

MINUTES

OF THE MEETING OF SUTTON PARISH COUNCIL

HELD BY ONLINE CONFERENCE BY e'MAIL

on SATURDAY 24th OCTOBER 2020.

160 ^{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 Mr M Steptoe.

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

The Parish Clerk: Mr B Summerfield.

161 ^{19/20} Apologies and reasons for absence:

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

The Council received and agreed:

162 ^{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.**

163 ^{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 Councillor Mr M Steptoe:**

Hopefully you will of received a leaflet about the virus explaining why ECC moved into tier 2. If you should have any question about this please either email or phone me.

You, I am sure will of seen a lot of roadworks going on though out the area dealing with pothole etc. If you have any more please either report them to me or put them straight on to the interactive reporting tool on ECC web site.

Make sure you note the reference number so if necessary I can chase it up.

There are now a number of hidden CCTV cameras within the parish and larger area on known fly tip sites. RDC has been very successful in catching and fining those that simply don't care.

I hope you have taken a look at the Planning white paper from government. There are quite a number of changes which will effect us all. Any question please let me know.

We are still waiting for the Local Government Reorganising of councils (LGR) so we don't fully know what government has in mind. Again any questions let me know.

I have mentioned before that as county councillor I have a fund to use for local projects please let me know if you should have anything in mind.

If any one wish to meet via Zoom/Teams on an informal basis to chat about things please let me know and I will set it up.

Any questions please either email or phone me.

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 board.

164 ^{19/20} To Receive the Minutes of the Meeting of 22nd August 2020:

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

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

The Chairman Councillor Mr C Tabor as arranged to duly sign the Minutes as a correct record.

165 ^{19/20} Matters Arising from the Minutes: (Not on the Agenda)

None.

166 ^{19/20} Planning:

i Application no: 20/00790/FUL The Diary, Shopland Hall Equestrian Centre, Shopland Road, Sutton. (Change of Use of Existing Equestrian/Agricultural Barn to B8 Storage and Distribution with Associated Office Space. Installation of Replacement Cladding and Fenestration. Associated Car Parking) as circulated was recorded. - Sutton Parish Council object based on the resulting extra cars (parking for 18) and service lorries using the Shopland Road and turning, after a dangerous blind bend onto an unmade narrow service road, to the detriment of the occupiers of the three houses situated on it.

ii Available planning updates re: Southend United Football Club. None.

iii Planning application no. 17/00436/FUL, Land North Of Smithers Chase, Sutton Road, Rochford, Essex, (Development of First Team Training Centre with Related Car Parking, Four Football Pitches, Stadium Match Day Parking, Flood Attenuation Measures, Access, Refuse Storage Point and Landscaping).
Councillors requested information on the above application?

167 19/20 Correspondence.

- i
 - i The Briefing Article from Cllr. David Finch, Leader of Essex County Council re: the Gov White Paper as circulated.
 - ii The Clerk has further circulated an email from Councillor Mr M Steptoe, that gives a fuller explanation of the Gov White Paper and offers help with questions.
- ii Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum, etc.

168 19/20 Finance:

- i
 - i The SPC Financial Statements ending September 2020 as circulated were recorded.
 - ii The Barclays Bank statements x 2 as circulated were recorded.
Proposed by Councillors: Mr R Gaylor, seconded by Mr B Howat and agreed by all.
- ii The Clerk's report re: Period of the Exercise of Public Rights - (Notices removed 7th October 20) was recorded.
- iii The Clerk's National Salary Award 2020-2021: as circulated was recorded.
To receive the National Joint Council for Local Government Services (NJC) 2020-2021 National Salary Award, implemented from April 2020. (SCP 26 new) @ £15-83 per hour = £292-83 per month gross was recorded.
- iv Agreed a letter to the Barclays Bank to update the Clerk's Standing Order to the new rate @ £234-66 nett per month, as from 5th November 2020 was recorded.
- v Agreed a payment to: (B Summerfield) re: Salary backpay (New rate @ £234-66 Mth. minus old rate @ £221-41 Mth.) = £13-25 x 7 months April to October @ £92-75 was recorded.
- vi An Invoice August 2020 from Mr Pitts re: Green maintenance 044A @ £110-00 was recorded.
- vii An Invoice October 2020 from Mr Pitts re: Green maintenance 050A @ £110-00 was recorded.
- viii The payment August 2020 to HMRC re: PAYE-RTI x 3 months @ £166-00 was recorded.
- ix The payment August 2020 to Mr Pitts re: Green maintenance 036A @ £110-00 was recorded.
- x The payment August 2020 to Mr Pitts re: Green maintenance 042A @ £110-00 was recorded.
- xi The D/D Invoices October 2020 to E-on re: streetlighting @ £162-18 was recorded.
- xii The D/D Invoices September/October 2020 to 1&1 IONOS re: website @ £18-04/£18-04 was recorded.
- xiii The Clerk's salary standing order payments for September/October 2020 @ £221-41/£221-41 was recorded
- xiv The Clerk's 'Retirement Gratuity' research was received and recorded.
 - i Clerk's contract (commenced in January 2005 and was revised from 1 May 2010) records an agreed standard retirement gratuity clause.
 - ii NALC/SLCC advises: the audit law has changed since the contract was agreed/signed and that the gratuity clause is no longer recognised as legally viable or claimable.
- xv The Clerk therefor will not claim the 2010 gratuity and the council is no longer responsible for a gratuity payment on the Clerk's retirement or demise.
- xvi The Clerk's request for a new updated contract was recorded.
- xvii Resolved: all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.
Proposed by Councillors: Mr N Andrews seconded by Mr B Howat and agreed by all.

169 19/20 Streetlighting.

Councillors reports: None.

170 19/20 Highways:

- i Clerk reported re: Sutton Church Hall chevron knocked down. (ref: 2684751).
- ii Councillors reports: None.

171 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.
- iii A trial 'Sutton Parish Council 'Facebook' page' is in the process of being set up by the Clerk.

172 19/20 Remembrance Sunday. (COVID-19 High Alert rules apply)

- i
 - i The outdoor Rule of Six will apply.
 - ii The Clerk must set up a Risk Assessment for the event.
 - iii Five Councillors and the Clerk to be the only attendees at the Village Sign and there cannot be hospitality afterwards.
 - iv The public can only attend as casual passing visitors, observing the outdoor rule of six and the 2 metre restrictions.
 - v The casual public attending must record their names and addresses with the Clerk on the day.
 - vi The Clerk to circulate to all residents the updated COVID-19 rules for the restricted Remembrance Sunday.
- ii **The above statement subject to Gov.& Essex COVID-19 rule change up to 8th November 2020.**

173 19/20 Signatures on all leading documents and cheques:

- i To record that all Resolved leading documents and the cheque book from the 22nd August 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.

174 ^{19/20} Next Agenda Items from Councillors.

for next Agenda and exchange of information only.

Items: None.

175 ^{19/20} The next Sutton Parish Council Meeting: to be held by 'email exchange' or as advised!

Agreed:

12th DECEMBER 2020 (The PRECEPT for 2021-2022 to be discussed and agreed)

There being no further business the Chairman agreed that the closure of the meeting to be at 11.30 pm.

14th December 2020.

B. Summerfield Sutton, Parish Council Clerk/RFO.