

MINUTES

OF THE MEETING OF SUTTON PARISH COUNCIL HELD BY ONLINE CONFERENCE BY EMAIL on SATURDAY 10th APRIL 2021.

212 19/20 To Record the Members taking part:

Councillor (Chairman) Mr C Tabor.

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

Ward and Essex County Councillor Mr M Steptoe

Members of the Public: None (no advertised requests to attend)!

The Parish Clerk: Mr B Summerfield.

213 19/20 Apologies and reasons for absence:

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

The Council received and agreed: None.

214 19/20 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.**

215 19/20 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 Emails from Ward/Essex Councillors:

Mr M Steptoe reported no RDC activity at the moment due to the District and County elections, wished all Sutton Councillors good health and offered any telephone/email help that he can give.

ii The Public: None - (no requests)!

The public's potential involvement at the SPC email meetings, were advertised on the Website and the Parish Notice boards.

216 19/20 To Receive the Minutes of the Meeting of 6th February 2021:

The Minutes were circulated to Councillors and they were Resolved to be agreed.

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

Agreed the Chairman Councillor Mr C Tabor to duly sign the Minutes as a correct record outside the meeting.

217 19/20 Matters Arising from the Minutes: (Not on the Agenda)

To discuss: None.

218 19/20 Planning:

i FYI: i Delegated Application no: 20/01126/LDC Ye Old Shoulderstick, Barling Road
(Application for a Lawful Development Certificate for a Proposed Single Storey Side Extension)
ii RDC Planning Notice of Decision: 'Granted' Certificate of Lawful Use or Development.

ii Application no. 21/00060/LBC - Butlers Farm Cottage, Shopland Road, Sutton, Essex.
(Demolition of Existing Cottage and Erection of Replacement Cottage) – Sutton Parish Council support.

iii FYI: Application no. 21/00228/LDC: Ye Old Shoulder stick, Barling Road, Barling Magna.
(Application for a Certificate of Lawfulness for Proposed First Floor Extension) - Noted

219 19/20 Correspondence.

i RDC/EALC/NALC/Police/ECC/libraries/ECC Highways as circulated: (08/02/21) was recorded

ii Councillor Mr R Gaylor has kindly volunteered to deliver the quarterly copies of the GWCA newsletter to the residents of Sutton with Shopland was recorded.

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

220 19/20 Finance:

i i The SPC Financial Statement ending March 2021 (as circulated) was agreed.

ii The Barclays Bank statements x 2 (as circulated) were agreed by Councillors: Mr C Tabor, and Mr B Howat.

ii The reconciled Bank balances of 31st March 2021 and calculated general reserves @ 83 % of Precept was recorded.

iii The Clerk's publication of the RDC Community tax 2021-2022 was recorded.

iv The Clerk's progress report re: the AGAR Audit 2020-2021 was recorded.

v The receipt of an Came & Co Insurance 2021-22 renewal details invitation was recorded.

vi An Invoice March 2021 from the Clerk Mr B Summerfield re: Annual office charge @ £ 87-57 was recorded.

vii An Invoice March 2021 from the Clerk Mr B Summerfield re: Annual travel charge @ £ 49-68 was recorded.

viii An Invoice March 2021 from B Summerfield/Riverside Comps) repair (Shared with Paglesham) @ £88-00 was recorded.

ix An Invoice March 2021 from B Summerfield/Microsoft) 365 software (Shared with Paglesham) @ £59-99 was recorded.

x An Invoice March 2021 from Mr Pitts re: March Green Maintenance @ £110-00 was recorded.

xi An invoice from (EALC) annual subscription and NALC affiliation fee @ £66-86 was recorded.

- xii A donation to Essex and Herts Air Ambulance of a suggested £50-00 was recorded.
- xiii Agreed under P&C the Clerk's 'Back pay' from December 2020 to May 21 @ £42-55 was recorded.
- xiv Agreed under P&C the Paglesham PC shared costs for the Clerk's CiLCA training @ £48-75 was recorded.
- xv The payment February 2021 to HMRC) re: PAYE-RTI 4th Quarterly @ £175-80 was recorded.
- xvi The payment February 2021 to Mr R Pitts re: 053 Green maintenance @ £110-00 was recorded.
- xvii The payment February 2021 to Mr R Pitts re: 054 Green maintenance @ £110-00 was recorded
- xviii The Clerk repaid by BACS a salary overpayment by the Bank of £221-41 on 08/02/21-08/03/21-08/04/21 was recorded
- xix The receipt of the ICO Certificate and confirmation of payment letter was recorded.
- xx The D/D Invoices February/March 2021 from 1&1 IONOS re: website @ £33-76/£18-04 were recorded.
- xxi The Clerk's salary standing order payments for February/March @ £234-66/£234-66 were recorded.
- xxii Resolved: all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.
Proposed by Councillors: Mr R Gaylor, seconded by Mr N Andrews and agreed by all.

221 19/20 **Streetlighting.**

- i The P7 tree overgrowth has been cleared by E-on installing a new pole and the pole bracket.
- ii Councillors reports: None.

222 19/20 **Highways:**

Councillors reports: None.

223 19/20 **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.

224 19/20 **Signatures on all leading documents and cheques:**

- i To record that all Resolved leading documents and the cheque book from the February 2021 Sutton Parish Council email meeting (COVID-19), were signed by the Chairman and a councillor, at a later date.
- ii Agreed: all Resolved leading documents and Cheques from this meeting, etc. are to be signed by the Chairman and a Councillor after the meeting, as organized by the Clerk.

225 19/20 **Parish Council Vacancy:**

- i To receive a letter of resignation from Councillor Mrs Beverly Loughborough at immediate effect.
- ii The Clerk's report re: an advertisement of a Vacancy on the Sutton Parish Council.

226 19/20 **Next Agenda Items from Councillors.**

for next Agenda and exchange of information only.

Items: None.

227 19/20 **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 The Clerk's request for a Salary increase based on the Clerk's November 2021 CiLCA award and SPC terms of his contract was agreed.
 - ii Resolved:
 - i A letter to the Barclays Bank cancelling both current Standing Orders.
 - ii The update of the Clerk's salary Stand/Order from SPC 26 £15-83 per hour to SCP 27 £ 16-29 per hour.
 - iii Clerk's back pay from December 2020 to May 21 (£0-46 per hour x 18.5 hours x 5 months) = £42-55.
 - iv The Paglesham PC costs for the Clerk's CiLCA training to be shared by Sutton Parish Council @ £48-75.
- Proposed by Councillors: Mr N Andrews, seconded by Mr B Howat and agreed by all.

228 19/20 **The next Sutton Parish Council Meeting (Annual General Meeting):**

to be held as advised by the latest Government Announcement!

To agree: **15th MAY 2021 AGM?**

11th May 2021.

B. Summerfield Sutton, Parish Council Clerk/RFO.