i To receive, discuss and complete the Annual Governance Statement
 - ii To receive, discuss and complete the Accounting Statements.
 - iii To agree the dates set for the Period of the Exercise of Public Rights.
- v To agree a payment to the HMRC-PAYE re: the 1st Quarterly RTI payment (April/May/June) @ £175-20.
- vi To receive an Invoice April 2021 from Mr Pitts re: 062A Green Maintenance @ £110-00.
- vii To receive an Invoice April 2021 from Came & Co Ltd re: Annual Insurance @ £.....
- viii To record the payment April 2021 to Mr B Summerfield re: Annual office charge @ £ 87-57.
- ix To record the payment April 2021 to Mr B Summerfield re: Annual travel charge @ £ 49-68.
- x To record the payment April 2021 to B Summerfield/Riverside Comps) repair (Shared with Paglesham) @ £88-00.
- xi To record the payment April 2021 to B Summerfield/Microsoft) 365 software (Shared with Paglesham) @ £59-99.
- xii To record the payment April 2021 to Mr Pitts re: March Green Maintenance @ £110-00.
- xiii To record the payment April 2021 to EALC annual subscription and NALC affiliation fee @ £66-86.
- xiv To record the payment April 2021 to Essex and Herts Air Ambulance (Donation) @ £50-00.
- xv To record the payment April 2021 to Clerk's 'Back pay' from December 2020 to May 21 @ £42-55.
- xvi To record the payment April 2021 to Paglesham PC shared costs for the Clerk's CiLCA training @ £48-75.
- xvii The D/D Invoices April/May 2021 from 1&1 IONOS re: website @ £33-76/£18-04 were recorded.
- xviii The Clerk's salary standing order payments for April/May @ £234-66/£241-09 were recorded.
- xix The Clerk's report re: Barclays Banking deposits and correction of Salary Standing Orders.
- xx To resolve: all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.
Proposed by Councillors:, seconded by and agreed by all.

16. Streetlighting.

Councillors reports:

17. Highways:

Councillors reports:

18. Website:

- i The website is to be brought up to date with the inclusion of this meetings' information.
- ii To notify and record that the public's potential involvement at the SPC email meetings, are advertised on the Website and Parish Notice boards.

19. Signatures on all leading documents and cheques:.

- i To record that all Resolved leading documents and the cheque book from the April 2021 Sutton Parish Council email meeting (COVID-19), were signed by the Chairman and a councillor, at a later date.

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

Items:

21. The Sutton Parish Council Vacancy:

- i To receive applications from the public re: the one Vacancy on the Sutton Parish Council.
- ii Applicants to state their personal interests in the Sutton with Shopland area and the Sutton Parish Council.

22. 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.

- i To nominate and agree by ballot the successful applicant for the Sutton Parish Council vacancy.
- ii The Clerk to write to inform all three applicants of the vacancy decision.

23. The next Sutton Parish Council Meeting:

to be held as agreed and further advised by the latest Government Covid 19 Announcement!

To agree: **??th JULY 2021 ?**

11th May 2021.

B. Summerfield Sutton, Parish Council Clerk/RFO.