

MINUTES **DRAFT**

OF THE MEETING OF SUTTON PARISH COUNCIL HELD BY ONLINE CONFERENCE BY EMAIL on SATURDAY 6TH FEBRUARY 2021.

195 19/20 To Record the Members taking part:

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 None.

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

The Parish Clerk: Mr B Summerfield.

196 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.

197 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.**

198 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 Email from Ward/Essex Councillors: None

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.

199 19/20 To Receive the Minutes of the Meeting of 19th December 2020:

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

Proposed by Councillors: Mrs B Loughborough, 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.

200 19/20 Matters Arising from the Minutes: (Not on the Agenda)

To discuss: None.

201 19/20 Planning:

i An email of reply December 2020 from Planning Southend Borough Council re: the receipt a letter of objection to Application no 17/00733/FUL Part of Fossets Farm, etc; from the Sutton Parish Council was recorded..

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

The Chairman Cllr: Mr C Tabor declared his pecuniary interest in the next application and did not take part or comment.

Vice Chairman Mr N Andrews conducted the meeting for the next item.

iii Application no. 21/00060/LBC - Butlers Farm Cottage, Shopland Road, Sutton, Essex.
(Demolition of Existing Cottage and Erection of Replacement Cottage)
– Sutton Parish Council have no objection, was recorded.

The Chairman Cllr: Mr C Tabor resumed his position.

iv Ward Cllr Mr M Steptoe's meeting report re: potential meeting with officers re: ilke Homes. (report awaited).

202 19/20 Correspondence.

i RDC/EALC/NALC/Police/ECC/ECC Highways as circulated: (13/01/21 – 18/01/21 - 23/01/21) were recorded.

ii The Clerk's request for a volunteer to:

i regularly update the Great Wakering Community Association (GWCA) newsletter (with the Sutton Parish Council information), to be discussed at the next Advisory Committee meeting was recorded.

ii to collect and deliver the quarterly copies to the residents of Sutton with Shopland, to be discussed at an Advisory Committee meeting was recorded.

iii To receive an e/letter November 2020 from Essex and Herts Air Ambulance re: a requested donation?

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

203 19/20 Finance:

i i The SPC Financial Statements ending January 2021 (as circulated) were recorded.

ii The Barclays Bank statements x 2 (as circulated) were recorded.

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

ii The resolved Budget and the Precept Demand on Rochford District Council for the financial year 2021-2022 @ £8,000-00 was recorded.

- iii The agreed payment March 2021 to (HMRC) re: PAYE-RTI 4th Quarter @ £175-80 was recorded.
- iv An Invoice November 2020 from Mr R Pitts re: 053 Green maintenance @ £110-00 was recorded.
- v An Invoice December 2020 from Mr R Pitts re: 054 Green maintenance @ £110-00 was recorded.
- vi A payment November 2020 to HMRC re: 3rd Quarter PAYE-RTI @ £166-00 was recorded.
- vii A payment November 2020 to Mr R Gaylor re: Wreath £17-99 was recorded.
- viii The Clerk repaid by BACS a January salary overpayment by the Barclays Bank of £221-41 was recorded.
- ix The D/D Invoice January 2021 from E-on re: streetlighting @ £162-18 was recorded.
- x The D/D Invoices November/December 2020 from 1&1 IONOS re: website @ £18-04/£18-04 was recorded.
- xi The Clerk's salary standing order payments for December 2020/January 2021 @ £221-41/£234-66 were recorded
- xii Agreed Councillors: Mr C Tabor and Mr N Andrews to duly sign the chequebook outside the meeting.
- xiii Resolved: all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.
Proposed by Councillors: Mr R Gaylor, seconded by Mr B Howat and agreed by all.

204 ^{19/20} **Streetlighting.**

- i The Clerk's P7 report: light restriction by trees has been actioned was recorded..
- ii Councillors reports: None.

205 ^{19/20} **Highways:**

- i The Clerk's report re: 2693394 was recorded.
- ii Councillors reports: None.

206 ^{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.

207 ^{19/20} **Signatures on all leading documents and cheques:**

- i To record that all Resolved leading documents and the cheque book from the 19th December 2020 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.

208 ^{19/20} **Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*
Items:

209 ^{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.

The H. R. committee (Cllrs: R Gaylor and B Loughborough) recommendations re: the Clerk's New Contract to be discussed at an Advisory Committee meeting was recorded.

210 ^{19/20} **The next Sutton Parish Council Working Party** (if out of Lockdown)?

To agree: **3rd APRIL 2021?**

211 ^{19/20} **The next Sutton Parish Council Meeting:** to be held by 'email exchange' or as advised!

To agree: **3rd/10th APRIL 2021.**