

MINUTES
OF THE ANNUAL GENERAL MEETING
OF SUTTON PARISH COUNCIL
HELD AT 'The GRAIN BARN WORKSHOP,
SUTTON HALL, SHOPLAND ROAD< SUTTON ROCHFORD ESSEX. SS4 1LQ
ON SATURDAY 7th MAY 2022.
(following on from the Sutton Annual Parish meeting)

1 22/23 **Election of Chairman for 2022-2023.**

- i Councillor Mr C Tabor was nominated for the post of Chairman for 2022-2023 by Councillors: Mr R. Gaylor, seconded by Mr B Howat and agreed by all.
- ii Councillor Mr C Tabor signed the statutory Declaration of Acceptance of Office.

2 22/23 **To Record the Members and Public Present:**

Councillor Mr C Tabor (Chairman).

Councillors: Mr N Andrews, Mr R Cann, Mr R Gaylor and Mr B Howat.

Ward/Essex Councillor: Mr M Steptoe.

Members of the Public: None.

Sutton Parish Council Clerk: Mr B Summerfield.

3 22/23 **Apologies and reasons for absence:**

- i To be received by the Clerk only in person via: email, letter and telephone.
Acceptance of the reason for absence: All present.
- ii Ward Councillors: Mr J Gooding and Mr A Williams.

4 22/23 **Chairman's Comments**

The Chairman welcomed all Councillors and the public to the meeting.

The Chairman reminded the meeting: of the fire exits and collection point, in the event of an emergency.

5 22/23 **Declarations of Interests** (under the Model Code of Conduct)

- i **To receive** all declarations of interests (including dispensations under the relevant provision s.33 of the Localism Act 2011). **None.**
- ii The Chairman reminded Councillors to declare any further interests as they became evident to them, during the progress of the meeting.

6 22/23 **Election of Vice-chairman.**

- i Councillors: Mr C Tabor, seconded by Mr B Howat nominated **Mr N Andrews for the post of Vice Chairman** and was agreed by all.
- ii Councillor Mr N Andrews signed the statutory Declaration of Acceptance of Office.

7 22/23 **The Clerk's Role:**

Resolved: the Clerk is the Proper Officer, Responsible Financial Officer and the Receiving Officer responsible for Dispensations.

Proposed by Councillors: Mr B Howat, seconded by Mr N Andrews and agreed by all.

8 22/23 **Dispensations** (relevant provision is s.33 of the Localism Act 2011)

The Clerk received Councillor Mr R Cann's request for dispensations re: Financial matters as a local council tax payer inc: the Precept and all financial matters and co-signed the written four year request.

9 22/23 **Public Forum: (5 min per person)**

Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.
(FYI from the Annual Parish Meeting):

- i Congratulations to Cllr Mike for receiving 45% of the election vote.
Ward/Essex Councillor Mr M Steptoe reported: – Mr Ron Martin (SUPC) has requested a meeting next Friday with Ward Councillors and a Planning officer re: the Training Ground in Sutton, an extraordinary meeting may be necessary – Bus services meetings to consider local routes – Ashingdon Road development continues.
- ii No public present.

10 22/23 **Annual Leading Parish Council Documents:**

Insurance:

Resolved the 3 year quotation from Gallagher (Came and Co) @ £770-76 per annum.
Proposed by Councillor Mr R Gaylor, seconded by Mr R Cann and agreed by all.

ii **Model Code of Conduct:**

Resolved:

Proposed by Councillor Mr R Gaylor, seconded by Mr R Cann and agreed by all.

iii **Standing Orders:**

Resolved:

Proposed by Councillor Mr R Gaylor, seconded by Mr R Cann and agreed by all.

iv **Financial regulations:**

Resolved:

Proposed by Councillor Mr R Gaylor, seconded by Mr R Cann and agreed by all.

v **Assets List:**

Resolved:

Proposed by Councillor Mr R Gaylor, seconded by Mr R Cann and agreed by all.

vi **The Council Risk Assessment:**

Resolved:

Proposed by Councillor Mr R Gaylor, seconded by Mr R Cann and agreed by all.

vii **Freedom of Information:**

Resolved:

Proposed by Councillor Mr R Gaylor, seconded by Mr R Cann and agreed by all.

11 ^{22/23} **Dates and Times of Meetings:**

To frequency and timing of bi monthly meetings 2022-2023 were agreed.

12 ^{22/23} **To Receive the Minutes of the Meeting of 5th March 2022.**

The Minutes were read and were Resolved to be agreed.

Proposed by Councillors: Mr B Howat. seconded by Mr R Gaylor and agreed by all.

The Chairman duly signed the Minutes as a correct record.

13 ^{22/23} **Matters Arising from the Minutes: (Not on the Agenda)**

None.

14 ^{22/23} **Planning:**

i I A letter from Councillor Mr R Gaylor of 5th March 2022 to Ward and Essex Councillors re: Training pitches, drainage and local springs was discussed.

ii Agreed to hold item to await Essex Councillor Mr M Steptoe's meeting report.

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) - Sutton Parish Council Agreed the application.

15 ^{22/23} **Correspondence.**

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

16 ^{22/23} **Finance:**

i i The SPC Financial and Barclays Bank Statements ending April 2022 were recorded.

ii The Barclays Bank/SPC statements were agreed by Councillors: Mr R Gaylor and Mr B Howat and agreed by all.

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

iii The Employers copy of the Clerk's P60 for the financial year ending 31st March 22 was recorded.

iv **The Audit 2021-2022:** the Audit Commissions, P K F Littlejohn's directions and documents were recorded.

v The Auditing Solutions Internal Audit 21-22 questions/documents were recorded.

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

vii The NALC/EALC back payment to the Clerk from 1st April 21 to 1st May 22 @ £64-44 was recorded.

viii A letter to the Bank updating the Clerks Salary to the new NALC updated rate at £245-39 nett/month was recorded.

ix The Clerk's invoice for Office and Fuel use 2021-22 was recorded.

i The Clerk's Office use invoice for 2021-22 @ £ 61-22 was recorded.

ii The Clerk's Petrol use invoice for 2021-22 @ £ 32-01 was recorded.

x A payment to the HMRC-PAYE re: the 1st Quarterly RTI payment (April/May/June) @ £ 184-02 was recorded.

xi An Invoice March 2022 from Mr Pitts re: 085A Green Maintenance @ £110-00 was recorded

xii An Invoice April 2022 from Came & Co Ltd (now Gallagher) re: Annual Insurance 22-23 @ £770-76 was recorded

xiii An Invoice April 2022/23 from EALC re: Annual subs @ £67-23 was recorded was recorded.

xiv A reissue of a payment to W&H (Romac) ltd re: their non receipt of the SPC payment of 5th March 22, Cheque No. 100659 @ £369-60 was recorded.

xv The receipt of a BACS transfer dated 04/04/2022 from the ECC re: Locality Fund @ £300-00.

xvi The payment March 2022 to HMRC PAYE-RTI 4th Quarter 21-22 @ £155-40 nett.

xvii The D/D Invoices 1st March/30th March 2022 from 1&1 re: website @ £18.04/£18.04.

xviii The Clerk's salary standing order payments for March 2022 @ £241-09.

- xix The Clerk's salary standing order payments for April 2022 @ £241-09.
xx Resolved all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.
Proposed by Councillors: Mr R Cann seconded by R Gaylor and agreed by all.

17 22/23 **Potential celebrations of the Queens Platinum Jubilee 2nd - 5th June 2022.**

The Chairman reported the FOS Jubilee Celebration circular had received one reply to date.

18 22/23 **Streetlighting.**

Congratulation were offered to Councillor Mr R Gaylor for the Memorial decoration of the Temple Cottages Flower Dinghy display.

19 22/23 **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 were recorded.
ii Councillor reports: The 40pmh sign damaged, located between Winters and Temple View, Shopland Road.

20 22/23 **Website:**

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

21 22/23 **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.

22 22/23 **The next Sutton Parish Council Meeting**

Agreed: **25th June 2022 or TBA.**

23 22/23 **The next Sutton Parish Council Meeting:**

Agreed: **TBA July 2022.**

There being no further business the Chairman closed the meeting at 11.07 am.

5th July 2022.

B. Summerfield, Sutton Parish Council Clerk/RFO.